

Article I – Name

Section 1: **Official Name** The official name of this organization shall be “Milpitas High School Athletic Booster Club” (“Athletic Booster Club”). (A non-profit organization).

Article II – Purpose; Membership

Section 1: **Purpose** The purpose of this organization is to raise funds to assist the athletic program of Milpitas High School.

Section 2: **Membership** Membership will include any person interested in the athletic programs at Milpitas High School.

Article III – Membership; Officers

Section 1: **Athletic Booster Club Members** Any person interested in the athletic programs at Milpitas High School. Membership cost shall be set annually according to the needs of current programs and shall be available to the general public. Membership cards will be valid for one school year.

Section 2: **Elected Officers and Board Members** This Board shall consist of up to four elected officers as follows:

Elected Officers (4)

President
Vice President
Secretary
Treasurer

Appointed Officers appointed for one year term or as defined.

Project Managers (as needed)
E.g.. - Poster
- Sponsorships
- Other Fund Raising Projects

Concession Manager
Membership Coordinator
Communications Coordinator
Volunteer Coordinator
Trojan Wear Coordinator
Parent-Teacher-Student Association (PTSA) Representation
Parent Rep. – for each sport (male & female) 1 person (selected by each sport, at beginning of season w/voting rights)
Student Leadership Representative(s)
School Athletic Department Representative (1) or designee

Section 3: **Officer Duties:** The duties of the officers, as listed above, are as follows:

President

- Oversees the general activities of the Athletic Booster Club and is responsible for all committees and records for all the Board members
- Presides over Board meetings and general membership meetings
- Have all records and books closed and ready for incoming President for the next term
- Shall complete the MUSD Booster Organization Request for Authorization on a yearly basis
- Shall request and purchase liability insurance

Vice President

- Assists the President in his or her absence and performs tasks and duties assigned by the President
- Oversee the scholarship program: update and distribute application, receive applicant information and lead selection committee to award 4 scholarships

Secretary

- Records minutes of the meetings, distributes minutes to the membership and informs the members of meeting dates
- Preserves all records, reports and documents of the organization (i.e. historical records, minutes, and correspondence)
- Keeping records of attendance

Treasurer

- Shall be responsible for all funds held by the Athletic Booster Club
- Shall keep an accurate record of all funds collected
- Shall keep an accurate record of all funds approved and disbursed and prepare and have available financial statements for all Board meetings
- Shall maintain records of all receipts and other documentation
- Shall prepare for co-signature, all checks drawn against the operating fund
- Responsible for the accurate and timely filing of all tax returns

Section 4: **Appointed Positions** The Elected Officers shall appoint individuals to the following positions:

Individual Project Manager

- Responsible for special programs, such as fund raising activity or sponsorship chairperson

Concession Manager

- The Concession Manager has the authority to contract out to other personnel to assist in the operation of the concession
- Shall arrange for a cash advance for start-up expenses as approved by the Board
- Shall arrange for and oversee concession sales at athletic activities as scheduled by the Athletic Booster Club
- Shall purchase supplies and equipment for the concession stand.
- At the conclusion of an event, assure that all money is counted by one officer and one worker
- At the conclusion of an event, give all money/receipt of deposit and receipts to the Treasurer (or designated Board member)
- Keep an account sheet on all purchases, cash receipts, and profit made and prepare a monthly report for the meetings

Membership Chair

- Lead the membership drive
- Be responsible for all membership records and files
- Continue to enroll new members through the year
- Responsible for preparing and issuing membership cards based on application received
- Create and update excel spreadsheet for all memberships received
- Provide updated spreadsheet to Jeff (give to main entrances (football & gym) until membership cards are issued
- Responsible for distribution of membership cards via pick up at games or send through US mail
- Document payment received and forward payments to Treasurer\

Communication Coordinator

- Shall coordinate and post all notifications via social media for all meetings, call for volunteers, golf tournament and any fundraising events associated with the Athletic Booster Club
- Shall provide a compiled list of all home games as reference for volunteers and snack shack scheduling

Volunteer Coordinator

- Shall coordinate with the Vice President to recruit & place volunteers to approved athletic calendar (all sports events)
- Shall coordinate with the Communications Coordinator to post on social media, community service office, email list to request for volunteers both (adults and students)
- Shall create sign in & sign out forms for all events
- Shall verify and sign Community Service form from students

Parent-Teacher-Student Association (PTSA) Representative

- Shall attend the monthly PTSA Board meetings, report on Athletic Booster Club activities and report back to the Athletic Booster Club any information pertaining to the Athletic Booster Club

Student Representative (honorary member)

- Shall attend monthly meetings, representing the student body and reporting back to the students

Parent Representative

- Shall attend monthly meetings, representing their respective sport

Article IV – Meetings; Quorum; Voting

Section 1: **Meetings** Meetings will be held monthly as scheduled by the Board

Section 2: **Quorum** A quorum shall consist of 50% of the Board members (elected and appointed) with a minimum of 4 elected officials present.

Section 3: **Voting** All members present at meetings shall have voting privileges.

- A 50% majority is required to pass a motion
- A 2/3 majority is required to revise a bylaw

Article V – Fiscal Year

Section 1: **Fiscal Year** The Athletic Booster Club fiscal year shall be March 1 through the last day of February.

Article VI – Elections

Section 1: **Elections** The officers shall be elected by the Athletic Booster Club members at a general meeting in the spring. Notification of elections will be sent to the general membership and postmarked at least 10 days prior to the election. Election will be by a majority of the members in attendance at the meeting at which the election is conducted.

Article VII – General Provisions

Section 1: **No personal profit** No part of the net earnings of this organization shall ever inure to or for the benefit of or distributed to its members, trustees, officers, or other private persons. The organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distribution in a furtherance of the exempt purposes for which it was formed.

Section 2: **IRS Compliance** Notwithstanding any other provisions of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt for Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code of 1954.

Section 3: **Money Handling** Receipts and deposits should be made at the earliest possible banking hour and held in a secure place after being counted and verified by a second party.

Section 4: **Revisions/Amendments** Revisions and/or amendments to the Bylaws will required the approval of a 2/3 majority of members in attendance.

Section 5: **Fundraising** All fund raising projects are subject to approval by a majority of the members in attendance.

Article VIII – Dissolution

Section 1: **Dissolution** If this organization should be dissolved, its assets shall be distributed to the Milpitas High School Athletic Department. Such assets shall be those remaining after all debts and obligations are paid. No assets may be distributed to individual members.