

**BYLAWS OF  
THE WOLVERINE FOOTBALL CLUB  
A CALIFORNIA NONPROFIT CORPORATION**

**ARTICLE I  
DESCRIPTION**

**1.1 GENERAL**

The name of the corporation is the Wolverine Football Club or WFC, hereinafter referred to as "Booster Club" or "Boosters". The principal office of the WFC shall be located in Orange County, California. The provisions of these Bylaws are applicable to all members of the WFC. All present and future Booster members are subject to the regulations set forth in these Bylaws and such rules and regulations as may be adopted by the Board of Directors of the WFC. Mere membership in WFC shall signify that these Bylaws are accepted, ratified, and shall be complied with.

**1.2 GENERAL PURPOSES**

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

**1.3 SPECIFIC PURPOSES**

Within the context of the general purposes stated above, this corporation shall:

1. Operate a High School in Orange County with a regular faculty, curriculum, and enrolled student body. This corporation shall have a racially nondiscriminatory policy as to students and will not discriminate as to applicants and students on the basis of race, color, and national or ethnic origin;
1. Support and provide encouragement for the Aliso Niguel High School Football Athletic Team;
2. Provide a positive interaction between the Booster Club, School Officials, Coaching Staff, Student Body and the Community;
3. Engage in fundraising activities in support of the Booster Club, and any other activities of the High School that the Booster Club believes is appropriate;
4. Promote a positive image of all the Aliso Niguel High School athletic activities to the Community; and
5. Be in support of any school activity that the Booster Club believes is deserving.

**1.4 CONDUCT OF ACTIVITIES**

All Booster Club activities will be conducted in accordance with all C.I.F. guidelines, Capistrano Unified School District (CUSD) Booster guidelines.

**1.4 LIMITATIONS**

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate in or intervene in (including publishing or distributing statements) and political campaign on behalf of any candidate for public office.

**ARTICLE II**

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**MEMBERSHIP**

**2.1 MEMBERSHIP**

Membership to the Booster Club will be open to any individual interested in promoting the football program at Aliso Niguel High School. All members will abide by the By-Laws of the Booster Club. To become a member of the Booster Club, an individual must complete an application for Membership and pay the annual dues. Payment of the annual dues entitles each member to (1) vote in Booster Club business requiring membership approval, including but not limited to, Officer elections and amendments to the By-Laws.

**2.2 APPLICATION FOR MEMBERSHIP**

Membership may be granted to (i) an individual parent of the Wolverine Football Program upon written application to and determination by the Board of Directors, or, as the Board of Directors may designate, the President, that the individual has met all requirements for Membership. Minimum criteria for Booster membership status include: (i) subscribing to the Bylaws, (ii) satisfying such other membership requirements as established by the Board of Directors, (iii) payment of annual membership dues.

**2.3 DURATION OF MEMBERSHIP AND RESIGNATION**

Booster membership is annual. Booster membership renewal is contingent upon payment of Membership dues. Booster Membership in the WFC may terminate by voluntary withdrawal or otherwise in accordance with these Bylaws and rules and regulations as adopted by the Board of Directors. All rights, privileges, and interests of a Booster member in or to the WFC, shall cease upon termination of membership. Any Booster member may withdraw by giving written notice of such intention to the President.

**2.4 SUSPENSION, TERMINATION AND REINSTATEMENT**

A Booster member's membership or membership status may be suspended or terminated, as determined by the WFC Board of Directors. Sufficient cause for suspension or termination of membership or membership status shall include, but is not limited to, a violation of (i) these Bylaws, (ii) such rules and regulations as adopted by the Board of Directors. Any action to be taken concerning the suspension or termination of a membership or membership status shall be based upon the independent investigation of the Board of Directors together with the examination of such allegations and supporting documentation shall deem appropriate. The Booster member shall then be afforded notice and an opportunity for a hearing before the Board of Directors.

**2.5 MEMBERSHIP DUES; USE OF DUES; MONIES PAYABLE**

Annual membership dues for the Booster Club will be determined at the annual meeting. The annual meeting will be conducted during the month of January of each school year. All Members are obligated to pay, in accordance with such rules and regulations adopted by the Board of Directors, all dues and fees imposed by the WFC, to meet all expenses of the WFC. Booster Club fees shall not exceed \$75.00 per individual. Booster Dues/Fees are subject to change. Dues shall be used solely for Booster Club activities.

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**2.6 MEMBERSHIP MEETINGS**

Membership meetings will be conducted on a monthly basis throughout the school year, or as needed by the Booster Club. The Booster Club will conduct an Annual Meeting during the month of January to organize the Club's activities for the coming football season.

**2.7 MAJORITY OF QUORUM**

Unless otherwise expressly provided in these Bylaws, any action which may be taken by Boosters may be taken by a majority of a quorum of the Voting Members of the Boosters.

**2.8 QUORUM**

Except as otherwise provided in these Bylaws, the presence in person or by proxy of at least fifty one percent (51%) of the voting power of the voting Membership of Boosters shall constitute a quorum of the Voting Members. The Voting Members present at a duly called meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough Voting Members to leave less than quorum.

**2.9 ADJOURNED MEETINGS**

If a quorum is not present at the time and place established for a meeting, a majority of the Booster members who are present may adjourn the meeting to the next regularly schedule meeting (30) days later.

**2.10 DECLARATION OF CANDIDACY**

Wolverine Football parents seeking election as Directors to the WFC shall be nominated only by (i) declaring their candidacy by completing a Declaration of Candidacy statement and submitted the statement via U.S. Mail to the WFC c/o the WFC P.O. Box or via electronic mail to the designated individual in advance of the date which has been set for the election of the Board of Directors. The names of those individual candidates shall be reported to the recording Secretary of the WFC Board of Directors no less than thirty (30) days in advance of the date set for the election of the Board of Directors.

**2.11 PROXIES**

Votes may be cast in person or by proxy and all proxies must be in writing. Every proxy shall be revocable and shall automatically cease after completion of the meeting for which the proxy was filed. Any form of proxy distributed by any Booster member to the Booster members of the Booster Club shall afford the opportunity to specify a choice between approval and disapproval of each matter or group of matters to be acted upon. The proxy shall provide that when the Booster Member specifies a choice the vote shall be cast in accordance with that choice.

**2.12 ORDER OF BUSINESS**

The order of business at all meetings of the Booster members may be as follows: (a) roll call to determine the voting power represented at the meeting, (b) annual accrual financial reports, (c) reports of officers, (d) reports of committees, (e) unfinished business; and (f) new business.

**ARTICLE III**

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**BOARD OF DIRECTORS**

**3.1 NUMBER, SIZE**

The Wolverine Football Club Board of Directors shall be comprised of no more than (11) Board members and no less than (7) Board members. The Board may vote to change the number of Directors to not less than seven (7) no more than eleven (11) by a 2/3 majority vote of the Directors present at the meeting at which the matter is voted on. Any change in the number of Directors shall be effective at the next election of Directors. Upon a Director vacancy, the Board may fill a vacancy.

**3.2 QUALIFICATIONS FOR HOLDING OFFICE**

Directors are to satisfy the following requirements while they serve in office.

- (i) Not be absent from (3) consecutive meetings of the Board
- (ii) Be an active member in good standing of the Booster Club
- (iii) Exhibit respect, professionalism and courteous behavior to fellow Directors, Committee members, Booster members, Coaching Staff and the ANHS Administration.
- (iv) A person must have a child currently or within the previous high school football season of his or her election as a Director participating in the Wolverine Football Program. Participation in the Wolverine Football Program shall mean that the child was on the official team roster maintained by the Wolverine Football Club for any of the following football programs: Varsity, Junior Varsity and Freshmen.

**3.3 ELECTION**

**3.3.1 ANNUAL MEETING**

The annual meetings of the Members shall be held each year during the month of January. All Wolverine Football parents shall be entitled to attend meetings of Members, however, only Booster members shall be counted towards a quorum and entitled to vote. The Board of Directors shall set the agenda for the annual meeting, and Booster members may transact such business of the WFC as may properly come before them.

**3.3.2 VOTING**

Directors shall be elected by the Booster members at a duly noticed Booster meeting, upon distribution of a written proxy by the WFC to every Booster Member. The proxy and any related material shall be sent to the Booster members via electronic transmission and be posted on the Wolverine Football website. The proxy shall provide a reasonable time within which to return the proxy to the WFC c/o the WFC P.O. Box or via electronic mail. Election of Directors by proxy shall be valid only when the number of votes cast by proxy within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action. In any such election, the number of candidates, nominated equal to the number of vacancies receiving the highest number of votes cast shall be declared elected.

**3.4 TERM OF OFFICE**

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Term of office for any Director on the WFC Board of Directors shall be for one (1) year. Directors shall serve until a successor has been elected or appointed, or until the death, resignation, removal, of the Director. The term of office of each Director elected or appointed by the Board to fill a vacancy created by the resignation, death or removal of such Director's predecessor shall be the balance of the unexpired term of such Director's predecessor. Any person serving as a Director may be re-elected.

**3.5 VACANCIES**

Any Director may resign at any time by giving written notice to the Board of Directors or to the President or Secretary. Any such resignation shall take effect at the date of receipt of such notice or at any later time specified therein, and unless otherwise specified in said notice, acceptance of such resignation by the Board shall not be necessary to make it effective. At any regular or special meeting of the WFC Board of Directors, the Board may appoint an individual Director to fill a vacancy by affirmative vote of two-thirds of the remaining Directors present at the meeting at which the matter is voted on. The newly appointed Director shall fill the remainder of the term.

**3.6 REMOVAL OF DIRECTORS**

At any regular or special meeting of the WFC Board of Directors, at which notice of consideration of removal is duly noticed as an agenda item, the Board may remove an individual Director, with or without cause, by affirmative vote of two-thirds of the remaining Directors present at the meeting at which the matter is voted on. Cause for this purpose shall be defined as failure of the Director to uphold and adhere to these Bylaws and the governing policies of the Board of Directors then in effect.

**3.7 COMPENSATION**

No elected Director shall receive any compensation for services performed in the conduct of WFC's business unless such compensation is approved by the vote or written consent of the Booster members representing at least a majority of the voting power of the WFC, and provided further, that (1) any officer may be reimbursed for actual expenses incurred in the performance of such officer's duties.

**3.8 RESTRICTION ON DIRECTORS**

Not more than forty-nine percent (49%) of the persons serving on the Board may be interested persons. An interested person is (1) any person being compensated by the corporation for services rendered to it within the previous (12) months, whether as a full time or part time employee, independent contractor, or otherwise; and (2) any brother, sister, ancestor, descendant, spouse, brother in law, sister in law, son in law, daughter in law, mother in law, or father in law of such person. However, any violation of the provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the corporation. A Director may not participate in any vote on any proposed transaction with another organization or entity of which such Director is also an employee, principal or Director.

**3.9 SPECIAL POWERS AND DUTIES.**

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The governing body of the Booster Club is the Board of Directors, which shall have supervision, control and direction of the affairs of the WFC.

The Board of Directors may adopt such rules, regulations and policies for the conduct of its business as it deems advisable, and may, in the execution of the powers granted, delegate certain of its authority to the elected officers and directors, board committees and the President, including but not limited to:

- (i) The power and duty to select, appoint and remove all officers.
  
- (ii) The power but not the duty to change the principal office for the transaction of the business of the WFC from one location to another within the County of Orange; to designate any place within said County for the holding of any annual or special meeting or meetings of Members.
  
- (iii) The power but not the duty to borrow money and to incur indebtedness for the purposes of the betterment of the Wolverine Football Program, and to cause to be executed and delivered therefore, in the WFC's name, promissory notes, loans, or other evidences of debt therefore.
  
- (iv) The power and duty to contract for and pay for insurance, as the Board of Directors deems reasonably necessary, including without limitation, (i) fidelity bond coverage which names WFC as an obligee for any person or entity handling funds of the WFC, including, but not limited to Officers and Directors, (ii) errors and omissions insurance covering Directors and officers of the WFC, and (iii) directors and officers liability insurance.
  
- (v) The power and duty to contract for and pay for maintenance, legal, accounting, and for materials and supplies and other expenses related to the operation of the WFC, including legal and accounting services.

**3.9.1 EXECUTION OF DOCUMENTS**

The Board of Directors may authorize any officer or officers to enter into any contract or execute any instrument in the name and on behalf of the WFC, and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer shall have any power or authority to bind the WFC by any contract or engagement or to pledge its credit or to render it liable for any purpose or in any amount.

**3.9.2 FINANCIAL STATEMENTS**

The Board of Directors shall prepare or cause to be prepared a report consisting of the following financial information which shall be made available to Members upon written request:

- (i) A balance sheet as of the end of the Fiscal Year.
- (ii) An operating (income) statement for the Fiscal Year
- (iii) A pro forma operating budget for each fiscal year

**3.9.3 CHECKS, DRAFTS AND DOCUMENTS**

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All checks, drafts, orders for payment of money, notes and other evidences of indebtedness issued in the name of or payable to the WFC shall be signed or endorsed in the manner and by the person or persons as the Board of Directors shall determine by resolution.

**3.9.4 INSURANCE**

The power and duty to contract and pay for insurance covering and protecting against such damages or injuries as the Board considers advisable. The Board shall review, not less frequently than annually, all insurance policies, obtained by the Board on the WFC's behalf. All officers, directors, members and volunteers are covered but only while performing duties related to the conduct of WFC business.

**3.9.5 BYLAWS**

The power and the duty to adopt these Bylaws

**3.9 MEETINGS**

**3.9.1 REGULAR MEETINGS OF THE BOARD**

Regular meetings may be held at such time at a suitable place as practicable, as may be designated by a majority of a quorum of the Directors, provided, however, that such meetings shall be held no less frequently than two (2) times per month. Notice of the time and place of regular meetings of the Board of Directors shall be given to each Director, personally or by mail, telephone, or electronic mail at least four (4) days prior to the date for such meeting. The Board Meeting calendar shall be published to the Wolverine Football parents via the Wolverine Football website following the Annual Election in January. Regular meetings of the Board of Directors shall be open to all Wolverine Football parents, provided that said parents who are not Directors may not participate in any deliberation or discussion at such regular meetings unless expressly so authorized by a vote of a majority of a quorum of the Board of Directors.

**3.9.2 SPECIAL MEETINGS OF BOARD**

Special meetings of the Board of Directors shall be open to all Wolverine Football parents, provided that said parents who are not Directors may not participate in any deliberation or discussion at such special meetings, unless expressly so authorized by a vote of a majority of a quorum of the Board of Directors. Special meetings may be called by the President or by any three (3) Directors upon seventy-two (72) hours' notice delivered personally or by telephone, or electronic mail. The notice shall state the time, place (as hereinabove provided) and the purpose of the meeting.

**3.9.3 EXECUTIVE SESSION MEETINGS**

The Board of Directors may, with the approval of a majority of a quorum of the Directors, adjourn a meeting and reconvene in executive session to discuss and vote upon personnel matters, Legal matters and contracts with third parties.

**3.9.4 ORGANIZATIONAL MEETINGS**

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The officers of the WFC shall be appointed annually by the newly elected Board of Directors following the Annual meeting in January. Each officer shall hold office at the pleasure of the Board of Directors for a term of one year or until such officer shall resign or be removed or otherwise disqualified to serve or such officer's successor shall be elected and qualified to serve.

**3.9.5 ACTION WITHOUT MEETING**

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if a simple majority (51%) of Directors collectively consent in writing via electronic mail to such action. Such action by written consent shall have the same force and effect as a unanimous vote of such Directors.

**3.9.6 QUORUM AND ADJOURNMENT**

Except as otherwise expressly provided herein, at all meetings of the Board of Directors, a simple majority (51%) of the Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors. If at any meeting of the Board of Directors there is less than a quorum present, the majority of those present may adjourn the meeting to another time. At any such adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

**3.9.7 ABSENCE**

The Board of Directors establishes in these Bylaws a minimum attendance requirement for its Directors' participation at regularly scheduled Board of Directors meetings. If a Director fails to attend three (3) consecutive meetings, that person shall be deemed to have resigned from the Board of Directors. By majority vote of those present at the meeting at which the matter is voted upon, the Board of Directors may grant waivers to this requirement.

**3.10 COMMITTEES**

The Board of Directors, by resolution, may from time to time designate such committees or subcommittees as it shall desire, and may establish the purposes and powers of each such committee created. The resolution designating and establishing the committee shall provide for the appointment of its members, as well as a chair, shall state the purposes of the committee, and shall provide for a committee charter, termination, and other administrative matters as deemed appropriate by the Board. Such committees shall include but shall not be limited to the following. Please reference attached Committee Charters.

- (i) Communication
- (ii) Finance
- (iii) Fundraising
- (iv) Events
- (v) Membership
- (vi) Spirit Wear
- (vii) Snack Bar



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**ARTICLE IV  
OFFICERS**

**4.1 DESIGNATION**

The WFC's principal officers are as follows. The Board may appoint an Assistant Treasurer, and Assistant Secretary and such other officers as it determines to be necessary.

President

Vice President

Treasurer

Secretary

Sophomore Representative

Freshman Representative

(5) Directors (or fewer depending on Board size)

**4.2 DUTIES OF THE OFFICERS**

**4.2.1 President**

The President shall preside at all meetings of the Club and Board of Directors. He/she shall vote only in the case of a tie. He/she shall appoint all Chairpersons of Standing Committees and Special Committees and fill all vacancies that occur during the club year, as provided herein. He/she shall supervise all activities of the Booster Club, including determining the meeting schedule and calling emergency meetings if necessary.

**4.2.2 Vice President**

The Vice President shall preside at meetings in which the President cannot attend. The Vice President shall assist the President in any Booster Club-related activity.

**4.2.3 Secretary**

The Secretary shall record the minutes of business of all meetings of the Booster Club and the Board of Directors, and the Membership Committee. The Secretary shall issue notices of meetings and agendas and shall perform other duties as assigned.

**4.2.4 Treasurer**

The Treasurer shall be bonded custodian of the club finds and assets. He/she will be empowered to co-sign checks and make necessary disbursements of funds approved by the Board of Directors and the General membership. He/she will receive all dues, fees and monies for the Club. He/she will keep a record of all receipts and expenditures and render a statement of account at each meeting. He/she will ensure that financial information including fundraising recaps and any information needed for federal, state, or local taxes shall be provided.

**4.2.4 Sophomore/JV Representative**

The Sophomore representative's primary duty is to act in the capacity of liaison to the Junior Varsity (JV) Football Team comprised primary of sophomore students. The Sophomore representative will attend and coordinate and facilitate JV football activities

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as approved by the Board up to and including the JV football end of season banquet. The Sophomore representative will report back to the Board all scheduled activities, parent communication and general information.

**4.2.5 Freshman Representative**

The Freshman representative's primary duty is to act in the capacity of liaison to the Freshman (Frosh) Football Team comprised of freshman students. The Freshman representative will attend and coordinate and facilitate frosh football activities as approved by the Board up to and including the frosh football end of season banquet. The Freshman representative will report back to the Board all scheduled activities, parent communication and general information.

**4.3 REMOVAL OF OFFICERS**

Upon an affirmative vote of a majority of the Board of Directors present at the meeting at which the matter is voted on, any officer may be removed, and such officer's successor elected at any regular meeting of the Board of Directors, or at any special meeting of the Board of Directors called for such purpose. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary. Any such resignation shall take effect at the date of receipt of such notice or at any later time specified therein, and unless otherwise specified in said notice, acceptance of such resignation by the Board shall not be necessary to make it effective.

**4.4 TRANSITION**

All Directors will be elected at the election meeting held during the month of December or January. The new Board of Directors will assume their duties immediately following the Annual Meeting of the members, with their attendance required beginning the meeting following the election to allow for proper transition.

**4.5 RESIGNATION AND APPOINTMENT**

A Director may resign at any time by giving notice to the President, Secretary or the Board of Directors. Any Director who ceases to be a Booster member shall be deemed to have resigned from the Board. In the event of a resignation or vacancy in the office of the President, the Vice President will assume the Presidency. Any other office vacancy or resignation will be filled by the approval of officers or the Booster Club, by nomination of the President.

**ARTICLE V**  
**AMENDMENTS**

**5.1 AMENDMENTS TO BYLAWS**

These by-laws may be amended, in whole or in part any time by two-thirds (2/3) of the voting Booster membership. Any proposed amendment will be read at one meeting and voted on at the next meeting. Upon a recorded vote the amended by-laws must be recorded with the State of California.

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These Bylaws may be adopted, amended or repealed by;

- (i) the Board of Directors; provided written notice of the general nature of the proposed changes shall have been sent to the Booster members not less than thirty (30) days in advance of the meeting of the Board of Directors at which such action is to be taken, and
- (ii) the proposed changes are approved by a majority of the Directors present at the meeting at which the matter is voted upon.
- (iii) no amendment may extend the term of a Director beyond that for which such Director was elected.

**ARTICLE VI  
RECORDS AND REPORTS**

**6.1 MAINTENANCE OF CORPORATE RECORDS**

The Corporation shall keep:

- (i) Adequate and correct books and records;
- (ii) Minutes in written form of the proceedings of the Board

**6.2 INSPECTION BY DIRECTORS**

Every Director shall have the absolute right and any reasonable time to inspect all books of the corporation. This inspection by a Director may be made in person or by an agent, and the right of inspection includes the right to copy documents.

**ARTICLE VII  
MISCELLANEOUS**

**7.1 INDEMNIFICATION**

The Corporation shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was a Director of the Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The WFC shall pay all expenses incurred by, and satisfy any judgment or fine levied against, any person as a result of any action or threatened action against such person to impose liability on such person for his official acts provided that:

- (i) The Board determines that such person acted in good faith and in the manner such person reasonably believed to be in the best interest of the WFC.

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**7.2 FISCAL YEAR**

Fiscal Year. The Fiscal Year of the WFC shall be determined by the Board of Directors, and having been so determined, is subject to change from time to time as the Board of Directors shall determine.

**7.3 SCHOOL SPONSOR**

The Athletic Director and Principal for Aliso Niguel High School Principal (Administrative Liaison) will be ex officio members and school sponsors of the Wolverine Football Booster Club with no voting rights in Board decisions. The Athletic Director's responsibilities to the Booster Club will include providing advice to the Board and presenting the Board approved activities to the Aliso Niguel High School Principal (Administrative Liaison).

**7.4 PARLIAMENTARY AUTHORITY**

The Booster Club shall abide by the Robert's Rules of Order, and all cases which are not in conflict with these By-Laws.

**7.5 NON-PROFIT STATUS**

The Booster Club shall operate as a non-profit tax-exempt organization. No part of the Booster Club's assets will inure to any individual Booster members. In the event this organization is dissolved, all funds of the Booster Club will be disbursed by the Officers in accordance with the laws governing non-profit organizations. The Booster Club shall abide by all regulations, laws and guidelines as published by the State of California, and Federal Government. The Booster Club shall conduct all of its activities in accordance with the guidelines, regulations and law to ensure that the council may retain the tax-exempt status.

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**CERTIFICATE OF SECRETARY**

I, the undersigned, do hereby certify that:

1. I am the duly elected and acting Recording Secretary of THE WOLVERINE FOOTBALL CLUB, a California corporation ("WFC") and;
2. Upon adoption of these Bylaws, adopted on December 2011 shall be the bylaws of the WFC.
3. The foregoing Bylaws comprising 11 pages including this page constitute the Bylaws of the WFC duly adopted by the Board of Directors and/or its Booster membership.

IN WITNESS WHEREOF, I have hereunto subscribed my hand on this \_\_\_<sup>th</sup> day of December 2011.

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SIGNATURE (RECORDING SECRETARY)

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**EXHIBIT A  
COMMUNICATIONS COMMITTEE CHARTER**

Outline of Committee Guidelines:

COMMITTEE NAME: COMMUNICATION COMMITTEE

*Guiding documents: Wolverine Booster Club ByLaws*

**CHARTER:**

The Communications Committee Charter is to interpret and enforce the guidelines as stated in the Wolverine Booster Club Guiding Documents as noted above.

**PURPOSE:**

Communicate matters of interest to Wolverine Booster Club Membership via Email, Website, and periodic fliers.

**Functions:**

- ✓ Prepare, publish, and distribute regular communication to all Wolverine Booster Club Members.
- ✓ Develop a Wolverine Website that is current with updates made at least monthly.
- ✓ Work closely with the Fundraising Committee to raise funds for the Wolverine Football Program through advertising and fundraising events.
- ✓ Receive, review, and respond to all complaints received from Booster members on any matter pertaining to the committee charter. The committee may refer the complaint to another more appropriate committee or to the Board of Directors for guidance or action.
- ✓ Provide a regular summary of committee actions and plans for Board of Director review.
- ✓ Modify, amend, and maintain a committee guideline and template that can be passed onto subsequent committee members.
- ✓ Prepare a budget that details any needed expenses to be included in the annual budget.

**Members:**

The Committee shall consist of three or more Booster Club Members. The Committee Chairperson shall be a Board member who is appointed to the Committee by majority vote of the Booster Board of Directors. Additional members of the group shall be appointed by the Committee and will come from the Booster Membership.

**Quorum:**

A quorum is defined as a majority (51%) of the Committee members.

**Meeting frequency and notice:**

The Committee shall meet on an as needed basis as determined by the Chairperson. Time, Date and Location of the meeting shall be determined by the Committee Chairperson.

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**EXHIBIT B  
FUNDRAISING COMMITTEE CHARTER**

Outline of Committee Guidelines:

COMMITTEE NAME: FUNDRAISING COMMITTEE

Guiding documents: Wolverine Booster Club ByLaws

CHARTER:

The Fundraising Committee will be responsible for planning, organizing and implementing fundraising activities to support the financial goals and requirements of the Wolverine Booster Club.

PURPOSE:

The Committee will raise funds for the Wolverine Booster Club through advertising programs, special events and other activities as determined by the committee members.

Functions:

- ✓ Draft, publish and distribute advertising material for the football program.
- ✓ Develop, organize and undertake special fundraising events to assist the club.
- ✓ Create Alumni Club and 12th Man Club
- ✓ Work with Board of Directors on football program capital improvement needs
- ✓ Continually research community for additional sources of sponsorship income opportunities.

Members:

The Committee shall consist of three or more Booster Club Members. The Committee Chairperson shall be a Board member who is appointed to the Committee by majority vote of the Booster Board of Directors. Additional members of the group shall be appointed by the Committee and will come from the Booster Membership.

Quorum:

A quorum is defined as a majority (51%) of the Committee members.

Meeting frequency and notice:

The Committee shall meet on an as needed basis as determined by the Chairperson. Time, Date and Location of the meeting shall be determined by the Committee Chairperson.

**EXHIBIT C**

**BYLAWS OF  
THE WOLVERINE FOOTBALL CLUB  
A CALIFORNIA NONPROFIT CORPORATION**

**EVENTS COMMITTEE CHARTER**

Outline of Committee Guidelines:

COMMITTEE NAME:                   EVENTS COMMITTEE

GUIDING DOCUMENTS:            WOLVERINE BOOSTER CLUB BYLAWS

**CHARTER:**

The Events Committee will be the primary lead for communicating, organizing and administering all activities associated with the football team that occur other than the football game.

**PURPOSE:**

The Committee shall be given the resources and assistance necessary to discharge its responsibilities, including appropriate funding, as determined by the Committee and the Board of Directors. At the direction of the Board, the Committee shall also have authority to engage outside services as it deems necessary or appropriate to enable it to provide complete service at all functions.

**FUNCTIONS:**

The Events Committee will be responsible for administering the following events:

- |                  |                                      |
|------------------|--------------------------------------|
| -Team Meals      | -Camp Meals                          |
| -Kick Off BBQ    | -Varsity Thursday Night Family Meals |
| -Spring Game     | -Picture Day                         |
| -Photo/Video     | -Banquets (Varsity, JV, Frosh)       |
| -Hell Week Meals | -Parking                             |

Coordinators will be appointed for each of the above events. Detailed information regarding each event and the required volunteers necessary to complete each event successfully will be contained within the Events Document. The Events Committee will also provide financial & timeline update of each event at every Booster & Board Meeting.

**MEMBERS:**

The Committee shall consist of three or more Board Members, who shall be appointed annually. Additional members of the group shall be appointed by the Board Members and will come from the Booster Membership and will be appointed annually.

**QUORUM:**

To constitute an official meeting of this committee, a quorum shall be defined as two or more Committee Board Members or 51% of the appointed Committee Members.

**MEETING FREQUENCY AND NOTICE:**

The Committee will meet on an as needed basis as determined by the Committee Chairperson. Time, Date and Location of the meeting shall be determined by the Committee Chairperson.

**EXHIBIT D**



**BYLAWS OF  
THE WOLVERINE FOOTBALL CLUB  
A CALIFORNIA NONPROFIT CORPORATION**

**MEMBERSHIP COMMITTEE CHARTER**

Outline of Committee Guidelines:

COMMITTEE NAME: MEMBERSHIP COMMITTEE

Guiding documents: Wolverine Booster Club ByLaws

CHARTER:

Maintain and increase participation of Parents, Alumni, and Local community members through membership in the WFBC.

PURPOSE:

Our goal is to recruit and retain Wolverine Football Booster Club members who are aligned with the charter and Mission of the WFBC, and who represent the overall spirit of the program.

Functions:

- \* Provide Regular communication via email to WFCB members
- \* Participate at Freshman and Returning Player Parent meetings
- \* Solicit Local community membership in conjunction with fundraising for WFBC
- \* Establish a 'Black-Out' Football game during the season when all WFBC members wear their Black Booster Club Jackets.

Members:

The Committee shall consist of three or more Booster Club Members. The Committee Chairperson shall be a Board member who is appointed to the Committee by majority vote of the Booster Board of Directors. Additional members of the group shall be appointed by the Committee and will come from the Booster Membership.

Quorum:

A quorum is defined as a majority (51%) of the Committee members.

Meeting frequency and notice:

The Committee shall meet on an as needed basis as determined by the Chairperson. Time, Date and Location of the meeting shall be determined by the Committee Chairperson.

**BYLAWS OF  
THE WOLVERINE FOOTBALL CLUB  
A CALIFORNIA NONPROFIT CORPORATION**

**EXHIBIT E  
SPIRIT WEAR COMMITTEE CHARTER**

Outline of Committee Guidelines:

COMMITTEE NAME: SPIRIT WEAR COMMITTEE

**Guiding documents:** Wolverine Booster Club ByLaws

CHARTER:

The Spirit Wear Committee Charter is to interpret and enforce the guidelines as stated in the Wolverine Booster Club Guiding Documents as noted above.

**PURPOSE:**

Design clothing items and other products for the community to wear displaying school spirit while raising monies for the booster club.

**Functions:**

- ✓ Design spirit wear logos
- ✓ Choose clothing styles and products
- ✓ Work closely with the Fundraising Committee to raise funds for the Wolverine Football Program through selling during events.
- ✓ Take pre-orders and get them to customers in a timely manner
- ✓ Provide a regular summary of committee actions and plans for Board of Director review.
- ✓ Modify, amend, and maintain a committee guideline and template that can be passed onto subsequent committee members.
- ✓ Prepare a budget that details any needed expenses to be included in the annual budget.

**Members:**

The Committee shall consist of three or more Booster Club Members. The Committee Chairperson shall be a Board member who is appointed to the Committee by majority vote of the Booster Board of Directors. Additional members of the group shall be appointed by the Committee and will come from the Booster Membership.

**Quorum:**

A quorum is defined as a majority (51%) of the Committee members.

**Meeting frequency and notice:**

The Committee shall meet on an as needed basis as determined by the Chairperson. Time, Date and Location of the meeting shall be determined by the Committee Chairperson.

**BYLAWS OF  
THE WOLVERINE FOOTBALL CLUB  
A CALIFORNIA NONPROFIT CORPORATION**

**EXHIBIT F  
SNACK BAR COMMITTEE CHARTER**

Outline of Committee Guidelines:

COMMITTEE NAME: SNACK BAR COMMITTEE

**Guiding documents:** Wolverine Booster Club ByLaws

CHARTER:

The Snack Bar Committee Charter is to interpret and enforce the guidelines as stated in the Wolverine Booster Club Guiding Documents as noted above.

**PURPOSE:**

Sell food items and other products for the community to purchase during football games while raising monies for the booster club.

**Functions:**

- ✓ Provide food items for sale
- ✓ Purchase food, supplies and related snack items
- ✓ Work closely with the Fundraising Committee to raise funds for the Wolverine Football Program through selling during events.
- ✓ Take orders and get them to customers in a timely manner
- ✓ Provide a regular summary of committee actions and plans for Board of Director review.
- ✓ Modify, amend, and maintain a committee guideline and template that can be passed onto subsequent committee members.
- ✓ Prepare a budget that details any needed expenses to be included in the annual budget.

**Members:**

The Committee shall consist of three or more Booster Club Members. The Committee Chairperson shall be a Board member who is appointed to the Committee by majority vote of the Booster Board of Directors. Additional members of the group shall be appointed by the Committee and will come from the Booster Membership.

**Quorum:**

A quorum is defined as a majority (51%) of the Committee members.

**Meeting frequency and notice:**

The Committee shall meet on an as needed basis as determined by the Chairperson. Time, Date and Location of the meeting shall be determined by the Committee Chairperson.