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Hillcrest High School Football Boosters: Bylaws

These bylaws herein are in compliance with all sections of Alvord Unified School District Board Policy, Rules and Regulations, and Procedures #1230 and #6145.

Article I Name of Organization

Section 1: The name of this organization shall be the Hillcrest High School Football Boosters.

Article II Mission Statement

Section 1: The exclusive mission of the Hillcrest High School Football Boosters, herein referred to as the Booster Club, shall be to support the academic, athletic, and fundraising needs of the football team at Hillcrest High School. The Booster Club shall be organized to encourage, and support the participation of athletes, as well as foster parent participation and attendance at all activities.

Article III Membership

Section 1: Any person, who is a supporter of an athlete on the Hillcrest football team, is automatically a member of the Hillcrest High School Football Boosters.

Article IV Sponsorship

Section 1: Anyone interested in supporting the Hillcrest football team, may become a sponsor by purchasing advertising space on our website, banners to be displayed at home field, program literature, monetary donation or any combination thereof.

Section 2: Sponsorships will be subject to approval per AUSD guidelines.

Article V Member Responsibilities

Section 1: The Hillcrest High School Football program is being operated for the benefit of our students. In order to ensure that this operation is carried out properly, it is vital that the mission statement of the Booster Club be fully understood and supported by the parents, and organizational supporters. The members should assist in the following ways:

- a) Be of help to the Coach, faculty, administrators, and student football athletes.
- b) Be an advisory organization in support of the Hillcrest football Coach(es), but in no way write or direct any coaching policies.
- c) Attend necessary meetings, special events, and fundraising activities.
- d) Help develop a close bond and an understanding between Booster Club members and Hillcrest High School.
- e) Comply with the Code of Conduct and Confidentiality agreement, signed at the first Booster Club meeting of the fiscal year.
- f) Comply with all sections of the Alvord Unified School District Board Policy, Rules and Regulations, and Procedures #1230 and #6145.

Article VI **Meetings**

Section 1: Regular meetings of the membership shall be held on the third Tuesday of each month unless otherwise ordered by the membership or executive board.

Section 2: The meeting in January shall be the annual election meeting at which time officers shall be elected for the next year.

Article VII **Fiscal Year**

Section 1: The fiscal year shall be from January 1st to December 31st

Section 2: The annual budget must be presented to the general membership, at the first meeting of the fiscal year, and approved with at least a simple majority vote of those present.

Article VIII **Officers**

Section 1: Elections for Officer Positions shall take place at the annual election meeting in January, unless otherwise ordered by the membership or executive board. Only Members are authorized to serve as officers. The slate shall be presented by the Nominating Committee at the December meeting. Candidates shall be nominated and elected by ballot. If there is but one person nominated for any position, ballot voting may be forfeited, and the election may be completed by a voiced simple majority.

Section 2: The executive board shall consist of the following positions:

President

1st Vice President/Fundraising Chair

2nd Vice President /Snack Bar Chair 3rd

Vice President/Uniform Chair Secretary

Treasurer Parliamentarian

Historian

Webmaster/Communications Chair

Special Events Chair

Section 3: The Executive Board shall abide by the following rules:

- a) All officers shall turn over to the President or successor all pertinent records, books, and materials and return to the Treasurer all funds without delay upon the expiration of the term of office, or in case of resignation.
- b) Transition between the outgoing and incoming Board members should be concluded by January 31st unless otherwise ordered by the membership or executive board.
- c) An Officer's length of service is one year and may be re-elected.
- d) All Officers are expected to become familiar with and required to comply with

all sections of Alvord Unified School District Board Policy, Rules and Regulations, and Procedures #1230, and #6145.

- e) All Officers are expected to become familiar with all bylaws, regulations and rules set down by the booster. The Code of Conduct shall be signed by the incoming Executive Board by January 31st.

Article IX
Section 1:

Officer's Responsibilities

President

The President shall:

- a) Preside at all meetings.
- b) Coordinate the work of officers and committees.
- c) Be an ex officio member of all committees, except the Nominations Committee
- d) Appoint the parliamentarian, auditor, chairpersons, and members of committees, subject to the ratification of the executive board.
- e) Sign all authorizations for payment.
- f) Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as any other authorized signers for the association's financial accounts.
- g) Assume all committee chair responsibilities until chairpersons have been appointed and ratified by executive board, or in their absence.

Section 2:

1st Vice President/Fundraising Chair

The 1st Vice President/Fundraising Chair shall:

- a) Chair the fundraising committee and coordinate all fundraisers.
- b) Assume the office of president should the sitting president become disabled, or is no longer able to fulfill their duties.
- c) Assist the President in performing his or her duties.
- d) Conduct meetings in the absence of president.

Section 3:

2nd Vice President/Snack Bar Chair

The 2nd Vice President/Snack Bar Chair shall:

- a) Assist the president in performing his or her duties. Maintain adequate records of snack bar inventory.
- b) Organize snack bar volunteers.
- c) Supervise snack bar operations during home football games as needed.
- d) Calculate event proceeds at the end of home games, and work close with the President and Treasurer in order to keep accurate records.

Section 4:

3rd Vice President/Uniform Chair

The 3rd Vice President/Uniform Chair shall:

- a) Assist the President in performing his or her duties.
- b) Catalogue and maintain the records for checked out uniform items,
- c) Distribute and collect fees for damaged, lost, or unreturned uniform items.

Section 5: Secretary

The Secretary shall:

- a) Keep an accurate record of the proceedings of all meetings of the organization.
- b) Be prepared to refer to minutes of previous meetings.
- c) Prepare a list of all unfinished business for the use of the President.
- d) Record all expenditures in the minutes.
- e) Keep a current signed original set of the bylaws.
- t) Perform other duties as may be delegated to the Secretary.

Section 6: Treasurer

The Treasurer shall:

- a) Maintain records of all money that comes through the Booster Club.
- b) Chair the Budget Committee, in preparing the annual budget to be presented at the first Booster Club meeting of the fiscal year.
- c) Receive all funds for the Booster Club.
- d) Deposit all funds into the Booster Club's bank account no later than the close of 2nd business Day.
- e) Disburse funds, by electronic processing or check payment, as authorized by executive board.
- f) Provide written monthly reports to the executive members and the organization.
- g) Secure two signatures on all checks/electronic payments. Any of the following are authorized to sign: President, Vice President, Treasurer. Turn over all financial records and materials immediately to the executive board as the end of term or service.
- h) Keep a surplus of blank forms on hand and readily accessible for use by members and volunteers.
- i) Complete (2) annual reports, a mid-year financial report to the association in July and end-of-year financial report in December, both of which includes gross receipts & disbursements for the year.
- j) Individuals counting cash/checks shall not be related by blood, marriage or reside in the same household.
- k) Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of this association. All other financial records must be retained for seven years including the current year. Keep the membership informed of expenditures as they relate to the budget adopted by the association.
- l) Be responsible for filing all tax returns and other forms required by government agencies. This includes any insurance that the association may secure, and/or employee reporting forms, if this association pays employees.

Section 7: Parliamentarian

The Parliamentarian shall:

- a) Be appointed by the President.
- b) Attend all meetings and shall advise on matters of parliamentary procedure when requested or as needed.
- c) Develop a working knowledge and understanding of the Club's Bylaws.
- d) Be responsible for safe keeping of a master copy of the Bylaws.
- e) Ensure that all actions and procedures are in compliance with the Bylaws.
- f) Make recommendations to the executive board, to amend the Bylaws, if it appears changes and/or additions may be desirable for the "Good of the Club".
- g) Ensure proper election procedure is followed in accordance with Article VIII (Officers) and Article XIV (Voting Rights).

- h) Ensure the proper amendment procedure is followed in accordance with Article XV of the Bylaws.
- i) Submit amended Bylaws to the Communications Chair to have new pages printed.
- j) Distribute amended Bylaws to all executive board members and any other interested members.
- k) Advice regarding proper “Rules of Order” at General Meeting, consulting Robert’s Rules of Order, if the situation is not covered in the Booster Club’s Bylaws.
- l) Maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote. The Parliamentarian must be willing to forego these rights to serve.

Section 8: Historian

The Historian shall:

- a) Act as custodian of all records and materials pertinent to the history of the Booster Club. This record shall be passed on to the next years’ President as an accurate record of activities for the previous year.
- b) Compile and keep a record of events and activities to be presented as the official history, documenting the activities of the year through photographs and text.
- c) Collaborate with a Hillcrest High School media club to publish an “End of Year” DVD for the banquet.

Section 9: Webmaster/Communications Chair

The Webmaster/Communications Chair shall:

- a) Maintain the Booster Club website and social media accounts.
- b) Obtain approval from the Booster Club President prior to adding links to either the website or social media accounts.
- c) Ensure that all photos placed on these sites are appropriate and further the mission of the Booster Club.
- d) Update schedules, post notices and important updates as provided by the Coach or President.
- e) Maintain the team email account and forward respective email messages to the proper, designated recipients.
- f) Assist the coaches and executive board by making copies and distributing related materials at all meetings.

Article X
Section 1: **Committees**
All committee chairpersons and members of committees will be appointed by the President subject to the ratification of the executive board.

Article XI
Section 1: **Standing Committee Responsibilities**
Fundraising Committee

The Fundraising Committee shall abide by the following rules:

- a) The Fundraising Committee shall be responsible for the selection of the yearly fundraising programs offered to the Booster Club, subject to the majority vote of the general membership. Responsibilities will include the coordination of all volunteers, delivery of merchandise, record keeping, collection of funds, and any other duties necessary for the committee to fulfill its obligations. Fundraising events will include at least three fundraisers per year.
- b) The Fundraising Committee Chair's length of service is one year and may be re-elected.

Section 2: Special Events Committee

The Special Events Committee shall abide by the following rules:

- a) The Special Events Committee shall be responsible for the organization of special events, not limited to the End of Year Awards Banquet, Senior Night Ceremony, Team Picture Day, Pre-Game Meals, Midnight Madness, Wednesday Night Lights and Summer Camps. Responsibilities will include the coordination of all volunteers, distribution of advertisements and invitations, decorating special events, and assisting the coach(es) during these special events.
- b) The Special Events Committee Chair's length of service is one year and may be re-elected.

Section 3: Bylaws Committee

The Bylaws Committee shall abide by the following rules:

- a) The Bylaws Committee shall be responsible for attending at least one Bylaws Committee meeting per year in order to review and/or revise the Bylaws as necessary.
- b) All Bylaws are to be reviewed yearly and presented to the executive board and general Booster Club membership for approval.

Section 4: Budget Committee

The Budget Committee shall abide by the following rules:

- a) The Budget Committee shall be appointed by the president at least 60 days prior to the first general Booster Club meeting of the fiscal year.
- b) The Budget Committee shall be chaired by the Treasurer and shall include the executive board and coaching staff.

Article XII	Finances
Section 1:	All funds collected are to be deposited in the Booster Club's account no later than the close of the 2nd business day. Distribution of funds (general fund/individual accounts) is to be determined by the executive board.
Section 2:	Approved expenditures will have written authorization by the President or Treasurer and one other authorized member of the Executive Committee.
Section 3:	The Booster Club shall maintain any debit/credit cards, and/or online banking system that would allow for payments to be authorized by a single or more board member(s). Checks written by the Booster Club must be signed by the President, Treasurer, or their designated representative with written approval.
Section 4:	A Treasurer's Report will be given at each Booster Club meeting and a written report submitted to the Secretary for the minutes.
Article XIII	Quorum
Section 1:	A quorum shall consist of a simple majority of the executive board. A quorum must be established for all votes.
Article XIV	Voting Rights
Section 1:	To be eligible to vote for general association meetings, you must: <ul style="list-style-type: none"> a) be a member in good standing, and; b) be physically present.
Section 2:	To be eligible to vote for the elections of officers, you must: <ul style="list-style-type: none"> a) be a member, and; b) have attended at least three booster club meetings, per current school year, prior to the election.
Article XV	Amendments
Section 1:	These Bylaws may be amended or repealed and any new article or section may be added thereto by a simple majority vote of those members present at any regular meeting. A majority vote by the executive committee shall be required before a proposed amendment may be voted upon and adopted into the Bylaws.
Article XVI	Adoption
Section 1:	Adoption of these Bylaws shall be accomplished by a simple majority vote of those members present at any regular meeting.
Section 2:	These Bylaws shall become effective immediately upon adoption.
Article XVII	Dissolution
Section 1:	In the event of dissolution of the Association, any funds and or assets remaining shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) on the Internal Revenue Code, or shall be distributed to the federal government or to a state or local government, for public purpose.

Adopted May 6th, 2014
Amended March 8th, 2016
Amended July 18th, 2017

Amended August 17th, 2021

HILLCREST FOOTBALL BOOSTER CLUB STANDING RULES

- 1) At the beginning of his or her term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the Hillcrest High School Football Booster Club upon request.
- 2) At least a 1-day written notice, must be given to the President in order to have an item of business or announcement placed on the Booster Club general meeting agenda.
- 3) Any non-football/Booster Club related material to be distributed at the general meeting must be approved by the executive board prior to the meeting.
- 4) Each elected officer has a responsibility to fulfill their duties. Should any officer fail to fulfill their duties, as outlined in Article IX Officer Duties, they may be removed by a two-thirds vote of the executive board.
- 5) Each officer and chairman shall be responsible for keeping up-to-date records. All materials are required to be turned over to the executive board within three (3) days, in the event of a term ending, resignation, or inability to complete term.
- 6) The membership list/directory of this organization shall be for the exclusive use of the organization and shall not be made available for distribution of purchase of any other organization or commercial entity.
- 7) The organization shall use the forms provided in the Appendix for all business tracking and transactions. If not form is provided for a business procedure, the executive board members, reserve the right to create new forms in order to complete their duties. New forms may be ratified by quorum and added to the Appendix for future bylaw revisions.
- 8) All executive members will sign a Code of Conduct form.
- 9) This organization shall use Robert's Rules of Order for all parliamentary procedure, as long as it does not conflict with the Bylaws.

President Signature: _____

Vice President Signature: _____

Treasurer Signature: _____