

# **BY-LAWS OF THE CARDINAL CLUB**

## **ARTICLE I**

### **NAME AND PURPOSE**

Section 1- The name of this corporation is THE CARDINAL CLUB.

Section 2 -The CARDINAL CLUB:

The Cardinal Club organized under the laws of the State of California as a non-profit 501(c)3 corporation for the purpose of supporting and helping the students of Santa Cruz High School in all SCHS athletic activities in which they may participate. This Corporation shall not attempt to function as an advisory unit, nor as a pressure group.

## **ARTICLE II**

### **MEMBERSHIP**

Section 1- There shall be the following classes of membership:

- A. Members who are interested in furthering the purpose of this Corporation through payment of annual dues and participation in Corporation events and projects. All Members shall have the right to attend Corporation meeting and to vote and hold office except as hereinafter may be specifically provided for.
- B. Family Memberships of four (4) persons who are interested in furthering the purpose of this Corporation through payment of annual dues and participation in Corporation events and projects. All Members shall have the right to attend Corporation meeting and to vote and hold office except as hereinafter may be specifically provided for.
- C. Lifetime Memberships who are interested in furthering the purpose of this Corporation through payment of membership dues and participation in Corporation events and projects. All Members shall have the right to attend the Corporation meeting and to vote and hold office except as hereinafter may be specifically provided for.
- D. All active Cardinal Club Officers shall receive a complimentary annual membership card.

## **ARTICLE III**

## **ORGANIZATION**

### Section 1- Officers:

The Officers shall consist of a President, Vice-President, Secretary, Treasurer, Volunteer Coordinator, Fundraising Coordinator, Membership Coordinator, Snack Shack Manager, Cardinal Wear Coordinator and Advocacy Person. The Officers will serve a term of office which shall commence upon the date of election which shall be held at the last regular membership meeting of the current school year and shall terminate upon the next date of the next regular election of Officers or in the event that no election is held, a term of officer shall continue until a successor is elected at the next duly constituted annual meeting.

### Section 2- Board of Directors:

In order to conduct business, a Board of Directors is hereby established to serve the need of the corporation. The Board of Directors, hereinafter referred to as the "Board", shall consist of the Officers of the Corporation and a minimum of eight other members.

### Section 3- Nominating Committee:

This Corporation shall have a permanent nominating committee consisting of five (5) Members in good standing, one member of which shall be the current President, who shall also be the Chairperson of the Nominating Committee. The Nominating Committee shall be appointed by the Board of Directors at the first regular meeting after the annual election. A minimum of four (4) members shall constitute a quorum to conduct the business of this committee.

### Section 4- Nomination and Election to Office:

The Nominating Committee heretofore described, shall meet annually prior to the hereinafter designated "Annual Election" and after due deliberation shall present a slate of candidates for consideration by the Membership for all offices. Nominations shall also be opened to the floor at the "Annual Election" for the proposal of candidates other than those selected by the Nominating Committee. A secret ballot may be required if so requested by any active member present. In any issue before The Cardinal Club, any member shall have the right to demand a secret ballot.

### Section 5- Committees:

The Board of Directors shall have the power to appoint such standing and special committees as it shall determine and delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

## **ARTICLE IV**

### **ADMINISTRATION**

#### Section 1- Club Officers, Elective and Appointive:

- A. **PRESIDENT** shall be the Chief Executive Officer of the Cardinal Club and shall preside at all meetings of the organization or designate another club officer to preside in his/her place. He/She shall conduct each meeting and shall preside at all meetings of the organization or designate another club officer to preside in this/her place. When necessary, he/she shall call special meetings when necessary and execute the will of the majority in all instances.
- B. **VICE-PRESIDENT** shall act with the authority and the duties of the President in his/her absence and shall act as the representative of the President when so required by him or her.
- C. **SECRETARY** shall keep all records pertaining to the activities of the Cardinal Club, including minutes of the regular meeting of the Cardinal Club, including minutes of the regular meetings of the regular meeting of the Cardinal Club, including minutes of the regular meetings of the membership and the Board of Directors. He/She shall handle the correspondence of the Cardinal Club and the conduct of its business as directed by the President and the Board of Directors.
- D. **TREASURER** shall be responsible for the collection and disbursement of all funds of the Cardinal Club as authorized by the Board of Directors. He/she shall inform all members of any and all outstanding financial obligations.
- E. **VOLUNTER COORDINATOR** shall be responsible for organizing volunteers for all Cardinal Club events including the snack shack.

- F. FUNDRAISING COORDINATOR shall be responsible for organizing Cardinal Club fundraising events throughout the year. He/she shall be the main contact person for such events.
- G. MEMBERSHIP COORDINATOR shall be responsible for processing membership requests. This includes the making of Cardinal Club cards, distribution of membership cards and/or making a membership list for the gate of scheduled home games.
- H. SNACK SHACK MANAGER shall be responsible for all activities within the snack shack including setup, workers and cleanup.
- I. CARDINAL WEAR COORDINATOR shall be responsible of the management of all cardinal wear distribution.
- J. ADVOCACY PERSON shall be responsible for the promotion of SCHS athletic needs from the district and to update all members on the progress.

Section 2- Board of Directors:

Shall be empowered to conduct all business of the Cardinal Club. All special assessments of the Cardinal Club as a whole shall require a vote by the majority of the members present at a meeting where a duly constituted quorum is in attendance whether challenged or not.

If any vacancy occurs in the Board of Directors by death, resignation or otherwise, it must be filled by a majority vote of the remaining Directors at any regular meeting or at any special meeting called for that purpose.

The Board of Directors shall receive at the last meeting of the school year a report from the President showing the activities for the preceding year, the amounts of money applied, appropriated or expended during the year and the purposes, object or person to or for which such application, appropriations or expenditures have been made; and the names and addresses of the current membership. A copy of such report shall be filed and entered in the minutes of the last regular meeting of the school year.

## **ARTICLE V**

## **MEETINGS OF MEMBERS**

### Section 1- Membership:

- A. **SPECIAL MEETINGS:** When the situation warrants a special meeting, it may be called by the President of the Cardinal Club, a majority of the Board of Directors, or by a petition of the Secretary of the Cardinal Club by signature of ten percent of the currently active membership of the club. The agenda of a special meeting shall be strictly limited to the reasons stated for calling such special meeting. Reasonable notice to all active members shall be required.
- B. **QUORUM TO CONDUCT BUSINESS:** A quorum to conduct the business of the Cardinal Club at a special meeting shall be seven (7) members.
- C. **CONDUCT OF BUSINESS:** All meetings shall be conducted according to Roberts Rules of Order.
- D. **ANNUAL MEETING:** The annual meeting shall be the last meeting of the school year at the time and place designated by the President or the Board of Directors. It shall include on the agenda the annual elections of the Officers for the coming year.

### Section 2 - Board Meetings:

- A. **REGULAR:** The Board of Directors shall meet prior to the regular business meeting of the Cardinal Club at a time and place designated by the President of the Board.
- B. **SPECIAL:** A special meeting of the Board of Directors may be called at any time upon 24-hour notice. A quorum to conduct the business of the Board of Directors shall be seven (7) members of the Board of Directors.

## **ARTICLE VI**

## **RULES AND REGULATIONS**

### Section 1- Voting:

All Active Members shall have the right to vote and hold office. Voting may take place in person, by written ballot or by email.

Section 2- Banking:

Corporate funds shall be kept in deposit in a Santa Cruz Bank to be chosen by the Board of Directors, and all disbursements shall be made by check and shall require the two signatures of an authorized signers of the Board. All checks shall be made payable to an actual existing person or organization. No check payable to “cash” shall be issued. No disbursement shall be made except as authorized by the Board of Directors. All expenditures and obligations shall be confined to those which are necessary and desirable to carry out the purposes of the Corporation as set forth in the Articles of Incorporation and By-Laws.

**ARTICLE VII**

**TROPHIES AND AWARDS**

Section 1- Scholarships:

The Cardinal Club shall present annual individual scholarships to one female and one male student athlete whom have shown Cardinal spirit as voted upon by the Board and eligible members.

**ARTICLE VIII**

**AMENDMENTS**

The Articles of Incorporation and these By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any meeting of the members, provided notice of the meeting and notice of the proposed changes are given in writing at least thirty (30) days prior to such meeting, and further provided that copies of all proposed amendments are emailed by the Secretary to all Active and Associate Members at least fourteen (14) days prior to such meeting.

**ARTICLE IX**

**CERTIFICATION**

I, the undersigned, the duly elected and acting Secretary of this Corporation, do hereby certify:

That the within and foregoing By-Laws were adopted by this Corporation in 2016, and that the same do now constitute the By-Laws of this Corporation.

As Amended on this \_\_\_\_\_ day of \_\_\_\_\_.

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Secretary

Date: