



South High School Girls Basketball
Booster Club Bylaws
(Effective 27 March 2013)

Article I- Purpose

The general purpose of the South High School Girls Basketball Booster Club (hereafter, the "SHSGBBC") is a not-for-profit, volunteer organization, working in partnership with the administration of South High School and its Department of Athletics.

South High School
4801 Pacific Coast Highway
Torrance, California 90505

The purpose of the SHSGBBC is to support, encourage and acknowledge the endeavors of students in the South High Girls Basketball Program.

The SHSGBBC's activities include fund-raising, hospitality, publicity, communication with the school and the community, and to encourage attendance at games in a manner consistent with school policy and these bylaws.

Article II- Membership and Dues

Any person that has a child that is a player, team manager, or trainer in the South High School Girls Basketball Program may become a member of the Booster Club upon payment of dues as set by the Executive Board at the beginning of each school year. The head coach shall automatically become an active member but shall be exempt from payment of annual dues.

Membership shall automatically terminate for nonpayment of dues, terminating all rights and privileges in the SHSGBBC.

Dues will be collected on a per family basis.

Article III- Elected Officers and Duties

Section 1

The Elected Officers of the SHSGBBC shall consist of the following:

1. President

- a. Shall be the chief executive officer and shall, in general, supervise and control the affairs of the SHSGBBC.
- b. Shall preside at all meetings.
- c. Oversee all committees except the audit committee.
- d. Perform such duties usually pertaining to the office of President.
- e. Shall prepare meeting agendas and forward to the Secretary to send out with the meeting notice.
- f. Shall serve as a liaison between the SHSGBBC and the school administration and the Girls Head Basketball Coach.
- g. Shall represent the SHSGBBC at school or community events.

2. Vice-President

- a. Shall perform the duties of the President in the absence of the President and, when so acting, shall have all the powers of, and be subject to all the restrictions on the President.
- b. Shall be the chair of the Audit Committee.

3. Secretary

- a. Shall keep or cause to be kept a book of minutes of all meetings and actions of the SHSGBBC with the time and place of holding the meetings, the names of those present at such meetings and the agendas of such meetings.
- b. Shall give, not less than three days prior to each monthly meeting, notice of such membership meeting, together with the agenda for any such meeting and the minutes of the previous meeting. Meeting notices shall be sent to the membership by electronic mail (e-mail).
- c. Shall be responsible for all correspondence and communications, newsletters, membership registration and public relations.
- d. Shall maintain a current record of the SHSGBBC's members, showing the names, addresses, telephone numbers and e-mail addresses of all members along with a current record of all coaches and the designated team parent representatives.

4. Treasurer

- a. Shall keep and maintain adequate and correct accounts of the SHSGBBC's business transactions, including accounts of its assets, liabilities, receipts, disbursements, and other matters customarily included in financial statements.
- b. Shall present to the membership, at each membership meeting, an account of all transactions and of the financial position of the SHSGBBC.
- c. Shall deposit all monies in the name and to the credit of the SHSGBBC with such depositories as may be designated by the Executive Board and maintain current signature cards on file with such institution.
- d. Shall cause to be prepared and filed any reports required (including tax returns) and shall have other powers and perform such other duties that may be presented by the Executive Board or the general membership.

Section 2

Officers shall take office for a term of one year starting on July 1st and ending on June 30th, and not for more than two terms consecutively in the same position.

Section 3

Election of officers shall take place at the meeting of the SHSGBBC to be held in April of each year or as near there to as is reasonable (the election meeting). The slate of officers should be presented to the membership at the March meeting or a meeting preceding the election meeting (the Nomination Meeting). The proposed slate shall be nominated by a nominating committee, hereafter defined, and the committee may nominate more than one proposed officer for each position. The proposed nominations may be accepted by the nominating committee in their sole consideration from the floor during the Nomination Meeting or the nominating committee may generate nominations itself. The full slate or slates as nominated by the nominating committee must be accepted by the Executive Board and will be presented and voted upon at the Election Meeting.

Section 4

Nominating Committee:- The nominating committee shall consist of four members;

- two shall be elected by the Executive Board, and may be selected from the members of the Executive Board
- one shall be elected from the general membership of the SHSGBBC preceding the Nomination Meeting
- one shall be the Girls Head Basketball Coach.

Section 5

Any vacancy in any office of the SHSGBBC may be filled for the unexpired portion of the term by majority vote of the Executive Board present at a meeting of the Executive Board called for such purpose. If any officer is absent or unable to perform the duties assigned to that office, the Executive Board may delegate the powers and duties of that office, during the period of such absence or disability, to another person.

Section 6

Any elected officer may resign such office at any time by giving written notice of such resignation to the Secretary of the SHSGBBC. The resignation shall become effective upon the date specified in such notice or, if no date is specified, upon receipt of the notice by the Secretary. Acceptance shall not be necessary to render the resignation effective.

Article IV – Executive Board

Section 1

The Executive Board shall consist of the current elected officers and the Girls Head Basketball Coach.

Section 2

The function of the Executive Board shall be to manage and direct the affairs of the SHSGBBC, fulfill the responsibilities approved and directed by the membership, and take such actions as may be required within the scope of these bylaws for the good of the SHSGBBC between regular membership meetings.

Section 3

A simple majority vote of the board members present shall be required in order to approve any business brought before the Executive Board.

Section 4

Any board member may resign at any time by giving written notice of such resignation to the Secretary of the SHSGBBC. The resignation shall become effective upon the date specified in the notice, or, if no date is specified, upon receipt of the notice by the Secretary. Acceptance shall not be necessary to render the resignation effective.

Article V - Committees

Section 1

Audit Committee: An annual audit committee shall be formed consisting of the Vice President as chair and one non-officer member in good standing.

- (a) The non-officer member shall be appointed at or before the last regular meeting of the membership for the year by the Vice President. The non-officer member shall not be a spouse or family member of officers of the SHSGBBC.
- (b) Financial records shall be made available by the Treasurer no later than August 1st. The audit must be completed no later than September 1st.
- (c) The following guidelines will assist the Committee in conducting its review. The Executive Board may direct the Committee to perform such additional reviews as it deems necessary and appropriate
 - a. A review of the reconciled bank statements for accuracy
 - b. A review of all disbursements to determine that they have been properly documented with an invoice or receipt and that the disbursements have been properly approved
 - c. A review of the monthly Treasurer's reports, checking them for accuracy and verifying that transactions are recorded to the correct account categories consistent with intent and direction of the membership
 - d. A determination that only applicable SHSGBBC officers are authorized signors on the bank account(s) and that all checks reflect the required authorized signors per these bylaws
 - e. Confirmation that no transactions were executed which are contrary to these bylaws;

- (d) A written report identifying findings and recommendations, signed by both Committee members, shall be delivered to the Executive Board prior to the regular meeting of the membership in September. The chair of the Committee shall make a report to the membership at the September meeting.
- (e) Transfer of financial records to the incoming treasurer shall take place after the audit has been completed and accepted by the incoming officers and other members of the Executive Board.
- (f) The Executive Board, at its discretion, may retain an independent auditor as it deems necessary based upon the findings and recommendation of the Committee's report and to fulfill its fiduciary obligations to the SHSGBBC.

Section 2

In addition to the Audit Committee, there shall be such committees appointed from the general membership as deemed necessary by the Executive Board or the general membership to properly execute all of the SHSGBBC's programs and activities.

Section 3

Except for the Audit Committee, committee chairpersons shall be appointed by the President.

Section 4

The term of each committee shall be determined by the Executive Board or general membership, and may be perpetual with a revolving membership.

Article VI - Meetings

Section 1

Regular meetings of the membership shall be held at least monthly, at such time and place as established by the Executive Board.

Section 2

A simple majority vote of the general membership present shall decide any matter brought before the SHSGBBC, except as may otherwise be provided in these bylaws. Each member in good standing shall be entitled to one (1) vote, irrespective of the number of children participating in the South High School Girls Basketball Program.

Section 3

A quorum will consist of a minimum of seven members for purposes of this Article.

Section 4

All meetings of the SHSGBBC shall be conducted in accordance with Robert's Rules of Order Newly Revised, to the extent that they are not in conflict with any provision of these bylaws.

Article VII – Team Parent Representatives

Section 1

Each team (Varsity, Junior Varsity and Freshman/Sophomore) shall at all times have a designated parent or guardian representative (the Team Parent Representative) to serve as the spokesperson for that team in all matters coming before the SHSGBBC, whether related to that particular team or otherwise. The Team Parent Representative shall be selected by the coach of each team, who shall notify the Secretary of his or her designated Team Parent Representative and any changes or substitutions occurring during the membership year. A person may serve as the Team Parent Representative for more than one team.

Section 2

Participation in the SHSGBBC on the part of coaches and all parents or guardians of athletes involved with each sport is welcome and encouraged, but the Team Parent Representative selected by the coaches shall be considered as the official representative of each particular team.

Section 3

In addition to serving as their team's official representative to the SHSGBBC, the Team Parent Representative shall have the following roles and responsibilities:

- a) act as an information conduit between coaching staff, team parents and the Booster Club;
- b) communicate with coaching staff to obtain and/or maintain parent contact list;
- c) explain the purpose of the Booster Club to the team parents and encourage parents to participate;
- d) act as liaison between team parents and the Booster Club for major fund-raisers supporting the South High School Girls Basketball Program;
- e) attend Booster Club meetings, or send an alternate.

Article VIII – Requisitions of Funds

Section 1

Each member shall be entitled to submit a requisition for funds for a specified purpose benefiting the South High Girls Basketball Program as a whole. All requisitions for funds submitted to the SHSGBBC shall be presented in writing on such forms as may be established from time to time by the SHSGBBC.

Section 2

Factors to be considered in regard to any requisition of funds include, but shall not be limited to:

- (a) The SHSGBBC annual budget and current financial condition

- (b) The SHSGBBC line-item budget that the requisition of funds relate to
- (c) The compatibility of the requested item(s) with the purposes, bylaws and policies of the SHSGBBC

Section 3

For requisition of funds that exceeds the SHSGBBC line-item budget, or for requisition of funds that are not included on the SHSGBBC annual budget, pre-approval from the Executive Board is required before the expenditure or the expenditure commitment.

Section 4

Funds shall not be reimbursed to the requester until appropriate SHSGBBC forms, documentation and original receipt for the approved item(s) have been provided to the Treasurer. Reimbursement shall be limited to items proposed to be acquired following approval by the SHSGBBC, and the SHSGBBC shall not assume the liability, nor approve the reimbursement of any person, for any items previously purchased or contracted for by the person prior to obtaining the SHSGBBC's approval. The SHSGBBC may vote to rescind its approval if the requester has not obtained the approved item(s) in a timely manner or otherwise complied with the spirit, intent or terms of the approval.

Section 5

It shall be the general policy of the SHSGBBC that any funds approved shall be for the primary purpose of acquiring equipment and supplies to benefit the South High Girls Basketball Program. An exception to this general policy may be granted upon the showing of good cause or exceptional circumstances by the requester.

Article IX - Fiscal Responsibility

Section 1

All monies of the SHSGBBC shall be placed under the name of the SHSGBBC in a general operating fund maintained in a local financial institution as designated by the Executive Board. Any disbursements from such account shall be made by a check, signed by such officer or officers as designated by the Executive Board.

Section 2

The Vice President shall not be an authorized signor by reason of his/her position as chair of the Audit Committee.

Section 3

The President shall be responsible for maintaining the permanent records as provided by the SHSGBBC Secretary and Treasurer during his or her term of office, and for passing it on to the next President. Permanent records shall include but not be limited to the Bylaws, minutes of the meetings and annual financial reports. The President shall also be responsible for preparing an annual report of activities of the SHSGBBC which shall become part of the permanent records.

The SHSGBBC shall also keep the following records for a period of at least four (4) years: membership listings, financial reports and supporting documents (such as invoices, receipts, deposit slips, paid bills, and funding requisitions). The Executive Board members or their agents may inspect all books and records of the organization for any proper purpose at any reasonable time.

Article X - Amendments

These Bylaws may be amended by a two-thirds (2/3) vote of the Membership present at a duly called meeting of the SHSGBBC at which a quorum is present and the notice for which has been provided at least fourteen (14) days prior to the meeting accompanied by the text of the proposed amendment or amendments. No amendment shall be made which would alter the intent or purposes for which the SHSGBBC is organized.

ADOPTED BY THE OFFICERS on this 27th day of March, 2013.

President	Jackie Quisenberry
Vice President	Cindy Takahashi
Vice President	Mark Fukumoto
Secretary	Vicki Yabuno
Treasurer	Roger Lee

APPROVED BY THE MEMBERSHIP on the 27th day of March, 2013.