

# Central Unified School District

Application for School Connected/Booster Club

☐

New Application

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Renewal Application

(required each school year)

GENERAL INFORMATION			
Name of Organization	CENTRAL TF/XC BOOSTER CLUB	School Site	CENTRAL HS
Mailing Address	7946 N MAPLE AVE #113 FRESNO CA 93720	School Year	2018-2019
		Date Requested	10-15-2018

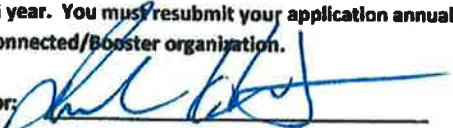
EXECUTIVE BOARD OFFICERS				
	Name	Address	Phone	Email
President	SHUNTA MURRAY	1455 S FRUIT AVE FRESNO CA 93706	559 231 2768	central+fxc.pres @gmail.com
Vice President	WENDY TRIBARREN	12249 W NIELSEN AVE KERNAN CA 93630	559 285 6122	central+fxc.vp @gmail.com
Secretary	TIFFANY SIMON	3290 W ASHLAN AVE #101 FRESNO CA 93722	734 883 1317	central+fxc.sec @gmail.com
Treasurer	OZENE J BONNETTE ROONEY	5715 W FREMONT AVE FRESNO CA 93722	559 930 2684	central+fxc.fin @gmail.com

PURPOSE (Describe the purpose of the organization)
<ul style="list-style-type: none"> <li>PROMOTE + PUBLICIZE CENTRAL HIGH SCHOOL CROSS COUNTRY AND TRACK &amp; FIELD AT ALL SCHOOL LEVELS.</li> <li>DEVELOP + ENHANCE A SENSE OF PRIDE AND TRADITION</li> <li>PRODUCE PRODUCTIVE CITIZENS THROUGH A SPORTS LEARNING ENVIRONMENT.</li> <li>SUPPORT CENTRAL UNIFIED CROSS COUNTRY AND TRACK &amp; FIELD ATHLETES.</li> <li>PROVIDE NECESSARY RESOURCES FOR ATHLETES TO COMPETE AT THE HIGHEST LEVEL.</li> </ul>
ANNUAL OBJECTIVES (List specific goals for the school year)
<ul style="list-style-type: none"> <li>FUNDRAISE TO SUPPORT COACHES' NEEDS TO ENHANCE EACH SPORT.</li> <li>PROVIDE ATHLETES WITH SNACKS DURING MEETS.</li> <li>FUNDRAISE TO HELP PURCHASE CHAMPIONSHIP RINGS, IF NECESSARY.</li> </ul>

FINANCIAL INFORMATION			
Name of Bank	EDUCATIONAL EMPLOYEES (CREDIT UNION)	Account Number	12141425
Address of Bank	3488 W SHAW AVE FRESNO, CA 93711	Authorized Signers	SHUNTA MURRAY OZEME J BONNETTE COOLEY
Tax ID #(EIN)	81-5403249		

REQUIRED DOCUMENTS (Attach Copies - New {N} & Renewal {R}) - Excluding PTA's			
<input checked="" type="checkbox"/> Constitution {N}	<input checked="" type="checkbox"/> 50103 Determination Letter {N}	<input checked="" type="checkbox"/> Certificate of Insurance - {N, R}	
<input checked="" type="checkbox"/> Bylaws {N}	<input checked="" type="checkbox"/> Proof of State Tax Exempt Status {N}	<input checked="" type="checkbox"/> Insurance Endorsement Page {N, R}	
<input checked="" type="checkbox"/> Proof of Tax ID # {N}	<input checked="" type="checkbox"/> Seller's Permit - {N,R} N/A	<input checked="" type="checkbox"/> Insurance Declaration Page - {N, R}	
<input checked="" type="checkbox"/> Acknowledgement Form signed by each Officer - {N,R}	<input checked="" type="checkbox"/> Hold Harmless Agreement - {N,R}	<input checked="" type="checkbox"/> Proof of Crime/Fidelity Bond Insurance {N, R}	
<input checked="" type="checkbox"/> Annual Budget {N, R}	<input checked="" type="checkbox"/> Prior Year Profit and Loss Statement {R}		

REQUIRED DOCUMENTS - PTA's (Attach copies)			
<input checked="" type="checkbox"/> Annual Budget	<input checked="" type="checkbox"/> Certificate of Insurance	<input checked="" type="checkbox"/> Insurance Endorsement Page	
<input checked="" type="checkbox"/> Insurance Declaration Page	<input checked="" type="checkbox"/> Hold Harmless Agreement	<input checked="" type="checkbox"/> Acknowledgement Form signed by each Officer	
<input checked="" type="checkbox"/> Prior Year Profit and Loss Statement			

FINAL APPROVAL	
<p>This certifies you have satisfied all sections of the Central Unified School District Application for School Connected/Booster organization.</p> <p>Authorization are granted per school year. You must resubmit your application annually by March 15 to continue to to continue to operate as a School Connected/Booster organization.</p>	
Signature of School Site Administrator: 	Date: 10-22-18
Signature of Chief Business Officer: _____	Board Approval: _____
Authorized Date: From _____ To _____	

\* You are not authorized to operate as a school connected/booster until Board Approval and signature for final approval is received from the school site administrator.

**CONSTITUTION/BYLAWS**  
**Central Track & Field/Cross Country**  
**Booster Club**

**ARTICLE I - NAME AND OFFICES**

Section 1.1 Name

The name of this organization shall be Central TF/XC Booster Club.

Section 1.2 Principal Office

The principal office of the Central TF/XC Booster Club shall be a private mail box purchased at the discretion of the current board members.

**ARTICLE II - PURPOSES, POWERS AND LIMITATIONS**

Section 2.1 Purposes (Mission Statement)

The Central TF/XC Booster Club is a non-profit organization formed for the purpose of assisting in and enhancing the cross country and track programs within Central Unified School District (CUSD), including but not limited to: CUSD elementary schools, Rio Vista, Glacier Point and El Capitan junior high schools, and Central High School. The booster club shall strive to indirectly enhance the educational environment of all CUSD cross country and track athletes by supporting and supplementing the school's cross country and track department budgets when and where necessary. Our goals as an organization include, but are not limited to, the following:

- To promote and publicize Central High School Cross Country and Track & Field at all school levels
- To develop and enhance a sense of pride and tradition
- To produce productive citizens through a sport-learning environment
- To provide support, financial and otherwise, to all Central Unified School District cross country and track athletes;
- To provide the necessary resources for our cross country and track athletes to compete at the highest level.

Section 2.2 Powers

The Central TF/XC Booster Club 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 of performance of its obligations.
- F. To sue and be sued.
- G. To do all other acts necessary or expedient for the administration of the Central TF/XC Booster Club 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 Central TF/XC Booster Club 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 the approval of a simple majority vote of members present, except for the expenses of fundraising events where the event

and activities have been approved by the Central TF/XC Booster Club. All checks written for expenditures must include two (2) current officer's signatures.

- C. Dissolution. In the event of dissolution of the Central TF/XC Booster Club (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 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 Central TF/XC Booster Club shall go to Central High School.

### **ARTICLE III – MEMBERSHIP**

#### **Section 3.1 Class of membership and rights**

The Central TF/XC Booster Club 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 unless specifically voted on by the general membership, but may attend all meetings and participate in discussions. 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 a parent, guardian, sibling (18 or older), or grandparent of a Central Unified track & field or cross country participant.
- B. Honorary membership may be conferred upon deserving persons with the approval of a simple majority vote of the Central TF/XC Booster Club.

### **ARTICLE IV – MEETINGS**

#### **Section 4.1 Regular Meetings**

Regular meetings of the Central TF/XC Booster Club shall be held one time per month, unless otherwise voted upon. Meeting day and time shall be at the discretion of the current board members. The change of a meeting date/time shall be announced at least 48 hours before the regularly scheduled meeting. Regular meeting locations are to be determined at the discretion of the current board members.

#### **Section 4.2 Special Meetings**

Special meetings of the Central TF/XC Booster Club may be called by any current board members. Such meetings shall be held at the time set by the person or persons calling the meetings. Special meetings may be held only upon 48 hours notice by announcement at any regular meeting or through special notice by mail, phone, email or any other form of communication. 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 Rules of Order, as may be revised from time to time, insofar as the rules are not inconsistent with or in conflict with these by-laws or with law.

## **ARTICLE V – OFFICERS AND DUTIES**

### **Section 5.1 Titles**

The officers of the Central TF/XC Booster Club shall be President, Vice President, Secretary and Treasurer. Officers shall consist of voting members only. In the event of a shortage of officers, positions can be combined, however, these officers will still be entitled to only one vote.

### **Section 5.2 Election**

To be elected an officer of the Central TF/XC Booster Club, one must be nominated by at least one (1) club member. Nominations will be taken for each office from the voting members at the April regular meeting. Additional nominations may be taken from the floor at the May regular meeting. The officers shall be elected by secret ballot at the June regular meeting.

### **Section 5.3 Terms of Office**

Each officer shall be elected for a term of one (1) fiscal (July – June) year. No person shall serve more than 4 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 Central TF/XC Booster Club, shall work with the executive board to develop meeting agendas, ensure that representatives effectively perform their duties, coordinate the activities of representatives and shall perform other duties usually pertaining to the office of president.
- B. Vice President – The vice president shall assist the president and shall preside over any meeting or event in the absence of the president. In the event that the president cannot complete the designated term, the vice president shall complete the remainder of the term in the position of president. The vice president shall be available to work with all standing committees.
- C. Secretary – The secretary shall keep a record of all proceedings of the Central TF/XC Booster Club and shall serve all required notices. The secretary shall also maintain a membership ledger as recorded at each regular or special meeting of the Central TF/XC Booster Club.
- D. Treasurer – The treasurer shall maintain all appropriate financial records on behalf of the Central TF/XC Booster Club and shall keep an account of all monies received, deposited and distributed in the name of the Central TF/XC Booster Club. 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 Central TF/XC Booster Club at each regular meeting, and shall submit at each inaugural meeting of the new school year (August) a detailed financial condition of the club for the preceding fiscal year.

### **Section 5.5 Other Officers**

Central TF/XC Booster Club 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 By-laws or determined from time to time by the Central TF/XC Booster Club. Such appointment is to be confirmed by a simple majority vote of the Central TF/XC Booster Club members.

### **Section 5.6 Removal of Officers**

Any officer may be removed by the Central TF/XC Booster Club in the event that said officer is absent from any combination of three (3) successive regular and/or special meetings or five (5) non-successive regular and/or special meetings per fiscal year (see Article VII Fiscal Year) unless excused by reason of illness or out of area circumstances. Any officer may also be removed in the event that they no longer meet voting requirements of the club.

### **Section 5.7 Resignation of Officers**

Any officer may resign upon written notice to the Central TF/XC Booster Club.

#### 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 the by-laws for regular appointments to the 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:

- A. Minutes of all regular and special meetings of the Central TF/XC Booster Club.
- B. Complete and accurate books and records of account, including accounts of the club's assets, liabilities, receipts and disbursements.
- C. A record of all officers setting forth their names and addresses.
- D. One copy each of the Central TF/XC Booster Club by-laws, Charter and Rules as amended to date.
- E. The I.R.S. Employer ID number for Central TF/XC Booster Club organization is 81-5403249.

#### Section 6.2 Inspection of Records

Every member shall have the absolute right at any reasonable time to inspect and copy all records, books of account and documents of every kind, and to inspect the physical properties of the Central TF/XC Booster Club.

### **ARTICLE VII – FISCAL YEAR**

#### Section 7.1 Fiscal Year of the Central TF/XC Booster Club

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 – AMENDMENTS**

#### Section 8.1 Amendments of By-laws

These by-laws may be amended by a two-thirds (2/3) majority vote of the voting members of the Central TF/XC Booster Club, provided that a 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:

CENTRAL TF/XC BOOSTER CLUB

School Year:

2017-2018

*\* Complete the shaded areas only*


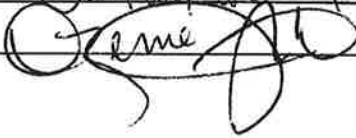
Beginning Balance ..... \$ 998.46  
Revenues Earned for the School Year..... \$ 9187.94  
Adjusted Balance..... \$10,186.40  
Total Disbursements for the School Year..... \$ 5600.25

Ending Cash Balance as of June 30, 2018 ..... \$ 4586.15

President Signature

Treasurer Signature

Board Approval date:



Association Insurance Management, Inc.  
your partner for insurance and risk solutions

**MEMBER CERTIFICATE OF INSURANCE**

6/13/18

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

Insured #: CA155300

**NAMED INSURED MEMBER:**

Central TF/XC Booster Club  
Attn: Ozeme Bonnette Cooley or Current Officer  
7946 N Maple Ave #113  
Fresno, CA 93720

**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	CPG1068779	2/15/18 - 2/15/19	\$ 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
				Fire Damage (any one fire)	\$50,000
Tudor Insurance Company / Medical Payments	CPG1068779	2/15/18 - 2/15/19	\$ 0	Any One Person	\$10,000
Tudor Insurance Company / Non-profit Prof Liability (Officers Liability)*	CPG1068780	2/15/18 - 2/15/19	\$ 1,500	Aggregate	\$1,000,000
		Retro-active Effective Date: 2/15/17			
Tudor Insurance Company / Fidelity Bond (Crime)	CPG1063159	2/15/18 - 2/15/19	\$ 250	Each Occurrence	\$10,000
Tudor Insurance Company / Inland Marine (Bus. Personal Property)	CPG1063160	2/15/18 - 2/15/19	\$ 250	Each Occurrence	\$10,000

Central Unified School District is added as Additional Insured on the General Liability policy only

**Certificate Holder:**

Central Unified School District  
4605 N. Polk Ave  
Fresno, CA 93722

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](http://www.aim-companies.com)

**AUTHORIZED REPRESENTATIVE**