

**BYLAWS
OF THE
EVERETT ALVAREZ HIGH SCHOOL
ATHLETICS BOOSTER CLUB**

1900 Independence Blvd.
Salinas, California 93906

Adopted: August 29, 2022

BYLAWS

ARTICLE I

NAME

The name of this organization is the Everett Alvarez Athletics Booster Club (herein called the "EAABC" or "Athletics Booster"); Located in the city of Salinas, California.

ARTICLE II

PURPOSES

SECTION 1.

The purpose of the "EAABC" is to support and encourage all Everett Alvarez student-athletic activities and encourage student, parent, coaches, faculty and community participation and support of education-based athletics at Everett Alvarez High School.

SECTION 2.

While the "EAABC" shall be established and maintained as a separate entity from the school or District, they shall be subject to its own bylaws and operational procedures. All activities shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the Salinas Union High School District. The District designee shall mutually establish appropriate rules for the relationship between the school and this group.

ARTICLE III

BASIC POLICIES

The following are basic policies of the Everett Alvarez Athletic Booster Club:

- A. The EAABC shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.

- C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- D. The organization shall work with the school to provide a quality education-based athletics program for all EAHS students.
- E. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, following procedures stated in these bylaws to make payments and distributions in furtherance of the purposes set forth in Article II thereof.
- F. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.
- G. Funds allocated and action has been taken to approve the funds for a specific purpose in the current fiscal year budget must be spent, or a purchase order initiated, during that same fiscal year, unless a special request to carry over funding is made in writing to EAABC Executive Board before the end of the fiscal year (Dec 31).
- H. Any fundraising efforts by EAHS teams utilizing EAABC must apply for funds via fundraiser request (attachment 1a) and must be presented to the EAABC executive board for a vote prior to the fundraiser commencing.
- I. Fundraised efforts by a particular team of EAHS utilizing the EAABC as a base-account of holding will allocate 10% of fundraised monies to go to the general EAABC account for overall use.
 - a. 10% allocated monies may be waived upon the vote of the executive board
- J. All EAHS teams must apply for funds via funds request (attachment 1b) and must be presented to the EAABC executive board for a vote prior to funds being released.
- K. The EAABC shall obtain the written approval of the District designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of the students at Everett Alvarez High School. (Education Code 51521, School Board Policy 1230 School Community Organizations, and AR Regulation # 1230). The EAABC may consult with the principal/designee to determine school needs and priorities.

ARTICLE IV

MEMBERSHIP AND DUES

SECTION 1.

The organization shall conduct an annual enrollment of members, but may admit persons to membership at any time.

SECTION 2.

Each member of the organization shall pay annual dues as established by the Executive Board.

SECTION 3.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)

ARTICLE V

OFFICERS AND THEIR ELECTION

SECTION 1.

Each officer of the organization shall be a current EAABC member and shall meet the following criteria: (1) has paid EAABC dues for the current fiscal year.

SECTION 2.

Officers of the organization, which comprise the Executive Board, shall be:

- A. The president
- B. The vice president
- C. The secretary
- D. The treasurer
- E. The director of membership
- F. Fall sports trustee
- G. Winter sports trustee
- H. Spring sports trustee
- L. Athletic Director of EAHS

And may include, but not limited to the following:

The parliamentarian; school liaison; and auditor.

These officers shall be elected annually. No one person shall hold more than one Executive Board position simultaneously.

SECTION 3.

- A. Nominations for office shall be made by a nominating committee which shall be appointed by the Executive Board and approved by the organization for at least one month prior to the annual election meeting. The committee shall serve until the annual election meeting.
- B. The nominating committee shall be composed of at least two members of the organization.

- C. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.

SECTION 4.

Elections shall be held at the annual meeting in April or May. Election shall be by voice vote unless contested, in which case the method shall be ballow or show of hands, whichever is appropriate, and the secretary shall record the vote.

SECTION 5.

Officers shall serve for a term of one year or until their successors are elected unless agreed to by the Executive Board. Officers shall assume their duties on July 1.

SECTION 6.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board. Election to fill a vacancy shall require a majority vote of the Executive Board.

SECTION 7.

The president-elect shall call a meeting of the officers-elect to approve the appointments by the chair of the committee chairs. A school administrator may be invited to attend said meeting.

SECTION 8.

IF an office remains unfilled after election, it shall be considered a vacant office to be filled by the Board-elect.

ARTICLE VI

DUTIES OF OFFICERS

SECTION 1.

The president shall:

- A. Coordinate the work of officers and committees of the organization in order that the objects may be promoted.
- B. Preside at all meetings of the organization and the Executive Board.
- C. Be a member ex officio of all committees.
- D. Appoint the parliamentarian and trustees, subject to Article V, Section 7 and Article IX, Section 2
- E. Sign all warrants.

- F. Perform such other duties as may be prescribed in these bylaws or assigned to her/him by the organization.

SECTION 2.

The vice president shall:

- A. Manage Trustee and manage board meetings when President is absent
- B. Review and present funding requests
- C. Review and present fundraiser requests
- D. Review and present donations

SECTION 3.

The secretary shall:

- A. Keep an accurate record of the proceedings of all meetings of the organization and the Executive Board.
- B. Be prepared to refer to minutes of previous meetings.
- C. Record all expenditures in the minutes.
- D. Keep a current copy of the bylaws and standing rules. Conduct all necessary correspondence of the organization upon authorization of the chair, Executive board, or committee trustees.
- E. Post notices of general meetings and Executive Board meetings and/or delegate a subchair to post notices.
- F. Perform such other duties as may be delegated to the secretary.
- G. Attend all meetings of the organization and of the Executive Board and give necessary advice in parliamentary procedure when requested.
- H. Chair the bylaws committee and review bylaws and standing rules every even numbered year.

SECTION 4.

The treasurer shall:

- A. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including specifically, the number of members and the dues collected from the members. Such books of account and records shall at all reasonable times be open to inspection by the president.
- B. Receive all monies for the organization, giving receipt thereof, and deposit them in the name of the association in a bank approved by the executive board.
- C. Receive and retain a copy of the deposit slip for any deposit made.
- D. Pay all bills as authorized by the executive board or the organization on receipt of warrants signed by the president.
- E. Secure two signatures on all checks, any two of the following are authorized to sign: the treasurer and any authorized Executive board member.

- F. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of this organization.
- G. Keep the membership informed of expenditures as they relate to the budget adopted by the organization.
- H. Present a statement of account from the financial institution as well as the reconciled financial report at every meeting of the organization and the Executive Board and at other times when requested by the organization.
- I. Make an annual financial report to the organization, which includes gross receipts and disbursements for the year, to be presented each year.

SECTION 5.

The Director of Membership shall:

- A. Manage community membership list
- B. Issue membership cards and eventual perks approved by the Executive Board
- C. Organize plans for gaining membership support

SECTION 6.

The Season Trustee(s) shall:

- A. Main contact for each sport of their season for business requests
- B. Ambassador for their season's sports

SECTION 7.

All officers shall perform the duties based upon the current edition of Robert's Rules of Order Newly Revised in addition to those outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the chair, without delay, all records, books and other material pertaining to the office and shall return to the treasurer, without delay, all funds belonging to the organization.

ARTICLE VII

GENERAL MEETINGS

SECTION 1.

Meetings of the organization shall be held monthly during the school year unless otherwise ordered by the organization or the Executive Board. Special meetings may be called by the Executive Board upon notice posted at least three days before the meeting date.

SECTION 2.

The organization meeting in May shall be the annual election meeting at which time officers

shall be elected.

SECTION 3.

The privilege of making motions, debating and voting shall be limited to members of the organization who are present and whose dues are paid.

SECTION 4.

A majority of the Executive Board members shall constitute a quorum for the transaction of business at any meeting of this organization.

SECTION 5.

A present statement of account from the financial institution, as well as the reconciled financial report shall be presented at every meeting of the organization.

ARTICLE VIII

EXECUTIVE BOARD

SECTION 1.

The Executive Board shall consist of officers of the organization as outlined in Article V.

SECTION 2.

The Executive Board:

- A. Shall transact necessary business between meetings of the organization and such other business may be referred to by the organization.
- B. May authorize payment of routine organizational bills within the limits of the budget adopted by the organization, and may authorize unbudgeted requests from general fund money not to exceed \$200 per requested item and not to exceed \$1,000 per fiscal year. Bills in excess of the limits of the currently adopted budget, and requests for money in excess of \$200 per requested item, must be presented at a general meeting of the organization for approval by a vote of the general membership present at that meeting. This clause shall not apply to "ear-marked" or specifically designated group funds.
- C. Shall create committees as are deemed necessary to promote the objectives of the organization.
- D. Shall fill all vacancies in office, including that of the president.
- E. Shall present a report at the general meetings of the organization.
- F. Shall receive a financial report and a statement of account from the financial institution from the treasurer at each meeting.

SECTION 3.

Special meetings of the Executive Board may be called by the president and/or must be called upon request of a majority of members.

SECTION 4.

A majority of members shall constitute a quorum for the transaction of business in any meetings of the Executive Board.

ARTICLE IX

ARTICLES OF ORGANIZATION AND BYLAWS

The "Articles of organization" comprise these bylaws, which are from time to time amended by the Executive Board and approved by the general membership as outlined in Article XII. In the absence of separate articles of association, these bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern.

ARTICLE X

FISCAL YEAR AND IRS NUMBER

SECTION 1.

The fiscal year of the EAABC shall begin January 1 and end December 31.

SECTION 2.

The Internal Revenue Service Employer Identification (EIN) number of the EAABC is **-****196. EIN will be given to donors per a letter after donations are made.

ARTICLE XI

PARLIAMENTARY AUTHORITY

The parliamentary authority shall be based upon the rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XII

AMENDMENTS

These bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the general membership present at any general meeting, provided notice has been given at the previous general meeting, or notice posted within thirty days.

*edited on 20 August 2022 for grammatical and spelling errors