

LOS ALAMITOS HIGH SCHOOL
Song & Cheer Booster Club, Inc.



BOOSTER CLUB CONSTITUTION & BYLAWS
LASCBC - Established 2011

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Article 1: Purpose

Section 1 - Role of Booster

- a. The Los Alamitos Song & Cheer, Inc. Booster Club exists for the purpose of supporting the Los Alamitos High School Song & Cheer program and its coaching staff. It is responsible for raising the necessary funds for expenses and for supervising the disbursement of such funds.
- b. Its role is supportive, rather than to influence the direction or content of programs, according to the guidelines delineated in the Los Alamitos Unified School District Handbook for Booster Clubs.

Section 2 - Non-Political

The Los Alamitos Song & Cheer, Inc. Booster Club shall be non-political, non-sectarian, and non-profit in all its policies and activities. No part of the activities of the Booster Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this Booster Club shall not participate in, or intervene in, any political campaign on behalf of or in opposition to, any candidate for public office.

Section 3 - Booster Name

The Song & Cheer Booster Club shall conduct all of its business under the auspices of the Song and Cheer Program Advisor, the Booster Club's elected Board of Directors, and the Los Alamitos High School Administrator over Athletics and/or the Los Alamitos High School Athletic Director.

Section 4 - 501(c)3 Operations

- a. The Song & Cheer Booster Club is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501 (c) (3) of the Internal Revenue Code.
- b. The Song & Cheer Booster Club shall not carry on any activities not permitted to be carried on by an association exempt from federal income tax under 501 (c) (3) of the Internal Revenue Code.

Section 5 - Personal Benefit

No part of the net earnings of the Song & Cheer Booster Club shall be for the benefit of, or be distributable to, its members or officers, or to any private persons, except that the Song & Cheer Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions consistent with the purposes of this Booster Club.

Section 6 - Booster Dissolution

If the Los Alamitos Song & Cheer Booster Club dissolves, its assets will be administered by the Board of Directors and donated to the Los Alamitos Unified School District to benefit the school operation of a Song and Cheer program.

- a. To dissolve LASCBC, a resolution shall be adopted by the membership, or the executive board, stating that the question of such a dissolution be submitted to a vote at a special meeting of the active members.
- b. At least fourteen (14) days prior to the meeting, written or printed notice shall be given to activities/athletics office and the Business Services Office, stating that the purpose of such meeting is to consider the advisability of dissolving the organization.

Section 7 - Tax ID & Mailing Address

The Los Alamitos Song & Cheer Booster Club's Federal ID# is 81-1173769. The official mailing address for the Song & Cheer Booster Club is P.O. Box 84, Los Alamitos, CA 90720.

Article 2: Membership

Section 1 - Members

- a. Membership opportunities are open to any interested parent or legal guardian of a current Song & Cheer student-athlete.
- b. Membership is defined as one entity per rostered song or cheerleader. A member is considered an active member after attending a booster meeting and/or participating in fundraising.
- c. Active members are entitled to all rights and privileges of membership including the ability to purchase marketing items and non-program required merchandise.

Section 2 - Voting Rights

Members are entitled to vote on Booster Club elections, and other matters brought to the General Membership as determined by the Booster Board of Directors. Only one vote per student-athlete shall be counted for all voting purposes.

- a. All votes on the floor of general membership and in Executive Board meetings will be initiated by a member making a motion for specific action, affirmed by a seconded motion, an opportunity given for discussion, and a call by the President or Parliamentarian for a vote depending on the matter of discussion.

Section 3 - Requirements

Membership requires that school required athletic paperwork (physical exams, contact information, etc.) is up to date, and the student-athlete remains eligible for participation in Song & Cheer.

Article 3: Meetings

Section 1 - Scheduling

General Booster Club meetings shall be held every month during the school year. Additional Special Meetings shall be called as needed. Unless specified with advance notice, meetings are open to Booster Club members and all interested members of the community.

Section 2 - Special Meetings

Special meetings may be called by the President or by a majority vote of the General Membership. This can be done by petition with 50% of the membership, only one name per student-athlete shall be accepted on the petition.

Section 3 - Meeting Notice

Reasonable notice of meetings will be given via general announcement by email, text message, and/or website posting. All efforts will be made to provide the year-long schedule of meetings at the first booster meeting of the year.

Section 4 - Location

Unless special circumstances arise, meetings will be held on the Los Alamitos High School campus in a predetermined location. The specified meeting room will be reserved through the school in advance.

Section 5 - Quorum

A quorum for Booster Club meetings, for voting purposes, shall consist of 33% of the active membership. Non-voting business can be conducted without a quorum.

Section 6 - Voting Method

Voting may be done by a show of hands, secret ballot, electronic vote, or voice vote. This shall be determined at the discretion of the Parliamentarian. A simple majority will pass a motion. In case of a tie, the majority vote of the Board of Directors shall act as a tiebreaker.

Section 7 - Attendance

- a. One family member is expected to attend each general booster club meeting unless special circumstances arise.
- b. Families are expected to keep up with all Booster Club communication.
- c. Members not in attendance at general membership meetings cannot submit a proxy for voting purposes.

Article 4: Board of Directors

The affairs of the Booster Club shall be managed under the recommendation of the Board of Directors, except as may be otherwise provided in the Bylaws.

Section 1 - Powers

- a. The Board of Directors shall have the duty and power to prepare and propose a budget of projected fundraising and expenses and determine expenditures to cover operating costs, based on input from the Song & Cheer Program Advisor.
- b. The budget shall be created in consultation with the Song & Cheer Program Advisor. The Program Advisor and the Booster Club, through their elected Board, should make spending decisions collaboratively.
- c. The operating budget shall be presented to and voted on for approval at the first meeting for the new teams annually. A line item budget will show all anticipated budget expenses.
- d. An updated booster financial report will be presented at each preceding meeting. Members may request a copy of warrants by emailing the VP of Finance and a copy will be sent within 14 business days of the request.
- e. The Board of Directors will oversee approved budget expenditures. Priorities for allocated Booster funds shall be set in partnership with the Song & Cheer Program Advisor and Head Coaches.

Section 2 - Liability

- a. Booster Board members shall not be personally liable for the debts, liabilities, or other obligations of the Song & Cheer Booster Club.
- b. Except as may be otherwise provided under provisions of law, the Booster Board of Directors may purchase and maintain insurance against liabilities incurred in the execution of their Club management duties.
- c. The Booster Board may engage professional services to advise and make recommendations about liability, including, but not limited to legal services.

Section 3 - Board of Directors Meetings

- a. Meetings will be scheduled at the discretion of the President or upon request of the General Membership. Board of Directors meetings are closed unless invited by the President with the Board of Directors' approval. Only Board Members are entitled to vote. All members of the Board must be notified in a timely manner about an upcoming meeting.
- b. A quorum for a Board meeting shall be defined as three Board Members in attendance. It is the intent of the Booster Board to work towards a consensus decision-making

process with the final voting as a ratification of that consensus. A simple vote may be deemed necessary in order to accomplish the task of the Board. Motions to be voted upon require the consideration of the full Board and will pass by a majority vote. In case of a tie, the President shall act as a tiebreaker.

- c. If a Board member cannot be present for a vote, they may designate another board member as proxy, or submit a vote via email and/or text message, to the Board President.

Section 4 - Contracts

- a. The Booster Board may authorize the execution of a contract in specific instances. Unless so authorized, no officer or member of the coaching staff has the power or authority to bind the Song & Cheer Booster Club by any contract or engagement or to pledge credit or to render it liable monetarily for any purpose or in any amount.
- b. Two written bids must be submitted to the Board for review for all contracts over \$5,000. Contracts of this amount, or greater, must be voted on by the full Board.
- c. All contracts must be signed by the Board President, the Treasurer and/or the Recording Secretary.
- d. The Booster board may enter into a yearly or multi-year contract to purchase any necessary or needed insurance to protect the booster, its members or programs.
- e. The Booster board may enter into a yearly or multi-year contract with a self-storage company for the purpose of housing program related props and decorations.
- f. The Booster board may enter into a yearly or multi-year contract with a webhosting company to secure the booster website.
- g. The Booster board may enter into a yearly or multi-year contract for purposes of maintaining the LASCBC P.O. Box.

Section 5 - Officers

Officers of the Board of Directors shall be the President, Vice President of Finance, Recording Secretary, Vice President of Ways & Means, and Vice President of Activities.

- a. **(Term Duration)** All officers, but the Parliamentarian, shall be elected for a term of one year; May 1 or the first general membership meeting after new teams are formed, through April 1, or until their successors are elected and installed.
- b. **(Nominations - Returning Members)** Nominations for officers who are returning general members shall be submitted to the Parliamentarian, in writing, prior to the last booster meeting before new teams are formed.
- c. **(Nominations - New Members)** Nominations for new members to hold board positions can be taken from the floor at the first meeting after new song/cheer teams are formed if there are open board positions.

- d. **(Presentation of Slate)** The slate of candidates shall be presented to the Booster Club by the Parliamentarian and voted on by general membership at the last general membership meeting before new teams are formed.
- e. **(Removal)** Board members cannot be removed from office before their term has expired without a 2/3 vote from the General Membership. Requests from membership to remove a board member from office must be submitted in writing to the Parliamentarian. The Parliamentarian will agendize the vote at a general membership meeting.
- f. **(Parliamentarian - Advisor to the Board)** The Parliamentarian will serve as an advisor to the board. The Parliamentarian will not be an executive officer, but act as a neutral liaison between the board and membership. The Parliamentarian will be appointed by the Board of Directors at the first Executive board meeting of newly installed officers and shall serve until the next Parliamentarian is appointed. The President shall inform the general membership of the appointment of the Parliamentarian at the subsequent general membership meeting.
- g. **(Family/Cohabitation)** Booster Club members from the same family may not serve simultaneously on the Board. A spouse, relative, domestic partner, or individual cohabiting with any member of the coaching staff may not serve as an officer of the Booster Club.
- h. **(Vacancy)** A vacancy occurring in an office, during the year, shall be filled by appointment by the remaining officers.
- i. **(Leave of Absence)** An officer of the Board of Directors may take a leave of absence for no more than 60 days, by special vote of the remaining board members.
- j. **(Term Limits)** Subject to annual elections a member may occupy the same Board position for no more than two consecutive years. If there are no candidates slated for an office of the Board, a member could serve a third year by $\frac{2}{3}$ vote of the general membership.

Section 6: Officer's Duties

- a. **(President)** The President shall preside at all Song & Cheer Booster Club meetings and the Board of Directors Meetings, and coordinate the work of the Board of Directors, and all Song & Cheer Booster Club committees.
- b. **(VP Finance)** The VP of Finance shall act on behalf of the President if absent, or if the President can no longer serve and shall oversee all Activities committees and all Website and Social Media activity, content, and issues. The VP of Finance may also appoint other board members to oversee Booster Board activities in the event the President can no longer serve.

- c. **(VP Ways & Means)** The VP of Ways & Means member shall oversee all Fundraising activities.
- d. **(VP Finance)** The VP of Finance shall prepare an annual and updated budget with input from the Song & Cheer Program Advisor and the Board of Directors which details forecasted income and expenses, keep adequate and correct accounting of any monies of the Booster Club, document deposits with an Income Verification form, disburse or cause to be disbursed the funds of the Booster Club as may be directed by the Board of Directors or by approval of the Booster Club at a General Meeting taking proper vouchers for such disbursements (see Expenditures below), prepare a financial report to be given at each meeting with copies for distribution, prepare a year end financial statement, and oversee the preparation of required tax-related documents.
- e. **(Recording Secretary)** The Recording Secretary shall maintain the minutes of each General and Special meeting and make them available to any member for inspection, maintain a record of minutes for each Board of Directors meeting, and maintain copies of all relevant documents, including votes taken, other than financials maintained by the VP Finance pertaining to the business of the Booster Club.
- f. **(Parliamentarian)** The Parliamentarian shall act as an expert in the rules and usages of booster bylaws, standing rules, and administrative regulations. They will act as an advisor on matters of procedure and educate the membership on articles and regulations. They are responsible for maintaining legally sound bylaws and will annually present bylaws for review to the general membership. They will affirm that current bylaws are viewable on the Booster website along with the annual tax filing of the LASCBC.

Article 5: Committees

Section 1 - General Information

Committees shall serve as an integral role in the booster in order to engage members in aid of performing large tasks and to work effectively and efficiently as a membership.

- a. The Executive Board shall annually establish the needed and necessary committees for each booster year of operation. The AUdit Committee is the only standing committee that must operate each year.
- b. At the first meeting of a new booster year the Booster Club Board President shall seek chairpersons and committee members.

- c. Committee chairs shall meet in the Executive Committee made up of the Board President and/or designated officers of the Booster Club Board when necessary. Minutes shall be kept and available upon request.
- a. Communication of committee activities must be disseminated to the Booster Club through the Recording Secretary or VP of Ways & Means. Committees cannot incur expenses without the approval of the Board President.
- b. Committee spending amounts over \$300 must come before the Booster Club Board of Directors for approval.

Section 2 - Audit Committee

- a. At the end of the Booster fiscal year (March/April), an audit of the booster club's financial records must be conducted.
- b. The audit should be performed by members/individuals who are independent from the booster's financial activities; ideally, this audit should be performed by a group of three members/individuals; however, if the membership size does not allow, the audit may be performed by two individuals.
- c. The audit committee shall make a report to the general membership. Any discrepancies noted shall be brought to the attention of the Booster President and a resolution reached prior to presentation.
- d. All officers of the shall make records available, as requested by the committee. As an alternative to an audit committee, an audit may be conducted by an outside party, such as a CPA.

Article 6: Financial Procedures

Section 1 – General

- a. **(Calendar Year)** The Los Alamitos Song & Cheer Booster fiscal year shall run from the first of April to the thirty-first of March.
- b. **(Carryover)** The suggested amount of carryover in the General Fund at the end of any given fiscal year should be at least \$20,000 to cover continuing operating expenses.
- c. **(Disbursements)** Disbursements shall be limited to fiscal year budgeted funding unless approved by the Board of Directors. Carryover funds greater than \$35,000 must be designated for specific purposes and be appropriately accounted for as pertaining to nonprofit entities.
- d. **(Conflict of Interest)** Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the

matter in an impartial manner, will offer to the Board to voluntarily excuse themselves and will vacate their seat and refrain from discussion and voting on said item.

- e. **(Athlete Participation)** All athletes in the Song & Cheer Program may participate in games or practices during or after school, without reference to their financial contributions to the Booster Club or their family's ability to make such contributions. Coaches will not have access to the records which indicate donations received from any athlete's family.
- f. **(Donation Refunds)** Any donations or contributions to the Booster Club are nonrefundable, except by special vote of the entire Booster Club Board of Directors.
- g. **(Coaches Stipends)** Coaches stipends are determined and paid in the manner outlined in the Los Alamitos Unified School District's Guidelines for Booster Clubs. The amounts can be augmented as additional services are rendered for the Song & Cheer Program, but the Booster Club cannot write checks for coaching services (as outlined in the LAUSD Guidelines for Booster Clubs).
- h. **(Athlete Financial Information)** Financial and fundraising information associated directly with an athlete shall be protected and only known by those needing the information to adequately perform their role in the booster. The Song & Cheer Program Advisor and coaches shall not have access to athlete specific financial information nor any athlete specific fundraising information.

Section 2 - Authorization

- a. **(Expenditures)** Expenditures shall be submitted to the Board of Directors for approval and can only be authorized if the funds are available.
- b. **(Prior Authorization)** All expenses paid over \$1,000.00 by the Song & Cheer Booster Club shall have an Authorization for Purchase (Expense Verification) form completed. Approval must be signed off by at least two (2) members of the Board of Directors.
- c. **(Budgeted Expenses)** The Board of Directors will collaborate with the Song & Cheer Program Advisor when allocating fundraising dollars. Budgeted club expenditures should be initiated by making a request to the Board of Directors.
- d. **(Non-Budgeted Expenses)** For non-budgeted and/or unforeseen expenses that exceed \$5,000, the request should be made to the Booster Club Membership at a General Meeting. The President and/or Song & Cheer Program Advisor will present the request and elaborate as necessary. Time will be allowed for the General Membership to discuss and ask questions. A vote will then be taken, with the proposal approved by a majority vote. Members of the coaching staff will not be present when membership votes.

Section 3 - Financial Transactions

- a. **(Banking Institution)** All financial transactions shall be handled through a checking account at an FDIC-approved financial institution within the school district boundaries.
 - i. The LAUSD Booster Club Bank information Form will be submitted annually to the District to verify account information and remain in good standing.
- b. **(Electronic Payments)** Venmo and Zelle payments are accepted when designated by the Board and when the accompanying surcharge is paid in addition to the money owed.
- c. **(Debit/Credit Cards)** Debit cards and credit cards may be used by authorized booster members, President and Vice President of Finance, for completing the business of the board.
- d. **(Checks)** All incoming checks must be made payable to Los Alamitos Song & Cheer Booster Club. Two members of the Board must sign all checks. No Board Officer may sign a check when they are the payee. No check shall be made out to Cash.
- e. **(Invoices)** All invoices received by the Booster Club must be reviewed and paid within 90 days.
- f. **(Program Advisor/Coach)** The Song & Cheer Program Advisor and/or coaches may not be a signer on the Booster Club account, cannot be issued a debit/credit card, and no check shall be made out to the Program Advisor and/or Head Coach unless it is a reimbursement.
- g. **(Cash Collections)** All cash collections received by the booster club for fees, dues, fundraising, etc. must be deposited in total and in a timely manner. All funds must be supported by two signatures of the Executive Board and documents by a cash collection deposit slip; which is to be made readily available for audit purposes.
- h. **(Petty Cash)** The booster may maintain a petty cash account, not to exceed \$500. Petty cash will be stored in a locked box accessible by only the VP of Finance and President. Control of the petty cash account by a school employee is not allowed. The petty cash funds should be used for making change for sales with cash collections, pre-approved industry tips/fees and emergency purchases only. All other purchases should be made with a booster club check and/or debit/credit card. Upon disbursement of petty cash, a receipt for the purchase should be retained. At any given time, the amount of petty cash remaining and the aggregate total or receipts on hand should equal the amount of the established petty cash account.

Section 4 - Deposits

- a. It is recommended that deposits be made daily, if the total receipts on hand exceed \$250.00.
- b. All money will be deposited prior to holidays and weekends.

- c. To ensure the integrity of financial reporting, the following deposit practices will be followed:
 - i. Separate all currency and coins by denomination and carefully count and record it in the appropriate section of the bank deposit form.
 - ii. A log may be kept of any checks included in the deposit rather than indicating the checks individually on the deposit slip. A copy of the log should be retained with the copy of the total deposit slip.
 - iii. Deposited receipts must be grouped together in consecutive sequence to ensure all are received. Multiple receipt books should be grouped separately to provide adequate audit trails.
 - iv. Tally the pre-numbered cash receipts and make certain this receipt total matches the deposit total.
 - v. Attach the cash receipt summary documents with a copy of the deposit slip and file in deposit date order.
 - vi. For deposits over \$2,500, have another member independently count the deposit and verify the amount has been correctly recorded on the deposit slip. Both individuals should initial the deposit slip.
 - vii. Seal the deposit in a deposit bag in the presence of the second member.

Section 5 - Bank Reconciliation

Upon receipt of the monthly bank statement, the balance indicated on the statement shall be reconciled to the bank account balance in the general ledger as of the last day of the month. The reconciliation should be completed within thirty (30) days of the date of the bank statement. Items that are needed for reconciliation are: (1) Bank reconciliation form, (2) Prior month's bank reconciliation, (3) Bank statement, (4) Check register and/or cash disbursement journal, (5) Cash receipts journal, (6) General Ledger

Section 6 - Annual Audit Requirements

The annual audit will assure that all income and expenditures are accounted for and consistent with the budget and goals for the year. It also verifies that the bank balance and ledger balance are reconciled. The audit is to protect the booster club officers and the organization. Audit procedures for the audit committee are as follows:

- a. Review reconciled bank statements and canceled checks to determine that:
 - i. Disbursements have been properly documented with an invoice or receipt.
 - ii. Disbursements have been properly approved.
 - iii. Checks have been properly signed.

- iv. Checks have been deposited or cashed by the payee indicated.
- v. Checks have been accounted for in the proper sequence (no missing checks).
- b. Check addition and subtraction on cash receipts and deposits.
- c. Compare cash receipts and deposits to the bank statement.
- d. Verify that receipts and disbursements were allocated to the correct account or budget category.
- e. Verify that income from sales, dues, or any other sources have appropriate backup. The total amount collected should match the amount deposited into the bank account.
- f. Review the treasurer's monthly reports and check them for accuracy. Review the beginning and ending balances on reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.
- g. Determine that only applicable booster club officers are authorized signers on bank account(s). Former officers should not remain on the account(s) as authorized signers. In addition, the faculty sponsor shall not be an authorized signer on the account.
- h. Obtain proof that all applicable sales taxes were paid.
- i. The audited financial report should be signed by all members of the audit committee and submitted to the principal or site designee (upon completion, when applicable) or following the end of the fiscal year.
- j. Verify that 1099s were issued, if applicable.

Section 7 - Retention of Records

It is important that the activities of the Booster be clearly documented. The following documents must be retained for a minimum of 4 years: (1) Cash receipts, (2) Cash disbursements and general ledger, (3) Bank records, (4) Income tax returns, (5) Meeting Minutes.

Article 7: Fundraising

Section 1 - Approved Activity

All fundraising activities must be approved by the Booster Club Board of Directors and approved by the administration of the LAUSD.

- a. The VP of Ways & Means will submit a Booster Club Application for Fundraising to LAHS for approval for each fundraiser.

Section 2 - Policy Compliance

Fundraisers must be consistent with school district policies and laws governing the operations of tax-exempt organizations.

- a. LASCCB will maintain a California seller's permit in order to conduct fundraisers involving the sale of goods or merchandise.

Section 3 - Designation of Funds

Fundraisers may be designated to support specific expenses. Designated fundraising requires the board to communicate the designated purpose and the amount of funds that will be earmarked prior to the start of the fundraiser. Any additional funds left in the allocation, above and beyond the intended purpose, will be transferred to the general budget at the close of the fundraiser.

Section 4 - In-kind Donations

In-kind donations to the Los Alamitos Song & Cheer Program must be preapproved by the President or the VP of Ways and Means.

Section 5 - Proceeds

All fundraising event proceeds deposited into the Los Alamitos Song & Cheer Booster Club account are for the support of the program and will not be refunded to an individual athlete or family.

Section 6 - Marketing Materials/Non-Required Merchandise

The Board of Directors and booster membership recognize that fundraising is the primary function of the Song & Cheer Booster Club and will not engage with members in the sale of marketing items, non-program required sale of merchandise and/or goods and services until the goal of fundraising set forth by the board are attempting to be met in good faith.

Section 7 - Food Sales

The Booster will comply with Federal and State law as well as district policies and regulations on the sale of food on school premises.

- a. The Booster will review and become knowledgeable of applicable laws including county food handling requirements, Federal and State nutritional standards, as well as the District's Wellness Policy.

Section 8 - Bingo, Raffles & Auctions

- a. **(Bingo)** The booster will follow all state law and local ordinances to raise money from bingo including hold a valid license issued by the city or county in which bingo is played. No stipends are paid with bingo proceeds. Bingo funds will not be commingled with any other funds.
- b. **(Raffles)** The booster will register with the Attorney General's Registry of Charitable Trusts prior to conducting a raffle and will annually report the results of any raffles conducted. Ninety percent (90%) of raffle revenue will be used for the purpose of the

LASCBC. Only adults, over the age of 18, will supervise the drawing and the raffle will not be conducted over the Internet.

- c. **(Auction)** The booster may engage in an auction and generate donations for a specified activity. Auctions cannot be held on school days or during school hours. Care will be taken by the booster to ensure that the donations received are used in the manner represented during solicitation of items.

Section 9- Clinics

a. Operation of Clinics

1. All proceeds shall be collected and managed by the Booster Club.
2. After covering all outgoing costs, including but not limited to:
 - Facility rentals
 - Credit card processing fees
 - Additional insurance, if required
 - Equipment and apparel costs
3. The Booster Club shall receive 90% of the net profit as a fundraiser to support the program's needs.
4. The remaining 10% of the net profit will be donated to St. Jude Children's Hospital.

b. Confidentiality of Participant Information

1. All participant registration information shall be kept confidential and used solely for clinic administration.
2. Only the necessary demographic and contact information will be shared with coaches for operational purposes, including:
 - Clinic attendance tracking
 - Emergency contact and medical information (as required for participant safety)
3. Coaches and Booster Club representatives shall take reasonable measures to protect participant information from unauthorized access or distribution.

Compliance and Accountability

1. All clinics operated under these bylaws shall adhere to district policies, FCMAT guidelines, and applicable state and federal laws.
2. The Booster Club Treasurer shall maintain detailed financial records for each clinic, including income, expenses, and profit distribution, and shall provide an annual report to the Board.

Article 8: Administration and Operations of LASCBC

Section 1 - Ownership

- a. The ownership of the domain name, losalsongandcheer.com, solely belongs to the Los Alamitos Song & Cheer Booster Club.
- b. All rights and subject matter under the domain name is determined by the LASCBC Board of Directors with oversight from a school administrator. The ownership of the site belongs solely to the LASCBC, a 501 (c) (3), non-profit organization, and its ownership shall never be transferred to an individual or company.
- c. LASCBC is financially responsible for the domain name and site hosting fees.

Section 2 - Responsibility

LASCBC is financially responsible for the annual rental of the PO Box (PO Box 84, Los Alamitos, CA 90720). All LASCBC official mail, including bank documents and notices, donations, invoices, and any mail that pertains to the program shall be directed to the PO Box and not to an individual home address.

Article 9: Amendments

Section 1 - Bylaws

- a. The Bylaws may be reviewed and amended by the Booster Club Board of Directors by a majority vote. As part of the amendment process, the Parliamentarian will annually present Bylaws and Administrative Regulations.
- b. No bylaw may be out of compliance with the LAUSD guidelines for booster clubs or California Education Code or tax laws governing non-profit organizations.

Section 2 - Procedures for Requests

- a. All requests for revisions to Bylaws must be submitted in writing to the Parliamentarian.
- b. The Parliamentarian will have 30 days, or to the next scheduled Board of Directors meeting, whichever is longer, to review the request and bring it to the Booster Board for consideration and/or vote.
- c. If a member submits a request for a revision of a Bylaw and the board doesn't take action, the Parliamentarian will share the request and the rationale for no action at the next general membership meeting.

Article 10: Parliamentary Authority

Section 1 -Robert's Rules of Order

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.

Article 11: Insurance & Liability

Section 1 - Certificate of Endorsement

LASCBC will carry general liability insurance in the amount of \$1,000,000 (per occurrence) and provide the Certificate of Liability and Endorsement Page annually to LAUSD.

- a. The certificate will indicate the Los Alamitos Unified School District as an “additional insured”, and have LAHS in the description area.
- b. The Endorsement Page will include LAUSD as an “additional insured”.

Revisions

September 2016

May 2023

August 2023

April 2024

June 2024

March 2025