

Ruben S Ayala High School Ayala Football Booster Club

Statement of Organization and Bylaws

Original date of creation unknown
Additional Amendments unknown
Amended and Approved 12/13/23

ARTICLE I NAME AND PURPOSE

Section 1 Name of Organization

The name of this organization shall be Ayala Football Booster Club (AFBC).

Section 2 Purpose

AFBC is organized under the authority of the Chino Valley Unified School District (CVUSD) or Ruben S. Ayala High School (AHS) and exists for the purpose of furthering the best interests of the Ayala Football program and its student athletes. The objectives include, but are not limited to, fundraising activities and general support of such areas as coaching stipends, transportation, equipment, team apparel, incentives, rewards, and other appropriate activities.

ARTICLE II MEMBERSHIP

Section 1 Membership

Membership shall be open to the parent(s) or guardian(s) of any AHS student athlete involved in the Ayala Football Program. The coaches, while not official members (unless they have a student athlete(s) in the program), shall act as advisors to the AFBC.

Each officer and committee chairperson must be a member of the AFBC.

Section 2 Voting Rights

Each family shall be entitled to only one vote without regard to the number of children participating in the Ayala Football Program. Each member shall enjoy all privileges of membership including voting, making motions, and holding office.

ARTICLE III OFFICERS

Section 1 Board Officers

The Executive Board Officers on the AFBC shall consist of: President, Vice President, Secretary, Treasurer, and Parliamentarian.

Executive Board Officers shall have at least two prior years of active AFBC participation.

Supporting Elected Board Officers (SEBO) shall consist of: Varsity Team Representative, Junior Varsity Team Representative, Freshman Team Representative, Senior Representative, Social Media Representative, Events Coordinator, Fundraiser Coordinator and Representative-At-Large. No person shall hold more than one office at a time. Two people within the same family household may not simultaneously hold the positions of President and Treasurer. Each Board Officer shall have one vote. A majority vote is required.

An odd number of Executive and Supporting Elected Board Officers will be required to conduct all votes.

Section 2 Board Officer Elections

Officers shall be nominated annually. Voting will be completed in December. The voting process is to be announced to the General Members, and can be done by a majority voice, hand, or email vote. The existing board will transition their toles and responsibilities over to the new board in January so that the new officers can be installed by February 1st. The term of office shall be one year.

Section 3 Resignation of Officers and Vacancies

An elected officer may resign at any time upon written notice to the President. In cases where an office is not filled, a special election will be held to complete the term of the vacated office.

Section 4 Appointed Positions

Based upon the needs of the AFBC, the Executive Board has the discretion to create appointed positions and sub-committee chairs to facilitate the goals and objectives of the organization.

ARTICLE IV POSITION DESCRIPTIONS

Executive Board Officers

Section 1 Duties of the Executive Board President

The President Shall

- a. Call and preside over all meetings of the General Membership and Executive Board Meetings.
- b. Provide notification of all General Membership Meetings.
- c. Prepare, with Executive Board Officers, agendas for all General Membership Meetings.
- d. Appoint sub-committee chairs of the standing committees and/or ad-hoc committees.
- e. Sign checks issued by the organization with the Treasurer.
- f. Annually review the structure and organization of the Board and standing sub-committees, and make recommendations to the Executive Board involving change, as necessary.
- g. Provide general oversight and tracking of all fundraising events that promote the football program.
- h. Ensure the goals and objectives of the AFBC are in line with the goals and objectives of the Head Coach and Athletic Director.
- i. Work with AIS (Insurance company) and Events Coordinator to file activities forms with AHS to approve all events.

Section 2 Duties of the Executive Vice President

The Vice President shall

- a. Assist the President in AFBC oversight and operations.

- b. Assume the duties of the President when the President is not present.
- c. Assume the duties of the President when the President is not present.
- d. Assume general oversight and have tracking responsibilities of all special events that promote the football program (i.e. Activities, such as, but not limited to, 7-on-7, Passing Competitions, Linemen Competitions, Awards Banquets, fundraising, etc.).

Section 3 Duties of the Executive Board Treasurer

The Treasurer shall

- a. Receive all monies collected for any purpose.
- b. Pay all necessary and authorized debts.
- c. Keep accurate records of all finance-related activities.
- d. Prepare monthly financial reports for presentation to membership.
- e. File all necessary and appropriate documents including annual requests for CVUSD organizational approval and Federal Form 990. The books and records shall be subject to audit and inspection by CVUSD or its agents.

Section 4 Duties of the Executive Secretary

The Secretary shall

- a. Record the minutes of all Executive Board and General Membership Meetings and submit a copy of such minutes along with any reports to the Executive Board Members.
- b. Distribute/make available minutes of the previous meetings to the membership.
- c. Maintain a record book in which the bylaws, special rules, meeting minutes are entered with any amendments to the documents, properly recorded and documented.
- d. Maintain AFBC annual calendars.

Section 5 Duties of the Parliamentarian

The Parliamentarian shall

- a. Advise officers on bylaws and keep amendments to bylaws as approved by the association.
- b. Advise officers on parliamentary procedures.
- c. Chair election committee and assist in vote tallying.
- d. Monitor discussion time during AFBC Executive Board and General Membership Meetings.

Supporting Elected Board Officers (SEBO)

Section 6 Varsity Team Representative

Work closely with the Officers, Head Coach and Athletic Director to oversee the weekly duties, including but not limited to, varsity lunches, food and water donations, and coordinate varsity team volunteers, as needed. May need to discuss events and plans with Ayala Administration. Consistently communicate the needs of the varsity team with the Officers. Tasks are inclusive of preseason tournaments. Provide game scores and event information to Social Media Rep. Assist with general operations, as needed. Work with the Event Coordinator to plan the varsity banquet.

Section 7 JV Team Representative

Work closely with the Officers and JV coach to oversee weekly duties, including but not limited to, food and water donations and coordination of JV team volunteers, as needed. Create a group communication platform for JV football families. Provide volunteers, as needed, during the varsity games. Consistently communicate the needs of the JV team with the Officers. Tasks are inclusive of preseason tournaments.

Provide game scores and event information to Social Media Rep. Assist with general operations, as needed. Work with the Event Coordinator to plan the JV banquet.

Section 8 Freshman Team Representative

Work closely with the Officers and Frosh coach to oversee the weekly duties, including but not limited to, food and water donations and coordination of freshman team volunteers, as needed. Create a group communication platform for freshman football families. Provide volunteers, as needed, during the varsity games. Consistently communicate the needs of the freshman team with the Officers. Tasks are inclusive of preseason tournaments. Provide game scores and event information to Social Media Rep. Assist with general operations, as needed. Work with the Event Coordinator to plan the varsity banquet.

Section 9 Event Coordinator

Work collaboratively with the Officers, Team Reps, Fundraising Coordinator, and Sideline Spirit Reps to oversee events that may include outside vendors. Consistently communicate updates. Coordinate outside vendors for varsity home game concessions. Coordinate and/or assist with coordinating events such as Season Kick Off, fundraiser events, snack bar, parking lot duty, team bonding events, Senior Night, and banquets. Create Sign Up Genius lists. Oversee and coordinate golf tournament raffle baskets. Work within and follow all CVUSD and school site, Activities Director's Secretary and USB advisor. Provide monthly updates on all events at Board meetings. Assist with general operations as needed.

Section 10 Social Media Coordinator

Create and publish posts providing new information on upcoming events on Ayala Football Boosters' Facebook and Instagram sites. (Might also include X/Twitter) Work closely with the Officers and team reps to gather information required for posts of game scores, photos, and events for all levels. Monitor and reply to parent/public questions via direct message on various platforms. Assist with general operations, as needed.

Section 11 Senior Representative

Create a group communication platform for senior football families. Manage senior budget with Officers. Coordinate senior activities: senior gifts, senior dinner with coaches, picture day with family, and senior night. Provide monthly updates on all events and budget details at Board meetings.

Section 12 Fundraiser Coordinator

Beginning in February of each calendar year, coordinate and generate community donations. Help to produce funds necessary to provide for the Ayala football program. Focus on community business donations and golf tournament sponsorships. Receive and follow up on monetary and item donations. Consistently communicate with the Officers and Event Coordinator. Provide monthly updates at Board Meetings.

Section 13 Representative-At-Large

Work collaboratively with the Officers, Team Reps, and Fundraising Coordinator to assist AFBC with all events and aspects of support to Ayala Football. Work closely with Event Coordinator and assist with event planning and execution. Consistently communicate updates to Officers. Assist with general operations as needed.

**ARTICLE V
FINANCE**

Section 1 Expenditures

All expenditures must be consistent with the purposes and the objectives of the organization and only for the purposes set in Article I, Section 2.

Section 2 Bank Account

A bank account shall be established under the name of the Ayala Football Booster Club. All funds collected must be deposited into the AFBC bank account and all expenses are to be paid from the account. No disbursements are to be made from cash collections. Checks must never be made payable to "CASH."

Section 3 Payables

Two executive board member signatures will be required on checks written from the AFBC bank account.

Section 4 Spending Limits

The President and Treasurer, in conjunction with the coach(es), shall prepare a projected annual budget by March 1st of each year. The projected budget shall be submitted to the general membership for approval at the March Board Meeting. Upon approval of the budget by the general membership, the officers may authorize, spend, or make payment for any unbudgeted items so long as the amount is less than \$500.00.

Section 5 Fundraising

All fundraising activities shall be conducted in accordance with the AFBC purpose, shall be within the parameters of CVUSD policy and shall be approved by the general membership. All fundraising activities must be approved by CVUSD. Announcement of various activities by the AFBC must clearly indicate that the activity is sponsored by the AFBC and not by the school or CVUSD.

**ARTICLE VI
MEETINGS**

Section 1 Meeting Protocol

A quorum of any regular or called general membership meeting shall consist of those who attend (virtual or physical, as required).

Section 2 Meetings

Meetings shall be conducted throughout the year as necessary to communicate with the general membership and to raise money to support the football program. At a minimum, the AFBC shall meet once a month to provide support to the coaches and the athletic program.

Section 3 Notice for Meetings

Notices of meetings shall be given one week prior to the date of the meeting. Notices may be sent via email or other electronic means. The AFBC shall make every effort to also post notices of all meetings on the program's website and/or social media platforms. Meetings of the Executive Board do not require formal notice one week in advance. However, the officers will make every attempt to contact each member of the Executive Board and shall attempt to schedule meetings at mutually convenient times and locations.

Section 4 Motions

The privilege of making motions, debating, and voting shall be limited to members of the association who are present.

**ARTICLE VII
AMENDMENTS**

Amendments or revisions to these bylaws shall be made as necessary and upon two-thirds vote of members in attendance at a General Membership Meeting. In no event shall these bylaws or provisions be amended to become noncompliant with CVUSD guidelines or 501(c)(3) non-profit organization entity status. In witness whereof, the State of Organization and Bylaws have been unanimously adopted and executed this 13th day of December 2024.

Approved By _____
Yvette Hernandez, President

Approved By _____
Rebecca Hamilton, Vice-President

Approved by _____
Stephanie Garcia, Secretary

Approved by _____
Diana Orozco, Treasurer