

**Bylaws of Glacier Falls Figure Skating Club, Inc.  
A California Non-profit Public Benefit Corporation  
(Amended May, 2005)**

**Article 1**

**Name**

The name of this corporation is **GLACIER FALLS FIGURE SKATING CLUB, INC.**

**Article 2**

**Offices**

**2.1 Principal Office**

The principal office for the transaction of the activities and affairs of the corporation is located in Orange County, California with mailing address at 1219 Viscano Drive, Glendale, California 91207. The directors may change the location of the principal office at any time. Any change of this location shall be noted by the secretary on these bylaws opposite this section or this section may be amended to state the new location.

**2.2 Other Offices**

The board of directors may at any time establish branch or subordinate offices at any place or places within California or where the corporation is qualified to conduct its activities.

**Article 3**

**Purposes and Objectives**

**3.1 Non-profit Corporation**

This corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. It is organized under the Non-profit Public Benefit Corporation Law for charitable purposes.

**3.2 Tax-Exempt Status**

This corporation is organized exclusively for charitable and educational purposes and for the purpose of fostering national or international amateur sports competition within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law. Notwithstanding any other provision of these bylaws, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation and the corporation shall not carry on any other activities not permitted to be carried on by:

- (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law, or
- (b) a corporation, contributions to which are deductible under section 170(c)(12) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law.

**Article 4**

**Nonpartisan Activities**

This corporation has been formed under the California Non-profit Public Benefit Corporation Law for the public purposes described above and it shall be non-profit and non-partisan. No substantial part of the activities of the corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation and the corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote.

This corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

**Article 5**

**Dedication of Assets**

The properties and assets of this non-profit corporation are irrevocably dedicated to charitable purposes. No part of the net earnings, properties or assets of this corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual or any member or director of this corporation. On liquidation or dissolution, all properties and assets and obligations shall be distributed and paid over to an organization dedicated to charitable purposes, provided that the organization continues to be dedicated to the exempt purposes as specified in Internal Revenue Code 501(c)(3)

**Article 6**

**Membership**

**6.1 Qualifications**

- (a) Membership shall be restricted to Orange County and vicinity.
- (b) The corporate membership shall consist of the following classes of membership:

- (i) Senior members--Members who are at least eighteen (18) years of age on July 1st, of the current season. Said members are entitled to all corporate privileges.
- (ii) Junior members--Members who have not attained the age of eighteen (18) years by July 1st, of the current season and are entitled to all corporate privileges except the right to nominate, make motions or the right to serve on the Board of Directors.
- (iii) Affiliate members--Members whose Home club is not Glacier Falls Skating Club, Inc. are entitled to vote, nominate and make motions, but may not serve on the Board of Directors; and may skate during club sessions at the discretion of the Board of Directors.
- (iv) Honorary members--Honorary members may be elected at any meeting of the membership, after recommendation by the Board of Directors, or by the Board of Directors, who shall have the power to admit by invitation, as Honorary Members of this Corporation and for such period as they may elect, such persons of prominence or note, as it may think proper, or such persons that may render this Corporation any single benefit or service which it may wish to recognize in this manner and to renew such invitations at its discretion. Such members shall enjoy such privileges and benefits as may be determined by the Board of Directors, except that they shall not vote, nominate, make motions, or serve on the Board of Directors.
- (v) Sponsor members--Members who are entitled to all Corporate privileges except the right to vote, nominate, make motions, serve on the Board of Directors, test, enter competitions or serve as any USFSA official.

Applications for membership must be submitted by the candidate, must state his name, occupation, and address, and include an agreement to comply with the Constitution and Bylaws of the Corporation. All applications must be sent to the Membership Secretary prior to the meeting of the Board of Directors at which action is taken thereon, and the Membership Secretary shall immediately refer the application to the membership committee.

Any member in arrears for dues or other indebtedness, on July 1st, shall be declared delinquent by the Membership Secretary and shall be dropped automatically from the roll. The delinquent member shall have until August 1st to pay the dues in full, or other indebtedness, plus a \$5.00 penalty for late payment. A member dropped from the roll for nonpayment of dues, or other indebtedness, may, at the discretion of the Board of Directors and upon the payment of same, be reinstated to full membership. No member in arrears for the dues shall be eligible to hold office or entitled to vote, take tests, enter in any competitions, or skate club sessions.

No member or members who specify this Club as their home club shall make entry in the name of the Corporation in any competition or exhibition unless they obtain the approval of the Board of Directors, or someone authorized by the Board of Directors to give such authority. Any necessary sanctions must be applied for through the Board of Directors and not through those promoting the event.

Termination of membership subject to the limitations hereinbefore or hereinafter stated. Membership may be terminated as follows:

- (a) Any member may terminate his membership at any time upon delivery to the Secretary of this Corporation a notice of the effective date of such resignation.
- (b) All memberships, of whatever classification, shall be for the life of such member or until otherwise terminated. Members shall pay such dues and fees as may from time to time be fixed by the board of directors.
- (c) No person may hold more than one membership or a fractional membership. The right of members to vote shall be determined as provided in Section 7.7(a).

#### **6.2 Fees and Dues**

The annual dues shall be such as the Board of Directors shall from time to time determine and shall be due and payable on July 1st of each year for the ensuing year.

#### **6.3 Termination of Membership**

Termination of membership subject to the limitations hereinbefore or hereinafter stated. Membership may be terminated as follows:

- (a) Any member may terminate his membership at any time upon delivery to the Secretary of this Corporation a notice of the effective date of such resignation.
- (b) All memberships, of whatever classification, shall be for the life of such member or until otherwise terminated.

#### **6.4 Transfer of Membership**

No membership may transfer for value a membership or any right arising from such membership. All rights of membership cease upon a member's death.

#### **6.5 Conflict Resolution**

If any member(s) has a complaint against another member(s) for an infraction of any bylaw or rule other than Technical Rules in the current U.S. Figure Skating Rulebook, the member(s) may submit the grievance in writing to the Board of Directors. A filing fee to be set by the Board of Directors must accompany each grievance. The member(s)' complaint will be investigated and efforts made to resolve it according to the Club's conflict resolution policy.

## **Article 7**

### **Meetings of Members**

#### **7.1 Place of Meeting**

Meetings of the membership shall be held at any place within the State of California as designated by the Board of Directors. In the absence of any such designation, members' meetings shall be held at the principal office of the corporation.

#### **7.2 Annual Meeting**

The annual meeting of members shall be held during the month of May of each year, unless the Board of Directors fixes another date and so notifies the members as provided in Section 7.4. If the scheduled date falls upon a legal holiday, the meeting shall be held on the next business day.

#### **7.3 Special Meeting**

(a) Authorized persons who may call. A special meeting of the members for any lawful purpose may be called at any time by any of the following: the Board of Directors, the chairman of the board, the president, or twenty percent or more of the members.

(b) Calling meetings by members. If a special meeting is called by members other than the Board of Directors, the request shall be submitted by such members in writing, specifying the general nature of the business proposed to be transacted and shall be delivered personally or sent by registered mail or other facsimile transmission to the chairman of the board, the president, any vice-president or the secretary of the corporation. The officer receiving the request shall cause notice to be promptly given to the members entitled to vote, in accordance with the provisions of Section 7.4, that a meeting will be held and the date for such a meeting, which date shall not be less than 10 nor more than 90 days following the receipt of the request. If the notice is not given within 20 days after receipt of the request, the persons requesting the meeting may give the notice. Nothing contained in this subsection shall be construed as limiting, fixing or affecting the time when a meeting of members may be held when the meeting is called by action of the Board of Directors.

#### **7.4 Notice of Members' Meetings**

(a) General notice contents. All notices of meetings of members shall be sent otherwise given in accordance with Section 7.4(c) not less than 10 or more than 90 days before the date of this meeting. The notice shall specify the place, date and hour of the meeting and:

(i) in the case of a special meeting, the general nature of the business to be transacted and no other business may in that case be transacted, or

(ii) in the case of the annual meeting, those matters which the board of directors, at the time of giving notice, intends to present for action by the members.

(b) Notice of certain agenda items. If action is proposed to be taken at any meeting for approval of any of the following proposals, the notice shall also state the general nature of the proposal. Member action on such items is invalid unless the notice or written waiver of notice states the general nature of the proposal(s):

- (i) removing a director without cause;
- (ii) filing vacancies on the board of directors by the members;
- (iii) terminating the contract of the head coach;
- (iv) amending the Articles of Incorporation; or
- (v) voluntarily dissolving the corporation.

(c) Manner of giving notice. Notice of any meeting of members shall be given either personally or by first-class mail or other written communication, charges prepaid, addressed to each member either at the address of that member appearing on the books of the corporation or the address given by the member to the corporation for the purpose of notice. If no address appears on the corporation's books and no address has been so given, notice shall be deemed to have been given if either:

- (i) notice is sent to that member by first-class mail or telegraphic or other written communication to the corporation's principal office, or
  - (ii) notice is published at least once in a newspaper of general circulation in the county where that office is located.
- Notice shall be deemed to have been given at the time when delivered personally or deposited in the mail or other means of communication.

(d) Affidavit of mailing notice. An affidavit of the mailing or other means of giving any notice of any members' meeting may be executed by the secretary of the corporation giving the notice and, if so executed, shall be filed and maintained in the minutes book of the corporation.

#### **7.5 Quorum**

(a) Five (5) Ten (10) percent of the members shall constitute a quorum.

(b) Loss of quorum. The voting members present at a duly called or duly held meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough voting members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the voting members required to constitute a quorum.

## **7.6 Adjourned Meeting**

Any members' meeting, annual or special, whether or not a quorum is present, may be adjourned from time to time by the vote of the majority of the voting members represented at the meeting, either in person or by proxy; provided, however, that in the absence of a quorum, no other business may be transacted at that meeting, except as provided in this Article 7.0. No notice need be given of the adjourned meeting if the time and place are announced at the meeting to be adjourned. No meeting may be adjourned for more than 45 days.

## **7.7 Voting**

- (a) Eligibility to vote. The members eligible to vote shall be those members defined in Section 6.1(a)(I) and (iii).
- (b) Manner of casting votes. Voting may be voice or ballot, provided that any election of directors must be by ballot if demanded by any voting member before the voting begins.
- (c) Only majority of voting members represented at meeting required, unless otherwise specified. If a quorum is present, the affirmative vote of the majority of the voting members represented by the meeting, entitled to vote and voting on any matter (other than the election of directors), shall be the act of the members, unless the vote of the greater number of voting by classes is required by California Non-profit Corporation Law or by the Articles of Incorporation.

## **7.8 Voting by proxy**

There shall be no proxy votes accepted of any kind, on any business or election.

## **7.9 Action by Written Consent Without a Meeting**

- (a) General. Any action that may be taken at any annual or special meeting of members may be taken without a meeting and without prior notice upon compliance with the provisions of this section.
- (b) Solicitation of written ballots. The corporation shall distribute one written ballot to each voting member entitled to vote; such ballots shall be mailed or delivered in the manner required by Section 7.4 for giving notice of special meetings. All solicitations of votes by ballot shall:
  - (i) indicate the number of responses needed to meet the quorum requirement;
  - (ii) with respect to ballots other than for the election of directors, state the percentage of approvals necessary to pass the measure(s); and
  - (iii) specify the time by which the ballot must be received in order to be counted. Each ballot so distributed shall: (1) set forth the proposed action; and (2) provide the voting members an opportunity to specify approval or disapproval of each proposal, if more than one proposal is set forth. Directors may be elected by written ballot.
- (c) Quorum/majority. Approval by written ballot pursuant to this section shall be valid only when the number of votes cast by ballot within the time specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by written ballot.
- (d) Revocation. No written ballot may be revoked after delivery to the corporation or deposit in the mails, whichever first occurs. (e) Filing. All such written ballots shall be filed with the secretary of the corporation and maintained in the corporate records.

## **7.10 Record Date for Member Notice & Voting**

Only members of record 10 days before the date before any vote are entitled to notice, to vote, or take other action, as the case may be, notwithstanding any transfer of any membership on the books of the corporation after the record date, except as otherwise provided in the Articles of Incorporation, by agreement, or in the California Non-profit Corporation Law.

## **Article 8**

### **Number and Composition of Board of Directors**

The board of directors of the corporation shall consist of no fewer than four and no greater than ten directors all of whom must be members of the corporation.

## **Article 9**

### **Election of Directors**

#### **9.1 Nominations and Solicitation for Votes**

- (a) The President shall form a nominating committee comprising of two Board members not running for re-election and two general club members (over the age of 18 years) for election to the board of directors at least two months before the date of any election of directors. The nominating committee shall make its report at least 30 days before the date of the election in May and the secretary shall forward to each member, with the notice of meeting required by Section 7.4, a list of candidates nominated.
- (b) Use of corporate funds to support nominee. No corporate funds may be expended to support a nominee for director.
- (c) Write-in nominations shall be accepted.

## **9.2 Election of Officers**

The Board of Directors shall be elected by mail-in ballot or sealed ballot dropped in a secured ballot box on deck. All ballots, one per general member in good standing, will be counted at the May board meeting. Elections shall be determined by plurality. Ties shall be decided by additional ballot. Ballots are to be counted by two general members who are not board members and are not candidates for the board. The recording Secretary shall verify the election outcome. The recording Secretary shall notify the successful and unsuccessful candidates.

## **Article 10 Directors**

### **10.1 Powers**

(a) General corporate powers. Subject to the provisions of the California Non-profit Corporation Law and any limitations in the Articles of Incorporation and these bylaws relating to action required to be proved by the members, the business and affairs of the corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the board of directors.

(b) Specific powers. Without prejudice to these general powers, and subject to the same limitations, the directors shall have the power to:

- (i) select all officers, agents and employees of the corporation; remove all officers, agents and employees of the corporation and prescribe any powers and duties for them that are consistent with law, with the Articles of Incorporation and with these bylaws;
- (ii) change the principal office or the principal business office in the State of California from one location to another; cause the corporation to be qualified to do business in any other state, territory, dependency or country and conduct business within or outside the State of California; and designate any place within the State of California for the holding of any members' meeting or meetings, including annual meetings;
- (iii) adopt, make and use a corporate seal and, where appropriate, alter the form of the seal;
- (iv) develop an annual budget and borrow money and incur indebtedness on behalf of the corporation and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deed of trust, mortgages, pledges, hypothecation and other evidence of debt and securities.

### **10.2 Election and Term of Office of Directors**

Directors shall be elected at the first meeting of the members of the corporation and shall hold office for two-year staggered durations, commencing on June 1st. No board member shall hold the office of President or Vice-President for more than three consecutive terms. However, a Board member can continue to serve until his/her successor has been elected/appointed. A board member appointed to fill any vacant seat shall serve the unexpired term.

### **10.3 Vacancies**

(a) Events causing vacancy. A vacancy or vacancies in the Board of Directors shall be deemed to exist on the occurrence of the following:

- (i) the death, resignation or removal of any director;
- (ii) the declaration by the resolution of the board of directors of a vacancy of the office of a director who has been declared of unsound mind by any order of court or convicted of a felony or has been found by final order or judgment of any court to have breached a duty under Section 5230 a and following of the California Non-profit Corporation Law;
- (iii) the vote of the voting members or, if the corporation has fewer than 50 members, the vote of a majority of the voting members, to remove a director; provided, however, that no director who was designated as such, rather than elected by the voting members, may be removed without the written consent of the person or persons who designated such director;
- (iv) the increase of the authorized number of directors;
- (v) the failure of the voting members at any meeting of members at which any director or directors are to be elected to elect the number of directors to be elected at such meeting.

(b) Resignations. Except as provided in this paragraph, any director may resign, which resignation shall be effective on giving written notice to the president, the secretary or the board of directors, unless the notice specifies a later time for the resignation to become effective. If the resignation of a director is to be effective at a future time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective. No director may resign when the corporation would then be left without a duly elected director or directors in charge of its affairs.

(c) Vacancies filled by directors or members. Except for a vacancy created by the removal of a director, vacancies on the board of directors may be filled by a majority of directors then in office or by a sole remaining director. The voting members may elect a director or directors at any time to fill any vacancy or vacancies not filled by the directors and vacancies created by the removal of a director but any such election by written consent shall require the consent of a majority of the voting power.

(d) No vacancy on reduction of number of directors. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

#### **10.4 Place of Meetings**

Regular meetings of the board of directors may be held at any place within the State of California that has been designated from time to time by resolution of the board. In the absence of such designation, regular meetings shall be held at the principal office of the corporation. Special meetings of the board shall be held at any place within the State of California that has been designated in the notice of the meeting or, if not stated in the notice or, if there is no notice, at the principal office of the corporation. Notwithstanding the above provisions of this Section 10.4, a regular or special meeting of the board of directors may be held at any place consented to in writing by all board members, either before or after the meeting. If consents are given, they shall be filed with the minutes of the meeting.

#### **10.5 Annual Meeting**

Immediately following each annual meeting of members, the board of directors shall hold a regular meeting for the purpose of organization, election of officers and the transaction of other business, notice of this meeting shall be required.

#### **10.6 Quorum**

A majority of the authorized number of directors shall constitute a quorum for the transaction of business, except to adjourn as provided in Section 10.8. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the board of directors, subject to the provisions of the California Non-profit Corporation Law, particularly those provisions for:

- (a) Approval of contracts or transactions in which a director has a direct or indirect financial interest,
- (b) Appointment of committees, and
- (c) Indemnification of directors.

A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for that meeting.

#### **10.7 Waiver of Notice**

The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as a valid as though taken at a meeting duly held after regular call and notice, if:

- (a) a quorum is present and
- (b) either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting or any approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting without protesting before, or at its commencement, about the lack of adequate notice.

#### **10.8 Adjournment**

A majority of the directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

#### **10.9 Notice of Adjournment**

Notice of the time and place of holding an adjourned meeting need not be given, unless the meeting is adjourned for more than 24 hours, in which case personal notice of the time and place shall be given before the time of the adjourned meeting to the directors who were not present at the time of the adjournment.

#### **10.10 Action without Meeting**

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the board, individually or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as a unanimous vote of the board of directors. Such written consent or consents shall be filed with the minutes of the proceedings of the board.

#### **10.11 Fees and Compensation**

Directors and members of committees shall receive:

- (a) No compensation for their services and
- (b) Such reimbursement of expenses as may be determined by resolution of the Board of Directors to be just and reasonable.

### **Article 11 Committees**

#### **11.1 Committees of Directors**

The Board of Directors may, by resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of two or more directors, to serve at the pleasure of the board. Any committee, to the extent provided in the resolution of the board, shall have all the authority of the board, except that no committee, regardless of board resolution, may:

- (a) Take any final action on matters which, under the Non-profit Corporation Law of California, also require members' approval or approval of a majority of all the members;

- (b) Fill vacancies on the board of directors or in any committee which has the authority of the board;
- (c) Fix compensation of the directors for serving on the board or on any committee;
- (d) Amend or repeal bylaws or adopt new bylaws;
- (e) Amend or repeal any resolution of the board of directors which by its express terms is not so amendable or repealable;
- (f) Appoint any other committee of the board of directors or the members of these committees;
- (g) Expend corporate funds to support a nominee for director; or
- (h) Approve any transaction:
  - (i) to which the corporation is a party and one or more directors have a material financial interest; or
  - (ii) between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors have a material financial interest.

### **11.2 Meetings and Action of Committees**

Meetings and action of committees shall be governed by and held and taken in accordance with, the provisions of Article 10 of these bylaws concerning meetings of directors, with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the board of directors or by resolution of the committee. Special meetings of committees may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Board of Directors may adopt rules for the government of any committee not inconsistent with the provisions of these bylaws.

## **Article 12 Officers**

### **12.1 Officers**

The officers of the corporation shall be a president, a vice president, a secretary and a treasurer. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as either the president or chairman of the board.

### **12.2 Election of Officers**

The officers of the corporation, except those appointed in accordance with the provisions of section 12.3, shall be chosen by the Board of Directors and each shall serve at the pleasure of the board, subject to the rights, if any, of any officer under any contract of employment.

### **12.3 Subordinate Officers**

The Board of Directors may appoint, and may authorize the chairman of the board or the president or another officer to appoint any other officers that the business of the corporation may require, each of whom shall have the title, hold office for the period, have the authority and perform the duties specified in the bylaws or determined from time to time by the Board of Directors.

### **12.4 Removal of Officers**

Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, with or without cause, upon vote of two-thirds of the directors on the Board of Directors at any regular or special meeting of the board or, except in case of an officer chosen by the Board of Directors, by an officer whom such power of removal may be conferred by the Board of Directors.

### **12.5 Resignation of Officers**

Any officer may resign at any time by giving written notice to the corporation. Any resignation shall take effect at the date of receipt of that notice or at any later time specified in that notice. Unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

### **12.6 Vacancies in Offices**

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled only in the manner prescribed in Section 12.2 for regular appointments to that office.

### **12.7 Responsibilities of Officers**

(a) Chairman of the board. If such an office be elected, the chairman of the board shall preside at the meeting of the board of directors and exercise and perform such other powers and duties as may be from time to time assigned to him by the Board of Directors or prescribed by the bylaws. If there is no president, the chairman of the board shall, in addition, be the chief executive officer of the corporation and shall have the powers and duties prescribed in paragraph (b), below.

(b) President. Subject to such supervisory powers as may be given to the board of directors to the chairman of the board, if any, the president shall, subject to the control of the board of directors, generally supervise, direct and control the business and the officers of the corporation. He shall preside at all meetings of the members and, in the absence of the chairman of the board or if there be none, at all meetings of the board of directors. He shall have such other powers and duties as may be prescribed by the board of directors or the bylaws.

(c) Vice president. In the absence or disability of the president, the vice president shall perform all the duties of the president and when so acting shall have all the powers of and be subject to all the restrictions upon, the president. The vice president shall have such other powers and perform such other duties as from time to time may be prescribed by the board of directors or the chairman of the board.

(d) Secretary. The secretary shall attend to the following:

(i) Book of minutes. The secretary shall keep or cause to be kept, at the principal office or such place as the board of directors may direct, a book of minutes of all meetings and actions of directors, committees of directors and members, with the time and place of holding, whether regular or special and, if special, how authorized, the notice given, the names of those present at such meetings, the number of members present or represented at members' meetings and the proceedings of such meetings.

(ii) Membership records. The secretary shall keep, or cause to be kept, at the principal office as determined by resolution of the board of directors, a record of the corporation's members, showing the names of all members and their addresses.

(iii) Notices, seal and other duties. The secretary shall give, or cause to be given, notice of all meetings of the members and of the board of directors required by the Bylaws to be given. He shall keep the seal of the corporation in safe custody. He shall have such other powers and perform such other duties as may be prescribed by the board of directors or the bylaws.

(e) Treasurer.

(i) Books of account. The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and other matters customarily included in financial statements. The books of account shall be open to inspection by any director at all reasonable times.

(ii) Deposit and disbursement of money and valuables. The treasurer shall deposit all money and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the board of directors; shall disburse the funds of the corporation as may be ordered by the Board of Directors; shall render to the chairman of the board and/or the president and directors, whenever they request it, an account of all the transactions as treasurer and of the financial condition of the corporation; and shall have other powers and perform such duties as may be prescribed by the Board of Directors or the Bylaws.

(iii) Bond. Shall serve without bond.

## **12.8 Fees and Compensation**

Officers shall receive:

(a) no compensation for their services and

(b) such reimbursement of expenses as may be determined by resolution of the board of directors to be just and reasonable.

## **Article 13**

### **Indemnification of Directors, Officers, Employees and Other Agents**

#### **13.1 Definitions**

For the purpose of this article:

(a) "agent" means any person who is or was a director, officer, employee, or other agent of this corporation, or is or was serving at the request of this corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation that was a predecessor corporation of this corporation or of another enterprise at the request of the predecessor corporation;

(b) "proceeding" means any threatened, pending, or completed action or proceeding to which the corporation or its agent is a party, whether civil, criminal, administrative or investigative; and

(c) "expenses" includes, without limitation, all attorneys' fees, costs and any other expenses incurred in the defense of any claims or proceedings against an agent by reason of his position or relationship as agent and all attorneys' fees, costs and other expenses incurred in establishing a right to indemnification under this Article.

#### **13.2 Successful Defense by Agent**

To the extent that an agent of this corporation has been successful on the merits in the defense of any proceeding referred to in this Article 13 or in the defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the claim. If an agent either settle any such claim or sustains a judgment rendered against him, the provisions of Sections 13.3 through 13.5 hereof shall determine whether the agent is entitled to indemnification.

### **13.3 Action Brought by Persons Other than the Corporation**

Subject to the required findings to be made pursuant to Section 13.5 below, the corporation shall indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding other than an action brought by, or on behalf of, this corporation, or by an officer, director or person granted related status by the Attorney General, or by the Attorney General on the ground that the defendant director was or is engaging in self-dealing within the meaning of California Corporations Code Section 5233, or by the Attorney General or a person granted related status by the Attorney General for any breach of duty relating to assets held in charitable trust, by reason of the fact that such person is or was an agent of this corporation, for all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with the proceeding.

### **13.4 Action Brought by or on Behalf of the Corporation**

(a) Claims settled out of court. If any agent settles or otherwise disposes of a threatened or pending action brought by or on behalf of this corporation, with or without court approval, the agent shall receive no indemnification for either amounts paid pursuant to the terms of the settlement or other disposition or for any expenses incurred in defending against the proceeding, unless it is settled with the approval of the Attorney General.

(b) Claims and suits awarded against agent. This corporation shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action brought by or on behalf of this corporation by reason of the fact that the person is or was an agent of this corporation, for all expenses actually and reasonably incurred in connection with the defense of that action, provided that both of the following are met:

- (i) the determination of good faith conduct, required by Section 13.5 below, must be made in the manner provided for in that section; and
- (ii) upon application, the court in which the action was brought must determine that, in view of all of the circumstances of the case, the agent should be entitled to indemnity for the expenses incurred. If the agent is found to be so entitled, the court shall determine the appropriate amount of expenses to be reimbursed,

### **13.5 Determination of Agent's Good Faith Conduct**

The indemnification granted to an agent in Sections 13.3 and 13.4 above is conditioned on the following:

(a) Required standard of conduct. The agent seeking reimbursement must be found in the manner provided below to have acted in good faith, in a manner he believed to be in the best interest of this corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use in similar circumstances. The termination of any proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner which he reasonably believed to be in the best interest of this corporation or that he had reasonable cause to believe that his conduct was unlawful. In the case of criminal proceeding, the person must have had no reasonable cause to believe that his conduct was unlawful.

(b) Manner of determination of good faith conduct. The determination that the agent did act in a manner complying with the subsection (a) above shall be made by:

- (i) the board of directors by a majority vote or a quorum consisting of directors who are not parties to the proceeding; or
- (ii) the voting members by an affirmative vote (or written ballot in accord with Section 7.9) of a majority of the voting members represented and voting at a duly held meeting of members at which a quorum is present, which affirmative vote also constitutes a majority of the required quorum; provided, however, that the person to be indemnified shall not be entitled to vote; or
- (iii) the court in which the proceeding is or was pending. Such determination may be made on application brought by this corporation or the attorney of the agent or other person rendering a defense to the agent, whether or not the application by the agent, attorney or other person is opposed by the corporation.

### **13.6 Limitations**

No indemnification or advance shall be made under this Article 13, except as provided in Sections 13.2 or 13.5(b)(3) hereof, in any circumstance when it appears:

- (a) that the indemnification or advance would be inconsistent with a provision of the Articles of Incorporation, as a resolution of the members, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification, or
- (b) that the indemnification would be inconsistent with any condition expressly imposed by a court in approving a settlement.

### **13.7 Advance of Expenses**

Expenses incurred defending any proceeding may be advanced by this corporation before the final disposition of this proceeding on receipt of an undertaking by or on behalf of the agent to repay the amount of the advance, unless It is determined ultimately that the agent is entitled to be indemnified as authorized in this Article 13.

### **13.8 Contractual Rights of Non-directors and Non-officers**

Nothing contained in this Article 13 shall affect any right to indemnification to which persons other than the directors and officers of this corporation, or any subsidiary hereof, may be entitled by contract or otherwise.

### **13.9 Insurance**

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of the corporation against any liability other than for violating provisions against self-dealing asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not this corporation would have the power to indemnify the agent against the liability under the provisions of this Article 13.

## **Article 14 Records and Reports**

### **14.1 Maintenance of Corporate Records**

The corporation shall keep:

- (a) Adequate and correct books and records of account;
- (b) Minutes in written form of the proceedings of its members, board and committees of the board;
- (c) A record of its members, giving their names and addresses.

All such records shall be kept at the corporation's principal office.

### **14.2 Member's Inspection Rights**

- (a)
  - (i) For a purpose of reasonably related to such person's interest as a member, any member of the corporation may inspect and copy the records of member's names and addresses and voting rights during usual business hours on five days' prior written demand on the corporation, stating the purpose for which the inspection rights are requested; or
  - (ii) obtain from the secretary of the corporation, on written demand and on the tender of the secretary's usual charges for such a list, if any, a list of names and addresses of members who are entitled to vote for the election of directors, and their voting rights, as of the most recent record date for which that list has been compiled, or as of a date specified by the member after the date of demand. The demand shall state the purpose for which the list is requested. This list shall be made available to any such member by the secretary on or before the later of 10 days after the demand is received or the date specified in it as the date by which the list is to be compiled; and
- (b) Any member of the corporation may inspect the accounting books and records and minutes of the proceeding of the members and the board and committees of the board, at any reasonable time, for a purpose reasonably related to such member's interest as a member.
- (c) Any inspection and copying under this section shall be made by an agent or attorney of the member and the right of inspection includes the right to copy and make extracts.

### **14.3 Maintenance and Inspection of Articles and Bylaws**

The corporation shall keep at its principal office the original or a copy of the Articles of Incorporation and Bylaws as amended, to date, which shall be open to inspection by the members or other authorized representatives at all reasonable times during office hours.

### **14.4 Inspection by Directors**

Every director shall have the absolute right at any reasonable time to inspect all books, records and documents of every kind and the physical properties of the corporation and each of its subsidiary corporations, if any. This inspection by a director may be made in person or by an agent or attorney and the right of inspection includes the right to copy and make extracts of documents.

### **14.5 Annual Report to Members**

At such time that the corporation consists of more than one hundred members and has assets exceeding \$10,000, it shall, not later than 120 days after the close of the corporation's fiscal year, cause an annual report to be sent to the members and directors. Such report shall contain the following information in reasonable detail:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year;
- (d) The expenses or disbursement of the corporations, for both general and restricted purposes, during the fiscal year;
- (e) Any information required by Section 14.6. The report required by this section shall be accompanied by any report thereon of independent accountants or, if there is no such report, by the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

### **14.6 Annual Statement of Certain Transactions as Indemnifications**

No later than the time the corporation gives its annual report, if any, to the members, and in any event no later than 120 days after the close of the corporation's fiscal year, the corporation shall prepare and mail or deliver to each member and director a statement of the amount and circumstances of any transaction or indemnification of the following kind:

- (a) Any transaction(s) in which the corporation, its parents or its subsidiary, if any, was a party, and in which either of the following had a direct or indirect financial interest:
  - (i) any director or officer of the corporation, its parent or subsidiary, if any, (a mere common directorship shall not be considered such an interest); or

- (ii) any holder of more than 10% of the voting power of the corporation, its parent or its subsidiary, if any, if such transaction involved over \$50,000, or was one of a number of transactions with the same person involving in the aggregate, over \$50,000.
- (b) Any indemnification or advances aggregating more than \$ 10,000 paid during the fiscal year to any officer or director of the corporation pursuant to Article 13 herein unless such indemnification has already been approved by the members pursuant to Section 13.5(b)(ii).

## **Article 15 Construction and Definitions**

Unless the context requires otherwise, the general provisions, rules of constitution and definitions in the California Non-profit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the above, the masculine gender includes the feminine and neuter, the singular number includes the plural, the plural number includes the singular and the term "person" includes both the corporation and a natural person.

## **Article 16 Amendments**

### **16.1 Amendment by Members**

New bylaws may be adopted or these bylaws may be amended or repealed by approval of the majority of the voting members. Further, where any provision of these bylaws requires the vote of a larger proportion of the voting members than otherwise required by law, such provision may not be altered, amended or repealed except by the vote of such larger number of voting members. No amendment may extend the term of a director beyond that for which such director was elected.

### **16.2 Amendment by Directors**

Subject to the rights of members under Section 16.1 and the limitations set forth below, the board of directors may adopt, amend or repeal bylaws. Such power is subject to the following limitations:

- (a) The limitation set forth in Section 1 on the members' power to adopt, amend or repeal bylaws shall apply to actions by the board of directors.
- (b) The board of directors may not amend a bylaw provision fixing the authorized number of directors or the minimum or maximum number of directors. However, if the articles or bylaws provide for a variable number of directors within specified limits, the directors may, subject to the limitations of this Section, adopt, amend or repeal a bylaw fixing the exact number of directors within those limits.
- (c) If any provision of these bylaws requires the vote of a larger proportion of the directors than otherwise required by law, such provision may not be altered, amended or repealed except by vote of such larger number of directors.
- (d) The Board of Directors may not adopt or amend bylaw provisions concerning the following subjects without the approval of the members;
  - (i) any provision increasing the terms of directors;
  - (ii) any provision allowing one or more directors to hold office by designation or selection rather than election of the members;
  - (iii) any provision giving the board of directors power to fill vacancies on the board created by removal of directors;
  - (iv) any provision increasing the quorum for members' meetings; and
  - (v) Any provision repealing or restricting proxy rights or expanding proxy rights created by law.

**Reformatted: 3-1-10  
M. Aamodt**