

Article I  
CSDR – California School for the Deaf, Riverside

The name of the organization will be the California School for the Deaf (CSDR), Riverside's C-Booster, a non-profit corporation under the laws of the State of California, designated these bylaws as the **C-Booster**.

Article II  
Purposes

Section 1. Purposes. The C-Booster exists for the purpose of broadening the involvement of students, student families, and the school, through support for all male and female activities of the interscholastic programs. The C-Booster works to achieve this through active participation of as many parents and people from Deaf Community as possible in C-Booster programs and in concentrated support for individual sports, working closely with the athletic department, athletic director, and the principal of the school.

Section 2. Objectives. The primary objectives of C-Booster are as follows:

- To raise funds to assist athletic programs.
- To provide resources for facility management during interscholastic competitions.
- To recruit people from Deaf Community to join and support athletic programs.
- To promote and advertise people from Deaf Community to attend interscholastic competitions.
- To ensure the annual budget is managed accordingly and is transparent.

Article III  
Membership

Section 1. Membership. Membership in this organization is open to any person from Deaf Community and any individual who have vested interest in athletic program at CSDR.

Section 2. Qualification. Eligible persons shall be a yearly membership dues paying person for regular active members. Upon payment of such dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership.

Section 3. Dues. Upon payment for the membership, the membership is good until end of school calendar year. School calendar year shall be defined July 1<sup>st</sup> to June 30<sup>th</sup>. Annual dues shall be assessed in such amounts as determined by a majority of the members present and voting at the organizational meeting for the upcoming school calendar year.

Section 4. Honorary Lifetime Membership. Individuals who were bestowed with Honorary Lifetime membership from past Booster Club organizations shall be honored and will be treated as paid member of C-Booster forever.

#### Article IV Officers

Section 1. Qualification. The officers of the C-Booster shall be President, Vice President, Secretary, and Treasurer. Any member in good standing is eligible to serve on the Board of Directors.

Section 2. Powers. The Board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

Section 3. Compensation. No Director shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4. Officers. Officers shall be elected at the last general business meeting in the spring prior to end of each school calendar year and will take office immediately. The nominating committee will name a slate of officers and the floor will also be open for nominations. The officers will be elected by simple majority of the membership present. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining officers.

Section 5. Term. Each elected officer shall serve a term of one (2) year or until a successor has been duly elected or appointed.

Section 6. Election. The election for the President and the Secretary shall be held in odd-numbered years while the Vice-President and Treasurer shall be held in even-numbered years.

Section 7. Voting. Each qualified member, as described in Article III, Section 2 of these Bylaws, shall have the right to cast one vote on any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require greater vote.

#### Article V Meetings

Section 1. Meetings. The Board of Directors shall provide for by resolution the time and place for the holding of at least one annual meeting of the Board, and of the additional meetings of the Board, without other notice than such resolution.

Section 2. Notice. Notice of any special meeting agenda of the Board of Directors shall be given at least 10 days previously thereto by electronic mail to each Director. Any Director may waive notice of any meeting, and the attendance of a Director at any meeting shall constitute a waiver or notice of such meeting.

Section 3. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 4. Fiscal Year. The fiscal year of this organization shall be July 1<sup>st</sup> through June 30<sup>th</sup> of the following calendar year.

Section 5. Operating Funds. Operating funds shall be maintained in a general fund, and an accounting of such funds shall be presented at all meetings.

Section 6. Fiscal Responsibility. All directors having fiscal responsibility shall be bonded.

Section 7. Annual Statement. The directors shall present at each annual meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization.

Section 8. Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501 (c) (3) of the Internal Revenue code and its Regulations as they now exist.

## Article VI Executive Board

The officers and their respective duties are as follows:

a. **The President shall:**

- Preside at all meetings of the organization;
- Resolve problems in the membership;
- Regularly meet with the treasurer of the organization to review the organization's financial position;
- Schedule annual audit of records or request an audit if the need should arise during the year;
- Perform any other specific duties as outlined in the bylaws of the organization;
- Serve as chairperson of Nominating Committee;
- Serve as chairperson of Ticket/Concession Sales Committee.

b. **The Vice-President shall:**

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Serve as chairperson of Banquet Committee;
- Serve as chairperson of Scholarship/Athlete Award Committee;
- Perform other specific duties as outlined in the bylaws of the organization.

c. **The Secretary shall:**

- Report on any recommendations made by the executive board of the C-Booster if such a governing board is defined by the bylaws;
- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
- Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Maintain updated email, address, phone/text numbers of each member;
- Other specific duties as outlined in the bylaws of the organization.

d. **The Treasurer shall:**

- Serve as chairperson of Auditing Team;
- Serve as chairperson of the Budget and Finance Committee if prescribed within the bylaws of the organization;
- Issue a receipt for all monies received and deposit said amounts on a monthly basis. If receipts on hand exceed \$250.00, it shall be done on daily basis;
- Present a current financial report to the executive committee and general membership within thirty days of the previous month end;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank;
- File sales tax reports as required by the comptroller's office;
- File annual IRS form 990;
- Submit records to Audit Committee appointed by the organization upon request or at the end of the year;
- Other specific duties as outlined in the bylaws of the organization.

Article VII  
Committees

Section 1. Nominating Committee. Meet to receive nominations for the elected offices of the organization and to prepare a slate of nominees and a ballot for the election of

officers. The committee shall be made up of the President, the head coach and one at-large member appointed by the President.

Section 2. Banquet Committee. Responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet. The Vice President shall chair the committee and name its members as needed.

Section 3. Admission Ticket/Concession Sales Committee. Responsible for managing admission ticket and concession sales. The President will chair the committee and there will be four (4) vice-chairs for the following season/sports:

- Volleyball
- Football
- Boys and Girls Basketball/Wrestling (2)

Section 4. Scholarship and Athlete Awards Committee: Responsible for coordinating the scholarship application and selection process and collaborating with Athletic Director for end of year sports awards. The Treasurer shall chair the committee.

Section 5. Audit Committee: Responsible for establishing and coordinating Audit Committee for all sporting events and bookkeeping. The Treasurer shall chair the committee.

## Article VIII Finances

Section 1. Budget. Expenditures outside the budget must be approved by a majority vote of the Executive Committee. A Majority vote is defined as more than half.

Section 2. Dues. C-Booster dues shall be determined annually by Executive Committee.

Section 3. Fundraising. Funds generated from admission ticket sales and concession sales shall be determined as follows:

- Revenues from admission ticket sales shall be split 60 percent toward athlete programs; 20 percent toward Athletic Department; 20 percent toward C-Booster general fund.
- Revenues from concession sales shall be split 80 percent toward cross country, fall/winter cheerleading, track and field teams; 20 percent toward C-Booster general fund.

Section 4. Approval. All purchase requests and donations must be approved by school administration and is subject to following procedure as defined by school administration.

## Article IX Voting

Section 1. A budget and other business shall be decided by majority vote of the members in attendance except as noted under Article V, Section 2 and Article VIII, Section 1.

Section 2. Each office shall be entitled to only one vote, each member-at-large is entitled to vote one.

Section 3. When necessary, Executive Committee may vote on an issue without a meeting by giving written consent using electronic mail provided the issue is clearly defined in writing and everyone has been given three days to respond.

Article X  
Amendments

Section 1. Amendments to Bylaws. These Bylaws may be amended, and new Bylaws may be adopted by a majority of the Directors, provided such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all Directors present at the previous regular meeting or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

Article XI  
Authorization

Section 1. Budget. Annual budget must be reviewed and receive approval by High School Principal prior to General meeting for members' vote of approval.

Section 2. Authorization of Ticket/Concession Sale. A letter of authorization for ticket and concession sale is required from school administration prior to end of year general meeting for the following school year.

Section 3.

CERTIFICATE OF SECRETARY

I certificate that I am the duly elected and acting secretary of the C-Booster and these Bylaws constitute the corporation's Bylaws. The Bylaws were duly adopted at a meeting of the board of directors held on \_\_\_\_\_, 2017.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Corporation