

**BY-LAWS OF
YUCCA VALLEY TROJAN CROSS COUNTRY AND TRACK
BOOSTER CLUB, INC.**

ARTICLE I - MEMBERSHIP

Section 1.01. Voting membership in the corporation shall consist of all Cross Country and Track Booster Club parents and individuals attending the meetings.

ARTICLE II - OFFICERS AND THEIR ELECTION

Section 2.02. Each officer of the corporation shall be a member in good standing of the Corporation.

Section 2.02. The officers making up the executive board of this corporation shall be a president, a vice president, secretary and treasurer.

Section 2.03. The privilege of nomination and election to office for the ensuing year will not be extended to parents or individuals not now members.

Section 2.04. Election shall be held at the annual meeting in September.

Section 2.05. Officers shall serve for a term of one (1) year. No officer shall be eligible to the same office for more than two consecutive terms. Terms of office for the executive board shall be from September to September.

Section 2.06. A vacancy occurring in any office shall be filled by a person elected by the executive board.

Section 2.07. If an office remains unfilled after election, it shall be filled by the board elect.

ARTICLE III - DUTIES OF OFFICERS

Section 3.01. The president shall:

- A. Preside at all meetings of the corporation and the executive board.
- B. Be a member ex-officio of all committees.
- C. Authorize with the treasurer the issuance of purchase orders and payments of obligations through account established with a local bank.

Section 3.02. The vice president shall be coordinator of all financial and fundraising activities and shall in the absence of the president perform duties of the president.

Section 3.03. The secretary shall keep the minutes of the business meetings of the corporation, shall conduct all correspondence, shall notify members, and shall keep a list of all current members of the corporation.

Section 3.04. The treasurer shall:

- A. Keep a permanent book of account and record in sufficient detail as to show the gross income, receipts and disbursements of the corporation. Such records shall be kept current and available to the executive board upon request.
- B. Receive all monies from the corporation and deposit them in the account established at a local bank.
- C. Arrange for the payment of all bills and obligations through established accounts.
- D. Present a statement of account at any meeting of the corporation.
- E. Make a full annual report to the corporation at its annual meeting in September.
- F. Must supply all documents necessary for an audit by the executive board prior to the annual report and end of year.

ARTICLE IV - MEETINGS

Section 4.01. General meetings will be held on the first Thursday of each month or as needed. In case of an issue requiring immediate attention as deemed necessary by the coach or executive officer(s), the President may conduct a phone vote and the results will be published in the next board meeting minutes.

Section 4.02. An annual meeting must be called for in September for the purpose of electing officers.

Section 4.03. Four (4) members shall constitute a quorum.

ARTICLE V – COMMITTEES

Section 5.01. There shall be special and/or standing committees appointed throughout the year as the need arises.

ARTICLE VI – FINANCIAL AUTHORITY

Section 6.01. All funds raised under the sponsorship of the corporation shall be deposited in a local checking account. A special account shall be established to maintain accountability and to ensure that only those authorized have access to funds deposited. A majority vote is required for expenditures over \$200.00. The president and treasurer may use discretion in minor expenditures. The president and treasurer or vice-president or secretary shall make all deposits and withdrawals for the account.

ARTICLE VII – AMENDMENTS

Section 7.01. A recommendation or motion to amend, adopt or repeal any section(s) of the By-laws may be made by any member of the corporation at any regular or special meeting, which shall constitute a first reading of the motion. If such recommendation or motion is approved, it shall be put over to the next regular or special meeting. Each member of the corporation shall then be given written notification of the proposed change(s) and the date, time to be acted upon. Two-thirds (2/3) of the eligible members present at the second reading shall be required to adopt recommendation or motion.

CERTIFICATE OF SECRETARY

I certify that:

1. I am the secretary of **YUCCA VALLEY TROJAN CROSS COUNTRY AND TRACK BOOSTER CLUB, INC.**
2. The attached By-laws are the By-laws of the corporation approved by the Board of Directors on September 13, 2002, at a meeting duly held.

Dated: February 25, 2003

Lisa L. McCauley, Secretary