

Yorba Linda High School Softball Booster Club Constitution
Bylaws

Article I-Name

This organization shall be known as: The Yorba Linda High School Softball Booster Club, A non-profit corporation.

Article II-Purpose

The primary purpose of this booster club shall be to support the needs of the program as set by the Head Softball coach to enhance the success of the program at Yorba High School, by providing financial and moral assistance.

Article II-Membership

Section 1- Members: The club shall have one class of members, which will be open to any person who supports the purpose of the organization.

Section 2- Membership: Member participation in all activities is highly recommended. Examples of membership activity include: Assisting the board with organizing a fundraiser; participating in a planned fundraiser; and/or sharing new ideas with the Board with the intent of improving the overall quality of the program. Since one of the primary goals of the program is to be recognized as a leader within the high school softball community, and whereas most often funds provided by the school district are at a minimal level, at the beginning of each season the board will determine fundraisers to support the annual budget and the current needs of the softball program. Those who wish to opt out of fundraising and give a monetary donation equivalent to the amount raised as the fundraisers can donate directly to the softball program.

Section 3- Termination of Membership: Members can terminate their membership at any time with or without due cause. Conversely, The Board of Directors, by affirmative vote of 2/3 may discipline, suspend or terminate membership for cause after an appropriate hearing. The member involved shall be notified of such hearing, informed of the general nature of the charges and be given an opportunity to appear at the hearing to answer such charges.

Article III- Board Of Directors

Section 1- Board and Number: The management of the property and affairs of the club shall be vested in the Board of Directors. The board shall consist of:

- A) The Club President, First Officer
- B) The Club Treasurer, Second Officer
- C) The Club Secretary
- D) The Club Vice President
- E) Fundraising
- F) Team Representative
- G) Assistant Treasurer (non-voting)
- H) Advisor/Coach (non-voting)

The Board of Directors shall on June 1st enter upon the performance of their duties and shall continue until their successors have been duly elected.

The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the Club as it may deem proper in accordance with the bylaws and club rules. The Board shall have the power by a 2/3 vote of those present at the meeting to discipline, suspend or remove Director, officer, or member of the Club.

Section 2- Election and Term of Office: At each annual meeting, the members shall elect the board of Directors. The number shall be prescribed by the forgoing Section 1. All elections of the Directors shall be by majority vote of all members present, or represented by proxy at the time of the meeting. Term of office shall begin September 1 and end August 30 of the following year.

Section 3- Vacancy or Removal: If any vacancy occurs in the Board of Directors by death, resignation, or otherwise, it may be filled by a majority vote of the remaining directors at any club meeting or at any special meeting called for that purpose. Any director who does not attend two (2) consecutive Club meetings without just cause and or does not actively participate in the activities of the Club, may be removed by 2/3 vote of the Board of Directors. Said director shall receive notice in writing, prior to the meeting at which said vote will be conducted, and given the opportunity for a hearing if he/ she desires.

Section 4-School staff and district office administration shall not hold the office of President of Boosters. School staff or district administrators may fill no more than two elected positions.

Article IV- Officers and Duties

Section 1-Officers: The officers of the Club shall consist of a President, Vice President, a Secretary and a Treasurer. All of whom shall hold office for the ensuing year or until their successors are duly elected. The Board of Directors may appoint such other officers as it deem necessary or desirable, and may prescribe the powers and duties of each.

Section 2-President, 1st Officer: The president shall be responsible for conducting the affairs of the Club and administration of the policies established by the Board of Directors. He/ she shall preside over all polices established by the Board of Directors. He/ she shall preside over all Club meetings and shall be ex-office member of all committees except any nominating committee. He/ she shall present a report of the condition of the Club at the Annual meeting, and, at such times as he/ she or the Board deem appropriate, communicate to the Board such matters and make suggestions and recommendations as may, in his/ her opinion, tend to promote the welfare of the Club.

The President, or such other officers as he/ she may designate in writing, shall have the power to make and execute for and in the name of the CLUB. He/ she shall investigate complaints, irregularities, and conditions detrimental to the CLUB and report to the Board as circumstances warrant. He/ she with the assistance of the Treasurer shall prepare and submit an annual budget to the Board and be responsible for the proper execution thereof.

He/ she shall see that communications with Yorba Linda High School Administration, Placentia-Yorba Linda Unified School District Administration, Athletic Directors and coaches are conducted in a proper manner.

It is recommended that a President-elect has previously served at least one year on the Board of Directors. The previously served provision is waived for the charter year.

Section 3 Treasurer, 2nd Officer: The treasurer shall perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of the treasurer or may be assigned to him/ her by the Board or president. He/ she shall receive all monies and securities, and deposit same in a depository approved by the Board of Directors. All CLUB accounts are required to have two signatures for withdrawals. It is customary that three executive officers be selected for this purpose. No two members of the same family can sign checks. He/ she shall keep all records for the receipt and disbursement of all monies and securities of the CLUB, and approve all payments from allotted funds and draw checks therefore. He/ she is authorized to execute check to cover those budget items approved by the Board. Any item, which is not budgeted, must be approved by the Board prior to payment. He/ She shall submit a financial statement to the Board at each club meeting. Under the direction of the president, he/ she shall prepare an annual budget for submission to the Board at the first CLUB meeting following the election. He/ she shall chair the budget and finance committee as appointed by the board. In case of the absence or disability of the President, and provided he/ she is authorized by the president or Board to so act, he/ she shall perform the duties of the President, and when so acting, shall have all powers of that office. Duties consist of responsibility for all sport representatives and to follow up with all information between the Athletic Directors and the representatives. Review and recommend updates to the by-laws

Section 4: Vice President, Duties consist of keeping of all records of members of the Booster Club

Section 5: Fundraising, Duties consist of arranging for all fundraising activities

Section 6: Secretary: The secretary shall be responsible for recording the activities of the CLUB and maintain appropriate files, mailing lists, and necessary records. He/ she shall perform such duties as are herein set forth, in the office of secretary or as may be assigned to him/ her by the Board or President. He/ she shall maintain a list of all members, directors, and committee members and give notice of all CLUB meetings. He/ she shall keep the minutes of all CLUB meetings, and cause them to be recorded in a book kept for that purpose. He/ she shall have all records and minutes available at each meeting for approval and reference.

Section 7: Coach: Determine budget for misc. items such as field needs, uniforms, balls, equipment, gear, etc. Act as the prime interface with the school district, administration, athletic director, etc. This is a non-voting position.

Section 8: Assistant Treasurer, Duties to consist of assisting Treasurer with accounting/budgeting for program funding. This is a non-voting position.

ARTICLE V—MEETINGS

Section 1 Annual Meeting: The annual meeting of the members of the Yorba Linda High School Booster Club shall be held in the city of Yorba Linda, California during the first week of May during each calendar year for the purpose of electing officers and Directors and for the transaction of such business as may normally come before the meeting.

Section 2 Club Meetings:

- A) Regular CLUB meetings will be held as determined necessary by the President and agreed by the board. The President has the ability to call a special meeting at anytime, please see "B" titled special meeting.
- B) Special meetings: Notice of the meeting shall be given directly from the president or by the secretary, under the direction of the President, to each director either by email, at least three days prior to the meeting to the last recorded address of each director, or by the telephone or personal notice twenty four hours prior to the meeting and no matters not so stated may be acted upon at said meeting.

Section 4 Quorum: A majority of the directors shall constitute a quorum for the transaction of business

Section 5 Voting Procedures: Each director is entitled to one vote. A show of hands will be normally used, although it will be the president's prerogative to conduct a written ballot if he so desires. E-mail voting is allowed for pending issues that need be addressed, prior to next Club Meeting.

Section 6 Proxies: All proxy votes shall be in written form and may be withdrawn by the voting party at any time, prior to the vote.

Section 7 Rules of Order: Robert's Rules of Order shall govern all board proceeding, except where some conflicts with the constitution or by-laws of the CLUB.

ARTICLE VI—COMMITTEES

Section 1 General: The Board of Directors shall have the power to appoint standing and special committees as it shall determine and to delegate such powers to them as the Board shall deem advisable.

Section 2 Nominating Committee: The Board of Directors shall announce during a general meeting that they are accepting nominations for officers during the current year or for the following year. All eligible candidates' names that are submitted will be considered by the Board of Directors. Voting for a position on the Board of Directors will take place in May or as determined necessary to fill a vacancy. Notwithstanding a vacancy, voting shall take place at the annual meeting in June.

Section 3 Budget and Finance Committee: The Board of Directors may choose to appoint a committee consisting of not less than three members at large. The treasurer shall be the

committee chairperson. The committee shall develop the budget; setting forth expected expenditures and receivable for the year and investigate Fundraising for fund-raising activities. This budget is to be submitted to and approved by the general members before September 1 in each year following the annual meeting.

Section 4 Audit Committee: The Board of Directors shall appoint an Audit Committee consisting of one Director and one member at large and attach a statement of their findings to the annual financial statement of the president. The services of an accountant may be used to accomplish such audit.

ARTICLE VII—FINANCIAL AND ACCOUNTING

Section 1: The membership shall receive, at the Annual meeting of the members of the Yorba Linda High School Softball Booster Club, a report, verified by the president and treasurer, or by a majority of the Directors, showing the whole amount of real and personal property acquired during the year immediately preceding such date, and the purpose, objects or persons to or for which such applications, appropriations or expenditures have been admitted to membership in the CLUB during such year. The report shall be filed with the records of the CLUB and an abstract thereof entered in the minutes of the proceedings of the Annual meeting.

Section 2: the Board of Directors shall decide all matters pertaining to the finances of the CLUB and it shall place all income in a common CLUB treasury, directing the expenditure of same.

Section 3 the Board of Directors shall not permit the solicitation of funds in the name of Yorba Linda High School Softball Booster Club, unless the funds so raised can be placed in the CLUB treasury.

Section 4: The Board of Directors shall not permit the disbursement of CLUB funds for other than conduct of CLUB activities in accordance with the By-laws and policies of the CLUB.

Section 5: No Director, officer, or member of the Yorba Linda High School Softball Booster Club, shall receive directly, or indirectly, any salary or compensation from the CLUB for services rendered as Director, Officer, or member.

Section 6: All monies received shall be deposited to the credit of the Yorba High School Softball Booster Club, in the bank, and all disbursements shall be made by check, if available. For those purchases deemed necessary, when payment by check is not an option, Bank ATM Card may be used by authorized Officer in possession of ATM Card. Notification shall be made as soon as possible to all authorized signers on banking account and receipt provided at next Board Meeting. All checks be signed by the treasurer or other officer or officers or person or persons as the Board of Directors shall determine two signatures shall be required on all checks and accounts. NO two members of the same family can sign checks. Petty cash for the sole purpose of the cash box used at fund raising events may be withdrawn by either the President or the Treasurer individually not to exceed \$300.00. All withdrawals and deposits must be in recorded in the team ledger. No expenses shall be reimbursed without a valid receipt.

Section 7: No Board of Directors shall encumber a future Board with any debt, or other financial obligations without an affirmative vote of two thirds of the Directors present at any CLUB meeting.

Section 8: The fiscal year of the Yorba Linda High School Softball Booster Club shall begin on the first day of August and shall end on the last day of July.

Section 9: Distribution of Property upon dissolution: Upon dissolution of the Yorba Linda High School Softball Booster Club, and after all outstanding debts and claims have been satisfied, the members shall distribute the property of the CLUB to such other organization or organizations maintaining an objective and purpose similar to that set forth herein, which are or may be entitled to exemption under section 501C of the Internal Revenue Code or any future corresponding provision.

ARTICLE VIII—AMENDMENTS

This constitution and By-laws may be amended, repealed, or altered in whole or part by a majority vote at any duly organized meeting of the members provided notice of the proposed change is included in the notice of such meeting.

Approved this 30th day of May, 2017

Joe and Christina Monroe _____
Co-Presidents
