

BYLAWS

VANDEN HIGH SCHOOL ATHLETIC BOOSTER CLUB

ARTICLE I – NAME & LEGAL STRUCTURE

Section 1.01: The name of this organization is the Vanden Viking Boosters Club

Vanden High School Boosters also commonly known as Vanden Viking Boosters. The organization shall use the address located at:

607 Elmira Rd. STE 240

Vacaville, CA. 95687

Section 1.02: The VANDEN VIKING BOOSTERS CLUB is a California nonprofit, public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes and is operated exclusively for charitable purposes within the meaning of Section 501(c)3 of the Internal Revenue Code.

Section 1.03: The Internal Revenue Service tax identification number for this organization is 94-3001378.

ARTICLE II – PURPOSE

Section 2.01: The purpose of this organization shall be a support group for the clubs and athletic programs of Vanden High School by providing financial assistance and lending moral support to our students, athletes, coaches and teams.

Section 2.02: The VANDEN VIKING BOOSTERS shall support the clubs, athletic programs and personal achievement in all student athletes, promote sportsmanship and encourage parent and community involvement related to VANDEN VIKING BOOSTERS programs.

ARTICLE III – BASIC POLICIES

Section 3.01: The organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall inure to the benefit of, or be distributable to its members, board or other individuals. The assets and income shall only be used to promote the organization purposes as described above. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to independent contractors for services provided for the benefit of the organization and to the board and members for reimbursable expenses of the organization.

Section 3.02: Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.

Section 3.03: No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section 3.04: Upon the dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)3.

Section 3.05: The operating year for all Vanden Viking Booster clubs for the organization shall be school year August 1 to May 30, limited operation during the summer June 1 to July 31 for Cheerleading, and Football; upon request for other programs.

ARTICLE IV – MEMBERSHIP

Section 4.01: Qualification. Membership is granted after three consecutive Vanden Viking Booster club meetings to all parents, legal guardians of all past and present student athletes and such other sports-interested and acceptable persons who desire membership. All Vanden Viking Booster club active account coaches and sponsors shall automatically be considered members of the organization.

Section 4.02: Voting members. Voting members will consist of elected board, qualified Vanden Viking Booster members (See Section 4.01), active Vanden Viking Booster club account coaches and sponsors from each active Vanden Viking Booster club or sport.

Section 4.03: Rights and responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, right to vote for the officers, serve on designated club committees. Voting members shall have the right to vote for review and approve one-time disbursements from general fund, financial summary overview, meeting minutes, approve member proposed policies to these bylaws.

Section 4.04: Quorum. The members present at any membership meeting of the organization, provided at least three members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by at least three board members.

Section 4.05: Meetings. There shall be one general meeting at least quarterly during the school year at which Vanden Viking Boosters Club business may be held. There must be at least three board members at every meeting to constitute an official Vanden Viking Booster Club meeting. Meetings will consist of financial summary overview, old and new booster business.

ARTICLE V – BOARD

Section 5.01: Board. The Board shall consist of the elected officers. Elected officers shall be President, Vice-President(alt)., Secretary, and Treasurer.

Section 5.02: Authority. The affairs, activities and operation of the organization shall be managed by the Board. The Board may create Special Committee to support the club of active club members for additional club support. The Board may approve member proposed policies to these bylaws, approve annual fundraising plans. Prepare and distribute monthly financial statement summary to active

members and sponsors for review, and in general, conduct the business and activities of the organization.

Section 5.03: Meetings. The Board shall meet at least quarterly or as needed to prepare for general membership meetings and to conduct the affairs of the organization.

Section 5.04: Quorum. A quorum of the Board for the conduct of the business shall consist of at least three elected officers in attendance.

Section 5.05: Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same effect as a unanimous vote of the Board or of the committee.

Section 5.06: Reimbursement. Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior to board approval.

ARTICLE VI – BOARD MEMBERS their ELECTIONS

Section 6.01: Board Member Elections. The Board members of this organization shall include a President, Vice President (alt.), Secretary, and Treasurer. Additional board members may be appointed by the Board during a school year. Co-Board members will not be accepted. No board member may hold more than one elected office at one time.

Section 6.02: Board Member Expectations. Board members are expected to attend all Vanden Viking Booster Club general meetings if practicable. All Board members are expected to uphold all policy and procedures of these bylaws in an orderly way.

Section 6.03: Election. A nominating committee must comprise of the current President, one other board member and at least two other qualified members can begin seeking nominees for any vacant position (i.e. Board or Committee positions) prior to the end of the school year. The candidates shall be announced to the membership in April of the school year. Additional nominees may be solicited from the floor on the day of the election. Only those who are qualified members and have consented to serve shall be eligible for nomination. Vacant Board or Committee positions shall be elected at the May meeting.

Section 6.04: Term. Once a Board or Committee member approaches their sixth year of service in one position, that person or personnel should step down by the end of that school year. That individual can remain a Vanden Viking Boosters Club member and after a year can be re-nominated in a board or committee position not previously held. There should be a two-year cessation before being nominated to a previously held position within the Vanden Viking Boosters Club.

ARTICLE VII – DUTIES OF OFFICERS

Section 7.01: President (Prim). The President shall be a member of the Board and the principal executive officer of the organization. The President shall coordinate the work of the board and committees of the organization. The President shall preside at all meetings of the Board and all general meetings. The

President shall be authorized to sign checks of the organization. The President shall be the deciding factor of any and all external policies that impact the financial support of the organization within these bylaws. The President can select and appoint a committee personnel for special committees for the organization when a tie vote occurs. The President can assign a mediator for all general meetings or request removal of a disruptive attendee at any time.

Section 7.02: Vice President (alt.). The Vice President shall be a member of the Board and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform other duties as assigned by the President. The Vice President will not be authorized to sign checks of the organization.

Section 7.03: Secretary (Prim). The Secretary shall be a member of the Board. The Secretary shall keep the minutes of the proceedings of the Board and general meetings. The Secretary shall be authorized to sign checks of the organization. The Secretary shall see that all notices are duly given in accordance with these bylaws and in general, perform all duties incident to the office of Secretary and other duties as may be assigned by the President or Board.

Section 7.04: Treasurer (Prim). The Treasurer shall be a member of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the organization in accordance with the organization's financial policies. The Treasurer shall be authorized to sign checks and make disbursements as authorized by budget as approved or amended by the Board. The Treasurer shall present a written financial summary overview, prepared in accordance with the organization's financial policies, at each general meeting and as requested by the Board. In addition, the Treasurer shall provide each sport or club with funds held by the VANDEN VIKING BOOSTERS with financial summary overview report monthly.

ARTICLE VIII – FINANCES

Section 8.01: Funds. Cash held by the VANDEN VIKING BOOSTERS include "general funds" which is money raised by the organization used for the organization's operating purposes, "club and team funds" which are those funds held by the VANDEN VIKING BOOSTERS on behalf of a specific VANDEN VIKING BOOSTERS club or sports team. Clubs and Sports teams can hold their own pre-approved Vanden Viking Boosters sponsored fundraisers and can collect money from those fundraisers to be deposited into their Vanden Viking Boosters Club or Team account minus the 10% operating fees for the organization.

Section 8.02: Budget. The Board shall present to the membership at the first general meeting the financial summary overview and upcoming fundraisers. The Board will cover anticipated and experienced budget revenue and expenses for the school year. This overview will be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the voting members.

Section 8.03: Obligations. The President and Board may authorize entrance into contracts or agreements for the purchase of materials or services on behalf of the organization by collective vote.

Section 8.04: "Club and Team Funds" Check Requests. The "club and team funds", check request form must be accompanied by an invoice or itemized receipts and authorized by the head coach or sponsor signature. A designee cannot sign for check request or make a financial request from coach or sponsor

Vanden Viking Boosters Club account. Designated parent coordinator for club or team can deliver a signed check request on behalf of club sponsor or team coach.

Section 8.05: Checks. All checks for the payment of money on behalf of the organization shall be signed by any Board person whom is as authorized in writing checks for organization. Committee members cannot sign Vanden Viking Boosters Club checks.

Section 8.06: Banking. The Primary Board members shall deposit all funds of the organization to the credit of the organization in such banks or other organization depositories as the Board may select. The Treasurer and board members shall make disbursements as authorized by club and team approved check requests submitted. All deposits shall be made 7 to 10 days of upon receipt of the funds and disbursements shall be made 7 to 10 days of check requests for payment.

Section 8.07: Financial Controls. The organization will make sure appropriate financial controls are in place to ensure the integrity of its funds. All expenses over \$1000 from the "general funds" must be approved by the Board and qualified membership. An outside accountant without check signing authority shall annually audit all Vanden Viking Boosters Club finances, and complete annual taxes.

Section 8.08: Financial Summary. The Treasurer shall present a financial summary overview at each general meeting of the organization and can prepare a detail report for each club or team for the operating school year upon request in accordance with the organization's financial policies. Information is taken from the general ledger to prepare annual school year financial statements, such as debits and credits, which includes income and expenses. The Treasurer shall also provide a financial report as requested by the Board. The Treasurer will provide a monthly financial summary overview to each club or sport, which has funds held by the VANDEN VIKING BOOSTERS account.

ARTICLE IX – BYLAWS AMENDMENT

The bylaws will be reviewed, at a minimum, every eight (8) years by the Board and committee appointed by the Board. These bylaws may be amended at any time by Board, audit findings, special committee proposals of the organization by a simple majority vote of the Board or committee chair and or qualified members present and voting.

ARTICLE XI – ARTICLES OF ORGANIZATION

The "articles of organization" of this organization comprise these bylaws, as from time to time amended, and the "articles of incorporation". In any event of any conflict between these bylaws and the articles of incorporation, these bylaws shall govern.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the guide in the conduct of business where procedure is not stipulated in the bylaws.