

The Granada Supporters Bylaws

Revised: June 2015

THE GRANADA SUPPORTERS CLUB CONSTITUTION AND BY-LAWS

ARTICLE 1

The name of this organization is "The Granada Supporters Club" (GSC).

This organization is incorporated through the State of California.

ARTICLE 2

The Granada Supporters Club is a non-profit organization consisting of parents and other interested adults and Granada students working together to devise ways and means to sponsor/finance programs to enhance/support clubs, school projects, academics, and athletic activities at Granada High School.

ARTICLE 3

Meetings shall be open to any interested individual. To join The GSC, membership fees, \$20.00 annual, \$100 lifetime. Bylaws may be revised at the discretion of a majority vote by the board. Each group, club, or sport shall provide a representative to attend six of the eleven monthly meetings (in each fiscal year) (starting in the fiscal year 2016-2017) to be eligible to request funding from the general fund.

ARTICLE 4

This organization is governed by annually elected officers.

ARTICLE 5 – Officers and Their Election

- A. The officers of the organization shall be: President, Vice President, Secretary and Treasurer.
- B. Nominations for officers will be made in the Month of March. Nominations may be made by any eligible voting member (defined in Article 8) of the organization. All nominations will be finalized at the regular April meeting. Only those who have consented to serve may be nominated and elected.
- C. Officers shall be elected by ballot in the month of May. All eligible voting members present at the regular May meeting may cast ballots. If a nominee

- in unopposed for any office it shall be moved and seconded by eligible voting members to accept the nominee.
- D. Officers shall take office by July 1 and serve through June 30 of the following year.
 - E. Any vacancy occurring in an office will be filled with a majority vote of the remaining officers.
 - F. No person shall serve more than two (2) consecutive terms in the same office; without the unanimous vote of all board members.

ARTICLE 6 – Duties of Officers

President

The president shall preside over all meeting of the GSC and shall perform such other duties that may be assigned by the general membership.

First Vice President

The First Vice President shall be responsible for handling or designation responsibility for publicity, membership, promoting school spirit and other duties as may be delegated.

The First Vice President also acts as President in the President's absence.

Secretary

The Secretary shall be responsible for keeping an accurate record for all meetings of the organization, be custodian of all historical records, be custodian of all corporate records, be custodian of the post office box key, keep a copy of the membership list, and other duties as may be delegated.

Treasurer

The Treasurer shall receive all monies of the organization, shall keep an accurate record of all receipts and disbursements and shall pay out funds as authorized in Article 7.

The Treasurer shall present in writing a current status of accounts at every meeting. The said report is to include a statement of all expenses and income both current and projected. The Treasurer will provide a printed copy of every monthly bank statement, for every GSC bank account, certificates of deposit and money market accounts. All monies shall be banked locally. Expenditure financial request forms shall be signed by two (2) officer or school administrator. All expenditures/checks from the previous month will be ratified at the following monthly meeting.

The Treasurer shall present a year-end financial report listing sources of income and expenditures for each individual organization, sport, and club. The Treasurer shall file all state and federal tax forms.

An internal audit will be preformed three times per year, at the end of November, the end of February and the end of June. The internal audit cannot be completed by the treasurer.

ARTICLE 7 – Receipt and Authorization for Use of Funds

A. All funds received by the organization shall be designated to the General Fund with the exception of the following:

1. Funds may be held and managed for a school group and/or organization by approval of the voting membership at the monthly meeting.

B. Funds may be disbursed in two (2) ways:

1. Requests for funds from the General Fund may be made at any regular club meeting. Requests may be made by completing a “Financial Request Form.” Forms are available in the school office, from the Athletic Director and from the GSC officers. Request forms must be reviewed and signed by the Principal, a Vice Principal, or the Athletic Director.

Requests for under \$3,500 may be considered and voted upon at the time of request. Requesting \$3,500 and over will be voted upon at the next regular scheduled meeting. GSC may request that the group, individual and/or organization provide additional information and/or look into additional sources for the funds requested.

All funds requested from the General Fund require a majority vote by all voting members present who are eligible to vote (see Article 8).

2. No vote will be required to disburse school group and/or organization funds to a group once an approved budget is on file and approved by the Principal, Vice Principal or Athletic Director.
3. In the event that The GSC ceases operations. All remaining funds will be dispersed to the various groups’ school/ASB accounts.

C. If emergency expenditures from the General Fund (not to exceed \$1,000 per request) are required between regular meetings, the president and two (2)

elected officers can authorize the expenditures. Any such expenditure shall be reported at the next regular meeting.

- D. The officers of the organization may, by majority vote, suspend disbursement of all general funds.

ARTICLE 8 – Voting Eligibility

An individual is eligible to vote at any regular meeting if he/she attends three of the last six meetings or is a board member.

ARTICLE 9 – Meetings

- A. Meetings shall be conducted under Roberts Rule of Order (rev.)

1. Regular meeting of The GSC shall be held on the second Monday of each month at 6:30 PM, but meetings may be added or moved at the discretion of the club President and the board members.
2. Special general membership meetings may be called by the President with seven (7) days notice.
3. Three quarters (3/4) of the officers shall constitute a quorum. A quorum must be reached for the transaction of club business.

- B. The following procedures will be followed at all regular meetings:

1. Reading and approval of the minutes
2. Review of Annual Timeline
3. School/Staff Reports
4. Treasurer's Report
5. Committee Reports
6. Old Business
7. New Business/Funding Requests
8. Announcements
9. Adjournment

ARTICLE 10 – Amendments

These by-laws may be revised at any regular meeting by a two-thirds (2/3) vote of the eligible voting members present. Notice of the proposed amendments shall have been given at the previous regular meeting.

Article 11- Definitions

- 1) Voting Member- attended three of the last six meetings.
- 2) Board Members- The Granada Supporters Club officers.
- 3) Membership- \$20.00 annual, \$100.00 lifetime, membership.
- 4) Internal Audit- A complete review of all expenses, receipts, checks, and income.