

**WEST VALLEY EAGLES TRACK CLUB, INCORPORATED
NON-PROFIT ORGANIZATION
CONSTITUTION AND BYLAWS**

ARTICLE I

NAME

The name of this Organization shall be the West Valley Eagles Track Club, Incorporated.

ARTICLE II

OBJECTIVES

The objectives of the West Valley Eagles Track Club, Incorporated shall be:

- A. To combat juvenile delinquency.
- B. To implant firmly in the minds of the boys and girls of the community, the ideals of good sportsmanship, honesty, loyalty, courage, and reverence so that they develop into responsible citizens.

The objectives shall be achieved by providing supervised competitive athletic activities.

ARTICLE III

POLICIES

Membership in this Organization will have no bearing on the composition of the organization of the teams. ~~Team selections will be made by the coaching staff based on an athlete's skill, attitude, and interest in the sport.~~ **Membership will be based on the date membership is applied for. Members will be taken on a first come first served basis until either the age group division applied for is full or the maximum membership allowed by the Valley Youth Track & Field Conference is reached. The maximum number allowed in each age group division will be determined by the Board of Directors.** ~~Participation will be at the discretion of the coaching staff.~~

ARTICLE IV MEMBERSHIP

Section 1: Qualifications

Membership in this Organization shall be limited to adults of good moral character and good standing in the community

A. Membership shall be granted to parents and/or guardians of all participants in the athletic activities of the West Valley Eagles Track Club, Incorporated for whom fees, dues, and refunds shall be designated by the Board of Directors.

B. Membership may be conferred upon any persons who signify interest in, and support the attainment of, the objectives of this Organization and who, if nominated to membership by a member in good standing, is accepted by a vote of the majority of the Board of Directors.

C. Honorary membership may be granted to individuals or organizations by a vote of the majority of the Board of Directors.

Section 2: Rights, Privileges, Responsibilities

Members shall vote to elect or to recall the members of the Board of Directors of this Organization. All voting must be done in person by persons qualified to vote. Members shall also be privileged, when approved by the Board of Directors, to serve on committees in any capacity, and to otherwise participate in programs of this Organization, except as such participation may be limited or prohibited by these Bylaws. Members shall be eligible for candidacy for any elective office in this Organization.

Section 3: Revocation of Membership

Any member may have his membership revoked at any time for cause, upon a vote of not less than two-thirds (2/3) of the total membership of the Board of Directors. This vote must be taken at any regular or special meeting duly held, provided such member has been given written notice of the accusations against him **or her** and has been given the opportunity of a hearing at said meeting, including the right to produce witnesses, if any, on his **or her** behalf.

Section 4: Denial of Rights, Title, or Interest in Property

Membership in this Organization shall not vest in, or give to, any individual or member any right, title, or interest in, or to, any asset or property of this Organization whether real or personal. Property shall be vested solely and entirely in this Organization.

ARTICLE V
BOARD OF DIRECTORS

Section 1: Organization of Government

The government of this Organization shall be vested in, and the affairs of this Organization shall be conducted by, a Board of Directors.

Section 2: Board of Directors

The Board of Directors shall consist of **16** members who are elected by a majority vote of the general membership at the Annual Membership Meeting.

A. The Executive Board shall consist of the President, Vice President, **CFO**, Treasurer and ~~Recording Secretary, and Corresponding~~ Secretary.

B. The General Board shall consist of the Facilities Director, Athletic Director, Track Conference Representative, Public Relations Director, Cross Country Representative, Membership Director, **Ways & Means Director, Food Service Director, Communications Director, Volunteer Director** and Immediate Past President.

Section 3: Nominations of Candidates

A. The Vice President and Immediate Past President shall ~~appoint,~~ **gather**, no later than eight weeks prior to the Annual Membership Meeting, a Nominating Committee consisting of the Vice President, Immediate Past President, and three general members **not on the BOD. The general membership is made aware of the three nominating committee positions via email, WVE website, and announcements at track and field practice sessions twelve weeks prior to the Annual Membership Meeting. The three general members will be chosen by lottery by the Vice President from the general members that meet the 18 month qualification standard listed below in (B) and whom have contacted the Vice President by email. The Vice President's email will provide a record of these transactions.**

B. The Nominating Committee shall meet as soon as it can be arranged for all members to be present, and it **shall immediately send out a slate of existing BOD members and an invitation to become a BOD candidate to the general members via email, WVE website, and announcements at track and field practice sessions. Interested general member candidates for BOD positions can contact the Vice President by email. The Vice President's email will provide a record of these transactions. The Nominating Committee will recommend** ~~select~~ a slate of **16** candidates, ~~one~~ for each **BOD** office. ~~for the Board of Directors.~~ **After this recommended slate of candidates has been approved by the BOD** it shall be placed ~~this slate~~ in the hands of the ~~Recording~~ Secretary, not later than ~~four~~ **three** weeks prior to the Annual Membership Meeting. Members of the Nominating Committee shall have been members of the Organization for at least 1-1/2 years (18 months). Committee members shall not be barred from becoming candidates for office.

C. The ~~Recording~~ Secretary shall **email** copies of the slate to the general membership no later than two weeks prior to the Annual Membership Meeting.

D. ~~Additional~~ **No** nominations for the **16** positions on the Board of Directors may be made from the floor by any member at the Annual Membership Meeting.

Section 4: Election of the Board of Director

Sixteen members of the Board of Directors shall be chosen by ballot at the Annual Membership Meeting. Ballots with **the Board approved recommended** candidates ~~and blank spaces for write-in candidates~~ shall be distributed to all members present. Voting by proxy is prohibited.

Section 5: Quorum

Not less than **one-half plus one** ~~two-thirds (2/3)~~ of the elected Board of Directors must be present at any regular or special meeting to constitute a quorum for the transaction of official business of this Organization.

Section 6: Authority to Act

Every decision or act made by the majority of the Directors at a meeting duly held, shall be binding unless such decision, or act, is in violation of procedures and/or conditions set forth herein.

Section: 7: Term of Office

Directors shall hold office for a term of one year or until their respective successors are duly elected or appointed.

Section 8: Removal from Office

A Director may be removed from office in any of the following ways:

- A. By resignation, in writing, approved by a majority of the Board of Directors at any regular or special meeting duly held, at which a quorum is present.
- B. By the affirmative recall vote of not less than **two-thirds (2/3)** ~~three-fourths (3/4)~~ of the total membership of the Board of Directors at any regular or special meeting duly held.
- C. By the affirmative recall vote of a simple majority of the membership at a special meeting of the general membership duly held.
- D. A Director shall automatically be removed from office by his absence from two consecutive **unexcused** Board meetings, whether regular or **special or any four Board Meetings during a one year term**. A Director shall not be regarded as absent if, before said meeting is held, **he or she** shall have been excused by the President or any other Director presiding at said meeting.

Section 9: Method of Filling Vacancies

In the event of a vacancy, or vacancies, on the Board of Directors by reason of death, recall, resignation, **open**, or in the event members increase the authorized number of directors, the current members of the Board shall be empowered, **by a majority vote**, to fill said vacancy, or vacancies, by appointment from the roster of members.

ARTICLE VI OFFICERS

Section 1: Definition of Officers

The officers of this Organization shall be the duly elected members of the Board of Directors, serving in the capacities to which each shall have been elected by the membership, or appointed by the Board of Directors.

Section 2: Duties

A. President:

1. The President shall be Chief Executive Officer of the Organization, subject to the control of the Board of Directors, shall have the general supervision, direction, and control of the business and affairs of this Organization. **The President He** shall preside at all meetings of this Organization. **The President He** shall have the general powers and duties of management usually vested in the office of President of an organization, except where such powers and duties specifically vested in another office and he shall have such powers and duties as may be prescribed by the Board of Directors and/or by these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

2. The President shall **also help the Track Meet Director in his or her duties at all home Track Meets and shall help coordinate the athletic staging area and maintain communication with the track announcer.** ~~act in the capacity of Track Meet Director, attending and officiating all meets.~~

~~3. The President shall coordinate the athletic staging area and maintain communication with the track announcer. The President shall arrange and set up a clinic for coaches prior to the start of the regular season, as well as first aid classes for coaches and/or managers.~~

3. The President shall assure that an Agenda be emailed to all Board Members a minimum of 24 hours prior to all Board Meetings.

B. Vice President:

1. The Vice President shall, in the absence of the President, perform all the duties of the President and when so acting, shall have all the powers of, and be, subject to all the restrictions placed upon the President. The Vice President shall have other powers and shall perform other duties as may be prescribed by the Board of Directors and/or by these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

2. The Vice President shall assist the Treasurer during home track meets by jointly choosing volunteer adult Members in good standing to work at the ticket sales table and by counting and verifying of money received at the ticket sales table each time a collection takes place.

3. The Vice President shall work directly with the Immediate Past President in appointing a Nominating Committee for the election of officers.

4. The Vice President shall **oversee the head timer and be in charge of** all timing devices used at all home track meets, assuring that all equipment is in good operating order. ~~He shall also coordinate timers and judges with all heats, assuring that there are adequate numbers of persons available. The Vice President shall work directly with the Immediate Past President in appointing a Nominating Committee for the election of officers.~~

C. Chief Financial Officer (CFO)

1. **The CFO oversees the WVE finances and financial ventures to insure well being of the club.**

2. **The CFO is responsible for the following financial and legal documents:**

- a. **Federal and State Income Taxes – yearly**
- b. **California Statement of Information – yearly**
- c. **California Registry of Charitable Trusts – yearly**
- d. **LAPD Fraud Unit = as needed in relation to WVE fundraising activities**

D. Treasurer

1. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of this Organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and income of any kind derived by the Organization from any of its activities. Upon the written demand of any member in good standing, the Treasurer, by appointment, shall permit such member to inspect any or all of the books, accounts within five business days from such demand.

2. The Treasurer shall be responsible for all **monies funds collected. The Treasurer shall deposit all funds received within 48 hours.** ~~entrusted to the Facilities Director for the purpose of transacting business such as “Snack Shack” sales.~~ The Treasurer and the **Vice President Facilities Director** shall be responsible for collection **and joint verification** of all gross receipts/money **during** and at the conclusion of every home meet. **The Treasurer and Vice President shall jointly assign adult volunteer Members in good standing to handle the ticket sales at home-meets all West Valley Eagle events.**

3. **The Treasure shall not issue any checks > \$250 without prior approval of the West Valley Eagles Board of Directors.**

4. The Treasurer shall have other powers and perform other duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

E. ~~Recording~~ Secretary:

1. The **Recording** Secretary shall keep, or cause to be kept, a book of minutes at the principle office of this Organization or such other place as the Board of Directors may order, of all meetings of this Organization, the time and place held, whether regular or special, how authorized and notice thereof given, the names of members present at the meetings of the Board of Directors, the number of members present at general membership meetings of this Organization and proceedings thereof.

2. The Recording Secretary shall keep, or cause to be kept, at the principle office of this Organization or such other place as the Board of Directors may order, a membership roster showing the names and addresses of members and the dates of their admissions to membership.

3. The Recording Secretary shall be custodian of the Articles of Incorporation, and the Bylaws of this Organization and shall have said Articles and said Bylaws at all meetings where business is being transacted. As custodian of the records and Bylaws, it is the duty of the Recording Secretary to hand over all such documents to the incoming Recording Secretary on or before the installation of officers.

~~4. The Recording Secretary shall have other powers and perform other duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with these Bylaws and the Articles of Incorporation.~~

C. Corresponding Secretary:

4. The Corresponding Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors and all other meetings, provided for under these Bylaws to the general membership.

5. The Corresponding Secretary shall receive and review all correspondence directed to the Organization, and refer all correspondence to the Board of Directors.

6. The Corresponding Secretary shall inform the general membership of all correspondence pertaining to the purposes of this Organization as directed by the Board of Directors.

7. The Corresponding Secretary shall maintain, or cause to be maintained, a team calendar and flyer informing the general membership of all track meets, as well as all other events pertaining to this Organization.

8. The Corresponding Secretary shall have other powers and perform other duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

F. Membership Director:

1. The Membership Director shall carry out, or cause to be carried out, the recruitment and registration of all athletes, assuring that all documents are completed, meeting the requirements of the Valley Youth Conference Athletic Association, Incorporated.

2. **The Membership Director shall maintain and update weekly, or cause to be maintained and updated weekly, a spreadsheet of** all registration records in an orderly manner in a file that is readily accessible to all **Board Members**, Coaches and Meet Directors. **The Membership Director** He shall also bring, or cause to be brought, all registration records to all sanctioned meets.

3. **The Membership Director shall give all revenue collected to the Treasurer or CFO within twenty-four forty-eight (24) hours. Said revenue shall be recorded and verified by the Treasurer and Vice President or a designated Board Member in their absence.**

4. **The Membership Director shall keep an account of membership payments along with initiating refunds with the treasurer for athletes that drop.**

5. The Membership Director shall create any necessary labels for a mailing to returning athletes and give to Public Relations Director.

6. The Membership Director shall create competition labels for coaches and labels for ribbons to be given to the Volunteer Director.

7. The Membership Director shall have other powers, and perform other duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

G. Facilities Director

1. The Facilities Director shall be responsible for the readiness of, or cause to be ready, the track facilities for all home meets. **The Facilities Director shall also work closely with the Food Service Director to make sure all needed equipment is available and in proper working condition at all Snack Shack functions.** ~~He shall make available directions and all other pertinent information for "away" meets to all athletes. All necessary traveling arrangements, including hotel reservations, shall be coordinated by the Facilities Director.~~

2. The Facilities Director shall be responsible for keeping inventory of all track & field related equipment along with heading a committee to recommend equipment to be purchased.

3. The Facilities Director shall be responsible for seeing that the facilities, where practice or home meets take place, are maintained as required by the LAUSD.

~~4. The Facilities Director shall be responsible for the operation of all "Snack Shack" activities. The Facilities Director and Treasurer shall be co-responsible for collection of all gross receipts/monies at the conclusion of each home meet.~~

4. The Facilities Director shall have other powers and perform other duties as may be prescribed by the Board of Directors and/or by these Bylaws, not inconsistent with these Bylaws or Articles of Incorporation.

H. Athletic Director:

1. The Athletic Director shall insure that all athletes participating in the West Valley Eagles Track Program are properly coached. In meeting this responsibility, the Athletic Director will be sure there are sufficient numbers of qualified coaches to meet the needs of athletes in each division. A "division" is defined as the number of athletes grouped by age and/or qualifications to be determined by the Athletic Director. The Athletic Director shall insure that each coach is properly trained for the division of athletes he **or she** will coach by seeing that coaches attend clinics beneficial to the sport of track and field.

2. The Athletic Director shall review, approve or disapprove training procedures for each division. ~~as well as the scheduling of meet events for those athletes in each division.~~ **He or she** will assure proper conduct and safety precautions in training.

3. The Athletic Director can and will arrange for special coaching where the need and/or opportunity should **arise and will preside with the President over Coaches Meetings.**

The Athletic Director and the President working together will bring a recommended slate of Head Coaches to a Coaches Meeting for approval. Additional nominations will be taken and a vote by all returning coaches will be taken. The coaches approved slate of recommended head coaches will be taken to the Board of Directors for final approval.

4. It will be understood that the Athletic Director position of office covers not only printed rules and regulations, but common sense practices.

5. The Athletic Director shall have other powers and perform other duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

I. Track Conference Representative

1. The Track Conference Representative shall represent this Organization at all meetings of the Valley **Youth** Conference **Youth** Athletic Association, Incorporated, and other sanctioned track and field associations and shall, to the best of his ability, keep this Organization informed as to the activities of the Valley Conference. He **or she** shall, subject to approval of the Board of Directors, appoint an **additional alternate** representative to **also** attend **these** meetings. ~~when he cannot attend.~~

2. **The Track Conference Representative** **He** shall be responsible for coordinating, or causing the coordination of, all activities where this Organization has a responsibility to the Valley Conference.

3. **The Track Conference Representative** **He** shall be responsible for informing and coordinating this Organization's participation in all sanctioned track and field events.

4. **The Track Conference Representative** **He** shall have other powers and perform other duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

J. Cross Country Representative:

1. The Cross Country Representative shall represent this Organization at all meetings of the Valley **Youth** Conference **Youth** Association, Incorporated, and other sanctioned cross country meetings, and shall, to the best of his ability, keep this Organization informed of the activities of the Valley Conference. He **or she** shall, subject to the approval of the Board of Directors, appoint an **additional alternate** representative to **also** attend such meetings. ~~when he cannot attend.~~

2. The Cross Country Representative shall have other powers and perform other duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

K. Public Relations Director:

1. The Public Relations Director, subject to approval of the Board of Directors, shall be responsible for conducting, or causing to be conducted, activities that cause accounts or notices of this Organization's activities to be published/announced in the local media as frequently as possible.

2. **The Public Relations Director** He shall ~~compile~~ **compile or cause to** compile, documents, **including the Yearbook**, and make available as much information about this Organization as possible, both current and historical.

~~3. He shall compile, and cause to be printed, a "Yearbook" to be distributed by this Organization.~~

3. **The Public Relations Director** He shall compile, **update and** maintain, ~~or cause to be printed, a~~ **the** West Valley Eagles Track Club **Records** **"Record Book."** **and** ~~coordinate with Treasurer for incorporating~~ **incorporate them into the annual yearbook.**

4. The Public Relations Director shall appoint and chair a committee, or committees, for the purpose of soliciting sponsors and community support.

5. **The Public Relations Director** He shall have such other powers and perform other duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

L. Ways And Means Director

1. **The Ways And Means Director with the help of at least two of the following Board Members; Facilities Director, Vice President, CFO or Immediate Past President shall submit a complete inventory of all uniforms, warm-ups and spirit ware to the BOD a minimum of 60 days prior to the beginning of each Track season and submit a second inventory no later than 45 days after the end of the regular Track Season.**

2. **The ways And Means Director upon approval from the BOD shall purchase and maintain uniforms, warm-ups and spirit ware.**

3. **The Ways And Means Director shall bring forth to the BOD the ways and the means additional funds can be raised.**

4. **The Ways And Means Director shall have other powers and perform other duties as may be prescribed by the BOD and/or these Bylaws, not inconsistent with these Bylaws and the Articles of Incorporation.**

M. Food Service Director

1. **The Food Service Director shall be in charge of the operations of the Snack Shack during practice, home meets and food service for Annual Picnic.**

2. **The Food Service Director shall keep inventory and purchasing food as necessary thru the Treasurer.**

3. **The Food Service Director shall have other powers and perform other duties as may be prescribed by the BOD and/or these Bylaws, not inconsistent with these Bylaws and the Articles of Incorporation.**

N. Communications Director

1. **The Communications Director is the West Valley Eagle Web Site Administrator.**

2. **The Communications Director shall, thru Social Media ~~email Blasts~~ and Web Site, inform all members of all Eagle related events, coordinating announcements for practices, track meets and providing directions to all away track meets.**

3. The Communications Director shall create, update and maintain messages for the Eagle Hot Line along with checking incoming messages.

4. The Communications Director shall have other powers and perform other duties as may be prescribed by the BOD and/or these Bylaws, not inconsistent with these Bylaws and the Articles of Incorporation.

O. Volunteer Director

1. The Volunteer Director shall coordinate ~~provide~~ Member Volunteers for Track Meets, Practices, Ribbon Writing, Fundraisers or other additional events that are approved by the Board Of Directors.

2. The Volunteer Director shall maintain a list of each volunteer's hours and provide the list to the Treasurer for volunteer refunds.

3. The Volunteer Director shall have other powers and perform other duties as may be prescribed by the BOD and/or these Bylaws, not inconsistent with these Bylaws and the Articles of Incorporation.

P. Immediate Past President:

1. The Immediate Past Present shall be required to assist and advise the current President on all matters pertaining to the activities within this Organization. He or she shall be responsible for forming and chairing the Nominating Committee consisting of the Vice President, three general members, and himself, no later than eight weeks prior to the Annual Meeting.

2. The Immediate Past President will act as Meet Director at all home Track Meets, coordinating with opposing teams to assign meet assignments. The Immediate Past President will also coordinate with the West Valley Eagle Volunteer Director to help assign volunteers at all home Track Meets.

3. The Immediate Past President will produce and distribute recruitment flyers to schools, libraries, sporting good stores and health clubs.

4. He shall have other powers and perform other duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with these Bylaws or the Articles of Incorporation.

ARTICLE VII

COMMITTEES

Section 1: Standing Committees

The Board of Directors may authorize the formation of one or more Standing Committees by a majority vote on a Board Member's motion by the Board of Directors.

~~There shall be the following standing committees chaired by the officers indicated:~~

A. ~~Ways and Means Committee:~~

1. ~~This Committee shall be chaired by the Public Relations Director and shall be responsible for the fundraising activities of this Organization.~~

A. ~~Equipment Committee~~

1. ~~This Committee shall be chaired by the Athletic Director and shall be responsible for storing in the off season, repair, replacement, and after Board approval, the purchasing of all Club equipment, and first-aid supplies.~~

The maximum number of persons to serve on each committee shall be prescribed by the Board of Directors.

The committee persons shall be selected by the respective chairperson of each Standing Committee from the roster of members in good standing and shall be subject to approval of the Board of Directors.

Section 2: Special Committees

The Board of Directors shall authorize the formation of special committees as may be required, and shall prescribe the maximum number of committee persons to be permitted to serve thereon.

The President may, at his discretion, in forming special committees to investigate or to formulate policy of controversial matters, appoint the entire committee membership, and designate the chairperson subject to the approval of the Board of Directors, or he may call for nominations of committee members by the Board of Directors.

ARTICLE VIII MEETINGS

Section 1: General Membership Meetings

A. Membership Meetings

1. ~~Beginning the second week of March and continuing monthly through the month of July, each meeting will consist of two parts. The first part will be the Board meeting and the second will be the~~ The Annual General Membership **Meeting will be held immediately following the end of the regular Track Season** with the Executive Board presiding.

B. A. Board of Directors Meetings

1. The Board of Directors shall meet ~~not less than once a month~~ with regular meetings, **scheduled with a minimum of 7 days prior notice**, on dates set by the Board, ~~at its first meeting, commencing with the month of July and continuing through to the following July.~~ **When a critical motion arises that must be dealt with immediately and an emergency BOD meeting cannot be held as determined by the Club President, a BOD meeting can be held over the internet, i.e. motions can be made, seconded and voted on. The procedure is that a motion is introduced via email to the BOD members by the**

Secretary. As in a regular BOD meeting, if the motion is seconded, then discussion can be held. The President will call for a vote within three (3) days of the motion being introduced. Voting must occur within two (2) days of the President's call. If a BOD member does not respond within the time limit, they will be considered to have abstained. Not less than one-half plus one of the elected Board of Directors must vote over the internet for the transaction of official business of this Organization.

2. The Board of Directors may, by a majority approval of a motion, designate business being discussed as privileged and not to leave the meeting. Failure of a Board Member to adhere to this motion will evoke a warning that if a second violation occurs it will be grounds for dismissal from the Board.

ARTICLE IX

AWARDS

The policy on awards shall be determined by the Board of Directors.

ARTICLE X

FINANCIAL PROCEDURES

Section 1: Checks, Drafts, and Funds

A. All checks, drafts, or other orders for payment of money, notes or other evidence of indebtedness issued in the name of, or payable to, this Organization shall be signed or endorsed by **one-two** of the following officers: Treasurer, **CFO**, **President**, or Vice President, and one alternate person who shall be appointed and approved by the Board of Directors.

B. Endorsing for deposit only, to the credit of this Organization at the depository selected by the Board of Directors, shall require the signature of any one of the above-listed officers.

Section 2: Contracts

A. Any and all contracts which may be executed in the name of this Organization shall be in such form as shall not be inconsistent with these Bylaws, Articles of Incorporation, or the laws of the State of California, and shall be approved by the Board of Directors prior to the execution thereof.

B. All contracts authorized by the Board of Directors shall be signed by the President and either the **CFO**, **Recording** Secretary or Treasurer.

Section 3: Fiscal Year

A. The fiscal year of this Organization shall be turned over to a Certified Public Accountant, Public Accountant, or any other person, or persons, appointed by the Board of Directors for annual auditing, and additional auditing at such other times as the Board of Directors may deem it necessary.

ARTICLE XI
AMENDMENT

Amendment to these Bylaws may be made by a vote of two-thirds (2/3) of the general membership of the Organization present at the Annual Meeting. ~~with the following requirement: The general membership in attendance of the Annual Meeting must be made up of at least 51% of the total membership.~~ **However, the Board of Directors may, prior to the General Membership Meeting, implement proposed amendments to the Bylaws on a provisional basis by the affirmative vote of not less than three-fourths ($\frac{3}{4}$) of the total membership of the Board of Directors at any regular or special meeting duly held. These provisional bylaws will only remain in-force until the General Membership Meeting where they must be voted on and approved in-order to become an official part of these Bylaws.**