



**CRESCENTA VALLEY HIGH SCHOOL PEP SQUAD BOOSTER CLUB
BYLAWS**

Revised - April 2019
Adopted – May 13, 2019

Article I – Organization Name

- 1.1** The name of this organization shall be *Crescenta Valley High School Pep Squad Booster Club* (also referred to as *CVHS Pep Squad Booster Club*).

Article II – Purpose and Objective

2.1 Purpose

The purpose of the CVHS Pep Squad Booster Club shall be to serve the CVHS Pep Squad Program and to promote and support the development of school spirit, good sportsmanship, squad unity and mutual respect; to finance the expenses of the CVHS Pep Squad Program that are not supported by GUSD funds.

2.2 CVHS Pep Squad Booster Club Mission

The mission of this organization shall be to encourage, assist, promote and generate support for the CVHS Pep Squad Program through the collaborative efforts of the Head Coach, the Pep Squad Advisor and the CVHS Pep Squad Booster Club.

Activities of the CVHS Pep Squad Booster Club will include, but may not be limited to:

- Encouraging positive interaction between the CVHS Pep Squad Booster Club, Coaches, Administration Representative, Pep Squad Advisor, student body and the general public.
- Assisting at Pep Squad functions.
- Organizing fundraising activities to help fund student welfare needs, as well as additional training/camps, coaching staff, equipment needs, and competitions/choreography/music in order to enhance the Pep Squad experience.
- Promoting a constructive attitude by all students and parents towards all levels of athletic endeavor.
- Providing support to the CVHS Pep Squad Program.
- Communicating CVHS Pep Squad news through email and various social media.

2.3 Non-Profit Organization

This corporation is organized exclusively for charitable purposes defined in section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

This organization has also filed under the California Non-Profit Public Benefit Corporation Law for the public purposes and it shall be non-profit and non-partisan. This is organized under the provision of Part 1 of Title 3 of the California Corporation Code and is a non-profit, unincorporated association of natural persons for benevolent purposes and not that of pecuniary profit. No part of the material earnings of this association shall be used to the benefit of any private member or individual.

Article III – Membership

3.1 General Membership

There shall be one class of membership in the CVHS Pep Squad Booster Club: Active Members. This is open to all parents and/or legal guardians of active members of the CVHS Pep Squad who are current on their dues.

3.2 Membership Terms

The term of membership will begin with the annual meeting after team try-outs for the current year to the annual meeting after team try-outs of the following year. However, members may be admitted at any time during the year provided they pay their dues.

3.3 Honorary Members

The CVHS Principal, Administration Representative, Pep Squad Advisor, and Coaches will be considered honorary members of this organization. The President may appoint an honorary member with the approval of the executive board. Honorary members are non-voting members.

3.4 Membership Dues

The annual membership dues to the CVHS Pep Squad Booster Club shall be determined at the annual budget meeting and approved by the general membership.

- Dues shall be paid once per school year.
- Dues cannot be refunded at any time.

3.5 Voting Privileges

- Payment of dues entitles members to the right to vote on CVHS Pep Squad Booster Club business.
- Only one vote per paying member is permitted.
- Voting privileges are granted to physically present Active Members and no proxy voting will be permitted.

Article IV – Meetings

4.1 General Meetings

CVHS Pep Squad Booster Club meetings shall be held once per month at Crescenta Valley High School as determined by the CVHS Pep Squad Booster Club Executive Board and Head Coach.

4.2 Executive Board Meetings

Executive Board meetings will be held at the discretion of the CVHS Pep Squad Booster Club President. Executive Board meetings may be held via telephone or electronic conference provided that every board member can hear one another. Any required action to be taken by the CVHS Pep Squad Booster Club Executive Board may be taken without a meeting if all members collectively consent electronically to the action. All electronic consents will be filed with the minutes of the Board.

4.3 Special Meetings

Any member or honorary member may request a special meeting for a specific purpose by contacting the CVHS Pep Squad Booster Club President. If a special meeting is warranted, 48 hours notice must be given to the executive board and/or general membership.

4.4 Quorum

Seven (7) members, in good standing, shall constitute a quorum to transact business at general meetings. A majority vote of the quorum is required to pass a motion.

4.5 Notice of Meetings

Each member shall be notified of the regular meetings for each school year. All members shall be notified of all special meetings.

4.6 Annual Meetings

The annual meeting of members shall be held within 3 weeks of formation of the new pep squad. Election of officers will take place at this meeting.

4.7 Meeting Procedures

Except where inconsistent with these Bylaws, the CVHS Pep Squad Booster Club shall conduct its meetings in conformity with *Robert's Rules of Order Newly Revised Edition*.

Article V – Donations

- 5.1** A donation schedule will be distributed at the annual try-out informational meeting. An itemized list of CVHS Pep Squad expenses will also be provided.

Article VI – Officers

6.1 Eligibility

The right to hold an office within the CVHS Pep Squad Booster Club shall be confined to Active Members.

- 6.2** The officers of the CVHS Pep Squad Booster Club shall be as follows:

- President
- Vice President
- Treasurer
- Secretary
- Parliamentarian
- Event Chairperson
- Fundraising Chairperson
- Pep Squad Spirit Leader

6.3 Executive Board

The governing body shall consist of the President, Vice President, Treasurer, Secretary, Parliamentarian, Event Chairperson, Fundraising Chairperson and Pep Squad Spirit Leader. They shall be called the Executive Board (EB). The Executive Board shall have the following duties:

- Transact necessary business between general meetings of the CVHS Pep Squad Booster Club and make decisions, provided they are in accordance with the bylaws. All actions must be ratified at the next general meeting and must be recorded in the minutes.

- Authorize the payment of bills within the limits of the budget adopted by the CVHS Pep Squad Booster Club. Such action must be ratified at the next general meeting and must be recorded in the minutes.
- Be responsible for keeping such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the CVHS Pep Squad Booster Club.
- Be responsible for ensuring the filing of all tax returns and other forms required by government agencies.
- Fill all vacancies in office, including that of President.
- Actions shall be determined by majority vote.

6.4 All Officers shall take reasonable steps to attend all CVHS Pep Squad Booster Club meetings.

6.5 Officers shall serve for a term of one (1) year, but are eligible for re-election.

6.6 An Officer will relinquish their position should their child leave the CVHS Pep Squad Program and the Executive Board will nominate a replacement for that Officer to be voted on and recorded in the minutes at the next regularly scheduled Booster Club meeting.

6.7 Resignation of officers – an officer may resign at any time by giving written notice of such resignation to the Executive Board. Officers of the board may be asked to tender their resignation if they have not attended more than 3 meetings in each calendar year. The Executive Board will appoint a replacement member to complete the unexpired portion of the term.

6.8 Removal of officers – any officer may be removed with cause, upon a motion generated from the Executive Board and approved by a majority of members present at the meeting.

6.9 Compensation

All positions of the officers and the designated committees are volunteer positions. Officers and members of committees shall receive:

- A. NO compensation for their services
- B. Such reimbursement of pre-approved expenses incurred as part of their efforts to support the CVHS Pep Squad Booster Club. (The Executive Board must approve the purpose and amount of the expense prior to any member seeking reimbursements.)

Article VII – Election of Officers

7.1 Nominations for office shall be made by a nominating committee, which shall be elected at the Booster Club Meeting prior to try-outs, and shall consist of at least three (3) active members wishing to serve on the committee. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairperson. Immediately upon the committee’s election, the parliamentarian shall meet with the nominating committee to set the date of its first meeting.

7.2 Nominations to fill elected offices will be requested at the new team parent meeting, which is held after try-outs for the upcoming year.

7.3 Nominees for any elected Officer authorized to sign checks shall not be related by blood or marriage nor reside in the same household.

- 7.4 After all nominees have been contacted and their desire to serve has been confirmed, the Nominating Committee will review the nominations and select a slate of officers from those nominated by the membership.
- 7.5 The membership will be notified by email of the slate of officers at least two (2) days prior to the annual meeting, which is the final general meeting of the school year.
- 7.6 The Chairman of the Nominating Committee will present the slate of officers for approval at the annual meeting. At the meeting, additional nominations may be called for from the floor.
- 7.7 The slate of officers will be approved by a majority vote of active members present at the annual meeting.
- A. If there is but one nominee for a particular office, the vote will be taken by voice.
- B. If there is more than one person nominated for a particular office, a vote by written ballot will be taken for that office.
- 7.8 Officers shall help transition their duties to newly elected officers and shall transfer any original records to newly elected officers.

Article VIII – Responsibilities of Officers and Chairpersons

8.1 Officers

A. President – The President should be an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside over all meetings of the general membership and officers.
- Be a member ex officio of all committees except the nominating committee.
- Be apprised of all projects and affairs of the CVHS Pep Squad Booster Club.
- Prepare and distribute meeting agendas at least 24 hours prior to meetings.
- Meet regularly with Head Coach.
- Appoint all Chairpersons, with approval of the Executive Board, whose appointment or election is not otherwise provided for in these by-laws. These Chairpersons include:
 - ❖ Historian
 - ❖ Song Representative
 - ❖ Flag Representative
 - ❖ Varsity Cheer Representative
 - ❖ JV Cheer Representative
 - ❖ Freshman Representative
- Be authorized to co-sign on CVHS Pep Squad Booster Club accounts.

B. Vice President – The Vice President acts as the President’s representative in his/her absence. They must be familiar with the organization’s activities. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence of the President.
- Assist the President in his/her duties.
- Perform administrative functions as delegated by the President.
- Coordinate with committee chairs on all events.
- Be authorized to co-sign on CVHS Pep Squad Booster Club accounts.

C. Treasurer – The Treasurer is the authorized custodian of the funds for the CVHS Pep Squad Booster Club. The major duties include, but are not limited to, the following:

- Keep a legible and accurate record of all financial transactions.
- Collect and deposit all CVHS Pep Squad Booster Club funds and maintain the CVHS Pep Squad Booster Club bank accounts.
- Maintain current records and documentation of all financial transactions and submit a monthly written treasurer report detailing income and disbursements. This report becomes part of the secretary's minutes and a copy of the report must be available at the general meetings.
- Issue disbursements under the direction of the Executive Board. Two (2) authorized signers must sign all disbursements.
- Provide an accounting of all event/program related financial results (profit/loss).
- Assist the budget committee, Head Coach and Pep Squad Advisor in establishing an annual budget to be approved by the general membership. Additional approval of disbursements is needed if not originally a line item or if exceeds the budget.
- Provide all documentation as requested by the CPA/Tax Advisor annually.
- Be authorized to co-sign on CVHS Pep Squad Booster Club accounts.

D. Secretary – The major duties of the Secretary include, but are not limited to, the following:

- Keep legible and accurate minutes of all meetings of the CVHS Pep Squad Booster Club and make them available for distribution via email within 7 days of said meeting.
- If the Secretary cannot be present for a meeting, the President will appoint another member at the meeting to take minutes in the Secretary's absence.
- Maintain a current member list including the names, emails and contact numbers for each member, sorted by team, and distribute to the team representatives.
- Be authorized to co-sign on CVHS Pep Squad Booster Club accounts.

E. Parliamentarian – The Parliamentarian's duties are to:

- Assist the president to manage meetings and advise on parliamentary procedure following Robert's Rules of Order Newly Revised Edition, and rules and regulations established within these bylaws.
- Chair bylaws committee to review and revise bylaws as needed.
- Arrange nominating committee's first meeting, providing information on the nomination and election process.

G. Fundraising Chairperson – The Fundraising Chairperson's duties include, but are not limited to, the following:

- Research and recommend fundraising activities for the financial benefit of the CVHS Pep Squad Booster Club.
- Gain approval from Head Coach and Pep Squad Advisor for all activities.
- Coordinate a volunteer committee to help with fundraising needs.
- Coordinate with Treasurer with regard to fundraising activities to maintain records and documentation of all financial transactions.

H. Event Chairperson – The Event Chairperson's duties include, but are not limited to, the following:

- Coordinate Homecoming activities, Holiday Breakfast, Pep Squad Banquet and any other events sponsored by the CVHS Pep Squad Booster Club.
- Gain approval from Head Coach and Pep Squad Advisor for all activities.
- Coordinate volunteer committees to help with all Pep Squad Events.
- Work with the Treasurer regarding budget and submit invoices for reimbursement, as well as provide documentation of the financial transactions for every event.

I. Pep Squad Spirit Leader – This parent will be responsible for planning activities that will enhance and promote Pep Squad team spirit. Duties include, but are not limited to, the following:

- Post to the Pep Squad private Facebook page videos and pictures of any squad activities including school rallies, regional and national competitions, and sporting events.
- Maintain the private Pep Squad Facebook page keeping all events up to date.
- Arrange and provide special events for the squad members, such as Homecoming and Prom Assembly snack treats, Valentines Day treats, and Nationals Send Off treats.
- Promote Pep Squad fundraisers on social media, with the approval of the Head Coach and the Pep Squad Advisor.
- Coordinate with the Historian to provide any pictures/videos received.
- Coordinate with the Fundraising Chairperson for promotional needs.

8.2 Appointed positions

Historian – The Historian will make a record of the year’s events via an audio/visual means. The Historian will coordinate all efforts with the Coaches, Pep Squad Advisor and CVHS Pep Squad Booster Club.

Team Representatives - Each team (Song, Flags, Varsity, JV and Freshman) will have a Parent Representative. Duties include, but are not limited to, the following:

- Attend all Booster Club meetings.
- Provide communication to their respective team families about any pertinent information regarding upcoming events as directed by the President.

Article IX – Committees

- 9.1 All committees shall consist of volunteers from the membership and will be established based on needs of the organization.
- 9.2 Committee members are required to consider budgetary requirements when making decisions regarding expenditures for activities and other purchases.
- 9.3 Committee members will serve as long as the committee work is necessary. Committees are dissolved once the work is completed.
- 9.4 Committee members must work with committee chairpersons to ensure responsibilities of the committee are carried out efficiently and are within the boundaries of these bylaws.

Article X – General Provisions

10.1 Tax Year

The tax year of this organization shall begin June 1 and end May 31.

10.2 Annual Audit

Each year, coinciding with the close of its tax year, the Booster Club will initiate an audit of its finances for the corresponding year.

10.3 Operating Policy

All Officers, Chairpersons, Coaches, Administration Representative, Pep Squad Advisor and members must obtain approval from the Executive Board before taking any action on behalf of the CVHS Pep Squad Booster Club that would in any way be binding to the CVHS Pep Squad Booster Club and/or its operation.

10.4 Conflict of Interest

A conflict of interest is defined as an actual or perceived interest by a Booster Club member, Officer or Chairperson that results in or has the appearance of resulting in personal, organizational or professional gain. All affiliated with the CVHS Pep Squad Booster Club shall always act in the best interests of the CVHS Pep Squad Booster Club. This obligation requires that any officer, member or volunteer in the performance of CVHS Pep Squad Booster Club duties, seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or the name or property of CVHS Pep Squad Booster Club, for private profit or benefit.

Section 1.

The officers, members and volunteers of CVHS Pep Squad Booster Club should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fundraising activities.

Section 2.

No officer, member or volunteer of the CVHS Pep Squad Booster Club shall participate in the selection, award, or administration of a purchase or contract with a vendor where to their knowledge, any of the following has a financial interest in that purchase or contract:

- a.) The officer or member;
- b.) Any member of their immediate family;
- c.) Their partner;
- d.) An organization in which any of the above is an officer, director or employee;
- e.) A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

Section 3. Disclosure

Any possible conflict of interest shall be disclosed by the person or persons concerned.

Section 4. Booster Club Action

When a conflict of interest is relevant to a matter requiring action by the CVHS Pep Squad Booster Club, the interested person(s) shall call it to the attention of the CVHS Pep Squad Booster Club and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the CVHS Pep Squad Booster Club, excluding the person(s) concerning whose situation the doubt has arisen.

Section 5. Record of Conflict

The official minutes of the CVHS Pep Squad Booster Club shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion and did not vote on the matter.

10.5 Dissolution of Organization

In the event of the dissolution of the CVHS Pep Squad Booster Club, all monies remaining after the sale of assets and payment of all obligations shall be assigned to the Crescenta Valley High School Pep Squad Fundraiser Account.

Article XI – Amendments

11.1 Bylaw alterations, repeals or amendments

These bylaws may be amended, and new bylaws may be adopted by the affirmative vote of two-thirds (2/3) of the active members present at any regular or special meeting of the CVHS Pep Squad Booster Club, provided the proposed amendment has been submitted in writing at least 72 hours in advance.