

BISHOP GARCIA DIEGO HIGH SCHOOL
CARDINAL CLUB - BYLAWS

ARTICLE 1: **NAME AND OBJECTIVE**

Section 1: Name

The name of this organization shall be the "Bishop Garcia Diego Cardinal Club," an unincorporated association of parents hereinafter referred to as the "Club."

Section II: Purpose

The purpose of the Club is to promote a complete athletic program of benefit to the maximum number of students and to provide such funding and support as needed to sustain the program.

ARTICLE II: **MEMBERSHIP**

Section 1: Membership

All parents of Bishop Garcia Diego High School (BGDHS) students are considered members with rights to attend all meetings and hold an office. The annual fee is paid with the tuition for each year. Only parents of current students may be officers of the Club.

Coaches of Bishop Garcia Diego high school may attend meetings but may not be officers of the organization.

Parent/Coaches are considered members by virtue of their student being enrolled, however, they may not hold an elective office or be a sports team representative.

Individuals 18 years of age or older who demonstrate an interest in supporting Bishop Garcia Diego's athletic program may be a member in a good standing, however, unless they are a parent of a student and meet the criteria in Section III below, they cannot be a voting member.

Section II: Honorary Member

An individual who has demonstrated meritorious service to athletic activities of Bishop Garcia Diego High School shall, upon a 2/3 favorable vote of the Club's voting members, be given an Honorary membership and a lifetime pass to all non-CIF home athletic events. The names of such individuals shall be listed in the Fall Sports Program.

Section III: Voting Rights

Whereas all BGDHS parents are Club members, voting rights are limited to all members of the Executive Committee, the immediate past president (if a parent of a current student), the representative(s) of each sanctioned sport as identified on the Club's organizational chart and active members as identified below all hereinafter referred to as "voting members."

Generally, every sport shall have one voting representative. One additional representative is allowed for programs with greater than 25 student athletes participating.

Active members are defined as those present for the three previous meetings.

Each voting member shall have one vote with the exception of the President who shall vote only in the event of a tie.

A quorum is required to transact Club business. Fifty percent of the voting members must be present at a Club meeting to constitute a quorum.

ARTICLE III: EXECUTIVE COMMITTEE

Section I: Membership and Voting Rights

The Executive committee shall include: President, Vice-President, Secretary, Treasurer, Director of Public Relations, Principal, and Athletic Director. Each member shall have one vote with the exception of the President who shall vote only in the event of a tie.

The Principal reserves the right to insure that all actions of the Club are in compliance with Archdiocese of Los Angeles policies, CIF-SS policies, League policies, and school policies.

Section II: Duties

The Executive Committee shall be responsible for:

- a) preparing the agenda for all meetings;
- b) reviewing all proposed major projects (fundraisers, etc) and making recommendations to the Club;
- c) authorizing expenditure of Club funds, with a 2/3 quorum approval, in such cases where it is necessary to act between regular Club meetings (e.g. CIF playoff expenses, roter bus, funds in support of a Club fundraiser, etc.). A quorum is constituted by at least four members and must include the Principal or Athletic Director and the President or Vice-President.

ARTICLE IV: OFFICERS AND THEIR DUTIES

A. The President shall:

1. Preside at all meetings.
2. Appoint committee chairpersons as needed.
3. Provide for representation at all appropriate school functions, activities, and ceremonies.
4. Provide for Club representation of all sanctioned sports.

5. Represent or designate someone to represent the Club at Parent Board and Alumni Association meetings where relevant issues are on the agenda.

B. The Vice-president/President-elect shall:

1. Assume the responsibilities of the President in the absence of the President and shall, if the President should resign, fill out the remaining term of office as President.
2. Assist the President in performance of the President's duties as requested.
3. Assume the position of president the following year.
4. The duties of vice-president-president-elect shall be a two-year commitment.

C. The Secretary shall:

1. Keep accurate minutes of any/all Club meetings.
2. Prepare and distribute agendas for all meetings one week in advance to all officers and sports representatives.
3. Maintain record of attendance of all Club members at meetings.
4. Be responsible for any correspondence on behalf of the Club.
5. Update and publish the Sports Representative Handbook for the September meeting each year.

D. The Treasurer shall:

1. Maintain a record of all Club finances and make appropriate reports at each Club meeting.

2. Submit any and all bills on behalf of the Club to the school for payment (once payment of the bills has been approved).
3. Be responsible for insuring that any/all gate receipts for home games are properly collected and turned in to the school's bookkeeping office. (This may be delegated to an individual Sports Representative.)

E. The Director of Public Relations shall:

1. Assume the responsibility of submitting articles of news for the school's monthly newsletter and to local news media with input from the administration.
2. Assist any Sports Representative and or the Club in advertising special fund-raising events sponsored by the Club.
3. Perform other tasks as determined by the Executive Committee.

F. The Sports Representative shall:

1. Attend all regularly scheduled meetings or have an assigned alternate (who shall be a parent of a student on the same team).
2. Represent the interests of that particular sport by working closely with and assisting the Head Coach when requested and making known the concerns, needs, etc. of that sport at regularly scheduled meetings of the Club.
3. Be responsible for assisting the Club in any general fundraising efforts initiated by the Club; and specifically, be responsible for working with the team and athletic director on any fund-raising events on behalf of the represented team.
4. Ensure that the players appropriately recognize all coaches on that team at the awards event.

5. Do nothing to violate CIF-SS, Archdiocesan, and school rules relevant to the recruiting of student-athletes to Bishop Garcia Diego High School.
6. Set up team transportation with team parents for away games, if needed.
7. Contact interested parents to organize efforts on behalf of their sports programs.

G. The Athletic Director shall:

1. Review and present to the Executive Committee all special requests not included in the school's athletic budget.
2. Receive and compile yearly budget requests for each sport and activity and make a report to the Club in March/April of each year for the following school year.
3. Provide a monthly report of Athletic Department activities at the Club meeting.

ARTICLE V: FINANCIAL RESPONSIBILITY

- A. The Club and its officers operate within the guidelines of the school and Archdiocesan policies and as such are allowed a checking account under the name of the school. The account may not contain more than \$500.00.
- B. Income/Expense control:
 1. All funds received from athletic activities/fundraisers shall be delivered to the school's bookkeeper by the Treasurer of the Club and/or designated representative (e.g., Sports Representative, chairperson of an event, etc.)

who will deposit them in the Club's name in the school's checking account.

2. Expenses on behalf of all athletic related activities will be paid from the school's general checking account with the exception of items that may be purchased from the Club's checking account.
3. All purchases/expenses in behalf of Club activities or events must be made via the school's purchase order/check request system. The Athletic Director and Principal must approve each request.
4. A separate financial statement will be maintained by the school's bookkeeping office showing income, expenses and balances of funds unused for each fiscal year with reports rendered monthly for the Club meetings.
5. Any special fundraising efforts in support of a school sports program shall be approved in advance by the Executive Board.

ARTICLE VI. MEETINGS

Section 1: Executive Committee Meetings

1. The Executive Committee shall meet as necessary with the school's Principal and Athletic Director at a time and place determined by the members involved.
2. Unless otherwise indicated herein, decisions are rendered by a simple majority of the quorum.

Section II: Club Meetings

1. Regular meetings of the Club shall be held once a month.

2. All regular meetings shall be placed on the school's calendar by the President and shall be open to all parents. Any change in meetings will be announced in the school's monthly newsletter.
3. Special meetings may be called by the Executive Committee.
4. All business meetings of the Club shall be held at school.
5. Unless otherwise indicated herein, decisions are rendered

by a

simple majority of the quorum. A simple majority is defined as one more than 50% of the voting members present.

ARTICLE VII: STANDING COMMITTEES

The Club may authorize the creation of standing committees as deemed appropriate by the Executive Committee.

Section I Nominating Committee

1. The nominating committee shall be appointed by the President during the first meeting following the start of the second semester of the school year.
2. The nominating committee shall consist of the Principal, athletic director, the President, a chairperson, and two (2) additional members appointed by the President.
3. The nominating committee shall be responsible for selecting and obtaining the consent of at least one (1) nominee for each elective office (i.e., Executive Committee).
4. The nominations are to be submitted to the Executive Committee in time to be included on the agenda of the April meeting of the Club.

5. The committee shall discuss, prior to making any selections, possible candidates for the sports representative with the Head Coach and athletic Director.
6. The committee shall, at the request of the President, submit nominee(s) to fill the unexpired term of any vacated office.

ARTICLE VIII ELECTIONS

Section I Procedures

The annual elections of the Club shall be conducted during the April meeting of the Club each year.

- a. The chairperson of the nominating committee shall present the slate of nominees to the membership.
- b. The President shall call for nominations from the floor. No nominations from the floor will be accepted unless prior consent of the nominee has been obtained.
- c. At the close of nominations:
 - i. if there is no more than one (1) nominee for an office, the President may call for voice or hand vote to accept the nominee by unanimous acclamation.
 - ii. if there is more than one (1) nominee for an office, the vote shall be by secret ballot and at the conclusion of the voting the President shall have appointed three members, with the Club secretary presiding, to count the ballots, announce the selection, and then destroy the ballots.

Section II Tenure of Office

All members of the Executive committee, with the exception of the Athletic Director and Principal, shall serve for the period of May through April of the following year. The Vice-President/President elect serves two years.

Section III Eligibility for Office

- A. Any parent or guardian of a student enrolled at BGDHS is eligible for election to the Executive Committee of the Club.
- B. Any officer of the Club whose son or daughter withdraws from BGDHS during the school year, and if that is the only student of that family, the officer must submit his/her resignation to the Executive committee.

ARTICLE IX AMENDMENTS

These bylaws may be amended at any meeting of the Club, providing proposed changes have been submitted in writing to the Executive Committee at least two (2) weeks prior to the voting. Any changes shall require a 2/3 affirmative vote of a quorum. Any approved changes will be appropriately noted in the school's newsletter, and will take effect immediately unless otherwise indicated.

ARTICLE X DISSOLUTION

Upon dissolution of this Club the assets and all financial records, and checking account bankbook, shall be remanded to the custody of the Principal of Bishop Garcia Diego High School.

Submitted: March 11, 1996

Approved: May 7, 1996

Revised: March 3, 1997

Revised and submitted: September 9, 2002