STATUS REPORTS OF NCAA
AND INSTITUTIONAL
RECOMMENDATIONS FOR
IMPROVEMENT

CALIFORNIA STATE UNIVERSITY, LONG BEACH
1250 BELLFLOWER BOULEVARD
LONG BEACH, CA 90840

OCTOBER 2002
INSTITUTIONAL RECOMMENDATIONS FOR IMPROVEMENT
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STATUS REPORT OF INSTITUTIONAL RECOMMENDATIONS

As a result of the 1996 National Collegiate Athletic Association (NCAA) certification self-study process, California State University Long Beach (CSULB) developed a series of self-improvement recommendations on a University-wide basis. Consistent with the guidelines set forth by the NCAA, each of the recommendations and its current status are provided for each section as follows: (I) Governance and Commitment to Rules Compliance, (II) Academic Integrity, (III) Fiscal Integrity, and (IV) Commitment to Equity, Welfare and Sportsmanship.

I. GOVERNANCE AND COMMITMENT TO RULES COMPLIANCE

A. Booster Clubs

**Recommendation 1.** Guidelines that address the most pertinent regulations should be made available to booster members, athletes, coaches and targeted individuals.

**Current Status:** Completed. Sports, Athletics and Recreation (SAR) now publishes a pocket guide entitled "What You Should Know: NCAA Rules and Regulations," which is specifically written and designed for the officers and members of booster groups. This guide defines key terms, summarizes the basic rules for boosters to prevent them from inadvertently giving extra benefits to student-athletes, and answers frequently asked questions. Copies of this publication are distributed each year to athletes, coaches and other individuals requiring this information. Additional written information is available to all SAR personnel and booster groups in the Black & Gold newsletter. In this newsletter, a column written by the Associate Athletic Director for Compliance discusses particular activities and how they must be conducted to comply with NCAA, Conference, and Institutional rules.

In addition to the written materials noted above, the Associate Athletic Director for Compliance begins each academic year with a booster-club presidents’ meeting in order to review NCAA rules and any revisions that may have occurred since their last meeting. Finally, the Associate Athletic Director attempts to meet with the entire membership of each booster club once during the year.

**Recommendation 2.** Compliance with regulations is essential and requires that the Director of Compliance plan and present training programs designed for booster clubs and selected individuals.

**Current Status:** Completed and ongoing. Booster Club Presidents are provided with compliance information as ex-officio members of the 49er Athletic Association. In addition, the members of the booster clubs meet on a quarterly basis with the Director of Compliance along with key athletics staff. Finally, the Director of Compliance meets with SAR staff twice a year and with coaching staff monthly to ensure individuals comply with NCAA rules and regulations.

**Recommendation 3.** Booster clubs should be guided by a charter that clearly specifies the relationship between SAR and the booster clubs.

**Current Status:** Completed. In lieu of a charter, booster clubs are governed by a set of
bylaws (Refer to Attachment A). Further guidance is provided by the 49er Athletic Association as each Booster Club President is an ex-officio member of the Association’s Board of Directors.

B. Staffing

Recommendation 1. Because it is imperative that the process of monitoring the academic compliance of athletes proceed without interruption, the NCAA Steering Committee recommends that a program of cross-training be developed.

Current Status: Completed. As a result of the NCAA Committee on Athletics Certification review of 1996, the University hired an Administrative Assistant for Compliance and Student Services in the Athletics Department to perform compliance duties, and to serve as a “back-up” to the Associate Athletic Director for Compliance. As part of the job description for this position, the individual is responsible for specifically defined responsibilities as well as understanding the duties of the Associate Athletic Director in order to fill in on a temporary basis when needed.

Recommendation 2. Considering the workload involved in monitoring the athletes, it is important that a designated person in Enrollment Services have this as a sole assignment.

Current Status: Ongoing. Due to priorities within Enrollment Services, a designated employee could not devote full-time status to Athletics. However, during times of greatest need, Athletics is given priority. Consequently, the University did not fully comply with this recommendation.

Recommendation 3. The regularly published material included in Beach News should be supplemented with a pocket guide as a vehicle to disseminate information to all boosters.

Current Status: Ongoing. SAR now publishes a pocket guide entitled “What You Should Know: NCAA Rules and Regulations,” which is specifically written and designed for the officers and members of booster groups. This guide defines key terms, summarizes the basic rules for boosters to prevent them from inadvertently giving extra benefits to student-athletes, and answers frequently asked questions. Copies of this publication are distributed each year to all booster groups. Additional written information is available to all SAR personnel and booster groups in the Black & Gold newsletter. In this newsletter, a column written by the Associate Athletic Director for Compliance discusses particular activities and how they must be conducted to comply with NCAA, Conference, and Institutional rules.

Recommendation 4. A charter should be developed for the booster groups.

Current Status: Completed. In lieu of a charter, booster clubs are governed by a set of bylaws. Further guidance is provided by the 49er Athletic Association as each booster club president is an ex-officio member of the Association’s Board of Directors.
Recommendation 5. CSULB should draft guidelines that address compliance issues and provide this information to booster groups.

Current Status: Completed. Booster Club Policies and Procedures are distributed to the booster groups and was last updated in July, 2002. (Refer to Attachment B).

Recommendation 6. A more formal relationship should be established between the Associate Athletic Director and the boosters.

Current Status: Completed. The Associate Athletic Director for Compliance and the Director of the 49er Athletic Association meet regularly with booster clubs and have established direct relationships with the booster groups, which have increased two-fold since 1996. Additionally, each booster club President serves as an ex-officio member of the 49er Athletic Association Board of Directors.

II. ACADEMIC INTEGRITY

A. Academic Support

Recommendation 1. Augmentation of staff and funding for academic support.

Current Status: Completed. The Center for Student-Athlete Services has increased the working staff since 1995 to include four full-time, 40-hour per week employees, three part-time support staff and five part-time student-athlete positions. Funding for the Center has more than doubled in the last five years to almost $170,000.

B. Student-Athlete Exit Interviews

Recommendation 1. Analysis of exit interviews to ascertain student-athlete academic concerns.

Current Status: Completed and ongoing. In conjunction with the Office of Testing and Evaluation Services and SAR, exit interviews are conducted with all student-athletes who have completed eligibility. Senior athletics staff review the report annually. The report is kept on file in the Compliance Office.

III. FISCAL INTEGRITY

A. Reporting of Outside Financial Interests of Key SAR Personnel.

Recommendation 1. During the process of reviewing institutional policies and state laws applicable to athletics department staff members who may enjoy economic gain as a result of university affiliation, it became apparent that the list of personnel required to report such financial interests needed updating. As a result, the following SAR personnel will be required to complete Form 730 Statement of Economic Interests beginning in the 1995 calendar year:
Director of SAR
Assistant Athletics Director for Media Relations
Men’s Basketball Head Coach
Women’s Basketball Head Coach
Baseball Head Coach
Women’s Volleyball Head Coach
Men’s Water Polo Head Coach

Current Status: Completed. In lieu of Form 730, the NCAA Outside Income Report Form is filed with the Compliance Office and is reviewed annually by the University President. Personnel required to complete and file the form has expanded to include every head coach and SAR administrator.

B. SAR Department Budgeting Process and Procedures

Recommendation 1. Some members of the Committee on Athletics have expressed concern about the completeness and timeliness of the department’s budget process. A modification to the charge given the Committee on Athletics regarding the sharing and timing of budget information should help alleviate this concern. The Director of Athletics shall continue to annually share with the Committee on Athletics detailed budget recommendations prior to their implementation and shall work with relevant constituencies to develop more precise procedures to ensure that the budget process is useful to them.

Current Status: Completed. At the beginning of each academic year, the Director of SAR and the Associate Director of Athletics/Chief Financial Officer present the budget plan for the upcoming fiscal year to the Committee on Athletics.

Recommendation 2. In order to ensure that the aggregate budget for SAR is formally approved by the President, a comprehensive budget package for the entire program is now being presented to the President for review and endorsement effective with the 1995/96 budget.

Current Status: Completed. The SAR budget is approved by the President on an annual basis, and the procedure has been in place since the 1999-2000 budget year.

IV. COMMITMENT TO EQUITY, WELFARE AND SPORTSMANSHIP

A. Strength and Conditioning Coach

Recommendation 1. Employ a Strength and Conditioning Coach – It is the intention of SAR to employ a strength and conditioning coach by the start of the 1996-97 academic year. They are currently making plans for improvements in the strength and conditioning areas that include the current weight area, the Fitness Center, and a potential athletic weight room in the Pyramid. Those plans will be more fully developed and ready for implementation by the start of the 1996-1997 academic year.

Current Status: Completed. Since the previous certification report, a Strength and
Conditioning Coach has been employed by the University. In addition, the department has been able to upgrade this position on two separate instances in order to help attract more qualified candidates.

B. Nutritional Counseling

Recommendation 1. Improve Nutritional Counseling – SAR recognizes that to date they have not addressed this topic at all, and that they need to do so. The Director of Compliance and Student Services will be responsible for working with the training staff, the team physician, the Health Center and various academic departments around campus to help put together a relevant and informative seminar and package of information. Their goal is to have this in place in the summer of 1996.

Current Status: Ongoing. Nutritional education is presented in a variety of ways to the student-athletes by the athletic training staff and occurs as a result of one or more of the following:

(1) when a coach makes a request for one of the athletic trainers to make a presentation to an entire team on in-season and/or out-of-season optimal nutrition; in these instances, personnel from the training staff will then discuss basic nutritional principles, food choices, hydration suggestions, and supplements (i.e., vitamins, minerals, protein powders, etc.) as well as other related topics of interest. This presentation is based on principles the coach requests an emphasis on with his/her student-athletes as well as topics the athletic trainer believes will be useful to the student-athletes to promote optimal performance. This takes approximately one half-hour to an hour depending on the topics covered and questions asked by the athletes;

(2) when a certified athletic trainer believes that a team can improve performance or prevent injury with some basic nutrition and hydration information;

(3) when a certified athletic trainer or coach believes that a student-athlete needs individual nutritional “counseling;” for these specific situations, an appointment is set up to discuss the student-athlete’s eating patterns and choices, nutritional goals, and how to develop a nutritional diet appropriate for the individual;

(4) when a student-athlete has concerns or questions on diet, nutrition, hydration, supplements or weight loss/gain and brings them to a certified athletic trainer; and,

(5) when a certified athletic trainer or coach has concerns about a particular student-athlete regarding a possible eating disorder. In this case, a certified athletic trainer and head coach would meet first to discuss how best to approach the student-athlete. In addition, the team physician may also be consulted to determine the best approach for helping the student-athlete. The course of action to be taken is then determined after speaking with the student-athlete (e.g., medical physician referral, nutritional counseling at the health center or off-campus, etc.).

Other areas where student-athletes may receive nutritional information and counseling are provided in the following programs and services:

(1) The Champs Life Skills Program,
(2) “HEADS UP,”

(3) The Health Center, and

(4) On-campus Counseling and Psychological Services for referral of specific eating disorders.

C. Centralized Sports Medicine Service

Recommendation 1. Provide a Centralized Sports Medicine Service – SAR has dedicated space in the Pyramid for a possible sports medicine and physical therapy service. They are working with the University, the Health Center and various academic departments to try to build a relationship with a medical and physical therapy entity that would come into this space in the Pyramid and provide the centralized sports medicine service that they need. Their goal is to have that in place by September of 1996.

Current Status: Ongoing. The construction of a training-room facility in the Pyramid has been completed and is used by teams during practice or during pre-game activities. Due to space limitations as well as issues related to a non-university entity, the physical therapy service was not accomplished. However, since the 1996 self-study report, the University has hired a team physician, officially titled Director of Sports Medicine, and an additional Graduate Assistant for the training room. Also, the Head Athletic Trainer performs physical therapy when deemed appropriate.

D. Sports Psychologist

Recommendation 1. Employ a Sports Psychologist for Individual and Team Sports – SAR has entered into an arrangement with the Department of Physical Education to utilize graduate students in the area of sports psychology to work with the various teams and student-athletes. Dr. Sharon Guthrie from the Department of Physical Education is coordinating the placement of these graduate students, and the goal is to have this program in place sometime during the 1995-96 academic year.

Current Status: Ongoing. A sport psychology program was implemented after the 1996 self-study report and it remains available to teams seeking this service. However, very few teams utilize this program, and many teams instead contract a professional sports psychologist. In addition to these services, our student-athletes have access to Counseling and Psychological Services and are used by the coaches for referrals when appropriate. Due to fiscal constraints, the University is unable to employ a full-time staff Sports Psychologist.

E. Per Diem and Travel Policy for Targeted and Non-Targeted Sports

Recommendation 1. Establish a Minimum Requirement Policy for Targeted and Non-Targeted Sports – As part of the budget planning for Fiscal Year (FY) 1995-96, SAR is dictating to the coaches’ minimums on per diem and travel arrangements. They will be working with the gender equity committee over the next year to ensure that uniform and equipment expenditures are equitable. Inevitably, the goal will be to achieve equity within the status of targeted vs. non-targeted sports. There will undoubtedly be some disparities between those categories.
Current Status: Completed. The athletics department adopted a per diem and travel policy; however, this policy is not based on targeted and non-targeted sports as a result of the Beach Pride Referendum, adopted Spring 2000, in which the University eliminated targeted and non-targeted sports.

F. Student-Athlete Exit Survey Process

Recommendation 1. Formalize Exit Interview Analyses – With the hiring of a Director of Compliance and Student Services in the summer of 1994 SAR now has an individual whose time is dedicated to compliance and student-athlete issues. The Director of SAR has asked the Director of Compliance and Student Services (C&SS) to review our past exit surveys and to implement the exit survey process for this year as well. The Director of C&SS will work with the experts in the University’s Testing and Evaluation Services area to properly assess and quantify these surveys.

Current Status: Completed and ongoing. In conjunction with the Office of Testing and Evaluation Services and SAR, exit interviews are conducted with all student-athletes who have completed eligibility. Senior members of the athletics staff review these reports, which are kept on file in the Compliance Office, on an annual basis.
BOOSTER CLUB BYLAWS
BY-LAWS
of the
Aqua Niners
Woman’s Waterpolo Boosters
California State University, Long Beach

ARTICLE I
PURPOSE

Section 1: The principal purpose shall be to provide moral support to the athletes at home and away games.

Section 2: A secondary purpose shall be to raise funds for the enhancement of the Woman’s Waterpolo Program.

ARTICLE II
MEMBERSHIP

Section 1: Membership is open to all persons willing to pay the minimum annual dues of $25 (basic).

Section 2: Members receive a monthly newsletter, invitations to pre- and post-game socials, group travel discounts, invitations to “Meet the Team/Coaches Events”, and invitation to attend the annual Season Kick Off meeting held in October, and annual year end banquet held in May.

Section 3: Removal. The Board may remove any member whenever, in its judgement, the best interest of the organization would be better served by such removal.

ARTICLE III
COMMITTEES

The Board shall appoint whatever committees for the purpose of performing any functions as needed. These committees will include the following Fund Drive Activities: Annual First Home Game Bar-b-Que, Honorary Coach, Team Sponsors and Signage Campaigns, year-end banquet, Merchandise Sales, Membership Drives, and Special Events. Membership on committees is open to all members.
ARTICLE IV
OFFICERS

Section 1: Officers. The officers of this organization shall be as follows: President, Vice President, Secretary, and Treasurer.

Section 2: Appointment of officers. The officers shall be appointed on a voluntary basis.

Section 3: Term of Office. The officers of this organization shall hold a one-year term beginning at the first meeting in October of each year.

Section 4: Removal. The Board may remove any officer appointed whenever, in its judgement; the best interest of the organization would be served by such removal.

Section 5: President. The President shall preside over all meetings and be the liaison for the organization and California State University, Long Beach Athletic Department.

Section 6: Vice President. The Vice President shall take the place of the President and perform the duties of the President in the event he/she is unable to act.

Section 7: Secretary. The Secretary shall be in charge of minutes of any meetings conducted and the publication of the monthly newsletter.

Section 8: Treasurer. The Treasurer shall be the chief financial officer of the organization and shall present financial reports to the board.

ARTICLE V
FINANCE

The funds of this organization shall be deposited in the 49er Athletic Association Fund within the California State University, Long Beach Athletic Department and shall be withdrawn only upon the approval of the Director of Sports, Athletics and Recreation. It is expressly understood that the primary financial goal of this organization is to provide funds for the enhancement of the Woman’s Waterpolo Program at Long Beach State. Regular financial statements shall be presented to the Board for approval.

ARTICLE VI
AMENDMENTS

The Board at any regular or special meeting of the Board may amend these by-laws by majority vote of the Officers of this organization.
BY-LAWS OF THE 49'ER WOMEN'S SOCCER BOOSTERS
California State University, Long Beach

ARTICLE I
PURPOSE

Section 1: The principal purpose of this organization shall be to raise funds for the enhancement of the Women's Soccer program.

Section 2: The secondary purpose of this organization shall be to provide moral support for the team at both home and away matches.

ARTICLE II
MEMBERSHIP

Section 1: Membership is open to all persons willing to pay annual dues.

Section 2: Members receive newsletters, invitations to pre and post game socials, information about bus trips, and an invitation to attend the annual meeting.

Section 3: Removal. The Board may remove any member whenever, in the Board's judgment, the best interests of the organization would be served by such removal.

ARTICLE III
OFFICERS

Section 1: Officers. The officers of this organization shall be as follows: President, Vice President, Secretary, Treasurer, and President-Elect.

Section 2: Appointment of Officers. The officers shall be appointed on a voluntary basis.

Section 3: Term of Office. The officers shall hold a one-year term, beginning July 1 of each year.

Section 4: Removal. The Board may remove any officer whenever, in the Board's judgment, the best interests of the organization would be served by such removal.

Section 5: President. The president shall preside over all meetings and be the liaison between the organization and the California State University, Long Beach Athletic Department.

Vice President. The vice president shall take the place of the president and perform the duties of the president in event the president is unable to act.

Secretary. The secretary shall be in charge of minutes of all meetings of the organization and all mailings of the organization.

Treasurer. The treasurer shall be the chief financial officer of the organization and shall present periodic financial reports to the board.
President-Elect. The president-elect shall be assigned duties as needed.

**ARTICLE IV**

**COMMITTEES**

Section 1: The Board shall designate committees for the purpose of performing any function(s) as necessary. These committees may include Membership, Honorary Coach, Banquet, Senior Recognition, Special Events, 50/50 Drawing.

Section 2: The Board shall appoint a chair for the committee on a voluntary basis. Membership on any committee is open to all members.

**ARTICLE V**

**FINANCE**

Section 1: The primary financial goal of this organization is to provide funds for the enhancement of the Women’s Soccer program at California State University, Long Beach.

Section 2: The funds of this organization shall be deposited in the 49’er Athletic Association Fund within the California State University, Long Beach Athletic Department.

Section 3: Funds shall be withdrawn only with the approval of the 1) Director of Sports, Athletics and Recreation (or his/her designated representative), and 2) the President of the 49’er Women’s Soccer Boosters (or his/her designated representative).

Section 4: Financial statements shall be presented, at least quarterly, to the Board for their approval.

**ARTICLE VI**

**AMENDMENTS**

Section 1: The Board, at any regular or special meeting, may amend these by-laws, by a majority vote of the Board officers present.
By Laws
of the
On Deck Boosters
Supporting Long Beach State Women's Softball

Article 1
Purpose

Section 1: The purpose of the On Deck Boosters Club and its members is to support the women’s softball program, the players and the coaching staff. Support includes attending home and away games and providing a positive environment at the games and at all occasions when the women’s softball team is discussed. The members of the Booster Club will raise funds to improve the softball facility to a level consistent with other top rated programs in the country. Also, the Booster Club will provide financial assistance for miscellaneous needs (as they arise). Examples of these needs are student athlete summer school and tutoring; special team/ coaching staff equipment and administrative items.

Article 2
Membership

Section 1: Membership is open to all persons willing to join the Booster Club and pay dues according to their level of participation.

(Basic Individual to Grand Slam)

Section 2: Members receive pins, membership cards, newsletters and additional benefits according to their level of participation.

Section 3: Members are expected to conduct themselves, at all times, in a positive, supportive manner on behalf of the players, the coaches and CSULB.

Section 4: The annual membership period shall begin on September 1.

Article 3
Executive Board Officers
Section 2: Officers are required to conduct themselves, at all times, in a positive, supportive manner or behalf of the players, the coaches and CSULB.

Section 3: Officers duties are as follows:

A. President: Preside over all Booster Club meetings and be the liaison between the Booster Club and the CSULB Athletic department and the public.

B. Secretary: Take, prepare and distribute minutes.

C. Treasurer: Chief financial person. Present periodic financial statements at Booster Club meetings. Collect monies (membership, fund raisers) and deposit with Athletic Department finance person.

Article 4
Committees

Section 1: The Board shall designate committees and chairpersons for the purpose of performing functions to achieve the Booster Club’s goals.

Article 5
Finance

Section 1: The funds collected by the On Deck Boosters Club shall be deposited with the Athletic Department finance person. These funds will be put into the On Deck Boosters account and can only be withdrawn with the approval of both the Director of Athletics at CSULB and the President of the On Deck Boosters Club (or their pre-designated representatives). The financial person, in the CSULB Athletic Department, will present a status of the account on a monthly basis to the Booster Club Treasurer with a copy to the President. The Booster Club Treasurer shall in turn present the financial statement to the Board and general membership.

Section 2: Expenditures over five-hundred dollars requires a majority vote by the Booster Club Board before incurring the expense.
Article 5
Amendments

These by-laws may be amended by the Board at any regular or special meeting by a majority vote of the executive Board Officers.

Prepared by Peter Manarino Sr.

Approved by
BY-LAWS
of the
SIXTH MAN BOOSTERS
Men's Basketball Boosters
California State University, Long Beach

Article I
Purpose

Section 1: "The principal purpose shall be to raise funds for the enhancement of the Men's Basketball program—with first priority to tutoring and summer school expenses.

Section 2: "The secondary purpose shall be to provide moral support for the team at both home and away games.

Article II
Membership

Section 1: Membership is open to all persons willing to pay annual dues. Members of the 24 Karat Club carry automatic membership without paying additional dues.

Section 2: "Members receive newsletters, announcements about pre-game and post-game socials, information about bus trips, and an invitation to attend the annual meeting held each year.

Section 3: Removal. Any member may be removed by the Board whenever, in its judgment, the best interests of the organization would be served by such removal.

Article III
Executive Board Officers

Section 1: "Officers. The officers of this organization shall be as follows: President, Past President, President Elect, Vice President, Secretary, Treasurer, & Member At Large if appropriate.

Section 2: Appointment of Officers. The officers shall be appointed on a voluntary basis.

Section 3: Term of Office. The officers shall hold a one-year term, beginning July 1 of each year.

Section 4: Removal. Any officer may be removed by the Executive Board whenever, in its judgment, the best interests of the organization would be served by such removal.
Section 5: Duties continued

President: The President shall preside over all meetings and be the liaison for the organization and California State University, Long Beach Athletic Department.

Vice President: The Vice President shall take the place of the President and perform the duties of the President in the event he/she is unable to act.

Secretary: The Secretary shall be in charge of minutes of any meetings conducted and of mailings.

Treasurer: The Treasurer shall be the chief financial officer of the organization and shall present periodic financial reports to the Board.

* Past President & Member At Large: The Past President and Member At Large shall be assigned duties as needed.

Article IV
Committees

Section 1: The Board shall designate committees for the purpose of performing any function(s) needed to achieve the organization's purposes. These committees may include Membership, Honorary Coach, Banquet, Senior Recognition, Special Events.

Section 2: The Board will appoint a chairman for the committee on a voluntary basis.

Section 3: Membership on the committees is open to all members.

Article V
Finance

Section 1: *The primary financial goal of this organization is to provide funds for the enhancement of the Men's Basketball Program at California State University, Long Beach, with first priority to tutoring and summer school expenses.

Section 2: The funds of this organization shall be deposited in the 49er Athletic Association Fund within the California State University, Long Beach Athletic Department.

Section 3: *Funds shall be withdrawn only with the approval of the 1) the Director of Sports, Athletics and Recreation (or his/her designated representative) and 2) the President of the Sixth Man Boosters (or his/her designated representative).
Section 4*: Expenditures over $500 require a simple majority vote by the Board before incurring the expense.

Section 5: Financial statements shall be presented on a regular basis to the Board for approval.

Article VI
Amendments

These by-laws may be amended by the Board at any regular or special meeting by a majority vote of the Executive Board officers.

submitted by Alix Traver, 4/97
* amendments effective 5/97
BY-LAWS
OF THE
SIDELINE SPIKERS
Women’s Volleyball Boosters
California State University, Long Beach

ARTICLE I
PURPOSE
Section 1: The principal purpose shall be to provide moral support at both home and away matches.
Section 2: A secondary purpose will be to raise funds for enhancement of the Women’s Volleyball Program.

ARTICLE II
MEMBERSHIP
Section 1: Membership is open to all persons willing to pay annual dues ranging from $25 (basic) - $100 (gold).
Section 2: Members receive a monthly newsletter, invitations to pre- and post-game socials, group travel discounts, invitations to "Meet the Team/Coaches Events", and invitation to attend annual meeting held in June of each year.
Section 3: Removal. Any member may be removed by the Board whenever, in its judgment, the best interests of the organization would be served by such removal.

ARTICLE III
COMMITTEES
The Board shall appoint whatever committees for the purpose of performing any function(s) as needed. These committees will include the following Fund Drive activities: Annual Coed Beach Volleyball Tournament, Annual Coed Indoor Tournament, Silent Auctions, Honorary Coaches, and Merchandise Sales. Membership on the committees is open to all members.
ARTICLE IV
OFFICERS

Section 1: Officers. The officers of this organization shall be as follows: President, Vice President, Secretary, and Treasurer.

Section 2: Appointment of Officers. The officers shall be appointed on a voluntary basis.

Section 3: Term of Office. The officers of this organization shall hold a one year term beginning July 1 of each year.

Section 4: Removal. Any officer appointed may be removed by the Board whenever, in its judgment, the best interests of the organization would be served by such removal.

Section 5: President. The President shall preside over all meetings and be the liaison for the organization and California State University, Long Beach Athletic Department.

Section 6: Vice President. The Vice President shall take the place of the President and perform the duties of the President in the event he/she is unable to act.

Section 7: Secretary. The Secretary shall be in charge of minutes of any meetings conducted and the publication of the monthly newsletter.

Section 8: Treasurer. The Treasurer shall be the chief financial officer of the organization and shall present periodic financial reports to the board.

ARTICLE V
FINANCE

The funds of this organization shall be deposited in the 49er Athletic Association Fund within the California State University, Long Beach Athletic Department and shall be withdrawn only upon the approval of the Director of Sports, Athletics and Recreation. It is expressly understood that the primary financial goal of this organization is to provide funds for the enhancement of the Women’s Volleyball program at Long Beach State. Regular financial statements shall be presented to the Board for approval.
ARTICLE VI

AMENDMENTS

These By-Laws may be amended by the Board at any regular or special meeting of the said Board by majority vote of the directors of this organization.
FASTBREAK BOOSTERS BY-LAWS

ARTICLE 1
Purpose

Section 1: The principle purpose shall be to provide moral support for the Women's Basketball team at all games, events or activities.

Section 2: The secondary purpose shall be to provide fund raising for enhancement of the Women's Basketball program with first priority to tutoring and summer school expenses.

ARTICLE 2
Membership

Section 1: Membership shall be open to all persons willing to pay annual dues.

Section 2: Members shall be entitled to all benefits of the organization including, but not limited to, newsletters, pre-game and post-game events, travel and other social events.

Section 3: The membership year shall coincide with the academic year of the California State University, Long Beach (CSULB).

Section 4: Any member may be removed by The Fastbreak Board of Directors (Board) whenever, in its judgment, the best interests of the organization, program and school would be served by such removal.

ARTICLE 3
Fastbreak Board of Directors

Section 1: Directors- The Directors of this organization shall be as follows: President, past President, Secretary, Treasurer and Committee Chairperson.

Section 2: Appointment of Directors- The Board shall meet each year and appoint successor directors. Directors may be re-appointed to this board.

Section 3: Term- The term of each director shall be one year, commencing July 1 of each year.

Section 4: Removal- Any director may be removed by the Board whenever, in its judgment, the best interests of the organization would be served by such removal.
Section 5: President—The President shall preside over all meetings and be the liaison for the organization and CSULB and the Athletic Department. He/she shall attend quarterly meetings of The 49er Athletic Association Board of Directors.

Section 6: Past President—The past President shall assist the President.

Section 7: Vice-President—The Vice-President shall be assigned duties as needed. He/she shall take the place of the President and perform the duties of the President when the President is unable to act.

Section 8: Secretary—The Secretary shall be custodian of the paper records and books of the organization, shall keep minutes of the Board of Directors, shall send notices of meetings and perform such other duties as are incidental to the Office of Secretary as directed by the Board of Directors.

Section 9: Treasurer—The Treasurer shall be the chief financial officer of the organization and shall present periodic financial reports to the Board.

ARTICLE 4
Committees

Section 1: The Board shall designate committees for the purpose of performing any function(s) needed to achieve the organization’s purpose. These committees may include, but are not limited to, the following: membership, newsletter, special events, game activities and banquets.

Section 2: The Board shall appoint a Chairperson for each committee.

Section 3: Membership on a committee is open to all members of the organization.

ARTICLE 5
Finance

Section 1: The funds of the organization shall be deposited in The 49er Athletic Association Fund within the CSULB Athletic Department.

Section 2: It is expressly understood that the primary financial goal of the organization is to provide funds for the enhancement of the Women’s Basketball program at CSULB, with first priority to tutoring and summer school expenses.

Section 3: Funds shall be withdrawn only with approval of 1) The Director of Sports, Athletics and Recreation (or his/her designated representative), and 2) The President of the Fastbreak Boosters (or his/her designated representative).
Section 4: Expenditures over $500 will also require a simple majority vote by the Board before incurring the expense.

Section 5: Financial statements shall be presented on a regular basis to the Board for approval.

ARTICLE 6
Amendments

The by-laws may be amended by the Board of Directors at any regular or special meeting by a majority vote of The Board of Directors of this organization.
MEETINGS

- Booster Club Presidents will meet quarterly with the Compliance Officer and designated SAR administrators.
- Booster Club Presidents are ex-officio members of the 49er Athletic Association Board.
- The appropriate Sport Supervisor will be in attendance at all booster club meetings to assist and monitor activities in accordance with NCAA, Big West Conference, and institutional rules.
- The Compliance Officer will attend at least one membership meeting per year of each booster club.

BANQUETS AND EVENTS

- When selecting dates for an event please consider upcoming major athletic events, other campus events and the University President’s schedule. All dates must be cleared with your Sport’s Administrator, the Head Coach, and the Compliance Officer.
- Please review flyers with the Sport’s Administrator and Compliance Officer prior to distribution. Also before distribution, insure that the Secretary for the 49er Athletic Association receives a copy for possible RSVP’s. If your flyer indicates a tax deduction, you must include the exact amount that is deductible. All checks must be made payable to your organization or the 49er Athletic Association.
- It is suggested you advise Sports Information as soon as possible with the details of your event for possible inclusion in a press release.
- We will provide your organization with labels should you require them. A request for the labels must be submitted to the Director of the 49er Athletic Association at least seven days in advance. We will also provide you with letterhead; however, your organization will be responsible for buying the stationery. Notify your Sport’s Administrator in writing and your request will be submitted to the Business Office for Processing. The charges for the letterhead and postage will be deducted from your club’s account.
- The administrator must work with the Booster Club President or a representative on all aspects of an event (i.e., time, date, place, program and deadline for reservations).
- All contracts must be reviewed with your Sport’s Administrator and signed by the Booster Club President.
- All fundraising events included with dinners and banquets (i.e. silent and live auctions, raffles, etc.) must be cleared through your administrator.

INVITATIONS

- The following persons/tables will be provided complimentary tickets to each organization’s dinner or banquet:
  - One table for the Athletics Department (your sport’s administrator will determine the guests for this table)
  - Players (please consult with compliance officer regarding NCAA regulations)
  - Coaches
  - Trainer of your sport
  - Sports Information Director of your sport

- It is always a good idea to include a space for sponsoring a player on your reservation form

- The following persons cannot receive complimentary tickets to booster events:
  - A current player’s guests and/or parents

  A recruit cannot receive a complimentary dinner or be introduced (EXCEPTION: If the recruit is on an official visit and the awards banquet is held on campus, the recruit may receive a complimentary dinner)

- All complimentary dinners must be approved by your Administrator and Compliance Officer.

- Following is a suggested mailing list for banquets and events:
  Mailing lists must be approved by the Director of the 49er Athletic Association
  - University President and spouse
  - University Vice Presidents
  - 49er Athletic Association Members
  - Booster Club members of your sport
  - Season ticket holders of your sport
  - Key community people (i.e. Mayor, City Council)
  - Media people (Be specific. Advise them that they must pay if you are not offering complimentary tickets)
  - Parents

- Membership rosters and mailing lists are property of the University. All rights of privacy must be observed.

RECEPTIONS

- Pre-game, post-game and half-time receptions must be cleared with your Sport’s Administrator at the beginning of your season. To schedule the use of space on the concourse or Ukleja Room contact the Director of the Pyramid.
• Receptions being held on the concourse which last longer than one hour past the conclusion of a game will be charged for additional athletics personnel who must stay over to break down the facility.

BUS TRIPS

• Please consider other campus events before organizing parking for bus trips. Remember that you must notify your administrator of any upcoming or scheduled bus trips.

• A flyer announcing your trip must be submitted to the 49er Athletic Association secretary to accept possible RSVP’s.

NEWSLETTER

• A copy of your newsletter should be submitted to the Compliance Officer.

CONSTITUTION AND BYLAWS

• Each booster organization must have a copy of their constitution and bylaws on file with the Compliance Office.

MEMBERSHIP

• Include with your membership application the following statement:

I/We agree to abide by all NCAA, Long Beach State, and Booster Club rules and regulations. Failure to do so may lead to revocation of Booster Club membership.

FINANCIAL PROCEDURES

• All monies collected from functions and membership should be deposited within 3 days after the event and any bills should be submitted to the Athletics Business Manager no later than 60 days following the event. You may obtain an advance for your event if you submit your request in writing to your Sport’s Administrator two weeks in advance.