

LOS ALAMITOS DRAMA BOOSTER CONSTITUTION AND BY-LAWS

Article I - Name

The name of this organization shall be the "Los Alamitos Drama Booster, Inc."

Article II - Objectives

The Mission of this organization shall be:

To support the Los Alamitos Drama program and Adult Volunteers to support a program that is educational, provides skills in performance and is a source of pride for the students, the Los Alamitos Schools and the Los Alamitos community.

This will be accomplished by:

- Working to make the Los Alamitos Drama Booster Program integral and indispensable part of the Los Alamitos community
- Ensuring the Directors and Adult Volunteers have the resources they need to achieve the objectives of the Drama program.
- Supporting the events and activities of the Drama program so that the teachers can focus on education and preparation of the students
- Helping students reach their potential and develop their appreciation of dramatic arts outside the classroom.

Article III - Incorporation

No part of the earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article

It hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) by a corporation contribution to which is deductible under section 170(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all the liabilities of the corporation, remaining funds are to be donated to LAHS ASB.

Article IV - Membership

The membership of this organization shall not be limited. Anyone interested in the progress and development of the Los Alamitos Drama Booster program may attend Booster Meetings. Parents and guardians of students engaged in the Los Alamitos Drama Booster Program are to be considered active members. There shall be no dues required of members of this organization.

Article V - Meetings

1. Business meeting of the organization shall be held during the school year; the regular time to be decided annually by the officers so as to reserve meeting space. The purpose of all business meetings will be: to transact necessary business regarding Booster activities; create standing committees, hear reports and approve work plans; approve a budget for the fiscal year.

a. General Booster Meetings will be called three times during the school year

- Beginning of School Year Information Meeting.

To provide an overview of activities, allow distribution of information to all parents. Volunteers will be recruited, and general business will be conducted.

- Mid Year Information Meeting

To provide information pertinent to second semester activities, answer questions and conduct general business.

- End of Year Information Meeting

To provide orientation to students and families considering membership in the ROHS Drama Club. Present the Annual Report on current year activities and present Annual Plan looking forward to the upcoming school year.

b. Executive Board Meetings will be called monthly when a General Booster is not scheduled

- Executive Board Meetings are open to any Booster member.
- General Business will be conducted as identified by the agenda set by the President and distributed in advance electronically.
- Additional topics may be presented as needed and appropriate.

- The Executive Board is authorized to make emergency decisions in intervals between business meetings by majority vote of the members of the Board. Any emergency action taken will be reported to the membership at the next business meeting.

c. The members present at any General Booster Meeting shall constitute a quorum. A majority of the members of the Executive Board shall constitute a quorum for any Executive Board Meeting.

d. Motions at any General Booster Meeting or Executive Board Meeting can be carried by vote of a simple majority with any tie broken by the Teacher Advisor.

ARTICLE VI - Officers and their Election

1. The Executive Board shall be parents/guardians of student members of the Los Alamitos High School.

2. The elected officers of this organization shall be President, Vice President, Secretary and Treasurer.

3. Nominated Coordinators of this organization shall be Promotions Coordinator, Fundraising Coordinator and Volunteer Coordinator.

4. The Elected Officers and Nominated Coordinators shall constitute the Executive Board.

5. The Los Alamitos High School professional staff of the Teacher Advisor and Director shall advise the Executive Board as ex-officio members.

6. A 3-member nominating committee, selected by the executive board and membership, shall present a slate, both electronically and available in hard copy in April.

7. At the time of the election there shall be an opportunity for nominations from the floor, with prior approval of the nominee.

8. Elections will occur at the end of year Executive Board meeting, following notification to the General membership of elections being held at that time.

9. In the event a vacancy occurs during the school year in any of the elected or Nominated Executive Board positions, the Executive Board shall fill the vacancy by the majority vote of said Board with the person thus elected to serve until the members of the organization elect a successor.

10. Descriptions of all elected and nominated Executive Board positions are available upon request and will be kept on file with the Secretary.

11. In the event an executive board position is held by a parent/guardian who is also a school staff member, the parent may remain on the board but cannot be a voting member. The board will ensure that there is still an odd number of voting positions on the board.

Article VII - Duties of Officers

1. The President shall call, chair and set the agendas for General Booster Meetings and Executive Board Meetings. The President shall represent the Boosters when decisions are necessary, and a called meeting is not possible. The President will work closely with Los Alamitos High School staff, interact with the School and District officials and will represent the Los Alamitos Drama Boosters when appropriate and required.

2. The Vice President shall assume the duties of the President at meetings of the organization in the event the President is absent and shall participate in General Booster meetings and monthly Executive Board meetings.

3. The Recording Secretary shall record the minutes of all meetings of this organization, except meetings of committees, will attend to all official correspondence and shall perform such other duties as shall be delegated.

4. The Treasurer is responsible for managing the finances of the Boosters, including collection and depositing of funds received and issuing payments for purchases and reimbursements such financial institutions as the Executive Board shall determine. The Treasurer will ensure that all transactions are properly recorded and allocated to the proper income and expense accounts. The Treasurer will provide monthly treasurer reports that will include monthly activity, year-to-day and performance against budget reports. The Treasurer will ensure that State of California

and Federal tax filings are made in a timely fashion and will oversee a budget committee to present an annual budget for Board approval and membership approval. A small petty cash account will be stored in a locked box accessible only by the treasurer and president.

5. The Volunteer Coordinator shall be responsible for the distribution, collection and maintenance of members' volunteers' interests. The Volunteer Coordinator will produce a sheet listing areas of members' interest and will work with the appropriate committee chair to secure volunteers for Booster activities.

6. The Fundraising Coordinator shall help develop and oversee fundraising activities necessary to meet the revenue needs of the Boosters. Fundraising will include specific campaigns, special events, corporate/individual solicitation and performance-related fundraising. The Fundraising Coordinator shall not be directly responsible for all Fundraising but will work in a cooperative role providing support and clear objectives for fundraising activities.

7. The Promotion Coordinator shall have the primary responsibility of making the school and community aware of ROHS Drama Club Program including general publicity, performances, news briefs, fundraising activities, marketing, advertising sales and relationships with local businesses, etc. The Promotions Coordinator shall work with the Directors, staff and LAHS Drama Club Officials to maintain a list of contacts in the print and electronic media.

Article VIII - Standing and Special Committees

1. The membership may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the organization.

2. All standing committees shall present plans of work to the general membership.

3. The President shall be a member ex-officio of all committees, except the Nominating Committee.

Article IX- Fiscal Year

1. The fiscal year shall commence on July 1st and end on June 30th.
2. A budget for this organization, setting forth a general estimated income and proposed expenditure, shall be prepared by the Executive Board, under the direction of the Treasurer, for presentation to the general membership by the Treasurer no later than the last General Booster business meeting of the given school year.
3. At the end of the fiscal year, an audit of the booster club's financial records should be conducted. The audit should be performed by individuals who are independent from day-to-day financial activities. The audit committee shall make a report to the general membership. Any discrepancies noted shall be brought to the attention of the president of the organization and a resolution reached prior to presentation. All officers of the shall make records available. As an alternative to an audit committee, an audit may be conducted by an outside party, such as a CPA.

Article X - Amendments

1. Amendments to these Bylaws may be proposed by the Executive Board or by not less than seven members of this organization by a writing setting forth the proposed amendment. The writing shall be signed by said members and delivered to the Recording Secretary.
2. Action on proposed amendments shall take place at the next general meeting, provided written notice of such proposed amendment is given one week in advance of the scheduled meeting by the Recording Secretary through electronic distribution. All proposed amendments would be available in hard copy from the Recording Secretary.
3. An amendment shall be adopted when it is approved by the affirmative vote of not less than two-thirds of the members present.
4. Standing Rules on policies are not part of the bylaws and exist only as guidance in setting activities and policies to support the mission of the Los Alamitos Drama Boosters

Addendum: 9/17/2025

Article XI- Partnership with LAEF for summer camps and clinics

1. The booster club shall partner with LAEF, a registered 501© (3) nonprofit organization to coordinate and operate summer camps and school year clinics
2. These camps/clinics will provide skill training and development opportunities for incoming and current students/performers
3. The Booster Club will communicate all financial and logistical requirements to LAEF for proper execution and oversight
4. Participation in a Booster club sponsored camp or clinic does not guarantee a participant a spot in drama performances. Performing arts directors will ensure that all participants and families understand that camps/clinics are for training and skill development only and do not influence team or group selection decisions.
5. Attendance at a camp/clinic is not required for team selection, tryouts or auditions will not be considered a pre-evaluation or formal assessment of any participant
6. The Director will annually advise the Booster Club Board regarding appropriate registration fee, and all expected operating costs (excluding insurance fee, facility rental and marketing/advertising expenses) but not limited to: apparel, equipment and payments to support staff (excluding director).
7. The Booster Club shall review and approve the proposed budget and then provide LAEF finalized participant fee.
8. LAEF will be responsible for all participant registration and fee collection.
9. LAEF shall handle the following encumbered costs associated with running the camp/clinic: (Facility rental and associated fees, Participant registration processing, Necessary insurance coverage, Advertising and promotional costs)
10. LAEF shall issue payment of 82% of all fees collected to the Booster Club, which account for its administrative and operational costs. Upon receiving 82% of all registration fees collected from LAEF, the Booster Club shall be responsible for covering all remaining costs as follows: (Purchase and distribution of apparel, equipment, and materials as approved by the head coach. Any additional operational expenses required for

camp/clinic execution.) After covering all expenses, any remaining funds shall be used for staff payments. The remaining will be retained by the Booster Club for operating and fundraising purposes.

11. The Booster Club shall issue payment to all camp/clinic staff, ensuring compliance with independent contractor requirements. All individuals paid for coaching, instruction, or other services related to the camp/clinic are classified as independent contractors and are not employees of the Booster Club, the school or LAEF. Any coach, assistant, or contractor receiving payment shall: Receive an IRS Form 1099 if compensation meets the required federal/state tax reporting threshold. Be solely responsible for reporting and paying their own taxes on income earned. The Booster Club shall not withhold taxes, provide benefits, or offer insurance coverage for any independent contractor associated with the camp/clinic.

12. All summer camps and clinics operated under these bylaws shall adhere to:

- District policies
- FCMAT guidelines
- Applicable state and federal laws

13. The Booster Club Treasurer shall maintain detailed financial records for each camp/clinic, including:

- Income and expenses
- Payment distribution reports
- Documentation of all financial transactions

14. The Booster Board shall annually report to the association regarding the financial performance of camps/clinics

These bylaws shall be adopted upon approval by a majority vote of the Booster Club Board.

Amendments may be made as necessary to remain in compliance with school, district, and legal requirements.

Adopted on: 9/17/2025

Signed by:

Los Alamitos Drama Booster Executive Board