

**BYLAWS
OF
THE MONTE VISTA HIGH SCHOOL ATHLETIC BOOSTERS**

ARTICLE I

Principal Office

Section 1. Principal Office. The principal office of the Monte Vista Athletic Boosters (“MVAB”) is located at Monte Vista High School (“MVHS”), 3131 Stone Valley Road in the city of Danville, Contra Costa County, State of California.

ARTICLE II

Mission and Membership

Section 1. Mission. The mission of MVAB is to support the philosophy of MVHS Athletics to provide “a positive atmosphere of sportsmanship and learning”¹ for the MVHS student-athlete and their athletic Club/Team², in conjunction with the MVHS philosophy of providing an “environment which promote respect for students, teachers and parents for the rights of persons and property”³ through funding, education, and service programs.

Section 2. Realization of Mission. MVAB fulfills its Mission as follows:

a) Funding

- i. Financial support given for a variety of purposes:
 - a. Capital Improvements: Common-use assets that are needed to practice and play the sport. Personally worn and used items (uniforms / clothing, protective gear, and footwear) are excluded from funding support
 - b. General purpose Club/Team funding: allocation to Club/Teams for use as directed by the head coach of the program through the Club/Team’s budget
 - c. MVAB Scholarship award program granted to student-athletes that meet pre-defined criteria

¹ Source: Monte Vista High School website (<http://www.mvhs.schoolloop.com/athletics>), accessed December 20 2016

² A “Club/Team” is defined as a sports program that:

- Complies with Associated Student Body (ASB) guidelines and has an established Monte Vista High School financial account
- Has its athletes submit all Sports Forms as posted on the Monte Vista Athletics web page
- Is insured under San Ramon Valley Unified School District’s insurance program
- Has a Head Coach that is employed by San Ramon Valley Unified School District
- May be comprised of up to 3 levels per gender (Frosh/Soph, JV, Varsity)

³ Source: Monte Vista High School website

(http://www.mvhs.schoolloop.com/cms/page_view?d=x&piid=&vpid=1458551001385, Item #12), accessed December 20, 2016

- d. Collegiate Athletic Recognition Event: a meeting honoring MVHS student-athletes who have been invited to play a sport in college
 - e. Other funding needs deemed appropriate and necessary
- ii. Funding sources executed and managed by MVAB include, but are not limited to sales of:
 - a. Advertising / Sponsorship
 - b. Logo / spirit wear items
 - c. Food items through the management of the Snack Shack
 - d. The Crab Feed Dinner or other annual events, and supporting funds raised through raffles and auctions at those events
 - iii. MVAB will also manage and account for private donations and corporate matching funds.
- b) Education -- provide information through a number of channels (e.g., seminars, flyers, etc.) to the Athletics community (student-athletes, parents, athletics administration) on a variety of topics (e.g., safety, sportsmanship, playing sports beyond high school, etc.)
- c) Services -- other activities that fulfill the purpose of MVAB
- i. Provide opportunities for Club/Team-specific fundraising (e.g., administration of car wash fundraiser, volunteer at of Snack Shack facility, selling of advertising space on banners and Zackheim Field scoreboard, etc.)
 - ii. Coordination of communications among the community of student-athletes, parents, coaches, and athletics administration on education, policies, and procedures that promote a positive athletics environment (e.g., promotion of student Club/Team success through seasonal student athlete reports)

Section 3. Membership. The members of the MVAB are the Officers of the Executive Board, standing committee chairs, Sports Liaisons representing each Club/Team at MVHS, the MVHS Assistant Principal – Athletics, and the Athletic Director. The MVHS Assistant Principal – Athletics and the Athletic Director are ex-officio members and advisors to the MVAB with no voting rights.

ARTICLE III

Governance

The MVAB shall be governed by a Board of Directors (BoD) that consists of the Officers of the Executive Board and the standing committee Chairs. MVAB may not have less than 5 or more than 15 Directors.

Section 1. Powers. Subject to the limitations of the Articles of Incorporation, these Bylaws, and policies and procedures of the governing high school association, as to actions to be authorized or approved by the BoD, all business and affairs, and all powers shall be exercised by or under the authority of the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, the BoD shall have the following powers:

- a) To prescribe such powers and duties for the officers (Executive Board) of MVAB, and to remove and replace an officer consistent with the law, the Articles of Organization, and these Bylaws
- b) To conduct, manage, control, and establish general policies concerning the affairs and business of MVAB, to determine the general substantive areas in which MVAB activities are to be concentrated, to establish priorities, and to oversee execution of MVAB's mission
- c) To solicit and receive donations, gifts, funds, and property of all kinds in the name of the MVAB, for the benefit of Club/Teams at MVHS, subject to applicable policies and procedures of the governing high school association authority
- d) To add, eliminate, or change the nature of classes of membership to the MVAB

Section 2. Executive Board (EB). The EB is responsible for the overall strategy and management of MVAB. It shall consist of not less than four (4) Officers who shall hold the positions of President, Vice President (minimum of one (1)), Treasurer, and Secretary.

- a) President. The President has overall responsibility for MVAB. Duties of the President include:
 - i. Preside at all meetings of the MVAB, BoD, and EB
 - ii. Be the principal spokesperson for the MVAB related to interactions with the school administration in regards to policy issues
 - iii. Be one of the principal EB members that may disburse checks from the MVAB account(s)
 - iv. Be the point of contact for management of capital improvements
 - v. Shall exercise and perform such duties as may be assigned from time to time by the EB
- b) Vice President(s) (minimum of one (1)). The Vice President(s) has the responsibility to support the President in the execution of the mission of the MVAB, perform such duties as assigned from time to time by the EB to support overall operations and fundraising efforts. The Vice President may be granted authorization to disburse checks from the MVAB account(s). In the absence of the President the Vice President shall preside at meetings of the MVAB, BoD and EB.
- c) Treasurer. The Treasurer has overall responsibility for financial management of MVAB. Duties of the Treasurer include:
 - i. Keep an accurate record of receipts and disbursements, paying out funds only as authorized
 - ii. Act as primary signatory on disbursement checks
 - iii. Present a statement of accounts at MVAB monthly meetings
 - iv. Manage MVAB account(s)
 - v. Keep accurate records of projects funded and their funding status
 - vi. As needed, propose a Three-Year Capital Project Plan that provides an estimate of projected capital expenditure needs for the Club/Team programs in support of the budget planning process

- vii. As needed, prepare an annual budget at the end of each school year with projected income and expenses based on the previous year's budget and the Three-Year Capital Project Plan as available
- d) Secretary. The Secretary has overall responsibility for documenting the discussion and outputs of MVAB meetings. Duties of the Secretary include:
 - i. Keep accurate minutes of meetings of the MVAB, BoD, and EB and distribute those minutes to participants of those meetings
 - ii. Provide notification of MVAB meetings and maintain copies of all pertinent MVAB records, including any pertinent handouts or attachments discussed at any meeting.
 - iii. Keep an accurate record of contact information of EB members, Sports Liaisons, and committee members
 - iv. Perform such duties as assigned from time to time by the EB

Section 3. Term of Office. The term of the Officers shall not exceed 2 years.

Section 4. Election of EB Officers. The EB Officers shall be chosen annually by the votes cast by MVAB members. The candidate for each position receiving the most votes will be the elected Officer for that position. The EB shall appoint a nominating committee of at least three (3) BoD members, to include the Chairperson of the MVAB Services Committee to lead the process and conduct the election as follows:

- a) January MVAB meeting
 - i. Describe the election process
 - ii. Announce that annual elections will be taking place in April
 - iii. State that nominations can be submitted and will be taken under consideration through the end of February
- b) February MVAB meeting – remind members of the election and to submit nominations for consideration by end of February
- c) March MVAB meeting – present the election slate
- d) April MVAB meeting – conduct election
- e) May MVAB meeting – announce results of the election

The transition to the new officers will take place at the last school calendar year MVAB meeting with elected officers assuming their respective roles immediately thereafter.

Any member of the MVAB can run for an EB office by meeting the following criteria:

- a) Has been a Sports Liaison or a Committee Chair and attended a minimum of five regular meetings
- b) Submits in writing (e.g. email) a request that they be considered as a candidate for an EB office to the Chairperson of MVAB Services Committee by the end of February

Section 5. Vacancies. Vacancies (e.g., due to removal or resignation) shall be filled by appointment by at least a majority vote of the BoD at a meeting in which a quorum is present

Section 6. Removal. The removal of an Officer with or without cause shall be by a majority vote of the BoD at a meeting in which a quorum is present

ARTICLE IV

Standing Committees

Standing Committees shall be established (including appointment of a committee chair, establishing its purpose and duration) by approval of the EB in order to conduct MVAB business. Standing Committees include those listed below:

Section 1. Snack Shack Committee. Responsible for the operation of the Snack Shack and its equipment in support of home football games and other sports events held at the Monte Vista Stadium. Duties include:

- a) Organize volunteer staff from all teams
- b) Inventory and stock Snack Shack for MVAB football games
- c) Prepare cash income to be verified and deposited by an authorized MVAB officer
- d) Maintain rules and regulations used by MVAB and all other team users of the Snack Shack
- e) Verify that all team Snack Shack Managers (e.g., Lacrosse, Soccer, Track, etc.) are food-handling certified and have signed the Rules and Regulations
- f) Work with MV Administration to prepare for health inspections by Contra Costa County
- g) Revise menu items as needed with EB approval
- h) Provide expense information (e.g., invoices and receipts) requests for payments, and revenues associated with the operation of the Snack Shack to the Treasurer

Section 2. Logo / Spirit Wear Committee. Responsible for the purchase and sale of logo clothing and accessories in support of sports at MVHS and management of logo clothing on the MVAB web store. Revenues and expenses (with invoices and receipts) shall be regularly reported to the Treasurer.

Section 3. Advertising Committee. Responsible for the sale of all advertising at the Stadium including the scoreboard, banners and any sponsorships associated MVAB. Pricing for advertising shall be approved by the EB. Duties include:

- a) Keep accurate records of the terms, status of payments of the advertising
- b) Payment collection
- c) Establish a standard contract for advertising
- d) Manage approval of new advertisers and associated advertising (signage) by MVHS Administration
- e) Provide expense information (e.g., invoices and receipts) requests for payments, and revenues associated with advertising to the Treasurer

Section 4. Car Wash Committee. Responsible for the operation of the car wash and associated supplies and equipment. The car wash operation shall be for the convenience of all Club/Teams, and to be used as fundraising. The Club/Team holding the car wash shall receive the revenues from the car wash and must deposit revenues through Athletics Administration Support into their respective school financial account. The expenses (with invoices and receipts) in support of the Car Wash shall be reported to the Treasurer.

Section 5. Crab Feed Dinner Committee. Responsible for the planning and execution of the Annual Crab Feed Dinner fundraising event (or similar function). The Crab Feed Committee shall determine the date, time, and place of the dinner and make arrangements for the dinner. Fundraising activities such as an auction may be part of the dinner. All revenues and expenses (with invoices and receipts) shall be submitted to the Treasurer.

Section 6. MVAB Services Committee. Responsible for the management and execution of MVAB support functions:

- a) Maintain master Sports Liaison list and fill open Sports Liaison positions as needed
- b) Coordinate MVAB events (e.g., Honoring Our Veterans at MVAB football games, Collegiate Athletic Recognition Event, etc.)
- c) Coordinate corporate, individual, and team donations for MVAB fund raising events such as the Crab Feed
- d) Manage the annual election process
 - Solicit candidates at the January MVAB meeting (based on expiration of two-year term or resignation)
 - Prepare annual election slate
 - Conduct election at April MVAB meeting
 - Document and submit to Secretary election results

Section 7. MVAB Scholarship Evaluation Committee. Responsible for the management and execution of MVAB Scholarship Award program (Article VIII, Section 4):

- a) Shall consist of not less than 5 individuals, one of whom must be the Monte Vista Athletic Director (or designee) and one of whom shall not be a Member of MVAB as defined in Article II, Section 3
- b) Prepare and promote the program, eligibility requirements, procedures, deadlines, documentation, and any conditions needed for the execution of the program
- c) Review all applications and select the recipient(s)
- d) Notify Scholarship recipient(s) by the end of May
- e) Document to the Treasurer the timing, logistics (e.g., payee) and amount(s) of scholarship payment

Section 8. Other Committees. As needed, other standing or ad hoc committees may be established by the EB to conduct special activities on behalf of MVAB. The responsibilities of such a committee will be discussed in a regular meeting of the MVAB and documented in the meeting minutes.

ARTICLE V

Sports Liaison

A Sports Liaison for each MVHS Club/Team shall be appointed by the Head Coach or Athletic Director for the sport. To assure adequate representation of all sports, there shall be

consideration of a Sports Liaison for the divisions within a sport (frosh, junior varsity, and varsity). Duties include:

- a) Be an active representative of the respective Club/Team at all MVAB meetings
 - Attend all MVAB meetings or send representative
 - Provide written / electronic copy of Club/Team report to the Secretary within 24 hours of the MVAB meeting
- b) Be a participant in the Capital Improvement process for the respective Club/Team
- c) Vote on Capital Improvement requests – only one vote per Club/Team
- d) Communicate with the Head Coach and team parents regarding MVAB matters and fund raising events (e.g., car wash opportunities, Snack Shack volunteer efforts, education events, and information, etc.)
- e) Assure a smooth transition of duties between the outgoing and incoming Sports Liaison

ARTICLE VI

Meetings

Section 1. Regular Meetings. Regular meetings of the BoD and MVAB shall be held at such time and place as may be determined by a resolution of the BoD. Notice of time and place of each regular meeting shall be given at least ten (10) days prior to the date of this meeting.

A list of proposed dates for the regular meetings will be prepared and distributed at the first meeting of the school year.

Section 2. Special Meetings. Special meetings of the BoD or EB for any purpose may be called at any time by the President or by any member of the EB. Special meetings may be held on four days' notice by first class mail, or on 48 hours' notice delivered personally or electronically.

Section 3. Quorum of Directors. The presence in person or by proxy of 50% of the authorized number of BoD shall constitute a quorum for the transaction of business. Except as otherwise provided in the Articles, in these Bylaws or by law, every act or decision done or made by the BoD present at a meeting duly held at which a quorum is present shall be regarded as the act of the BoD.

Section 4. Quorum of Members. Except as otherwise provided for in these Bylaws, for any matter requiring vote of the members of MVAB, a quorum at any regular or special meeting of members consists of 40% of the voting members of MVAB in person or by proxy. A proxy vote is determined by obtaining email authorization of any member to have their vote cast by the EB.

Section 5. Action without Meeting. Any action required or permitted to be taken by the BoD may be taken without a meeting if all members of the BoD individually or collectively consent in writing to such action.

Section 6. Minutes. Minutes of meetings shall be taken and presented at the next regular meeting. The minutes shall record a summary of the matters discussed, the results of any voting conducted, and a listing of those present at the meeting.

ARTICLE VII

Financial Responsibilities

Section 1. Fiscal Year. The fiscal year of MVAB shall run from July 1 to June 30. The fiscal year can be amended by the EB.

Section 2. Financial Statements. MVAB shall prepare and make available a monthly income statement and balance sheet prepared and reported on by the Treasurer at monthly MVAB meetings and made available for review to MVAB members. Additional financial statements (e.g., Three Year Capital Plan) may be developed as needed.

Section 3. Checks and Withdrawals. Checks and withdrawals from MVAB account(s) shall be done by the Treasurer and the President. Additional EB Officers can be authorized to issue checks and withdraw funds by agreement between President and Treasurer.

Section 4. Audits. An audit of MVAB finances shall be conducted by an independent auditor who shall be selected and approved by the EB and the audit report submitted to the BoD. The audit will be conducted every 3 years. An internal audit committee may be formed and operated as need is determined by the EB.

Section 5. Insurance. MVAB shall provide for suitable insurance against claims and lawsuits brought against MVAB or its Officers and also for the material and financial assets maintained by MVAB.

ARTICLE VIII

Funding

Section 1. Capital Improvement Request. For funding requests that involve capital improvements, MVAB follows the Capital Request Improvement process as outlined below.

Capital Improvement 3-Year Template

It is recommended that a 3-Year Capital Improvement Template (available from the EB) shall be prepared, updated, and submitted annually by the Head Coach to the EB in order to assist in the planning and funding of future Capital Improvements.

Capital Improvement Request Form

A Capital Improvement Request Form is available from the EB. The procedures and content of the Capital Improvement Request form will be set and maintained by the EB.

Amount of Funding

MVAB may provide up to 50% of the funding for a Club/Team Capital Improvement Request. The remainder must come from the Club/Team, MVHS, or other funding sources. At the discretion of the EB, Capital Improvement requests that benefit the Monte Vista Athletic community at large may be funded at a higher percentage. Arrangement may be made with San Ramon Valley Unified School District to fund Capital Improvements over a multi-year period.

Process

Referring to the Club/Team's Capital Improvement 3-Year Template or a current need, a Sports Liaison, Head Coach, or the Athletic Director may complete a Capital Improvement Request Form. The form will be submitted to the President (or EB designee), who will determine if it is ready to be placed on the regular meeting agenda or is eligible for direct consideration by the EB.

For urgently needed Capital Improvements

At the discretion of the President, a Capital Improvement Request with a total value of \$2,500 or less may be presented and voted upon by the EB in person or by email. If an email vote is conducted, the President will send the Capital Improvement Form and supporting documents to the EB by email, at which point a discussion phase will occur. After 48 hours, if there are no pending requests for information and no additional discussion, an email vote by the EB will then be called by the President. If a Capital Improvement is approved by the EB, the President will notify the Membership by email. At the next regular MVAB meeting, the President will announce the results which will be recorded in the minutes.

For all other Capital Improvement requests

At the regular meeting, Members will hear comments, have an opportunity to discuss, and if all is in order, vote on the request. The completed request will be scanned and a copy sent to the MVHS Bookkeeper. The MVAB Treasurer will file the original document.

Remuneration

Upon invoicing by the MVHS Bookkeeper, the Treasurer will issue a check for the approved cost of the Capital Improvement

Modifications

Reasonable modifications to an approved Capital Improvement that are consistent and necessary to complete the intent of the Capital Improvement may be reviewed and approved by the EB.

Section 2. VIP Card Sales. MVAB will allocate funds to Club/Teams through Mustang VIP Card sales.

- a) Qualification for funding is based on the student athletes participating in a Club/Team as documented by the parent or guardian who purchased a Mustang VIP Card.
- b) Per the discretion of the EB, the per-student-athlete allocation will be determined by the EB by May 1 of the prior fiscal year.

- c) The Treasurer will provide a document stating the allocation for each Club/Team to the MVHS Bookkeeper by August 1st of the current fiscal year
- d) A check is issued to MVHS for the total amount of the allocation by October 1 of the current fiscal year.

Section 3. Athletics Administration Support. At its option, the EB may provide support to MVHS for Athletics Administration Support. MVHS Administration may submit a request for financial support to MVAB. The President and Treasurer review the request and determine if clarification from MVHS Administration is needed to execute the funding request. Execution of the funding request will follow a schedule agreed to by MVHS Administration and MVAB.

Section 4. MVAB Scholarship Award Program. At its option, MVAB will recognize and reward Monte Vista student athletes who demonstrate excellence through athletic participation, academic achievement, and service to Monte Vista High School. Up to six (6) \$1,000 scholarship-awards will be awarded equally to female and male student athletes. The number of scholarships will be determined annually by the EB and announced at the October meeting. Program management will be administered by the MVAB Scholarship Program Evaluations Committee (Article IV, Section 8).

Section 5. Other funding needs deemed appropriate and necessary. Other funding requests will be considered by the BoD so long as they fall within the general guidelines outlined in Article II. If outside those guidelines, the BoD must approve an exemption to Article II prior to consideration.

ARTICLE IX

Amendment of Bylaws

Section 1. Amendments. These bylaws may be adopted, amended or repealed by the BoD unless the action would materially and adversely affect the rights of members as to voting or transfer. In the event that an amendment would materially or adversely affect the rights of members as to voting or transfer, these Bylaws may be amended or repealed by the favorable vote of two-thirds (2/3) vote of the membership of the Athletic Booster Club at a regular or special meeting.

Section 2. Inspection of Bylaws. The MVAB shall keep in its principal office the original or a copy of these Bylaws, and any amendments to them, which shall be open to inspection by the members at all reasonable times during office hours.