

BY LAWS
OF
THE JUSTIN GARZA
GUARDIAN TAKE DOWN CLUB

ARTICLE 1-GENERAL PROVISIONS

1.1 NAME

The name of this organization shall be known as The Justin Garza Guardian Take Down Booster Club herein known as Guardian Take Down Booster Club.

1.2 STATEMENT OF PURPOSE

The mission of the Guardian Take Down Booster Club is to provide academic and athletic support to encourage student athletes with incentives and supplemental financial support for wrestling athletic activities at Justin Garza High School.

The objectives of the Guardian Take Down Booster Club are to:

- A. Support the wrestlers and wrestling events of the Justin Garza wrestling program with monies generated from the Guardian Take Down Booster Club.
- B. Provide program support as needed for Guardian Take Down Booster Club events.
- C. This entity is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue code, or any corresponding section of any future federal tax code. No proceeds from the corporation will enrich any individual except that reasonable compensation may be paid for services to the corporation.

1.3 ORGANIZATION RESPONSIBILITIES

The Guardian Take Down Booster Club responsibilities shall be to work together with Justin Garza High School wrestling staff and students to provide fundraising opportunities and financial support to the Justin Garza High School Wrestling program. This will include but is not limited to, spring and summer feeder programs for high school and younger athletes.

1.4 MEMBERS

- A. Members of this organization include coaches, district staff, parents and community volunteers.
- B. New members can join at any time throughout the existence of the club. All members must be committed to attending monthly, bi-weekly or weekly meetings and participating in all fundraising and program enhancing activities. Failure to commit to these areas could result in removal from the club by majority vote.
- C. MEMBER EXPLOITATION
In no way will secondary agendas occur within the realm of this club. Members shall not use the Booster Club as a platform to promote their student-athlete or negatively influence the direction of the wrestling program. Coaches, district staff, parents, community volunteers and other members of the club should collectively work together for the betterment of the wrestling program.
- D. MEMBER AT LARGE
Members at Large will have no Board Responsibilities, unless otherwise assigned. However, if Members at Large would like voting rights; there will be a \$5 per calendar year fee. Members at Large must attend three consecutive meetings in order to execute their voting rights.

1.5 VOTING

Voting will take place for delegation of funds, scheduling a team event/fundraiser, adding community members to the group and/or removing a member. The voting procedures is as follows:

1. Three officers will constitute a quorum, which must be present for a vote to count.
2. Decisions will be made by a majority vote of officer's present.

A. Voting Percentages

Below describes the voting percentages for each officer:

President, Vice-President, Treasurer, Secretary, Members at Large = 20% of each of the vote.

1.6 EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Directors of the GUARDIAN TAKE DOWN BOOSTER CLUB herein known as The Board, shall consist of a minimum of 4 members. President, Vice-President, Secretary, and Treasurer. Also, there will be no limit of Members at Large.

A. POWERS AND DUTIES OF THE BOARD

The Powers and Duties of the Board Are:

1. To ensure proper operation of the GUARDIAN TAKE DOWN BOOSTER CLUB.
2. To appoint committees for any designated purpose as needed.
3. To formulate and follow a budget or expected income and expenses.
4. To operate and manage GUARDIAN TAKE DOWN BOOSTER CLUB fundraisers including snack bar.
5. To provide all 3 levels of the WRESTLING Program with pre-game meals.

B. BOARD MEMBERSHIP AND TENURE

For the initial 2021 GUARDIAN TAKE DOWN BOOSTER CLUB BOARD, terms will be served for two-year terms and may be re-elected for no more than two (2) terms in any one office. All Board Members elected post the year 2025 shall serve a one-year term and may be re-elected for no more than two (2) terms in any one office.

After Three absences by a board member, as determined by a vote of the Board, a position is declared vacant and up for immediate re-election except for the Presidency which will be filled by the Vice President.

Should any board member submit a resignation in writing to the board, that position will be declared vacant and up for re-election at the next scheduled meeting.

C. ELECTION PROCESS

1. The secretary will notify all Members of the Nominating Meeting at least 72hrs prior to the meeting. Nominations for appropriate elected positions will be made at this meeting or submitted in writing.
2. The secretary will distribute numbered ballots to members at the next meeting and collect all ballots after selections have been made.

C. ELECTION PROCESS (continued)

3. The Secretary will tabulate all ballots and announce the results at the end of the meeting.
4. There will be one vote per Board Member and Member at Large.

D. PRESIDENT

The major duties include, but are not limited to, the following:

1. Preside at all meetings of the organization.
2. Regularly meet with the Director of Sport regarding booster activities.
3. Resolve problems in the membership.
4. Regularly meet with the treasurer of the organization to review the organization's financial position.
5. Set up a business non-profit account.
6. Select an officer as the designee to receive bank statements through the mail at their home address or booster club P.O. Box. This individual must not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity.
7. Schedule annual audit of records or request an audit if the need should arise during the year.
8. Perform any other specific duties as outlined in the bylaws of the organization.

E. VICE PRESIDENT

The Vice President acts as the president's representative in his/hers absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

1. Preside at meetings in the absence or inability of the president to serve.
2. Perform administrative functions delegated by the president.
3. Perform other specific duties as outlined in the bylaws of the organization.

F. SECRETARY

The Secretary is responsible for keeping accurate records of the proceedings of the association and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organization's by-laws. The major duties include, but are not limited to, the following:

1. Report on any recommendations made by the executive board of the Booster organization if such a governing board is defined by the by-laws.
2. Maintain the records of the minutes, approved by-laws and any standing committee rules, current membership and committee listing.
3. Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format.
4. Maintain records of attendance of each board member and members at large.
5. Conduct and report on all correspondence on behalf of the organization.
6. Other specific duties as outlined in the by-laws of the organization.

G. TREASURER

Authorized custodian of the funds for the booster club. The treasurer receives and disburses all monies indicated in the budget and prescribed in the by-laws or as authorized by action of the voting members.

1. Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250.00)
2. Set up a business non-profit account.
3. Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within 30 days of the previous month end. Copies should be available for review by the general membership if requested.
4. Maintain an accurate and detailed account of all monies received and disbursed.
5. Submit records to audit committee appointed but the organization upon request or at the end of the year. Other specific dates outlined in the by-laws of the organization.
6. Complete and submit all tax documents for Federal and State compliance.

H. SPECIAL COMMITTEES

Special committees are created for specific purposes and voted upon by the membership. The committee is automatically dissolved as soon as the purpose is accomplished and the committee report is made (sample: committee such as program banquet or fundraising events). Special committees should complete their assignments within the current school year. If the objectives are not met at the end of the school year, officers will be required to re-appoint members of the committee for the following year until the purpose of the committee has been achieved. Individuals who have a conflict of interest must not be allowed to serve as members of the committee. For example, senior parents would not be included on a scholarship committee since their child is a potential recipient of the monies.

I. NOMINATING COMMITTEE

The nominating committee is formed from the organization's membership. The purpose of the committee is to recommend various members of the organization for office during the early spring of each year. The nominating committee should be charged with soliciting recommendation for officer positions within the organization. The committee should then contact the potential candidate directly to ascertain their willingness and desire to serve. The nominating committee should report back to the membership on the results in the spring so that elections may be held.

J. AUDIT COMMITTEE

At the end of the fiscal year, an audit of the booster club's financial records will take place. The audit will be performed by individuals who are independent for day-to-day financial activities. This audit should be performed by a group of 2 or 3 individuals. The primary objectives of the audit are to:

1. Verify the accuracy and timely filing of the Treasurer's financial reports.
2. Ensure that the club's balances are accurate.
3. Determine that established procedures for handling booster funds have been followed.
4. Ensure that expenditures occurred in a manner consistent with the organizations by-laws.
5. Ensure that all revenues have been appropriately received and recorded.

1.7 MEETINGS

- A. **REGULAR MEETINGS:** GUARDIAN TAKE DOWN BOOSTER CLUB will hold meetings every month or as needed. All meetings will be held in a public place open to the entire general membership. Closed meetings may be held to discuss personnel and legal matters.
- B. **SPECIAL MEETINGS:** May be called by the President. A two-day notice is required. The purpose must be known to each Board Member prior to the meeting. Conference calls are also permitted if all members cannot meet.

1.8 ORDER OF BUSINESS

- A. Regular, Special and Nominating Meetings:
 - 1. Roll.
 - 2. Read and approval of the previous minutes.
 - 3. Read and approval of Treasurer's report.
 - 4. Committee reports (if any)
 - 5. Old Business.
 - 6. New Business.
 - 7. Announcements.
 - 8. Adjournment.

1.9 FUNDS

- A. Funds will be issued for the following purposes:
 - 1. To sponsor a player for a camp (Central Unified School District students only).
 - 2. Purchase equipment for players and/or coaches at the high school level or feeder team level.
 - 3. Purchase apparel for players and/or coaches.
 - 4. Support coaches to clinics and educational functions.
 - 5. Fund additional coaching stipends, stipends will not exceed the district allotment.
 - 6. Help with hotel, gas and food costs for coaches on road trips.
 - 7. Help players with food costs on road trips.
 - 8. Meals prior to games for 3 levels.
 - 9. Plan and coordinate the End of Season banquet.
 - 10. Plan and coordinate program/team dinners and BBQ's.
 - 11. Support team functions and tournaments.
 - 12. Compensating for coaches in "out of season" activities. The Director of Sport will receive up to 25% of the total net earnings for specific events and 25% will be paid to coaches divided up at the discretion of the Director of Sport.
- A. GUARDIAN TAKE DOWN BOOSTER CLUB ASSETS

All assets, raised under the name of GUARDIAN TAKE DOWN BOOSTER CLUB, must remain in the community under the direction of the Executive Board and may not be dissipated or transferred for other purposes but must be utilized for the continued benefit and support of the GUARDIAN TAKE DOWN BOOSTER CLUB and its purposes.
- B. REIMBURSEMENT

Actual assets, raised under the name of GUARDIAN TAKE DOWN BOOSTER CLUB, must remain in the community under the direction of the Executive Board and may not be dissipated or transferred for other purposes but must be utilized for the continued benefit and support of the GUARDIAN TAKE DOWN BOOSTER CLUB and its purposes.

C. DISSOLUTION

Should the GUARDIAN TAKE DOWN BOOSTER CLUB be dissolved, all assets remaining after payment of all debts shall be donated to Justin Garza High School for the wrestling program.

D. CODE OF CONDUCT

The conduct of all persons associated with the GUARDIAN TAKE DOWN BOOSTER CLUB must always be, at all times, be held at the highest level. Any charges of misconduct, as described below, will be presented in writing to the President to be acted upon within (7) days. The charges, evidence and testimony must be heard by a minimum of 2/3 of the Board, at the hearing location, date and time. After hearing evidence, the board with the aid of the By-Laws and general Provisions of the GUARDIAN TAKE DOWN BOOSTER CLUB, will make a ruling and immediately notify all parties involved. Offenses, including but not limited to these listed below, are subject to suspension, ban or disqualification from the GUARDIAN TAKE DOWN BOOSTER CLUB.

- i. Physically or verbally assaulting an official, coaches, personnel, players, parents, spectators, or any other persons involved with play, events, or meetings.
- ii. The deliberate violation of any Central Unified School District or GUARDIAN TAKE DOWN BOOSTER CLUB rules and/or regulations.
- iii. Financial irresponsibility against the GUARDIAN TAKE DOWN BOOSTER CLUB.
- iv. Actions that compromise, including but not limited to, theft of property and embezzlement of funds.
- v. Prosecution of legal action may also be taken should any criminal law be broken or violated.