

# **BY-LAWS OF THE OAKDALE HIGH SCHOOL SPORTS BOOSTER CLUB**

## **ARTICLE I – Name, Purpose and Objectives**

**Section 1.01 – Name.** The name of this organization is the Oakdale High School Sports Booster Club, commonly known as Oakdale Sports Booster Club, hereafter referred to as “Boosters.”

**Section 1.02 – Purpose.** The purpose of the Boosters shall be to encourage, promote and maintain support of student athletics at Oakdale High School, hereafter referred to as “OHS”.

**Section 1.03 – Objectives.** The objectives of the Boosters are as follows:

- a) Develop a volunteer organization with an active and involved membership that is concerned with the total athletic program and all of its participants, regardless of sex, race, religion, socio-economic status or chosen sports activity;
- b) Promote school spirit and sportsmanship and encourage attendance at all Oakdale High School athletic events;
- c) Encourage and support the academic endeavors of OHS student athletes;
- d) Provide supplementary financial support for the various athletic activities at OHS.

**Section 1.04 – Non-Profit Status.** Notwithstanding any other provisions in these By-Laws, the Boosters shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

## **ARTICLE II – Membership**

**Section 2.01 – Members Right to Privacy.** Any personal information gathered or requested by the Boosters is for the sole use of the Boosters and will not be made available to any other organization.

**Section 2.02 – Removal from Boosters.** A Member of Boosters may be removed from the organization or Board of Directors for conduct deemed detrimental or seriously prejudicial to the interests of the Boosters organization. Removal requires a 2/3, “Super-Majority”, of the Board Members present and will be effective immediately following a qualifying vote.

## **ARTICLE III – Board of Directors**

**Section 3.01 – Responsibilities.** The Board of Directors shall be responsible to act on behalf of the Boosters in the management of the business affairs of the organization including but not limited to:

- a) Approve all expenditure of all general funds by a majority vote at the monthly general meeting;
- b) Approve the President’s creation and dissolution of all necessary Committees and

- Chairpersons;
- c) Set the time and date of the General Membership Meetings and give members timely notification;
  - d) Review the monthly financial reports and monthly financial statements issued by the bank utilized to manage the funds of the Boosters.

**Section 3.02 – Governing Authority.** The Governing Authority of the Boosters shall be vested in the Board of Directors. Its powers shall be designated in the By-Laws. The Board of Directors shall consist of:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Up to Eleven (11) Elected Directors

**Section 3.03 – Voting Eligibility.** The Board of Directors with power of vote shall consist of up to fifteen (15) members: Namely the Officers (President, Vice President, Secretary, Treasurer) and up to eleven (11) elected or appointed Directors.

- a) A Member seat of the Board of Directors consists of one family – either as a couple or individual member;
- b) Each family will be entitled to one (1) vote.

**Section 3.04 – Oakdale High School Representation.** The Oakdale High School Athletic Director shall be the staff liaison from OHS to the Board of Directors.

**Section 3.05 – Attendance.** Board Members are volunteers and involved in other organizations and family activities. To maintain the cohesion of the Board, a representative Board seat may be declared VACANT by the President if a Board Member Family has missed three consecutive meetings without notifying the Board in advance of a scheduled meeting.

**Section 3.06 – Open Meetings.** Any Boosters member may attend the Board of Directors Meeting but will have no vote on any business. The Board of Directors reserves the right to adjourn to an Executive or Closed Session consisting of Board of Directors Members only.

## **ARTICLE IV – Officers**

**Section 4.01 – Officers.** The officers shall consist of the President, Vice President, Secretary and Treasurer.

- a) Nominations. The President, with concurrence of the Board of Directors, shall present a slate of Nominees who have agreed to serve for the position of Officers at the Board of Directors meeting in February. The President may open Nominations to the Board of Directors prior to elections in March in the event that a member, willing to serve, was not a member of the original slate of Nominees.
- b) Election. The Officers shall be elected by a majority of the voting Board of Directors present at the regular meeting of the Board of Directors in March.

- c) Terms of Office. A term is one calendar year commencing at the Board of Directors meeting in May and concluding at the Board of Directors meeting in April the following year.
- d) Vacancy. The President, with the concurrence of the Board of Directors, shall appoint any officer vacancy, other than the office of President. A vacancy in the office of the President shall be filled by a majority vote of the Board of Directors at their first meeting after the vacancy occurs.
- e) Ballot. Election shall be held by secret ballot. Each office shall be voted on separately starting with President, Vice President, Secretary and Treasurer. A majority of those Board Members present during the election is sufficient to elect new officers.

**Section 4.02 – Duties of Officers.** All officers must first be elected as a general director and hold that position for at least one year prior to becoming an officer. The Officers shall not hold the same executive position for more than two consecutive years. The Duties of Officers shall be as follows:

- a) President. The President shall:
  - 1) Preside over all meetings;
  - 2) Appoint Standing Committee Chairpersons in concurrence of the Board of Directors;
  - 3) Appoint and/or dissolve all other Committees as required;
  - 4) Serve as an ex-officio member of all Committees;
  - 5) Serve as primary spokesperson for the Boosters;
  - 6) Direct goals and budget performance
  - 7) Have an official signature card on file with the bank utilized to manage the funds of the Boosters and have electronic access to said accounts.
- b) Vice President. The Vice President shall:
  - 1) Perform all the duties of the President in his/her absence ;
  - 2) Be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate.
  - 3) Have an official signature card on file with the bank utilized to manage the funds of the Boosters and have electronic access to said accounts.
- c) Secretary. The Secretary shall:
  - 1) Keep a record of all of the proceedings and items presented at the General Membership Meetings of the Booster;
  - 2) Present Meeting Minutes for approval at the next regular Meeting of the Board of Directors;
  - 3) Keep approved Minutes and materials in a regular bound Secretary’s binder;
  - 4) Work with the President on any public relations outreach items.
  - 5) Have an official signature card on file with the bank utilized to manage the funds of the Boosters and have electronic access to said accounts.
- d) Treasurer. The Treasurer shall:
  - 1) Maintain a complete set of financial records in accordance with generally accepted accounting principles;
  - 2) Pay all expenses approved by the Board of Directors;
  - 3) Report the amount of money available in the General Fund at each monthly

Meeting of the Board of Directors; The monthly financial reports shall include an accurate representation of the Boosters funds;

- 4) Have an official signature card on file with the bank utilized to manage the funds of the Boosters and have electronic access to said accounts.

## **ARTICLE V – General Directors**

**Section 5.01 – General Directors.** The General Directors – hereafter referred to as “Directors,” shall consist of up to eleven (11) elected members of the Board of Directors that are not Officers.

- a) Nominations. The President, with concurrence of the Board of Directors, shall present a slate of Nominees who have agreed to serve in the position of Directors at the Board of Directors meeting in February. The President may open Nominations to the Board of Directors prior to elections in March in the event that a member, willing to serve, was not a member of the original slate of Nominees.
- b) Election. The Directors shall be elected by a majority of the voting Board of Directors present at the regular meeting of the Board of Directors in March.
- c) Terms of Office. A term is one calendar year commencing in May and concluding at the Board of Directors meeting in April the following year.
- c) Vacancy. A vacancy on the Board of Directors may be filled by a majority vote of the Board of Directors at their first meeting after the vacancy occurs.
- d) Ballot. Elections may be held by secret ballot, voice vote or a raise of hands. A majority of those Board Members present during the election is sufficient to elect new Directors.
- e) Duties of Directors. The Duties of the Directors are delineated in **Section 3.01** and **Section 3.05** of these By-Laws.

## **ARTICLE VI – Standing Committees**

**Section 6.01 – Standing Committees.** Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President subject to the approval of the Board of Directors. Standing Committees and their primary functions are as follows.

**Section 6.01(A) – Sponsorship/Recruiting Committee.** The Sponsorship Committee shall maintain a complete and current list of all annual sponsors and collect membership fees. The Sponsorship Committee shall conduct ongoing efforts to recruit new members.

- a) Sponsorship. There shall be four (4) classes of Sponsorship in the Boosters: Corporate Sponsorship, Mustang Sponsorship, Colt Sponsorship and Pony Sponsorship.
- b) Sponsorship Fee. A sponsorship fee, established by the Board of Directors, shall accompany each application for sponsorship and shall become the property of the Boosters.

**Section 6.01(B) – Concessions Committee.** The Concessions Committee shall be responsible for the management of all concessions. The Concessions Committee shall:

- a) Recruit and schedule parent volunteers (representing the various sports teams)

- to help manage the concessions for specific events;
- b) Record the concessions expenses and revenues for each event;
- c) Acquire all provisions required for the concessions stand.

**Section 6.01(C) – Merchandise Committee.** The Merchandise Committee shall coordinate the promotion of school spirit through the sale of apparel and memorabilia, bearing Oakdale Mustangs logo. The Merchandise Committee shall:

- a) Manage the inventory of the Stadium Store to meet the changing needs of the student body;
- b) Record an accurate and timely account of revenues and expenses of the Stadium Store and coordinate its financial operation with the Boosters Treasurer;
- c) Report the ongoing operation and financial status of the Stadium Store’s operation to the Board of Directors on a periodic basis.

**Section 6.01(D) – Dinner Dance Committee.** The Dinner Dance Committee and Chairpersons(s) shall plan, supervise, create sub-committees and organize all Dinner Dance activities as approved by the Board of Directors.

**Section 6.01(E) – Scholarship Committee.** The Scholarship Committee shall be responsible for the recommendation and selection of Scholarship recipients.

- a) The Board of Directors will appoint two members to participate in the scholarship selection process.
- b) Members of the Scholarship Committee shall not have an own child(ren) eligible for selection of a Scholarship during their time of service on the Committee;
- c) Administer Scholarship funds to the best of their abilities based on the total amount approved by the Board of Directors;
- d) Report the ongoing process to the Board of Directors on a periodic basis.

**Section 6.01(F) – Communications Specialist/Committee.** The Communications Committee shall be responsible for Social Media and Community Communications.

- a) The Board of Directors will appoint one member to be a Communications Specialist.
- b) The Communications Specialist shall create Social Media posts and manage accounts.
- c) The Communications Specialist will manage communications to the community as needed i.e. newspaper, all calls, website, etc.

**Section 6.02 – Standing Committee Chairperson(s) Responsibilities.** Committee Chairperson(s) shall:

- a) Recruit as many members or volunteers as necessary to accomplish the responsibilities of the Committee;
- b) Provide a budget for their committee’s purpose to be approved by vote at a regular Board of Directors meeting.
- c) The Chairperson(s) shall keep a historical record of the year’s proceedings including financial records, vendor contracts and any other important information;

- d) At the end of each fiscal year, these Committee records will be turned over to the Committee Chairperson(s) successor.

## **ARTICLE VII – Grade Representatives**

**Section 7.01 – Class Representation.** Each grade and sport should be represented by at least one member of the Board of Directors.

## **ARTICLE VIII – Meetings**

**Section 8.01 – Board of Directors Meeting.** The Board of Directors Meetings shall be held monthly unless otherwise specified by the Board of Directors.

**Section 8.02 – Quorum.** A quorum for the transaction of business shall consist of a majority of the Board of Directors present. In all voting matters of the Boosters, excluding Removal from Boosters (as delineated in Section 3.06 of these By-Laws), a majority of Board Members present is required to approve an action item.

**Section 8.03 – Robert’s Rule of Order.** Robert’s Rule of Order, the latest edition available, shall be recognized as the authority governing the meetings of the Boosters, the Board of Directors and its Committees.

**Section 8.04 – Volunteer Organization.** The Boosters is a Volunteer, private membership organization and thus not subject to Public Open Meeting Rules, also known as the “Brown Act” in the State of California. Board of Directors shall receive no compensation for their services to the organization but may receive such reasonable reimbursement of expenses as may be authorized by the Board of Directors.

**Section 8.05 – Action Without Meeting.** Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if a majority of members of the Board of Directors, individually or collectively, consent to the action. Minutes will be filed on such meetings and must be approved at the next available meeting of the Board of Directors.

**Section 8.06 – Proxies.** Voting by the Board of Directors, in all instances, except those outlined in **Section 8.05**, shall be in person and not by proxy.

## **ARTICLE IX – Finances**

**Section 9.02 – General Fund.** All monies received by the Boosters for any purpose shall be deposited into the General Fund of the Boosters in a financial institution or institutions selected by the Board of Directors.

**Section 9.03 – Audits.** The Board of Directors may require a certified financial audit of the financial records of the organization, at a minimum, each year ending in a “0” and “5”.

**Section 9.04 – Credit Cards.** The Officers and the Concessions Chairperson may be approved to possess an organizational credit card or the purpose of conducting Boosters business ONLY. Itemized receipts for every credit card purchase will be submitted to the treasurer before the month’s end for reconciliation purposes. Personal use of a Booster credit card will result in forfeiture of the credit card and personal responsibility for payment of all Non-Booster charges on that card.

**Section 9.05 – Money Counting.** All liquid currency funds (cash and/or credit card receipts) used in food and merchandise sales will be counted into inventory prior to an event and out of inventory following an event. Counting will be done by two separate members of the Board.

### **ARTICLE X – Dissolution of Boosters**

**Section 10.1 – Dissolution of the Boosters entity.** Should the Oakdale Sports Booster Club cease to operate as a legal entity, all Boosters assets and cash will be distributed to the Oakdale High School Athletics Department General Fund account. Once distributed, the funds may be used at the discretion of the Athletic Director, with concurrence from the school Principal, for athletic teams and clubs only.

### **ARTICLE XI – Amendment of These By-Laws**

**Section 11.1 – Amendment Submission Procedure.** Amendments to the By-Laws of the Boosters are to be submitted in writing at a regular meeting of the Board of Directors.

**Section 11.2 – Amendment Adoption Procedure.** Amendment of the By-Laws may be adopted at the monthly Meeting of the Board of Directors by a simple majority vote.

**Adopted by the Board of Directors in 1975**

*Amended April 2001*

*Amended April 2007*

*Amended September 9, 2013*

*Amended April 2022*

*Amended April 2023*