



***Alameda High School Athletic Supporters, Inc.
By-Laws***

ARTICLE I - NAME

This organization shall be known as the Alameda High School Athletic Supporters, Incorporated; hereinafter referred to as "**the Athletic Boosters.**"

ARTICLE II - MISSION STATEMENT

The Alameda High School Athletic Supporters, also known as "the Athletic Boosters," are composed of parents and other community members who have an interest in improving and assisting the Alameda High School athletic program. The Booster's primary purpose is fundraising to support athletic programs and promoting school spirit through sports.

ARTICLE III – OBJECTIVE

SECTION 1

The objective of the Boosters shall be to support and raise money for Alameda High Athletics while promoting school spirit.

SECTION 2

To achieve this objective, the Boosters will provide a program that encourages participation. All Directors, Officers and Members shall bear in mind that we support all Alameda High School athletic programs. In accordance with Section 501 (c) (3) of the Federal Internal Revenue Code, the Boosters shall operate exclusively as a non-profit organization. No substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE IV – MEMBERSHIP

SECTION 1

Eligibility- Any person sincerely interested in active participation to further the objective of the Boosters may become a Member. Students may not be Members, but may volunteer.

SECTION 2

Members:

- (a) Booster Membership.** The parents or legal guardians of any student-athletes participating in AHS programs, as well as alumni, and all other adults wishing to support AHS league athletic programs shall be considered Booster Members.
- (b)** Members in good standing (meaning they have been attending and participating in Booster meetings and activities) shall have the right to hold office as duly elected, to attend all general membership meetings and to vote on all matters properly before the membership.



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- (c) Every parent or guardian of any student-athlete participating in Alameda High School athletics is strongly encouraged to:
 - (1) Attend all general membership meetings and to vote on all matters and participate in discussions properly before the Booster membership.
 - (2) Support the Boosters in its financial responsibilities by making voluntary donations.
 - (3) Participate in Booster activities designed to support Alameda High School Athletics.
- (d) No Member shall have any right or interest in the property of the Boosters.

SECTION 3

Suspension or Termination. Members may be terminated by action of the Board of Directors by a two-thirds vote of those present at any duly constituted Board meeting. The Board shall have the authority to discipline, suspend, or terminate the membership of any Member, when the conduct of such person is considered detrimental to the best interests and objectives of the Boosters. The Member shall be notified of such meeting, informed of the general nature of the reasons, and given an opportunity to appear at the meeting to show evidence that the reasons are not correct or true.

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

General Membership Meeting. A General Membership Meeting is any meeting of the membership of the Boosters, including Special General Membership Meetings. There shall be at least one General Membership Meeting.

SECTION 2

Notice of Meeting. Notice of each General Membership Meeting, shall be posted electronically at least seven days in advance of the meeting. Such notice shall include the place, date, time and purpose of the meeting.

SECTION 3

Voting. Only **Booster** Members in good standing shall have the right to make motions at General Membership Meetings. Each member is allowed to cast only one vote. The Board of Directors may invite and admit guests for presentations or comments during such meetings. There is no quorum required in order to convene a duly constituted General Membership Meeting. No absentee ballots will be recognized.

SECTION 4

Annual Meeting of the Members. The annual Meeting of the Members shall be held at the first meeting of each school year for the purpose of nominating/electing the Board of Directors, receiving reports, discussing any proposed changes to these By-Laws, and for the transaction of such business as may properly come before the meeting. Note: If any Board positions are contested and candidates request additional time to lobby support, a special election meeting can be convened or the vote can be postponed until the 2nd meeting of the year.

- (a) The Membership shall receive at the Annual Meeting a report by the President, or his/ her designate, the content of which should include:
 - (1) The condition of the Boosters,
 - (2) A general summary of funds received and expended by the Boosters for the previous year, the amount of funds currently in possession of the Boosters and the name of the financial institution in which such funds are maintained
 - (3) The whole amount of real and personal property owned by the Boosters, and where located.
- (b) The Membership shall have the right to vote for each position to be filled on the Board of Directors.



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- (c) The Membership shall have the right to increase the number of the Board of Directors. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at subsequent General Membership meetings.
- (d) The Board of Directors shall assume the performance of its duties immediately following the elections.
- (e) The Board's term of office shall continue until its successors are elected and qualified under this section.

SECTION 5

Monthly Membership Meetings. During the school year, regularly scheduled meetings (normally monthly) shall be held to conduct the ongoing business of the Boosters. Members, coaches and all interested parties are encouraged to attend. Meeting schedules, as well as previous meeting minutes and the most recent financial statement will be made available on the Hornet Booster's website: <http://www.ahs-athletics-boosters.com/>.

SECTION 6

Special General Membership Meeting. Special General Membership Meetings may be called by a majority of the Board of Directors, or by the President. Upon written request of ten Members, the President shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted. The request must be served on both the President and the Secretary. The Secretary shall be responsible for notifying all Members of the date, time and place of the meeting within five (5) days of receipt of the request. The President or the Secretary shall hold such meeting no later than fourteen (14) days after the receipt of the request. Notification will be made to Members on the Hornet Booster website: <http://www.ahs-athletics-boosters.com/>.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

Authority. The Board of Directors shall be the governing body of the Boosters and shall be charged with the full responsibility for the conduct of all phases of the program, and shall be empowered to take all action necessary to discharge this responsibility subject only to the limitations contained in the Articles of Incorporation or By-Laws. The Board of Directors has a fiduciary responsibility to improve and assist the Alameda High School Athletics Program.

SECTION 2

Officers of the Board of Directors. The following shall be the Officers and voting members of the Board of Directors:

- (a) President
- (b) Vice President
- (c) Treasurer
- (d) Secretary
- (e) Team Parent Coordinator

Non-elected members:

- (a) Athletic Director
- (b) Principal or Vice Principal
- (c) Banner Coordinator
- (d) Webmaster
- (e) Sting Coordinator



SECTION 2

Term of Office. The voting members of the Board of Directors shall be elected by the Members at the Annual Meeting for a term of one (1) year and will be eligible for reelection annually. Incoming officers shall assume office **immediately** following the election and shall enter into the performance of their duties and shall continue in office until their successor has assumed office. No more than one member of an immediate family may serve as a voting member of the Board of Directors at the same time. Notice of Board Elections and Board position availability shall be posted on the Home page of the Hornet Booster website at least 7 days in advance of elections.

Attendance at Meetings. All Board Members are expected to attend all duly notified meetings, and notify the President of any unavoidable absences. Board Members with multiple “unexcused” absences during the year may result in removal from the Board of Directors.

SECTION 3

Vacancies. In the event that a position becomes vacant during the year, the President shall appoint a replacement.

SECTION 4

Special Board Meetings, Notice and Quorum. Special meetings of the Board shall be held at the discretion of the President or the Board of Directors and on such days as shall be determined by the Board.

- (a) The President, or any three voting Board Members may issue a call for a Special Board Meeting. Notice shall be not less than forty-eight hours in advance of such Special Meeting. Notice shall include the purpose of the meeting, no other matters not so noticed may be acted upon at the meeting, and Robert's Rules of Order will be followed.
- (b) Notice of each Special Board meeting shall be given by the President or Secretary personally or electronically, to each Director at least 48 hours before the time of the meeting.
- (c) A majority of the elected Board Members shall constitute a quorum for the transaction of business.

ARTICLE VII - DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments. The President, or the Board may appoint such other officers as he/she may deem necessary, and may prescribe the duties of each. The President or the Board shall have the power to appoint such committees as they deem necessary, and to delegate such powers to them as is advisable and proper under these By-Laws. The Board shall have the power, by two-thirds vote of those present at a duly constituted meeting, to discipline, suspend, or remove any Director or Officer, or Committee member in accordance with the procedure set forth in Article IV, Section 4.

SECTION 2

President. The President shall:

- (a) Conduct the affairs of the Boosters and execute the policies established by the Board.
- (b) Communicate to the Board such matters as deemed necessary, and make suggestions that promote the welfare and achieve the objectives of the Boosters.
- (c) Act on behalf of the Board, with their approval on matters of contracts, leases, and purchases in the name of the Boosters.
- (d) Investigate complaints, irregularities, and conditions detrimental to the Boosters and report to the Board or Executive Committee as necessary.
- (e) Present a report of the condition of the Boosters at the Annual Meeting.



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Vice President. The Vice President shall:

- (a) Perform any duties as requested by the President
- (b) Preside at meetings in the absence of the President

Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of the Boosters and maintain appropriate files, Board list, membership records, minutes, and mailing lists.
- (b) Perform such duties as are incident to the office of Secretary.
- (c) Give required notice of all meetings of the Boosters.
- (d) Distribute minutes of the meetings within seven (7) days of past meeting.
- (e) Conduct all correspondence not specifically delegated in connection with said meetings and is responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify members of their election or appointments.

Treasurer shall:

- (a) Perform all duties as are herein set forth, and such duties as are incident to the office of Treasurer.
- (b) Keep records for the receipt and disbursement of all monies of the Boosters, approve all payments from allotted funds, and draw checks therefore in agreement with policies established by the Board.

Team Parent Coordinator shall:

- (a) Be responsible for promoting AHS Booster Membership initiatives.
- (b) Maintain membership roster and reconcile membership upgrades and donations with Treasurer.
- (c) Communicate Booster business to the Team Parents

Webmaster shall:

- (a) Be responsible for maintaining the <http://www.ahs-athletics-boosters.com/>
- (b) Be responsible for all other communications of Booster actions as requested by the Board.

School Site Council Representative shall:

- (a) Act as liaison with SSC and provide reports on SSC monthly meetings.
- (b) Represents AHS Booster interests at SSC meetings.

ARTICLE VIII - EXECUTIVE COMMITTEE

SECTION 1

The Board may appoint an Executive Committee that shall consist of the President, Vice President, Secretary, Treasurer, and the Team Parent Coordinator. The President shall serve as Chairperson of the Committee.

SECTION 2

The Executive Committee shall advise with and assist the Board in all matters concerning its interests and the management of affairs, and shall have other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board.

SECTION 3

At any meeting of the Executive Committee, a majority of the total number of members shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.



ARTICLE XI - FINANCIAL AND ACCOUNTING

SECTION 1

Authority and Disbursement. The elected Board of Directors (Executive Committee) shall decide all matters pertaining to the distribution of funds in the Boosters General account other than team fundraising expenses, and shall place all income in the Booster bank accounts, Distribution of funds in Team Sub-Accounts will be determined by the Team Head Coach. The Athletic Director, Principal/Vice Principal will give information and consult on distribution of funds only. The Treasurer, the President or the Vice-President shall sign checks.

SECTION 2

Compensation. No Director, Officer, or Member shall receive, directly or indirectly, compensation from the Boosters.

SECTION 3

Fiscal Year. The fiscal year of the Boosters shall begin on July 1 and end on June 30.

SECTION 4

Budgets. The Board of Directors shall adopt an annual budget of income and expenses for the Boosters General Account under the direction of the President and the Treasurer. The Board shall make the budget available to Members at the Membership meeting and post on the Boosters website. Each AHS Head Coach will be required to submit, at least one month prior to the start of their sport's season, an annual budget of income and expenses for their team's sub-account for review and approval by the Board of Directors. Once approved, team sub-account budgets will be supported in the Boosters Annual Budget. Head Coaches must electronically send their team's approved sub-account budget to parents of the student athletes participating in their sport for the current season. The annual budget for the Boosters General Account and each team's annual budget for their sub-accounts shall include planned fundraising activities for the current fiscal year with expected income and expenses of each.

SECTION 5

Carryover Balances. Balances carried over to a new fiscal year in any Boosters account (general or sub-account), must be prudent. If there is a future expense the Board of Directors or a team is expecting or saving for, it should be included and disclosed on the annual budget with a timeframe of when the money will be spent. It is at the discretion of the Board of Directors to declare an excessive balance in any account. Should this occur, no additional money will be permitted to be deposited into the account until the balance is spent down to what the Board of Directors considers an acceptable amount.

SECTION 6

Fundraising. All fundraising activities in which: 1) profits will be deposited into the Boosters general account, OR 2) profits will be deposited into a team's sub-account, AND/OR 3) the Boosters name is used in connection to the activity, must have prior approval from the Board of Directors. Any contracts necessary for these fundraising activities must be signed by Boosters President or Vice President. All fundraising activities must be in accordance with AUSD policy.



SECTION 7

Distribution of Property upon Dissolution. Upon dissolution of the Boosters and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Boosters to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of these By-Laws, which are, or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding, provision.

ARTICLE XII - NON-DISCRIMINATION

It is the policy of the Boosters that all the parties involved in the operation of the Boosters will provide an operational environment that is free of all forms of discrimination.

ARTICLE XIII - CONFLICT OF INTEREST

Members of the Board and Committee Members shall not engage in any activity which gives rise to, or could give rise to, an appearance or claim of self-dealing loyalty or conflict of interest by reason of such person's position with the Boosters. In the event that such person has reason to believe his or her activities or anticipated activities could give rise to any such claim, he or she shall have a duty to disclose such activities or anticipated activities to the Board of Directors.

ARTICLE XIV - INDEMNIFICATION

The Boosters shall indemnify and hold harmless every Director, Officer, and Member of the Boosters to the fullest extent allowed under California Corporations Code Section 7237, or as otherwise allowed by law at the time of indemnification.

ARTICLE XV - AMENDMENTS

These By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly constituted meeting of the Members, providing notice of the proposed change is included in the notice of such meeting.

These By-Laws were approved by the Membership on _____

President's Name: Jennifer Balaian/Diane Freeman

President's Signature: _____

Federal ID No: 94-2650418