

**NPHS Umbrella Booster Club By-Laws**

Newbury Park High School  
**Umbrella Booster Club**



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## BY - LAWS

### Article I: Name

Officially named NEWBURY PARK HIGH SCHOOL BOOSTER CLUB when originally founded on August 28, 1967 and incorporated on August 15, 1969 in the state of California. This organization shall also officially be known as NEWBURY PARK HIGH SCHOOL UMBRELLA BOOSTER CLUB or as the UMBRELLA BOOSTERS.

### Article II: Purpose and Objectives

Section 1.: It shall be the objective of the Umbrella Booster Club to follow the rules and regulations as set forth in the approved CONSTITUTION, latest revision, of the NPHS BOOSTER CLUB and to have these By-Laws conform thereto. These By-Laws are not intended to revise or supercede that which is written in the Constitution, but to provide rules and guidelines that are specific to the NPHS Umbrella Booster Club.

Section 2.: It shall be the purpose of the Umbrella Booster Club to organize annually with the objective to:

- A. Maintain the status as a state Non-Profit Corporation and Charitable Trust under Section 501 (c)(3) of the Internal Revenue Code by filing the appropriate forms and paying the required fees annually to both the IRS and the State Organizations that require such forms.
- B. Allow Member Booster Clubs to use the Umbrella Booster's status as a non-profit organization.
- C. Provide a collective forum for all Booster Clubs on campus to discuss and review common objectives and concerns, to help support and guide the individual Booster Clubs, and provide a collective and direct line of communication with the High School and its Administration.
- D. Support the High School and its Administration and assist with school activities as needed.

Section 3.: The Umbrella Booster Club shall not be liable to or responsible for any individual Member Booster Club, to the parents or students of any individual Member Booster Club, or for any individual Member Booster Club's actions or responsibilities.

### Article III: Membership

Section 1.: The Umbrella Booster Club consists only of Group Members as outlined in the Constitution. Other than Executive Board Members, no individuals can be Members of the Umbrella Booster Club.

Section 2.: Each Group Member must be an official parent support group affiliated with NPHS and must be re-authorized by the School District each year in order to maintain membership in the Umbrella Boosters.

Section 3.: Account Members are those Member Booster Clubs that utilize the Umbrella Booster Club's Corporate ID Number and status as a Non-Profit Organization for their purposes. Non-Account Members have their own Corporate ID and Non-Profit status or are associated with another Non-Profit Organization.

## **NPBS Umbrella Booster Club By-Laws**

Section 4.: Membership may be amended from time to time by majority vote of the current Umbrella Booster Club Membership. New members must apply to the President and brought before the Membership.

### **Article IV: The Executive Board**

Section 1.: The main governing body of the Umbrella Booster Club shall be called the Executive Board and shall consist of the President, Vice President/Auditor, Secretary, and Treasurer. In addition, the Principal and Athletic Director at Newbury Park High School may also hold positions on the Executive Board.

Section 2.: The Executive Board shall consist of elected members with the responsibility of managing and administrating the operation of the Umbrella Booster Club. The Executive Board shall not have any connection to or be responsible for the operation of any of its Member Booster Clubs.

Section 3.: The four elected Board Members must be current Active Members of one or more Member Booster Clubs as called for in the Constitution, however, they need not hold executive positions on any Booster Board. No NPBS Administrator, Teacher, or Coach may hold any of the four main Board positions.

Section 4.: The four main positions on the Executive Board must be filled in order for the Umbrella Booster Club to operate. No Board Members may hold multiple positions or be members of the same family.

Section 5.: The President shall call and preside over all meetings of the Umbrella Booster Club, direct and be responsible for the Executive Board and its Members, appoint Committee Chairpersons, execute official documents and make sure that the Umbrella Booster Club performs its stated duties and responsibilities.

Section 6.: The Vice President/Auditor shall assist the President and, in the absence of the President perform the duties of the President. In addition, the Vice President/Auditor shall oversee the duties of the Treasurer and report back to the Board any discrepancies or lack of documentation by the Treasurer.

Section 7.: The Secretary shall record and issue the minutes of all official Umbrella Booster Meetings, shall issue and receive all correspondence and mailings for the Umbrella Boosters, and be responsible for maintaining all Umbrella Booster Club records, Constitution, By-Laws, and other documents.

Section 8.: The Treasurer shall receive and deposit all money that comes to the Umbrella Booster Club, issue checks for expenditures, and keep a detailed record of all assets, incomes and expenditures throughout the year. The Treasurer shall prepare regular Treasurer's Reports and provide a Financial Statement at the end of the year. The Treasurer shall assist in the filing of tax documents and forms and the payment of fees.

Section 9.: Additional Executive Board positions may be added or removed as needed or desired from time to time by vote of the full Membership of the Umbrella Booster Club. However, in no way may the Executive Board consist of less than the four main Board Members as stated above.

### **Article V: Term and Elections of Board Members**

Section 1.: The term of office for all Executive Board positions shall be one year beginning in September at the first Umbrella Booster Club meeting of the school year and ending with the elections of the Board the following year. Board Members continuing in the same position must be re-elected each year.

Section 2.: Nominations and elections of Board Members shall be conducted in September each year at the first Umbrella Booster Club meeting. All positions are open to nominations by any official representative of an individual Booster Club present at the meeting. The person being nominated must also be present and must accept the nomination, or have given prior consent in writing, in order to be voted for. All positions must have at least one nominee.

## **NPHS Umbrella Booster Club By-Laws**

**Section 3.:** Elections will be held immediately after all nominations are complete. Voting will be held by either hand count, or by open or closed balloting as determined by the vote of the Member representatives present. One vote shall be given to each individual Booster Club representative present, however, no more than three votes for any single individual Booster Club no matter how many representatives are present. No proxy or multiple voting allowed. All re-votes due to a tie or close hand count must be done by ballot. The count and the results shall be made official and recorded in the minutes.

**Section 4.:** The newly elected Board Members shall take office and perform their duties immediately after the elections and continue for the entire year. A Board Member may be removed or replaced midterm as stated in the Constitution, however such a change must be done immediately as no position may be vacant.

### **Article VI: Meetings**

**Section 1.:** There shall be a minimum of four regularly scheduled official Umbrella Booster Club meetings each school year. The first meeting shall be scheduled in September and shall include the election of the Executive Board Members. Additional meetings may be called by the President as needed or desired.

**Section 2.:** Each official meeting shall be attended by the Executive Board and at least one representative of each individual Member Booster Club. More than one representative from any Member Group may attend the official meetings. The President or Vice-President in his or her absence, must attend the meetings.

**Section 3.:** Each Executive Board Member and all representatives of Member Booster Clubs present at the meetings have one vote each whenever voting is required, however, no more than three votes will be allowed by any one individual Booster Club no matter how many representatives are present. No multiple or proxy voting is allowed. Voting will be by hand vote unless those present agree to a special ballot vote. The results of all voting or approvals shall be counted and recorded in the minutes.

**Section 4.:** Meetings shall be conducted in an orderly and timely manner and shall complete all required official business required by official meetings as outlined in the Constitution. Minutes will be recorded and distributed in timely fashion prior to the next meeting.

### **Article VII: Funds and Administration**

**Section 1.:** All Funds of the Umbrella Booster Club shall be deposited in a checking account at a local Financial Institution using the official Tax ID Number of the NPHS Booster Club. An additional interest earning savings account may also be opened, however checks or direct withdrawals may not be allowed out of the savings account. The Umbrella Booster Club account may from time to time, if agreed to by vote of the Membership, hold the funds of any individual Member Booster Club on a temporary basis only.

**Section 2.:** All withdrawals from the accounts, either by check or transfer, must require two signatures of those authorized to sign. All disbursements of funds must have prior approval by vote of the Membership.

**Section 3.:** Only the President, Secretary and Treasurer may be authorized to co-sign checks or transfers. The Vice-President/Auditor will be designated to receive all statements and other mailings from the Financial Institution. The Financial Institution must be updated each year with the names and addresses of the new Executive Board members. If a separate Board Member position is created for an Auditor, the Vice-President shall then also have signature capabilities and the Auditor shall receive the account statements.

**Section 4.:** The official fiscal year for the Umbrella Booster Club shall begin on July 1 each year and end on June 30 the following year. This is as established with the official State Incorporation Documents and

## **NPHS Umbrella Booster Club By-Laws**

Federal Agencies and cannot be changed unless proper procedures are followed. All Account Member Booster Clubs must keep a separate set of records based on this fiscal year even if it differs from their own.

Section 5.: The Umbrella Booster Club shall be responsible for maintaining the States Incorporation as a Non-Profit Charitable Trust and Federal IRS 501 (c)(3) status on behalf of all the Account Member Booster Clubs who utilize the Tax ID Number of the NPHS Booster Club. The Umbrella Booster Club shall have prepared and filed and pay all required fees by the appropriate filing dates to all agencies requiring such and shall be responsible for any penalties or taxes if demanded by the federal or state agencies.

Section 6.: The Vice President/Auditor shall collect Quarterly Account Reports from all individual Account Member Booster Clubs and shall assemble a final record of all Account Member's financial activities for the entire Fiscal Year. A final end of June bank statement must be provided by each Account Member to verify Member Club end of year assets. The Vice President/Auditor shall oversee the preparation and filing of the Umbrella Boosters annual tax returns. The information collected from the individual booster clubs shall be used only for tax preparation purposes.

Section 7.: The Treasurer shall prepare an Annual Financial Statement of all assets, incomes and expenditures for the past year. The Auditor shall prepare an Annual Auditor's Report confirming the status of all Umbrella Booster Club funds and certifying the complete documentation of all account activities throughout the past year. A Proposed Budget shall also be prepared at the beginning of each year showing anticipated incomes and expenditures. The Financial Statement, Auditors Report and Proposed Budget shall be submitted to the full Membership for approval at the first meeting scheduled in September each year.

Section 8.: The Umbrella Booster Club, like all other Booster Clubs, shall submit the appropriate forms to the High School and School District for re-authorization each year under District Policy 1230.

### **Article VIII: Amendments and Addendums**

Section 1.: Any Member of the Umbrella Booster Club may propose an Amendment or Addendum to these By-Laws at any time and for any reason. All Amendments or Addendums must be submitted in writing to the President to then be presented for review at the very next Umbrella Booster Club meeting.

Section 2.: A final amended draft or Addendum to these By-Laws must then be presented at a regularly scheduled Umbrella Booster Club meeting to be voted on and approved by a 2/3 vote of the Membership present at that meeting. Minor revisions to the final draft may also be adopted and recorded in the Minutes.

Section 3.: The newly adopted By-Laws must be certified by the current President and attested to by the current Secretary of the Umbrella Booster Club. The newly adopted By-Laws must be submitted with the next re-authorization to be filed on record at the High School and School District offices.

### **Article IX: Dissolution**

Section 1.: Dissolution of the Newbury Park High School Booster Club or Umbrella Booster Club shall be by a 2/3 vote of the full Membership present at a specially called meeting by the President for the purpose of such action. The meeting must be scheduled one month in advance and every effort must be made to insure the presence of all Member Groups and Executive Board. Voting rules as outline in Article VI shall apply.


Section 2.: The dissolution process shall allow enough time for each Account Member Booster Club enough time to arrange their own Incorporation or join another Non-Profit Organization. Dissolution shall not occur until all Account Members are re-organized. All assets shall be disbursed as directed by the High School, School District or other governing agency.


### NPHS Umbrella Booster Club By-Laws

#### Certification

We, the current Membership and Executive Board of the NEWBURY PARK HIGH SCHOOL BOOSTER CLUB, also known as the UMBRELLA BOOSTER CLUB, hereby certify and attest that this amended BY-LAWS, as written herein, has, in accordance with Article IX of the CONSTITUTION, been submitted to, reviewed and approved by a 2/3 vote of the Group Membership and Executive Board of the Umbrella Booster Club as identified in Article III and Article VI hereof at the regular meeting held on Tuesday ~~November 1, 2016~~ September 11, 2018

We, the current and duly elected President and Secretary of the NEWBURY PARK HIGH SCHOOL BOOSTER CLUB or the UMBRELLA BOOSTER CLUB, hereby certify the above statement to be true and attest to the accuracy of this document with our signatures below.

  
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 Caroline A. Jewett, President

  
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 Daryl Miller, Secretary

07 Oct 2018  
 Date:

08 Oct. 2018  
 Date: