



BYLAWS OF THE HARBOR HIGH SCHOOL PARENT BOOSTER CLUB, INC.

ARTICLE I - NAME

The name of the organization shall be the "Harbor High School Parent/Booster Club, Inc." located in the City of Santa Cruz, California.

ARTICLE II - PURPOSES

Section 1. The mission of the Harbor High School Parent/Booster Club is to promote the welfare of the students at Harbor High, and to assist the faculty by helping to create a harmonious relationship between the home, the school, and the community.

Section 2. In addition, the Harbor High School Parent Booster Club will raise funds to provide support to teachers, staff and co-curricular student organizations involved in, but not limited to, academics, athletics, arts, drama, leadership, and/or other student related clubs and organizations.

ARTICLE III - DEFINITIONS

Section 1. The Harbor High School Parent/Booster Club is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Sec. 501(c)(3) of the Internal Revenue Code. In the case of dissolution of this organization, after paying or providing for debts and obligations, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations which have established their tax-exempt status under Sec. 501(c)(3) I.R.C.

Section 2. The fiscal year shall be from July 1 to June 30 each year. The Harbor High School Parent/Booster Club's Federal Tax identification number is: 20-1369090.

Section 3. "Member" shall be defined as either:

- a) Booster Club meeting attendees who are family members, guardians or caretakers of a currently enrolled student or students and/or
- b) Harbor High Faculty and Staff.

Section 4. "Voting Member" shall be defined as:

- a) Executive Board Members and
- b) Members as described in Article III, Section 3 (a) and 3 (b) who are present at Booster Club general meetings.

Section 5. Approval or amendment of any action by the Harbor High School Parent/ Booster Club will be carried by 2/3 vote by Voting Members.



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ARTICLE IV - EXECUTIVE BOARD

Section 1. Executive officers of the Harbor High School Parent Booster Club shall consist of the President, Vice President, Secretary and Treasurer. Officers shall serve without compensation. In lieu of a President and Vice President, there may be Co-Chairs who share the responsibilities of President and Vice President.

Section 2. Each officer's position shall be elected annually with nominations and elections held at the last scheduled meeting of the school year in May. Elections shall be by voice, show of hands, or written ballot by the Voting Members.

Section 3. Vacancies occurring in any office shall be filled for the remainder of the term by a person elected by the Executive Board by a simple majority.

Section 4. By two-thirds (2/3) vote of the Executive Board, an officer may be removed from office for failure to perform duties. An officer who misses three consecutive meetings, with unexcused absences, shall be removed from office. An excused absence includes, but not limited to, death in the family, illness, religious requirements, or other important personal and/or legal needs.

ARTICLE V - *RESPONSIBILITIES OF THE EXECUTIVE BOARD*

Section 1. Meetings of the Harbor High School Parent Booster Club shall occur monthly during the school year, unless otherwise arranged by the Executive Board. The Executive Board, upon notice, posted at least three days before the meeting may call special meetings. A majority of Executive Board members constitute a quorum for the transaction of business. Special meetings may be held telephonically or electronically and voting may occur at these meetings, but only under the conditions dictated by law.

Section 2. May authorize payment of routine club bills within the limits of the adopted budget, and may authorize unbudgeted requests for money not to exceed \$400 per item. Bills or requests in excess of \$400 must be presented at a general membership meeting for approval.

Section 3. The President or Vice President will review and initial monthly bank statements, which will serve as verification of Board / Voting Member approval on those expenditures.

Section 4. Shall create committees as are deemed necessary to promote the objectives of the organization.



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Section 5. Shall create an annual balanced budget and present accurate financial reports at each general membership meeting including data on income and expenditures.

Section 6. For each meeting held, shall create minutes which will include the names of the persons who were present for discussions, votes relating to all transactions, the general content of the discussion, and a record of any votes taken in connection with the proceedings.

ARTICLE VI - *DUTIES OF OFFICERS*

Section 1. Executive Board Positions:

President - Shall call and preside over all meetings, including developing agendas with the membership, ensuring motions are properly presented, discussed and voted upon during general meetings.

Responsibilities include working with other Executive Board members and committees to develop and achieve the organizational plans and goals, and supporting project leads as needed.

Vice President - In the President's absence, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.

The Executive Board may choose to have Co-Chairs rather than a President and Vice President, who will share the responsibilities of each position.

Secretary - Shall record, post, and distribute minutes of all meetings in a timely manner, and handle any necessary correspondence as needed by the Executive Board.

Maintain and have ready past minutes of membership meetings, the Articles of Incorporation, and the current bylaws of this organization.

Treasurer - Shall prepare monthly financial reports that will be presented alongside monthly bank statements at each monthly general membership meeting.

Keep and maintain adequate and correct accounts of the organizational transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Make an annual financial report to the organization to be presented at the September meeting. Upon request, make all financial records and reports available to any Executive Board member, general member or to their agent or attorney in a reasonable time, not



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more than two weeks.

Shall write and disburse necessary checks.

Shall regularly check the Post Office box located in Santa Cruz.

Shall be responsible for completing and forwarding all necessary report forms required for filing all tax returns and other forms required by government agencies.

Section 2. Upon completing or terminating the term of office, any Executive Board member shall turn over to the President, without delay, all records, books or other material pertaining to that office, and shall return to the Treasurer, without delay, all funds belonging to the Harbor High School Parent/Booster Club.

ARTICLE VII - NONLIABILITY OF DIRECTORS

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

ARTICLE VIII - APPROVAL AND AMENDMENTS

Subject to any provision of law applicable to the amendment of bylaws of public benefit nonprofit corporations, these bylaws, or any of them, may be altered, amended, or repealed and new bylaws adopted as follows:

Section 1. Approval of these bylaws shall be made by a minimum two-thirds (2/3) of the Executive Board members.

Section 2. Amendments to these bylaws may only be made by a vote of two-thirds (2 /3) of the members present at a general meeting, where the changes have been announced and set forth on an agenda.

Section 3. At the beginning of each school year, the Executive Board shall review these bylaws. Every two calendar years, the bylaws shall be presented to the Voting Members and reaffirmed by a two-thirds (2/3) vote of the Voting Members.

These revised bylaws are approved and adopted by the majority of the Executive Board on July 2, 2026.

The next review and reaffirmation by Voting Members of these bylaws shall take place in the 2026-2027 school year at the September 2026 meeting, or near that time.