

CENTRAL UNIFIED SCHOOL DISTRICT

Annual Authorization for School Connected Organizations

For Fiscal Year: 7-1-18 - 6-30-19

Authorizations granted under Board Policy 1230 AR shall be automatically renewed each year. The Superintendent may recommend that authorizations be revoked by the Board if considered necessary. School-connected organizations shall present the Superintendent or designee an annual financial statement showing all expenditures and all income from fund-raisers. School-connected organizations automatically grant the district the right to audit their financial records at any time, either by district personnel or by a CPA.

Groups desiring to be recognized as school-connected organizations shall have the following information requesting authorization *on file with the principal.*

School Name: Houghton Kearney

1. Name of the organization: Houghton Kearney Community Club
2. Date of application: 6-26-18
3. Membership quotas or qualifications: Open to all staff and parents
4. The names, addresses, and phone numbers of all officers:

Current Officer Listing			
POSITION	NAME	ADDRESS	PHONE
President	Melissa Zabal	7227 W. California Fresno, CA 93706	559-274-5700
Vice President	Ida Mendez		559-288-1792
Secretary	Adriana Palacios		559-213-6002
Treasurer	Jazz Perkins		559-274-6579
Parent Liaison	Lupe Carbajal		559-691-7980

5. Site Administrator connected to the organization: Marci Brekke
6. Brief description of the organization's purpose. If more room is needed attach additional sheets: (Attach a copy of the organization's bylaws). On file
7. List specific annual objectives. If more room is needed attach additional sheets:

To provide the best experience possible to HK students over and beyond what is provided through school funds.

8. The name of the bank where the group's account(s) will be located, and the names of those authorized to withdraw funds.

Bank Name	Bank Location	Authorized Signers
EFCU	Fresno, CA	Melissa Zabal Jazz Perkins

9. An agreement to obtain adequate liability insurance for sponsored events or activities, including an agreement between the club and district indemnifying the district against any liability resulting from any occurrence resulting in liability at an event or activity sponsored by the organization. For events held on District property, complete Facility Use Agreement with Cindy Crossley in the Facilities Office. *(Attach a copy of insurance certificate if available.)*

If *insurance certificate not available* answer the following:

a. Does this school-connected organization have insurance coverage?
 Yes No

Provide the name, address and phone number of carrier:

Name	Address	Phone

10. Desired use for any money remaining at the end of the year if the organization is not continued or not authorized to continue in the future.

11. Federal Tax ID Number: 87-0759793
(Please note, cannot be the same number used by the school district.)

Authorized Signatures

Signature of authorized representative of the school-connected organization:

Melissa Zabal President 07/10/18
 Signature of authorized representative Title Date

AUTHORIZATION APPROVED: Yes No

 Signature of site administrator Title (Principal) Date

Distribution Instructions:
 Original to CUSD Business Office, attn. Internal Auditor/Controller, David Endo
 One copy retained in the office of the school principal.
 One copy retained by the school-connected organization.

CENTRAL UNIFIED SCHOOL DISTRICT

School Connected organizations

Annual Reporting of Financial Information

Response Sheet – Each Year is due by August 15

School-connected organizations automatically grant the District the right to audit their financial records at any time, either by District personnel or by a public accountant. An annual financial report, signed and certified by an authorized agent of the organization shall be submitted and filed with the Superintendent or designee from each community-connected organization by August 15.

Note: This form is to be completed by the school connected organization.

Name of School: Houghton Kearney
Name of Organization: Houghton Kearney Community Club
Direct Contact Person: Melissa Zaba
Phone: 559-274-5700 Federal Tax ID#: 87-0759793

Please provide the following financial information about the school-connected organization:

(If you have questions or need assistance, please contact the Internal Auditor/Controller, David Endo in the business office at 274-4700)

Fiscal Year: Ending 6-30-18

Financial Statement:

A. Beginning Cash Balance \$ 9059.09 [ending balance from the previous year]

B. Revenues Earned for the School Year \$ 21354.72 [cash received and/or deposited]

C. Subtotal [add A + B = C] \$ 30,613.81

D. Total Disbursements for the School Year \$ 22,557.98 [expenses for the year]

E. Ending Cash Balance as of June 30, 20__ \$ 8,055.83
[C – D + E; this is also the beginning cash for July 1]

I certify that the financial information is accurate and correct to the best of my knowledge.

Signature: [Signature] Date: 6-26-18

Distribution:

- One copy to CUSD Business Office, attn. Internal Auditor/Controller, David Endo
- One copy retained in the office of the School Principal
- One copy to be retained by the Organization



MEMBER CERTIFICATE OF INSURANCE

3/5/18

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: CA081934

NAMED INSURED MEMBER:

Houghton-Kearney Community Club PTO
 Attn: Maricela Taylor or Current Officer
 8905 W Kearney Blvd
 Fresno, CA 93706

Named Insured & Mailing Address

Education Support Purchasing Group
 c/o AIM
 P.O. Box 674051
 Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
 Management, Inc.
 PO Box 674051
 Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Tudor Insurance Company / Commercial General Liability	CPG1061716	2/25/18 - 2/25/19	\$ 0	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS - Subject to General Aggregate	Included
				Personal & Advertising Injury	\$1,000,000
Tudor Insurance Company / Medical Payments	CPG1061716	2/25/18 - 2/25/19	\$ 0	Fire Damage (any one fire)	\$50,000
				Any One Person	\$5,000

Certificate Holder:

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

**BY LAWS OF
THE HOUGHTON-KEARNEY COMMUNITY CLUB**

Revised: February 16, 2018

ARTICLE I. NAME AND OFFICES

SECTION 1.1 NAME

The name of this organization shall be "Houghton-Kearney Community Club"

SECTION 1.2 OFFICE LOCATION

The office location of the Houghton-Kearney Community Club (HKCC) shall be located at 4460 W Shaw #103 Fresno, CA 93722

ARTICLE II. PURPOSES, POWERS AND LIMITATIONS

SECTION 2.1 PURPOSES

The purpose of this club shall be to work together with the school administration, and faculty to provide the best educational program possible for the children attending Houghton-Kearney School.

SECTION 2.2 POWERS

The HKCC reserves to itself the following specific powers:

- A. To purchase property, real or personal.
- B. To receive property by gift or testamentary bequest, and hold all property, real or personal, from any source.
- C. To convey, exchange, lease, mortgage, encumber, sell or otherwise dispose of all property, real or personal.
- D. To make contracts.

- E. To borrow money, incur contractual indebtedness, and secure the payment or performance of its obligations.
- F. To sue and be sued.
- G. To do all other acts necessary or expedient for the administration of the HKCC affairs and in order to accomplish the purposes, objectives and specific goals of the club.

SECTION 2.3 LIMITATIONS

- A. Property. The property, assets, profits and net income are dedicated irrevocably to the purposes set forth in Section 2.1 above. No part of the profits or net earnings of the HKCC shall ever inure to the benefit of any private individual, personally. No member shall participate in any decision in which that member may receive any financial benefit.
- B. Expenditures. No individual expenditure in excess of \$100.00 shall be made without approval of a simple majority vote of members present, except for expenses of fundraising events where the event and activities have been approved by the HKCC.
- C. Dissolution. In the event of the dissolution of the HKCC (as is required by law or by majority vote at a regular or special meeting pursuant to Article IV), the remaining net assets of the club will, after paying or adequately providing for the payment of the debts, obligations and liabilities of the club, be distributed to one or more non-profit funds, foundations, corporations, or other organizations which are organized and operated exclusively for charitable purposes and which has established its tax-exempt status within the laws and regulations of the Internal Revenue Code. Priority for receiving net assets of the HKCC shall go to Houghton-Kearney School.

ARTICLE III. MEMBERSHIP

SECTION 3.1 CLASS OF MEMBERSHIP AND RIGHTS

The HKCC shall have two classes of members as follows:

- A. Voting Members
- B. Honorary members

Voting members have the voting rights specified in Section 4.4 Honorary members have no voting rights. In all other respects, the rights and privileges of each member, regardless of classification are equal. No voting member shall hold more than one membership.

SECTION 3.2 QUALIFICATIONS

- A. Voting membership is limited to any parent and/or guardian of a Houghton-Kearney student, any resident within the Houghton-Kearney School boundaries, and any member of the Houghton-Kearney School staff.
- B. Honorary membership may be conferred upon deserving persons with the approval of a simple majority vote of the HKCC.

Voting members have the voting rights specified in Section 4.4 Honorary members have no voting rights. In all other respects, the rights and privileges of each member, regardless of classification are equal. No voting member shall hold more than one membership.

ARTICLE IV. MEETINGS

SECTION 4.1 REGULAR MEETINGS

Regular meetings of the HKCC shall be held one time per month, except for the months of June and July, unless otherwise voted upon. Meeting day and time shall be agreed upon, by a simple majority vote, at the first meeting of the school year. The HKCC may from time to time change a regular meeting day and/or time as agreed upon by a majority vote. The change in date/time shall be announced at least seventy-two (72) hours before the regularly scheduled meeting. Regular meetings shall be held at the Houghton-Kearney School, unless from time to time, the members select an alternate location for any such regular meeting.

SECTION 4.2 SPECIAL MEETINGS

Special meetings of the HKCC may be called by the President, or any three officers. Such meetings shall be held at the time set by the person or persons calling the meeting. Special meetings may be held only upon seventy-two (72) hours' notice by announcement at any regular meeting or through special notice by mail, phone, fax, or any form of communication such as the Houghton-Kearney Community Club page on Facebook, Remind App, etc.... Such announcement shall include the agenda item(s) of the meeting.

SECTION 4.3 QUORUM

A quorum shall consist of five (5) voting members present in person. No official action may be taken at any meeting where a quorum is not present.

SECTION 4.4 VOTING

Each voting member is entitled to one vote on each matter submitted to a vote of the membership.

SECTION 4.5 CONDUCT OF MEETINGS

Meetings may be governed by Robert's Rule of Order, as may be revised from time to time, insofar as the rules are not inconsistent with or in conflict with these Bylaws or with law.

ARTICLE V. OFFICERS AND DUTIES

SECTION 5.1 TITLES

The officers of the HKCC shall be President, Vice-President, Secretary, Treasurer, and Parent-Representative.

SECTION 5.2. ELECTION

Nominations will be taken for each office from the voting members of the March regular meeting. Additional nominations may be taken from the floor at the April regular meeting. The officers shall be elected by secret ballot at the April regular meeting.

SECTION 5.3 TERM OF OFFICE

Each officer shall be elected for a term of one (1) year. No person shall serve more than two (2) consecutive one (1) year terms in the same office.

SECTION 5.4 DUTIES OF OFFICERS

- A. President The president shall preside over all meetings of the HKCC, shall sign contracts and other instruments on behalf of the club which have first been approved by the voting membership. And shall direct the affairs of the club.

- B. VICE-PRESIDENT The Vice-President shall perform all the powers granted to the President by these Bylaws in the event of the President's absence or inability or unwillingness to so act. The Vice-President shall also perform other duties as directed by the HKCC.

- C. Secretary The Secretary shall keep a record of all proceedings of the HKCC and shall serve all required notices. The Secretary shall also maintain a membership ledger as recorded at each regular or special meeting of the HKCC.

- D. Treasurer The Treasurer shall maintain all appropriate financial records on behalf of the HKCC and shall keep an account of all monies received, deposited and disbursed in the name of the HKCC. The treasurer shall be responsible for checks and other negotiable instruments on behalf of the club and shall generally be responsible for all fiscal, tax, and insurance transaction accountings for the club. The treasurer shall report the financial condition of the HKCC at each regular meeting, and shall submit at each inaugural meeting of the new school new year a detailed financial condition of the club for the preceding fiscal year.
- E. Parent Representative The Parent Representative serves as the primary role of maintaining good communication between the parents at Houghton-Kearney School and with all its teachers and staff members. They become the advocate to address any concerns or questions that may arise with parents and the community.

SECTION 5.5 OTHER OFFICERS

The HKCC Board may appoint any other officer that the club may require, each of whom shall have the title, hold the office for the period, have the authority and perform the duties specified in the Bylaws or determined from time to time by the HKCC. Such appointment's is to be confirmed by a simple majority vote of the HKCC members.

SECTION 5.6 REMOVAL OF OFFICERS

Any officer may be removed by the HKCC in the event that said officer is absent from any combination of three successive regular and/or special meetings or five non-successive regular and/or special meetings per fiscal year (SEE ARTICLE VII. FISCAL YEAR) unless excused by reason of illness or an out-of-area circumstance.

SECTION 5.7 RESIGNATION OF OFFICERS

Any officer may resign upon written notice to the HKCC.

SECTION 5.8 VACANCIES IN OFFICE

A vacancy occurring in any office because of death, resignation, removal or other cause, shall be filled in the manner prescribed in these bylaws for regular appointments to that office; provided that such vacancies shall be filled as they occur and not on an annual basis. In the event the presidency is vacated the Vice-President shall assume the office of President.

ARTICLE VI. CLUB RECORDS

SECTION 6.1 MAINTENANCE OF CLUB RECORDS

The following records shall be maintained at the club office at Houghton-Kearney School:

- A. Minutes of all regular and special meetings of the HKCC and minutes of meetings of any committees.
- B. Complete and accurate books and records of account, including accounts of the club assets, liabilities, receipts, and disbursements.
- C. A record of all officer setting forth their names and addresses.
- D. One copy each of the HKCC Bylaws, Charter and Rules as amended to date.
- E. The I.R.S. Employer I.D. number for HKCC, recognized as a 501 (c) (3) organization, is 87-0759793.

SECTION 6.2 INSPECTION OF RECORDS

Every member shall have the absolute right at any reasonable time during Houghton-Kearney School office hours to inspect and copy all records, books of account and documents of every kind and to inspect the physical properties of the HKCC.

SECTION 6.3 ANNUAL REPORT

The officers of the HKCC shall cause an annual report to be available not later than thirty (30) days after the close of the club's fiscal year to all members of the club; the report shall contain the following information:

- A. The assets and liabilities of the HKCC as of the end of the fiscal year.
- B. The revenue and receipts of the HKCC during the fiscal year.
- C. The expenses and disbursements of the HKCC during the fiscal year.
- D. The principal changes in assets and liabilities of the HKCC during the fiscal year.
- E. An inventory of all equipment and property.

This report may be accompanied by an independent audit whenever the majority of voters call for, and agree to provide funding for this action at which time the timeline will need to be extended to ninety (90) days.

ARTICLE VII. FISCAL YEAR

SECTION 7.1 FISCAL YEAR OF THE HKCC

The fiscal year of the club shall begin on the first day of July and end on the last day of June in each year.

ARTICLE VIII. PROHIBITION AGAINST SHARING CLUB PROFITS AND ASSETS

SECTION 8.1 PROHIBITION

No officer, member or other person connected with the HKCC, or any private individual or entity, shall receive at any time any of the net earnings or profits from the operation of the club. This provision shall not prevent payment to such a person or entity of reasonable compensation is otherwise permitted and is fixed by resolution of the HKCC. No person or entity shall be entitled to share in the distribution of, and shall not receive, club assets on dissolution of the HKCC.

ARTICLE IX. AMENDMENTS

SECTION 9.1 AMENDMENTS OF BYLAWS

These bylaws may be amended by a two-thirds (2/3) majority vote of the voting members of the HKCC, provided that written notice of the proposed amendment has been presented at a regular meeting not less than thirty (30) days prior to the regular meeting at which such amendment shall be considered.

Profit and Loss Statement

School Connected Organization: Houghton-Kearney Community Club

School Year: 2017-2018

** Complete the shaded areas only*

Beginning Balance	\$	9,059.09
Revenues Earned for the School Year.....	\$	21,354.72
Adjusted Balance.....	\$	30,413.81
Total Disbursements for the School Year.....	\$	22,557.98
Ending Cash Balance as of June 30, <u>2018</u>	\$	7,855.83

President Signature 

Treasurer Signature 

Board Approval date: _____



MEMBER CERTIFICATE OF INSURANCE

3/5/18

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: CA081934

NAMED INSURED MEMBER:

Houghton-Kearney Community Club PTO
 Attn: Maricela Taylor or Current Officer
 8905 W Kearney Blvd
 Fresno, CA 93706

Named Insured & Mailing Address

Education Support Purchasing Group
 c/o AIM
 P.O. Box 674051
 Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
 Management, Inc.
 PO Box 674051
 Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Tudor Insurance Company / Commercial General Liability	CPG1061716	2/25/18 - 2/25/19	\$ 0	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS - Subject to General Aggregate	Included
				Personal & Advertising Injury	\$1,000,000
Tudor Insurance Company / Medical Payments	CPG1061716	2/25/18 - 2/25/19	\$ 0	Fire Damage (any one fire)	\$50,000
				Any One Person	\$5,000

Certificate Holder:

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

