

Article I - Name

Section 1. This organization shall be known as the Simi Softball Booster Club, Inc.

Article II - Purpose and Objectives

Section 1. This organization has been formed and shall exist for the sole purpose of assisting and supporting the softball activities of the Simi Valley High School Softball Program.

Section 2. The SSBC shall be a non-profit organization and shall also be non-shareholding, non-commercial and non-bargaining.

Section 3. The SSBC shall continue to operate under the jurisdiction of the Simi Valley Unified School District. Rules and guidelines of the Coastal Canyon Softball League, (or Southern California CIF assigned league), shall be strictly adhered to. The Athletic Director and ASB personnel and clerks for Simi Valley High School shall be kept aware of all aspects of the organization and it shall be understood that all activities involving school district personnel and students shall be subject to the approval of the administration of the SVUSD.

Section 4. The SSBC shall not interfere with the coaches, athletic department or their staff.

Article III - Membership

Section 1. The membership of the SSBC shall be limited to parents and guardians of current, past, or prospective Simi Valley High School softball players, as well as past coaches or alumni of the Simi Valley High School Softball Program.

Section 2. All SSBC Board of Directors exhibit the right to nominate and approve any qualified applicants that do not fit the above-listed criteria (Article III Section 1).

Section 3. All members of the SSBC shall be entitled to hold office and participate in special committees assigned as needed.

Article IV - Executive Board and Officers

Section 1. The Executive Board of Directors of the SSBC shall consist of the President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The Executive Board of Directors are all voting positions. The Board of Directors shall be an Information Director, Volunteer Director, Uniform Director and Fundraising Director. The Board of Directors are all voting positions. All officers must be members of the SSBC.

Section 2. The Executive Board will be elected by the SSBC by the annual end-of-season banquet. Prior to the banquet, which shall be sometime in May/June, the Secretary will email all members of the SSBC requesting nominations for all open Executive Board positions. If more than one (1) person is interested in a position that is not already filled by an incumbent board member, a simple written vote will be cast by the general membership at a meeting designated by the current Board. Voting will be done by members in attendance at the meeting and by absentee voting via email prior to the meeting. A specific quorum will not be needed to determine a majority vote for a candidate. The Executive Board of Directors will vote in all other Board members once the Executive Board of Directors are appointed.

Section 3. All eligible members will be allowed to vote for the Executive Board.

Section 4. A member can hold only one Executive office per term (12 calendar months).

Section 5. A vacated position on the Executive Board of Directors by an elected member's inability to continue service or by reason of an elected member moving from the area shall be filled for the remainder of the calendar year by a nomination of the Executive Board of Directors.

Section 6. When an elected officer fails to attend 3 consecutive Board meetings, the Board may declare his/her office vacant. The Board retains the right to expel an officer of the Board for reasonable cause.

Article V - Duties of Executive Board of Directors

Section 1. The PRESIDENT provides leadership and guidance to the Board of Directors in order to carry out the stated objectives and purpose of the SSBC. The President shall preside at all Board meetings and general membership meetings. The President will be responsible for being the spokesperson of the Booster Board to the administration and ensures all Board members' responsibilities are being met. Checks booster mailbox. The President will work with the Treasurer on all banking matters and will have access to all bank accounts and financial accounts.

Section 2. The 1st VICE-PRESIDENT shall be responsible for operating the snack bar during the season and Manlet Tournament. The 1st Vice-President shall have the duties of the President in his/her absence, as well as those duties determined by necessity. In the event of a vacancy of the President's office, the 1st Vice-President shall assume the office of President.

Section 3. The 2nd VICE-PRESIDENT shall have the duties of the 1st Vice-President in his/her absence, as well as those duties determined by necessity. In the event of a vacancy of the 1st Vice-President's office, the 2nd Vice-President shall assume the office of 1st Vice-President.

Section 4. The SECRETARY shall record the minutes of all meetings of the SSBC. The Secretary shall keep all records of the SSBC, shall maintain a complete membership roster and shall further perform such other duties as may be assigned by the Executive Board of Directors.

Section 5. The TREASURER shall be the custodian of the SSBC funds. The Treasurer shall keep accurate, up to date, finances of the SSBC. The Treasurer shall present a financial report at each board meeting, supervise the collection of all monies and present a full written financial report at the completion of the calendar year for audit.

Article VI - Duties of Board of Directors

- Section 1. The INFORMATION DIRECTOR will maintain the SSBC's website and manage any social media sites. The Information Director will post the team's schedules and game scores on the website and on social media. The Information Director shall post on the softball website the day, time and place of each upcoming Board meeting and regular membership meeting. The Information Director shall assist other Board members in their responsibilities as needed. This is a voting Board position.
- Section 2. The VOLUNTEER DIRECTOR enlists parent and student volunteers for various functions of the program, including but not limited to: outreach programs, carpools, vendor booth, chaperones, and any needs identified by the Board members. This is a voting Board position.
- Section 3. The UNIFORM DIRECTOR is responsible for sizing students, issuing uniforms and maintaining records of uniforms checked out by each student, including coordinating receipt of damage/loss. Assists and/or orders all uniforms. Responsible for organization and upkeep of uniform area in softball bin. This is a voting Board position.
- Section 4. The FUNDRAISING DIRECTOR is responsible for organizing fundraising opportunities to support the SSBC. Fundraising opportunities include, but are not limited to: vendor booths, restaurant nights, raffles, bake sales, eScript and Amazon Smile. This is a voting Board position.

Article VII - Meetings

- Section 1. General Booster meetings will be held at least 2 times during the academic school year, at the Board's discretion. Regular meetings of the Board shall be held on the second Wednesday of every month, September through June of each year unless otherwise directed by the President.
- Section 2. Meetings shall be held in the proximity of the SVUSD, in a location selected by the head softball coach or the Executive Board of Directors or via online meeting platform such as Zoom (so long as all participants are able to hear one another).
- Section 3. The Executive Board of Directors may hold additional meetings of the Board as deemed appropriate. These meetings are open to all members and any member may make recommendations or bring up other matter of business for the Board to consider.
- Section 4. The Executive Board of Directors, as deemed necessary, may call special meetings of the membership. Each such special meeting shall state the purpose and provide (except in extreme emergencies) at least three days' notice to the membership.
- Section 5. Four SSBC Board members shall constitute a quorum.

Article VIII - Finances

Section 1. All funds belonging to the SSBC and shall be deposited in a local bank approved by the Executive Board of Directors.

Section 2. All expenditures over \$300.00 will require the approval of the SSBC and must be purchased for the use of the Booster and/or softball program. All expenditures \$299.99 and under must be accompanied with a receipt, turned in to the Treasurer, and purchased for the use of the Booster and/or softball program.

Section 3. The SSBC fiscal year is July 1st through June 30th.

Section 4. All checks must be signed by two (2) of the Executive Board of Directors designated on the signature card on file at the bank indicated in Section 1 when the dollar amount is \$500.00 or more. In the event that there are two Executive Board of Directors from the same family, only one can be the signee on the check; the second signature must be from one of the remaining Executive Board of Directors designated on the signature card on file at the bank indicated in Section 1.

Section 5. The financial records of the SSBC must be independently reconciled annually. The auditor(s) will be appointed by the SSBC President.

Section 6. Expenditures directly relating to the curricular/instructional program must be approved by the Principal of Simi Valley High School or his/her designee.

Section 7. SSBC funds will be used to further the purpose of this organization as expressed herein. SSBC will set forth annually a plan for expenditures and recommend fundraising efforts to support these expenditures. Any funds remaining at the end of the season will remain with SSBC for the following year.

Section 8. If at any time SSBC ceases to exist and there are funds remaining in the bank account, all funds will be dispersed to the Simi Valley High School Softball Program by the Treasurer.

Section 9. The SSBC Fiscal Year ending bank balance shall not exceed \$5,000 to allow for future expansions and field upkeep, unless future Board approved purchases are pending.

Article IX - Parliamentary Authority

Section 1. Robert's Rules of Order shall generally apply to all meetings, in all cases in which they are applicable and not inconsistent with these by-laws and any special rules of order the SSBC may adopt.

SIMI SOFTBALL BOOSTER CLUB, INC. (SSBC) BY-LAWS
2023- 2024

Article X - Amendments

Section 1. These by-laws may be amended in whole or in part by a majority vote of the SSBC Board of Directors at any regular or special Board meeting; a quorum being present.

Section 2. These by-laws shall be approved and adopted by a majority vote of the SSBC Board of Directors at any regular or special Board meeting.

Section 3. No amendments shall be inconsistent with the intent of Article II above or be inconsistent with or in violation of the policies of the SVUSD, Section 3, Amendment 1.

This ratification supersedes all previous by-laws and amendments.
PRESENTED BY THE 2023 - 2024 SIMI SOFTBALL BOOSTER CLUB, INC.

Dated and attested to by:

President

Date

First Vice President

Date

Second Vice President

Date

Secretary

Date

Treasurer

Date