By-Laws of the Los Osos

Grizzlies Baseball Booster Club Inc.

Article I

The club shall be known as the "Los Osos Grizzlies Baseball Booster Club, Inc."

Article II

Objectives

The objective and purpose of the Grizzlies Baseball Booster Club shall be to assist financially, organize and promote Los Osos High School (LOHS) baseball, as deemed necessary by the Grizzlies Baseball Coaching Staff, and approved by the board before addressing it with the boosters. The Grizzlies Baseball Booster Club shall encourage parents, friends, neighbors, and relatives to participate in fundraisers, and assist the baseball program in all capacities deemed necessary in supporting coaches, players, baseball participants, and the board.

In all areas, the Grizzlies Baseball Booster Club will promote good citizenship, conduct, spirit, and sportsmanship. Above all, respect. Respect for the school, program, and self.

Article III

The Grizzlies Baseball Booster Club will not charge any dues to be a member. Any member, neighbor, relative, or friend of the Grizzlies Baseball Booster Club may make donations, including businesses/companies.

Article IV

Membership

1. Membership will be accepted from any parent, significant adult of a current student, former student, incoming student, or potential student of LOHS.
2. Any member shall be removed from the Grizzlies Baseball Booster Club or Board of Directors for any acts deemed detrimental to the stated purpose of the Grizzlies Baseball Booster Club.
3. The Board of Directors shall notify the offending member in writing within thirty (30) days of the violation.
4. Members will have the opportunity, during the next scheduled meeting, to oppose removal.
5. The Board of Directors will provide the results of the final outcome within 48 hours of the meeting.

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Article V

Organizational Structure

1. The Executive and Administrative power shall be vested in the Board of Directors, which will consist of five (5) persons: President, Vice President, Treasurer, Secretary, and Ways & Mean Director.
2. Term of the Board of Directors will be for one (1) full year. No officer will hold the same position for more than two (2) consecutive years.
3. The Board of Directors shall meet once a month (except July) for the purpose of administering the affairs of the Grizzlies Baseball Booster Club. This meeting shall be held on the 2nd Tuesday of every month (if possible).
4. The Board of Directors shall have full power to act for the Grizzlies Baseball Booster Club in all matters.
5. The President, or quorum, may call a special meeting of the Board of Directors.
6. A quorum of Directors, needed to conduct business, shall consist of at least three (3) members of the Board of Directors.
7. Any vacancies that occur in the Board of Directors shall be filled from the general membership by a majority vote of the board, with the exception of those vacancies caused by the expiration of an office.
8. Obligations may be incurred, and disbursements made only on approval of a quorum of the Board.
9. The President and Treasurer will be authorized users of the Grizzlies Baseball Booster Club bank account and authorized to sign checks drafted by the Grizzlies Baseball Booster Club.
10. Any no time shall any of the two (2) members authorized to sign checks drafted by the Grizzlies Baseball Booster Club be of the same family and/or household. In the event any of the two (2) members authorized to sign checks are of the same family, and/or household, the member who is not the treasurer shall withdraw his/her name from the Grizzlies Baseball Booster Club bank account. An alternative member from the Board of Directors shall be appointed to sign on checks.
11. Use of Debit Cards: Debit cards will be issued to the Grizzlies Baseball Booster Club President and Treasurer.

    Article V, item 8 in the Organizational Structure section of the by-laws is applicable. Advanced board approval is required for obligations; each transaction will require a supporting invoice/document which provides cost details. A report, including bank statements and reconciliation, will be provided to the entire Board of Directors monthly.

12. These by-laws may be amended in whole or part by a majority vote of the Board of Directors providing thirty (30) days' notice of changes to the membership.

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Article VI

Qualifications for Board of Directors

Members must have a student currently or incoming to the baseball program and must be in good standing in the community.

Elections of Board of Directors

1. Nominations are to take place in the month of April of each year. Persons nominated must accept nomination in person or in writing.
2. Elections are to take place in the month of May each year. The new Board of Directors is announced in the month of May of each year.
3. Transfer of office is to take place in the month of June of each year. The June Board of Directors is announced in the month of May of each year.
4. Each nominee can accept one (1) nomination for one (1) board position per year.

President

The President is to preside at all meetings of the Grizzlies Baseball Booster Club, call to order and adjourn all meetings, and is responsible for the execution of all affairs of the Grizzlies Baseball Booster Club in accordance with the by-laws.

Vice President

In case of the absence or disability of the President and provided he/she is authorized by the President or Board to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office. Additionally, the Vice President may be assigned some duties by the Board of Directors and/or the President.

Secretary

The Secretary shall keep true and accurate minutes of all meetings of the Grizzlies Baseball Booster Club, including Board of Directors meetings and special meetings. Duplicate copies shall be available at all meetings and originals to be filed in a minute book. The Secretary shall attend to all correspondence pertaining to the Grizzlies Baseball Booster Club.

Treasurer

1. The Treasurer shall have the care and the custody of all funds and securities of the Grizzlies Baseball Booster Club and deposit the same in the name of the Grizzlies Baseball Booster Club. He/she signs all checks, notes, and orders for the payment of money.

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2. Treasurer will issue a check only with a purchase order, invoice, or receipt for the amount of the purchase order, invoice, or receipt.
3. The Treasurer will submit a Financial Report with deposits and expenditures at scheduled monthly Board of Directors Meetings.

Ways and Means

1. To coordinate the development, communication, and administration of fundraising activities for the club each year.
2. Set annual fundraising goal(s) and coordinate the preparation of the club's annual budget, solicit ideas to generate revenue, and develop a plan for reaching the goal(s).
3. Coordinate, monitor, track, and facilitate the carrying out of the fundraising activities to ensure annual goals are achieved. Provide a written report of activities and achievements monthly to the Board and annually to LOHS.
4. Keep membership and Board of Directors informed of activities, committee meetings, and recommendations through monthly reports to the Board, presentation of information at a meeting of members, and information in the club bulletin/newsletter. Encourage feedback.
5. Keep a permanent record of work and turn the same over to successor upon completion of term.

Article VII

Committees

The President of the Board of Directors shall appoint committees as deemed necessary to carry out the business of the Grizzlies Baseball Booster Club. Committees may include but are not limited to: Snack Bar, Field Maintenance, Sponsorships, Donations, Team Representative, etc.

Suggested Order of Business

1. Roll Call
2. Minutes of previous meeting (secretary)
3. Treasurer's report
4. President's message
5. Ways and Means' report
6. Report of Advisors and Committees
7. Coach's report
8. Unfinished business
9. New business
10. Adjournment

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