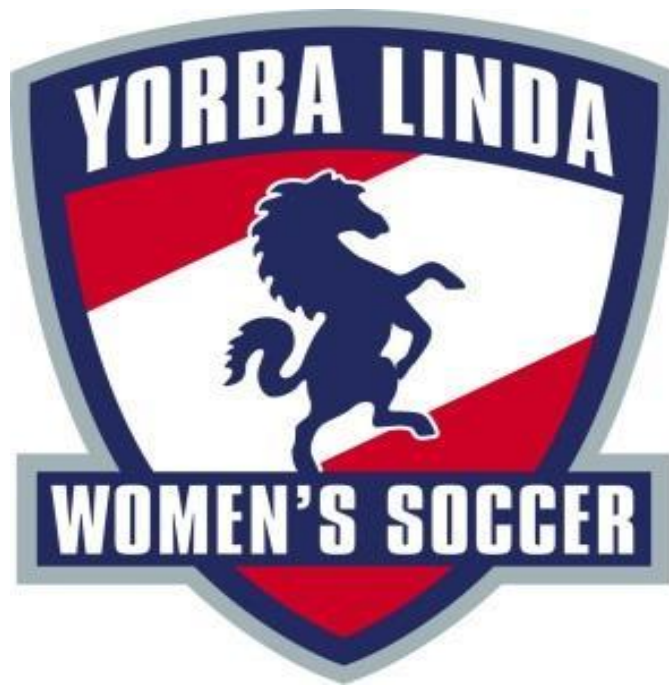


**YORBA LINDA HIGH SCHOOL  
WOMEN'S SOCCER BOOSTER CLUB  
CONSTITUTION AND BYLAWS**



**BY-LAWS OF THE YORBA LINDA HIGH SCHOOL WOMEN'S  
SOCCER BOOSTER CLUB**

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## ARTICLE I- NAME, PURPOSE, AND OBJECTIVES

- Section 1.01 Name
  - This organization will be known as Yorba Linda High School Women's Soccer Booster Club, a non-profit organization.
- Section 1.02 Purpose
  - The primary purpose of the Club shall be to support the women's soccer program at Yorba Linda High School by:
  - Promoting the spirit of competition, good character, sportsmanship and the mental and physical growth of all members.
  - Equally supporting all student participants in the YLHS Women's soccer program by providing principled financial, emotional and moral support and assistance.
- Section 1.03 Organization and Basic Policies
  - The Club or any members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purpose of the Club. The Club or any members in their official capacities shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
  - The Club shall work with the administration of Yorba Linda High School to provide a quality extracurricular program for all participants.
  - No part of the net earnings of the Club shall inure to the benefit of or be distributable to its members, officers or other private persons except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II hereof.

### Section 1.04 Conflict of interest policy-

- The purpose is to protect the Club's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the Club or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any state or federal laws governing conflict of interest applicable to nonprofit organizations.
- Definitions:

- Interested person- any officer or member of the club who has direct or indirect financial interest as defined below
  - Financial Interest- a person has a financial interest if the person has, directly or indirectly, through business, investment or family.
    - An ownership or investment interest in any entity with which the club has a transaction or arrangement
    - A compensation arrangement with the club or with any entity or individual with which the club has a transaction or arrangement
    - A potential ownership or investment interest in or compensation arrangement with, any entity or individual with which the club is negotiating a transaction or arrangement
  - A financial interest is not necessarily a conflict of interest
- Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence to the directors and members of the club.
- Determining whether a conflict of interest exists: After disclosure, and after any discussion with the interest person, he/she shall leave the meeting while the determination is discussed and voted upon. The remaining members shall decide if a conflict of interest exists.
- If the club has reasonable cause to believe a member has failed to disclose actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- The Club members, upon determination of a conflict of interest shall take appropriate disciplinary and corrective action.
- Section 1.05- Objectives
  - Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of race or socio-economic status
  - Promote school spirit and sportsmanship and encourage attendance at all Yorba Linda Women's Soccer events
  - Encourage and support the academic endeavors of Yorba Linda Women;s soccer players
  - Provide supplementary financial support for the various Yorba Linda Women's Soccer related activities
  - Provide supplementary financial support for the future of the various Yorba Linda High School Women's Soccer activities
  - Aid the staff in organizing and staging special events and projects
  - Aid and support the school staff in the areas of sports promotion, publicity and program development

- Section 1.06 Non-profit Status
  - Notwithstanding any other provisions of these By-Laws, the club shall carry out activities permitted by an organization exempt from the Federal income tax under section 501 ( c ) ( 3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under section 170 ( c ) ( 2) of the Internall revenue code of 1954 or the corresponding provisions of any future United States Internal Revenue law.

#### **ARTICLE I1- MEMBERSHIP AND FEES**

- Section 2.01- Members
  - The Club Shall have one class of members, which will open to any person who supports the purpose of the Club and is either a parent or legal guardian of a soccer player properly enrolled in the YLHS Women's Soccer program or a member of the coaching staff of the Yorba Linda High School Women's Soccer program.
- Section 2.02 Membership Fee
  - There will be no annual membership fee
- Section 2.03 Members right of privacy
  - Any personal information gathered or requested from the Club is for the Club and will not be made available to any other organization
- Section 2.04- Voting Rights
  - Each parent or guardian shall be entitled to one vote on any matter requiring the vote of the members. The maximum number of votes per membership is two. If a family has more than one student, the maximum number is 2 per student. Only votes of members in attendance will be counted; no proxies will be accepted.
- Section 2.05- Termination of Membership
  - The Board, by a two-thirds affirmative vote, 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 charge(s) and be given an opportunity to appear at the hearing to answer such charge(s).

#### **ARTICLE III= OFFICERS AND EXECUTIVE BOARD**

- Section 3.01- Powers
  - The management of the property and affairs of the club shall be vested in the Executive Board. A majority of the board shall constitute a quorum for the transaction of business at any announce club meeting, excluding committee meetings. The board shall be responsible to the members for its actions.
- Section 3.02- Officers

- The Executive Board shall consist of not less than seven officers (President, Vice President, 2<sup>nd</sup> Vice President, Secretary, Fundraiser, Auditor, and Treasurer.) The officers shall hold office for the ensuing year or until their successors are duly elected. The executive Board may appoint such other officers as it deems necessary or desirable and may prescribe the powers and duty of each. All elections of Executive Board officers shall be by majority vote of all members present at the time of meeting.
- Election
  - The officers shall be elected by a majority of the voting membership present at the Last Business Meeting of each season, this will enable a smooth transition for the upcoming season. All elected officers must be current members of the Club.
- Nominations
  - The President, with concurrence of the Executive board, shall present a slate of nominees (who have agreed to serve), for positions of officers and at large members with reasonable notice prior to the Business Meeting in which voting will occur. Additional candidates may also be nominated from the floor at Voting Business Meeting
- Terms of Office
  - The fiscal year is from July 1 through June 30<sup>th</sup>. To keep continuity within the Club , the term from each office will vary as described in Section 3.03. An individual may not serve in the same elective capacity for more than two consecutive terms.
- Vacancy
  - If an Executive office remains unfilled after last business meeting, it shall be considered a vacant office to be filled by the board-elect. If any vacancy occurs by death, resignation or otherwise, it may be filled by a majority vote of the remaining board members at any club meeting or at any special meeting called for that purpose
- Removal
  - An officer may be removed from office, for cause by the vote of a majority of the general membership. Any board member who does not attend two consecutive club meetings without just cause and or does not actively participate in the activities of the Club, may be removed by a two-thirds vote of the Board.
- Section 3.03 Duties of Officers
  - President (2 year term)

- The President shall be responsible for conducting the affairs of the Club and administration of the policies established by the Board.
  - The Presidents duties include:
    - Presiding over all policies established by the Board
    - Presiding over all club meetings
    - Investigation of complaints, irregularities and conditions detrimental to the club
    - Ensuring communications with the Placentia Yorba Linda Unified School district, Yorba Linda High School Administration and athletic directors and coaches
    - Appoint standing committee chairpersons with the concurrence of the Executive Board.
    - Direct goals and budget performance
    - Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said account
- Vice President and 2<sup>nd</sup> Vice President (2 year term)
  - Assist the President in any matter as requested. Take over for the president in his/her absence.
  - Plan out team Banquet
  - Head chair of all committee affairs
  - Organize volunteer activities
  - Responsible for an annual review of the By-laws, recommending revisions as deemed appropriate
  - Oversee updating and design of social media activities and updates including Website
  - Oversee purchase of Uniform
- Secretary (1 year term)
  - Responsible for recording the activities of the club , maintaining files, mailing list and records in support of club activities
- Fundraiser and publicity chair (1 year term)
  - Coordinate and monitor all fundraising activities
  - Game day set-up
  - Spirit Wear
- Auditor (1 year term)
  - Setup non-profit federal tax number

- Oversee yearly bookkeeping
  - Assist Treasurer with yearly tax filing
- Treasurer (3 year term)
  - The treasurer shall perform duties customarily incident to the office of the treasurer including:
    - Receipt of all money and deposit into the depository account approved by the board.
    - Preparation of the annual budget
    - Maintaining clear records for the receipt and disbursement of all monies of the club
    - Obtaining approval of all disbursements of the club
    - Filing all tax returns as requires by state and federal aw
    - Execute checks to cover budgeted items approved by the memberships and board. 2 signatures are required on all checks. Authorized signers President, Vice President, Treasurer.

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#### ARTICLE IV- EXECUTIVE BOARD

- Section 4.01 Officers
  - The principal officers of the club shall consist of President, Vice President, 2<sup>nd</sup> Vice President, Secretary, Fundraising, Auditor, and Treasurer. Officers shall hold office for the ensuing year after their election or appointment or until their successors are duly elected. The President may appoint such other officers as deemed necessary or desirable, and may prescribe the powers and duties of each subject to any limitations otherwise imposed by the Constitution and Bylaws of the Club.
- Section 4.02 The Executive Board
  - Approve the expenditures of all general funds up to 1,000 per request. Any expenditures of general funds above \$1,000.00 shall require an advance approval vote by the Executive Board
  - Approve the President's creation and dissolution of all necessary Committee or Chairperson
  - Set the time and date of meetings and give members timely notifications
  - Approve goals and budget targets annually
  - Review the annual budget, monthly financial reports, and monthly account statements issued by the bank utilized to manage the funds of the Club (including other official bank records for team account utilizing the 501( c ) ( 3) status of the Club ) at a minimum, every three months

APPROVED BY VOTE OF THE BOARD OF DIRECTORS ON

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APPROVED AND WITNESS OF VOTE:

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