

**BYLAWS OF CCHS QB CLUB**  
**ARTICLE I**

The name of this organization shall be CCHS QB CLUB of Delano, California.

**Article II**  
**Mission Statement**

The CCHS QB CLUB is a nonprofit, all volunteer organization, that is committed to support and enhance the experience of our athletes participating in football at Cesar E. Chavez High School. Additionally the club is recognized and shall be operated exclusively for charitable and/or educational purposes within the means of section 501 (c) 3 of the Internal Revenue Code, or the corresponding section of the future federal tax code.

**Purpose and objectives**

1. The Purpose and objectives of the club are as follows :
  - a. Develop an organization with an active and involved membership that is concerned with the total football program and all of its participants regardless of sex race or socio-economic status
  - b. To Help provide supplementary financial support through the athletic program at CCHS through fundraising
  - c. Strive to support school spirit sportsmanship and parent involvement by building a strong positive relationship with the parents coaches students faculty and community our goal is to continue and enhance the tradition of excellence and exemplifies Titans football with the pride in our school and community
  - d. To achieve these objectives the club will provide a program that encourages participation all officers board members and members shall bear in mind that we support the CCHS Titan football program in accordance with section 501 C three of the federal Revenue Code the club shall operate exclusively as a nonprofit organization no part of the net earnings shall be benefit any private individual; No substantial part of the activities of which shall be carrying on propaganda or otherwise attempt to influence legislation or participate in or intervene in any political campaign on behalf indeed candidate for public office.
  - e. To abide by the rules of good governance.

**ARTICLE III**

**Membership**

1. The organization shall consist of parents and friends of all past or present Caesar E. Chavez Titan football players, And other sports, And any interested adults. Those who desire membership shall be eligible for membership in the association.

2. There is no fee for joining the CCHS QB CLUB . Persons interested in becoming a member shall complete a membership form and turn it in to the President or Membership Chairperson. Members shall have voting privileges after they have attended two regular meetings .
3. Non-members are welcome to attend the CCHS QB CLUB meetings, But they will have no voting privileges.

**ARTICLE IV**  
**Officers and Executive Branch**

**AUTHORITY:**

The executive board should be the governing body of the QB Club and she'll be charged with a full responsibility for the conduct of all phases of the program, And shall be empowered to take all action necessary to discharge this responsibility subject only to the limitations contained in the article of incorporation of By-Laws..

1. The executive branch shall be known as the Executive Board of Directors.
2. Membership shall consist of four officers: President, Vice- President, Secretary and Treasurer. These officers, along with five additional directors will constitute the club's Executive Committee. In addition to the five directors, the CCHS the CCHS advisor and head football coach Shell be additional ex-officio board members without voting privileges.
3. Initial executive board: The initial executive board shall consist of the number directors and officers named on these bylaws, And they shall make up the initial executive committee of the QB club and shall hold office until elections are held for the 2016 through 2017 school year.
4. Any member in good standing is eligible to hold an officer position in the CCHS QB CLUB.
5. Nomination officers: At the last membership meeting held in may, a nomination committee of four members shall be appointed by the executive board and chaired by the vice president. It shall be the duty of the committee to nominate 2 candidates for each of the offices to be held at the first meeting in June. Additional nominations from the floor at the June meeting shall be permitted before the election of new officers shall commence.
6. Election of officers and directors shall be held at the annual meeting in June of each year. Each officer and director will serve a 1 year term. Each officer and or board member may serve no more than two consecutive terms at any one position on the board. Terms of the office or July 1 to June 30 of the following year.
7. Budget: The executive board shall adopt an annual budget of income expenses and goals under the direction of the president and treasurer. Budgets are to be established at the beginning of each year. The coaches will submit their project list of needs for the year to the budget committee. The committee chairman will then present the budget to members for approval by a 2/3 majority vote of the general membership in attendance.

8. Approve the expenditures of all general funds up to \$500 per request. Any expenditure of general funds above \$500 shall require an advance approval vote by the Executive Board and the be presented at a general Member meeting for approval.
9. Review the annual monthly financial reports, And monthly financial statements issued by the bank utilized to manage the funds of the club including other official bank records for accounts utilizing the 501C3 statue of the club at a minimum every three months.
10. Approval the president's creation and dissolution of all necessary committees and chairpersons.
11. Officers and directors are required to attend all duly notified meetings. Members may only be excused from attendance by the president. Two consecutive unexcused absences, shall be cause for removal of office.
12. Resignation of any member shall become affected upon written notice to the president or secretary after careful consideration, and subsequent election shall be held to fill that vacancy.

## **ARTICLE V**

### **Responsibilities of officers**

1. President The president shall:
  - a. Be the chief executive officer of QB club
  - b. Precise at all meetings (General Membership, Executive Board, And /or Special), And ensure that the agenda is followed.
  - c. Appoint the standing committee chairpersons.
  - d. Serve as primary spokesperson the club, except as otherwise specified
  - e. The right goals and budget performance.
  - f. Work with appointed committees and their tears to ensure that they are accomplishing goals.
  - g. Work with the treasurer to oversee appropriate use of QB club funds.
2. Vice-President: The Vice-President shall:
  - a. Perform any duties as requested by the president.
  - b. Perform all duties of the president and preside at all meetings in the case of short term or long term absence of the president.
  - c. Work with the president to develop monthly agendas.
3. Secretary: The Secretary shall:
  - a. Be Responsible for recording the minutes and activities of the QB club and maintain appropriate files, word lists, membership records, minutes and mailing list. Keep records and minutes of all meetings.
  - b. Help formulate and distribute agendas and minutes to the QB club prior to the monthly meetings.
  - c. Formulate letters and other communications to the QB club parents.
  - d. Keep records of the committee chairs' monthly reports.

- e. In the absence of the Secretary, the minutes of all such meetings shall be recorded by such person as shall be designated by the president.
4. **Treasurer:** The Treasurer shall:
- a. Maintain a complete set of books of account in accordance with general accepted counting principles and practices.
  - b. Make disbursements from the general fund and paid expenses approved by the Executive Board and shall secure proper vouchers thereof.
  - c. Prepare and present a treasure report at all monthly meetings. The report will include, but may not be limited to, a current balance and all and all incomes and expenditures since the last report. Meeting. The monthly financial reports shall include accurate representation of club funds.
  - d. Shall maintain the receipt book and log.
  - e. Receive and verify all monies after fundraisers and deposit such cash and/or checks into the bank account.
  - f. Prepare and distribute a yearly financial report at the annual meeting each June.

**ARTICLE VI**  
**Standing committees**

Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the president subject to the approval of the executive board their primary functions following note no individual has the authority to use or remove any funds from any club checking or saving account for Investment purposes or otherwise, unless dictated and approved by the executive board majority.

1. **Membership Committee:** The membership committee shall maintain a complete and current list of all members, And shall conduct ongoing efforts to recruit new members.
2. **Concession Committee:** The concessions committee shall be responsible for the management of all QB club concessions through the year. The concessions committee shall:
  - a. Recruiting and schedule parent volunteers (representing the various teams) to assist and the session for specific events.
  - b. Acquired all provisions required for the QB club concessions.
  - c. Record the concession expenses and revenues for each event.
3. **Publicity committee:** The publicity committee chairperson so be responsible for advertising/posting all meetings and QB club events. The committee shall be responsible for maintaining a website for such purpose.
4. **Nutrition (player Meals) committee:** The nutrition committee shall be responsible for the player's meals before games and after home and/ or away games. The committee shall:
  - a. Coordinate The team's meal needs with the head football coach.
  - b. Recruit a parent for each team to coordinate the away games meals.
  - c. Recruit and schedule parent volunteers for the acquisition/Donation of supplies
  - d. Coordinate And recruit volunteers to help with the meals before home games.

- e. Record The expenses for the meals each week and turn in a report to the treasure along with receipts for any reimbursement needed.

## **ARTICLE VII** **Meetings**

**Authority:** Robert's Rule of Order, the latest edition shall be recognized as the authority governing the meetings of the club, its Executive Board and its committees.

1. **Agenda:** The agenda will be followed at all meetings.
  - a. All agenda items are to be submitted, in writing, to the Executive committee at least one week prior to the scheduled meeting. New agenda items raised at meetings will be itemized for the agenda of the next month's meeting.
  - b. in order for a motion to be made, second and passed, there must be a quorum of the Board present. A Quorum consists of  $\frac{2}{3}$  of the membership.
  - c. Urgent need: In the event that an urgent need arises, A quorum of the Board may vote to address said need.
2. **Annual business meeting:** Annual Business meeting of the club shall be held at the June General Membership Meeting unless otherwise specified by the Executive Board. Any change to the annual Business Meeting date, time or location shall be announced a minimum of two weeks in advance of the proposed change.
  - a. The membership shall receive at the Annual Meeting a report by the president, or his/her designee, the content of which should include:
    - <1>The condition of the club.
    - <2> A general financial report summary of funds received and expended by the club for the previous year. The amount of funds currently in possession of the club and the name of the financial institution in which such funds are maintained.
  - b. The membership shall have the right to vote for the officers and for each position to be filled on the board of directors. No voting will be done by proxy.
3. **General membership meetings:** Regular General membership meetings shall be held monthly on the first Monday of the month unless otherwise specified by the Executive Board and responsible notice is provided to the general Membership. Meetings shall be open to all interested persons.
4. **Executive board meetings:** Executive Board meetings shall be held monthly unless otherwise specified by the Executive Board. A summary if the decisions reached and Executive Board members present at each meeting should be distributed to all Executive Board members within a reasonable time frame following the meeting and before the next General meeting.
5. **Voting:** Only members in good standing shall have the right to make motions at any meeting. Each member is allowed to cast only one vote. There will be no voting by proxy.

6. **Quorum:** A quorum for the transaction of business At the annual business meeting and at General Membership Meetings shall be two-thirds of the members in good standing. A quorum for Executive Board Meetings shall be two-thirds of the Board Members. In all voting instances, Majority rules for those present.
7. **Special Board Meetings Notice and Quorum:** From time to time, the special meetings of the Board shall be held at the discretion of the president and the Board of directors and on suchdays as shall be determined by the board.

A. The president, Or any three voting Board members issue a call or a special board meeting. Notice shall be given not less than 48 hours in advance of such a special meeting. Notice should include the purpose of the meeting, no other matters not so notice may be acted upon at the meetings, and Robert's rules will be followed.

B. Notice Of each special board meeting shall be given by the secretary personally, electronically, or by mail to each director at least 48 hours before the time of the meeting.

C. A two-third Of the elected board members shall constitute a quorum for the transaction of business

D. At any such Meeting minutes of the proceeding should be kept, and report it on the membership at the next general membership meeting. There shall be no voting by proxy, and the majority vote at any meeting in which there is a quorum shall be required on any matter before the board of directors, except as may otherwise be required by law, Articles Of incorporation of these bylaws. If there is no quorum at any meeting of the board of directors, that directors president may adjourn the meeting until a quorum shall be presents.

8. **Telephonic meeting:** Unless otherwise restricted by the articles of incorporation, subject to the provisions required or permitted by law or the ByLaws for notice meetings, Director, or member of any committee designated by the Executive Board, may participate in and hold a meeting of the Executive Board, or such committee by means of conference telephonic or similar communication equipment by means of which all persons participating in the meeting can hear each other. Participation in the meeting by such means shall constitute presents in person at the meeting, except where a person participating in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. At any such meaning a quorum is required and if there is no quorum, Minutes of the proceedings shall be kept and reported to the membership at the General Meeting. There shall be no voting by proxy.

## **ARTICLE VIII** **Disbursement of funds**

1. All money shall be Expense only after the approval of the club add a meeting and stipulated in the minutes.

2. All money shall be expended for the benefit of the existing CCHS football teams.
3. Expenditures. Only by a majority vote of the board of directors may any individual be authorized to spend money for fundraising or any other project expenses. The board of directors shall approve in advance any expenditures for projects funded by the board. All reimbursement for expenses must be accompanied by an itemized receipt and purpose of the expenditure. Our reimbursement to the members must be by check, and not by cash, from the club.
4. All money shall be deposited in a checking account at a local bank.
5. All checks shall require signatures of two non-related adults. Those authorized to sign are President, Vice-President, Secretary and Treasurer. Checks, Drafted and orders for payment of money, notes or other evidence of indebtedness issued in the name of the corporation will be signed by the treasurer and countersigned by the President or Vice-President of the corporation.
6. All checks, drafts, or others with the payment of money, notes or other evidence of indebtedness issued in the name of the corporation will be signed by such officers and in such a manner as the board of directors will from time to time by resolution determine. In the absence of such determination, such an instrument will be signed by the treasurer and countersigned by the president or vice president of the corporation.

**ARTICLE IX**  
**Polices**

1. **Funds:** Funds for this club may be secured by donations and/or fundraisers approved by the majority of the organization.
2. **Fiscal year:** The fiscal year shall be from July 30th to July 1st of the following year.
3. **Books and Records:** The corporation shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of the board of directors and each committee of these board directors having any authority of the board of directors. Any books, records and minutes shall be in written form.
4. **Compensation:** No director, officer or member shall receive, directly or indirectly, compensation from the club.
5. **Conflict of interest:** Members of the board and club members should not engage in any activity which gives rise to, or could give rise to an appearance or claim of self deling-deling loyalty or conflict of interest by reason of such persons position with the club. In the event that such person has reason to believe his or her activities or anticipated activities could give rise to such a claim, he or she shall have a duty to disclose such activities or anticipated activities to the board of Directors.
6. **Suspension or Termination:** Members may be terminated by resignation, or action of the board of directors by 2/3 all of those present at any duly constituted board meeting. The board shall have the authority of discipline, suspend or terminate the membership of any member, when the conduct of such person is considered detrimental to the best interests and objectives of the club. The member shall be notified of such meeting. Informed of the general nature of the reasons, and given an opportunity to attend the meeting to show evidence that the reasons are not correct or true. The board shall have the power by Two-thirds vote of those present at a duly constituted

meeting, to discipline, suspend, or remove any director or officer, or committee member in accordance with the procedures set forth above.

7. **Liability of Directors:** That the rectors of the QB club will not be personally liable for its debts, liabilities or obligations of the corporation.
8. **Indemnification:** The QB club shall indemnify and hold harmless every director, officer, and member of the QB club to the fullest extent allowed under California corporation code section 7237, or as otherwise allowed by law at the time of indemnification.
9. **Amendments to By- Laws:** Amendments to the bylaws are to be submitted in writing at a regular executive board meeting prior to the annual business meeting. Notice the amendments shall be publicized by direct mail or e-mail to the membership at least two weeks prior to the annual business meeting By-Laws can be amended only by a 3/4 aye vote of the total membership.  
Amendments may be adopted at the annual business meeting by two third majority of those club members voting, a quorum being present. Members must be present to vote. There will be no voting by proxy.
10. **Table of Contents/Headings:**  
The table content and headings are four organization, convenience and clarity. In interpreting these bylaws, the table of contents and headings shall be subordinated in importance to the other written material.
11. **Distribution of property upon Dissolution:** Upon dissolution of the club, and after all outstanding debts and claims have been satisfied, the members shall direct the remaining assets of the club to another incorporated nonprofit entity which maintains the same objectives set forth in these bylaws, which are, or maybe entitled to exemption under section 501(c)3 of the Internal Revenue Code or any future corresponding provision.