

**THE BY-LAWS OF
THE FOOTHILL LACROSSE BOOSTER CLUB**
(Originally Approved October 2004; Revised April 2006; Approved May, 2006)

Article I: Name

The name of the organization 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 community and to implement fund raising activities to enable students to help defray the cost of participation in this activity and augment 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 shall provide fundraising opportunities as well as scholarships on an as needed basis.

Section 3. The focus of this organization is to support the Foothill Lacrosse Teams and to work cooperatively with the schools for the benefit of the student. 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. This association shall support the policies of the Tustin Unified School District.

Article III: Policies

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

Section 2. This organization shall be philanthropic in nature.

Section 3. This organization shall promote the interest of the students participating in this activity.

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 and player's fees. 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 **\$50.00 per player per year** and are included in your player's registration fees

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.

Article V: Executive Board and Elections

Section 1. The Executive Board of this organization, all members in good standing, shall include the President, 1st Vice-President(s) (High School Coordinator-Boys/Girls), 2nd Vice President(s) (Operations Coordinator-Boys/Girls), 3rd Vice-President (Ways and Means), Boys' Coach Representative, Girls' Coach Representative, OC Chapter US Lacrosse Representative, Secretary, Treasurer, and Parliamentarian.

Section 2. The Term of office for all members of the Executive Board shall be one year.

Section 3. No member shall hold any one position for more than two consecutive years.

Section 4. A **Nominating Committee** shall be formed in **April** 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.

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

Section 7. Newly elected officers assume their duties immediately following their election. All outgoing officers shall assist in the transition of duties by preparing an end of the year report to give to their successors.

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. It shall be the duty of the **President** to preside at all meetings of the organization. The President shall be a member ex-officio of all committees except the Nominating Committee. Upon election, the President shall appoint the chair people of the standing committees. The President shall attend the Foothill High School Super Boosters Organization meetings.

Section 2. The **1st Vice President** shall serve as the High School Coordinator. The 1st VP shall preside in the absence of the President, with remaining officers following in sequential order. He/she shall work with the high school coaches and treasurers to develop appropriate fees and budget and assist the coaches as needed. The 1st VP shall oversee the activities of the committee chair people under him/her and assist with team registrations if needed. The 1st VP shall undertake such other duties as may be assigned by the President. The Vice President shall attend the Foothill High School Super Boosters Organization meetings.

Section 3. The **2nd Vice President** shall serve as the Operations Coordinator. He/She shall work with the High School Athletic Director and coaches to coordinate field allocations and facility requests, team transportation, referee assignments, field preparation/set-up, field equipment, game announcers, tournament scheduling and any other duties related to game operations as needed. The 2nd VP shall oversee the activities of the committee chair people under him/her and assist coaches as needed.

Section 4. The **3rd Vice President** shall serve as the Ways and Means Coordinator. He/She shall work with the treasurers to develop appropriate budgets and maintain such budgets accurately. The 3rd VP shall oversee all fundraising activities and coordinate with the Activities Vice Principal at FHS. The 3rd VP shall also oversee the activities and responsibilities of all committee chair people related to ways and means.

Section 5. The Boys' Coach Representative shall act as a liaison between all of the boys' team coaches, the FHS Athletic Director and the FLBC, to ensure accurate and timely communication and coordination of all events.

Section 6. The Girls' Coach Representative shall act as a liaison between all of the girls' team coaches, the FHS Athletic Director and the FLBC, to ensure accurate and timely communication and coordination of all events.

Section 7. The **Orange County Chapter U. S. Lacrosse Association Representative** shall act as a liaison between the Foothill teams and the local chapter.

Section 8. The **Secretary** shall keep and record the minutes of all meetings of the organization, shall notify all members of meeting dates, and perform such other duties as the office may require. Minutes shall be prepared and available to FLBC members and coaches. Secretary will send a copy of the minutes to the membership via e-mail if requested.

Section 9. The High School Treasurer shall work with the coaches, 1st VP and 3rd VP to determine appropriate registration fees, develop a budget for the Foothill High School Lacrosse Teams and maintain such budget accurately. The **proposed budget** for the year shall be

presented by the Treasurer for **approval by the Executive Board** at the first Executive Board Meeting. (Sept./Oct.) The Treasurer shall submit budget revisions and fund reimbursement recommendations to the general membership for final approval. The treasurer shall provide an accurate year to date budget as well as a list of bills paid at all FLBC meetings. The High School Treasurer shall be responsible for collecting and managing all monies related to the Foothill High School Lacrosse teams. Such funds shall be deposited in a bank approved by the Executive Board. **Authorized signatures shall be those of the President and High School Treasurer.** The High School Treasurer shall be responsible for keeping in balance all funds in the FLBC bank account and assuring that all pertinent tax information is provided to the Foothill Super Boosters and that the taxes are filed with the IRS as required.

Section 10. The **Parliamentarian** is responsible for maintaining accurate by-laws for the FLBC and ensuring that those bylaws are followed. He/She is responsible for ensuring that all members of the Executive Board possess a copy of the current by-laws and that any member of the FLBC can access a copy as needed. The Parliamentarian is responsible for forming a Nominating committee and ensuring that the election of officers is performed in accordance with the by-laws. The Parliamentarian is responsible for ensuring that all business conducted by the FLBC is conducted in accordance with Robert's Rules of Order, Revised, in all cases which they are applicable and where they do not conflict with these by-laws.

Article VII: Committees

Section 1. The standing committee chair people under the 1st VP(s) may include:

- Varsity Representatives-Boys and Girls
- JV Representative-Boys and Girls
- Frosh-Soph Representative-Boys and Girls
- High School Boys' Registration Coordinator
- High School Girls' Registration Coordinator
- Print Media Coordinator
- Webmaster

Section 2. The standing committee chair people under the 2nd VP may include:

- Uniform Acquisitions Coordinator
- Equipment Inventory and Storage
- Field Prep Coordinators
- Field Reservations
- Tournament Coordinator

Section 3. The standing committee chair people under the 3rd VP may include:

- Annual Fundraiser Coordinator (i.e. Shoot-a-thon, other)
- Parents' Guide Editor
 - Photo Coordinator
 - Copy Writer
 - Ad Coordinator
- Snack Bar Coordinator
- Merchandise Coordinator

Section 4. All committee chair people are responsible for working with the coaches. VPs and treasurers are to develop program budgets and procedures for their events/activities. All committee chairs should write a committee report at the conclusion of their event/activity and submit their report to the VP overseeing their activities.

Section 5. Each standing committee shall submit their procedures to the Executive Board for final approval.

Section 6. Committee reports and budgets from all committees shall be turned over to their successors at the Joint Executive Board Meeting.

Section 7. The responsibilities of each committee chairperson shall be included in the **Standing**

Rules at the end of these by-laws.

Section 8. Revisions to this list can be made upon the approval of the Executive Board.

Article VIII Meetings

Section 1. General meetings may be held monthly. A minimum of two scheduled general meetings shall be held annually.

Section 2. Executive Board Meetings may be held monthly during the term of office. One annual Joint Executive Board Meeting shall be held following the election of a new Executive Board. (June/Sept).

Section 3. Majority vote of the Executive Board, or 10 or more members of the general membership may call additional general meetings of the organization.

Section 4. All 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.

Section 5. All general meetings of the organization shall be open to interested members of the community and an opportunity shall be provided 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 by-laws.

Section 2. A quorum at Executive Board Meeting shall consist of six (6) members, which is **50% plus 1** of the voting members of the Executive Board.

Section 3. A quorum at general meetings shall consist of the number of members present plus **50%** of the Executive Board, (5 members). In the absence of a quorum of the Executive Board, **30%** of the general membership shall constitute a quorum.

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.

Article X: Budgets

Section 1. The Treasurer, Vice Presidents and Coaches shall prepare budgets with input from the Ways and Means committee chairs.

Section 2. The proposed budgets for the year shall be submitted by the Treasurer for approval by the Executive Board at the first Executive Board meeting. Budgets will be presented for review by the general membership at the first general meeting of the year.

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. Coaches' stipends will be determined by the Executive Board and must be approved by the general membership. The coaches' stipends shall be determined annually.

Article XI: Audit and Fiscal Year

Section 1. The fiscal year shall coincide with the fiscal year of the Super Booster Club.

Section 2. 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 3. Unused funds within the budget cannot be applied to other budget items without the approval of the Executive Board.

Section 4. The President shall be empowered to spend no more than three hundred dollars (\$300.00) before approval by the majority of the Executive Board.

Section 5. 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.

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 by-laws may be amended at any general meeting by a two thirds (2/3) vote of those members present and voting.

Approved: _____ Secretary Signature: _____

Foothill Lacrosse Booster Club Standing Rules (Revised April 2006; Approved May, 2006)

1. The organizational structure of the Foothill Lacrosse Booster Club shall be as follows:

President

1st Vice President- High School Coordinator(s)

Committee Chairs under 1st VP

Varsity Representatives Boys and Girls
Junior Varsity Representatives Boys and Girls
Frosh-Soph Representatives Boys and Girls
High School Boys Registration Coordinator
High School Girls Registration Coordinator
Publicity:

Print Media Coordinator
Webmaster

2nd Vice President – Operations Coordinator(s)

Committee Chairs under 2nd VP

Uniform/Acquisitions coordinators
Equipment Inventory/Storage
Field Prep Coordinators
Field Reservations
Tournament Coordinators

3rd Vice President - Ways and Means Coordinator

Committee Chairs under 3rd VP

Annual Fundraiser Coordinator
Players' Guide Editor
Photo Coordinator
Copy Writer

Ad Coordinator
Snack Bar Coordinator

Merchandise Coordinator

Boys' Coach Representative

Girls' Coach Representative

O.C. Chapter of U.S. Lacrosse Representative

Secretary

Treasurer

Parliamentarian

2. The job description of all positions with the exception of the Committee Chairs is included in the main by-laws.

3. The job descriptions of the Committee Chairs are as follows:

Varsity Representative: responsible for assisting with team registration, planning the end of the year awards banquet, providing player rosters and phone lists to all players/parents, assigning a phone person, securing a parent photographer, if needed and disseminating booster club information to parents.

Junior Varsity Representative: responsible for assisting with team registration, planning the end of the year awards banquet providing player rosters and phone numbers to all players/parents, assigning a phone person, securing a parent photographer, if needed and disseminating Booster Club information to parents.

Frosh-Soph Representative: responsible for assisting with team registration, planning the end of the year awards banquet, providing player rosters and phone numbers to all players/parents, assigning a phone person, securing a parent photographer, if needed, and disseminating Booster Club information to parents.

Publicity:

Print Media Coordinator: responsible for securing publicity for all the teams as appropriate. He/she may notify ASB members of games and tournament information for the FHS Daily Announcements, provide information to the FHS Newspaper; provide photos and information to the Tustin News and any other venues where it seems appropriate.

Webmaster: The responsibility of the Webmaster is to establish the content for the web site, keep content and announcements up to date for all the teams. The duties include but are not limited to:

- Building and establishing a team web site
- Maintaining and updating the web site
- Posting of registration information
- Post all ½ to full page advertisers (non-family) to the website's homepage
- Keeping team rosters and schedules as current as possible
- Building new sections to maintain interest in the site, to give the web site the importance of a newsletter could include; Coaches corner, Conditioning Tips, Special Events, Alumni Update, LAX links, Advertising, Tournament Updates and forms, Photo Fundraiser, Feature of Amazing Photos, FAQ's, Why did the Ref Make that Call, Eating Right, Weight Lifting Tips, Booster Club Info, College Corner, Great Side Line Comments, Etc. Etc. Information for these articles will be provided to the Webmaster for editing and posting by coaches, team trainers and doctors, appropriate chairpersons, parents and others.
- Possibly posting advertising
- Working with the Copywriter to create new postings

- Changing out the site photos as much as possible to keep the site fresh
- Maintain a committee to help you collect information from all the teams so that the site is very inclusive of the whole program

Uniform/Acquisitions Coordinator: responsible for coordinating the ordering, purchasing, and distribution of uniforms and related player equipment for the boys and girls teams. He/she will work closely with coaches and treasurer to maintain accurate accounting of all funds related to equipment and uniforms.

Equipment Manager: responsible for working with coaches and acquisition coordinator to inventory, store and distribute equipment and uniforms. He/She may also work with the coaches and acquisitions coordinator in determining team equipment and uniform needs, researching and ordering equipment and uniforms as needed.

Field Set-Up Coordinator: responsible for working with coaches to determine which fields will be used and what field set-up will be required. Responsibilities could include delivering goals and scoring table and chairs to the field, chalking the lines, breaking down the field and returning goals, tables and chairs.

Tournament Coordinator: responsible for working with the coaches to develop tournament packages for the coaches and players, including travel and lodging reservations. He/she is also responsible for collecting permission slips, medical releases, etc as needed. The Tournament Coordinator should also provide tournament information via email and fliers to the parents as needed.

Annual Fundraiser Coordinator: responsible for forming a committee to plan, organize and execute the annual FLBC Fundraiser. The Coordinator is also responsible for reporting information regarding the fundraiser to the booster club and providing an end of the year report.

Players' Guide Editor: The responsibility of this position is to oversee and produce the Foothill Lacrosse Players' Guide. The Editor's duties include but are not limited to:

- Creation of the content with the Copywriter
- Collection of the advertisements from both the girls and boys advertising coordinators
- Collection of photography from the photo coordinator
- Collection of high-resolution images from photo vendors and parents
- Collection of final writing of content
- Creation of layout to accommodate all the collected material
- Editing of any content that may not fit
- Final production
- Distribution to parent proofreaders
- Corrections made to production
- Bidding and selection of printer, maintaining the budget
- Press checking of printing
- Distribution of guides to team reps, coaches, and advertising coordinators

Advertising Coordinator

The responsibility of the advertising coordinator is to promote, oversee, track, scan, and follow up with the advertisers. The duties include but are not limited to:

- Give advertising forms, incentive program, list of "grandfathered" salesmen, and timeline to membership chairman
- Explain the advertising program and incentive program to members at general meeting
- Send out announcement letters to promote the start of sales, establish student contact
- Collect and track sales
- Forward money to treasurer

- Maintain a database of sales, keep Webmaster updated on sales for the web site
- Scan and clean up collected hard copy art and/or photos
- Make sure some type of art or copy exists for every ad, in particular personal ads
- Follow up with families that are not producing sales
- Supply art collected and scanned on CD to Editor
- Proofread ads and establish a list of placement page numbers for index
- Track incentives and supply treasurer with a list and dollar amount
- Write thank you letters or organize a committee to do so
- Mail thank you letters with copies of guide
- Send newly printed guide with letters for the promotion of the following year to prospective businesses
- Answer any question concerning incentives granted

Photography Coordinator

The responsibility of the Photography Coordinator is to organize, and over see the taking of individual and group photos of both the girls and boys teams in a timely fashion as well as collect the photos and prepare them for printing. The duties include but are not limited to:

- Set up dates with the team and NuPhoto to take individual photos (should be done EARLY, set up makeup dates for winter sport athletes)
- Get Nuphoto's order forms and distribute to players (ideally in the registration packet)
- Fill out use permit for field space or just arrange it with Vince Brown
- Make sure a goal is unlocked at photo area; find one set of uniforms to be used in photos
- Remind players of photo day, buddy photos, and senior group photo
- Be on the field on the days of individual photos, bring uniforms, help Nuphoto (2 people)
- Get CD of individual photos from NuPhoto
- Crop and convert files to black and white, name files with players names
- Supply CD of converted photos to Editor
- Set makeup photo day; repeat above steps; do personal phone calls to make sure missing players come to get their photos taken
- Set up dates with coaches to do team photos; teams must be picked and uniforms delivered, normally about two days before the first games
- Get individual photos of coaches, most easily done on team photo day
- Get team photos to Editor

Copywriter

The responsibility of the Copywriter is to establish the content for the Players Guide with the Editor, do research to create content, write the content and supply it to the Editor. The duties include but are not limited to:

- Distributing and collecting players interview forms, ideally in the membership packet
- Transcribing interview into a consistent format in Word established by Editor
- Write and/or re-write articles
- Get info from coaches and any new news
- Get honor roll list from coaches or Vince Brown, IB list from IB Chair
- Update coaches bios
- Supply Editor with info in Word
- Proofread players Guide
- Find a couple extra proofreaders for final reading
- Help Webmaster and /or Print Media Publicity Coordinator with articles

High School Boys Registration Coordinator: responsible for working with coaches and team representatives to advertise and run team registrations. Includes printing and distributing fliers to all feeder schools, providing registration dates and times to the school newspapers and/or newsletters, staffing registration days, collecting FHS Athletic Clearance Packets, registration forms and checks and turning all monies over to the treasurer. The Registration Coordinator will update the registration files and distribute information to the Athletic Director, coaches and team representatives. He/she will also provide coaches with a folder containing team emergency information for the field bag. The Registration Coordinator may need to work with the coaches and treasurer to develop appropriate fees.

High School Girls Registration Coordinator: responsible for working with coaches and team representatives to advertise and run team registrations. Includes printing and distributing fliers to all feeder schools, providing registration dates and times to the school newspapers and/or newsletters, staffing registration days, collecting FHS Athletic Clearance Packets, registration forms and checks and turning all monies over to the appropriate treasurer. The Registration Coordinator will update registration files, forward them to the Athletic Director, and distribute to coaches and team representatives. He/she will also provide coaches with a folder containing team emergency information for the field bag. The Registration Coordinator may need to work with the coaches and treasurer to develop appropriate fees and budgets.

Snack Bar Coordinator: responsible for coordinating the snack bar at games where it is appropriate, procuring donations from companies and families to offset costs and providing an accounting of all profits and expenses to the 3rd VP.

Merchandise Coordinator: responsible for ordering and selling all FLBC merchandise and providing an accounting of all profits and expenses to the 3rd VP. The Merchandise Coordinator should work with the Acquisitions Coordinator, Equipment Manager and Coaches to ensure bulk ordering when possible.

4. All committee chairs are responsible for preparing an end of the year report and giving a copy to their successor, the VP in charge of their committee and the President.

5. These Standing Rules may be amended by a two-thirds (2/3) vote of the FLBC Executive Board.