



Ethan De Anda's Letterman Legacy Foundation

Established 2026

BYLAWS OF THE ETHAN DE ANDA'S LETTERMAN LEGACY FOUNDATION

ARTICLE I — NAME

The name of this organization shall be:

Ethan De Anda's Letterman Legacy Foundation

The Foundation is organized as a California nonprofit public benefit corporation.

ARTICLE II — MISSION AND PURPOSE

Section 1. Mission

The mission of the Ethan De Anda's Letterman Legacy Foundation is to provide financial assistance and recognition opportunities to deserving student-athletes who have earned varsity letters but face financial barriers to obtaining letterman jackets and related achievement recognition items.

Section 2. Charitable Purpose

This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Activities may include:

- Providing letterman jacket assistance
- Supporting student recognition programs
- Awarding scholarships
- Conducting fundraising activities
- Promoting educational and leadership opportunities

ARTICLE III — NON-DISCRIMINATION

The Foundation shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or any other legally protected status.

ARTICLE IV — BOARD OF DIRECTORS

Section 1. Powers

The affairs of the Foundation shall be managed by the Board of Directors.

Section 2. Number of Directors

The Board shall consist of not fewer than three (3) and not more than eleven (11) directors.

Section 3. Initial Directors

The initial directors shall be:

- President - Ethan De Anda
- Vice President - Brenda De Anda
- Secretary - Liliana Salan
- Treasurer - Gerardo De Anda
- Fundraising / Social Media - Juan Mancilla & Lupe Mancilla
- School Relations - Open
- Auditor - Porscha Gatewood

Section 4. Terms

Directors shall serve two-year terms and may be re-elected.

Section 5. Vacancies

Vacancies may be filled by majority vote of the Board.

Section 6. Removal

A director may be removed by a two-third vote of the Board for misconduct, failure to perform duties, or actions contrary to the Foundation's mission.

ARTICLE V — OFFICERS

Section 1. Officers

The officers shall include:

- President
- Vice President
- Secretary
- Treasurer
- Fundraising
- Social Media
- School Relations
- Auditor

Additional officers may be created by the Board.

Section 2. President

The President shall:

- Preside over meetings
- Provide strategic leadership
- Represent the Foundation publicly

Section 3. Vice President

The Vice President shall:

- Assist the President
- Perform duties of the President when necessary
- Oversee committee activities
- Coordinate annual planning

Section 4. Secretary

The Secretary shall:

- Maintain records
- Keep meeting minutes
- Handle official correspondence

Section 5. Treasurer

The Treasurer shall:

- Oversee finances
- Present financial reports
- Ensure compliance with tax requirements

Section 6. Director of Fundraising

The Director of Fundraising/Social Media shall:

- Leads fundraising efforts
- Develop fundraising events
- Coordinates online events
- Recruit volunteers
- Manages social media accounts
- Creates newsletters
- Maintains website
- Promote events and fundraising campaigns

Section 7. Director of School Relations

The Director of School Relations shall:

- Serves as the Foundation's liaison with the school
- Coordinates with athletic directors and coaches
- Promotes Foundation within the school
- Assist students with application process

Section 8. Auditor

The Auditor shall:

- Review the foundations financial records on a regular basis
- Ensures income and expenses are properly documented
- Works with Treasurer proper taxes are filed on an annual basis

Section 9. Terms

Officers shall serve two-year terms.

ARTICLE VI — MEETINGS

Section 1. Annual Meeting

The Foundation shall hold an annual meeting each year during the first quarter.

Section 2. Regular Meetings

The Board shall meet at least quarterly.

Section 3. Special Meetings

Special meetings may be called by the President or a majority of directors.

Section 4. Notice

At least seven (7) days' notice shall be given for meetings.

Section 5. Quorum

A majority of directors shall constitute a quorum.

Section 6. Voting

Each director shall have one vote.

Unless otherwise specified, actions shall require a majority vote.

ARTICLE VII — COMMITTEES

The Board may establish committees including:

Finance Committee

Responsible for:

- Budget development
- Financial oversight
- Investment recommendations

Scholarship and Awards Committee

Responsible for:

- Reviewing applications
- Recommending recipients

- Maintaining fairness in selection
- Fundraising Committee**

Responsible for:

- Sponsorship development
- Events
- Donor relations

ARTICLE VIII — CONFLICT OF INTEREST

Section 1.

Directors and officers shall disclose any actual or potential conflicts of interest.

Section 2.

Individuals with conflict shall abstain from discussion and voting on the matter.

Section 3.

All conflicts shall be recorded in meeting minutes.

ARTICLE IX — COMPENSATION

No director or officer shall receive compensation for serving on the Board.

Reasonable reimbursement for approved expenses may be provided.

ARTICLE X — FINANCIAL MANAGEMENT

Section 1. Fiscal Year

The fiscal year shall run from January 1 through December 31.

Section 2. Budget

An annual budget shall be approved by the Board.

Section 3. Banking

Foundation funds shall be deposited in accounts approved by the Board.

Section 4. Checks and Disbursements

Expenditures over \$500 shall require approval by at least two authorized officers.

ARTICLE XI — RECIPIENT SELECTION POLICY

The Foundation shall provide assistance based upon objective criteria including:

- Financial need
- Student achievement
- Character
- Coach recommendations
- Community involvement

No director, officer, or immediate family member may receive Foundation assistance unless approved by disinterested directors and documented in the minutes.

ARTICLE XII — RECORDS AND REPORTS

The Foundation shall maintain:

- Meeting minutes
- Financial records
- Tax filings
- Corporate records
- Grant and award documentation

Records shall be available for inspection as required by law.

ARTICLE XIII — INDEMNIFICATION

The Foundation shall indemnify directors and officers to the fullest extent permitted by California law for actions taken in good faith on behalf of the Foundation.

ARTICLE XIV — DISSOLUTION

Upon dissolution of the Foundation, all assets shall be distributed exclusively to one or more organizations qualifying under Section 501(c)(3) of the Internal Revenue Code.

No assets shall benefit any private individual.

ARTICLE XV — AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Board of Directors at any meeting where notice of the proposed amendment has been provided.

ARTICLE XI — RECIPIENT ELIGIBILITY AND SELECTION POLICY

Section 1. Purpose

The Foundation shall provide charitable assistance to eligible student-athletes who have earned varsity letters and demonstrate financial need.

Section 2. Objective Selection Criteria

Recipients shall be selected based upon one or more of the following:

- Financial need
- Athletic achievement
- Character and sportsmanship
- Community service
- Academic effort
- Coach or school administrator recommendations

Section 3. Application Process

Applicants may be required to submit:

- Application form
- Verification of varsity letter eligibility
- Personal statement
- Coach recommendation
- Financial need documentation when appropriate

Section 4. Selection Committee

The Board may appoint a Scholarship and Awards Committee to review applications and make recommendations.

Section 5. Conflict Restrictions

Directors, officers, committee members, and immediate family members shall not participate in decisions involving applicants with whom they have a personal relationship.

Section 6. Non-Discrimination

All awards shall be made without regard to race, religion, ethnicity, gender, disability, or national origin.

ARTICLE XII — WHISTLEBLOWER POLICY

Section 1. Purpose

The Foundation encourages directors, officers, volunteers, donors, and recipients to report concerns regarding illegal, unethical, or improper conduct.

Section 2. Protection

No individual who reports concerns in good faith shall be subject to retaliation, harassment, or adverse treatment.

Section 3. Investigation

Reports shall be reviewed by the Board or a designated committee and investigated appropriately.

ARTICLE XIII — DOCUMENT RETENTION POLICY

Section 1. Records

The Foundation shall maintain accurate records including:

- Corporate documents
- Meeting minutes
- Financial statements
- Tax filings
- Grant and award records

- Donor records

Section 2. Retention

Records shall be retained according to applicable federal and California law.

Section 3. Destruction of Records

Records shall not be destroyed when litigation, investigation, or audit is pending.

ARTICLE XIV — FINANCIAL TRANSPARENCY

Section 1. Annual Financial Review

The Board shall review the Foundation's finances at least annually.

Section 2. Public Disclosure

The Foundation shall make available any public disclosures required by federal or California law.

Section 3. Donor Accountability

Funds shall be used exclusively to further the Foundation's charitable mission.

ARTICLE XV — DISSOLUTION

Upon dissolution, all assets shall be distributed to one or more organizations qualifying under Section 501(c)(3) of the Internal Revenue Code.

No assets shall inure to the benefit of any director, officer, employee, or private individual.

ARTICLE XVI — AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Board of Directors at any meeting where notice of the proposed amendment has been provided.

Additional recommendation

For the Letterman Legacy Foundation specifically, I would add a unique provision called the **“Earned Achievement Principle.”**

ARTICLE XVII — EARNED ACHIEVEMENT **PRINCIPLE**

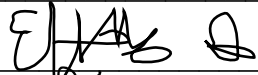
The Foundation exists to recognize achievement that has already been earned through dedication, perseverance, and commitment. Assistance shall generally be awarded to students who have met established eligibility standards established by their school, athletic program, or educational institution.

The Foundation's purpose is not to reward participation alone, but to remove financial barriers that prevent deserving students from receiving recognition they have already earned

CERTIFICATION

These bylaws were adopted by the Board of Directors of the Ethan De Anda's Letterman Legacy Foundation on:

Date: 7/24/2026

President: 

Treasure: 