



Constitution and By-Laws

CVCHS Athletic Boosters

Clayton Valley Charter High School Athletic Boosters Club Constitution and By-Laws

ARTICLE I - NAME

Section 1. The name of this organization shall be “Clayton Valley Charter Athletic Booster Club”.

ARTICLE II – OBJECTIVES AND POLICIES

Section 1. The objectives of the club shall be to promote,

- a. Athletics and School spirit
- b. Family involvement in the Clayton Valley Charter High School Athletic Program;
- c. Community awareness of the Clayton Valley Charter High School Athletic Programs;
- d. Coordinate fundraising activities to provide additional financial support to improve the athletic program. Provide book keeping services and support for individual teams as requested.
- e. This organization is exclusively for charitable purposes within the meaning of Section 501c3 of the Internal Revenue Code.

Section 2. The club shall be non-sectarian, non-partisan and non-commercial.

Section 3. The club shall not seek to direct the athletic activities or to control the education policies of the school.

Section 4. The club shall not carry on any other activities not permitted to be carried on (a). By a corporation exempt from Federal income tax under Section 501c3 of the Internal Revenue Code of 1986 (or the corresponding provision of any future U.S. Internal Revenue Law) or (b). By a corporation contributions to which are deductible under Section 170c2 of the Internal Revenue Code of 1986 (or the corresponding provision of any future U.S. Internal Revenue Law).

Section 5. Funds raised by the club will be used to support the Athletic Programs of Clayton Valley Charter High School.

Section 6. Requests for expenditures of team funds must be submitted to the CVCHS Athletic Director for review, who, along with the Varsity coach will submit the requests to the Club Treasurer. The Treasurer shall honor the request within a week of submitted request.

Section 7. An overall Boosters Club budget for the current school year shall be submitted by the Executive Board at the regular August meeting for approval by the General Board at the regular September meeting. The budget shall include proposed capital expense allocations.

ARTICLE III – MEMBERSHIP

Section 1. Anyone interested in the objectives of the club may become a member by being enrolled and paying membership dues and having all the privileges of membership.

Section 2. Members of the faculty and coaching shall be honorary members of the club.

ARTICLE IV – OFFICERS

Section 1. The officers shall consist of, but not limited to;

- President
- Community Coordinator
- Vice President
- School Representative
- Treasurer
- Secretary
- Fundraising Coordinator

Section 2. The suggested term of office of the Presidency shall be two years; all other officers shall be one year.

Section 3. No person shall hold the same office more than four consecutive years.

Section 4. Nominations for following years Board shall take place during the April meeting, voting shall take place during the May meeting.

ARTICLE V – MEMBER DEFINITIONS

Section 1. The Executive Board shall consist of the officers, The General Membership shall consist of representatives for each of the sports teams and clubs and current members of the club.

- a. The Executive Board shall approve a maximum of two people to represent each sport teams.
- b. The Executive Board shall have the authority to remove any appointed team representative from his/her position.
- c. All teams' representatives and club sports are encouraged to all attend all monthly club meetings.

Section 2. The duly elected officers shall have general charge and control of the affairs, funds, and property of the Booster Membership. The shall present to the Booster Membership all purposed major activities for ratification.

Section 3. Any vacancy occurring in an elective office shall be filled by the Executive Board.

Section 4. The General Board shall hold regular monthly meetings from August through June. Special Meetings may be held at the discretion of the Executive Board. Notice of all meetings shall be conveyed to the General Board at least one week prior to the meeting. At the May meeting, the outgoing officers shall schedule a meeting and instruct the incoming Officers.

Section 5. Four members of the Executive Board, in addition to a minimum of two members of the General Membership shall constitute a quorum.

a. The order or succession shall be the same as the order listed in Article 4, Section 1.

Section 6. The next regular meeting shall be announced by the President and recorded into the current minutes.

Section 7. The annual election shall be held at the regular meeting in May. The newly elected Officers shall be installed in June.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The president shall preside at all meetings. He/she shall appoint the chairpersons of all committees. He/she shall temporarily fill any vacancy occurring until the next regular Executive Board meeting. The President shall hold a special meeting when he/she deems it necessary.

Section 2. The Vice President shall assist the President and shall assume duties of the President in his/her absence. The Vice President shall be responsible for insuring the board's compliance with these by-laws and the applicable Roberts Rule of Orders.

Section 3. The School Representative shall be an honorary officer and shall be the Athletic Director of Clayton Valley Charter High School or his/her designated appointee.

Section 4. The Secretary shall keep the minutes of all meetings, shall be responsible for notifying members of all Club meetings, and be responsible for Club correspondence under the direction of the President or other Officers.

Section 5. The Treasurer shall collect and receive all money and disburse same when authorized by the Executive Board. He/she shall keep an accurate financial record and shall render monthly report at all regular meetings.

- a. The President, Vice President and Treasurer shall be authorized to sign checks. All checks shall be signed by any two of the designated officers.
- b. An auditor approved by the Executive Board shall examine the books of the Treasurer as soon as possible at the end of the school year. He/she shall submit a written report of that audit to the Executive Board at the first Executive Board meeting in September.
- c. The Treasurer is responsible for filling the necessary forms with the IRS on a timely basis, to maintain the club's non-profit status and respond to requests from the IRS.

Section 6. The Community Coordinator will oversee the distribution of Club related merchandise and maintain adequate inventory of merchandise and adequate inventory records.

ARTICLE VII – DUES

Section 1. Annual dues for Booster Membership will be established by the Executive Board prior to the start of each school year.

ARTICLE VIII – RULES OF PROCEDURE

Section 1. Roberts Rules of Order, revised edition, shall govern the procedure of the club in all cases not covered by these By-Laws and in which there is no inconsistency with these By-Laws.

ARTICLE IX – AMENDMENT

Section 1. These By-Laws may be amended by a two-thirds vote of the General Board members present at any regular meeting, providing notice shall have been given at the previous meeting.

ARTICLE X – DISSOLUTION

Section 1. If at any time the Club should be dissolved, the distribution of all assets shall be determined by the Executive Board, after paying or adequately providing for the debts and obligations of the Club. The remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has established its tax-exempt status under Section 501c3 of Internal Revenue Code.

Section 2. However, if the named receipt is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of the organization which is organized and operated exclusively for the purposes specified in Section 501c3 of the Internal Revenue Code.

AMENDMENT HISTORY

Date Adopted: 2004

Date Revised: October 17, 2018

Date Adopted: February 20, 2019

President: Dave Cooney

Secretary: Kristin Smith