

Bylaws of the Fighting Zebras Football Booster Club



ARTICLE I - NAME

The name of the organization shall be "Fighting Zebras Football Booster Club " hereinafter referred to as FZFBC.

ARTICLE II – MISSION AND OBJECTIVES

1. Not For Profit. FZFBC is organized under and shall operate as a 501(c)(3) not-for-profit corporation and shall have such responsibilities and powers as are now or as may hereafter be granted by the Internal Revenue Code and the California Nonprofit Integrity Act of 2004.

2. Mission. FZFBC mission is to help fund the vision of the LHS Football Program which is: to provide a framework for executing and building the teamwork that will inspire our athletes to excel in life and in football.

3. Objectives. The objectives of FZFBC are:

3.1 To promote and develop pride and school spirit for the football program at Lincoln High School.

3.2 To promote understanding, recognition, and achievements of those involved in the football program at Lincoln High School.

3.3 To raise funds that will be used only to accomplish the objective stated in 3.1.

3.4 To use the knowledge and experience of the members to promote and support the Lincoln High School football program.

3.5 To provide a forum for the sharing of ideas and experience among its members.

3.6 To effect the foregoing, FZFBC shall endeavor to encourage active and organized communication and cooperation among members and to foster respectful and ethical conduct.

4. Rules. The following rules shall conclusively bind FZFBC and all persons acting for or on behalf of it:

4.1 No part of the net earnings of FZFBC shall inure to the benefit of, or be distributable to its directors, officers or other private persons, except that FZFBC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth herein.

4.2 Upon the dissolution of FZFBC, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of FZFBC, dispose of all the assets of FZFBC to Lincoln High School to be used for the exclusive purpose of supporting the football program.

ARTICLE III – MEMBERS

1. Membership. Membership may be granted to any parent, coach, or football or school alumni who:

1.1 Agrees to support FZFBC's purposes.

1.2 Agrees to abide by these bylaws and such other rules and regulations as FZFBC may adopt.

1.3 Meets the criteria set forth below for each category of membership.

1.3.1 Parent. Parents of football players are automatic members of the FZFBC with the exclusion of any person convicted of any felony or misdemeanor involving financial mismanagement, theft or embezzlement of funds from any person, organization or company.

1.3.2 Coaches. Current Lincoln High School football coaches are automatic members of the FZFBC.

1.3.3 Football Alumni. Lincoln High School football player alumni are automatic members of the FZFBC.

1.3.4 Special Member. The Board may award special membership to any person, company or organization interested in the FZFBC.

1.3.5 Board of Directors. Consists of the voting Executive board members (President, Vice President, Treasurer, Secretary, Sponsorship & Fundraising Coordinator) and the listed non-voting committee chairs of: Concessions, Events, Public Relations, Volunteer Coordinator/Spirit Wear and Oversight.

1.4 Voting. Meets the criteria set forth below for each category of membership. Voting must be performed in-person for board positions. Other motions can be made in person or electronically.

1.4.1 Only currently serving designated voting Board of Directors will vote.

1.5 Termination of Membership. Membership in FZFBC may be terminated for cause. Sufficient cause for such termination of membership shall be violation of the bylaws.

ARTICLE IV – BOARD MEETINGS

1. Annual Meetings.

1.1 The Annual Meeting of the FZFBC shall be held in January of each year to discuss the status of affairs and transition all matters between departing and incoming Officer and Committee Chairs. The date will preferably be set for a weekend day agreed upon by the outgoing and incoming Presidents to ensure an appropriate amount of time is given to this matter.

1.2 The departing members of the FZFBC shall transfer all books and papers in their possession and any other items belonging to the FZFBC to the new members. Annual reports should be prepared wherever possible for the new members.

2. Regular Meetings

2.1 At least two (2) general meetings shall be held from February through June, in months chosen by the President and one (1) per month from July through December.

2.2 Meetings shall be held monthly, with the date and time determined by the President, taking into consideration the availability of Board members. The President will aim to schedule meetings on a weekday evening, preferably at 6:30 PM, unless otherwise specified. If there is a school closure, or if a quorum cannot be established, the President may select an alternate date at their discretion. Members may attend meetings via Zoom or another virtual platform with prior approval from the President.

2.3 All agenda items must be submitted in writing (text or email) to the president and secretary at least 24 hours prior to the meeting to be included.

2.4 Officer and Committee Chair reports must be submitted via email to the secretary at least 48 hours prior to the meeting to be included for review, regardless of the member's availability for the meeting. This can be a brief synopsis of the activities conducted on behalf of the Board since the prior meeting. If there is nothing to include, an email to the Secretary stating so is warranted.

2.5 Voting members may not vote by proxy, but may vote virtually by Zoom, email or text.

3. Special Meetings.

3.1 Special meetings may be called by the President or ordered by the Board of Directors.

3.2 All members may suggest in writing items to be placed on the agenda for such meetings.

3.3 Communication of special meetings will be made a minimum of three (3) days prior to the meeting.

4. Rules of Order.

4.1 The rules contained in Robert's Rules of Order shall govern FZFBC in all applicable situations insofar as they are not inconsistent with these bylaws or any rule or regulation of FZFBC.

5. Quorum.

5.1 A quorum of voting members must be met at meetings in order to make the proceedings deemed valid.

5.2 50% plus 1 will establish a quorum.

ARTICLE V – BOARD OF DIRECTORS

1. General Powers. The affairs of FZFBC shall be managed by the Board of Directors, which shall have supervision, control, and direction of the affairs of FZFBC; shall determine that the policies or changes therein are within the limits of these bylaws; and shall actively promote its purposes and have discretion in the disbursement of its funds. The Board of Directors may direct such rules and regulations for the conduct of its business as shall be deemed advisable and may in the execution of its powers granted, appoint such agents as it may consider necessary.

2. Composition, Election and Term.

2.1 The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, Sponsorship & Fundraising Coordinator and the committee chairs.

2.2 The term of office for each Board Member shall be January 1-December 31.

2.3 There will be a one (1) month transition period (January) for all Board positions.

3. Resignation and Removal.

3.1 Any officer of the Board of Directors may resign at any time by giving written notice to the President.

3.2 If any member of the Board is absent from two (2) consecutive meetings, that member may be removed from the Board.

3.3 Any officer may be removed by a two-thirds vote of the Regular voting Members whenever the best interests of FZFBC would be served by such a removal.

4. Vacancies. If a position becomes vacant outside of the regular election period, it may be filled for the unexpired portion of the term by affirmative vote of the majority of the existing Board Members. Any member elected by the Board in this way shall hold their position until the election of a successor at the annual meeting in January.

4.1 Any individual filling a vacant position during a portion of a term, will not have that term count towards the four (4) year limit to serve on the Board.

ARTICLE VI - OFFICERS / GOVERNANCE

1. Officers and Committee Chairs.

1.1 The *voting* officers of FZFBC shall be the President, Vice-President, Secretary, Treasurer and Sponsorship/Fundraising Coordinator and the *non-voting* committee chairs will consist of Concessions, Events, Public Relations, Volunteer Coordinator Chair, Spirit Wear Chair, LHS Athletic Liaison, and Oversight.

2. Composition, Election, Guidelines and Tenure.

2.1 The officers and committee chairs of FZFBC shall be elected by a majority vote for one (1) year term and shall serve until their successors have been duly elected and qualified. The term limit to serve on the Board, in any capacity, is four (4) years, however each member must be re-elected every year.

2.2 The President and Treasurer shall not hold more than one (1) position on the Board simultaneously.

2.3 The IRS considers related board members to not be completely independent. For this reason, no two voting officers of FZFBC may be related in the following ways: blood relations extending to mother, father, brother, sister, son, daughter, and grandmother or grandfather and marriage relations including spouse, son or daughter-in-law, and mother or father-in-law.

2.3 Nominations/applications will be submitted by approximately December 15 each year. The Secretary shall distribute applications to general membership to garner interest in and qualify individuals for Board positions.

2.4 Elections will be held during the regular December Board Meeting each year. Voting Board Members must be present for vote. Vote will take place by secret written ballot. Committee Chairs will be voted in first, followed by new Officers.

2.5 The term of office for each Officer and Committee Chair shall begin on January 1st. The month of January shall be a time of transition for the Board, and training for each position will be completed to the best of the outgoing Board Members' abilities.

2.6 All Board email addresses shall be transferred to new members in January, as well as log-ins for applicable accounts used by the Board (i.e. bank accounts, volunteer platforms, and administrative sites). ALL correspondence and communications for FZFBC business must be done using approved FZFBC email addresses. FZFBC email addresses MUST be used to establish any account used for Board business.

2.7 It is imperative that all Board members be present for all five to seven (5-7) JV & Varsity **home games**, per season. 3-4 members must be present for all Freshman home games, including the Concessions Chair and Volunteer Coordinator/Spirit Wear Chair. If a member cannot be present due to illness or emergency, this must be communicated to all other members as soon as possible to coordinate any coverage that might be necessary.

3 President.

3.1 Gathers information for the agenda and presides at all meetings. The Secretary may aid the President in preparing the agenda for distribution to other members.

3.2 Should personally represent the club or appoint a delegate where representation is deemed necessary. They shall serve as a liaison between the FZFBC, the coaches, Lincoln High School and WPUSD.

3.3 He/she shall, whenever necessary, appoint appropriate committees to carry out the necessary functions of the organization.

3.4 Is the ex-officio member of all committees. As the ex-officio member, the President will have the right to participate in committee discussions but will not have motion or voting privileges.

3.4 Receives all communications from sources relative to the organization, including but not limited to coaches, school, athletic director, and vendors.

3.5 The President shall sign all contracts and requests subject to the ratification of the Board. The President shall review and sign the Tax Return annually.

3.6 The President shall audit and review financial records regularly and shall present inconsistencies to the Board at the next regularly scheduled meeting for review.

4 Vice-President.

4.1 In the absence of the president, the vice-president shall assume the duties of the president. They may also assume the duties of any Officer, (with the exception of the Treasurer unless a special Board vote is held), that may be absent or unable to perform the duties of their office temporarily.

4.2 In charge of communication with Lincoln High School coaches, athletic directors, VP's and activity directors to collect and relay information to the Board and Committee Chairs in relation to special events, facilities concerns, concessions issues and volunteer needs.

4.3 Will organize the nomination and election process, including ballots and if necessary, recruiting for positions.

4.4 Shall in general perform all duties incident to the office of the Vice-President and such other duties as from time to time may be assigned by the President or by the Board of Directors.

5 Secretary.

5.1 The secretary shall, in conjunction with the President, provide agendas and notices of meetings of the Board of Directors and keep the minutes of the meetings of agendas electronically with copies kept in a binder provided for that purpose; should ensure that members have access to the Minutes.

5.2 Shall see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;

5.3 Shall be custodian of the bylaws and all FZFBC forms and documents. Shall ensure that current Board members have access to pertinent information and documents that they may need to reference or use to do their jobs effectively.

5.4 Shall keep an accurate census of the membership and maintain important records including current contact information for all members of FZFBC, and log-ins for all non-financial FZFBC accounts.

5.5 Shall maintain communication with the membership and community on behalf of FZFBC.

5.6 Shall in general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

5.7 Shall maintain Domestic Nonprofit Corporation status with the California Secretary of State, including making all updates and filing online forms required to maintain such status.

5.8 Shall maintain a roster and contact information for all players and parents/guardians in conjunction with the head coaches and shall be responsible for Program-wide (non team specific) information distribution and communications. Individual team communications will be handled by Team Parents.

6 Treasurer.

6.1 The Treasurer shall have charge and custody of and be responsible for all funds of FZFBC.

6.2 Prepares an annual budget in coordination with the FZFBC Board which shall be approved by a majority vote.

6.3 Shall receive and give receipts for monies due and payable to FZFBC from any sources and ensure that cash funds are counted twice, once by the Treasurer and once by an unrelated second party prior to being deposited promptly, in accordance with these bylaws.

6.4 Shall deposit all monies in the name of FZFBC in such banks or other depositories as shall be selected in accordance with the provisions of these bylaws.

6.5 Disburses funds of the FZFBC only for the purposes approved by the FZFBC. May reimburse pre-approved expenditures made by FZFBC Board members subject to submission of a reimbursement form and appropriate receipts.

6.6 Shall submit financial reports to the Board of Directors and membership at its regular and special meetings including a Statement of Account and Profit & Loss Statement.

6.7 Shall provide an annual report with a reconciled financial statement that will be presented to the Board of Directors at the regular January Board meeting.

6.8 Ensures that taxes are filed promptly annually and acts as the primary contact with the CPA firm used by the FZFBC. Also requests audits from the CPA and assistance with monthly reconciliation, based on the needs of the Board.

6.9 Only the President (and the Vice President if necessary with a Board vote) may perform the duties of the Treasurer during his/her absence.

6.10 Shall in general perform all duties incident to the office of the Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.

7 Sponsorship & Fundraising Coordinator

7.1 Shall work with Events and Public Relations chairs to put on Fundraising events to benefit FZFBC

7.2 Shall work with local companies and individuals to garner sponsorships for the Program and will update sponsorship levels annually based on interest from the public

7.3 Shall maintain all paperwork regarding donations and fundraising for Board review

7.4 Shall maintain records of sponsors status and contact info, shall communicate with sponsors and volunteers for all fundraisers and events, and shall order and maintain records of sponsorship products and requirements, ie: logos, plaques, announcements etc.

8 Committee Chairs

8.1 Concessions Chair

8.1.1 Shall be in charge of running the concessions stand with direction by the FZFBC board

8.1.2 Shall compile food orders during home game weeks, work with the Treasurer to get orders completed and arrange pickup and delivery of items to Concessions Stand

8.1.3 Shall coordinate food trucks, when appropriate for regular season home games, as well as playoff games

8.1.4 Shall ensure that all concessions profits are given directly to FZFBC Treasurer or Officer in the event that the treasurer is unavailable and shall confirm that all monies have been counted by at least one officer and one additional non related adult at the end of a game/event.

8.2 Events Chair

8.2.1 Shall be in charge of organizing the 4th of July parade, Car Wash, LJZ camp, Tailgate kickoff dinner, and the Christmas Parade as well assisting with organizing team banquets and any other events that may arise during the year.

8.2.2 Working with the Secretary, shall file appropriate paperwork with the city, and obtain funds for fees from the Treasurer, as well as get volunteer help and submit budget requests to the Board.

8.2.3 Shall work with the School Activities Director and Vice Principal in charge of Athletics to coordinate special events at home games

8.3 Public Relations Chair

8.3.1 Shall be in charge of social media outreach, community interaction and involvement.

8.3.2 Shall be in charge of updating and maintaining the Fighting Zebras website

8.4.3 Assist Events chair and Sponsorship & Fundraising Coordinator with fundraising events.

8.4.4 Shall assist with tech needs for Jumbotron content.

8.4 Volunteer Coordinator

8.4.1 Shall coordinate and keep track of parent volunteer service. This includes communicating with families and with coaches to ensure volunteer expectations are conveyed to players and parents effectively.

8.4.2 Shall maintain records of all volunteer work as well as “buyout” payments

8.4.3 Shall coordinate with school groups and local organizations to fill volunteer spots as necessary.

8.5 Spirit Wear Chair

8.5 1 Shall also be responsible for Spirit Wear: submitting budget requests, creating new orders, tracking inventory, training volunteers, and creating price sheets.

8.6 Oversight Chair

8.5.1 Shall consist of the current Varsity Head Coach

8.7 LHS Athletic Liaison

8.7 1 As an Athletic Liaison Board Member for the Fighting Zebras Football Booster Club at Lincoln High School, you serve as a vital link between the school's athletic department and the booster club. Your primary responsibility is to ensure effective communication and collaboration between the two entities, ultimately working towards the common goal of supporting the football program.

Key Responsibilities:

1. Communication Facilitation: Act as a liaison between the school athletic department and the booster club, ensuring that all parties are informed about important events, updates, and initiatives related to the football program.
2. Volunteer Management: Work with AD to Recruit, organize, and manage volunteers for various football-related activities such as game-day operations (jumbotron, clock, field personnel, etc.), Ensure that volunteers are trained and informed about their roles and responsibilities.

3. Advocacy and Support: Advocate for the needs and interests of the football program within the school administration, the booster club, and the community. Work closely with stakeholders to address any challenges or concerns and provide support where needed.
4. Relationship Building: Cultivate positive relationships with coaches, players, parents, school administrators, booster club members, and community stakeholders to foster a supportive and collaborative environment for the football program

By fulfilling these responsibilities, you play a crucial role in enhancing the overall experience and success of the Fighting Zebras football program while fostering a sense of pride and community spirit within Lincoln High School.

8.8 Assistant Treasurer

8.8 The Assistant Treasurer helps with the annual budget in coordination with the Treasurer and the FZFBC board. Helps with monies due and payable to FZFBC from any sources and ensure that cash is counted twice, once by the Treasurer and/or once by Assistant Treasurer or an unrelated second party prior to being deposited. Will help to reconcile Quickbooks every month to ensure deposits and withdrawals are tagged correctly to make sure we have an accurate budget. Helps with the annual report with a reconciled financial statement that will be presented to the Board of Directors at the regular January Board transition meeting. Treasurer will handle all deposits, withdrawals and payments. Assistant Treasurer will handle monies if the treasurer is unavailable. Treasurer and Assistant Treasurer will work closely together to make sure all reports are accurate and be a back-up for one another.

ARTICLE VII –COMMITTEES

1. Committees. The committees of FZFBC shall be Concessions, Events, Public Relations, Volunteer Coordination & Spiritwear, and Oversight.

1.1 Composition, Election and Tenure.

1.1.1 The committee chairs of FZFBC shall be Members of FZFBC elected by a majority vote for one (1) year term and shall serve until their successors have been duly elected and qualified.

1.1.2 Board can remove a committee chair by a majority vote of the Board Officers whenever in their judgment the best interests of FZFBC would be served by such a removal, excluding the Oversight committee Chair.

ARTICLE VIII – ACTIVITIES

1. Activities. All activities shall be approved by the Board.

1.1 FZFBC activities will not interfere with the administration of Lincoln High School or Western Placer Unified School District.

1.2 Materials purchased for the Lincoln High School football program by FZFBC shall become the property of Lincoln High School.

ARTICLE IX – FUNDS

1. Fundraising. All fundraising instituted and completed by FZFBC shall be the property of FZFBC and the distribution of funds shall be at the discretion of the Board.

1.1 All Members will be active participants in fundraising events.

1.2 All Members will encourage and support the football programs fundraising events.

2. Reimbursements. Reimbursement requests for funds spent for FZFBC activities shall be submitted on an approved reimbursement form with supporting documentation to the Treasurer.

3. Expenditures. Voting Board Members may approve expenditures up to \$250.00 verbally. All voting members of the FZFBC must collectively approve expenditures exceeding \$250.00 *not already in the approved budget* in writing-an email will suffice. For any expenditures without board vote, a report will be provided to the members at the next regular meeting detailing the expenses.

ARTICLE X – CONTRACTS, CHECKS, DEPOSITS

1. Contracts. The Board of Directors may authorize any officer(s) of FZFBC, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of FZFBC and such authority may be general or confined to specific instances.

2. Checks, Drafts, Etc. All checks, drafts, or other orders for payment of money, notes or other evidence of indebtedness issued in the name of FZFBC, shall be signed by the Treasurer or by the President of FZFBC.

3. Deposits. All funds of FZFBC shall be deposited within 48 hours or next business day *or a reasonable time* to the credit of FZFBC in such banks, or other depositories as the Board of Directors may select.

ARTICLE XI – BOOKS AND RECORDS

1. FZFBC shall keep a correct and complete book and record of accounts and shall also keep minutes of the proceedings of its members, the Board of Directors and any committees.

2. FZFBC will perform an audit on all banks and any other depositories, every December. The audit will be performed by a designated committee of voting Board members that does not include the President or Treasurer and they shall select an outside firm to prepare and review the audit.

ARTICLE XII – AMENDMENTS TO BYLAWS

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority vote of the Members voting at any meeting provided that the substance of the alteration, amendment, repeal or adoption has been submitted in writing to the membership, at least seven (7) days prior to the date by which the vote takes place.

Approved and Adopted – November 28, 2022

Amended to add 8.7 LHS Athletic Liaison. Approved and Adopted unanimously at May 8, 2024 board meeting.

Amended 2.2 to revise and make the date of the board meetings more flexible instead of always the 2nd Monday of the month at 6:30PM as previously stated. Approved and Adopted unanimously at October 7, 2024 board meeting.

Amended to add 8.8 the Assistant Treasurer position to the bylaws. Approved and Adopted unanimously at the March 26, 2025 board meeting.