**SANTIAGO HIGH SCHOOL FOOTBALL BOOSTER CLUB**



**CONSTITUTION AND BYLAWS**

Revised March 15th, 2024

**ARTICLE I**

OBJECTIVES

The Santiago High School Football Booster Club (hereinafter "Booster Club") objectives are:

* To encourage the cooperation between the people of Corona, the faculty of Santiago High School, the football coaches, and the parents/guardians of football student-athletes.
* To provide a practical means to support and aid the football program through fundraising activities.
* To help promote and support the football program through recognition of the team and its members.
* To be a non-profit organization for non-profit purposes the individual members are not to derive profit therefrom. This organization is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

REQUIREMENTS

The Booster Club shall comply with the following Corona/Norco Unified School District (District) requirements:

* Submit for approval annually, a completed application with required documentation, including an updated plan of activities and its Board officers.
* Each Officer must submit a signed acknowledgment Form (District supplied form).
* Complete a Hold Harmless Agreement (District supplied form).
* Submit a copy of annual financial statements to the principal or site designee at the end of the fiscal year (and mid-year financial statements upon request).
* Comply with all District Policies and Regulations.
* Submit a Certificate of Liability from their insurance company.
* Carry its liability insurance in a nan amount equal to or exceeding the minimum determined by the District
* Have its bank account separate from the District and/or ASB
* Operate for a period of one fiscal year with renewals

 available.

* Ensure that any rules and regulations developed for the Booster Club conform to the law, the Board of education policies and regulations, and the school site's policies and procedures
* Operate bingo or raffle in accordance with California Penal Code Sections 320.5 and 326.5
	+ Use school facilities in accordance with California Education Code Sections 38130-3819, known as the Civic Center Act.
	+ Maintain its tax identification number and file, for tax­ exempt status, as a 501(c)(3) non-profit.
	+ Follow the same standards of conduct as District employees when chaperoning, sponsoring, or attending student activities.

**ARTICLE II**

MEMBERSHIP VOTING PRIVILEGES

Section 1

Membership in the Booster Club shall be open to any and all individuals wishing to support Santiago Football, interested in promoting the objectives listed in Article I, and meet the following minimum requirements:

* + - Filled out and submitted a current membership form for the applicable fiscal year by August 15th
		- Attend a minimum of two (2) booster meetings during the current football season
		- Volunteered to support Booster Club activity for a minimum of two (2) functions or game day events and 8 hours of volunteering
		- Have no outstanding debt owed to the Booster Club
		- Be a family of an active student-athlete and/or alumni of Santiago Football or be a designated Santiago high school football coach
		- Have the desire to work towards the goal of providing Santiago high school football student-athletes with a fun and enjoyable experience

Section 2.

Members that meet the following minimum requirements will be considered "Members in Good Standing" and afforded voting privileges. Voting privileges shall be extended only to Booster Club Members in Good Standing.

Section 3

Members in Good Standing are eligible to vote at regularly scheduled or special meetings. Members in Good Standing can cast one vote as long as there are no outstanding debts with the booster club. Voting privileges shall include the election of Booster Board officers, fundraising opportunities, and any and all matters deemed appropriate and necessary as acknowledged by the Booster Board. The President shall not have a vote but shall vote in the event of a tie.

Section 4

Membership rights shall include, but not be limited to: voting, holding office, and promoting social activities for the benefit of the Santiago High School football program.

Section 5

For cause, membership may be suspended or terminated. Any member of this organization whose Behavior distracts from the objectives of the football boosters listed in Article I shall be sufficient cause for such suspension or termination; or any other conduct prejudicial to the best interest of the organization. Such suspension or termination shall be voted on the board and with not less than a 2/3 vote.

Section 6

Membership and membership rights in the Santiago High School football boosters are strictly non-transferable.

**ARTICLE Ill**

MEETINGS

Section 1

Regular meetings shall be on an agreed-upon date of the boosters and Varsity Head Coach of each month throughout the year, except December.

Section 2

Regular meetings will be held weekly during football season.

Section 3

The President may call special meetings.

**ARTICLE IV**

ELECTION OF OFFICERS

Booster Board and Elected Directors shall be elected by nomination. Each member of the Booster Board is required to ensure that the booster Club's procedures and operating practices are financially and legally sound, and in conformance with all rules, regulations, laws, ordinances, and statutes applicable to the organization. Each Booster Board member is required to sign a District supplied acknowledgment form certifying the officer has read and will abide by the District supplied Booster Club Manual.

Section 1

The Booster Board of the Football Boosters shall be a President, First Vice-President, Second Vice-President, Secretary, and Treasurer, and any other positions the Booster Board deems necessary to meet the objections of the Booster club.

Section 2

Each officer shall be a Member in Good Standing, as defined in Article II. Additionally, if running opposed, each candidate will submit a written statement of his/her qualifications for the position.

Section 3

Officers shall be elected at the first meeting in January. All newly elected officers shall take office and enter upon their duties at the First meeting in February.

Section 4

Officers of the Booster Club cannot be married couples. Elected officers shall serve for a term of one year except in cases of resignation or removal from office. No officer shall hold any one position for more than 2 consecutive years unless no one else runs for said position, that officer may take that position again if they choose to keep the board from having to disband; said term is to begin on February 1st of each year. This shall not include partial terms served. A partial term will be defined as any term created as a result of being appointed to a position due to a vacancy from resignation or removal.

Section 5

Officers of the Booster Club and Junior Board positions are voluntary positions and no compensation will be paid to any board member for any services rendered that will benefit the boosters as described in the bylaws by job duties

Section 6

The duties of the officers shall be as follows:

1. PRESIDENT (Duties)
	* + Responsible for providing vision and leadership to the Board and Booster Members and shall preside over all Board and Booster Club meetings.
		+ Be an ex-officio member of all committees
		+ Schedule all meetings for both the Board and the Booster Club
		+ Collaborate with members to ensure all elected board and offices are filled
		+ Track trends of Santiago High School Football program requirements and needs in partnership with the Booster Club and Varsity Head Coach to determine purchasing priorities
		+ Prepare presentation( s) for parent meetings/athlete meetings, etc. as requested by the Varsity Head Coach
		+ Coordinate all activities, fundraisers, and programs with Varsity Head Coach, Athletic Director, and/or School Administration, including Powder Puff.
	* Serve as Liaison between the Booster Club and School Administration
	* Assume parliamentary duties in the absence of the First Vice President
	* May create non-voting positions for the Board as necessary to achieve the objectives in the Booster Club's mission statement or as essential for the Football Program.
	* Mentor new members and elected officials and familiarize successors with the duties of the position
	* Provide a tie-breaking vote should it be necessary
	* Make emergency purchases up to $800.00 using the guidelines outlined in Article VI11 of these bylaws.
	* Serve as a signatory on the Booster Club Checking

 account.

* Write checks, as needed, from the Booster Club's checking account.
	+ Keep the Booster Club bylaws updated.
	+ Resolve any and all conflicts that may arise to achieve the objectives in the Booster Club's mission statement.
1. First Vice President (Duties)
	* Assists the President with any and all duties that are necessary in maintaining the Booster Club.
	* In the absence of the President, preside over all Board and Booster Club meetings.
	* Preside in the absence of the President.
	* Oversee and manage all assigned fundraising activities. i.e., snack bar, programs, Bingo, player banner fundraiser, vendors, season sponsorships, and any other activities that the President deems necessary and any other activities that President deems necessary.
	* Serve as Liaison, with the President, between the Booster Club and School Administration
	* Attends monthly meetings of the Board and Booster Club, and any other meetings as requested
	* Be an ex-officio member of all committees
	* Supervises and maintains all committee chairs for Fundraising events.
	* Serve as parliamentarian
	* Serve as a signatory on the Booster Club checking account
	* Familiarize the successor with the duties of the position.
2. Second Vice President (Duties)
	* In the absence of the President and First Vice President, preside at all Board and Booster Club meetings.
	* Oversee and manage all assigned fundraising events, including coordinating volunteers for these events. i.e Youth Camp, Summer Camp, Apparel, and any other events that the President deems necessary and any other events that the President deems necessary.
	* Be an ex-officio member of all committees.
	* Attend monthly meetings of the Booster Club and any other meetings as requested.
	* Serve as a signatory on the Booster Club checking account.
	* Familiarize the successor with the duties of the position.
3. Secretary (Duties)
	* Keep the records of membership, including determining what members are Members in Good Standing
	* Keep records of the minutes of each Board and Booster Club meeting.
	* At the beginning of each meeting, read the previous meeting's minutes for corrections if necessary.
	* Attend monthly meetings of the Booster club and other meetings as requested, including the District's annual Booster Club training meeting; and take, prepare, distribute, and file minutes of all Booster Club meetings
	* Ensure any and all actions taken by electronic mail are verified and included in the minutes
	* Organize Volunteer lists (she would keep the sheet and contact info from parent meetings, and assist the chair for the snack bar in getting volunteers)
	* Maintain the master spreadsheet of athletes and parents, which includes the list of names, addresses, phone numbers, and email contacts.
	* Maintain and manage the master spreadsheet of athlete/parent information on Constant Contact
	* Send out any and all notices, updates, or events through Constant Contact as required by the Board
	* Develop an annual calendar in conjunction with the Varsity Head Coach to include key dates and events for the football program
	* Coordinate and act as liaison to team parent for each level, Freshman, JV, and Varsity
	* Serve as a signatory on the club checking account
	* Familiarize successor with duties of the position
4. Treasurer (Duties)
	* Receive all funds paid to the Booster Club
	* Deposit all received funds in the official depository in a timely manner
	* Dispense funds upon a vote of the Board members in a timely manner
	* Maintain accurate records that are at all times open to the inspection of the officers and any authorized auditors
	* Present a Treasurer's Report at the beginning of each Board meeting that summarizes the financial status of the Booster Club
	* Provide copies of the current financial statement and monthly bank statement at the monthly Booster Club meeting
	* Coordinate payments for Fundraising events i.e., Youth Camps, Summer camps, Apparel, and Lift­ A-Thon with Head Coach, etc.
	* Monthly, reconcile deposits and checks with the bank statement to verify accuracy and present a report to the Booster Board. At least two (2) Booster Club Board members shall verify the accuracy of the periodic reconciliation and sign the report, indicating their verification.
	* Accurately maintain the Booster Club's checkbook. Two (2) signatures shall be required on each check issued. The President, as well as the Treasurer, 1st Vice President, 2nd Vice President, and Secretary, shall be authorized to sign checks
	* Use the Check Request Form, found in the Appendix for all issued checks
	* Keep all check request forms and associated receipts in an organized manner
	* Coordinate and maintain all financial records of the Booster Club to be submitted for tax filing and/or auditing
	* Serve as a signatory on the club checking account
	* Familiarize the successor with the duties of the position.

JUNIOR BOARD MEMBERS

These positions are created as non-voting positions and are not required to be filled for the Board to be active and functional. Rather these positions are available to be filled when necessary to accomplish the objectives of the Boosters' mission statements in Article I of these bylaws and to further support the football program.

1. Third Vice President (Duties)
	* Manage all social media and website
	* set up and manage email campaigns, i.e., Blast; and
	* coordinate events on Booster Website, Facebook, and Instagram pages.

B. Transition Vice-President (Duties)

- Aiding the incoming booster board with any and all details regarding a smooth transition as a functional board.

- Serve as an advisor to the incoming boards minimum of 5 consecutive months, up to a year, or until the board completes the required training to become a legal board, whichever comes first.

-This position is required to be filled only if none of the incoming board members have completed the CNUSD district’s required booster board training within the last 12 months.

C. Snack Bar Chair (Duties)

* + Make sure the snack bar is sufficiently supplied;
	+ organize game day volunteers for all levels of football games, including but not limited to the Powder Puff and Welcome BBQ; and
	+ take inventory each week at the end of each game.

D. Team Meal Chair (Duties)

* work with local restaurants and team families on meal donations;
	+ shop for supplies (drinks, desserts, anything not supplied by meal donors),
	+ organize volunteers for the day of team meals,
	+ coordinate with Athletic Director's Assistant for scheduling and reserving the Shark Tank for team meals time TBA; and
	+ coordinate with the Head Coach for the season schedule and the meals that will be needed for the season.

Section 7

If for any reason a vacancy should occur, the President shall appoint a person to the vacant office for the remainder of the unexpired term.

RESIGNATION OR REMOVAL FROM POSITION

Section 8

Any officer or Junior board member may resign for any reason. The Resignation from the officer must be in writing and received by the President or the Secretary.

Any officer or junior board member shall be removed from their position on the board if any of the following occurs:

* The officer or junior board member violates any of the objectives identified in Article 1 of these bylaws;
* The officer or junior board member disparages in any manner, verbal or by conduct the Santiago Football Boosters and/or Football Program;
* The officer or junior board member is convicted for any felony, which would result in violating the objectives identified in Article 1 of these bylaws.

Any officer or Junior Board member may be removed from the board due to excessive absences, which prevents them from performing their position in the best interests of the Booster Club and/or football program. Any more than two unexcused absences from board meetings in a year will be considered excessive absences.

If any of these conditions arise, the President, or in the President's absence, the next officer in charge will call an emergency Board meeting to identify the person and the details for the removal and call for a vote for removal. An officer or Board member shall be removed from their position by a three-fourths vote of the remaining board. If there is a tie, the President will vote to break the tie.

Section 9

All ballots for election for officers must be counted by two officers and verified by a third person/Booster Club Member in Good Standing.

**ARTICLE V**

COMMITTEES

Section 1

Committees shall be formed as necessary

Section 2

The Booster Board shall appoint all Committee chairs. The Committee chair may be removed by a vote of the Booster Board.

Section 3

The President, 1st Vice President, and 2nd Vice President are always ex-officio members of all committees.

 **ARTICLE VI**

FINANCIALS

Fiscal year to run February 1st - January 31st

Section 1

Annually, the fiscal budget shall be established in collaboration by the Board with the Head Varsity Coach and approved by the Booster Board. At the first regularly scheduled meeting the Budget will be presented for review and approved by the booster board. The budget will include allocating funds by category to execute the Booster Club activities and fund specific requests presented by the Head Football Coach to the extent possible. Any funds provided to support or enhance the SHS football program will be provided exclusively in accordance with guidelines set forth by CNUSD and SHS administration. Any expenditure in addition to those for emergencies as noted in ARTICLE VIII must be reviewed and approved by the Board. The Annual budget must maintain a minimum working capital of $20,000 or more per fiscal year.

Any expenditure that exceeds the total approved allocation in a specific budget category must be approved by the Executive board. The Executive Board may specify the total amount of funds available in the budget for specific equipment, goods, and services, but may

not specifically earmark or restrict purchases so long as the purchase falls within the approved budget for that category

Section 2 Due to the possibility of changing needs and conditions, the Executive

 Board may also approve a request from the Head Football Coach to

 reallocate funds into different budget categories based on necessity.

Section 3

A hired accountant selected by the officers of the booster board will conduct an annual audit. The financial statements and tax returns will be the subject of an audit.

Section 4

Any contract entered into must be entered into and approved by the Booster Board and may not be entered into for more than one fiscal year. This includes vendor contracts and sponsorship agreements.

Section 5

Any revisions to the annual budget over $1000, must be presented to the Board.

1. Receipts for expenditures and invoices for goods or services must be submitted along with a Check Request Form to receive reimbursement or payment.

Section 6

Financial reports shall be available to the Booster Club's members. This information should include the following:

* + Bank Statement
	+ Financial Statement
	+ Verified cash receipts
	+ Check request forms with receipts

Section 7

Financial records shall be retained for a minimum of four (4) years. The records shall include the following:

* Cash receipts
* Cash disbursements and general ledger
* Bank records
* Income tax returns
* Minutes of meetings

**ARTICLE VII**

FUNDRAISING

At the beginning of each school year, the Booster shall submit to the principal or principal-appointed representative a list of tentative fundraising events that the Booster Club plans to hold that year. Changes to the scheduled fundraising events should be submitted at least three weeks before the event. No fundraising activities can begin until the Booster Club obtains approval from the principal or principal-appointed representative.

Fundraising activities shall meet the following minimum requirements:

* Be authorized by Santiago High School principal-appointed representative
* Comply with school and district rules
* Comply with applicable laws
* Have school authorization before using school facilities
* Maintain that football student-athletes are fundraising volunteers
* Ensure that football student-athletes participate in fundraising activities after school hours and/or off school property.
* Collect all fundraising monies and keep them in the Booster Club bank account
* Never impose mandatory fundraising activities on football student-athletes.
* Never interfere with school or other booster club activities

Typical Booster Club fundraising activities may include, but are not limited to, the following:

* Lift-a-thon
* Letter Campaign
* Shark Cards
* Gift Card Basket Raffle
* Selling team apparel
* Banner advertising
* Game program advertising
* Selling game programs
* Annual Golf Tournament
* Annual Powder Puff football game
* Youth football camp
* Summer Football Camp
* Snack bar sales
* Various vendor sales during football games

Any funds received from fundraisers throughout the year will be considered donations to the Boosters for the Santiago football program unless otherwise specified. Donations made to the Boosters for the Santiago Football program shall be used to benefit and support the Santiago Football program and cannot be refunded or transferred to any individual or organization. Boosters will provide their tax Id for any individual requesting it after donating so that they may receive a tax deductible for their donation.

**ARTICLE VIII**

EMERGENCY EXPENDITURES

Emergency Expenditures shall be defined as a need to immediately fund equipment, transportation fees, or any item to benefit the Santiago High School Football Program before the next regularly scheduled meeting.

If an "emergency expenditure" of funds arises, the following procedures shall be adhered to:

1. The President shall contact the Vice Presidents, Secretary, and Treasurer.
2. All five officers shall agree that the need for the expenditure of funds is an emergency and that there is an immediate need for funding before the next regularly scheduled meeting
3. The President shall poll the officers to determine if the

 expenditure should be funded. Approval of the expenditure shall require a majority vote. The President shall not have a vote.

1. The membership shall be advised of the expenditure at

 the next regularly scheduled meeting.

**ARTICLE IX**

CONFLICT OF INTEREST

To prevent any conflict of interest, whether real or perceived, the following procedure shall be used if any Booster Club elected officer or Member in Good Standing should wish to conduct business with the Booster Club.

For purposes of this provision, the term "interest" shall include personal interest, interest as a director, officer, member, stockholder, shareholder, partner, manager, trustee, or beneficiary of any concern, and having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person, or other entity other than the organization.

Booster Club elected officers or Members in Good Standing shall be disqualified from holding any office in the Booster Club because of any interest in any concern. A booster Club elected officer or Member in Good Standing shall be disqualified from dealing, either as a vendor, purchaser, or otherwise, or contracting or entering into any other transaction with the Booster Club or with any entity of which the Booster Club is an affiliate. A transaction of the Booster Club shall be voidable because any Booster Club elected officer or Member in Good Standing has an interest in the concern with which such transaction is entered into.

**ARTICLE X**

FORMS, ARTWORK, FILES, ETC

Any booster member regardless if they are an executive officer, junior board member or volunteer creates, designs, establishes, and is not limited to files, forms, artworks, and even verbiage for any product used for the purpose of the boosters mission or cause will belong to the boosters and such person shall provide copies of all documents, including but not limited to electronic versions on a flash drive and give to the booster board.

**ARTICLE XI**

CASH PROCEDURES

Cash Handling and Custody

* Cash transactions (taking in cash and accessing cash from the cash box to provide change) must take place in the presence of two parents/volunteers/coaches
* Parents/volunteers/coaches handling cash must be at least 18 years old
* Cash must be counted on-site by two parents/volunteers/coaches. Cash collected should be reconciled to goods sold on-site when goods are sold. Use the Santiago Football Booster Club-Cash Reconciliation Form, found in the Appendix, to record the cash collected. This form must be signed by both parents/volunteers to document their verification of the cash collected.
* When collecting cash and checks from players, the Santiago Football booster Club-Player Money Collection form, found in the Appendix, shall be used. This form must be signed by the player and the person receiving the cash/checks.
* Cash collected and the cash reconciliation form must be turned over to a Booster Club Booster Board member as soon as possible.
* Before deposits are made, cash must be kept in a secure location
* Cash should be deposited into the Booster Club's bank account within 24 hours of receipt
* Any cash received from school administration for fundraising events, such as the annual Powder Puff event, must have supporting documentation, such as receipts and ticket logs, to substantiate accuracy and completeness.

**ARTICLE XII**

PAYMENTS TO DISTRICT EMPLOYEES

In accordance with district policy, district employee compensation requests should be submitted to the district and the booster club shall reimburse the district for payroll costs incurred.

**ARTICLE XIII**

AMENDMENTS

Section 1

These bylaws may be amended at a regular meeting of the Booster Board, but no less than every two years at the beginning of each fiscal year (Feb. 1). Any changes shall be presented at a regular meeting of the Santiago High School Football Boosters and be reviewed by all members. A majority vote of officers will be necessary to adopt the proposed amendment(s), unless the changes are mandated by an auditor representing the district.

Section 2

The bylaws are to be reviewed by the members at the beginning of each new football season within two meetings in February of the new season.

DISSOLUTION CLAUSE

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets shall ever inure to the benefit of any officer or member thereof or the benefit of any private person. Upon dissolution or winding up of the organization, its assets remaining after payment of all debts and liabilities of this organization shall be distributed to the Associated Student Body of Santiago High School for the purpose of the Football program.

**REVISIONS:**

09/09/2000

11/14/2000

05/03/2006

11/06/2006

11/13/2006

06/11/2014

03/31/2015

02/24/2017

05/17/2017

02/08/2018

03/18/2019

03/29/2023

03/15/2024

**APPENDIX**

