

DVHS FOOTBALL BOOSTER CLUB

ORGANIZATION BYLAWS

Revisions approved August 28, 2012 (and as amended May 7, 2013 and August 13, 2014), and November 7, 2017 and amended on August 26, 2018 and October 9, 2018. These Bylaws supersede and replace any and all other existing Booster Club Bylaws and Amendments.

ARTICLE I: CLUB NAME

The name of the association shall be the DVHS Football Booster Club, hereinafter referred to as "Club". The name "DVHS Football Booster Club" or any of its derivatives may not be used without express written permission.

ARTICLE II: PURPOSES AND OBJECTIVES

The purpose of the Club is to assist the coaches and players of the Deer Valley High School football team in achieving the football program goals. The Club shall support programs and activities promoted and endorsed by the head coach and/or school administration. The mission is to provide student-athletes, fans, parents and the community with the support that will enable all parties to enjoy a positive experience that promotes the betterment of school pride, academic achievement, sportsmanship, morale and a sense of inclusiveness while working toward the best interests of the football program. The activities of the organization shall not conflict with the policies of the Deer Valley Unified School District.

ARTICLE III: TYPE OF ASSOCIATION

The Club shall be a non-profit association and no benefits will accrue to any of its Members.

ARTICLE IV: MEMBERSHIP AND DUES

The membership of the DVHS Football Booster Club is open to elected board members who have a current Deer Valley High School football student athlete. A \$50 annual fee is required by each elected board member and due by January 1 of the elected season.

ARTICLE V: ELECTION OF OFFICERS

Election of officers shall take place after the regular fall season so that new board members can take office on January 1st. The members of the Club shall accept nominations or indications of



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interest for all elected officer positions every year. The nominees who obtain the majority of votes either in person or by official written proxy shall be elected to the position for which they are nominated.

Vacancies may be filled temporarily by Executive Board appointment until the next regular meeting. At such time nominations shall be accepted from the floor and a special election will be held to fill the vacancy.

ARTICLE VI: CLUB OFFICERS & TERMS

The positions outlined below shall be nominated from the general membership of the Club and elected through the Election of Officers process outlined in Article V.

Elected Executive Board Officers/Elected Succession Plan Officers

President, President Elect

Vice-President : Vice-President Elect

Treasurer: Treasurer Elect

Secretary: Secretary Elect

Vice President Social Media; Vice President Social Media Elect

Vice President Concessions; Vice President Concessions Elect

Vice President Fundraising; Vice President Fundraising Elect

Vice President Fan Gear; Vice President Fan Gear Elect

Vice President Alumni Relations; Vice President Alumni Relations Elect

The term for all elected positions shall be for a period of one term (one football seasons) with engagement commencing January 1st and concluding December 31st. A person may NOT be elected to the *same* position for more than two consecutive terms with a maximum of 2 consecutive terms. The only exception to term limits will be made if there is no candidate that exists for a specific position at the conclusion of the term and the officer is willing to continue to serve in which case the Executive Board, excluding the Officer in question, may vote to allow the person to serve a third term.

Officers elected to succession plan positions have the responsibility of learning the duties of the Executive Board position they are shadowing. The successful fulfillment of a succession plan position does not preclude others from competing for the Executive Board position in the following term during the election process.

The Immediate Past President is automatically granted a seat on the Executive Board with voting privileges for a period of one term (one football seasons) after successfully fulfilling the duties of



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President if they so choose. This is not an elected position, but the position must be confirmed utilizing the Election of Officers process outlined in Article V.

Officers shall assume their official duties immediately following the Election of Officers process as outlined in Article V by shadowing the current officers until January 1st. The outgoing officers shall arrange to transfer all books, records, money, and other Club property to the newly elected officers no later than January 1st.

ARTICLE VII: DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall be responsible for conducting the business of the club; planning, reviewing, recommending, and executing fundraising projects; evaluating and approving funding requests; and interpreting the Club Bylaws as needed.

ARTICLE VIII: COMMITTEES

The Executive Board may form committees and appoint chair persons as needed to conduct special events or other activities of the Club.

ARTICLE IX: DUTIES OF OFFICERS

The primary duties of the office of President, Treasurer, and Secretary are outlined below as those positions are critical to the operations of the Club. The duties listed herein are not all-inclusive and some duties may be delegated to other club officers as necessary.

PRESIDENT SHALL:

- Call for and preside over all regular, special, or Executive Board club meetings;
- Present an annual report to membership at the spring meeting;
- Coordinate the annual election of officers for the following football season;
- Assist all other elected officers with their assigned core responsibilities as needed;
- Ensure that a master membership ledger is developed and maintained;
- Coordinate volunteers and scheduling with the assistance of persons he or she designates;
- Liaise on behalf of the Club with coaches and school administrators; and,
- Authorize appropriate material and information to be posted on the website or distributed to the Executive Board or the Club members.

TREASURER SHALL:

- Oversee all financial activities of the Club;



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- Monitor and report on expenditures;
- Pay all authorized bills and financial obligations presented to him/her for payment;
- Sign all checks for authorized expenditures (see XII – Finances);
- Present overview of expenses
- Provide last three years of 990 tax forms for posting on Club website
- Maintain current checking and savings account records;
- Maintain the Club’s 501c3 designation; and
- Oversee filing of yearly tax return, if required.
- Select/ hire an outside bookkeeper with the specific skill set required for accounting the books throughout the season. The Treasurer will collect resumes from a minimum of 3 candidates to evaluate and then present these choices to the full Board for a vote/approval. The cost of hiring a book keeper will not be greater than the market value for an hourly rate of a person with this skill set. The hourly rate for the bookkeeper will be approved by the board.

SECRETARY SHALL:

- Create, route and distribute Club correspondence;
- In cooperation with the President, prepare and distribute agendas for meetings of the Club and the Executive Board.
- Prepare and distribute minutes of all regular, special, and Executive Board Club meetings
- Streamline and enhance communication with Club members and the Executive Board through the use of the website and other methods of communication as appropriate; and,
- Post information and materials on the website in coordination with the President or other officers as directed by the Executive Board.

All other elected officers, including succession plan positions, shall undertake such responsibilities as agreed upon by the Executive Board. Those serving in succession plan positions shall make every effort to assist the Executive Board Officer as needed and learn about the duties of the office for which they have been designated as the officer elect. The Immediate Past President shall assist with club activities to provide guidance, feedback, and historical knowledge that will enable all elected officers to successfully perform the duties of the office.

ARTICLE X: MEETINGS & VOTING

Quorum: A majority of the Executive Board (5) shall constitute a quorum unless otherwise specified herein.

Club Meeting: A meeting constitutes solely of elected board members.



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Location: Club meetings will be held on the premises of Deer Valley High School unless adequate facilities are not available or the President in his or her sole discretion decides that it could be beneficial to the club to meet off campus in which case the Club will meet at a convenient location as designated by the President in his or her discretion.

(As amended May 7, 2013)

Frequency: Club meetings shall be held monthly during the football season. If there is a lack of business to be addressed, a majority of the Executive Board may vote to vacate the monthly meeting. Meetings will be held periodically as needed to address club business during the off-season. Any gathering where an Executive Board quorum (5) exists and official Club business is discussed shall constitute a Meeting of the Club.

Notice: All members of the Executive Board shall be notified of all workshop, regular, special, or Executive Board meetings at least 24 hours in advance. If all Executive Board members cannot be properly notified, a Club meeting shall not be held. The date, time and place of all regular Club meetings shall be posted on the Club website and/or all other lines of communication distributed to the Club at least 24 hours in advance except in the case of an urgent matter when notice shall be posted as soon as practical.

Workshop Meetings: Club meetings intended for the purposes of planning, coordinating, and researching club activities may be conducted in accordance to the notice requirements listed above without concern of securing a quorum of the Executive Board. Official Club action cannot be taken at a workshop meeting.

Regular Voting Meetings: A vote of the Executive Board is required for any official action that involves a financial transactions over \$750.00 or that commits the Club to any future financial obligation expected to exceed \$750.00. Regular voting meetings must be announced to the entire membership at least 24 hours in advance of the meeting. Such votes shall require a quorum (5) members of the Executive Board to be present during the voting process. Every effort will be made to include voting items on a posted agenda in advance of the meeting, but it is not required. If a quorum (5) exists, a majority vote of the Executive Board (3) shall have the effect of executing the motion considered. In the event the Executive Board consists of less than 5 people, then a quorum will be defined as 60% of the Executive Board.

Proxy Voting: A proxy vote of an Executive Board member shall be accepted by the President when such proxy vote is submitted in writing and specifically identifies the motion and the member's position; or, designates another member of the Executive Board to exercise the member's vote.



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Electronic Voting: At the President's discretion, in case of an urgent matter, a vote may be executed electronically. The motion to be voted upon must be clearly articulated in writing, must elicit a yes/no response, and must be distributed to the entire Executive Board. A majority vote of five Executive Board members is required to execute the action. Any electronic votes (texts, emails and/or social media posts) must be ratified by an official vote at the next regular voting meeting.

ARTICLE XI: AMENDMENTS TO THE BYLAWS

Amendments to Club Bylaws shall be proposed in writing and distributed to the Executive Board in advance of the meeting at which they will be considered.

Consideration of amendments to Club Bylaws shall require a quorum of at least seven (7) Executive Board members present in person or by written proxy; and, must be approved by a majority of the quorum (4). In the event the Executive Board consists of less than 5 people, then a quorum will be defined as 60% of the Executive Board.

ARTICLE XII: FINANCES

As per the Clubs bylaws, Article II, the intent of any donation or gift and the income from all activities of the Club is to support the Deer Valley Football program, teams and activities associated therewith, and funds are to be allocated to the association as a whole, rather than to any individual within that association. Such donations shall not violate the Deer Valley Unified School District policy and shall be within the confines of the Club's budget.

Financial Forecast

A financial forecast, including anticipated revenue and anticipated expenses, will be established as soon as practical after the Election of Officers each year and shall be modified as appropriate throughout the year. The Treasurer is responsible for generating the financial forecast in cooperation with the entire Executive Board as appropriate. The financial forecast shall include categories for Mandatory Expenditures, Discretionary Expenditures, and Anticipated Revenue. The forecast should provide any background data that supports the figures being forecasted and may include ranges as necessary. The financial forecast shall be presented for consideration at a regular voting meeting as an agreed upon budget. The adoption of the financial forecast shall have the effect of approving all Mandatory Expenditures "not to exceed" the maximum amount identified without further approval by the Executive Board. Items identified as Discretionary Expenditures are considered placeholders and will require a vote at a future meeting when details regarding the planned activity are finalized and the Treasurer advises that a funding source for the Discretionary Expenditure is secured.



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Other Expenditures

Any expenditure greater than \$750 requires a vote of the Executive Board as referenced in Article X. An urgent matter relating to an expenditure over \$750 may be voted upon electronically as outlined in Article X. Any necessary expenditure of \$749.99 or less may be requested by any Executive Board member and requires the approval of only the Treasurer. If the requestor is not the President, the Treasurer shall inform the President of the request and decision. Such expenditures shall be included in the Treasurer's report presented at the next regular Club meeting. Under no circumstances shall a previously rejected expenditure be reconsidered without appropriately calling for and posting the agenda item a minimum of 48 hours in advance of the meeting. Payments of "Donation to School" will be processed through an approved funding request and voted on at a regular voting meeting of the Club.

Banking

The President shall be listed on the Club's business checking and savings accounts and any other investment accounts owned by the Club; and, will be provided with an electronic purchasing card associated with the main purchasing account and electronic access to all Club accounts. The Treasurer will be listed as a user on the Club's business checking and savings accounts and any other investment accounts owned by the Club, and the Vice President will be listed as a user on the Club's business checking and savings accounts and any other investment accounts owned by the Club; and will be provided with an electronic purchasing card associated with the main purchasing account and electronic access to all Club accounts. The Vice President of Concessions will be listed as a user on the Club's business checking account; and will be provided with an electronic purchasing card associated with the main purchasing account and electronic access to the main purchasing account. Any of the aforementioned officers may authorize the use of their designated electronic purchasing card by another Club member when doing so is in accordance with the purchasing guidelines outlined herein. The Club officer listed on the card is responsible for any transactions made with the electronic purchasing card and must provide comprehensive receipt documentation regarding the purchase.

ARTICLE XIII: E-MAIL, WEBSITE AND LOGOS

All e-mails or website posting requesting volunteers and/or supplies for all approved Deer Valley High School football activities must be sent through our main e-mail correspondent. The e-mail or website posting request first should be sent to the President for review and then forwarded to the e-mail correspondent. If the President is also serving as e-mail correspondent another member of the executive committee should perform this review. This may include emails or requests from established clubs, sport teams, administration, etc. at Deer Valley High School.



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Any unusual request or a request that does not deal with sanctioned Club activities shall not be distributed without a vote of the Executive Board. It should be noted that the Club is prohibited from distributing political material. The Club has the authority to commission a logo to be used on booster club stationery, posters, sports programs and other promotional materials. The logo may also be used on the Club website. Logos, symbols and emblems of the Club may not be used without express written permission.

ARTICLE XIV: PRIVACY STATEMENT

The Club collects information about its members in order to distribute information to those members. This is necessary to inform members about meetings, volunteer opportunities and special events. The club will take reasonable care to protect that information and will contact members only to distribute Club approved or related information. Methods of contact will include, but may not be limited to, telephone calls, text messages, e-mail, post office mailings, and all lines of communication. Any member using member information for non-club purposes without permission will have their access to personal information and e-mail privileges revoked. Members should recognize that telephone numbers or e-mail addresses published in informational e-mails or posted on the website are to be used only for the event being publicized, and are not to be used without permission for other events or purposes. E-Mail addresses or telephone numbers of members will not be published on the DVHS Football Booster club website without the express permission of that member. E-mails should be distributed using a blind copy address except those intended for the Executive Board. The Club will not publish, sell, distribute or make member information available to any individual, club or organization.

ARTICLE XV: DISSOLUTION

The Club may be dissolved by the organization by a two-third majority of the members in attendance at a meeting called with previous notification of fourteen calendar days. In the event of a vote in favor of dissolution, any funds remaining after all obligations have been satisfied shall be donated to Deer Valley High School at the direction of the Executive Board.

ARTICLE XVI: STANDING RULES

Standing rules may be approved by the Executive Board and the Secretary shall keep a record of the standing rules for future reference. Intentionally left blank, signatures to follow in Article XVII

ARTICLE XVII: ADOPTION OF BYLAWS



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These bylaws were duly amended by a majority vote of in favor and proposed at a regularly scheduled meeting of the general members on this 9th day of October, 2018.

Elected Executive Board Officers

Myra Moore, President

Raul Bautista, Vice President

Laura Bautista, Treasurer

Cori Riley, Secretary

Barbara Green, Vice President Social Media

DeAndre Moore, Vice President Fan Gear

Open, Vice President Concessions

Open, Vice President Fundraising

Open, Vice President Alumni

These bylaws were duly amended by a majority vote at a scheduled meeting of the Executive Board on October 9, 2018.

