

Constitution and By-laws

Revised: October 14, 2019

# Granada Supporters Club



*SUPPORTERS*

ACADEMICS, ARTS, ATHLETICS

Enriching the lives of Granada students since 1968

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**ARTICLE 1 The Granada Supporters Club**

The name of this organization is “The Granada Supporters Club”.

This organization is incorporated through the State of California.

**ARTICLE 2 Mission**

- A. The Granada Supporters Club is a non-profit organization consisting of parents and other interested adults and Granada students working together to devise ways and means to sponsor/finance programs to enhance/support clubs, school projects, academics, and athletic activities at Granada High School. When possible, we will work with other LVJUSD schools/students to support other district-related programs.
- B. Use of The Granada Supporters Club Tax ID: Any group wishing to use The Granada Supporters Club name and/or Tax ID must request permission at a General Supporters Meeting and present details about their proposed fundraiser prior to any official use of the name or Tax ID.

**ARTICLE 3 Membership**

Meetings shall be open to any interested individual. To join The Granada Supporters Club, an individual/family may pay \$20.00 annually or a one-time \$100.00 payment for a lifetime membership.

**ARTICLE 4 Governance, Officers, & Elections**

- A. This organization is governed by elected officers.
- B. The officers of the organization shall be: President, Vice President, Secretary, and Treasurer.
- C. Nominations for officers will be made in the Month of March.  
Nominations may be made by any eligible voting member (defined in Article 8) of the organization. All nominations will be finalized at the regular April meeting. Only those who have consented to serve may be nominated and elected.
- D. Officers shall be elected by ballot in the month of May. All eligible voting members present at the regular May meeting may cast ballots. If a nominee is unopposed for any office, the body may waive the ballot and vote by acclamation (or unanimous consent).
- E. Officers shall take office by July 1 and serve through June 30 of the following year.
- F. One term is defined as two years.
- G. Any vacancy occurring in an office will be filled with a majority vote of the remaining officers.
- H. No person shall serve more than two (2) consecutive terms in the same office without the unanimous vote of all board members.
- I. The Granada Supporters Club agrees to indemnify and hold harmless and provide a defense to the Officers and any appointed member of a Committee against any claims, causes of action, damages, grievances, administrative proceedings or any other litigation arising from their duties as an elected or appointed officer/representative of the organization.

**ARTICLE 5 – Duties of Officers****President**

The president shall:

- preside over all meeting of the Granada Supporters Club,
- create and distribute the agenda for board meetings, general meetings, and special meetings,
- create a committee & appoint (with the board's consent) committee chairs,
- perform other such duties that may be assigned by the general membership or board,
- be custodian of a post office box key, and
- be a signer on the Granada Supporters Checking Account.

**Vice President**

The Vice President shall:

- Serve as President in the President's absence.
- be responsible for handling or delegating responsibility for publicity, and membership,
- promote school spirit,
- perform other such duties as may be assigned by the president or the general membership, and
- be a signer on the Granada Supporters Checking Account.

**Secretary**

The Secretary shall:

- be responsible for keeping an accurate record for all meetings of the organization,
- be custodian of all historical records,
- be custodian of all corporate records,
- maintain a copy of the membership list,
- maintain a copy of eligible voters,

- maintain a copy of eligible groups for requesting money,
- perform other duties as may be assigned by the president or the general membership, and
- be a signer on the Granada Supporters Checking Account.

### Treasurer

The Treasurer shall:

- receive all monies of the organization,
- shall keep an accurate record of all receipts and disbursements,
- shall pay out funds as authorized in Article 6,
- be custodian of a post office box key,
- be a signer on the Granada Supporters Checking Account,
- be a signer on the Granada Supporters Bingo Checking Account,
- present in writing a current status (as of the last day of the previous month) of accounts at every general meeting. The said report is to include a statement of all expenses and income, both current and projected.
  - Treasurer's report
  - Monthly statements & reconciliations
  - Income/Expense report for the Month
  - List of checks that were processed that month, for ratification
  - Balance sheet and a budget update
- ensure that all monies shall be banked locally.
  - Expenditures shall be signed by two (2) officers for amounts greater than \$500.
  - Any check written to the treasurer shall not be signed by the treasurer.
  - All expenditures/checks from the previous month will be ratified at the following monthly general meeting.
- present a year-end financial report listing sources of income and expenditures for each individual organization, sport, and club,



- at the beginning of each season, send an accounting of the current balances for all groups, classes, clubs, and sports held by The Granada Supporters Club to the Athletic Director, GHS Bookkeeper, and Principal's Administrator to be disseminated to all groups.
- file all state and federal tax forms, and
- renew the Granada Supporters' business license with the state of CA before December 1<sup>st</sup> of every even year

An internal audit will be *performed* four times per year, at the end of March, June, September, & December.

- The internal audit will be performed by the appointed internal auditor.
- The internal audit cannot be completed by the treasurer.
- The internal audit will be performed by one officer, the appointed internal auditor, and a voting member.

A bi-annual external audit shall be performed so long as funds are available.

- During an external audit, the previous treasurer shall be available to meet with the auditor and current treasurer to provide answers and explanations.
- The Treasurer shall prepare documentation for the audit. The external audit replaces the end of the year internal audit on a bi-annual basis.
- The external audit shall be conducted by a licensed CPA, hired by the Granada Supporters, with no connection to the Granada Supporters or the Treasurer.

Upon the end of the term of a treasurer, the treasurer must return all Supporters documents, files, computers, bank statements, logins, passwords, and other Supporters-owned items.

**ARTICLE 6 – Receipt and Authorization for Use of Funds**

A. All funds received by the organization shall be designated to the General Fund with the exception of the following:

1. Funds may be held and managed for a school group and/or organization by approval of the voting membership at the monthly meeting.

B. Funds may be disbursed in two (2) ways:

1. Requests for funds from the General Fund by a qualifying group, class, club, or sport may be made at any regular Supporters meeting. Requests may be made by completing a “Financial Request Form.” Forms are available on the website. Request forms must be reviewed and signed by the Principal or their designee, or the Athletic Director or their designee.

a. A request for General Funds, including documentation, shall be submitted to the president at least 5 business days prior to the general meeting so the item may be added to the agenda. Documentation shall include a financial goal plan for the group, an invoice or estimate for materials, services, or other donations. An item may be added to the agenda during additions to the agenda section of a regular meeting, if time allows, but may need to be continued during the following meeting.

b. Requests for under \$3,500 may be considered and voted upon at the time of request. Requests \$3,500 and over will be voted for a second time at the next regular scheduled meeting. Supporters Club may request that the group, individual and/or organization provide additional information and/or look into additional sources for the funds requested.

c. All funds requested from the General Fund require a majority vote by all members present who are eligible to vote (see Article 7).

d. The secretary should maintain a list of which groups are eligible to request money from the general fund or who are eligible to vote so that it is clear at the start of each meeting as to who are voting members. Eligible voting members include parents/community members with current paid

annual/lifetime membership, current Supporters Board members, faculty, administration, and coaching staff.

- e. After a new group, class, club, or sport has been formed on campus, that group, class, club, or sport may request funds from the Granada Supporters General Fund within 6 months of its formation/approval after attending two consecutive meetings. If a group fails to send a representative to meetings or if a group has been in operation for more than 6 months, the regular requirements for meeting attendance shall apply.
- f. Emergency Loan for a Granada group, class, club, or sport: Following the same eligibility requirements as requesting funding from the general fund, a Granada group, class, club, or sport may make an emergency request for a loan to cover expenses that they will be able to raise and pay back to Supporters within 6 months.

*Examples may include: a group with a school-sponsored vehicle that needs emergency repairs to continue operation, a sport that has raised funds for a coach/asst. coach, but hasn't raised enough in time (but will), a sport that is going to an unexpected competition and needs funding for transportation, lodging, etc. and hadn't budgeted for it.*

- 2. No vote is required to disburse a qualifying group, club, or sport's funds to the requesting group once the request, including documentation showing how that money will be used, is approved by the Principal or their designee, or Athletic Director or their designee.

C. In the event that The Granada Supporters Club ceases operations. All remaining funds will be dispersed to the various groups' school/ASB accounts. The Granada Supporters Club general fund and reserve funds shall be dispersed to the ASB general account.

D. If emergency expenditures from the General Fund (not to exceed \$500 per request) are required between regular meetings, the president and two (2) elected officers can authorize the expenditures at a special meeting, board meeting, or via email. Any such expenditure shall be reported at the next regular meeting.

E. The officers of the organization may, by majority vote, suspend disbursement of all general funds.

**ARTICLE 7 – Voting Eligibility**

A member in good standing includes current faculty, administration, and coaching staff at Granada High School. It also includes parents, alumni, and/or community members with a currently paid annual or lifetime membership.

**ARTICLE 8 – Committees**

Standing Committees:

- Bingo Committee
- Black and Gold Social Committee
- Grad Night Committee
- Snack Bar Committee
- Bylaws Review Committee
- Raffle Committee
- Social Media Committee
- Website Development Committee

Ad Hoc Committee(s) may be formed at the Board's discretion for a specific purpose.

**BINGO COMMITTEE****Bingo Committee Mission**

The Bingo Program, run by the Granada Supporters Bingo Committee, is designed to act as a fundraising mechanism for a group, class, club, or sport at Granada High School and other approved schools within the LVJUSD.

**Bingo Committee Makeup & Function**

- Committee Chair (Bingo Coordinator, who is hired at the discretion of the Supporters Board)
  1. Reports on Bingo affairs at General Supporters meeting.
  2. Be a signer on Granada Supporters Bingo Checking Account.
- Committee Vice Chair – Voting member of the committee, Elected by Committee
- Committee Secretary – Voting member of the committee, Elected by Committee.
  1. Records meeting minutes/attendance and sends them electronically to the Supporters' Secretary
  2. Maintains records of voting/non-voting members.
- Committee Treasurer – Appointed by the Granada Supporters Board.
  1. Receives support and oversight by the Supporters Treasurer.
  2. Keeps accurate accounting of all bingo transactions.
  3. Be a signer on Granada Supporters Bingo Checking Account.
    - Expenditures shall be signed by two (2) officers for amounts greater than \$500.
    - Any check written to the treasurer shall not be signed by the treasurer.
    - Any check written to the Bingo Coordinator shall not be signed by the Bingo Coordinator.
    - All expenditures/checks from the previous month will be ratified at the following monthly general meeting.
- Voting Member of the committee – Bingo Committee Member who has worked 5 or more slots in trained positions in the last 7 months.
- Non-voting members of the committee – Any volunteer who has worked one or more slots in a trained position within the last 3 month period.

## Guidelines for Bingo Committee

### Definition of a quorum

A bingo committee meeting shall have a quorum if it is attended by:

- Committee Chair (Bingo Coordinator) or Vice Chair,
- two people active in & representing the “Lead” position or “Co-Lead” position,
- two people active in & representing the “Flash Lead” position or “Co-Flash Lead” position,
- one person active in & representing the “Banker” position or “Register 1” position, and
- one person active in & representing the “Caller” position.

Any motions voted on at a bingo meeting later determined to not have a quorum shall be voted on again at the next regular bingo committee meeting prior to implementation.

- It is recommended that the committee meet once each month, on a schedule developed by the Bingo Committee / Chair.
- Attendance and notes shall be kept by the committee secretary for all meetings.
- Committee Treasurer shall maintain an accurate accounting of all bingo transactions.
- Checks shall be ratified by the bingo committee and endorsed at the next regular supporters meeting through the Chair’s Report.
- Decisions involving schedule changes or procedural changes that will affect the net profits for Bingo by more than 5% in any quarter shall be ratified at the next general supporters meeting before execution or implementation.



Bingo Reports to General Supporters meetings should include:

- Quarter to date financial reports
- Bingo Treasurer's report and checks ratified by the Bingo Committee
- Upcoming events
- Addition/Deletion of approved LVJUSD Schools as partners
- Approved Donation Night Recipients and schedule.

Non-Granada groups shall have representatives working in three or more trained positions on a regular rotation schedule prior to being eligible to apply for an assigned donation night.

An individual group shall not be eligible for a second donation night in the same school year unless there is an abundance of vacant slots.

Donation Night Recipients must have one or more representatives present from at least 3:45PM to 6:30PM and are required to present information and highlights about their program to the bingo players. They are encouraged to have parents/guardians of their program volunteer in positions, advertise bingo to their social media groups, and play bingo on their assigned donation night. They are also encouraged to follow up with some kind of thank you to the players and/or info on how the donations were used.

Payment of the Consulting Invoice (an amount determined by the Supporters Board with a majority approval at a regular Supporters Meeting) shall be paid out of the Bingo Account.

**BLACK & GOLD SOCIAL COMMITTEE****Black and Gold Social Committee Mission**

The Black and Gold Social Committee's mission is to organize, fundraise for, and oversee the **Matador Mingle** Social Event, held annually. The committee's goal is to raise funds for a special project determined by the Supporters in coordination with the administration while creating a social event for the Granada community.

**Black and Gold Social Committee Makeup & Function**

- Committee Chair – Voting member of the committee. Appointed by the Granada Supporters Board. Reports on Black and Gold Social Committee affairs at General Supporters meeting.
- Committee Vice Chair – Voting member of the committee. Elected by Committee.
- Committee Secretary – Voting member of the committee. Elected by Committee.
  1. Records meeting minutes/attendance and sends them electronically to the Supporters' Secretary.
  2. Maintains records of members in attendance.
- Committee Treasurer – Appointed by Supporters Board.
  1. Receives support and oversight by the Supporters Treasurer.
  2. Treasurer shall keep accurate accounting of all Black and Gold Social Committee budgets & transactions.
    - Expenditures shall be signed by two (2) officers for amounts greater than \$500.
    - Any check written to the treasurer shall not be signed by the treasurer.
    - All expenditures/checks from the previous month will be ratified at the following monthly general meeting.
- Voting Member of the committee – Granada Supporters Member who has volunteered/been chosen to serve on the Black and Gold Social Committee.

**GRAD NIGHT COMMITTEE****Grad Night Committee Mission**

The Grad Night Committee's mission is to organize, fundraise for, and oversee the Safe & Sober Grad Night Event held annually for that year's graduates of Granada High School. The committee's goal is to provide an event that will keep graduates from partaking in dangerous activities the night of their graduation.

**Grad Night Committee Makeup**

- Committee Chair – Voting member of the committee. Appointed by the Granada Supporters Board. Reports on Grad Night Committee affairs at General Supporters meeting. Signs all contracts related to Grad Night as an authorized representative of The Granada Supporters Club.
- Committee Vice Chair – Voting member of the committee. Elected by Committee.
- Committee Secretary – Voting member of the committee. Elected by Committee.
  1. Records meeting minutes/attendance and sends them electronically to the Supporters' Secretary.
  2. Maintains records of members in attendance.
- Committee Treasurer – Appointed by Supporters Board
  1. Receives support and oversight by the Supporters Treasurer.
  2. Treasurer shall keep accurate accounting of all Grad Night Committee budgets & transactions.
- Voting Member of the committee – Granada Supporters Member who has volunteered/been chosen to serve on the Grad Night Committee.
- Prior to auctioning, raffling, or gifting any “special/reserved seating or parking” for any school event, the Grad Night Committee will receive written permission and clearance from Site Administration. That permission shall state the specific number and location of seats and parking spaces available to the Granada Supporters Club for purposes of auctions, raffles, or gifts.
- At the August meeting of the Granada Supporters, the Treasurer shall present all groups with their transactional reports. The SSGN Committee will hold a final review of all transactions and then make a recommendation as a committee to the Granada Supporters Board as to how the committee would like to spend any remaining funds on behalf of the graduates that the committee supported as a gift to Granada High

School. The Committee's motion will be presented at the September Supporters meeting for debate and a vote.

- Class of XXXX remaining funds after their final fiscal year will be divided into four equal portions and deposited into the next four "Class of..." accounts.

*For Example: Class of 2020 has a remaining fund balance of \$200 as of July 1, 2020. The remaining funds of \$200 is divided into four equal portions of \$50 and transferred to the accounts of the Class of 2021, Class of 2022, Class of 2023, and Class of 2024.*

**SNACK BAR COMMITTEE****Snack Bar Committee Mission**

The Snack Bar Program, run by the Granada Supporters Snack Bar Committee, is designed to act as a fundraising mechanism for groups, classes, clubs, or sports at Granada High School.

**Snack Bar Committee Makeup & Function**

- Committee Chair – Voting member of the committee. Appointed by the Granada Supporters board.

1. Reports on Snack Bar affairs at General Supporters meeting

- Committee Vice Chair – Voting member of the committee, elected by Committee.

- Committee Secretary – Voting member of the committee, elected by Committee.

1. Records meeting minutes/attendance and sends them electronically to the Supporters' Secretary.

- Committee Treasurer – Appointed by Granada Supporters Board.

1. Receives support and oversight by the Supporters Treasurer.

2. Keeps accurate accounting of all snack bar transactions.

No later than 5 days after the end of a trimester, all funds held by the Snack Bar Committee shall be accounted for and deposited into the Supporters Checking account or turned in to the Supporters Treasurer for deposit.

Seed money for the next trimester may be requested from the Granada Supporters Treasurer.

All PEX transactions shall be reconciled within the following month.

The Snack Bar Treasurer or Committee shall receive the PEX statement from the Supporters Treasurer. They shall match all receipts to the statement and report on any missing or inaccurate receipts.

- Committee Member – Any Granada Supporters Club member in good standing may volunteer to serve on the Snack Bar Committee.

**Definition of a quorum**

A Snack Bar committee meeting shall have a quorum if it is attended by:

- Committee Chair or Vice Chair,
- Committee Treasurer
- Committee Secretary
- Two Supporters members who have volunteered at the snack bar at least once in the last six months.

Any motions voted on at a snack bar committee meeting later determined to not have a quorum shall be voted on again at the next regular snack bar committee meeting prior to implementation.

- It is recommended that the committee meet once each month, on a schedule developed by the Snack Bar Committee / Chair.
- Attendance and notes shall be kept by the committee secretary for all meetings.
- Committee Treasurer shall maintain an accurate accounting of all snack bar transactions.
- Decisions involving purchases or procedural changes that will affect the net profits for Snack Bar by more than 5% in any quarter shall be ratified at the next general supporters meeting before execution or implementation.

Snack Bar Reports to General Supporters meetings should include:

- Quarter to date financial reports
- Snack Bar Treasurer's report
- Upcoming events
- Status of volunteer signup, recruitment, & earnings.

Snack Bar Committee Fiscal Accountability:

- All deposits and team payouts for the school year shall occur by June 25 so that they may be cleared in the current school year.
- Any money remaining on PEX account cards is to be transferred back to the Supporters Checking and credited to Snack Bar's accounts at that time.
- Any remaining "profit" made by Snack Bar is to be moved to the Granada Supporters General Fund as income to the Granada Supporters.
- Three weeks prior to the start of the new school year, the Snack Bar PEX account is reloaded and "seed money" is pulled out for the Stadium Snack Bar to restock.
- Inventory is to be completed at the beginning and end of each trimester/season.
- Beginning with the 2021-2022 school year, the percentage of profit that volunteer groups receive will be 30%.

**BYLAWS REVIEW COMMITTEE****Bylaws Review Committee Mission**

The Bylaws Review Committee shall review the Granada Supporters Club's bylaws biannually, in even years.

**Bylaws Review Committee Makeup & Function**

- Committee Chair – Voting member of the committee. Appointed by the Granada Supporters board. Reports on Bylaws Committee activities at General Supporters meeting.
- Committee Vice Chair – Voting member of the committee, elected by Committee.
- Committee Secretary – Voting member of the committee, elected by Committee. Records meeting minutes/attendance and sends them electronically to the Supporters' Secretary.
- Committee Member – Any Granada Supporters Club member in good standing may volunteer to serve on the Bylaws Review Committee.

## RAFFLE COMMITTEE

### Raffle Committee Mission

The Raffle Committee shall inform the Granada community of the legal responsibilities of holding raffles, collect and evaluate all raffle applications for the following school year, write the annual raffle application to be submitted to the state by September 1 of each year, verify the collection of data from groups that held a raffle, and write the annual raffle report to be submitted to the state by October 1 of each year. Due to the level of responsibility and integrity needed for this committee, all committee positions will be appointed by the Granada Supporters Board. Appointments shall be renewed or terminated two months after a new Board is installed following general elections.

### Raffle Committee Makeup & Function

- Committee Chair – Voting member of the committee. Appointed by the Granada Supporters board. Reports on Raffle Committee activities at General Supporters meeting.
- Committee Vice Chair – Voting member of the committee. Appointed by the Granada Supporters board. Serves as Committee Chair in the Committee Chair's absence. Performs other such duties as may be assigned by the committee chair or the Granada Supporters Board.
- Committee Secretary – Voting member of the committee. Appointed by the Granada Supporters Board. Records meeting minutes/attendance and sends them electronically to the Supporters' Secretary.
- Committee Member – Any Granada Supporters Club member in good standing may ask to be appointed to serve on the Raffle Committee.

If the Raffle Committee does not have a complete set of appointed members, the duties of the Committee Chair, Vice Chair, and/or Secretary may be combined so long as the Supporters Board does not feel there is a conflict of interest.



- **Social Media Committee**

The Social Media Committee shall educate and inform the Granada community of the goings on of the Granada Supporters Club through as many Social Media Channels as feasible to maintain on a weekly basis. Due to the level of responsibility and integrity needed for this committee, all committee positions will be appointed by the Granada Supporters Board. Appointments shall be renewed or terminated two months after a new Board is installed following general elections.

#### Social Media Committee Makeup & Function

- **Committee Chair** – Voting member of the committee. Appointed by the Granada Supporters board. Reports on Social Media Committee activities at General Supporters meeting. Maintains records for all account logins and passwords and regularly shares any changes to the Treasurer and President of the Granada Supporters.
- **Committee Vice Chair** – Voting member of the committee. Appointed by the Granada Supporters board. Serves as Committee Chair in the Committee Chair's absence. Performs other such duties as may be assigned by the committee chair or the Granada Supporters Board.
- **Committee Secretary** – Voting member of the committee. Appointed by the Granada Supporters Board. Records meeting minutes/attendance and sends them electronically to the Supporters' Secretary.
- **Committee Member** – Any Granada Supporters Club member in good standing may ask to be appointed to serve on the Social Media Committee. If the Social Media Committee does not have a complete set of appointed members, the duties of the Committee Chair, Vice Chair, and/or Secretary may be combined so long as the Supporters Board does not feel there is a conflict of interest.

The Social Media Committee will investigate as many social media platforms as possible; creating official Granada Supporters Club Accounts on every platform as soon as possible. Each account must have a minimum of:

- Recognizable (and universal) Granada Supporters Club account name and logo.
- Basic information about the Granada Supporters Club; including but not limited to: contact information, mission statement, and link back to the Granada Supporters Website.

The Social Media Committee will maintain as many social media channels as feasible so long as each account can reasonably be kept current. An account being kept current means:

- Account receives updated content and removes outdated content at least once a week.
- Messages received through the platform receive a reply within 48 hours.

When/if it is shown that the Social Media Committee can no longer maintain the number of social media channels, the committee will vote to reduce the number of platforms it maintains. Platforms not maintained will be reduced to the basic information about the Granada Supporters Club and will refer followers to the Granada Supporters Website.

When/if a members of the Social Media Committee is no longer serving on the committee, they shall return all equipment, supplies, and account information belonging to the Granada Supporters Club to the Social Media Committee chair or the president of the Granada Supporters Club within 5 calendar days. Any account access, saved passwords, or content shall be removed/deleted from any personal computers or equipment within 5 calendar days.

- Website Development Committee

The Website Development Committee shall educate and inform the Granada community of the goings on of the Granada Supporters Club through its website on a consistent basis. Due to the level of responsibility and integrity needed for this committee, all committee positions will be appointed by the Granada Supporters Board. Appointments shall be renewed or terminated two months after a new Board is installed following general elections.

#### Website Development Committee Makeup & Function

- Committee Chair – Voting member of the committee. Appointed by the Granada Supporters board. Reports on Website Development Committee activities at General Supporters meeting. Maintains records for all account logins and passwords and regularly shares any changes to the Treasurer and President of the Granada Supporters.
- Committee Vice Chair – Voting member of the committee. Appointed by the Granada Supporters board. Serves as Committee Chair in the Committee Chair's absence. Performs other such duties as may be assigned by the committee chair or the Granada Supporters Board.
- Committee Secretary – Voting member of the committee. Appointed by the Granada Supporters Board. Records meeting minutes/attendance and sends them electronically to the Supporters' Secretary.
- Committee Member – Any Granada Supporters Club member in good standing may ask to be appointed to serve on the Website Development Committee.

If the Website Development Committee does not have a complete set of appointed members, the duties of the Committee Chair, Vice Chair, and/or Secretary may be combined so long as the Supporters Board does not feel there is a conflict of interest.

The Website Development Committee will maintain on its website:

- Recognizable (and universal) Granada Supporters Club name and logo.
- Basic information about the Granada Supporters Club; including but not limited to: contact information, mission statement, and important documents related to the Granada Supporters Club.
- Important links to any Social Media account maintained by the Social Media Committee.

The Website Development Committee will maintain the website in a visually pleasing format with current accessible content. Keeping the website current means:

- The Website Development Committee updates content and removes outdated content at least once a week.
- Messages received through the platform receive a reply within 48 hours.
- Agendas, Minutes, Treasurer's Reports, Budget Updates, and Team Balances shall be posted within 48 hours of receiving them from the Granada Supporters Board.
- Flyers for upcoming events shall be posted as early as possible and shall be removed within 1 week of the event passing.
- Webstore products and specials shall be kept current and prices shall be kept accurate.

When/if a members of the Website Development Committee is no longer serving on the committee, they shall return all equipment, supplies, and account information belonging to the Granada Supporters Club to the Website Development Committee chair or the president of the Granada Supporters Club within 5 calendar days. Any account access, saved passwords, or content shall be removed/deleted from any personal computers or equipment within 5 calendar days.

**ARTICLE 9 – Meetings**

Meetings shall be conducted under Roberts Rule of Order; most recent edition.

Regular meeting of The Granada Supporters Club shall be held on the second Monday of each month at 6:30 PM, but meetings may be added or moved at the discretion of the club President and the board members.

Special general membership meetings may be called by the President with seven (7) days notice.

One half (1/2) of the officers, plus four voting members shall constitute a quorum. A quorum must be reached for the transaction of club business.

The following procedures will be followed at all General meetings:

(Additions to the Agenda)

1. Reading and approval of the minutes
2. School/Staff Reports
3. Treasurer's Report
4. Old Business
5. New Business/Funding Requests
6. Committee Reports
7. Review of Annual Timeline
8. Announcements
9. Adjournment

**ARTICLE 10 – Amendments**

These by-laws may be revised at any regular meeting by a two-thirds (2/3) vote of the eligible voting members present after notice of the proposed amendment(s) and rationale have been given at the previous regular meeting and posted on the Supporters website for no less than 3 weeks.

Appendixes including official City, District, County, State, or Federal Documents may be updated to the most recent version whenever those documents become available by announcing the update at a Granada Supporters General Meeting and recording the change in the meeting minutes.

**ARTICLE 11- Definitions**

- A. Voting Member- A member in good standing includes current faculty, administration, and coaching staff at Granada High School. It also includes parents, alumni, and/or community members with a currently paid annual or lifetime membership.
  
- B. Eligible group to request funding from the general fund - Each group, club, or sport shall provide a representative to attend six of the last eleven monthly meetings. The exception to this eligibility would be a student requesting funds for a project that benefits Granada High School.
  
- C. Board Members- The Granada Supporters Club officers.
  
- D. Membership- \$20.00 annual, \$100.00 lifetime.
  
- E. Internal Audit- A complete review of all expenses, receipts, checks, and income. An internal audit will be performed three times per year, at the end of November, the end of February and the end of June. The internal audit cannot be completed by the treasurer. The internal audit will be performed by two officers and a voting member.
  
- F. A bi-annual external audit shall be performed so long as funds are available. During an external audit, the previous treasurer shall be available to meet with the auditor and current treasurer to provide answers and explanations.

**ARTICLE 12- Representation**

A. The Granada Supporters Club will have representatives at the following Granada High School Events:

- Matador Days
- Back to School Night
- Granada Expo / Open House
- Sports Night/Coaches & Parents Meeting

B. Prior to each sporting season, the Supporters will host, in conjunction with the GHS Athletic Director and/or Administration, an informational meeting for all parents, coaches, and players involved in that upcoming season.


*August – Fall Sports Parent/Coach Meeting*

*October – Winter Sports Parent/Coach Meeting*

*January – Spring Sports Parent/Coach Meeting*



**APPENDIX A: Letter of Determination: 501(c)(3)**

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248167147  
Feb. 06, 2014 LTR 4168C 0  
23-7088975 000000 00  
00026011  
BODC: TE

GRANADA SUPPORTERS CLUB  
PO BOX 48  
LIVERMORE CA 94551



003239

Employer Identification Number: 23-7088975  
Person to Contact: Ms Wittwer  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 28, 2014, request for information regarding your tax-exempt status.


Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1970.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

**APPENDIX B: Business License**

	<p><b>State of California</b> <b>Secretary of State</b></p> <p><b>Statement of Information</b> (Domestic Nonprofit, Credit Union and General Cooperative Corporations)</p> <p>Filing Fee: \$20.00. If this is an amendment, see instructions. <b>IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM</b></p>	<div style="border: 1px solid black; padding: 2px; width: 20px; height: 20px; margin: auto;">N</div>	<p><b>G102807</b></p> <p><b>FILED</b></p> <p>In the office of the Secretary of State of the State of California</p> <p><b>OCT-10 2018</b></p>
<p>1. CORPORATE NAME</p> <p>THE GRANADA SUPPORTERS CLUB</p>			
<p>2. CALIFORNIA CORPORATE NUMBER</p> <p>C0562946</p>		This Space for Filing Use Only	
<p><b>Complete Principal Office Address</b> (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)</p>			
3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY		CITY	STATE ZIP CODE
400 WALL STREET, LIVERMORE, CA 94550			
4. MAILING ADDRESS OF THE CORPORATION		CITY	STATE ZIP CODE
VERONICA DUEÑAS, PRESIDENT GRANADA SUPPORTERS 400 WALL STREET, LIVERMORE, CA 94550			
<p><b>Names and Complete Addresses of the Following Officers</b> (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)</p>			
5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE ZIP CODE
VERONICA DUEÑAS	1613 PLACER CIRCLE, LIVERMORE, CA 94551		
6. SECRETARY	ADDRESS	CITY	STATE ZIP CODE
MICHELE WHARTON	1302 CHERYL DRIVE, LIVERMORE, CA 94550		
7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE ZIP CODE
KEITH PICKERING-WALTERS	18313 PEPPER STREET, CASTRO VALLEY, CA 94546		
<p><b>Agent for Service of Process</b> If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.</p>			
8. NAME OF AGENT FOR SERVICE OF PROCESS [Note: The person designated as the corporation's agent MUST have agreed to act in that capacity prior to the designation.]			
KEITH PICKERING-WALTERS			
9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL		CITY	STATE ZIP CODE
THE GRANADA SUPPORTERS CLUB 400 WALL STREET, LIVERMORE, CA 94550			
<p><b>Common Interest Developments</b></p>			
<p>10. <input type="checkbox"/> Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.</p>			
11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.			
10/10/2018	KEITH PICKERING-WALTERS	TREASURER	
DATE	TYPE/PRINT NAME OF PERSON COMPLETING FORM	TITLE	SIGNATURE
SI-100 (REV 01/2016)			APPROVED BY SECRETARY OF STATE

**APPENDIX C: Nonprofit Raffle Registration**

**XAVIER BECERRA**  
**Attorney General**

*State of California*  
**DEPARTMENT OF JUSTICE**



1300 I Street  
P.O. Box 903447  
Sacramento CA 94203-4470  
(916) 210-6400 Ext 9  
Fax: (916) 444-3651  
[Raffles@doj.ca.gov](mailto:Raffles@doj.ca.gov)

September 13, 2018

THE GRANADA SUPPORTERS CLUB  
400 WALL STREET  
LIVERMORE CA 94551

OUR FILE NUMBER: RF0010134

RE: Nonprofit Raffle Registration Confirmation

Dear Directors:

This will confirm that THE GRANADA SUPPORTERS CLUB is registered with the Department of Justice under Raffle Registration Number RF0010134 and is authorized to conduct raffles in California, pursuant to the provisions of Penal Code section 320.5. The raffle registration year begins September 1 and expires on August 31. Your registration is valid from 09/01/2018 and will expire on 08/31/2019.

The Nonprofit Raffle Report (Form CT-NRP-2) must be filed no later than October 1 following the end of the raffle registration year. Failure to timely file the Nonprofit Raffle Report may result in legal action pursuant to Penal Code section 320.5, subdivision (i). The form and other raffle related information is available on the Attorney General's website: [oag.ca.gov/charities/raffles](http://oag.ca.gov/charities/raffles)

Please note that organizations need only file a single, aggregate report for all raffle activities conducted within the year the organization is registered.

Registration does not imply endorsement.

Sincerely,

*Registry of Charitable Trusts*

For

XAVIER BECERRA  
Attorney General

CT-708 Raffle Registration Confirmation

**APPENDIX D: Bingo Permit**

**CITY OF LIVERMORE  
PERMIT FOR PUBLIC DANCING OR BINGO GAMES**

Name and Address of Business or organization: <u>Granada Supporters Bingo, Granada High School</u> <u>400 Wall Street</u> <u>Livermore, CA 94550</u>	
Name and Address of Place Where Event is to be Held: <u>Granada High School Student Union</u> <u>400 Wall Street, Livermore CA 94550</u>	Max. Occ. <u>200</u>
One time permit <input type="checkbox"/> Annual Permit <input checked="" type="checkbox"/> Day of Week Event to be Conducted: Sunday <input type="checkbox"/> <u>Monday</u> <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> <u>Saturday</u> <input type="checkbox"/> <u>VARIED</u> <u>Summer</u>	
Hours Event is to be Conducted: <u>4</u> A.M. <u>(P.M.)</u> to <u>11</u> A.M. <u>(P.M.)</u>	
Date of Event if not Conducted Regularly:	Age Groups: <u>18 &amp; Older</u>
Will Alcoholic Beverages be sold? YES NO Will alcohol be consumed? YES <u>NO</u> Alcoholic Beverage Control Permit obtained? YES NO	
Name of Business Owner or organization Coordinator/Operator: <u>Ian Murphy- Bingo Coordinator</u>	
Address of Owner or Coordinator/Operator: <u>558 Hazel Street</u> <u>Livermore, CA 94550</u>	Daytime phone no. <u>925-321-8017</u> Home phone no. <u>925-443-1633</u> Business phone no. <u>925-443-1633</u>
Signature of Owner or Coordinator/Operator: <u>Ian J Murphy</u>	
<b>BINGO GAMES ONLY</b> Exp. Date <u>2-1-20</u> <b>MINORS/INTOXICATED PERSONS PROHIBITED</b>	
Name of Presiding Officer / DOB / Address: <u>Ian Murphy - Bingo Coordinator</u> <u>DOB - January 21, 1961</u> <u>558 Hazel Street</u> <u>Livermore, CA 94550-2331</u>	Daytime phone no. <u>925-321-8017</u> Home phone no. <u>925-443-1633</u> Business phone no. <u>925-443-1633</u>
Signature of Presiding Officer: <u>Ian J Murphy</u>	
Name of Other Officer / DOB / Address: <u>Vol. Bruce Ducas - Granada Supporters President</u> <u>DOB - 2-26-70</u> <u>1643 Placer Cir</u> <u>Livermore CA 94551</u>	Daytime phone no. <u>925-535-1352</u> Home phone no. <u>925-535-5277</u> Business phone no. <u>N/A</u>
Signature of Other Officer: <u>[Signature]</u>	
<b>REQUIRED: List of Volunteers (including names and DOB) attached</b> <u>YES NO</u>	
<b>Conditions of Approval:</b> 1) If holding a public dance or bingo game, you must have a minimum of <u>(two)</u> state certified and licensed security personnel on duty on premises $\frac{1}{2}$ hour before, during, and $\frac{1}{2}$ hour after the event. 2) The Livermore Police Department shall be notified, in writing, 5 days prior to event dates and evidence of security requirements attached to notification.	
<b>REQUIRED: Proof Of Security arrangement attached?</b> <u>YES NO</u>	
Violation of any of the provisions of the Public Dance or Bingo Game Ordinance, or violation of any of the conditions set forth may result in the revocation of this permit and the closure of the premises named therein. A copy of this permit and a copy of the public dance or bingo game ordinance must be posted in a conspicuous place on the premises.	
<b>FOR OFFICE USE ONLY</b>	
Approval Process	Fees Paid/Exempt
Crime Prevention	Receipt#
By: <u>[Signature]</u> Date: _____	Yes No
Parrot Division	Yes No
By: <u>[Signature]</u> Date: <u>1/9/19</u>	Yes No
Chief of Police	Yes No
By: _____ Date: _____	Yes No
Distribution: White: Applicant Yellow: file Pink: Briefing board	
Rev. 10/1999	

**APPENDIX E: Bingo Consultant Duties**  
**(some of which may be delegated to committee members)**

1. Oversees all Granada Bingo Operations.
2. Always On-Site during all Bingo Sessions assuring that Bingo is ready to operate when doors open and responsible for opening and closing campus.
3. Responsible for overseeing proper Set Up and Clean Up of Student Union.
4. Responsible for Bookkeeping, updating Spreadsheets, monitoring volunteer hours. Keeping all records in order for auditing.
5. Banking – closing out cash for the week. Making sure “Bingo Bank” is set for the following week.
6. Advertising—setting up monthly ads.
7. Scheduling of promotions
8. Ordering of Bingo Supplies from our suppliers which includes monitoring paper (keeping series in alternating order), flash games, daubers, special paper such as Double Action, Treasure Hunt, Warm-Up paper, & Player Appreciation game. Putting the order away PROPERLY when it is delivered.
9. Organize and track Bingo Bills to be paid by the Bingo Committee Treasurer.
10. Scheduling and overseeing special events. This includes, but is not limited to, returning phone calls within a timely manner, taking reservations, writing receipts, arranging seating, and being on hand the day of the event.
11. Liaison between Granada High School and Granada Supporters Bingo
12. Overseeing Birthday and Mailing lists.
13. On site visits to other Bingo Halls to keep current with promotions.
14. Meet with all LVJUSD Schools about the Granada Supporters Bingo program as necessary. (ie: Parent/Community Information Council, PCIC)

**APPENDIX F: Certificate of Liability Insurance (2018-2019)**

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 08/08/2019			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER R C FISCHER & COMPANY/WALNUT CREEK 57101256 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78265			CONTACT NAME: PHONE (866) 467-8730 FAX (888) 443-6112 (A/C, No, Ext): (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC#				
INSURED GRANADA SUPPORTERS CLUB PO BOX 48 LIVERMORE CA 94551-0048			INSURER A: Sentinel Insurance Company Ltd. 11000 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:				
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X		57 SBM BD6059	09/06/2019	09/06/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			57 SBM BD6059	09/06/2019	09/06/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Those usual to the Insured's Operations. The Livermore Valley Joint Unified School District, It's Officers, Agents and Employees are Additional Insured per the Business Liability Coverage Form SS0008 attached to this policy.							
<b>CERTIFICATE HOLDER</b> The Livermore Valley Joint Unified School District, It's Officers, Agents and Employees 685 E JACK LONDON BLVD LIVERMORE CA 94551				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Susan S. Castaneda</i>			

ACORD 25 (2016/03)

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