



Athletic Boosters By-laws

ARTICLE I – NAME

The name of this organization shall be the San Lorenzo Valley Athletic Boosters.

ARTICLE II – PURPOSE

The primary activity shall be to provide for the advancement of education and social welfare through the athletic teams of the San Lorenzo Valley School District. The secondary activity shall be to support advancement of education and social welfare through the extracurricular and academic programs of the San Lorenzo Valley School District. The specific ways in which we provide support are:

- A. To provide financial support for school programs not supported by district appropriations, including the funding of the athletic equipment, uniforms and busing.
- B. To provide assistance in the construction, maintenance and improvement of school facilities.
- C. To provide an avenue for public donations to school programs.
- D. To provide funding for new or beginning programs.
- E. To honor athletic achievements by providing awards to exceptional athletes.
- F. To conduct fundraising activities in support of school programs.
- G. To provide support personnel for athletic events
- H. To encourage sportsmanship and a sense of fair play
- I. To provide hospitality for visiting teams
- J. To promote extracurricular activities to the students and community
- K. To provide awards and recognition for all teams, athletes and coaches

ARTICLE III

The principle office for transaction of the business of the Association shall be located in Santa Cruz County with the following mailing address.

San Lorenzo Valley Athletic Booster
P.O. Box 616
Felton, CA 95018

ARTICLE IV

The annual membership fee shall be determined by resolution of the Executive Board. Membership shall be for one year. Lifetime membership may be awarded by a resolution of the Executive Board.

ARTICLE V OFFICERS

- Section 1. Officers - The officers of this organization shall be a President, Vice President, Secretary, Treasurer and a High School representative. The Executive Board shall consist of all the officers listed above.
- Section 2. Eligibility – Any member shall be eligible to fill any office of this association.
- Section 3. Nominating Committee – The nominating committee shall consist of four Association members appointed by the President, plus the Vice President. This committee shall announce its nomination of officers at the last meeting of the school year at which time election and installation of officers will be held. Should any vacancy occur among the elected officers, the Nominating Committee shall meet and present candidates to the Executive Board to fill the vacancy.
- Section 4. Term – The term of office shall be one (1) year effective at the conclusion of the last meeting of the school year. Officers shall serve without compensation.
- Section 5. Election – A majority vote of members at the last meeting of the school year will determine the election of officers.
- Section 6. President – The President shall preside at all meeting of the Association and the Executive Board. The President shall appoint all special committees, such as snack bar, scholarship, bingo, membership, publicity, audit, special events and other committees. The President shall be a member ex-officio of all committees with the exception of the nominating committee.
The President shall show fiscal responsibility and restraint with all Booster funds so as to keep a healthy reserve for extraordinary emergencies. This emergency fund shall not be less than \$40,000.00 and shall be kept in a secure fund like a Certificate of Deposit or invested in a low risk Market/Bond account.
The President must be willing to organize and work at any booster fundraiser.
The President may be called upon to attend multiple team sports events to sell Booster memberships.
The President may be called upon to collect money at sporting events if treasurer is not available.
The President shall be available to attend any team parent meeting to discuss Booster activities and provide information as to the workings of Booster Bingo. The President will attend the team parent meeting at the request of the team head coach.
The President shall be available to attend Freshman Orientation at the start of each school year to provide Booster information to incoming freshman parents.
The President shall chair the Booster Student Athlete Scholarship Awards committee, review and vote on applicants unless the President has a son/daughter submitting an application. The President shall attend Student Awards program to announce winners and award checks to Booster chosen student athletes.

- Section 7. Vice President – the Vice President shall perform the duties of the President in his/her absence. He/she shall assist the President as needed and act as chairperson of the nomination committee. The Vice President shall be in charge of fundraising.
 The Vice President may be called upon to attend multiple team sports events to sell Booster memberships.
 The Vice President shall chair the Coach’s Appreciation Dinner committee.
 The Vice President may be called upon to collect money at sporting events if treasurer is not available.
 The Vice President shall be a member of the Booster Student Athlete Scholarship Awards committee, review and vote on applicants unless the Vice President has a son/daughter submitting an application.
 The Vice President may be called to attend Student Awards program to announce winners and award checks to Booster chosen student athletes.
- Section 8. Vice President Bingo – the Vice President in charge of bingo shall perform the duties required to administer all bingo game operations and is empowered to write checks associated with the operation of bingo games and supporting services. Those duties include but are not limited to the following:
 Management and supervision of bingo volunteers
 Specifying and ordering all bingo materials
 Specifying and negotiating independent security personnel
 Specifying the purchase, repair or replacement of all bingo equipment
 Weekly deposits and reports of bingo proceeds
 The Vice President Bingo shall determine volunteer payouts. Payouts shall be fixed for a 3 year period after which they may be reviewed and modified. Payouts may be reviewed and modified before the 3 year period in case of an emergency. Any proposed changes to those payouts requires the approval of the Vice President Bingo.
- Section 9. Secretary The Secretary shall attend all meeting of the Association and the Executive Board. The Secretary shall take all minutes at such meetings.
 The Secretary shall maintain the Booster membership list and email weekly updates to the Athletic Director.
 The Secretary shall take the lead on written communications for donations to the program.
 The Secretary shall work with other board members in regularly checking incoming mail (at school and email) and respond as needed.
 The Secretary shall be a part of special committees and special events.
 The Secretary must be willing to organize and work at any booster fundraiser.
 The Secretary may be called upon to attend team sports events to sell Booster memberships.
 The Secretary may be called upon to collect money at sporting events if treasurer is not available.
 The Secretary may be called upon to support the President in providing information as to the workings of Booster Bingo and other Booster activities/information to any team meeting and/or freshman orientation.
 The Secretary may be called upon to participate in the Booster Student Athlete Scholarship Awards committee, review and vote on applicants unless the Secretary has a son/daughter submitting an application.
- Section 10. Treasurer The treasurer shall receive all money belonging to the Booster and dispense the same under the direction of the Executive Board. Treasurer shall deposit funds into the bank. Treasurer shall keep an accurate itemized account of all receipts and disbursements and shall report at general and Executive Board meetings. Treasurer will also be using QuickBooks to keep all accounting. Treasurer shall also check the mail located at the Post office in Felton. Treasurer shall (before school starts) also contact Snack Bar Coordinator call Coke and Carbonics to set up soda machine (call Carbonics to turn off after season). Get home football schedule so you can have petty cash ready for all home football games. Pick up petty cash on Friday and get to Snack Bar Coordinator then collect all money at the

end of the game and deposit in bank. Treasurer must reconcile three bank accounts and prepare monthly reports for meetings. At the end of the month get Bingo sign in sheets and Journal entry into the Team accounts for the balance sheet.

The Treasurer may be called upon to attend multiple team sports events to sell Booster memberships. The Treasurer must be willing to organize and work at any booster fundraiser.

The Treasurer may be called upon to participate in the Booster Student Athlete Scholarship Awards committee, review and vote on applicants unless the Secretary has a son/daughter submitting an application.

- Section 11. Athletic Representative – The Athletic Representative shall act as liaison officer between the school and this Association. This officer will be appointed by the Athletic Director of the High School.

ARTICLE VI MEETINGS

- Section 1. There will be a regularly scheduled general meeting each month. That day will be the second Wednesday of each month. Executive Board meeting may be called by the President or any two members of the Executive Board.

ARTICLE VII FUNDRAISING

- Section 1. Fundraising events shall be held as deemed necessary by the Executive Board and approved by a majority of members present at a general meeting.

ARTICLE VIII DISBURSEMENT

- Section 1. Items to be considered for disbursement will be decided by a majority vote of the Executive Board. Members present at the general meeting will vote to determine those funds.
- Section 2. No part of the disbursements of this association shall benefit any member of individual of this organization
- Section 3. No activities are conducted to promote or stimulate any business organized for profit.
- Section 4. In the event the San Lorenzo Valley Athletic Boosters is dissolved none of the remaining assets shall be distributed to the members, but shall be given only to the San Lorenzo Valley School District Athletic Departments.

ARTICLE IX LIMITATIONS

- Section 1. This Association recognizes the authority and responsibility of the school administration to hire and fire coaches and officials.

ARTICLE X AMENDMENTS

- Section 1. Amendments to these By-laws may be made by two-thirds majority vote of the members present at any regular meeting. All amendments to the Constitution and By-laws shall be presented to the President in Writing. The President will then read the amendment at which time it will be tabled and voted upon at the next meeting.

ARTICLE XI CONSTRUCTION

As used in these By-laws:

- a. The present tense includes the past and future tenses and the future tense includes the present.
- b. The masculine gender includes the feminine and neuter.
- c. The singular number includes the plural and the plural number includes the singular.

ADOPTION

We, the undersigned, are all of the persons named as officers in the Constitution of the Association, and hereby consent to, and do, adopt the foregoing By-laws, consisting of five pages, as By-laws of the Association.

Al Wartner and Jennifer Kanter

President

Heidi Harris

Vice President

Lisa Hill

Vice President - Bingo

Mitzi Poetzinger

Secretary

Lyndsey Reason

Treasurer

Chris Coulson

High School Representative

Revised 11/2017