



**ENOCHS HIGH SCHOOL
ATHLETIC BOOSTERS PROGRAM
BYLAWS**

Updated: 8/10/2015

SECTION I – The name of the organization shall be:

Enochs High School Athletic Boosters

SECTION II – The principal office of the organization shall be located at 3201 Sylvan Avenue, Modesto, CA 95355

ARTICLE II – PURPOSES

SECTION I – The club is organized exclusively for charitable and educational purposes of athletic events and programs at James Enochs High School, 3201 Sylvan Avenue, Modesto, CA 95355. Including a minimum of two (2) scholarships for eligible athletes every year.

SECTION II – Upon the winding up and dissolution of club, after paying or adequately providing for the debts and obligations of the club, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational or religious and/or scientific purposes and which has established its tax-exempt status under Section 501 (C) (3) of the Internal Revenue code.

ARTICLE III – MEMBERSHIP

SECTION I – Members: Those eligible for membership shall be any adult interested in helping promote the athletic events and programs at Enochs High School.

SECTION II – A member must attend Two consecutive meetings. At the end of the second legal meeting, the member will become a “member” with voting rights.

SECTION III – Membership: Memberships will be established by the club each year. Fiscal year: June 1st - May 31st.

SECTION IV – Earnings: No part of the net earnings of the club shall benefit or be distributed to any of the members, officers or other private persons, excepts the club shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II, Section I, hereof. Notwithstanding any other provision of these articles, this club shall not except to an insubstantial degree engage in any activities or exercise any powers that are not in furtherance of the purpose of the club.

SECTION V – Members who miss three consecutive regular meetings will automatically become “inactive” “Inactive” members may regain voting rights by attending two consecutive regular meetings thereby becoming ‘active’ members again. Actual voting may not occur until the beginning of the second consecutive meeting. Varsity Head coaches are exempt, however the coach must participate in fireworks and one additional fundraiser in order to keep voting rights.

ARTICLE IV – MEETINGS

SECTION I – General Meetings: The organization shall hold at least one general meeting a month from August to May. Absent such action by the board, regular meetings will be held on the second Monday of each month. The President, in consultation with the board, may reschedule a regular meeting when appropriate to ensure the efficient operation of the board.

SECTION II – Executive Board Meetings: Meetings of the Executive Board shall be held at the discretion of the President and will be called as needed.

SECTION III – Election Meetings: Nominations shall be at the March meeting with the election of officers and executive board members held at the April meeting.

SECTION IV – Budget Meeting: The booster budget shall be discussed at the April meeting and voted on at the May meeting for the upcoming year.

SECTION V - Special Meetings: Special meetings of the board may be called by the President or by any of the executive board members by serving notice to each board member as specified below. If a vote is needed immediately, this may be handled via electronic mail instead of in a physical meeting.

Required Notice

Notice of a special meeting or of a rescheduled regular meeting shall specify the date, time, and place of the special meeting or rescheduled regular meeting.

Notice shall be served at least 72 hours in advance of the meeting by:

- * Informing all board members during an open meeting of the board;
- * Sending the notice to each board member by electronic mail to the addresses for the board member on file; or
- * Sending the notice to each board member by phone call to the phone number listed for the board member on file.

ARTICLE V- OFFICERS

SECTION I – All officers shall be current members of the board. No member may hold more than one office simultaneously, except in a temporary capacity while a new member is found to fill that office. All business of the club shall be administered by the Executive Board with a report to the general membership. The Executive Board shall consist of the following elected officers: President, Vice President, Secretary, Treasurer, and Past President. Public Relations and Concessions are appointed positions.

SECTION II – President: The President shall:

- * Preside at all meetings of the board;
- * Set the agenda for all meetings in consultation with the Secretary;
- * Act as representative of the board at all meetings where the Athletic Boosters is requested to attend;
- * Propose to the board the formation of all auxiliary committees, and task forces, and to form such when directed by the board;
- * Appoint board representatives to additional committee service as necessary, including scholarship review committee, concessions manager and public relations manager
- * Have all the powers and duties of a trustee, including the power and duty to debate, vote, and propose or second motions;
- * Participate, on the board's behalf, in any necessary legal facilitation process;
- * Execute, authenticate, and countersign such instruments and documents as prescribed by the board and by law;
- * Perform other duties appropriate to the office of President, required by law or by the board; and
- * Shall be an ex-officio member of all committees.

SECTION III – Vice President: The Vice-President shall

- * Serve as President when for any reason the President is unable to perform his/her duties and responsibilities;
- * Coordinate and oversee board memberships;
- * Facilitate board member orientation;
- * Coordinate the board's annual Bylaws review;
- * Succeed to the office of President when a vacancy in that office occurs; and
- * Perform other duties required by law or by the board.

SECTION IV – Secretary: The Secretary shall:

- * Set the agenda for all meetings in conjunction with the President;
- * Record and sign the minutes of meetings, orders, resolutions, and other proceedings of the board;
- * Verify the maintenance of board minutes, records and policies as needed, informing the board of problems requiring attention;
- * Monitor and respond to all written communication on behalf of the Board;
- * Ensure all agendas, minutes and pertinent communications are posted to the Board website;
- * Advise the President and the board on all inquiries regarding parliamentary procedure;
- * Call to the attention of the President any error in the proceedings or conduct of business which might affect the substantive rights and privileges of any member or might otherwise cause the board to execute its business in an illegal and/or inefficient manner; and
- * Perform other duties required by law or by the board.

SECTION V- Treasurer: The Treasurer shall:

- * Verify the care and custody of all monies of the Board, appropriately informing the board of problems requiring attention;
- * Pay all bills authorized by the club;
- * In collaboration with the President verify that accurate and transparent periodic financial reports are made to the board;
- * Oversee the board's budget;
- * Facilitate any appropriate board-directed research or projects of a financial or budgetary nature;
- * Serve as temporary Secretary when for any reason the Secretary is unable to perform his/her duties and responsibilities; and
- * Perform other duties required by law or by the board.
- * The books must be audited at the end of the Treasurer's term in office or at anytime as directed by the President.
- * Sign checks as per the Enochs Eagle Foundation bylaws.

SECTION VI – Public Relations: The Public Relations Officer shall:

- * Be responsible for the collection of all information pertaining to the activities of the board and individual athletic teams and this information shall be posted on the web site and may be presented to the press, radio or television stations, and any source of public information;
- * Maintain a current mailing list of the members of the association, including email and physical addresses;
- * Maintain and run the board website, Facebook page, and any other social media as the board approves;
- * Update security access for board members for the web site;
- * Post information as needed by different areas of the association on the web site; and
- * Perform other duties required by law or by the board.

SECTION VII – Concessions: The Concessions Officer shall:

- * Maintain the operation of the concessions stand for all home games, including product, equipment, staffing, opening and closing, and collection of the money box(es);
- * Organize the purchase of concessions products, supplies and equipment;
- * Be responsible for the organization and management of the concession sales at home and off-site events;
- * Collect and review concession related offers including coupons, discounts, bulk ordering, and vendor proposals;
- * Organize, tally, and keep record of concession sales, purchases and inventory;
- * Coordinate deposits with the Treasurer; and
- * Perform other duties required by law or by the board.

SECTION VIII- Immediate Past-President: The Immediate Past-President shall:

* Be a member of the Executive Board, attend all meetings and serve as a voting member as per membership rules.

SECTION VI – Committees: The Committee Chairpersons will be voting members as per membership rules and will be selected on an as needed basis.

SECTION VII – Vacancies; Vacancies of any office shall be filled by nomination and selection by the Executive Board. The newly elected board member shall serve until next election for such office as prescribed in Article IV, Section III.

ARTICLE VI – ELECTIONS

SECTION I – Election meetings shall be held as prescribed in Article IV, Section III. Each member in good standing shall be eligible to vote. Ballots shall be distributed by an election committee appointed by the President. The Ballots shall be printed and names of the candidates listed in alphabetical order and spaces shall be provided on the ballot for nominees nominated on the night of the election.

SECTION II – Eligibility: All candidates shall be ‘active’ members (Article III, Section II).

SECTION III – Term: The length of term for the board officer positions shall be from the board's organizational meeting to the following board organizational meeting and until their successors are selected and qualified, unless the officer's term as a board member expires. The term of office shall be one year, May 1st to April 30th. There is no term limit for elected or appointed officers; however elected positions must be re-elected annually.

SECTION IV -

ARTICLE VII – PARLIAMENTARY PROCEDURE

SECTION I – The President shall preside at all meetings. In the absence or at the request of the President, the Vice President shall preside. In the absence of both the President and Vice President, the board member with the longest tenure whose surname comes first alphabetically shall preside.

Meetings of the board shall be governed by these bylaws. If procedural questions arise, Robert's Rules of Order-Revised may be used as a resource, but shall not be considered authoritative. The presider, in consultation with the Secretary, shall determine procedural questions. An appeal may be made of any ruling of the presider, but shall be allowed only at the time the ruling is made. A majority vote of the members serving on the board is required to sustain the appeal.

The board shall take action by way of motions. No motion shall be considered until it is supported (“seconded”) by a second member of the board. Any member of the board

including the presider may make motions, support motions, or discuss pending business.

After a motion has been made and seconded, it may be withdrawn or amended by the person who made the motion at any time prior to vote.

Motions shall be reduced to writing at the request of any board member.

The presider will present each agenda item for discussion, or designate another person to do so.

The presider may recess the meeting unless there is an objection by the majority of the board present at the meeting.

For items of action, a motion must be before the board in order to discuss an agenda item.

ARTICLE VIII – QUORUM

SECTION I – One-half of the active membership, plus one shall constitute a quorum for the transaction of business at any meeting of the club. To facilitate quorum requirements the group shall be divided into two groups, Active and inactive, with only those members on the 'active' list having voting privileges. Voting via email is acceptable when an item cannot wait until the next scheduled meeting or if a member is not able to attend a meeting.

ARTICLE IX – AMENDMENTS

SECTION I – Procedure: These By-Laws may be amended by two-thirds (2/3) vote of the active membership. By-Laws are to be reviewed and approved annually by the board.