

Santa Teresa Athletic Boosters Club

Constitution & Bylaws

Amended October 2020

Article I- Name

Section 1. The name of this organization shall be the, "Santa Teresa Athletic Boosters Club" (STABC).

Article II- Purpose

Section 1. The purpose of this organization is to provide an avenue for the athletic teams of Santa Teresa High School to raise the much needed funds to bridge the gap between what the district can contribute and what it actually takes to run these programs.

Section 2. The Santa Teresa Athletic Booster Club shall not attempt to have as its purpose to dictate, change, coerce, or interfere with the policy set down by the athletic director(s) or school administrators.

Article III- Constitution

Section 1. This set of Bylaws is intended to replace all pre-existing Bylaws of the Santa Teresa Athletic Boosters Club (STABC).

Section 2. The Bylaws may be amended by a three quarter (3/4) vote of good standing active members in attendance at a regularly scheduled general meeting.

Section 3. Present proposed changes to the Bylaws one meeting in advance. Have enough copies of proposed changes for at least half of the membership to review and email proposed changes to the membership before the voting meeting.

Section 4. To change the Bylaws, use a different color to add changes to the Bylaws. To take something out of the Bylaws, use the strikethrough font so that present text remains unchanged until a positive vote occurs. If the vote fails, remove strikethrough from text and delete proposed, colored text; if the vote passes, delete strikethrough text and change to automatic (black).

Section 5. These Bylaws will remain in effect until the membership approves revisions. The STABC Executive Board shall review the Bylaws at least annually and shall propose modifications at the first general meeting of the school year in September to be voted on at the second general meeting in October. As stated in Article III, Section 2 and 3, these Bylaws can be reviewed and modified at any time under the provisions provided.

Section 6: The meetings shall generally follow Roberts Rules of Order; inasmuch as such rules do not conflict with these Bylaws or applicable state and/or local laws.

Article IV- Policies

Section 1. The organization is a non-profit organization and does not contemplate the distribution of gains, profits or dividends to the members thereof.

Section 2. This organization shall be non-commercial, non-sectarian, and non-partisan, and shall endorse no political candidate or commercial enterprise.

Article V- Membership

Section 1. The membership shall be open to all parents (or guardians), current coaches, and parents of alumni of Santa Teresa High School, interested in the objects of, and willing to subscribe to, the Bylaws of this organization.

Section 2. Meetings of the organization shall be held at least once a month during the school year (September through May), or as often as may be determined by the elected officers.

Section 3. Any eligible person interested in membership for the STABC shall be considered in good standing under the following criteria: one (1): having attended two meetings during the semester and two (2): being a team representative as defined below..

- Section 4. Team representatives shall be designated at the beginning of the school year. Each sport, regardless of level of competition, shall receive two voting members that may vote on any matter of the STABC.
- Section 5. Quorum for the transaction of business shall be a simple majority (50% plus 1) of the members in good standing.
- Section 6. The general membership will be informed of the place, time, and date of STABC meetings via annual orientation materials, current STHS online communication system, and at the organization's website stabc.org. The president shall also provide all relevant information to school principal as needed for inclusion in summer mailer and class-level parent orientation slideshows when applicable.

Article VI- Officers and Executive Board Members

- Section 1. The officers of this organization shall be: President, Vice President, Secretary, Banking Treasurer, and/or Bookkeeping Treasurer. These officers shall be elected by the general membership, annually in May.
- Section 2. The President shall solicit nominations for the five officers and five remaining executive board positions at the April general meeting. Nominations for each position shall be presented at the May general meeting and the President shall solicit further nomination from the floor. Each nomination shall be seconded and accepted prior to voting. If there is but one candidate per office, the entire slate of officers may be voted upon seriatum if there is no objection from the floor.
- Section 3. The organization must fill the offices of President, Secretary, and Banking or Bookkeeping Treasurer. Other board positions may be left vacant (for example, if there are insufficient volunteers for the remaining positions). The organization may fill a vacancy due to non-election or resignation, occurring during the term year and outside of the annual election process by a simple majority vote of the members in good standing at that general meeting.
- Section 4. An individual may only hold one board position at a time.
- Section 5. The board will have non-voting, ex-officio members that will consist of Santa Teresa High School's Principal and Athletic Director(s).
- Section 6. Each of the ten Executive Board members shall serve for a term of one (1) year or until relieved of their duties by a successor(s). Officers will be installed by the current president at the end of the May general meeting and will assume the duties of their respective office at the next executive board meeting. Outgoing Bookkeeping and/or Banking Treasurers shall not vacate their positions until after the audit report has been accepted by the Executive Board.

Article VII-Composition & Duties of the Executive Board

- Section 1. President: Preside at all general and special meetings, appoint the committee chairs and outline duties of standing committees, and be an ex-officio member of all committees. The President, working with the Bookkeeping Treasurer, will also assure that the STABC will comply with all tax laws, applications, fundraising guidelines or corporate filings with the state of California. The president will also serve as the first member of the executive board with one (1) vote and will hold this seat during their term in office.
- Section 2. Vice President: Will oversee all fundraising activities of the organization, including overseeing committees, coordinating with other organizations, and soliciting needed approvals for fundraising events. The vice president will also act as an aide to the president and in the absence of the president perform the duties of the president; will serve as the second member of the executive board with one (1) vote and will hold this seat during their term of office.
- Section 3. Secretary: Maintain an accurate record of the proceedings of all meetings and be prepared to refer to the minutes of previous meetings when called upon to do so. The secretary will also reserve the room for and announce the STABC general meetings, and create meeting agendas. The secretary, in consultation with the webmaster and officers, shall be responsible for ensuring all approved minutes and current budgets, bylaws, tax documents, and forms are posted on the organization website. The secretary will serve as the third member of the executive board with one (1) vote and hold this seat during their term of office.

- Section 4. Banking Treasurer: The banking treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, pay out funds in accordance with the approval of the executive board and secure a second signature on all checks. The banking treasurer will serve as the fourth member of the executive board, with one (1) vote and hold this seat during their term of office.
- Section 5. Bookkeeping Treasurer: The bookkeeping treasurer shall maintain an accurate statement of finances of the organization, keep members informed of expenditures as they relate to the budget, present financial statements at every meeting and at other times of the year when requested by the board, and make a full written report annually to the membership at the regular May meeting. The Bookkeeping treasurer shall keep an accurate statement of the finances of the organization through the QuickBooks accounting software program purchased by the STABC that can be viewed by any member of the organization. The Bookkeeping treasurer, working with the President, will also assure that STABC complies with all tax laws, applications, fundraising guidelines or corporate filings with the state of California. The bookkeeping treasurer will serve as the fifth member of the executive board, with one (1) vote and hold this seat during their term of office.
- Section 6. Merchandiser: The merchandiser shall manage merchandise for sale at athletic events. The merchandiser will order inventory and sell merchandise turning over funds and appropriate paperwork to the treasurer, and will serve as the sixth member of the executive board with one (1) vote and hold this seat during their term of office.
- Section 7. Concessions Manager: The concessions manager shall manage concession staffing and sales at athletic events. The concessions manager will order, inventory and sell food and drinks and related supplies, turning over funds and appropriate paperwork to the treasurer, and will serve as the seventh member of the executive board with one (1) vote and hold this seat during their term of office.
- Section 8. At-large executive board members: General Board 1 shall be the eighth member; General Board 2 shall be the ninth member; General Board 3 shall be the tenth member of the executive board with one (1) vote each and hold these seats during their term of office.
- Section 9. An auditing committee appointed by the president and including as its senior member the vice president, will audit the books of the treasurer annually, and a written report of said audit to the Executive Board in August. The Board will report the audit findings to the general membership in September.
- Section 10. When any officer, or member at large, fails to attend two (2) consecutive meetings of the organization without an adequate excuse, the Executive Board may declare the post of office vacant. In this event, the president will appoint, subject to the approval of the membership, an interim officer for the balance of the term. If the president is the officer in question, the vice president will replace them until the duration of said term and the position of vice president shall be vacant for the same duration of time unless a replacement is found according to Article VI, Section 3.
- Section 11. The executive board shall serve as liaison between the membership and the athletic department and the school administration.
- Section 12. The executive board shall review and approve all requests and/or recommendations submitted by the various committees prior to presentation to the General Membership thereof for consideration by the committee representative.
- Section 13. The executive board shall review and approve all requests and/or recommendations submitted by the athletic department or the school administration and report approved/denied status to the General Membership.
- Section 14. All fundraising activities by the STABC shall be submitted to the administration of Santa Teresa High School at the earliest notice before the school year to be placed on the school calendar. By implementing this procedure, the STABC will also be notified of any conflicting school events that may otherwise hinder the efforts of the STABC. If such fundraising efforts are not known before the school year, the STABC will notify the administration as soon as possible prior to implementation.
- Section 15. The executive board shall meet prior to the general (or special) meeting at an Executive Board meeting. All items considered by this board will require a minimum of five (5) members to be

present and a majority vote for passage. This meeting will take place approximately two weeks prior to each scheduled general meeting of the STABC. This board meeting will be set by the board at each general meeting of the STABC.

- Section 16. Each officer upon the expiration of the term of office, or in the event of resignation/vacation of a board seat for any reason, said member, without delay, will turn over to a successor or to the president, all books, records, funds, equipment or other written or non-written material pertaining to the office and submit a written description of the function performed and the extent of the continuity.

Article VIII- Finances

- Section 1. Allocating of funds shall be based on requests made by each individual team or athletics department. Allocation of funds through a grant request program shall follow the established grant process. All grant requests will be subject to review and final approval by the STABC Executive Board. One grant application per season per sport is allowed for consideration for approval.
- Section 2. The STABC may operate the stadium snack shack and as needed concessions in the school gym or other venues with the approval of the Athletic Directors. The STABC will determine how to operate the snack shack.
- Section 3. Individual Teams and Athletic Director(s) may request grant funds as long as there are sufficient funds in the general fund account at the time of the request. If the funds are not enough to cover said request, the motion will be denied and no funds will be used.
- Section 4. STABC grant funds can be requested once a fiscal year (July 1-June 30) by each team. Requests must be submitted by the 15th of the month to be reviewed at the following Executive Board meeting.
- Section 5. Each fiscal year the STABC Executive Board will review the Grant Criteria each team must follow to receive funding. Modified criteria shall be posted by September 1. If required, the STABC Executive Board will suggest and approve changes to the grant criteria. Grant criteria for each school year will be posted on STABC.ORG within two weeks of being approved.
- A. A motion must be made by an Executive Board member at the executive board meeting to the rest of the members in good standing. A second must follow the motion from the STABC Executive Board.
 - B. All funds will be subject to review by the STABC Executive Board.
 - C. All invoices, records, and other documentation must be provided at the time of request. The STABC will see to the purchase of approved expenditures or will make other arrangements for accurate payment, which must be included in the initial motion. All grant request approvals will be paid directly to the vendor and not to the coach.
 - D. Approved grants must be completed (invoices, records, documentation provided) by Jun 15 of the same STABC fiscal year grant was approved, so STABC can complete and fund the request prior to June 30 each year:

Article IX – Meetings

- Section 1. **General Meetings.** The general meeting of the organization shall be on the first Tuesday of each month during the school year at 7 p.m., or at a time and place determined by the board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings at least one week prior to the meeting. Unless otherwise noticed in writing, all meetings held pursuant to these Bylaws shall be held on the Santa Teresa High School campus. At the direction of the Principal, Athletic Department, or by County Health Order, meetings may be conducted via digital meeting platform such as Zoom in the event it is deemed unsafe to meet on campus. In such an event, access to the digital meeting shall be provided to all members in the meeting notification from the secretary.
- Section 2. **Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary.

Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by flyer and email.

Section 3. Quorum. The quorum for General Meetings shall be at least president or vice president and two other members of the executive board and five general members of the organization.

Article X- Standing Committees

Section 1. There shall be such standing committees created by the president as may be required to carry on the work of the organization: the chairperson of standing committees shall be appointed by the president.

Section 2. The term of office for these chairpersons shall be for the term of office of the president that appointed them, or until a successor has been appointed to fill their position.

Section 3. Each chairperson on vacating the chairpersonship, shall pass on to the successor or to the president without delay, all reports, records, books, or funds, and other material pertaining to the committee.

Section 4. The Executive Board shall identify official standing committees. Executive Board members may chair any standing committee.

Article XI- Dissolution of Organization

Section 1. If, by the will of the membership or for any other reason, this organization chooses to cease in its meetings and purpose the dissolution of the organization will proceed as prescribed in the following sections of this article.

Section 2. If the STABC by vote of its general membership chooses to disband the distribution of its remaining funds, the assets will be turned over to the School Bank at such time of said dissolution. The School Bank will distribute these funds to the General Athletics fund, while maintaining their use for athletic purposes only.

Section 3. Santa Teresa Athletic Booster Club, Incorporated shall cease to function and all executive roles shall come to the end of their term.

Section 4. It will be the responsibility of the President or highest-ranking executive at the time of dissolution to file the required state and federal documentation prior to exiting their said duties and term of office.

Article XII- Amendments

Section 1. These Bylaws may be amended by a two thirds vote of the membership at a general meeting; notice of amendments must be given in writing to all members in good standing one month prior to the general meeting where it will be voted upon and also emailed no less than two (2) weeks prior to the voting meeting.

Article XIII- Standing Rules

Section 1. Any request or recommendation submitted from a member in good standing from the floor of a general meeting (or special meeting) that pertains to a committee function shall be referred to the appropriate committee for consideration.

Section 2. At the beginning of the term of office, each member of the executive board and officers of the organization shall be presented with a copy of these Bylaws and shall be responsible for making a thorough study of the same.

Section 3. A copy of these Bylaws may be found on the organization's website, www.stabc.org or given to via email upon request from any member of the organization.

Section 4. All approved minutes and Treasurer's reports are to be posted on the web-site no more than 2 weeks from the general meeting held in that month.

Dated: October 6, 2020

President: Michelle Partsch

Secretary: Tegan Andersen