

Central TF/XC Booster Club Bylaws

Article I - Name

The name of this organization shall be the Central TF/XC Booster Club.

Article II - Mission Statement

The Central TF/XC Booster Club is a non-profit organization formed for the purpose of assisting in and enhancing the cross country and track programs within Central Unified School District (CUSD), including but not limited to: CUSD elementary schools, Rio Vista, Glacier Point and El Capitan junior high schools, and Central High School. The booster club shall strive to indirectly enhance the educational environment of all CUSD cross country and track athletes by supporting and supplementing the school's cross country and track department budgets when and where necessary. Our goals as an organization include, but are not limited to, the following:

- To promote and publicize Central High School Cross Country and Track & Field at all school levels;
- To develop and enhance a sense of pride and tradition;
- To produce productive citizens through a sport-learning environment;
- To provide support, financial and otherwise, to all Central Unified School District cross country and track athletes;
- To provide the necessary resources for our cross country and track athletes to compete at the highest level.

Article III - Structure / Membership

Booster Board The booster board shall consist of elected officers as listed below. The booster board is the functional body of the booster club. It will act to carry out the purposes as stated in Article II. Officers will be elected by the members every two years on even-numbered spring semester years. The titles and duties of the officers shall be:

PRESIDENT

- The president shall preside at all Central TF/XC Booster Club meetings and fund raising events;
- Shall work with the executive board to develop meeting agendas;
- Shall ensure that representatives effectively perform their duties;
- Shall coordinate the activities of representatives and shall perform other duties usually pertaining to the office of president.

VICE PRESIDENT

- The vice president shall assist the president and shall preside over any meeting or event in the absence of the president;
- In the event that the president cannot complete the designated term, the vice president shall complete the remainder of the term in the position of president;
- Shall be available to work with all standing committees.

SECRETARY/TREASURER

- The secretary/treasurer shall keep a written record of all Central TF/XC Booster Club meeting;

- Shall present minutes of all meetings on a monthly basis for review and approval of the booster board;
- Shall maintain a copy of the bylaws;
- Shall add any amendments to the bylaws;
- Shall keep a written record of all Central TF/XC Booster Club financial transactions detailing all funds received, deposited, and disbursed. These records shall be the permanent property of the booster club and shall be available for examination by its members;
- Shall present financial status on a monthly basis for review and approval of the booster board;
- Shall approve expenditures, in conjunction with the board, head coach and members;
- Shall be responsible for the disbursing of expenditures approved of and authorized by the membership and the board.

BOOSTER CLUB BOARD REPRESENTATIVES

- The booster club board representatives shall provide oversight and serve as liaison with parents for their school site;
- Shall organize functions for their respective site;
- Shall support fundraising activities at their respective site.
- List of schools:
 - Rio Vista
 - El Capitan
 - Glacier Point
 - Central East & West

Finance The booster board will set short term and long term goals for the booster club and make recommendations to the head coach as to how its monies will be spent. The board may authorize expenditures up to \$500. All purchases over \$500 must have approval of the executive board. A bank account in the name of the booster club will be maintained. The signers on the account are at least 2 executive board members. Deposits must be counted and initialed by both signers. Signature cards will be updated with each new board election period.

Two (2) ATM debit cards will be issued on the account for the president's and treasurer's use at his/her discretion with the same limits as outlined above.

Any monies remaining at the end of the year if the organization is not continued or authorized to continue in the future shall be equally split and deposited in the Central High Cross Country and Track & Field ASB accounts via gift proposal.

Membership Membership is open to all past and present Central Grizzlies cross country and track students, parents, faculty members, staff, alumnae and their families. Our goal is to achieve participation from all families of the school district by soliciting sponsorship support and volunteer participation at fundraising events. Voting membership is available to members who attend at least 50% of the general meetings each year.

Meetings The Central TF/XC Booster Club shall meet quarterly from August through June of each school year. Booster club members may attend all open meetings scheduled each year. The booster club board shall meet quarterly from August through June of each school year, and as needed.

Article IV - Election of Officers

The election of officers shall take place at the May meeting in even-numbered calendar years. Officers shall be limited to a maximum of two (2) two-year terms per executive board position. Officers who complete the maximum years of service and who want to continue to

serve may retain a position as an ex-officio/sustaining member or an at-large booster club representative.

Article V - Committees

Section 1: The board may create committees as needed, such as fundraising, communications, etc. The board appoints all committee chairs.

Section 2: The three officers serve as the members of the executive committee. The executive committee shall have the power and authority to act in the intervals between meetings of the board.

COMMUNICATIONS OFFICER

- The communications officer shall be responsible for disseminating information about club activities to all members and to the public;
- Shall prepare meeting notices, notices of upcoming events, fundraisers, etc;
- Shall be responsible for establishing and communicating with a liaison for each school site;
- Shall maintain e-mail notification lists.

FUNDRAISING COMMITTEE

- Shall organize fundraising events;
- Shall review recommendations by members for fundraising events;
- Shall coordinate with treasurer regarding fundraising funds.

Article VI - Amendment to the Bylaws

Revisions to the bylaws should be considered for discussion and modification every three years.

Bylaws may be amended by a simple majority vote of the members present at the June meeting each year. All proposed amendments to the bylaws must be submitted in the last meeting of the school year. They will then be open for discussion and modification, and will be voted upon at the June meeting each year. Any approved amendment to the bylaws will be incorporated and effective for the next school year.

Article VIII - Approval of Bylaws

These bylaws were adopted by the booster club board at its June meeting to be effective immediately. Adoption of these bylaws will be recorded in the official minutes of the February 2017 booster club meeting.

President: _____

Vice President: _____

Secretary/Treasurer: _____