

Norco High School Gridiron Club

(Football Booster Program)

BY-LAWS

I. NAME OF THE ORGANIZATION

The name of this organization shall be “**Norco High School Gridiron Club**”

II. OBJECTIVES & FUNCTIONS

The purpose for which this organization was formed:

- A. To promote, aid, and provide financial contributions (by way of collecting contributions and donating same) to the Norco High School Football Program.
- B. This organization was formed exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(3) of the Internal Revenue Code of 1954 (or any of the corresponding provisions of any future United States Internal Revenue Laws).
- C. No part of the earnings of this corporation shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons, except that the corporation shall be authorized to pay reasonable compensation for services rendered. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (3) of the Internal Revenue Code of 1954, etc.: or (b) by a corporation to which contributions are deductible under Section 170 (2) of the Internal Revenue Code of 1954.

III. MEMBERSHIP

- A. Anyone interested in aiding, improving and supporting the Norco High School Gridiron Club is eligible for membership.
- B. Voting members consist of all members in good standing with the Norco High School Gridiron Club (Football Boosters).
- C. A member in good standing is a member who represents the Norco High School Gridiron Club with sportsmanship, courtesy, and respect at meetings, booster club activities and games. Disrespect, unsportsmanlike conduct and the use of profanity will not be tolerated at the above events and can cause termination of membership.

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- D. Termination of the membership can only be the result of 2/3 affirmations vote in favor of the termination by the Executive Board of the Norco High School Gridiron Club within ten days following the termination.

IV. OFFICERS/EXECUTIVE BOARD

- A. The affairs of the corporation will be managed by the Executive Board, which will consist of five (5) members. The number and title of the Executive Board will be:
1. **PRESIDENT: (Two (2) Year Term)**
The President shall be the principal executive officer of the corporation and shall supervise and control all of the business affairs of the corporation, including such duties as presiding at all meetings, communication between the Norco High School Gridiron Club and the current Head Football Coach, Athletic Director, and as necessary to the School Principal or CNUSD Board, signing and authorizing all instruments which the corporation authorizes to be executed, and in general shall perform all duties required of the office of President.
 2. **VICE PRESIDENT: (Two (2) Year Term)**
The Vice President will perform duties that may be assigned by the President or the Executive Board. The Vice President is also responsible for Special Events and serves as the Fundraising Chair Person.
 3. **SECRETARY: (Two (2) Year Term)**
The Secretary shall keep the minutes of any and all meetings of the organization, see that all notices are duly given in accordance with these bylaws, or as required by law, be the custodian of the records of the corporation, keep a register of the post office address of each member, and in general perform all duties incident to the office of Secretary.
 4. **TREASURER: (Two (2) Year Term)**
The Treasurer shall have charge and custody of and be responsible for all funds and/or securities of the corporation, receive/give receipts for money due and payable to the corporation from any source, and deposit all such moneys in the name of the corporation in such banks, trust companies and other depositories as selected by the Executive Board and in general perform all duties incident to the office of Treasurer.
 5. **CABINET MEMBER: (One (1) Year Term)**
Special Advisor to the Executive Board handles special projects.

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- B. The Executive Board of Officers shall be elected bi-annually by the General Membership in December of each election year. The President will continue to take nominations until just prior to taking a membership vote.

V. MEETINGS

- A. Regularly Scheduled Meetings: The Norco High School Gridiron Club will choose a "standing" time and place for monthly meetings, which will be at a suitable location within the Corona Norco Unified School District (CNUSD) or within the City of Norco boundaries. Meetings of the general membership will be held monthly on the 2nd. Monday of each month unless otherwise designated by the President. A simple majority of those present shall be required to approve an action taken i.e. spending money, voting, etc.
- B. Provisions for Special Meetings: Special meetings may be called by the Executive Board with a majority vote. All members must be given verbal or written notice forty-eight (48) hours in advance of such meetings. Any office may call special meetings of the Executive Board. A quorum of one more than half the number of officer's present shall constitute a quorum for conducting business, i.e., spending money, voting, etc.
- C. Board of Directors or Committees shall meet monthly or as required with the time and date to be determined by the Board of Directors or Committees.
- D. All meetings shall be governed by Robert's Rule of Order.
- E. A vacancy in any office because of death, resignation, disqualification, or another cause shall be filed by the Board of Directors for the unexpired term of the vacant office.
- F. If at any time the membership becomes deadlocked on a subject or event and the meeting becomes unruly the President may table the subject or event until the next meeting and call for the Executive Board to have a special meeting to further discuss and research the matter before the next meeting. The Executive Board may then choose to bring the subject or event back to the membership for reconsideration, or to avoid further complications through the Executive Board, if in the best interest of the membership, the membership may rule on the subject or event.

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VI. COMMITTEES

- A. Standing Committees: Standing committees, or permanent committees, will be established when deemed necessary. All standing committees will be appointed by the Executive Board.
- B. Special Committees: Special Committees, which are by nature temporary, will be established when needed. All special committees will be appointed by the Executive Board.
- C. Committee Reports: All committee reports will be a regular part of the order of business in each monthly meeting.

VII. QUORUM AND VOTING

- A. Quorum: A minimum of three (3) members of the Executive Board must be present to conduct business at any regular scheduled meeting.
- B. Voting: The number of votes needed for passage of any Board action will be a simple majority.

VIII. ELECTION OF EXECUTIVE BOARD

- A. Nominating procedures are as follows:
 - 1. The Executive Board of Officers shall be elected bi-annually by the General Membership by nominations from the floor.
 - 2. All officers must be members of good standing at the time of election and remain so during the term of office.
 - 3. Only one member per household may hold an office on the executive board per term.
- B. Election procedures will be as follows:
 - 1. The elections will take place at the December general membership meeting.
 - 2. Newly appointed Executive Board will begin term on January 1st.
 - 3. The method of election will be by secret ballot vote for all offices.

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4. The number of votes required for election will be a simple majority of the General Membership.

IX. CONTRACTS AND MONIES

- A. Any fundraising events must first be presented to and approved by the Norco High School Gridiron Club, Head Football Coach, the Norco High School Designee, and the Executive Board.
- B. The Executive Board may authorize any officer of the corporation to enter into contract(s) on behalf of the Club pending final approval by the Executive Board. These contracts will expire on the last day of the current boards current term.
- C. The Executive Board and General Membership must approve expenditures exceeding \$25,000.00 by a majority vote. Expenditures less than \$25,000.00 may be approved by majority vote of the Executive Board with written documentation of the request and receipt, to be presented to the General Membership at the next regular meeting along with an amendment to the approved budget.
- D. All checks, drafts, or orders of payment of money, notes and other indebtedness below \$500.00 dollars may be signed without co-signature by the Treasurer, other indebtedness exceeding \$500.00 must have co-signature of the President or Vice President along with Treasurer for authorized by the Club.
- E. All moneys raised by the Norco High School Gridiron Club must be accounted for and deposited in the general booster club account within three (3) business days following the fundraising event or immediately following the next scheduled meeting, whichever is earliest. All cash collected must be counted by at least two (2) executive board members.
- F. Gift expenditures should not exceed \$250.00 for any gift for coach, manager, staff, and player or booster club member per year.
- G. Flower expenditures may not exceed \$100.00 per order for funerals or get-well notice. Flowers will be sent for football player's loss of family upon request of the head football coach or President of the Gridiron.
- H. All money raised by the Norco High School Gridiron Club members in a year's time does not belong to any one group, coach or past board or class of that year. It belongs to all Gridiron members in good standing and classes and is to be used to enhance the football program during the year and years to come.

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- I. The forwarding balance in the general Norco High School Gridiron Club Savings fund should be a minimum of \$2,500.00 or 10% of the amount of monies raised that year, whichever is greater. Other accounts must maintain the balances that they were earmarked for by the majority vote of the General Membership.

- J. Two Annual Audits MUST be performed:
 1. An organizational Internal Audit: This Audit is to be completed No Later Than December 30th, and shall be made up of 3 members, (who are in good standing and no not part of the Executive Board), along with the Treasurer, shall complete a reconciliation of the books and receipts to balance the annual budget. The internal audit group shall provide recommendation as to controls and provide feedback on accounting practices for that year to be shared with the General Membership at the annual budget meeting, thereby providing cleared and approved books for the incoming Treasurer.

 2. CNUSD Audit: This audit must be completed No Later Than March 1st, with the CNUSD and should include at a minimum the Gridiron President and Treasurer.

X. PROCEDURES AND AMENDING BYLAWS

- A. Amendments to the By-Laws and constitution of the organization can only be approved by two-thirds vote of the members in attendance at a meeting conducted or called by the Executive Board; and
 1. Only with proper notice of proposed revision to the By-Laws and Constitution of the Organization is given in writing at the assigned general meeting prior to the vote to amend by the general membership.

 2. Meeting for amendment must be announced at the previous monthly scheduled meeting of the general membership and advertised on the organization's web site and or Facebook page.

 3. All changes to these bylaws must be presented one (1) month in advance at a general membership meeting.

 4. A vote of 2/3 of the Executive Board is required to recommend changes to these bylaws and submit to the General Membership for approval by 2/3 vote of members present.

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These by-laws were approved and adopted by the general membership on February 11, 2019.