

BY-LAWS OF PINER HIGH ATHLETIC BOOSTERS, INC.

A California Non-Profit Corporation

ARTICLE I ORGANIZATION

The name of the organization shall be the PINER HIGH ATHLETIC BOOSTERS, INC.

ARTICLE II PURPOSE AND INTENT

- A. The Piner High Athletic Boosters is formed for the purpose of furthering the cause of all student athletic programs and activities of Piner High School. It shall be the intent of this organization to assist the Piner High School athletics and activities financially through fundraising and promoting school and community interest in the activities of the students at Piner High School.**
- B. The Piner High Athletic Boosters shall be a non-profit organization, incorporated within the state of California. All funds and monies raised and obtained shall be used for the benefit of student athletics, student activities, and enhancement of the school and to insure operation of the organization.**
- C. The dispersal and disposition of all funds and monies shall follow the policies of the Santa Rosa High School District and guidelines of the State Department of Education.**

ARTICLE III MEMBERSHIP

- A. Membership in the Piner High Athletic Boosters shall be open to all who are interested in supporting athletics at Piner High School.**
- B. The Piner High School Principal, or designee, shall be an ex-officio member of the Piner High Athletic Boosters.**

ARTICLE IV MEETINGS

- A. Meetings shall be held on a regular basis. Regular Meetings shall be held at a time and place as determined by the Board.**
- B. Special Meetings may be called by the President or by three (3) members of the Executive Board providing an advance notice of 72 hours is given to all members.**

- C. A minimum of three (3) Executive Board members must be present at any meeting before any official action, including expenditure of funds, can be taken.

ARTICLE V. OFFICERS and ELECTIONS

Section 1 OFFICERS

The initial officers of the organization shall be as follows;

A. President.

1. The president shall preside over all meetings.
2. The president shall have the power to call special meetings as described in Article IV, C.
3. The President shall act as parliamentarian.
4. The president shall appoint the chairpersons of all committees, temporary or permanent.
5. The president shall see that all records, reports and other documents as required by law are properly kept.
6. The president shall be a co-signer for the expenditure of the funds of the organization.

B. Vice President

1. The vice president shall preside over regular and special meetings in the absence of the president.
2. The vice president shall assist the President as necessary.

C. Secretary

1. The secretary shall keep the minutes of all regular meetings and special meetings.
2. The secretary shall prepare all correspondence of the organization.
3. The secretary shall be the official custodian of the records of the organization.
4. The secretary shall be a co-signer for the expenditure of the funds of the organization.

D. Treasurer

1. The treasurer is the custodian of the funds and monies of the organization and shall be solely responsible for their care.

2. The treasurer shall be responsible for all financial records of the organization.
3. The treasurer shall be responsible for the deposit of funds.
4. The treasurer shall keep a record of all transactions of the organization.
5. The treasurer shall be responsible for the preparation of a financial report to be presented at each regular meeting.
6. The treasurer shall participate in all annual tax preparations as well as any financial audits which may either be required or desired.
7. The treasurer shall be a co-signer for the expenditure of the funds of the organization.
8. The treasurer shall act as liaison to all committees charged with fundraising.

Section 2 ELECTION of OFFICERS

- A. Nominations for the offices of President, Vice President, Secretary and Treasurer shall take place annually at the May monthly meeting.
- B. Any Piner High Athletic Booster member in good standing may be nominated for an officer position.
- C. Any Piner High Athletic Booster member in good standing may nominate themselves for an officer position.
- D. Elections for the offices of President, Vice President, Secretary and Treasurer shall take place annually at the June monthly meeting.
- E. Elections for the officer positions shall be by either written or verbal ballot.
- F. Incoming officers shall begin the responsibilities of their offices on the first day of July.
- G. All officers shall serve for a period of one year.
- H. Any current or past officer may serve additional terms providing they are properly nominated and elected as outlined above.

ARTICLE VI BOARDS AND COMMITTEES

- A. Committee membership is open to all members of the organization.**
- B. Committee chairpersons shall be appointed by the President.**
- C. The standing Boards and Committees shall be as follows:**
 - 1. Executive Board**
 - a) The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer of the organization, the Principal of Piner High School, or designee, as an ex-officio member and one member at large from the general membership.**
 - b) The President shall preside over the Executive Board.**
 - 2. Membership Committee**
 - 3. Merchandising Committee**
 - 4. Snack Bar Committee**
 - 5. Fundraising Committee**
- D. Sunset Committees may be formed for special purposes. These committees shall be created by vote of the Executive Committee and shall serve for the time necessary to conduct the business for which they were created.**

ARTICLE VII FUNDS

- A. The funds of Piner High Athletic Boosters shall be managed in accordance with commonly accepted accounting principles.**
- B. The management of the funds of the Piner High Athletic Boosters shall be the responsibility of the Treasurer.**
- C. All accounts holding the funds of the Piner High Athletic Boosters shall be federally insured.**
- D. The expenditure of funds shall require two signatures from either; the President, the Secretary or the Treasurer of the Piner High Athletic Boosters.**
- E. The issuance of a Debit Card to any member for the purchase of goods, materials or services shall require written authorization which must be signed by any two of the**

three authorized co-signers. In the event a Debit Card is issued to a co-signer, the authorization must be signed by the other two co-signers.

ARTICLE VIII FUNDRAISING

- A. All fundraising activities shall be in accordance with local, state and Federal laws and regulations and particularly as relates to the non-profit status of the Piner High Athletic Boosters.**
- B. Fundraising procedures may be developed either at the committee level or by the entire organization and modified from time to time as necessary for legal requirement and/or the efficient operation of the fundraising activity or organization as a whole.**

ARTICLE IX ADOPTION of BY-LAWS

These by-laws shall be considered adopted only after approval by a single majority of the members present at the regular meeting at which they are voted upon. These by-laws shall become effective upon their adoption.

ARTICLE X AMENDMENTS to the BY-LAWS

- A. Amendments to these by-laws, after their initial adoption, may be suggested during any regular meeting by any member of the organization.**
- B. A By-laws Committee, a sunset committee as defined in Article VI, C., shall be created by the Executive Board, with the chairperson appointed by the President, to explore and consider the amendment(s). The recommendation(s) on the disposition of the suggested amendment(s) shall be forwarded to the Executive Board.**
- C. Any amendment to these by-laws must be read aloud to the membership at the regular meeting prior to the meeting where adoption would be voted upon.**
- D. The adoption of any amendment to the by-laws shall be made only after being approved by a majority vote of the Executive Board and the General Membership present at the time of the vote.**

CERTIFICATE

I hereby certify that I am the duly elected and acting President of said Piner High Athletic Boosters, Inc., and these Bylaws, comprised of five (5) pages, constitute the Bylaws of said corporation as duly adopted at a meeting of the Board of Directors and membership held on _____, 2008

Ben Harlin

President