

**BY-LAWS of THE CAPISTRANO VALLEY HIGH SCHOOL
FOOTBALL BOOSTER ASSOCIATION**

REVISED: January 14, 2009

Article I: NAME

The name of the organization shall be Capistrano Valley High School Football Booster Association.

Article II: PURPOSES

To furnish financial support and encourage adult participation in promoting the current and future football teams of CVHS.

Article III: MEMBERSHIP

Membership in this organization will consist of all parents who have children participating with the football teams, as well as those who actively participate in booster activities.

Article IV: EXECUTIVE BOARD MEMBERS

A. Subject to the powers of the members as provided by law or as herein set forth, all corporate powers of the organization shall be exercised by or under the authority of, and business affairs of the organization shall be controlled by the Board Members.

B. Executive Board Members of the Capistrano Valley High School Football Booster Association shall consist of:

President
Treasurer
Secretary
Program Liaison (Head Coach or Designee)

Article V: EXECUTIVE BOARD DUTIES

A. President

The President shall preside at meetings, serve as Chairman of the Executive Board, rule on procedures and jurisdiction, summarize voting measures and decisions, authorize payment of all bills with the approval of the Board Members and prepares the agenda for each meeting.

B. Treasurer

The Treasurer shall maintain current fiscal records of the Capistrano Valley High School Football Booster Association. He/She shall disburse funds based on the Board approved budgetary expenditures and be responsible for the safeguarding of the association's financial assets and file all statutory tax requirements within the regulatory time. He/She shall record and make available the records of all income and expenditures to all officers upon request. In the absence of the President, this officer will conduct the business meetings of the organization.

C. Secretary

The Secretary shall record the minutes of the meetings and shall maintain a complete and current Minute Book.

D. Program Liaison

The Program Liaison shall be the Head Football Coach or his designee. He shall provide vision and report on the events taking place within the football program.

E. Nominations for Executive Board Members shall be made by a nominating committee consisting of the prior year's Executive Board. The Program Liaison (Head Coach) reserves the right to recommend the Executive Board.

F. Election shall be held by ballot at the first General Meeting. If there is only one candidate for any office, the ballot for that office may be dispensed with and the election held by a voice vote.

G. Executive Board Members shall serve for a term of at least one year contingent upon their continued status as a member in good standing or until their successors are elected. The newly elected members shall assume their offices on March 1st.

H. In the event of an Executive Board Member vacancy, such position shall be filled by a person appointed by the remaining 3 Executive Board Members with the confirmation by a majority of the Board Membership present at any meeting.

I. Executive Board Members shall conduct all business; determine the policy of the Capistrano Valley High School Football Booster Association Charter and State Laws governing non-profit organizations.

J. Anything not included or in conflict with the official governing documents of the organization shall be handled in accordance with Robert's Rules of Order Revised.

Article VI: BOARD MEMBERS

A. Board Members of the Capistrano Valley High School Football Booster Association shall consist of:

- 2 Senior Class Representatives
- 2 Junior Class Representatives
- 2 Sophomore Class Representatives
- 2 Freshman Class Representatives
- 1 Membership Individual at Large
- 1 Correspondence Officer

Article VII: BOARD MEMBERS DUTIES

A. 2 Senior Class Representatives

These representatives shall be responsible for the Game-day Meals, Senior Night, Pictures, the Varsity Banquet, and Senior Ad Sales.

B. 2 Junior Class Representatives

These representatives shall be responsible for Casino Night and Junior Ad Sales.

C. 2 Sophomore Class Representatives

These representatives shall be responsible for sales of Spirit Wear, the Sophomore Banquet, and Sophomore Ad Sales.

D. 2 Freshman Class Representatives

These representatives shall be responsible for the Snack Bar, the Freshman Banquet, and Freshman Ad Sales.

E. Member at Large

This member is recognized by the President as a member in Good Standing and/or a member with a specific purpose or need to address the Committee.

F. Correspondence Office

This member is responsible for the delivery of necessary information to the General Membership by way of e-mail and/or printed material deemed vital to the operation of the Capistrano Valley High School Football Booster Association by the President and/or program Liaison.

Communication will be sent out regarding open Board positions at least three weeks prior to the first general session. Nominations for Board positions must be received no later than two weeks prior to the first general meeting. Nominations may be submitted in writing or by e-mail. The Nominating Committee shall report at the first General Meeting at which time Nominations may be made from the floor. They must still be made in writing. The consent of each nominee shall

be obtained before his/her name is placed in nomination. The privilege of holding office in the Capistrano Valley High School Football Booster Association shall be limited to members in good standing.

Article VIII: OPERATIONS

- A. Conflict of interest or the appearance thereof shall be avoided. The President and all Executive Board members shall abstain from deciding a particular matter, which gives rise to the conflict of interest or the appearance thereof.
- B. Executive Board shall meet at least once a month during the school year unless otherwise ordered by the executive members.
- C. There shall be an annual financial statement presented at the February General Meeting. The CVHS Football Association Executive Committee shall adapt an annual financial statement. A special audit of the books may be called for by a majority of the Executive Committee when deemed necessary.

Article IX: STANDING COMMITTEES

- A. There shall be such standing committees created by the President and by the Executive Board members as may be required to carry on the work of the CVHS Football Booster Association.
- B. The chairpersons of standing committees shall be recommended for approval by the Executive Board members.
- C. The term of office for these chairpersons shall be at least one year contingent upon their continued status as a member in good standing, or until their Successors are appointed.

Article X: MEETINGS

- A. Meetings of the general membership shall be held at the discretion of the Executive Board. There shall be at least one meeting of the general membership per year.
- B. At the First meeting, the Executive Board shall be elected to serve at least one-year term contingent upon their continued status as a member in good standing or until their successors are elected and installed.
- C. A quorum for conducting business constitutes a majority of the elected Board. A minimum of 7 voting members need to be present to conduct business.

Article XI: VOTING

- A. All voting members shall be entitled to cast one vote at general membership meeting for the election of the Executive Board. The President may fix a time limit on speakers and debates on motions. The chair will cast the deciding vote in case of a tie.
- B. During regularly scheduled Board meetings input from the general membership is encouraged but only Board members may cast a vote.

Article XII: ORDER OF BUSINESS AT A MEETING

- A. Call to order.
- B. Minutes of the last meeting.
- C. Treasurer's report.
- D. Coach's report.
- E. President's report.
- F. Old business.
- G. Committees' report.
- H. New Business.
- I. Items from the floor.
- J. Adjournment.

Article XIII: AMENDMENTS & REVISIONS

These By-Laws may be amended and revised by a majority of the Executive Board present at a meeting called for that purpose and with at least one week notice prior to such meeting.

President	Treasurer	Secretary	Program Liaison
_____	_____	_____	_____
_____	_____	_____	_____
Date	Date	Date	Date