



Dougherty Valley High School Athletic Boosters

Bylaws

MISSION STATEMENT

The Dougherty Valley High School Athletic Boosters strives to support our extra-curricular student-centered learning community and mindset through building traditions in athletic excellence; connecting and collaborating with our educators, families, alumni, and community; promoting the positive image and success of our student athletes; and generating revenue in support of our athletic programs.

ARTICLE I

Name and Office

Section 1. Name. The name of the entity shall be “Dougherty Valley High School Athletic Boosters”, hereinafter referred to as the “Boosters”.

Section 2. Primary Office. The primary office of the Boosters shall be located at Dougherty Valley High School, 10550 Albion Road, San Ramon, CA 94582.

ARTICLE II

Purpose

The purpose of this organization, the Dougherty Valley High School Athletic Boosters (Boosters) is to provide every student athlete with the opportunity to succeed.

The Boosters is organized and operated within the meaning of Section 501(c)(3) of the Internal Revenue Code and the State of California Revenue and Taxation Code 237020.

To carry out its purpose, the Boosters shall:

- Foster strong partnerships with the San Ramon community, including its businesses, and individuals who share our vision for a thriving student athlete experience;
- Develop and coordinate projects/events/activities in the interest of our community, families and student athletes; and
- Serve as a channel of communication connecting and collaborating with our educators, coaches, team parents/managers, parents, alumni, and student athletes.

ARTICLE III

Membership

Section 1. Membership. The members of the Boosters shall be any adult individual or individuals, or entity, which have donated to the Boosters for the current school year. Membership shall be renewed every year.

Section 2. Member privileges.

- There will be one vote per Membership per school year.
- Each member is entitled to all benefits of their designated membership level.
- The Boosters shall conduct an annual enrollment of members but may admit persons for membership at anytime.

ARTICLE IV

Board of Directors

Section 1. Authority and Responsibility. Management and control of the affairs of the Boosters shall be vested in the Board of Directors (Board). Each Director, Board Member and Standing Committee Chairperson shall be a Boosters Member.

Section 2. Organization. The Board of Directors (Board) shall consist of the President, the Vice President, the Secretary, the Treasurer, Financial Secretary, the Director of Membership, the Director of Fundraising, the Director of Sponsorship, and the Director of Snack Shack Operations. The Athletic Director or any DVHS Administrator shall be an ex-officio non-voting member of the Board of Directors.

Section 3. Nominating Committee.

- Nominations for Directors shall be made by a nominating committee, consisting of at least (3) members, which shall be appointed by the Board. The President cannot be a member of the nominating committee.
- The nominating committee shall be appointed at least two (2) months prior to the May annual election.
- The members of the nominating committee shall select one of the members as chairperson.
- The nominating committee will solicit qualified Board of Director candidates.
- The nominating committee does not have the responsibility to appoint committee chairpersons. Prospective committee chairperson candidates' names shall be provided to the president-elect for consideration.
- The nominating committee shall make best efforts to present at least one (1) nominee for each directorship and report to the Boosters at least a month prior to the May annual election meeting.
- Following the report of the nominating committee, nominations shall also be taken from the floor.
- Only those who have consented either in writing or verbally to serve shall be eligible for nomination either by the committee or from the floor.
- Coordination of election should be in accordance with the procedures outlined in Section 4 below.

Section 4. Election.

- Elections shall be held in the month of May.
- Election results are based on simple majority of Members present and voting at the meeting.
- Voting shall be held by a secret ballot in the event of a contested position or the request of a member.
- In the event of a secret ballot, results will be tabulated immediately following the election.

Section 5. Board Vacancy.

- A vacancy occurring in an office shall be filled by an appointment by the President and a majority confirmation vote of the Board or its remaining members.
- If the President's office shall be open, it shall be filled by the Vice President.

ARTICLE V

Board Of Directors And Their Responsibilities

Section 1. Term of Office.

- The Board shall consist of the Directors elected at the annual election.
- The Directors may serve until their successor is elected.
- Directors shall be elected annually by secret ballot of the Members in the month of May.
- Directors shall take office at the following regular meeting in May.
- A Term of Office shall consist of a one (1) year term.
- The Board of Directors shall serve no more than two (2) consecutive terms in the same position.
- If an office remains unfilled upon the conclusion of their term of office, the incumbent may serve a new full year term, provided that the incumbent is willing to continue and confirmed by the Boosters.

Section 2: Duties and Roles of the Board. The Board shall perform the following duties:

- Transact necessary business between regular monthly meetings of the Boosters.
- Approve disbursement of funds.
- Approve plans of standing committees.
- Present approved projects and fundraising activities to the Boosters for adoption.
- Present a report at each regular monthly meeting.
- Engage in all fund raising activities.
- Directors shall be indemnified and held harmless to the extent and in the manner permitted in California Nonprofit Corporation Law.
- Specific responsibilities shall be developed for each of the Director positions on the Board.

Section 3. Officer Roles and Responsibilities.

A. President

- The President shall preside over all meetings of the Boosters and of the Board.
- Shall be an ex-officio member of all committees except the nominating committee.
- Shall perform such other duties assigned by the Board or the general membership.
- Shall act as parliamentarian or may appoint one at their discretion.
- The President shall have primary responsibility for the development of the role descriptions with appropriate input from the Board and the individual currently in the role.
- The President shall have primary responsibility for the financial and fundraising operations of the Board.

B. Vice President

- The Vice President shall act as an aide to the President.
- Shall perform the duties of the President in the absence of that officer.
- The Vice President shall have primary responsibility for all Boosters communications, ensuring that all messaging has uniformity, simplicity, brevity, and clarity.

C. Secretary

- The Secretary shall keep an accurate and up-to-date record and applicable handouts of all meetings of the Boosters and the Board.
- The Secretary may delegate the function of recording secretary to a member of the Boosters.
- The Secretary shall be responsible for the repository for all Boosters' historical information and records.
- The Secretary shall have responsibility for maintaining the role descriptions.

D. Treasurer

- The Treasurer shall maintain an accurate record of receipts and disbursements.
- Shall pay out local funds only as duly authorized.
- Shall present a statement of account at every meeting and shall make a full report quarterly.
- Shall keep the records of project funds separate from the membership dues and shall keep accurate record of project expenses.

E. Financial Secretary

- The Financial Secretary shall give a receipt for monies received from Board Members or Booster sponsored sport fundraising events, and deposit immediately in a bank approved by the Board, and give a copy of the deposit slip to the Treasurer, and retain one copy of the deposit slip.
- Present a monthly report at every meeting of the Board and the executive board and at other times when requested by the Board.
- Perform such other duties as may be delegated to the Financial Secretary.

- Individuals counting cash/checks shall not be related by blood, marriage, or reside in the same household. Cash verification forms shall be used. Forms shall be signed by at least one Board Member.

F. Director Of Membership

- The Director of Membership shall coordinate membership drives including at school events.
- Update and maintain membership list throughout the school year.
- Coordinate membership communications with DVHS parent community.
- Chair membership committee meetings.
- Bring an updated membership list to every meeting.
- Provide current membership list to his/her authorized designee, as needed.

G. Director Of Fundraising

- The Director of Fundraising shall develop and coordinate all Booster fundraising events.
- Shall coordinate fundraising communications with parents and the business community.
- Shall provide information on planned and on-going fundraising efforts at monthly Board meetings.
- Chair fundraising committee meetings.
- Serve as point of contact for teams to coordinate team fundraisers.

H. Director Of Sponsorship

- The Director of Sponsorship shall update the corporate sponsorship package for the current year.
- Serve as a point of contact for all field banner and ad sales, and renewals throughout the year.
- Serve as a point of contact for soliciting corporate sponsors throughout the year.
- Contact all previous sponsors for renewal and promote new participation.
- Coordinate with the president and communications chair to ensure that updated corporate sponsorship information is posted accordingly.
- Coordinate with banner vendor to ensure appropriate sponsorship information such as logo's, colors, etc.
- Ensure that sponsors have made payments and banners/ads displayed.

I. Director Of Snack Shack Operations

- The Director of Snack Shack Operations shall coordinate operations logistics including volunteer schedules, food and drink procurement.
- Coordinate with Treasurer and report snack shack profits/losses at regular monthly Board and Booster meetings.
- Individuals counting cash/checks shall not be related by blood, marriage, or reside in the same household. Cash verification forms shall be used. Forms shall be reviewed and signed by at least one Board Member.
- Snack Shack Committee shall include the Director of Snack Shack Operations, the Treasurer and two Members.
- Execute Snack Shack Rules, Policies and Regulations.
- Chair Snack Shack Committee meetings.

ARTICLE VI

Removal Of Directors

Section 1. Removal. Should it become evident that a Director, currently serving, is not fulfilling his or her responsibilities, fails to attend three (3) consecutive meetings without adequate justification, or voluntarily resigns from the Board, that individual may be removed from office by a simple two thirds (2/3) affirmative vote of the existing Board.

ARTICLE VII

Standing Committees

Section 1. Standing Committees.

- a. Standing Committees shall be created by the Board as may be required to promote the objectives and interests of the Membership. The Chairman of the Standing Committees shall be approved by the Board before being appointed by the President, and shall hold office for the current year.
- b. The Chairman of each Standing Committee may present plans of work and proposed expenses to the Board. The committees include the following:
 - Auditor / Taxes
 - eScrip / Matching Funds
 - Coaches' Grants
 - Annual Auction Dinner
 - Newspaper / Patch Connection
 - Registration
 - Scholarship Awards
 - Spirit wear / Lettermen Jacket
 - Team Parent Liaison
 - Webmaster / Newsletter

ARTICLE VIII

Financial Responsibilities

Section 1: Financial Priorities.

- Boosters' financial accounts.
- Individual team donations.
- Specific equipment requests.
- Other funding areas as agreed to by the Board.
- Capital Improvements.
- An audit of the AB shall be conducted every year.
- The financial reports and accounts shall be examined annually by an Auditor, and the outgoing and incoming Treasurer(s) or one other Board member, who, if satisfied with the Treasurer's annual report, shall sign a statement to that effect at the end of the report.
- Secure one signature on all checks in amounts less than \$2,000 and two signatures in amounts of \$2,000 or more. Three Directors from the following shall be approved and have the authority to sign checks: President, Vice President, Treasurer, or Secretary.
- Contact the bank to secure signatures of all authorized signers on all check and savings account signature cards and file with the bank immediately upon taking office.
- Individuals counting cash/checks shall not be related by blood, marriage, or reside in the same household. Cash verification forms shall be used. Forms shall be signed by at least one Board Member.

Section 2: Capital Improvement Funding Policies.

- A written plan or strategy will be developed to ensure that the Capital Improvement Project does not come at the expense of the annual contribution to the General Athletic Fund.
- Multiple concurrent Capital Improvement Loans are expressly prohibited.
- The Board is prohibited from financial commitments in excess of seven, (7), years.
- The annual loan schedule shall not exceed 75% of the average amount contributed to the General Athletic Boosters during the three, (3), years immediately preceding the Capital Improvement Funding Request.

Section 3. Annual Membership Fees. Annual membership fees shall be used for the ordinary expenses of operating the Boosters as well as utilization of various projects relative to DVHS's athletic programs.

Section 4. Banking Of Funds. Money shall be banked locally. Three Directors from the following shall be approved and have the authority to sign checks: President, Vice President, Treasurer, or Secretary (*see Article V Section D*).

Section 5. Ratification Of Projects And Fundraising

- Projects and/or Fundraising recommended by the Director of Fundraising or any person from the Board must be approved by two thirds (2/3) majority by the Board before its presentation to the Boosters.
- The Treasurer may issue funds for related expenses on Board and Boosters' approved Projects and Fundraising.
- The Treasurer may issue up to \$500 to fund Snack Shack operations. Expenses exceeding \$500 will require Board approval.
- Two officers' signatures by the President, Vice President and/or Treasurer shall accompany contracts obligating financial commitments by the Boosters.
- A Memorandum of Understanding (MOU) shall accompany any agreed upon loan to a DVHS athletic program and shall include a deadline date for the loan to be repaid and a not-to-be-exceeded loan dollar amount.

ARTICLE IX
Meetings

Section 1. Regular Board Meetings.

- A minimum of seven (7) regular meetings of the Boosters shall be determined at the beginning of the new Board's term. Seven (7) days notice shall be given of change of meeting dates.
- Regular meetings by the Board may be held at the Board's discretion prior to the regular Boosters meetings.
- The members may call special meetings, seven (7) days notice having been given. Meeting notification will be posted via the DVHS website.
- A quorum must be present for an official meeting to be convened. The quorum is defined as the elected Board. Whereas, a meeting may not be less than one fifth (1/5) of the total number of members of the Board.

ARTICLE X
Code Of Conduct

Section 1. Code of Conduct.

- The members of the Board shall conduct themselves in an appropriate manner at all times so as to project a positive image of Dougherty Valley High School, the athletic program and the Boosters.
- Members of the Boosters shall contribute their time and expertise on a strictly volunteer basis and no monetary compensation or "recompense in kind" shall be provided or expected as a result of these efforts.
- The Boosters specifically forbids the consumption or acquiescence to consume alcoholic beverages at any school function or any event where there would be a reasonable expectation that DVHS students might be invited, present or able to observe the use or consumption of alcoholic beverages by its membership in a setting perceived to be an official Boosters' function.
- Each and every Board shall adhere to the Bylaws stated herein.

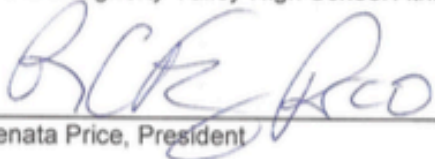
ARTICLE XI

Amendments

Section 1. Amendments to Bylaws.

- a. These articles may be amended at any regular meeting by two-thirds (2/3) vote of the Members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.
- b. A committee may be appointed to submit a revised set of only by a majority vote at a meeting of the Boosters or by two-thirds (2/3) vote of the Board.

Adopted on December 5, 2016, by the Dougherty Valley High School Athletic Booster's Board of Directors.



Renata Price, President



Tessie Gonsalves, Vice President



Jeanette Jew, Secretary



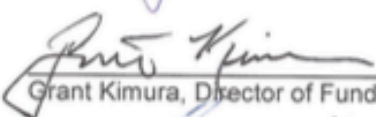
Lisa Ng, Treasurer



Rene Matsumoto, Financial Secretary



Cathy Hooks, Director of Membership



Grant Kimura, Director of Fundraising



Larry Kuang, Director of Sponsorship



Karen Glavee, Director of Snack Shack Operations