

The BYLAWS OF THE FOOTHILL LACROSSE BOOSTER CLUB

(Originally approved October 2004; revised and approved May 2007, September 2007, May 2008, April 2009,
May 2010, August 2011)

Article I: Name

The organization of the name shall be “Foothill Lacrosse Booster Club” (FLBC)

Article II: Purpose

Section 1. The purpose of this organization is to promote the sport of lacrosse and elevate the level of play within our local community and the general lacrosse community as well. To implement fund raising activities that help defray the cost of participation in this activity and manage funds required for the existence of this program.

Section 2. No player shall be excluded from participation due to lack of financial resources. The FLBC will seek out fundraising opportunities for the program.

Section 3. The focus of this organization is to support the Foothill Lacrosse Teams and to work cooperatively with the school for the benefit of the students. This organization shall also work to assist players in their pursuit of higher education. It shall serve in an advisory capacity.

Section 4. This association shall raise funds for the support of the Foothill Lacrosse Teams.

Section 5. Both the Boys and Girls teams are governed by the by-laws but operate separately, having separate bank accounts, executive boards and board members.

Section 6. This association shall support the policies of the Tustin Unified School District.

Section 7. The fiscal year runs between July 1st and June 30th of consecutive calendar years.

Article III; Policies

Section 1. This organization shall be non-profit, non-sectarian, and non-partisan

Section 2. This organization shall promote the interest of the students participating in lacrosse at Foothill High School.

Section 3. This organization shall follow the policies of the Tustin Unified School District, which includes the CIF-SS policies for the CIF season

Article IV: Membership and Dues

Section 1. Membership and voting privileges in this organization shall be granted to parents and guardians of all lacrosse players on the Foothill Lacrosse Teams upon payment of membership dues. Alumni and any other interested people may become a member upon payment of membership dues.

Section 2. Honorary membership, without voting privileges, may be granted by the Executive Board.

Section 3. Membership dues for the Foothill Lacrosse Booster club will be \$100.00 per fiscal year.

Section 4. Membership dues must be paid before a person is eligible to vote or hold office.

Section 5. Membership dues can be changed by a majority vote of the Executive Board.

Section 6. Membership dues are non-refundable.

Article V: Executive Boards and Elections

Section 1. The Boys Program shall have an Executive Board. The Executive Board, all members in good standing, shall include the President, Vice President (High School Coordinator), Vice President (Game Operations Coordinator), Vice President (Ways and Means Coordinator), Varsity Head Coach, Community Liaison, Secretary, Treasurer, and Parliamentarian.

Section 2. The Term of office for all members of the Executive Board shall be 13 months; from June 1st through June 30th of consecutive calendar years.

Section 3. No member shall hold any one position for more than two consecutive years with the exception of the Varsity Head Coach and Community Liaison.

Section 4. A Nominating Committee shall be formed in March of each year to secure an incoming Executive Board.

Only those members who are eligible and who have signified their consent shall be nominated for office.

Section 5. The Nominating Committee shall consist of 4 members, including 2 members of the Executive Board and 2 general members and chaired by the Parliamentarian.

Section 6. Executive Officers shall be voted upon at an Election Meeting in May/June. In addition to the slate of officers presented by Nominating Committee, the President shall call for nominations from the floor.

Section 7. Newly elected officers assume their duties at the beginning of the fiscal year. All outgoing officers shall assist in the transition of the incoming board members.

Section 8. Any vacancy shall be filled by the President and approved by the Executive Board.

Article VI: Duties of the Executive Board

Section 1. The President shall preside at all the Executive Board and General Meetings, oversee the activities of the Executive Board members, appoint the chair people of all committees, be a member ex officio of all committees except the Nominating Committee, notify all members of General Meetings (date, time, location) in a timely and appropriate manner, notify Executive Board members of Executive Board Meetings (date, time and location) in a timely and appropriate manner, represent their program at the other program's Executive Board and General Meetings, facilitate joint activities of the programs, and attend the Foothill High School Super Boosters Organization meetings.

Section 2. The High School Coordinator Vice President shall serve as the Activities Coordinator. This VP shall coordinate communications to the players, player registration, team travel arrangements, post-season banquets, game films, publicity, and other duties as assigned by the president. This VP shall oversee the activities of the committee chair people under him/her. The High School Coordinator VP shall preside at the Executive Board and General Meetings in the absence of the President.

Section 3. The Game Operations Coordinator Vice President shall serve as the Games Operations Coordinator. This VP shall coordinate field preparation/set-up, field equipment, scorekeeping, statistics, scoreboard operation, game announcers, and any other duties related to game operations. This VP shall oversee the activities of the committee chair people under him/her. The Game Operations Coordinator VP shall preside at the Executive Board and General Meetings in the absence of the President and the High School Coordinator VP.

Section 4. The Ways and Means Coordinator Vice President shall serve as the Ways and Means Coordinator. This VP shall coordinate all fundraising activities and communicate such activities with Foothill High School in accordance with their procedures. This VP shall oversee the activities of the committee chair people under him/her. The Ways and Means Coordinator VP shall preside at the Executive Board and General Meetings in the absence of the President, the High School Coordinator VP, and the Game Operations Coordinator VP.

Section 5. The Varsity Head Coach shall act as a liaison between all of the teams' coaches, the FHS Athletic Director, and the FLBC to ensure accurate and timely communication and coordination of all events. The Varsity Coach shall preside at Executive Board and General Meetings in the absence of the President, the High School Coordinator VP, Game Operations Coordinator VP, and the Ways and Means Coordinator VP.

Section 6. The Community Liaison shall act as a liaison between the FLBC and external organizations. The Community Liaison shall provide timely communication about any activities related to his/her position.

Section 7. The Secretary shall record and keep minutes of all the Executive Board and General Meetings, disseminate the meeting minutes to the general membership in a timely and appropriate manner, and perform such other duties as the office may require.

Section 8. The Treasurer shall lead efforts with the Executive Board to develop, maintain, and revise an annual budget; to collect and manage all money related to the program; provide to the general membership monthly financial reports that include budget updates (actual vs. planned), checks written, and account balances; and provide relevant information to the Foothill Super Boosters and other entities as required by Foothill High School Policy.

Section 9. The Parliamentarian shall maintain accurate bylaws, ensure that the bylaws are followed, ensure that any member of the FLBC can access a copy of the current bylaws as needed, ensure that all business conducted by the FLBC is conducted in accordance with Robert's Rules of Order, revised, in all cases where they are applicable and where they do not conflict with these bylaws, form a Nominating Committee to nominate a slate of candidates for the Executive Board and make informed recommendations for committee chairs, and ensure that the Executive Board election is performed in accordance with the bylaws.

Article VII: Board Positions

Section 1. The standing board positions under the VP (High School Coordinator) may include:

- Post-Season Banquet Manager
- Registration Manager
- Travel Manager
- Media Relations
- Publicity Manager Webmaster
- Film Manager
- Alumni Liaison
- Historian

Section 2. The standing board positions under the VP (Game Operations Coordinator) may include:

- Uniform and Equipment Manager
- Field Preparation Manager
- Black & Gold Tournament
- Knights Challenge
- Recruiting Coordinator
- Statistian & Score Keeper

Section 3. The standing board positions under the VP (Ways and Mean Coordinator) may include:

- Players' Guide Editor
- Summer Coordinator
- Corporate Field Banners
- Merchandise Manager
- Turf Field Planning Chair

Section 4. The standing board positions under the Secretary may include:

- Varsity Representative
- Junior Varsity Representative
- Frosh-Soph Representative

Section 5. All standing board positions are responsible for working with coaches. VPs and Treasurers are to develop program budgets and procedures for their events/activities. All board members should write an executive summary at the conclusion of their event/activity and submit their report to the VP overseeing their activities.

Section 6. Each sub-committee shall submit their procedures to the Executive Board for final approval.

Section 7. Reports and budgets from all board members shall be turned over to their successors one month prior to the end of the fiscal year.

Section 8. The responsibilities of each board position shall be included in the Standing Rules at the end of these bylaws.

Article VIII: Meetings

Section 1. General meetings may be held monthly. A minimum of two scheduled General meetings shall be held in October and May. A majority vote of the Executive Board or 10 or more members of the general membership may call additional General meetings. All General meetings shall be open to interested members of the community.

Section 2. Executive Board meetings shall be held at least monthly from October through May except they are optional in months when General meetings are held. Scheduled Executive Board meetings shall be open to the general membership. Executive Board meetings may be held by telephone conference so long as all participants may simultaneously hear each other and participate during the meeting.

Section 3. All Executive Board and General meetings shall include a review of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, and old and new business. All General meetings shall include an opportunity for individuals to address the organization.

Article IX: Quorums and Representation

Section 1. A quorum must be present in order to transact any business. A majority vote of the quorum shall be required for approval of any motion except as otherwise provided for in the bylaws.

Section 2. A quorum at Executive Board meetings shall consist of 51% of the members of the Executive Board at each program.

Section 3. A quorum at General meetings shall consist of the number of members present plus 51% of the Executive Board of each program.

Section 4. Each parent or guardian with a paid family membership is entitled to one vote when personally in attendance at the meetings of the organization.

Section 5. If multiple people share the responsibilities of an Executive Board position, either one but only one can vote for a motion as an Executive Board member or count towards an Executive Board quorum.

Article X: Budgets

Section 1. The Treasurer shall work with the Executive Board with input from Committee Chairs to develop a proposed annual budget of expenses and income. This includes determining and player travel fees; providing player fundraising opportunities for travel fees.

Section 2. The proposed budgets for the year shall be submitted by the Treasurer for approval by the Executive Board before the General meeting in October. The Treasurer shall present the approved budget to the general membership at or before the General meeting in October.

Section 3. The Treasurer shall submit budget revisions and fund reimbursement recommendations to the Executive Board for final approval

Section 4. Expenditures cannot exceed approved budgeted amounts without the approval of a majority of the Executive Board.

Section 5. Except for food purchases, budgeted expenditures exceeding \$300 require a quote which must be approved by the Treasurer or President. The limit for food purchases for snack bars and team meals is \$500.

Section 6. The coaches' stipends shall be determined annually in accordance with the CIF and TUSD rules.

Section 7. Player travel fees are not Refundable once the travel costs are committed.

Section 8. Money shall be deposited in a bank approved by the Executive Board. Authorized signatures shall be those of the President and Treasurer.

Section 9. Any monies remaining at the end of the fiscal year shall be rolled over to defray the subsequent year's expenses. No refunds given.

Section 10. Unused funds within the budget cannot be applied to other budget items without the approval of the Executive Board or general meeting vote.

Section 11. The President shall be empowered to spend no more than five hundred dollars (\$500.00) for non-budgeted expenses before approval by the majority of the Executive Board or general meeting vote.

Article XI: Audit and Fiscal Year

Section 1. The fiscal year shall coincide with the fiscal year of the Super Booster Club, July 1 to June 30th

Section 2. An annual audit may be made of the Treasurer's books at the end of the term or at any time if requested by a 2/3 vote of the Executive Board.

Section 3. The Treasurer shall submit completed financial statements to the Super-Boosters as required by the Super Boosters

Article XII: Complaints and Dispute Resolutions

Section 1. Complaints: Players and parents of this organization shall be directed to:

1. Express complaints or concerns to the head coach of their respective team.
2. If after reporting to the head coach, the problem is not resolved, players and/or parents are directed to present their complaint in writing to the appropriate member of the FLBC Executive Board.

Section 2. Dispute Resolutions: Face-to-Face meetings will be used to resolve all disputes.

1. The Executive Board and Head Coach will meet with the party(s) initiating the dispute
2. The Secretary will provide all parties with written documentation of the resolution of the dispute.

Article XII: Amendments

Section 1. These bylaws may be amended at any General Meeting by two thirds (2/3) vote of those members present and voting.