

BYLAWS

Alta Loma High School Entertainment Boosters, Inc.

Article I: Name and Purpose

Section 1.01. Name. The name of the organization shall be the Alta Loma High School Entertainment Boosters, Inc., hereinafter referred to as “the Boosters.”

Section 1.02. Purpose. The Boosters are organized and operated for the charitable and educational purposes of the Alta Loma High School Entertainment Corps (i.e. Concert, Marching, Jazz Bands, and Color Guard), through its financial and moral support of all combined or individual unit activities. This organization exists to support the Band Director’s program and policies and will not seek to control the policies of any of the performing groups or the policies of the Band Director. The objectives of the Boosters shall be accomplished through meetings, fundraising, and providing support at events, and shall be governed by the policies set forth herein.

Section 1.03. Cooperation. The Boosters must provide a copy of approved bylaws to the Band Director and Executive Board members each year. The Boosters must provide a list of current officers to the general membership each year.

Section 1.04. Compliance. The Boosters must be incorporated. The Boosters must have Internal Revenue Service (IRS) 501(c)(3) status and carry Booster Insurance. Coverages should include, but are not limited to: General Liability insurance, Bonding Insurance, Property Insurance, Accidental Medical Insurance, and Directors and Officers Liability insurance. Premiums should be paid annually to ensure year-round coverage.

Section 1.05. Address. Unless otherwise stipulated, all correspondence to the Boosters shall be addressed to the A.L.E.C. Boosters, P.O. Box 8852, ALTA LOMA, CA 91701. General meetings of this organization will be held in the band room of ALTA LOMA HIGH SCHOOL, 8880 BASELINE ROAD, ALTA LOMA, CA 91701.

Article II: Membership

Section 2.01. Qualification. All parents and/or legal guardians of children currently enrolled in one of the Alta Loma High School Bands and/or Color Guard shall be considered voting members of the organization. The Band Director shall be an ex-officio, non-voting, advisory member of the organization. All Executive Board members should be registered, finger-printed volunteers with the school district, and are encouraged to have current first aid and CPR certification, as well as a food handler’s permit.

Section 2.02. Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on the committees, and be nominated and elected to office. Members shall have the right to vote for the officers, review and approve the annual budget, and approve amendments to these bylaws.

Section 2.03. Quorum. The members present at any membership meeting of the organization, provided five (5) or more members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which quorum is not present shall be discussed and decided by the Executive Board.

Section 2.04. Meetings. There shall be at least one general annual meeting of the membership in April at which the officers are elected. Such additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization as is determined by the Executive Board or at the request of ten (10) or more members in writing to the Executive Board.

Section 5. Removal. Any member of the Boosters may be removed from membership in cases where conduct is grossly inconsistent with the bylaws, or inconsistent with the purposes for which the Boosters were organized. The member may be removed from the Boosters membership by the affirmative vote of the 2/3 of the members of the Executive Board.

Article III: Executive Board

Section 3.01. Membership. The Executive Board shall consist of the elected officers of the organization. The Band Director must serve as an ex-officio, non-voting member of the Executive Board of the Alta Loma High School Entertainment Boosters, Inc.

Section 3.02. Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the Alta Loma High School Entertainment Boosters, Inc. It is the responsibility of the Executive Board to manage the budget (as agreed upon by the Band Director and Executive Board, and voted on by the general booster membership), promote the activities of the A.L.E.C., and to permit as many students as possible to participate in the activities.

Section 3.03. Meetings. The Executive Board shall meet monthly to prepare for general membership meetings and to conduct the affairs of the organization. Monthly financial reports, including income/expense statements and bank statements must be provided at each membership meeting.

Section 3.04. Rules and Conduct. The Executive Board members shall perform the duties prescribed by these bylaws and in accordance with Robert's Rules of Order.

Section 3.05. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least five (5) officers in attendance.

Section 3.06. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 3.07. Participation in Meeting by Video or Audio Conference Call. Members of the Executive Board may participate in a meeting through use of video or audio software/applications or similar communications equipment, so long as members participating in such a meeting can hear one another.

Section 3.08. Reimbursement. Executive Board members shall serve in a voluntary capacity, without compensation, with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

Article IV: Officers and Their Elections

Section 4.01. Officers. The officers of this organization must include one President, one or more Vice Presidents, a Secretary, and a Treasurer. Additional officer(s) position(s) are described within these bylaws and may be added to the Executive Board and filled via the election process described in these bylaws as needed. The Band Director is a member of the Executive Board in an ex-officio, non-voting capacity.

Section 4.02. Election. A nominating committee composed of the Band Director and two executive officers appointed by the President and approved by the Executive Board, shall be formed at the March Executive Board meeting. The nominating committee will develop a slate of candidates and announce them to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Officers shall be elected at the April meeting of the organization by the members present. Candidates receiving the highest number of votes, in each office, will be elected to that office. The Executive Board may be elected by acclamation where there is but one candidate for any office. Officers shall assume their official duties on June 1.

Section 4.03. Term. Officers shall serve a one-year term. Officers may be elected for up to two consecutive terms in the same office. The Executive Board may vote to allow additional consecutive terms but the officer would still need to be elected. No member shall hold more than one (1) office at a time.

Section 4.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by appointment by the President and majority approval of the remaining members of the Executive Board.

Section 4.05 Attendance. Attendance at all meetings is required of members of the Executive Board. After two (2) consecutive unexcused absences of an Executive Board member, the Board may remove the member from office by the affirmative vote of the majority of the members of the Executive Board, and fill this position by appointment by the President with approval of the Executive Board.

Section 4.06 Participation. The Executive Board members are expected to actively participate and support significant events of all the groups throughout the year.

Article V: Duties of Executive Board Officers

The Executive Board shall perform the duties prescribed by these bylaws and by the parliamentary authority, Robert's Rules of Order. All Executive Board members serve in a voluntary capacity, without remuneration. The Executive Board shall be vested with authority over all facets of management and operation of the Alta Loma Entertainment, which authority it may delegate to the officers in its sole

discretion. This authority shall include decisions concerning financial matters and authorization of payment of bills within the limits of the budget adopted by the membership. It is the Executive Board's responsibility to control the budget, and promote the activities of the group, and to permit as many students as possible to participate in the activities. The Executive Board members are expected to actively participate and support significant events of all the groups throughout the year. Attendance to all Executive Board and General Booster meetings is required of all members of the Executive Board.

Section 5.01. President. The President shall be the chief executive officer of the Boosters and shall, subject to the control of the Band Director and school administration, supervise and control the affairs of the Boosters. He or she is responsible for the execution of all affairs of the Alta Loma High School Entertainment Boosters, Inc. in accordance with these bylaws. The President:

- A. Shall preside at all meetings of Boosters and of the Executive Board.
- B. Shall see that all officers, members, and committees perform their respective duties.
- C. Shall, with the input of the director and other Executive Board members, establish the agenda for all meetings in accordance with Robert's Rules of Order.
- D. Shall provide notice of all meetings of the members and of the Executive Board; to appoint, with the approval of the Executive Board, Executive Board members to fill vacancies on the Board; to call special meetings.
- E. Shall be the chairperson of the bylaws committee and other committees as needed.
- F. Shall work with the Band Director and Vice President in the planning and operating of all fundraisers and events.
- G. Shall assist the Band Director with planning and organizing A.L.E.C. events and trip proposals/plans/budgets.
- H. Shall work in conjunction with the Band Director and Color Guard Instructor on travel bookings.
- I. In conjunction with the Band Director/Color Guard Instructor and respective parent officer, shall be responsible for ordering all marching/concert band, jazz band, and color guard apparel, costumes, shoes, and accessories. Shall submit all funds collected and associated supporting documentation (invoices) to the Treasurer.
- J. Shall appoint all standing and special committees.
- K. Shall present to the Boosters any request by the Director, so that the Boosters can take necessary action to support the Director's request.
- L. Shall conduct correspondence with Boosters through email and/or text message.
- M. Shall attend the required annual CJUHSD Booster meeting as the representative of the A.L.E.C. Boosters.
- N. Shall be an authorized check signer and Booster debit card holder.
- O. Shall have access to the Booster box in the band room.
- P. The President must have held another A.L.E.C. Booster Board Position prior to being elected to the position of President.

Section 5.02. Vice-President(s). The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

- A. Shall serve as the deputy executive officer in the absence of the President.
- B. Should the President vacate his/her office, the Vice President shall act as President until a special election can be held.

- C. Shall work with the President in the planning and operating of all fundraisers and events, and will serve as the chair of any committees related to these tasks.
 - a. Shall be responsible for generating revenue potential fundraising reports and fundraising recap reports for each fundraising activity for review by the Band Director and Executive Board.
 - b. Shall maintain accurate reports of fundraising activities including cost of inventory and revenue from sales; shall submit all invoices, deposits, sales, and expense reports to the Treasurer and/or Financial Assistant in a timely manner upon the close of the fundraising event.
 - c. Shall ensure that all fundraising and event activity request forms are submitted in a timely manner (at least two weeks prior) to the secretary of the Assistant Principal of Educational Services of Alta Loma High School.
 - d. Shall develop and implement plans for all including awards/banquet events, festivals, A.L.E.C.- hosted shows/festivals/competitions, concerts, etc.
 - e. Shall chair standing and special committees as requested by the President.
- D. Shall maintain an accurate inventory of all food and merchandise, and provide monthly inventory reports to the Executive Board.
- E. Shall be an authorized check signer and Booster debit card holder.
- F. Shall have access to the Booster box in the band room.
- G. Perform such other duties as may be assigned by the President and/or required by the bylaws.

Section 5.03. Secretary. The Secretary shall be a member of the Executive Board. The Secretary:

- A. Shall take and prepare minutes of the organization for submission, review, and approval of the Executive Board at the next scheduled meeting.
- B. Shall keep a record of all proceedings of the Boosters.
- C. Shall keep on file all committee reports, minutes, and records, and make them available to members upon request.
- D. Shall furnish committees with whatever documents are required for the performance of their duties.
- E. Shall keep the official membership roll current and updated (i.e. students and parents) and to call the roll of all Executive Board members at all meetings.
- F. Shall have on hand at each meeting a list of all existing committees and their members.
- G. Shall certify copies of the bylaws of the Boosters.
- H. Shall work in cooperation with the President in preparing and sending all correspondence following the review and approval of the director.
- I. Shall work in cooperation with the director and President in acquiring information and preparing a roster of Booster parent members for regular contact whether by phone, mail (standard and electronic).
- J. Shall maintain records of all legal documents for the organization.
- K. Shall be an authorized check signer and Booster debit card holder.
- L. Shall have access to the Booster box in the band room.
- M. Shall perform such other duties as may be assigned by the President and/or required in the bylaws.

Section 5.04. Treasurer. The Treasurer shall be a member of the Executive Board. The Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

- A. Shall be the chief financial officer of the Boosters.
- B. Shall receive all funds, issue the necessary receipts, maintain a cash/check journal, and make the necessary deposits in the Booster bank account.
- C. Shall pay all bills or debts, upon approval of the Booster Executive Board.
 - a. Checks must be signed by two Executive Board members
 - b. Authorized check signers include: President, Vice President, Secretary, and Treasurer
 - c. Signature cards with the bank are to be kept accurate with authorized signers by the Treasurer.
- D. Shall work with the district office in maintaining current and accurate records, reports, and monthly payroll for instructional staff members.
- E. Shall submit a complete written financial report at each regularly scheduled meeting. This report shall include the following:
 - a. beginning balance of the accounts
 - b. itemized income including deposits showing accounts credited
 - c. itemized expenditures by check showing accounts debited
 - d. ending balance for the month.
 - e. Copies shall be distributed to the Band Director, the Booster President, and filed with the official minutes.
- F. Shall prepare an annual budget for review and approval by the members.
- G. Shall ensure that numbered receipts are provided for cash received by the organization.
- H. Shall ensure that all funds are timely deposited in the organization's authorized bank account(s).
- I. Shall ensure that financial records are audited by school district representatives or by a private auditor of the Executive Board's selection upon the conclusion of the fiscal year.
- J. Shall serve as the chairperson of the budget committee and prepare the budget for adoption by the Boosters.
- K. Shall be an authorized check signer and Booster debit card holder.
- L. Shall have access to the Booster box in the band room.
- M. Shall perform such other duties as may be assigned by the President and/or required in the bylaws.

Section 5.05. Logistics Coordinator

- A. Shall work with the Band Director to ensure that all equipment is transported safely to and from all events.
- B. Shall work with the Band Director to secure and schedule the drivers or volunteers necessary to carry out the equipment operations of the program.
- C. Shall work with the Band Director to oversee the planning, procurement, construction, and operation of any and all props and equipment.
- D. Shall work with the Band Director to recruit and coordinate volunteers for prop building, trailer loading/unloading, and pit crew.
- E. Shall work with the Band Director to ensure the trailer(s) are in good working order and coordinate repairs as needed.

Section 5.06. Band Parent

- A. Shall work with the Band Director to communicate, coordinate, and/or delegate Booster support for the marching/concert band at all events, including:
 - a. Coordinate sizing, distribution, and repairs/maintenance/cleaning for uniforms
 - b. Recruit parent chaperones for all marching/concert band events, as needed
 - c. Organize and recruit Booster volunteers for marching and concert special events, competitions, and performances (including, but not limited to, volunteers for the bench-wrapping crew and water crew at football games)
 - d. Coordinate water and snack distribution, basic first aid, and other needs during band camp and evening rehearsals.
- B. Shall maintain emergency information files and emergency supplies for marching/concert band.
- C. Shall work closely with the Band Director, President, and relevant committees in planning and executing fundraisers and events for the marching and concert bands.
- D. Shall work closely with the Band Director, President, and high/middle school personnel in planning and implementing recruiting events.
- E. Shall plan and coordinate the donation and/or purchase of all meals, snacks, and drinks during rehearsals, competitions, and events for students, as requested by the Band Director.
 - a. Shall seek food donations from local businesses as well as Booster members/parents.
- F. Shall plan and coordinate for the preparation, service, and disposal of all meals, snacks, and drinks during rehearsals, competitions, and events as requested by the Band Director.
- G. Shall be responsible for all A.L.E.C. apparel for marching band members. Shall work with the President and Treasurer in ordering all apparel. Shall coordinate the distribution of all band apparel, uniforms, shoes, and accessories.

Section 5.07. Color Guard Parent

- A. Shall work with the Band Director to communicate, coordinate, and/or delegate Booster support for the color guard at all events, including:
 - a. Coordinate sizing, distribution, and repairs/maintenance/cleaning for costumes and flags
 - b. Recruit parent chaperones for all color guard events, as needed
 - c. Organize and recruit Booster volunteers for special events, competitions, and performances
 - d. Coordinate water and snack distribution, basic first aid, and other needs during band camp and evening rehearsals.
- B. Shall maintain emergency information files and emergency supplies for color guard.
- C. Shall work closely with the Band Director, President, and relevant committees in planning and executing fundraisers and events for the color guard.
- D. Shall work closely with the Band Director, President, and high/middle school personnel in planning and implementing recruiting events.
- E. Shall plan and coordinate the donation and/or purchase of all meals, snacks, and drinks during rehearsals, competitions, and events for students, as requested by the Band Director or Color Guard Instructor.
 - a. Shall seek food donations from local businesses as well as Booster members/parents.
- F. Shall plan and coordinate for the preparation, service, and disposal of all meals, snacks, and drinks during rehearsals, competitions, and events as requested by the Band Director or Color Guard Instructor.

- G. Shall be responsible for all A.L.E.C. apparel for guard members. Shall work with the Color Guard Instructor, President, and Treasurer in ordering all apparel. Is in charge of the distribution of guard apparel, costumes, shoes, and accessories.

Section 5.08. Jazz Parent

- A. Shall work with the Band Director to communicate, coordinate, and/or delegate Booster support for the jazz bands at all events, including:
 - a. Recruit parent chaperones for all jazz band events, as needed
 - b. Organize and recruit Booster volunteers for jazz band special events, competitions, and performances
- B. Shall maintain emergency information files and emergency supplies for jazz bands.
- C. Shall work closely with the Band Director, President, and relevant committees in planning and executing fundraisers and events for the jazz bands.
- D. Shall work closely with the Band Director, President, and high/middle school personnel in planning and implementing recruiting events.
- E. Shall plan and coordinate the donation and/or purchase of all meals, snacks, and drinks during rehearsals, competitions, and events for students, as requested by the Band Director.
 - a. Shall seek food donations from local businesses as well as Booster members/parents.
- F. Shall plan and coordinate for the preparation, service, and disposal of all meals, snacks, and drinks during rehearsals, competitions, and events as requested by the Band Director.
- G. Shall be responsible for all A.L.E.C. apparel for jazz band members. Shall work with the Band Director, President, and Treasurer in ordering all apparel. Is in charge of the distribution of jazz merchandise.

Section 5.09. Band Director. The Band Director is an ex-officio, non-voting member of the Executive Board whose responsibilities include:

- A. Shall hold all creative decision-making and curricular authority.
- B. Shall work with the Budget Committee to submit a detailed budget to the Executive Board, including but not limited to: independent contractor/instructor positions and proposed salaries, large expenditures, rationale for proposed fair share donations.
- C. Shall make every effort to attend all Executive Board meetings and General Booster meetings and provide enough notice to reschedule Booster meetings if unable to attend.
- D. Shall work to support Booster fundraising efforts by regularly discussing the importance of fundraising with students, contacting/meeting with students and parents who are not participating, and sending out regular reminders of all fundraisers.
- E. Shall work with the Executive Board to write contracts for all independent contractors/instructors.
- F. Shall manage all instructional staff and oversee compliance by all independent contractors/instructors within the terms of their contract.

Article VI: Finances

Section 6.01. Budget. The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the

organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

- A. Monies or funds raised by, for, or in the name of the Alta Loma Entertainment under the sponsorship of the Alta Loma High School Entertainment Boosters becomes the property of the organization and is irrevocably dedicated to the direct support of objectives of the Boosters as directed herein. No part of the net income or assets of this organization shall ever benefit the Band Director, Executive Board members, or private person.
- B. The financial system of the Boosters will be operated through a budget of projected expenses and revenues proposed by the Band Director and Budget Committee and ratified by the Executive Board according to a simple majority vote.
 - a. The Band Director and Budget Committee shall provide the Executive Board with a detailed proposed budget.

Section 6.02. Obligations. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

- A. All independent contractors paid for by the Boosters shall have a written contract detailing their duties, hours, and the amount and schedule of payment. The contract will be signed by the Band Director, President, and Treasurer before it is considered to be in effect.
- B. Obligations outside of the approved budget may be incurred, and disbursements made, only on approval by a majority vote of the Executive Board.

Section 6.03. Loans. No loans shall be made by the organization to its officers or members.

Section 6.04. Checks. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Board, except that checks of \$250 or more must have the signature of at least two officers, such as the Treasurer and the President. Checks shall bear notice of this requirement above the signature line as follows, "Two signatures required for checks in the amount of \$250 or more." No more than one member of an individual household shall have check signing authority.

Section 6.05. Banking. The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted. If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

- A. A general ledger recording disbursements and receipt records will be maintained, as required by law.
- B. A financial statement of assets and liabilities must be prepared monthly and annually to summarize the revenue and expenses of the organization including a beginning balance, encumbered funds, and ending balance.
- C. All funds collected must be deposited in the Booster checking and/or savings account in a local bank under the name of Alta Loma Entertainment Corps Boosters.

- D. Receipts must be issued for all funds received in cash by the Treasurer. The Treasurer is to keep a ledger of all funds received.

Section 6.06. Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- A. All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
- B. Checks exceeding \$250 must be endorsed by at least two officers authorized by resolution of the Executive Board, and checks of the Boosters shall include above the signature line a notice to this requirement;
- C. An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a monthly basis; and,
- D. A committee of at least two (2) persons without check signing authority shall annually audit all Booster finances, or hire and supervise an outside accountant or auditing firm to conduct a review of Booster financial records.

Section 6.07. Financial Report. The Treasurer shall present a financial report at each membership meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Board shall have the report and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

Section 6.08. Fiscal Year. The fiscal year of the organization shall be from June 1 to May 31 but may be changed by resolution of the Executive Board.

Section 6.09. Financial Record Retention. All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s	Store in corporate record book, binder, and/or cloud-based software.	At least seven (7) years Consider keeping permanently.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on a yearly basis. Store in binder or cloud-based software.	Seven (7) Years Store w/financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile and file records on yearly basis. Store in binder or cloud-based software.	Three (3) Years Store w/ financial records. Destroy after three years.

Section 6.10. Financial Commitment. No advisor, instructor, instructional staff member, or booster member is authorized to commit the Boosters to financial commitments, contracts, or agreements without prior vote of the board.

Article VII: Conflicts of Interest

Section 7.01. Existence of Conflict, Disclosure. Directors, officers, employees and contractors of Boosters should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Boosters. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Boosters. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.

Section 7.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 7.03. Minutes of Meeting. The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.04. Annual Review. A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Boosters, or who hereafter becomes associated with the Boosters. This policy shall be reviewed annually for information and

guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

Article VIII: Indemnification

Every member of the Executive Board, officer or employee of the Boosters may be indemnified by the Boosters against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Boosters, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Boosters. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE IX: Amendments

The President is the chairperson of the bylaws committee. These Bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least fourteen (14) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.

Article X: Dissolution of the Boosters

The Booster Club is granted its authority to operate by the Band Director, and may be dissolved by the Band Director in the event unresolved conflicts exist. In the event the Alta Loma High School Entertainment Boosters, Inc. becomes inactive or dissolves, all remaining funds shall be distributed to the Alta Loma High School Entertainment ASB account.

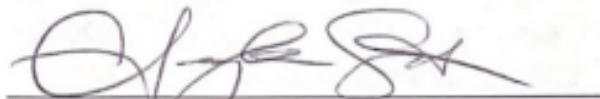
ADOPTED: unknown; last revision 2015

REVISED: 04/11/2023
11/15/2022

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the bylaws of the corporation named in the title thereto and that such bylaws were duly adopted by the BOARD of Directors of said corporation on the date set forth below.

Dated: 4/11/23


Angie Soto, Secretary