



Aptos Mariners Booster Club

Anchoring Education at Aptos High School since 1970

ARTICLE I – GENERAL INFORMATION

Section 1: The organization shall be officially named the Aptos Mariners Booster Club, also known as the Aptos High School Booster Club. It will be based in Aptos, CA, and will be associated with Aptos High School.

Section 2: The principle office of this corporation shall be Aptos High School, located at 100 Mariner Way, Aptos, California, 95003, or at such other location within Santa Cruz County as determined by the Board of Directors from time to time.

Section 3: The non-profit federal tax identification number is 23-7054702

Section 4: The non-profit state of California entity number is 0586230

Section 5: The fiscal year for the corporation shall be July 1 to June 30 of each year

Section 6: The articles of organization include these bylaws, which may be amended from time to time by the Board of Directors and approved by active members (as defined under membership). In the absence of separate articles of association, these bylaws shall be considered the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall prevail.

ARTICLE II – MISSION STATEMENT, PURPOSE, AND OBJECTIVE

Section 1: The mission of this club is to enhance the educational experience of Aptos High School students by providing comprehensive support for academic, artistic, athletic, and extracurricular development through independent, community-driven funding and advocacy.

Section 2: The purpose of this club is

- To operate as a fully independent 501(c)(3) non-profit organization established in 1970.
- To champion initiatives that directly benefit students and staff, fostering a vibrant and supportive school environment.
- To contribute to campus improvements and ensure resources are available where most needed.

Section 3: The objective of this club is to bridge funding gaps in curriculum and extracurricular programs, while promoting holistic student success through targeted investments in Academics, Arts, Athletics, Career & College Readiness, Clubs, and Technology.

ARTICLE III – GOVERNMENT AND BASIC POLICIES

Section 1: Government

1. The Aptos Mariners Booster Club shall be under the direct supervision of the Executive Board of Directors and governed by the basic policies set forth in Article III, Section 2.
2. Elected Officers of the Executive Board of Directors shall include the President, Vice President, Secretary, and Treasurer(s). These officers shall be elected annually. Appointed positions of the Executive Board of Directors shall include the Membership Director, Fundraising Director, Publicity Director, and all chairpersons. Appointed positions shall be selected annually. Also included is the school principal of the school or a representative appointed by the principal.
3. The organization and the procedures of all its meetings shall be governed by "Robert's Rules of Order Revised," provided they are applicable and do not conflict with these Bylaws.
4. Five (5) current members, including at least two (2) Elected Officers of the Executive Board of Directors, shall constitute a quorum for the transaction of business at any meeting of the Executive Board of Directors. All matters of policy shall be decided at official meetings of the Executive Board of Directors by a 2/3 majority vote of attending current members and must include at least two (2) Elected Officers of the Executive Board of Directors. In the event of two members sharing one office of the Board of Directors (i.e., secretary) each member is entitled to one vote.
5. The Executive Board of Directors shall conduct meetings in a consistent manner. Following election each year, the Elected Officers of the Executive Board of Directors shall develop a schedule of regular meetings. All are welcome at any meeting of the Executive Board of Directors and all activities of the Aptos Mariners Booster Club. Meetings may not be scheduled if conflicts with vacation periods. Special meetings may be called by the Board upon notice posted at least three days before the meeting date.
6. Each Elected Officer of the Executive Board of Directors is expected to attend all meetings with all other members of the Executive Board of Directors attending as applicable to activities pending or as agenda directs. If excessive absence impedes business, a member may be removed or replaced.
7. All meetings shall be presided over by the President or an Elected Officer of the Executive Board of Directors. In the absence of the President, the Vice-president shall

assume the President's duties. In the absence of the President and Vice President, delegation of authority goes to the Treasurer and Secretary in succession.

8. The following may form part of the order of business and procedure at regular meetings:
 - a. Call to order.
 - b. Roll Call
 - c. Reading/approval of minutes of previous meeting.
 - d. Treasurer's report.
 - e. Reading of communications.
 - f. Committee reports.
 - g. Old Business.
 - h. New Business.
 - i. Close of meeting.

Section 2: Basic policies

1. The organization shall be non-profit, noncommercial, nonsectarian, and nonpartisan.
2. The name of this organization, or the names of any members in their official capacities, shall not be used in connection with any commercial concern, any partisan interest, or any purpose not appropriately related to the promotion of the objectives of this organization.
3. This organization shall not, directly, or indirectly, participate or intervene in any way, including the publication or distribution of statements in any political campaign, on behalf of or in opposition to any candidate for public office.
4. This organization shall not enter membership with other organizations but may cooperate with organizations and agencies concerned with child welfare, but an Aptos Mariners Booster Club representative shall make no commitments that bind this organization.
5. No part of the net earnings of this organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers, or other private persons, except that this organization shall be authorized and empowered to pay reasonable compensation for authorized services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

ARTICLE IV – MEMBERSHIP

Section 1: General Membership

Any individual, organization, or business interested in supporting Aptos High School and Aptos High School students, and who subscribes to the goals, objectives, and policies without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of these Bylaws, is eligible to become a member. The membership Director shall conduct an annual enrollment drive at the start of each fiscal year; however, membership may be accepted at any time.

Section 2: Voting Members

Members of the Aptos Mariners Booster Club are considered voting members when they have attended two (2) Booster Club meetings.

ARTICLE V – ELECTED OFFICERS AND ELECTION

Section 1: Elected Officer requirements

Each officer of the Aptos Mariners Booster Club shall be a current member.

Section 2: Elected Offices

1. The Elected Offices of the Executive Board of Directors include President, Vice President, Secretary, and Treasurer. These officers shall be elected annually.
2. Election of officers will be held during the June Board meeting. Elected Officers shall serve for a term of one (1) year or until their successors are elected. Each Elected Officer shall be eligible for re-election the following year.
3. Any member (see Article IV, Section 1) of the Aptos Mariners Booster Club, or potential member of the following fiscal year, is eligible to run for office. Any member wishing to run for office must submit their name to a current member of the Executive Board of Directors and be nominated by two or more Executive Board of Directors members at the May board meeting.
4. The election of officers shall be by ballot of all Executive Board of Directors and members attending the May Board meeting. If there is but one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote.
5. Each Elected Officer of the Executive Board of Directors, upon the expiration of their term or in case of resignation, shall turn over to their successor all records, books, and other materials pertaining to the office, and return all funds pertaining to that office to the Treasurer by June 30th. Additionally, all Elected Officers of the Board of Directors shall prepare and submit to the Vice President a written report outlining the activities and functions of their office, to be filed in the Reports and Procedures Records.
6. The newly Elected Officers shall assume their positions in June, one month following the election and one month prior to the start of the next fiscal year. Outgoing Elected Officers shall assist newly elected Officers with recommendations, instruction, and suggestions. Outgoing Elected Officers shall turn over to their successor, by June 30th, all records, books, logins, financial items, keys, etc.
7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board of Directors. Election to fill a vacancy shall require a 2/3 majority vote of the Executive Board of Directors and all attending current members in attendance at the election. The Vice President shall serve notice of the election to the

Executive Board of Directors in case a vacancy occurs in the office of the President.

8. If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board elect.

ARTICLE VI – DUTIES OF ELECTED OFFICERS

Section 1: Duties of the President

- Serve as Chief Executive of the Aptos Mariners Booster Club, with oversight of business and organizational affairs
- Operate under the direction and supervision of the Executive Board of Directors
- Coordinate officers and committees to advance the organization's goals and objectives
- Maintain familiarity with all officer and committee activities
- Act as ex officio member of all committees, excluding the nomination committee
- Preside over meetings of the Executive Board of Directors
- Appoint committees as needed, with Board approval
- Perform additional duties as outlined in the Bylaws or assigned by the organization
- Delegate tasks to elected officers to support presidential responsibilities
- Oversee completion of the annual budget and meeting/event schedule for Board approval at the start of the fiscal year
- Share authority to sign checks, disbursements, and withdrawals with the Vice President, Secretary, or Treasurer(s)

Section 2: Duties of the Vice President

- Serve as aide to the President and assume presidential duties and authority in their absence
- Carry out duties and exercise powers as directed by the President or Executive Board of Directors
- Maintain possession of the Reports and Procedures Records for historical record and future reference
- Ensure the Records are available for review at all meetings
- Request and collect reports from:
 - Elected Officers
 - Appointed Executive Board positions
 - Committee chairpersons
 - Individuals responsible for actions or events
- Maintain and update the Reports and Procedures Records in accordance with ARTICLE X
- Share authority to sign checks, disbursements, and withdrawals with the President, Secretary, or Treasurer(s)

Section 3: Duties of the Treasurer(ers)

- Maintain accurate and permanent financial records, books, and accounts related to:
 - Assets and liabilities
 - Receipts and disbursements

- Gains, losses, capital, and all income from Booster Club activities
- Provide a chart of accounts for inspection within 30 days upon written request from any member
- Deposit all funds and valuables promptly into designated Booster Club accounts
- Disburse funds as ordered by the Executive Board of Directors
- Furnish financial statements and transaction records to the President or Board when requested
- Keep members informed of expenditures in relation to the approved budget
- Present a monthly financial activity report at each Executive Board meeting
- File all treasurer reports in the records for annual succession
- Maintain and oversee both General Fund and Reserve Accounts
- Create and update monthly budget reports for all Booster accounts
- Assist the President in completing the annual budget for approval at the annual membership meeting
- Ensure two authorized signatures on checks for reimbursement to Executive Board members
- Carry out additional duties as assigned by the Executive Board or outlined in the Bylaws

Work with our accountant to:

1. Prepare fiscal year-end financial reports
2. Ensure filing of all required tax returns and government documents with:
 - IRS
 - California Franchise Tax Board
 - Any applicable governmental agency
3. Either personally file or delegate filings to an Executive Board-approved tax accountant

Section 4: Duties of the Secretary

- Maintain a book of minutes for all Executive Board of Directors meetings
 - Ensure continuity by passing the book from year to year
 - Provide copies of meeting minutes to all elected officers of the Executive Board
- Act as custodian of the Booster Club's Bylaws
 - Ensure Bylaws are available for reference at all meetings
- Manage all official correspondence of the organization
 - Promptly route communications and materials to the appropriate individuals
- Share authority to sign checks, disbursements, and withdrawals with the President, Vice President, or Treasurer(s)
- Execute additional responsibilities as directed by:
 - The President
 - The Executive Board of Directors
 - The Bylaws
- Draft and distribute press releases as needed
- Maintain and organize Google Drive documents for club operations
- Track voting members based on meeting attendance

ARTICLE VII- APPOINTED POSITIONS OF THE EXECUTIVE BOARD OF DIRECTORS, ASSIGNMENT & DUTIES

Section 1: Appointed position expectations

1. Each appointed position of the Aptos Mariners Booster Club shall be a voting member.
2. The appointed positions of the Executive Board of Directors include Membership Director, Publicity Director, Fundraising Director, and committee chairpersons. These appointed positions shall be assigned annually or as needed.
3. Selection and assignment of appointed positions for the following fiscal year may occur starting at the May Board meeting after election of officers. Appointed positions shall hold position for a period of one year and are eligible for reassignment each ensuing year.
4. Any member (see Article IV, Section 1) of the Aptos Mariners Booster Club, or potential member of the following fiscal year, is eligible for assignment to appointed positions. Any member wishing to serve in an appointed position must submit their name to a current member of the Executive Board of Directors.
5. A vacancy occurring in any appointed position shall be filled for the unexpired term by a person assigned by the Executive Board of Directors.
6. Each Appointed position of the Executive Board of Directors, upon the expiration of the term or in case of resignation shall turn over to their successor, without delay, all records, books, and other material pertaining to the appointed position, and shall return to the Treasurer without delay, all funds pertaining to that appointed position. In addition, all appointed positions of the Executive Board of Directors will prepare and turn into the Vice President, a written report outlining the activities and functions of the position in which they served to be filed in the Reports and Procedure Records.

Section 2: Duties of the Membership Director

The Membership Director shall provide recommendations to the Executive Board of Directors for current fiscal year's membership solicitation plans. The Membership Director shall update and prepare current fiscal year's membership form, solicit membership from parents and the community, prepare and distribute membership benefits (i.e. football game tickets, drama club pass for plays, etc.), and to promote membership in all ways possible.

Section 3: Duties of the Publicity Director

The Publicity Director shall prepare, submit for Executive Board of Directors approval, and distribute all information to be released to the public through any type of medium such as, (Website, social media, radio, newspaper, flyer, and word of mouth).

Section 4: Duties of the Fundraising Director

The Fundraising Director shall provide recommendations to the Executive Board of Directors for current fiscal year's fundraising activities. The Fundraising Director shall work with parents and volunteers, distribute information on fundraising events, and appoint and establish committees

with approval of the Executive Board of Directors. They must head or oversee committees responsible for all fundraising activities of the Aptos Mariners Booster Club. The Fundraising Director shall maintain a log of all transactions, money collected, etc. Any monies collected must be turned over promptly to the treasurer.

ARTICLE VIII- COMMITTEE AND COMMITTEE CHAIRPERSONS

Section 1: Committees

Specific fundraising committees that may be required to ensure successful completion of each year's fundraising events, or any specific committee needed to complete events or projects that facilitate the mission, goals, and objectives of the Aptos Mariners Booster Club, may be established by the Executive Board of Directors, by the Fundraising Director, or any other appointed position of the Executive Board of Directors with the approval of the Executive Board of Directors.

The President, followed by the Vice President, followed by the Fundraising Director, or specific appointed position of the Executive Board of Directors, followed by the committee chairperson(s), will have ultimate authority and responsibility of any committee activity. The appointed chairperson(s) may appoint members of said committees with the approval of the appointed position of Executive Board of Directors, or the Executive Board of Directors. A majority of the committee shall constitute a quorum for the transactions of the said committee.

Section 2: Committee Chairperson(s)

The President, with the approval of the Executive Board of Directors, shall appoint the chairperson(s) for each specific committee.

Committee Chairperson(s), upon the expiration of the term or in case of resignation, or completion of event or project, shall turn over to their successor or appropriate member of the Executive Board of Directors, without delay, all records, books, and other materials pertaining to the committee chair, and shall return to the Treasurer without delay, all funds pertaining to that committee chair. In addition, all committee chairperson(s) will prepare and turn into the Vice President, a written report outlining the activities and functions of the committee chair in which they served to be filed in the Reports and Procedure Records.

ARTICLE IX- EXECUTIVE BOARD OF DIRECTORS

Section 1: Members of the Executive Board of Directors

Members of the Executive Board of Directors consist of the Elected Offices of President, Vice President, Secretary, Treasurer, the appointed positions of Membership Director, Publicity Director, Fundraising Director, all chairpersons, and the principal of the school or a representative appointed by the principal, and all shall be voting members of this organization.

Section 2: Duties of the Executive Board of Directors

1. The Executive Board of Directors shall transact necessary business between meetings of the organization and such other business as may be referred to by the organization.

2. Create and approve the current fiscal year budget and schedule of meetings and events at the start of the new fiscal year for approval at the annual membership meeting to be held at the beginning of the fiscal year.
3. Authorize expenditures, donations, and scholarships or book awards throughout the fiscal year.
4. Create committees deemed necessary to promote the goals and objectives of the Aptos Mariners Booster Club, and to carry on the work of the organization.
5. Fill all vacancies in appointed positions and Elected Offices, including that of the President.
6. Present and provide reports at the regular meetings of the organization as may be necessary.
7. The Executive Board of Directors is subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.
8. The Executive Board of Directors shall meet at least once a month, unless otherwise ordered by the Executive Board of Directors. Special meetings of the Executive Board of Directors may be called by the President.
9. Each member of the Executive Board of Directors, upon expiration of the term or in case of resignation, shall turn over to their successor, without delay, all records, books, and other material pertaining to their position, and shall return to the Treasurer without delay, all funds pertaining to that position.

ARTICLE X- REPORTS AND PROCEDURE RECORDS

Upon expiration of term, resignation, completion of duty, conclusion of project, or completion of any event, the appropriate Elected Officer of the Executive Board of Directors, appointed position of the Executive Board of Directors, committee chairperson(s), or any person in charge of any action or event, shall complete a summary and recap to be turned into the Vice President to be filed in the Aptos Mariners Booster Club Reports and Records for historical purposes and future reference. The Vice President shall be responsible for requesting and collecting such reports and maintaining the records.

ARTICLE XI – ANNUAL MEETING

The Aptos Mariners Booster Club annual membership meeting shall be held near the beginning of the fiscal year unless otherwise ordered by the organization or the Executive Board of Directors. The privilege of making motions, debating, and voting shall be limited to voting members of the organization who are present. The Executive Board can grant the ability to make motions, debate, and vote on items at the Annual Meeting to those physically present who are not currently voting members.

ARTICLE XII-CONFLICTS OF INTEREST

Section 1: The purpose of the conflict-of-interest policy is to protect this tax-exempt Organization's interest when it is contemplating entering into a transaction or arrangement that

might benefit the private interest of an officer or director. This policy is intended to supplement but not replace any applicable state or federal laws governing conflict of interest application to nonprofit and charitable organizations.

Section 2: Definitions

1. Interested Person. Any director, officer, or member of a committee who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest. A person has a financial interest if the person has directly or indirectly through business: (a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement, (b) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or (c) A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which the Organization is negotiating a transaction or arrangement.

ARTICLE XIII- AMENDMENTS

Any recommended changes or amendments to these by-laws must be presented in writing to the Executive Board of Directors. Recommended changes will be reviewed at the first regularly scheduled Aptos Mariners Booster Club meeting following receipt of recommended changes. Approval of a 2/3 majority vote of attending voting members including at least two (2) Elected Officers of the Executive Board of Directors is necessary to adopt the recommended changes.

STANDING RULE

At the beginning of each term of office or position, each member of the Executive Board of Directors shall be given a copy of these By-laws by the Secretary and shall be responsible for making a thorough study of them. A copy of these By-laws shall be made available to any current member of the organization upon request.