

Los Alamitos Baseball Booster Club

Bylaws

January, 2010

(*indicates updated language and/or new amendments to existing bylaws)

Contents

Article I Purpose.....	page 1
Article II Membership.....	page 2
Article III Meetings.....	page 2
Article IV Board of Directors.....	page 3
Article V Expenditures and Transactions.....	page 5
Article VI Fundraising.....	page 7
Article VII Standing Rules/Miscellaneous.....	page 8

Los Alamitos Baseball Booster Club

Bylaws

“Coaches coach, players play, boosters boost!”

Article I

Purpose

1) The Los Alamitos Baseball Booster Club exists for the purpose of supporting the Los Alamitos High School baseball program and its coaching staff. It is responsible for raising the necessary funds for expenses and for supervising the disbursement of such funds. 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.

2) The Baseball 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

3) The Baseball Booster Club shall conduct all of its business under the auspices of the Head Varsity Baseball Coach, the Booster Club’s elected Board of Directors, and the Athletic Director.

4) The Baseball 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. The Baseball 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

5) No part of the net earnings of the Baseball Booster Club shall be for the benefit of, or be distributable to, its members or officers, or to any private persons, except that the Baseball 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.

6) If the Los Alamitos Baseball Booster Club dissolves, its assets will be administered by the Athletic Director and the Superintendent of the Los Alamitos Unified School District.

7) The principal office of the Baseball Booster Club is located at 3591 Cerritos Ave., Los Alamitos, California, 90720. The Baseball Booster Club’s tax identification number is 35-2237491.

Article II **Membership**

- 1) Membership opportunities are open to any interested parent or legal guardian of a current baseball player.
- 2) 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.
- *3) Membership assumes good standing with financial obligations, up to date paperwork (physical exams, contact information, etc.), and academic eligibility of the student athlete.

Article III **Meetings**

- 1) General Booster Club meetings shall be held every month during the school year. Additional Special meetings shall be called as needed. Meetings are open to Booster Club members and all interested members of the community.
- 2) Special meetings may be called by the President or by a majority vote of the General Membership.
- 3) Reasonable notice of meetings will be given upon general announcement.
- 4) Unless special circumstances arise, meetings will be held on the Los Alamitos High School campus in a predetermined classroom.
- *5) A quorum for Booster Club meetings, for voting purposes, shall consist of a majority of the General Membership. Non voting business can be conducted without a quorum.
- 6) Voting may be done by a show of hands, secret ballot or voice vote. A simple majority will pass a motion. In case of a tie, the President of the Board of Directors shall act as tiebreaker.
- *7) One family member is expected to attend each general booster club meeting, unless special circumstances arise. Families are expected to keep up with all Booster Club communication.

Article IV
Board of Directors

1) **Powers**: The business 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.

a) The Board of Directors shall have the duty and power to prepare and propose a budget of income and expense, *and establish a fee structure to cover operating costs, based on input from the Head coach.

*b) The budget shall be created in consultation with the Head Coach. The Head Coach and the Booster Club, through their elected Board, should make spending decisions collaboratively.

c) The Board of Directors will oversee approved budget expenditures. *Priorities for allocated Booster funds shall be set by the Head Coach.

2) **Liability**

*a) Booster Board members shall not be personally liable for the debts, liabilities, or other obligations of the Baseball 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.

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 3 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 tiebreaker.

*c) If a Board member cannot be present for a vote, he or she may designate a proxy, or submit a vote via email, to the Board President.

*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 Baseball 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 one other designated Board Officer..

5) Officers: Officers of the Board of Directors shall be President, 1st Vice President, 2nd Vice President, Treasurer, and Secretary.

*a) The above officers shall be elected for a term of one year and shall serve until their successors are elected and installed. Elections shall take place in May of each year. Term of office will begin on June 1st of each year. Officers are not bound by term limits. They cannot be removed from office before their term has expired without a 2/3 vote from the General Membership.

*b) Nomination for officers shall be submitted to the Board of Directors in writing, from among the General Membership. The slate of candidates shall be presented to the Booster Club after consultation with the Head Coach.

*c) Two Booster Club members from the same family may not serve simultaneously on the Board, nor may anyone related to the coaching staff.

d) A vacancy occurring in an office, during the year, shall be filled by appointment from the remaining officers in consultation with the Head Coach.

e) Officers' Duties

I. The President shall preside at all Baseball Booster Club meetings and the Board of Directors Meetings, and coordinate the work of the Board Officers, and all Baseball Booster Club committees.

II. The 1st Vice President shall act on behalf of the President if absent, or if the President can no longer serve and *chair the liaison committee of representatives from each of the four grade levels, representing each of the three teams (Varsity, JV, and Frosh/Soph).

III. The 2nd Vice President *shall act as administrative assistant to the Head Coach.

IV. The Treasurer shall prepare an annual and updated budget with input from the Head Coach and the Board of Directors which details forecasted income and expenses, keep adequate and correct accounting of any monies of the Baseball Booster Club, document deposits with an Income Verification form, *disburse or cause to be disbursed the funds of the Baseball Booster Club as may be directed by the Board of Directors or by approval of the Baseball 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.

V. The Secretary shall maintain 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 Treasurer pertaining to the business of the Baseball Booster Club. *Minutes shall be emailed to Booster Club Members in advance of monthly meetings.

Article V **Expenditures and Transactions**

1) General

- a) The Los Alamitos Baseball Booster Club Fiscal Year shall be September 1 through August 31.
- b) The suggested amount of carryover in the General Fund at the end of any given fiscal year should be at least *\$3,000 to cover continuing operating expenses.
- c) Disbursements shall be limited to fiscal year budgeted funding unless approved by the Board of Directors. *Carry over funds greater than \$5,000 must be designated for specific purposes, and be appropriately accounted for as pertaining to nonprofit entities.

*2) Authorization

- *a) Expenditures shall be submitted to the Board of Directors for approval, and can only be authorized if the funds are available.

b) All expenses paid by the Baseball 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) Baseball Booster Board of Directors will work with the Head Coach when deciding what to budget and what to purchase with Booster Club fees and fundraising receipts.. Budgeted club expenditures should be initiated by the coach making a request to the Board of Directors.

*d) For non budgeted and/or unforeseen expenses that exceed \$1,000, the request should be made to the Baseball Booster Club Membership at a General Meeting. The President and or the Head Coach will present the request and elaborate as necessary. Time will be allowed for the General Membership to discuss and ask the coach questions. A vote will then be taken, with the proposal approved by a majority vote.

*e) No expenditure can be made without the consent of the Head Coach.

*3) Bank Transactions

a) All financial transactions shall be handled through a checking account at an FDIC approved financial institution within the school district.

b) All incoming checks must be made payable to LABBC, listed above.

c) All invoices received by the Los Alamitos Baseball Booster Club must be reviewed and paid within 90 days.

d) Two members of the Board must sign all checks.

e) No Board Officer may sign a check when they are the payee.

f) No check shall be made out to Cash.

g) The Head Coach may not be a signer on the Baseball Booster account and no check shall be made out to the Head Coach, unless it is a reimbursement for services rendered (beyond coaching), or something purchased, and a proper invoice has been submitted.

*4) Hardship

a) Booster families are expected to financially support the costs incurred in playing high school baseball at LAHS. Families unable to do so are asked to make a direct request to the Board of Directors for Hardship Status. To qualify, the following steps are necessary:

1. Submit a Free Lunch Application to the LAHS Manager, Department of Food Services.
2. Notify the Booster Board of Directors of the results of that application, along with any other pertinent information. At no time will families be asked to disclose personal financial data.

b) Families with legitimate financial need will be granted a financial scholarship, and will be asked to collaborate in nonfinancial ways. Fundraising efforts, field clean up days, snack shack work, and monthly paper drives are among the many ways Boosters show their support. While the LAUSD policy is to never deny a student participation in sports because families are unable to pay, and there is scholarship money budgeted for needy students who qualify for hardship status, this does not mean that such families are relieved of all responsibilities.

c) The Baseball Booster Club reserves the right to drop a family from membership standing in the Baseball Booster Club if there is no demonstrable effort made to satisfy support obligations.

Article VI
***Fundraising**

1) All fundraising activities must be approved by the Booster Board of Directors and the Head Coach.

2) If it is agreed that a fundraiser is worth pursuing, the Head Coach will bring the proposal to the attention of the Athletic Director or the High School Activities Coordinator.

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

4) The Booster Board President shall appoint chairpersons for fundraising projects with the power to constitute committees. Committee chairs shall meet in Executive Committee made up of the Board President and/or designated officers of the Baseball Booster Board. Minutes shall be kept and reported at the next General Meeting of the Booster Club. Communication of fundraising activities must be disseminated to the Booster Club through the Board Secretary. Committees cannot incur expenses without approval of the Board President. Amounts over \$50 must come before of the Booster Board of Directors.

5) In kind donations to the Los Alamitos Baseball program must be preapproved by the Board of Directors.

Article VII
Standing Rules/Miscellaneous

1) The Bylaws may be reviewed and amended by the Baseball Booster Board of Directors *under the supervision of the Head Coach. As part of the amendment process, drafts of proposed changes shall be reviewed by the full Baseball Booster Club at a General Meeting. Changes will be submitted to the Athletic Director for final approval. No bylaw may be out of compliance with the LAUSD guidelines for booster clubs.

*2) Financial responsibilities paid in advance of benefits received shall be refundable up to one month beyond the date of a player leaving the program.

3) All fundraising proceeds deposited into the Los Alamitos Baseball Booster Club account are for the support of the program and will not be refunded to an individual player or family.

*4) Coaches' stipends are determined and paid in the manner outlined in the LAUSD's guidelines for booster clubs. The amounts can be augmented as additional services are rendered for the Baseball Program, but the Baseball Booster Club cannot write checks for coaching services (p.5, bullet 6 LAUSD Guidelines for Booster Clubs.).

*5) Coaches must have up to date CPR training.