

**CUPERTINO HIGH SCHOOL
ATHLETIC BOOSTERS
– BYLAWS –**

ARTICLE I NAME

The name of the organization shall be Cupertino High School Athletic Boosters.

ARTICLE II PURPOSE

To unite a group of parents, faculty and friends of Cupertino High School athletes and to support their programs throughout the year.

ARTICLE III MEMBERSHIP

- A. **Membership:** All parents, graduates, staff members and friends of Cupertino High School are eligible for membership. A member in good standing shall be established by annual payment of dues. All elected and appointed officers must be paid members. Athletic Directors and Administration representatives are (non-voting members) not required to pay dues.

- B. **Dues:** Membership dues for the ensuing school year shall be determined by a majority voice of the new Board at their first meeting.

- C. **Voting:** Each paid member shall be allowed one vote.

ARTICLE IV ORGANIZATION

- A. **The Board:** The Cupertino High School Athletic Boosters Board shall hereafter be referred to as “the Board”.
 - 1. Shall consist of the President, Vice President, Secretary, Treasurer, Auditor, who are nominated and voted into position. Athletic Director(s), Administrative Representative, Sports Commissioner(s), and such positions as are appointed by the President with approval from the Board Membership.
 - 2. Up to three Sports Commissioners shall be appointed by the ASB.
 - 3. All elected and appointed members shall serve a minimum of one year commencing with the election or appointment by the President.
 - 4. Each elected member of the Board may serve a maximum of two consecutive years in any one position.

- B. **The Executive Committee** shall consist of the following officers: President, Vice President, Secretary, Treasurer, Auditor . . . Athletic Director(s), Administrative Representative and Sports Commissioner(s).

The Executive committee may be polled by the President only when a time element prevents a convening of the entire Board on an urgent matter occurring between regular Board meetings, excluding matters where these Bylaws require approval of the full Board.

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

1. **President:** The President shall preside at all meetings of the Athletic Boosters and at meeting of the Board or any Executive Committee meetings. The President shall appoint all Board positions for special projects. The President shall be a member, ex-officio, of all committees, with the exception of the Nominating Committee.
2. **Vice President:** The Vice President shall serve in the absence of or resignation of the President. The Vice President shall serve as the Chairperson of a standing Ways and Means Committee (See Article VII), which shall plan, schedule and execute fund-raising for the ensuing year.
3. **Secretary:** The Secretary shall keep all records of the organization.
4. **Treasurer:** The Treasurer shall have custody of and be responsible for, all funds in whatever place of deposit is designation the Board. The Treasurer shall maintain a regular set of books entering all financial transactions, keeping itemized account of all receipts and disbursements. Disbursements must be approved by the Board and paid by checks countersigned by two of the following: President, Vice President, and Treasurer. The Treasurer shall submit a written financial statement at each Board meeting, a fiscal year end report which shall be reviewed the Auditor, as well as file tax reports as required. A fiscal year end report shall be published for the general membership. The treasurer shall serve as a Chairperson of a standing Budget Committee, which shall develop the proposed General Budget (see Article VII).
5. **Auditor:** The Auditor shall review the books and fiscal year reports submitted by the Treasurer and submit a written or oral report to the Executive Committee at the first meeting of the next fiscal year.
6. **Athletic Director(s):** The Athletic Director(s) shall act as liaison officers between their organization and the Athletic Boosters. They shall request a "Wish List" from the coaches for the ensuing year the May Board meeting.
7. **Administrative Representative:** The Administrative Representative shall be the Principal or his/her appointee. Since the Principal is responsible to the Board of Trustees and they are, in turn, responsible to the code provisions of the State of California for the welfare of the school, it is expressly understood that all powers herein set forth in the Bylaws maybe revoked by the Administrative Representative at any time.

8. **Sports Commissioner(s):** The Sports Commissioner(s) shall attend all meeting of the Athletic Boosters, including the Executive Committee meetings.
9. **Membership:** Membership Chairperson shall be appointed by the President and shall attend all meetings of Athletic Boosters. The Membership Chairperson shall be responsible for maintaining, updating and disbursing Athletic Boosters membership, donation and volunteer rosters.

C. **Appointed Board Positions**

1. Positions on the Board appointed by the President shall include the Membership Chairperson and any other positions that the President shall deem necessary.
2. Every athletic team and in Cupertino High School shall be represented on the Board. Representatives shall be a liaison between the Board, the coach, and the parents of team members.

ARTICLE V ELECTION OF OFFICERS

A. **Nominations**

1. The Nominating Committee, appointed by the President in early February, shall consist of the Parliamentarian, two Board members and two members from the General Membership who are not Board members.
2. The Nominating Committee will submit the following slate: President, Vice President, Secretary, Treasurer, and Auditor.
3. The Nominating Committee shall present their proposed slate of officers to the Board at the April Board meeting. Immediately following the presentation additions to the slate of nominees may be made from the floor by any member, provided the consent of the nominee has been obtained.
4. The General Membership must be informed of the proposed slate of officers prior to the May Board meeting.

B. **Election of officers**

1. Election of new officers shall take place at the May Board meeting.
2. Membership shall be verified prior to voting. A majority (>50) of those members present at the May Board meeting shall constitute an election of officers.

C. **Vacancies**

1. Should any vacancy occur among elected officers, the President shall appoint a replacement, subject to Board approval.

ARTICLE VI MEETINGS

There will be regularly scheduled meetings of the Board each month or as deemed necessary. All board meetings will be open to the General Membership.

ARTICLE VII FINANCE & DISBURSEMENT

A. **Wish List Budget**

1. The Wish List should reflect the athletic needs of sports at Cupertino High School.
2. The proposed Wish List requests to Cupertino Athletic Boosters will be presented at the May Board meeting.
3. Additional expenditures must be treated as amendments to this Wish List request and voted on by the Board.
4. Any Wish List request submitted to Cupertino Athletic Boosters will not pay for salaries, officials, or facilities.

B. **General Budget**

1. The General Budget shall reflect the needs of Cupertino Athletic Boosters operational costs. Both income and expenses shall be budgeted. The General Budget shall be submitted by the Treasurer.
2. The proposed General Budget will be presented at the first meeting of the incoming Board for discussion and the subsequent Board meeting of a majority vote of approval.
3. Additional expenditures must be treated as amendments to these budgets and voted by the Board. Such proposed changes must be presented to the Board at least seven days prior to a majority vote of members present.

C. **Ways and Means**

1. Fund raising activities on behalf of Boosters require the majority vote of the members present.

D. **Miscellaneous**

1. Funds will be disbursed by a majority vote of the members present. The Athletic Directors(s), Administrative Representative, and Sports Commissioner(s) will not vote on fiscal matters, unless they are paid Athletic Booster members.
2. In the event the Cupertino High School Athletic Boosters is dissolved, the remaining assets shall be given to the Cupertino ASB Athletic Fund.
3. The Fiscal year for the Cupertino High School Athletic Boosters shall be July 1 through June 30.
4. The IRS # 77-0321586

ARTICLE VIII AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws may be made by a two-thirds majority vote by the members present at any regular Board meeting. All amendments to the

Bylaws shall be presented in writing and read to the Board, at which time the amendment shall be tabled and voted upon at the next Board meeting.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Revised) shall govern all deliberations of this organization.

Approved: December 15, 1992

Revised: March 13, 1995

Revised: September 8, 2003