

BY-LAWS

VILLA PARK WRESTLING BOOSTER CLUB

Villa Park High School

18042 Taft Avenue

Villa Park, CA 92861

Article I Name

The name of the organization shall be the Villa Park Wrestling Booster Club.

Article II Purpose

1. To create and maintain an enthusiastic and positive interest in the wrestling program.
2. To encourage and cultivate positive participation in wrestling activities by all students, parents and other individuals or groups interested in developing the wrestling program.
3. To maintain dignified and supportive relationships between those who are interested in developing the quality of the wrestling program.
4. To engage in fund raising activities to help meet the financial needs of the wrestling program.

Article III Wrestling Team Policy

- All wrestling boosters' rules will be in accordance with I.R.S. code 501(c) 3. In addition, the boosters shall adhere to all the rules of the athletics department, Villa Park High School and the Orange Unified School District.
- The Booster Club's sphere of influence does not include physical aspects of running the wrestling team i.e. scheduling, wrestling techniques, etc.
- The Booster Club will be made of volunteers and will have no paid employees.
- No student will be denied the benefit of the Villa Park Wrestling Booster Club for financial reasons. Where individual student participation goals may be set, or parental solicitations made, failure or inability to meet these goals or solicitations will not identifiably impact any participant.

Article IV Membership

All parents and supporters of Villa Park Wrestling are automatically members. There are no membership fees or dues.

Article V Jurisdiction

The territory included within the jurisdiction of this organization shall be any territory served by Villa Park High School and reasonable participation at wrestling events and/or fundraising events in other areas.

Article VI Meetings

A regular meeting of the Wrestling Boosters shall be held monthly during the school year at a location and time to be designated. Special meetings may be called if they become necessary in the opinion of the President or a majority of board members. Time and place of all called meetings shall be announced at least 48 hours in advance so that each member can plan to attend the meetings.

Article VII Officers

Officers must be the parent, guardian or household member of a current team member, except that if a team member withdraws from the team, the committee member may complete their term in office.

Section 1 All candidates for officers shall be recommended by a current officer. Officers' positions include President, Secretary, and Treasurer. Additional positions may be designated as necessary. Temporary positions will be non-voting members. One person may hold two positions, but the President may not be the Treasurer. In the event that an officer is holding more than one voting position, he/she will get only one vote.

Section 2 At the regular May meeting, the nominating committee shall present its slate of officers or approval by the general membership. Additional nominations may be accepted at this time.

Section 3 At the regular June meeting the slate of officers shall be elected and duly installed to serve one year. They may be eligible for re-election.

Section 4 In the event of resignation, death or removal from office of the President(s), the Vice President(s) will assume the Presidency. The Secretary and the newly appointed President will share in the duties of the Vice President temporarily until a new Vice President is determined. Any vacancy created shall be filled by a member recommended by an Officer and elected by a majority of members present and voting at a regular meeting, and said individual shall enter upon and assume the duties of said office for the remainder of the term thereof. Said election shall transpire at a regular meeting as soon, as is practicable after said vacancy occurs.

Article VIII Duties of Officers

President The President shall schedule and preside (in accordance with Robert's Rules of Order) at all general meetings and be an ex-officio member of all committees. The President shall assure that the established annual schedule of events is properly implemented; and uphold the Charter and Bylaws of the Villa Park Wrestling Boosters. The President shall coordinate the work of the officers and wrestling coaches as they apply to Wrestling Booster functions. The President will appoint the Board of Directors with counsel from the other officers.

Vice President The Vice President shall schedule and preside (in accordance with Robert's rules of Order) at all general meetings when the president is absent. The Vice President shall be an ex-officio member of all committees. The Vice President shall assist the president in all duties as mentioned in "present duties."

Treasurer The Treasurer shall keep an accurate record of the actual income and expenses of the organization. He/She shall be responsible for receiving funds and transferring funds to appropriate school or other accounts and approving the disbursement of funds in accordance with the budget or other action of the association. The Treasurer shall also give a

monthly, public statement broken down by major receipts and expenditures at the regularly scheduled Wrestling Booster meeting. Additionally, the Treasurer will be responsible to disburse all monies to pay operating expenses and any other valid and authorized expenditure.

Secretary The Secretary shall be responsible for keeping the minutes of Booster Club meetings. He/she shall prepare resolutions and reports for the board members. Facilitate communication between officers, board members and general membership. Notify the officers and membership of special meetings and other pertinent developments. Complete necessary paperwork for the boosters in situations in which no other member is specifically designated.

All Officers All officers shall perform the duties outlined in these bylaws as well as duties that may be assigned from time to time as needed. Upon the expiration of their term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and/or wrestling team and shall return to the treasurer, without delay, all funds and financial records pertaining to the office.

Article X Quorum

Section 1 The members present shall constitute a quorum at all regular meetings of the Wrestling Boosters membership, but not less than three (3) people. Each officer must receive proper notification of a called meeting forty-eight (48) hours prior to said meeting. Proper notification is defined as a verbal announcement at the preceding meeting, phone call, E-mail or notification by mail received by members forty-eight (48) hours prior to the called meeting. The President(s) or next ranking officer has the authority to poll by telephone members of the Officers to cover situations that cannot wait forty-eight (48) hours for a called meeting.

Article XI Amendments

Proposed amendments to these By-Laws must be presented in writing to the Officers at least thirty (30) days prior to voting on the change. Proposed amendment(s) will become effective after approval by a majority of the Officers and a majority of the general membership present and after a majority vote at the next regularly scheduled general meeting.

Article XII Financial

The Executive Committee shall select a local bank and open a checking account after committee approval. The account must require two (2) signatures. The Officers should name three members who will sign checks. The Head Coach should not be one of the signatories unless three others cannot be found.

- An additional financial activities shall be provided for in the Villa Park High School Athletic Handbook.

Article XIII Ethics

Section 1 No member shall bring pressure upon another member or wrestling coach for personal gain or for another individual's gain. If this occurs they shall be subject to removal from membership.

Section 2 If removal from membership should become necessary, then it shall be accomplished at a special Officers meeting called by the President(s) or other officer as circumstances require. Roberts Rules of Order shall be used as a guide for the proceedings.

Section 3 Appropriate language, behavior and attire are expected of all adults and students at all wrestling functions at all time.

Section 4 The Villa Park High School Athletic Handbook should be referred to whenever questions regarding wrestling arise.

Article XIV Fiscal Year

The Fiscal Year and Tax Year of the Villa Park Wrestling Booster Club shall begin on July 1, and end on June 30, of each year.

Article XV Parliamentary Procedure

Meeting shall be conducted according to Robert's Rules of Order (Revised), unless another procedure is specified.