

Bylaws are in the process of being revised during 2009-2010.

LOS ALAMITOS BASEBALL BOOSTER CLUB BYLAWS

The Los Alamitos Baseball Booster Club shall be non-political, non-sectarian, and non-profit in all its policies and activities.

ARTICLE I: NAME

The name of this organization shall be Los Alamitos Baseball Booster Club.

ARTICLE II: PURPOSE

The purpose of the Los Alamitos Baseball Booster Club is to raise the necessary funds and support for the expense and activities of the baseball teams at Los Alamitos High School and to supervise the disbursement of such funds.

ARTICLE III: MEMBERSHIP

Section A. Membership opportunities are open to any interested parent or legal guardian of a current baseball player or any active supporter.

Section B. Types of Membership

General Members are the parents or guardians of baseball players currently participating in the baseball program at Los Alamitos High School and are entitled to vote on any Booster Club elections.

Associate Members are friends of the baseball program and may attend Booster Club meetings. However, Associate Members shall not have the opportunity to vote.

Section C. Financial Responsibility

Financial Responsibility for all types of membership shall be set by the Board of Directors.

ARTICLE IV: MEETING OF MEMBERS

Section A. General and Special Meetings

General Booster Club meetings shall be held every month during the school year. Additional General meetings shall be called as needed. Meetings are open to all interested members of the community.

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Special meetings may be called by the President or by a majority vote of the General Membership. Special meeting attendees may include Board of Directors and guests invited by the President.

Section B. Notice of Meetings.

Reasonable advance notice of meetings will be given by telephone, through the US mail, email or upon general announcement.

Section C. Location of Meetings

Unless special circumstances arise, meetings will be held on the Los Alamitos High School campus in a predetermined classroom.

Section D. Quorum

A quorum for a Booster Club meeting shall consist of those in attendance.

A quorum for a Board of Director's meeting shall be defined as three (3) Board members in attendance.

Section E. Voting Procedure

Voting may be done by a show of hands, secret ballot or voice vote. A simple majority will pass a motion. In the case of a tie, the President shall act as tiebreaker.

Section F. Board of Director Meetings

Board of Director Meetings will be scheduled at the discretion of the President or upon special request of the General Membership. Board of Director meetings are closed unless invited by the President with the Board of Directors' approval. Only Board of Director Members are entitled to vote.

ARTICLE V: BOARD OF DIRECTORS

Section A. Powers

The business affairs of the organization shall be managed under the recommendation of the Board of Directors, except as may be otherwise provided in these Bylaws. The Board of Directors shall have the duty and power to prepare and propose a budget of income and expense, based on input from

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advisor(s) and coaches. The Board of Directors will oversee approved budget expenditures. Any subsequent proposed expenditure shall be submitted to the Board of Directors for approval. The Board of Directors shall have the power to make any expenditure. Financial responsibility (if any) shall be set by the Board of Directors.

Section B. The authorized voting members of the Board of Directors shall consist of the President, 1st Vice President, 2nd Vice President, Treasurer and Secretary.

ARTICLE VI: DUTIES OF OFFICERS

Section A. All officers and Board Members shall maintain a current procedure book and file an annual report with the President.

Section B. President

1. Shall preside at all Los Alamitos Baseball Booster Club General and Special meetings and the Board of Director meetings.
2. Coordinate the work of the officers and committees of the baseball booster club.
3. Be a member of all committees and appoint all board members and committee chairpersons with the counsel of the Varsity baseball head coach or Athletic Director.
4. In case of a tie at any meeting, the president shall cast the deciding vote.

Section C. 1st and 2nd Vice Presidents

1. A Vice President shall act on behalf of the president in his/her absence, or if the President can no longer serve.

Section D. Treasurer

1. Shall keep adequate and correct accounting of any monies of the baseball booster club.
2. Deposits into the Booster Club account(s) will be documented with an Income Verification form.

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3. Prepare an annual and updated budget with input from coaches, advisor(s) and the Board of Directors detailing forecasted income and expenses.
4. Prepare a financial report to be given at each meeting and make a copy available upon request.
5. Prepare a year-end financial statement
6. Oversee preparation of required tax related documents.

Section E. Secretary

1. Maintain Minutes of each General and Special meeting and make them available to any member for inspection.
2. Maintain a record of each Board of Directors meeting.
3. Maintain copies of all relevant documents, other than financials maintained by the Treasurer, pertaining to the business of the baseball booster club.

ARTICLE VII: BOARD ELECTION PROCEEDURES

Section A. The Board of Directors shall be named by the outgoing Board of Directors with consultation from the Varsity baseball head coach. Directors may vote at all Booster Club elections and Board of Director meetings. Should a Board of Director position become open during an existing term, the remaining Board of Directors may elect a replacement with the consultation of the Varsity baseball head coach.

ARTICLE VIII: FINANCIAL OBLIGATIONS

Section A. Los Alamitos Baseball Booster Club Fiscal Year shall be September 1 through August 31.

Section B. The suggested amount of carryover in the General Fund at the end of any given fiscal year should be at least \$1,000 to cover continuing operating expenses.

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Section C. Coaching fees, receipts and disbursements shall be limited to fiscal year budgeted funding for coaching and related expenses unless voted upon and approved by the Board of Directors.

Section D. All expenses will be subject to Board of Director approval. All expenses paid by the Los Alamitos Baseball Booster Club shall have an Authorization for Purchase and Warrant (Expense Verification) form completed. If the amount is less than four hundred dollars, such approval must be signed off by at least two (2) members of the Board of Directors. If the expenditure exceeds four hundred dollars, three (3) members of the Board of Directors must sign an Authorization.

ARTICLE IX: COMMITTEES

Section A. Committees may be formed by the President as needed for the benefit of the organization.

ARTICLE X: BYLAW REVISION

Section A. Bylaws may be reviewed and amended by the Board of Directors passing by a simple majority.

ARTICLE XI: TERM OF RESPONSIBILITY

Section A. At the end of the fiscal year, existing officers shall be held harmless.

STANDING RULES

1. Coaches coach. Players play. Boosters boost.
2. Bank fees resulting from any transaction will be paid by the offending party. Under such circumstances, from the date of the incident the Board of Directors may require cash or money order forms of payment.
3. All fundraising proceeds deposited into the Los Alamitos Baseball Booster Club account(s) should support the program and will not be refunded to an individual player or family.
4. Financial responsibility directly paid by the player or his parent or guardian shall be refundable up to two weeks beyond the date of the final "cut list".

Articles, (adopted 10/28/04)
(Articles V and VI revised 5/8/06) & (Article VII revised 9/4/07)
Bylaws (adopted 1/24/05)

END