

DUBLIN HIGH SCHOOL
ATHLETIC BOOSTERS
BY-LAWS

ARTICLE I: NAME

- Section 1 The name of this organization shall be the Dublin High School (DHS) Athletic Boosters. The organization was incorporated on April 3, 1980 under the general non-profit laws in the state of California. The incorporation number is 979619.
- Section 2 Mail for Dublin High School Athletic Boosters can be sent C/O Dublin High School at 8151 Village Parkway, Dublin, CA 94568.

ARTICLE II: MISSION STATEMENT

- Section 1 The Dublin High School Athletic Boosters is an organization of parents, administrators and other interested parties formed to promote positive parent and community involvement in support of Gaels’ athletics. This support consists of both volunteer service and the supplemental financial support required to foster the development of our student-athletes and maintain high-quality athletic programs.

ARTICLE III: POLICIES

- Section2 The DHS Athletic Boosters club shall be non-partisan, non-sectarian and non-commercial and shall not endorse anyone for elected office.

- Section 3 The Athletic Boosters organization shall not seek to direct the administrative or educational activities of the school or to control its policies. The Boosters club shall work with administration and may make its wishes known and offer suggestions.

- Section 4 The DHS Athletic Boosters organization shall not carry on any other activities not permitted by an association exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE IV: MEMBERSHIP

- Section 1 Membership of the organization shall be open to all parents or guardians of students attending Dublin High School.

- Section 2 Each member will be entitled to one (1) vote on each matter submitted to the vote of the members, as the case may be. Members will be entitled to vote for Board members of the Athletic Boosters.

- Section 3 The DHS Athletic Boosters shall conduct an annual enrollment of members for the purpose of raising funds for the operating expenses of the organization. Membership Cards will be sold and will allow the card carrier to be admitted into most athletic events at Dublin High School for free. It is not required for a person to have purchased a Membership Card in order to be a member of Athletic Boosters.

- Section 4 The Athletic Boosters Board shall determine the fee for the various Membership Cards offered and they will be valid for one year from August 1 through July 31. Cards can be purchased at anytime throughout the year.

ARTICLE V: OFFICERS

- Section 1 The Dublin High School Athletic Boosters Board shall consist of seven (7) elected officers: President, Vice President, Director of Concessions, Director of Communications, Secretary, Treasurer and Director of Membership & Spirit Wear. Two people can share a Board position, but there is only one vote for each office.

- Section 2 The seven (7) elected Board Officers shall be charged with overseeing the responsibility and affairs according to the mission of the DHS Athletic Boosters.

- Section 3 The Board shall fill any vacancies due to resignation, illness or death of officers of the Board during the fiscal year.
- Section 4 Four (4) Board members shall constitute a quorum.
- Section 5 The Board shall be able to vote for any expenditure up to \$300 outside of a regular meeting. Those agreements will be recorded in the next meeting minutes. Otherwise, expenditures must be voted on at a general meeting.
- Section 6 A 2/3 (two-thirds) majority of the Board present at any meeting has the authority to table any subject or motion for further consideration until the following meeting.
- Section 7 A 2/3 (two-thirds) majority of the Board present at any meeting has the right to use the power of veto.
- Section 8 The outgoing Board officers shall meet with and instruct the incoming officers as to their duties at a joint Board meeting held before the close of the current fiscal year. At this time all notes and information will need to be passed on to the succeeding officers.
- Section 9 The new Board shall begin their term of office on August 1.

ARTICLE VI: ELECTION OF OFFICERS

- Section 1 Nominations for elected officers shall be submitted and accepted at the DHS Athletic Booster meetings in April and May. Elections shall be at the May meeting. Unless otherwise noted, anyone who gives consent can be nominated for any position with the following exception. To be considered for the position of President, a candidate must have one (1) year of experience as a member of the Athletic Boosters Board. Exceptions can be considered and granted on a case-by-case basis. If no members or former members of the DHS Athletic Boosters Board desire to be nominated as a candidate for the office of President, an exception can be granted if an otherwise qualified candidate is available. If no qualified candidates are available, the Vice President will fill the office of President on an interim basis.
- Section 2 Notification of the elections for Dublin High School Athletic Boosters Board and the slate of officers should be announced in the standard forms of current communications.

- Section 3 Elections of officers shall be done at the May meeting by show of hands or closed ballot with the winners announced at the end of the meeting.
- Section 4 No two members of the same household or family shall hold positions on the Executive Board at the same time. The Executive Board consists of the President, Vice President, Treasurer and Secretary.
- Section 5 If there is but one nominee for any office, subject to other restrictions, they shall be declared duly elected.
- Section 6 The term of office shall be one year. No person shall hold the same office more than two consecutive years, unless there is not a candidate willing to serve in that capacity and/or the general membership is unable to nominate anyone.

ARTICLE VII: DUTIES OF EXECUTIVE BOARD OFFICERS

- Section 1 **President:** The President shall be the presiding officer of the Club and will have general supervision, direction and control of the administration of the Club affairs. The President shall be an ex-officio (non-voting) member. The President shall be required to pass on the minutes, financial information of the fiscal year(s) and current By-Laws to the successor President prior to the beginning of the new fiscal year. The President shall be liaison with school administration. The President shall be one of the authorized signatures to countersign checks drawn by the Treasurer.
- Section 2 **Vice President:** the Vice President shall preside in the absence or inability of the President to serve and, by the request of the President, shall act as his/her representative. The Vice President shall act as the liaison between the Board and the Sport Representatives.
- Section 3 **Director of Concessions:** The Director of Concessions shall oversee the operation of all concessions for the school year. These duties include purchasing, inventory, financial records and accountability, and scheduling and coordinating volunteers.
- Section 4 **Director of Communications:** The Director of Communications will send out regular communications to Athletic Booster Members to inform them of general information pertaining to Athletics and Athletic Boosters. The information will be sent through the standard forms of current communication, such as email and Facebook. The Director of Communications will also work closely with the Special Projects Chairpersons and committee Chairpersons to advertise all upcoming events.

- Section 5 Secretary: The Secretary shall keep a book of minutes of all general meetings and any meetings of the Executive Board. The secretary shall prepare and distribute minutes of the meetings on a monthly basis. The Secretary shall keep attendance records of all Booster meetings. The Secretary shall be responsible for the preparation and counting of any necessary ballots. The Secretary shall keep a current copy of the By-Laws, and ensure that all members of the Board are presented with a copy. The secretary shall send correspondence deemed necessary by the President of the Board. The Secretary shall pass on all club records to his/her successor, including a copy of the Articles of Incorporation.
- Section 6 Treasurer: The Treasure shall receive all monies of the Club, keeping an accurate record thereof, and depositing them in the name of Dublin High School Athletic Boosters, in a bank account(s) approved by the Board. The Treasurer shall disburse funds, by check only, as authorized by the Board and in accordance with an approved budget. The Treasurer shall maintain accurate records of all expenditures. Two members of the Board shall sign all checks. The President, Treasurer and one other Board member will be authorized signers. The Treasurer shall reconcile all bank accounts on a monthly basis, and present a reconciliation statement to the Board for approval. The Treasurer shall present regular financial reports, including income and expenditures, to the Board and membership at the monthly meetings. The Treasurer shall prepare an annual financial report by August 31 to the membership that includes gross receipts and disbursements for the fiscal year when ended. The Treasurer shall arrange for an audit on a yearly basis and file or arrange to file all necessary tax forms as required by Internal Revenue Service, the State of California and State Board of Equalization. The Treasurer shall pass on all Club records to his/her successor. The Treasurer will seek to insure that no individual activity of the Dublin High Athletic Boosters shall have a bank account separate from the general account(s) maintained by the Board.
- Section 7 Director of Membership & Spirit Wear: The Director of Membership & Spirit Wear shall handle all paperwork related to membership enrollment. He/She shall maintain a membership list and conduct a membership drive at the beginning of the school year and at athletic events. The Membership Director shall provide the Secretary with a copy of the membership list to be kept with the minutes as a matter of record. The Director of Membership & Spirit Wear will also be responsible for the Spirit Wear that is sold to the general public as a fundraiser for Athletic Boosters. He/She shall take inventory, order merchandise, and coordinate sales of all Spirit Wear products for Athletic Boosters. The Director will also be responsible for the sales, ordering and coordinating installment of personalized bricks as a fundraiser for Athletic Boosters. The bricks are installed in the ground at Dublin High School, in areas that have been predetermined by the Athletic Boosters board and the Athletic Director.

DUTIES OF NON-EXECUTIVE OFFICERS

- Section 8 Special Projects Chairperson(s): Special Projects Chairperson(s) are appointed by the Board and shall identify and establish major project goals and major fundraising events as requested by the Board. They would also be the Chairpersons of any committee they might establish.

- Section 9 Sport Representatives: All established sport programs at Dublin High School shall be represented by an Athletic Booster member selected by the Coach for each sport. He/She shall act as liaison between the Board and the appropriate athletic coach of their sport.

- Section 10 Athletic Director: Shall be an advisor to the Boosters and serve as liaison between the Boosters and all established sports programs at Dublin High School, but will not be a member of the Board and shall be ex-officio (non-voting) at all meetings.

- Section 11 Committee Chairpersons: All Committee Chairpersons shall provide a report at monthly meetings, the month prior to the event, the month of the event, and the month following the event. If the Chairperson is unable to present at any meetings, he/she will appoint a committee member to report in their absence. If the event is a yearlong event, the Chairperson shall present such reports at all meetings. All reports and financial statements shall be turned over to the Board at the meeting following the end of the event. In the case of yearlong events, the reports shall be turned in by June 30.

ARTICLE VIII: FUNDING REQUESTS AND FINANCES

- Section 1 Income shall be derived from the collection of membership dues, donations and fundraising projects.

- Section 2 An outside accounting audit shall be conducted and submitted to the Board no later than ninety (90) days after the end of the fiscal year.

- Section 3 The Athletic Director shall bring requests for funds to the Board for review and approval/denial in meeting the current fiscal year budget

- Section 4 An annual budget will be prepared by a budget committee and submitted to the Board for adoption by the July meeting. Once the Board approves the budget, it should be presented to the membership for adoption at the general meeting held in September. Because a budget is an estimated financial plan for the year, it may become necessary to change or amend the budget. When there are substantial

changes to revenue or expenses the budget should be amended by a majority vote of the Board.

Section 5 The Budget Committee will be comprised of the President, Treasurer and at least two other Board members, as well as the Athletic Director.

Section 6 Each year, \$15,000 to \$25,000 will be set-aside for the coming year in an interest bearing account separate from the operating account and will be known as the reserve account.

ARTICLE IX: MEETINGS

Section 1 The Board shall meet once a month during the school year.

Section 2 The President may call Special meetings of the Board when deemed necessary.

Section 3 The Board may call Special meetings of the general membership any time it is deemed advisable.

Section 4 Any officer or committee chairperson, who fails to attend three (3) consecutive meetings without adequate excuse and prior approval of the President, shall be considered to have resigned. The Board shall appoint a replacement for the remainder of the term.

ARTICLE X: AMENDMENT

Section 1 Proposed amendments to the By-Laws will be presented to the Board for approval. Once approved by the Board at a regular scheduled meeting, they will be presented to the membership for adoption at the following meeting.

Amended and proposed 6/94; Adopted 9/12/94

Amended and proposed 1/95; Adopted 3/6/95

Amended and proposed 4/96; Adopted 6/3/96

Amended and proposed 2/06; Adopted 3/6/06

Amended and proposed 10/14; Adopted 11/2/14