

San Ramon Valley High School Athletic Boosters Club
Bylaws

ARTICLE I

DIRECTORS AND THEIR ELECTION:

Section 1:

- a. The Board of Directors of this Club shall consist of the President, the Vice President, the Secretary, the Treasurer and at least three (3) Directors at large, as well as the S.R.V.H.S. Athletic Director.
- b. The Executive Board shall be the President, Vice President, Secretary, Treasurer and the Athletic Director.
- c. A specific individual, serving on the Board of Directors, may be included as a full member of the Executive Board if that individual is deemed to have a critical or strategic capacity within the organization. The request to serve on the Executive Board is specific to that individual and will not necessarily be offered to their successor.
- d. Directors shall be elected annually by secret ballot in the month of March.
- e. Directors shall take office at the following regular meeting.
- f. A Term of Office shall consist of a one (1) year term.
- g. The Directors serving as President, Vice President, Secretary and Treasurer shall serve no more than two (2) consecutive terms in the same position.
- h. Upon the conclusion of their term of office, if there are no candidates to succeed the individual, the encumbant may serve until their successor is identified.

Section 2:

- a. There shall be a nominating committee consisting of at least three (3) members, one of whom shall be selected by the Board of Directors from its members and two (2) appointed by the President at least two (2) months prior to the election. The Athletic Director will be asked to serve as a member of the committee at the discretion of the Board. The members of the nominating committee shall select one of their number as chairman.
- b. The nominating committee shall select at least one (1) nominee for each directorship and report at the January meeting.
- c. Following the report of the nominating committee, nominations shall be taken from the floor.
- d. Only those who have consented in writing or verbally to serve, if elected, shall be eligible for nomination either by the committee or from the floor.

Section 3:

- a. A vacancy occurring in an office shall be filled by a majority vote of the Board of Directors or its remaining members.
- b. If the President's office shall be open, it shall be filled by the Vice President

ARTICLE II

REMOVAL OF OFFICERS:

Section 1:

- a. Should it become evident that a Director, currently serving, is not fulfilling their responsibilities, that individual may be removed from office by a simple 2/3 vote of the existing Executive Board members.
- b. Should it become evident that an Executive Board Member is not fulfilling their responsibilities, that individual may be removed from office by a simple ¾ vote of the remaining Executive Board members.

S.R.V.H.S. Athletic Booster Bylaws (Continued)

ARTICLE III

DUTIES OF OFFICERS:

Section 1:

- a. Specific responsibilities shall be developed for each of the Director positions on the Board of Directors.
- b. The President shall have primary responsibility for the development of the role descriptions with appropriate input from the Board of Directors and the individual currently in the role.
- c. The Secretary shall have responsibility for maintaining the role descriptions.

Section 2:

PRESIDENT:

- a. The President shall preside over all meetings of the S.R.V.H.S. Athletic Booster Club and of the Board of Directors.
- b. Shall be a member ex-officio of all committees except the nominating committee and
- c. Shall perform such other duties assigned by the Board of Directors or the general membership.

Section 3:

VICE PRESIDENT:

- a. The Vice President shall act as an aide to the President and
- b. Shall perform the duties of the President in the absence of that officer.

Section 4:

SECRETARY:

- a. The Secretary shall keep an accurate record of all meetings of the Club and the Board of Directors.
- b. The function of recording secretary may be delegated to a member of the club by the secretary.
- c. The Secretary shall be the repository for all club historical information and records.
- d. The Secretary shall ensure that proper meeting decorum is adhered to.

Section 5:

TREASURER:

- a. The Treasurer shall receive all monies of the Club.
- b. Shall keep an accurate record of receipts and disbursements.
- c. Shall pay out local funds only as duly authorized.
- d. The Treasurer shall present a statement of account at every meeting and shall make a full report quarterly.
- e. The Treasurer shall keep the records of project funds separate from the membership dues and shall keep accurate record of project expenses.
- f. The accounts shall be examined annually by an auditor or the outgoing and incoming treasurer or one other Board member, who, if satisfied with the Treasurer's annual report, shall sign a statement to that effect at the end of the report.

ARTICLE IV

FINANCIAL RESPONSIBILITIES:

Section 1:

ANNUAL FINANCIAL PRIORITIES:

1. General Athletic Fund
2. Individual Team Contributions
3. Capital Improvements
4. Specific Equipment Requests

S.R.V.H.S. Athletic Booster Bylaws (Continued)

- Section 2: 5. Other Funding Areas as Agreed to by the Board of Directors
- CAPITAL IMPROVEMENT FUNDING POLICIES:
- a. The Capital Improvement Project should benefit the majority of students at S.R.V.H.S.
 - b. A written plan or strategy will be developed to ensure that the Capital Improvement Project does not come at the expense of the annual contribution to the General Athletic Fund.
 - c. The Capital Improvement Project is identified with an appropriate plaque/signage indicating that “Major funding for this project was provided by the S.R.V.H.S. Athletic Booster Club”
 - d. Multiple concurrent Capital Improvement Loans are expressly prohibited.
 - e. The Athletic Booster Board of Directors and the Executive Board is prohibited from financial commitments in excess of seven, (7), years.
 - f. The annual loan schedule shall not exceed 75% of the average amount contributed to the General Athletic Fund during the three, (3), years immediately preceding the Capital Improvement Funding Request.
 - g. A minimum of two, (2), current Executive Board members or individuals currently serving on the Board of Directors, expressing a desire to subsequently serve on the Executive Board in succeeding terms of office must be in concensus with the decision to fund the project.

ARTICLE V

MEETINGS:

- a. Regular meetings of the club shall be held on the first Monday of each month, unless otherwise provided for the general membership or Board of Directors. Seven (7) days notice shall be given of change of date.
- b. Special meetings may be called by the Board of Directors or President, seven (7) days notice having been given.
- c. A quorum must be present for an official meeting to be convened.
- d. A majority of the elected Board shall constitute a quorum.
- e. Voting shall be done by members as defined by the Roster.
- f. The annual meeting shall held in the month of March.

ARTICLE VI

BOARD OF DIRECTORS:

- Section 1:
- a. The Board of Directors shall consist of the Directors elected at the annual election.
 - b. The Directors may serve until their successor is elected.
- Section 2:
- a. The duties of the Board of Directors shall be:
 - b. To transact necessary business between regular monthly meetings of the club.
 - c. To approve plans of standing committees.
 - d. To present approved projects to the general membership for adoption.
 - e. To present a report at each regular monthly meeting.
 - f. To approve routine bills

ARTICLE VII

CODE OF CONDUCT:

- a. The members of the Board of Directors and the Executive Board shall conduct themselves in an appropriate manner at all times so as to project a positive image of San Ramon Valley High School, the athletic

S.R.V.H.S. Athletic Booster Bylaws (Continued)

- program and the S.R.V.H.S. Athletic Boosters organization.
- b. The members of the San Ramon Athletic Boosters shall work to promote the positive image of non-professional student athletics and assist in the generation of revenue to support the athletic program at S.R.V.H.S.
 - c. Members of the Athletic Boosters shall contribute their time and expertise on a strictly volunteer basis and no monetary compensation or “recompense in kind” shall be provided or expected as a result of these efforts.
 - d. The San Ramon Valley High School Athletic Boosters specifically forbids the consumption or acquiescence to consume alcoholic beverages at any school function or any event where there would be a reasonable expectation that S.R.V.H.S. students might be invited, present or able to observe the use or consumption of alcoholic beverages by its membership in a setting perceived to be an official Booster function.

ARTICLE VIII **STANDING COMMITTEES:**

Section 1: Such Standing Committees shall be created by the Board of Directors as may be required to promote the objectives and interests of the club. The Chairman of the Standing Committees shall be approved by the Board of Directors before being appointed by the President, and shall hold office for the current year.

Section 2: The Chairman of each Standing Committee shall present plans of work to the Board of Directors and no committee work shall be undertaken without the approval of the Board of Directors.

ARTICLE IX **AMENDMENTS:**

Section 1: These Bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

Section 2: A committee may be appointed to submit a revised set of Bylaws only by a majority vote at a meeting of the club or by two-thirds (2/3) vote of the Board of Directors.

ARTICLE X **ANNUAL MEMBERSHIP FEES:**

Annual membership fees shall be set by the Board of Directors and used for the ordinary expenses of running the organization as well as utilization of various projects relative to the athletic programs of the school.

ARTICLE XI **BANKING OF FUNDS:**

Money shall be banked locally. Checks shall be signed by two (2) Directors from the following: President, Vice President, Secretary or Treasurer.

ARTICLE XII **MEMBERSHIP CARDS:**

Each member, upon payment of his or her membership fee shall be given a membership card(s).

S.R.V.H.S. Athletic Booster Bylaws (Continued)

ARTICLE XIII

RATIFICATION OF PROJECTS:

Projects recommended by the Board of Directors must be confirmed by a quorum of the Board of Directors following its presentation to the membership.

ARTICLE XIX

ATTENDANCE OF DIRECTORS:

If a Director fails to attend three (3) consecutive meetings without adequate justification, that Director may be removed from office by a two-thirds (2/3) affirmative vote of the Board.

Revised:

Dec. 3, 2007

Approved:

Dec. 3, 2007