

Yorba Linda High School Lady Mustang LAX Booster Club By-Laws

I. NAME

The name of the organization shall be the Yorba Linda High School Lady Mustang LAX Booster Club.

II. PURPOSE OF ORGANIZATION

The Yorba Linda High School Lady Mustang LAX Booster Club is a non-profit organization whose purpose is to provide ongoing support through financial, administrative, clerical and organizational assistance to the players and coaches.

III. MEMBERSHIP

- A. This organization shall be open to all parents/guardians of the students enrolled in the girl's lacrosse program
- B. There shall be no dues for acceptance into the Yorba Linda High School Lady Mustang LAX Booster Club
- C. The Yorba Linda High School Lady Mustang LAX Booster Club Board shall keep a roster of names, addresses, telephone numbers, and email addresses of all players, which will be updated annually.
- D. Each board member shall have the right to vote on any matter requiring a vote at general meetings.

IV. OBJECTIVES

- A. Provide support and increased opportunities for players;
- B. Communicate pertinent information to the lacrosse parents on a regular basis by means of a newsletter or email; and
- C. Conduct fund-raising as deemed necessary by the Yorba Linda High School Lady Mustang LAX Booster Club.

V. MEETINGS

- A. The Yorba Linda High School Lady Mustang LAX Booster Club shall meet monthly at a place and time determined by the board members. Additional meetings will be held as deemed necessary by the board and/or recommended by the coach.
- B. Minutes of the meetings are available to any lacrosse parent upon request.

VI. EXECUTIVE BOARD

- A. Elected officers of the Yorba Linda High School Lady Mustang LAX Booster Club shall include President, 1st Vice President, 2nd Vice President, Treasurer and Secretary.
- B. No one person shall hold more than one elected offices simultaneously.

- C. Should a vacancy occur in any office, the Yorba Linda High School Lady Mustang LAX Booster Club Board may, at their option, appoint a successor or announce an election to fill the vacant position.

VII. DUTIES OF OFFICERS

A. President

1. Shall have the responsibility to see that all orders and resolutions of the Yorba Linda High School Lady Mustang LAX Booster Club Board are carried out.
2. Shall plan the agendas for the meetings in coordination with the Head Coach.
3. May appoint special committees as deemed necessary.
4. Shall maintain communication with the Head Coach and/or school administration to provide specific areas of support.
5. Shall work with the Head Coach to plan and organize fund raising activities.
6. Shall prepare fund raising summaries for the Yorba Linda High School Lady Mustang LAX Booster Club.

B. 1st Vice President

1. Shall, in the absence or by the direction of the president, perform any duties and exercise the powers of the President.
2. Shall, in coordination with the President and/or Head Coach plan and organize fund-raising activities.
3. Shall be in charge of the collection of player fees and fundraising activities.

C. 2nd Vice President

1. Shall, in the absence or by the direction of the president and 1st Vice President, perform any duties and exercise the powers of the President and 1st Vice President.
2. Shall, in coordination with the President and/or Head Coach and/or 1st Vice President, plan and organize fund-raising activities.
3. Shall assist with the collection of player fees and fundraising activities.

D. Treasurer

1. Shall keep permanent books of account and records of items including income, receipts, and disbursements.
2. Shall receive all money, provide receipts and make necessary deposits in the bank approved by the Yorba Linda High School Lady Mustang LAX Booster Club.
3. Shall pay all bills as authorized by Yorba Linda High School Lady Mustang LAX Booster Club Board. Shall dispense allotted money to Coach for miscellaneous expenses. Disbursement of Checks in excess of \$200.00

shall require written approval (email acceptable) by two other members of the executive board.

4. Shall prepare the annual budget and financial summaries for the Yorba Linda High School Lady Mustang LAX Booster Club.
5. Shall work with the President to forward all necessary tax and insurance forms as required by the district and/or governmental agencies.
6. Shall make an annual report at the October meeting of the Yorba Linda High School Lady Mustang LAX Booster Club.
7. Shall provide a financial report at the monthly Yorba Linda High School Lady Mustang LAX Booster Club.
8. Treasurer's reports shall be made available at the request of lacrosse parents.

E. Secretary

1. Shall keep accurate records of all board and general meetings.
2. Shall maintain a current roster of Yorba Linda High School Lady Mustang LAX Booster Club.
3. Shall assist in mailing minutes, newsletters, and other correspondence as needed
4. Shall maintain a file of all documents as deemed necessary by the Yorba Linda High School Lady Mustang LAX Booster Club Board.

VIII. QUORUM

- A. A quorum for the Yorba Linda High School Lady Mustang LAX Booster Club Board shall be set at the majority of the directors.
- B. Actions or decisions to be implemented must meet with approval of the Head Coach.

IX. FUNDS

If any money remains in the account at the year-end, said money will be carried over to the next year for the use by the new board. In the event that the Yorba Linda High School Lady Mustang LAX Booster Club Board should disband, all carry-over money is to be deposited in the ASB account of Yorba Linda High School solely designated for Yorba Linda High School Lady Mustang LAX Booster Club use only.

X. ELECTIONS

- A. Elections will be held annually at the February Yorba Linda High School Lady Mustang LAX Booster Club meeting. The outgoing Yorba Linda High School Lady Mustang LAX Booster Club Board may act in an advisory capacity.
- B. Nominations will be taken from the floor. Anyone absent who wishes to run for office can submit written authorization to place his or her name in nomination.
- C. Elections will be conducted by a show of hands. A simple majority is required for elected position.

XI. AMENDMENTS TO THE BY-LAWS

- A. Proposed changes to the by-laws are to be submitted to the Yorba Linda High School Lady Mustang LAX Booster Club Board in writing.
- B. The Yorba Linda High School Lady Mustang LAX Booster Club Board will present the proposed changes at the next meeting.
- C. Passage of by-laws requires a simple majority of members present at the meeting.
- D. By-Laws are to be reviewed and approved biannually.

Signed this 11th day of October 2016.

Andrew Gerrish, President

Cathy Dicken, Secretary