

**BYLAWS, RULES AND REGULATIONS
OF
SANTA YNEZ FOOTBALL BOOSTERS, INC.**

A NONPROFIT CORPORATION

(Revisions proposed January 12, 2023 and **ADOPTED February 15, 2023**)

Article 1

NAME AND OBJECT

- A. NAME -- The name of the corporation shall be SANTA YNEZ FOOTBALL BOOSTERS, INC.
- B. OBJECT – The purposes for which this corporation is formed are:
The specific and primary purpose is to organize and operate as a charitable organization, to wit, to provide funds for the operations related to the Football Programs of the Santa Ynez Valley ~~Union High School~~, and in connection therewith, to receive, acquire, hold, arrange, administer and expend property and funds for this purpose.

Article 2

ADMINISTRATION

The affairs of this corporation shall be administered by a Board of Directors consisting of seven (7) members, who shall be elected by the General Membership of this corporation at the annual meeting.

CORPORATION

1. It is recognized that the Booster Club is incorporated within the State of California, and as such is administered by a Board of Directors and is subject to California corporation laws.
2. No other entity shall have any authority or jurisdiction over said corporation. The Corporation is only subject to the rules of other entities for use of their facilities for the purpose of fundraising or other events.
3. It is the responsibility of the Corporation to acquire all licenses and permits required by the local city, county, or state authorities to conduct the business of charitable fundraising.

4. The Booster Club shall maintain at all times all required insurance coverage for liabilities associated with the operations of charitable fundraising and events.
5. The Booster Club shall include insurance coverage to cover all Board of Directors of record by name so as to hold harmless individual Board Members from liabilities of the corporation.

NON-PROFIT

1. The Booster Club shall maintain and keep in good standing with the State of California non-profit status.
2. The Booster Club is subject to, and shall adhere to, all current Internal Revenue laws governing non-profit corporations.

Article 3

BOARD OF DIRECTORS

The Board of Directors shall consist of a President, Vice-President, Secretary, Treasurer, and three (3) Members-at-Large. Members of the Board of Directors of the corporation shall serve without compensation.

PRESIDENT -- The President shall be the chief executive officer of the corporation and shall supervise and control the affairs of the corporation, and shall preside over all meetings of the Board of Directors and the General Membership. The President may also appoint committees and define the duties of such committees. The President shall be elected from, and be a member of, the General Membership.

VICE – PRESIDENT -- The Vice-President shall in the absence of the President, perform all of the duties and have all the powers of the President. He/she shall also have such other powers and perform such other duties as shall be assigned to them by the directors. The Vice-President shall be elected from, and be a member of, the General Membership.

SECRETARY -- The Secretary shall keep a record of the proceedings of the Corporation and be responsible for all notification and announcements regarding the activities, events, meetings, and information pertaining to the Corporation. They shall keep the corporate seal, file all minutes, and maintain the Corporate Records. The Secretary shall be elected from, and be a member of, the General Membership.

TREASURER — The Treasurer shall furnish, prepare and keep a full set books of account, showing every detail of the business and the corporation's accounts, and all receipts and disbursements of every name and nature, the amount of cash on hand, and the amount of money owed by the corporation or owing to it. Treasurer shall be responsible for filing annual state and federal tax returns, maintain all paperwork necessary to keep non-profit status current, file and pay corporation forms and fees to the state as required to maintain corporation status, and such other information as required by the Board of Directors. The Treasurer shall be elected from, and be a member of, the General Membership.

MEMBERS-AT-LARGE – Members-at-Large are voting member of the Board of Directors. Typically they serve as committee chairs such as Snack Bar, Publicity, Fundraising, etc. The Members-at-Large shall be elected from, and be a member of, the General Membership.

TERM LIMIT

Each Board Member shall be elected during the Annual Meeting, for a one-year term, which begins immediately upon election and ends at the election held during the following year's Annual Meeting.

REMOVAL OF A BOARD MEMBER

A Board Member may be removed from their position by a majority vote of the Board of Directors for the following reasons:

1. Board Member is absent from 2 meetings without notification.
2. Board Member is absent from 5 or more meetings with or without notification.
3. It is determined that the conduct of the Board member is detrimental to the Corporation.

A vacancy on the Board of Directors will be filled from the General Membership by a majority vote of the remaining Board of Directors.

Should a Board Member resign from their position at any time after being voted into their position, they will not be eligible to hold a position on the Board of Directors the following year. Exception: Family or medical emergency.

Article 4

MEMBERSHIP

General Membership in the Booster Club/Corporation is voluntary and may be obtained in accordance with the following rules:

1. All parents or legal guardians of the SYVUHS football players are considered the General Members for the year their child participates in the football program.
2. Other adults who support the objectives of the Football Boosters and attends the annual meeting.
3. Special membership as accorded by the Board of Directors.

The Board of Directors, by a two thirds (2/3) vote at any duly constituted meeting, shall have the authority to remove any member thereof whose conduct is considered as detrimental to the Corporation.

Article 5

MEETINGS

1. A majority of the authorized number of directors shall constitute a quorum for the transaction of business.
2. All meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, except where they conflict with the Corporation by-laws.
3. Board of Directors Meetings will be held no less than once a month during off-season (January – April), every two weeks during pre-season (May – July), and weekly for the remainder of the football season (August – November). Meetings shall be held on an 'as needed' basis in the month of December.

ANNUAL MEETING

1. The Annual Meeting shall consist of the Board of Directors and the General Membership.
2. The Annual Meeting shall be held in the month of December or January at a date, time, and location determined by the Board of Directors.
3. No change in time or place of the annual meeting of this corporation shall be made less than thirty (30) days prior to the scheduled date set for the annual meeting.

4. The General Members present shall constitute a quorum.
5. At the Annual Meeting of this corporation there shall be elections for the Board of Directors.

BOARD OF DIRECTORS MEETINGS

1. A Board of Directors Meeting will not be recorded as an official meeting for the purpose of transaction of business unless a quorum is present. A quorum is established by the attendance of a majority of the Board.
2. The President shall prepare an agenda for each meeting. The Secretary will notify each Board Member and properly publicize the meeting time and place.
3. All members of the Board are expected to attend meetings as an integral part of the duties of the Board of Directors.
4. Board of Directors meetings are open to the General Membership, who may have a voice without vote.
5. Board of Directors may at their discretion hold closed-session meetings. Business matters may be determined and voted upon should there be a quorum present. It is understood the primary function of a closed-session meeting is to prepare for the regularly scheduled meetings.

VOTING

1. At all Board of Director Meetings, each Board Member will have one vote.
2. The President will vote only in the event of a tie.
3. Each General Member will have one vote at the Annual Meeting or any special meeting called by the General Membership.
4. A special meeting of the General Membership shall be called upon presentation of a written petition, consisting of ten (10) percent of the General Membership and the agenda item to be discussed, to the President of the Corporation. Once the petition has been presented to the President, a General Membership meeting will be scheduled within 30 days.

Article 6

FINANCIAL POLICY

1. All revenue will accrue to the General Treasury. There shall not be held separate banking accounts by individual parties containing any monies associated with the Corporation.
2. A checking account will be maintained for the purpose of official depository of the funds of the corporation and prompt payment of all Corporation debt. Protocol dictates the signature card held by the financial institution shall bear the names and signatures of the Treasurer and President.
3. The two signers on the account may not be related, nor may signers issue checks to other members in the same household.
4. The Corporation will operate on a calendar year of January 1 through December 31.
5. An annual budget shall be drafted and approved by vote no later than February 28 for the current year.
6. An itemized budget must be submitted by the Head Coach no later than January 31 for review and approval by the Board of Directors. The approved budget will include additional funds to prepare for unexpected expenses in each category.
7. Financial reports shall be presented at the Board of Directors Meetings for review, no less than monthly, to include year-to-date budget updates.

MONETARY TRANSACTIONS:

1. Any contemplated expenditure not in the current approved budget shall require approval by majority of the Board of Directors prior to accruing the debt and payment of the debt. Any debt accrued without prior approval shall be denied.
2. Expenditures associated with the costs of corporation business shall not fall under the above required criteria, but shall be reviewed for cost effectiveness.
3. Price comparison is encouraged for all corporation expenditures.
4. Billings/Invoices: Treasurer will not issue payment unless the Billing/Invoice is presented to be paid.

~~5. Items shall not be purchased on a credit basis beyond a 30-day period. Funds must be available at time of purchase.~~

5. All cash receipts will be counted by a member of the Board of Directors and a General Member.

Article 7

LIABILITY OF MEMBERS

No member of this corporation, either regular or otherwise, shall be personally or otherwise liable for any of the debts, liabilities and/or obligations of this corporation.

Article 8

REVISION/AMENDMENT OF BY-LAWS

1. At any time the Board of Directors may review the By-laws for revisions necessary to keep current with the changing needs of the Corporation.
2. Revisions shall be submitted by the Board of Directors to the President who will review and schedule a meeting for a first reading. Not sooner than 30 days from the first reading the President will schedule a meeting for a second reading and vote by the Board of Directors.
3. Any revisions to the By-laws require approval by a 2/3 majority of the Board of Directors.
4. Any revisions approved shall be incorporated by the Secretary and available at the Annual Meeting.