

CERRITOS DONS FOOTBALL BOOSTERS BY-LAWS

ARTICLE I NAME

The name of the organization shall be Cerritos Dons Football Boosters.

ARTICLE II PURPOSE

Cerritos Dons Football Boosters is a non-profit organization recognized as a tax exempt entity under Section 501(c)(3) of the Internal Revenue Code and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3).

ARTICLE III MISSION, DUTIES AND RESPONSIBILITIES OF THE ORGANIZATION

The mission of the Cerritos Dons Football Boosters is to develop support and raise funds for the Cerritos High School football program, team, and its players. The Cerritos Dons Football Boosters organization strives to promote sportsmanship, leadership, and teamwork. Cerritos Dons Football Boosters hereinafter referred to as Boosters, provides financial support through monies raised by volunteers to purchase equipment, gear, team meals, supplies, other athletic awards, and to off-set costs associated with the football program that exceeds what the school athletic budget provides.

ARTICLE IV MEMBERSHIP AND DUES

Booster Membership is open to all guests who wish to support the Cerritos High School football program. Membership is for one year and annual membership ends on June 30th of each school year. Members are invited to attend Board meetings; participate on committees, volunteer, serve as an elected appointed officer and exercise voting rights concerning By-Laws, annual budget and election of officers.

The membership fees are listed below:

Individual \$25 (includes 1 Booster shirt)

- Additional individual members of the same household are \$20 (includes 1 Booster shirt and vote)

CHS Staff (coaches, admin staff) \$25 (includes 1 Booster shirt)

CHS Alumnus/past board members \$20 (includes 1 Booster shirt)

All membership fees will go directly into Booster account to support the football program.

ARTICLE V

MANAGEMENT OF THE BOOSTERS ORGANIZATION

Section 1. *The Board of Directors.*

The Board of Directors hereinafter referred to as the "Board" shall conduct the business affairs of the Boosters. The Board shall consist of the Elected Officers of the Boosters and the Head Varsity Football Coach (as a non-voting member).

The Board:

- a) shall have the authority to approve expenditures within the limits of the budget adopted by the Boosters;
- b) shall be authorized to advance funds for immediate expenses to the chairperson of an approved fundraising project;
- c) shall create committees as are deemed necessary to conduct the business of the Boosters;
- d) shall present a report of activities at meetings of the Boosters;
- e) shall present a financial report from the Treasurer at each meeting.

Section 2. *Election of Officers.*

The seventeen (17) elected officers of the Boosters shall be: (1) President; (2) Executive Vice-President; (3) Secretary; (4) Treasurer; (5) VP of Membership (6) VP of Merchandise (7) Merchandise Assistant (8) VP of Communication (9) VP of Volunteers (10) Historian (11) Assistant Historian (12) Event Chair (13) Past President/Board Member at Large (14) Varsity Director (15) Varsity Director (16) Frosh Director (17) Member at Large.

- a) The Officers shall be elected annually by ballot at both the end of the season banquets.
- b) If there is but one candidate for any office, the election may be held by voice.
- c) Elected officers shall serve a term of one year; not to exceed 3 consecutive terms in the same position (with the exception of President & Treasurer, these positions shall serve 1 term of 2 years).
- d) If past President chooses to take an elected position he/she cannot return to the past President position. That position will revert to Board Member at Large.
- e) Officers shall be installed at the Boosters meeting in January.
- f) Officer terms commence January 1st, and ends December 31st of each calendar year.
- g) All record books shall be turned in at that time; however, no later than January 15th, in the case of Treasurer, at which time they will be turned over to the President and Vice-President.

The Elected Officers shall constitute a Nominating Committee at least three (3) months before the election. The Nominating Committee shall consist of the Vice-President and two other

members of the Boosters, voted by the Boosters, prior to the election dates. No member of the Nominating Committee shall serve more than two consecutive years. The primary duty of the Nominating Committee shall be to recruit and recommend nominees for all elected officer positions. The consent of each candidate must be obtained before his/her name may be placed in nomination prior to submitting his/her name to the Boosters prior to election dates. Nominees must be booster members. Nominations may only be made by booster members.

Section 3. *Scheduled Board Meetings*

The Elected Officers shall establish at its January meeting of each year the time, date and location of each regular monthly board meeting.

Booster meetings will be scheduled as necessary. In addition, special meetings of the Board may be called by the President at any time or when a valid request has been submitted by the Head Varsity Football Coach or any two elected officers.

Meetings of the Boosters shall be held on the 2nd Tuesday of each month January to December, at Cerritos High School unless otherwise indicated. Meetings shall be open to guests (open to all boosters).

A twenty-four hour (24 hr.) notice must be given to all Board members regarding a proposed special meeting. A quorum shall consist of nine (9) voting Elected Officers. Attendance via telephone conference or through other telecommunication device is acceptable, when deemed necessary.

Section 4. *Voting Procedures.*

All decisions of the Board shall be made by a majority decision of attending Board members on any such matter. A quorum of nine (9) voting Elected Officers must be present at a Board meeting in order to conduct the business of the Boosters.

None of the acts of the Board or Boosters shall violate any rules or guidelines established by the ABC Unified School District, Cerritos High School, nor any local, state or federal laws.

Section 5. *Compensation*

No Elected Officer, or any other participant in the Boosters, shall receive compensation for service in connection with Boosters, nor use the position to financially benefit, directly or indirectly, in any other way.

Section 6. *Board Vacancy*

Any vacancy of an elected position on the Board may be filled by a majority vote of the remaining Elected Officers. The person filling such vacancy shall serve until the next December meeting and/or until a successor has been duly elected. Each officer and chairperson, upon expiration of term of office, or in the case of resignation, or termination, shall turn over to the President without delay all record books, funds, keys, and other materials belonging to the Boosters.

Section 7. *Board Resignation and Removal Procedures*

When an Elected Officer fails to attend two (2) consecutive regular board meetings without an adequate excuse (e.g. illness, bereavement or other reason subject to review by the Board), his/her office may be declared vacant by the remaining Elected Officers.

Any Elected Officer may be removed during the term by a vote of two-thirds of the remaining Elected Officers, which shall include the affirmative vote of the President, when it is judged to be in the best interest of the Boosters. The President may be removed during the term by a vote of three-fourths of the Board Members when it is judged to be in the best interest of the Boosters.

If a Board member elects to resign from his/her position, the resigning member shall provide notice in writing to the Board and the resignation will be recorded in the Secretary's book. If notice is provided verbally and no written letter of resignation is submitted, the resignation will become effective after 3 days and will be recorded in the Secretary's book. No resignation may be rescinded.

If a board member has been previously removed, they are ineligible to hold or be nominated for any elected position.

ARTICLE VI. DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

President

The President shall:

- a) set the agenda and preside at all Board and Boosters meetings;
- b) provide general direction and supervision of the organization;
- c) be a member ex-officio of all committees except the Nominating Committee;
- d) appoint the committee chairperson positions, filling any vacancies as they occur with the ratification of the Elected Officers;
- e) preside over and/or provide advisement to the Elected Officers;
- f) countersign, with the Treasurer or the Vice-President, checks authorized by the Elected Officers or the Boosters;
- g) in conjunction with the Elected Officers, prepare a budget in April for the school year;

- h) be in contact with, and act as a liaison between the Head Varsity Football Coach and the Elected Officers, when the Head Varsity Football Coach is unable to attend meetings.

Executive Vice President

The Executive Vice-President shall:

- a) act in the capacity of the President during his/her absence;
- b) work closely with the President to coordinate all non-fundraising events;
- c) aid and assist the President and, whenever a vacancy occurs in the office of the President, shall assume the office of President until a new President is elected;
- d) preside over the Nominating Committee;
- e) work with the VP of Volunteers to coordinate the recruitment; of volunteers for all football activities where volunteers are required;
- f) work with the VP of Volunteer to organize and coordinate the team meals;
- g) Provide new board members with a current copy of the by-laws;
- h) The Executive Vice President will assist the Varsity Director with auditing the books of the Treasurer annually and at other times requested by the Elected Officers;
- i) present a written report of the condition of the Treasurer books/records as of December 31st to the Boosters annually.

Secretary

The Secretary shall:

- a) keep a written record of the proceedings of all Board meetings and Boosters meetings (this written record hereinafter referred to as the Secretary's book shall become permanent record of the organization);
- b) handle all required correspondence and file an up-to-date set of By-Laws in the Secretary's book;
- c) in the Secretary's absence, an executive board member will be appointed at that time.

Treasurer

The Treasurer shall:

- a) receive and keep account of all Boosters monies and deposit all monies in the bank approved by the Elected Officers;
- b) countersign authorized bank checks with the President or the Vice-President;
- c) have the authority to advance funds to the Elected Officers for expenditures related to approved fundraising projects and team events;
- d) provide a written report for the Boosters meetings detailing all income and expenses since the last written report to the Boosters, such reports will become a part of the Secretary's Book;
- e) provide no later than January 15 a final year-end financial

- statement ending and dated December 31;
- f) be responsible for the preparing/filing or outsourcing the preparing/filing of the state and federal tax returns;
 - g) be responsible for preparing/filing or outsourcing the preparing/filing the Annual Charitable Trust Renewal to the California Attorney General;
 - h) be responsible for the preparing/filing or outsourcing the bi-annual report to the Secretary of State (Form SI-100);
 - i) be responsible for presenting all year-end records to the school district's business manager for review;
 - j) Deposits must be made within three (3) business days;
 - k) work with the VP of Volunteers to order and stock the snack bar.

VP of Membership

The VP of Membership shall:

- a) be responsible for collecting and recording payments for membership dues and membership spirit wear;
- b) be in charge of Boosters membership and keep an updated roster of members;
- c) make a special effort to encourage attendance at meetings and events;
- d) welcome all incoming members and acquaint them with existing members and the purpose of the Boosters organization.

VP of Merchandise

The VP of Merchandise shall be responsible for the designs, purchases, and sales of spirit gear; and be responsible for keeping track of inventory and sales. A design committee will consist of the VP of Merchandise, Merchandise Assistant and one additional board member appointed annually.

Merchandise Assistant

The Merchandise assistant shall assist the VP of Merchandise.

VP of Communications

The VP of Communications shall be responsible for maintaining the Cerritos Dons Football Boosters website and social media accounts; and be responsible for publicizing and announcing game schedules, team events, fundraisers, and other Boosters events and news.

VP of Volunteers

The VP of Volunteers shall be responsible for recruiting volunteers as necessary for team events, fundraisers, snack bar, merchandise and Boosters events. Responsible for assisting the Treasurer with stocking the snack bar.

Historian

The Historian shall be responsible for memorializing games, team events, fundraisers, and Booster events with videos and

photographs; and be responsible for maintaining any video/photography equipment. Photos to be uploaded within three (3) calendar days.

Assistant Historian

The Assistant Historian shall assist the Historian.

Member at Large

The Member at Large will assist with events as needed

Past President

The Past President will assist with events as needed. Will also act as a Member at Large if needed.

Event Chair

The Event chair will be responsible for organizing and planning all events.

Varsity Directors and Frosh Directors

The Varsity and Frosh Directors will be responsible for acting as liaisons between parents/players of the varsity and frosh teams, respectively, and the Elected Officers. The Varsity and Frosh Directors will be in contact with the President concerning issues/items that may require the attention of the Head Varsity Football Coach and Head Frosh Coach.

The Varsity Directors will assist the Executive Vice President with auditing the books of the Treasurer annually and at other times requested by the Elected Officers; present a written report of the condition of the Treasurer books/records as of December 31st to the Boosters annually.

ARTICLE VII. DUTIES AND RESPONSIBILITIES OF THE BOOSTER MEMBERS

Section 1. Meetings of the Boosters shall be held on the 2nd Tuesday of each month January to December, at Cerritos High School unless otherwise indicated. Meetings shall be open to guests. Special meetings may be called by the President by providing twenty-four hour (24 hr.) notice to all Board members regarding a proposed special meeting.

Section 2. The privilege of holding office, making motions, debating, and voting shall be limited to members of the Boosters.

Section 3. A quorum shall consist of nine (9) voting Elected Officers.

Section 4. All members are required to volunteer and/or provide in kind donations to support the football program at its various events,

games, fundraisers held throughout the year. All donations will receive a receipt of donation upon request.

ARTICLE VIII. DUTIES AND RESPONSIBILITIES OF THE HEAD VARSITY FOOTBALL COACH

The Head Varsity Football Coach shall:

- a) ensure that the Boosters meeting and its activities are conducted in accordance with the ABC Unified School District policies;
- b) aid and advise in the organization of functions concerning the Boosters;
- c) require all football parents/guardians, or family to support the Boosters by their attendance at meetings and Boosters function;
- d) provide input and participate in the development of the annual football budget and expenditures;

ARTICLE IX. AMENDMENTS AND REVISIONS

Any proposed additions or revisions to the By-Laws must be presented in writing, to the Boosters one month prior to being voted upon. To become effective, any proposed change must have the approval of two-thirds of the Boosters in attendance.

ARTICLE X. DISSOLUTION

Section 1. The Principal of Cerritos High School or the ABC Unified School District shall have the authority to declare the Boosters to cease functioning in its connection with the Cerritos High School football program, if deemed necessary.

Section 2. Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court with jurisdiction of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine.