

Titan Athletic Booster Club
Mandatory Meeting
Minutes
August 23, 2017
7 p.m.

President, Birgit Castleman:

Birgit began our first meeting of the school year at 7:08 p.m.

She introduced our current TAB board. Birgit Castleman, President, Patty Casteje, Treasurer, Yvette Nikoui-Smith, Secretary

She went around the room and asked everyone to introduce themselves and state what sport/position they are representing this evening.

In attendance were the following...

Petra Goldsmith, Patty Castreje, Jean Huang, Bob Houston, Bob Baldacchi, Jennifer Kang, Victoria Nguyen, Helen Kim Spitzer, Sean Diaz, Sandra Harlan, Anna Regalado, Justene Pierce, Bub-Joo Lee, Chris Pedroza, Chris Cabot, Tom Carter, Paula Dunkel, Nam Jack, Larry Wong, Emelyn Judge, Alison McCray, Colleen Santino, Pat Long, Matt Jiggins, Teresa Wong, Patty Castreje, Debbie Agajanian, Erin Diaz, Fred Sohl, Matt Jenkins, Jose Quezada, Paul Arevalo, John Wang, Katy Moffat, Yvette Nikoui-Smith, Birgit Castleman, Dr. Bergmann, Dr. Gates, Julie Boucher, Linda de la Torre.

Old Business:

Birgit asked for a motion for Approval of Minutes from May 10, 2017 meeting.

1st. Bob Baldacchi

2nd. Tom Carter

All were in favor

No Abstentions

No One Opposed

Motion Carried

Bob Houston: He handed out the financial statements for the month of May-July. Bob asked everyone to look over their financial statements to make sure they are correct. He can make mistakes, so he asked everyone to look them over. Also, on

July 5, 2017 someone made a cash deposit \$340 and \$1,046 deposit within 9 minutes of each other, he has no idea who's deposit this is.

Closing out of the 2016-2017 Fiscal Year: Since everyone was just handed their financials, and everyone must have a chance to look them over. Birgit tabled the closing of the 2016-2017 Fiscal year for our next meeting on September 27, 2017

New Business:

(Birgit moved this from old business to new business) Dr. Bergmann wanted to present all together from the overhead projector.

Dr. Bergmann: Reminded everyone that last spring we had several booster clubs that were contested elections. He then showed on the overhead the SMCAA by-laws written 7-8 years ago (please see SMCAA bylaws at end of the minutes). One thing that was not in the bylaws from SMCAA, is what to do if we have a contested election. Usually in schools this doesn't happen. However, this past year it did happen, we had to contested elections with two of our groups (softball and swimming).

So for that reason we had proposed some new language last spring in order to give guidelines for such happenings. We spoke about it at our May meeting. Bob Baldacchi raised concern about having to take the first person who expresses interest in a booster position. So because of this, that portion of the guidelines was taken out. Dr. Bergmann again went back to the SMCAA by-laws showing that there was not anything in their by-laws as what to do if a contested election occurs. At this point Dr. Bergmann was looking for a document and asked that Birgit continue to other business until he could find the document he was looking for.

Birgit asked that we install our new 2017-2018 TAB Executive Board

Sean Diaz President-Elect

1st. Tom Carter

2nd. Emelyn Judge

All were in favor

No oppose

No abstentions

Motion Approved

Helen Spitzer, Treasurer

1st.: Paula Dunkel

2nd. Chris Cabot

All were in favor

No opposed

No abstentions

Motion approved

Justene Pierce Secretary

1st. Alison McCrary

2nd. Debbie Agajanian

All were in favor

No opposed

No abstentions

Motion Approved

Birgit congratulated our new TAB Board Officer's for the new 2017-2018 school year.

Dr. Gates, Principal: He appreciates all that we do to support the high school and our children. He thanked everyone for all the hours everyone puts in volunteering and giving of our time. He has told all that he is here to support the athletic department, the kids and parents.

Bob Houston: He will be having a workshop for all Treasurer's on September 9, 2017 @ 9 a.m. It will be held in the Career Center at San Marino High School. He is asking that all booster treasurer's attend the workshop to go over proper procedures for deposits and check requests.

Julie Boucher: The board of education authorizes TAB to be the athletic school connected organization for San Marino High School. They also authorize the booster clubs to raise funds for the school and athletic teams. They met with the coaches and they were given CPR training. They were also given the same information we will be given tonight.

She stated that TAB is the ONLY organization that can represent the booster clubs here at San Marino High School. When donations come in for a specific sport or team, it will go directly to the TAB accounts. Any questions on that, contact Nick Sale he is the athletic coordinator and Dr. Bergmann is the Athletic Director.

The following is the presentation Julie shared with us...

Purpose of school connected organizations...

- The primary role of School Connected Organizations is to enrich students' participation in extracurricular activities through fundraising events and activities.
- The School/District are appreciative of parents' support through the SMHS Titan Athletic Boosters (TAB).
- TAB is the only recognized and approved as San Marino High School athletics school connected organization.
- TAB submits its re-authorization to the Board of Education annually.

Athletic Teams Donations...

- All new donations for SMHS Athletic Teams are to be directed to TAB, specific to the team and sport, and handled through the TAB accounting process.
- For any questions on athletics funding please contact Mr. Nick Sale, Athletics Coordinator
- Dr. Eric Bergmann, Assistant Principal/Athletics Director.

Student Fees - Ed Code 49011

- All supplies, materials and equipment needed to participate in educational activities shall be provided to pupils free of charge.
- Schools cannot establish two-tier system based on payment of fees, donations or purchase of additional supplies that the school district or a school does not provide.
- Course credit or privileges related to educational activity in exchange for money or donations

We were asked to have our flier when requesting fees looked over by Dr. Bergmann first. Once he gives his approval, you can send it out to your team/parents.

Suggested Donation Disclaimer...

Dear Parents and Guardians;

In an effort to support the _____ needs at San Marino High School, we are requesting a donation of _____ per student. This money will be used for _____. San Marino High School continues to offer outstanding programs for our students. Please help us maintain our long tradition of excellence with your contribution. We appreciate and recognize all voluntary donations from our parents and community members. Your generosity helps support our _____ goals and programs and services for students.

Please understand that any donations are truly voluntary. Your student's ability to participate in a school activity is never conditioned on making a donation. All donations are optional; none are required. Thank you.

Dr. Gates did ask that when asking for donations we do not put pressure of the kids or their parents. Regardless if they donate or not, all players/kids will be treated equally.

Allowable Student Fees...

- **Optional attendance as a spectator at a school or District sponsored activity.**
- **Food served to students**, subject to free and reduced price meal program eligibility
- **Replacement cost for District books or supplies**
- Fees for **field trips and excursions** as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- **Medical or hospital insurance for field trips**
- **Required medical and accident insurance** for athletic team members, so long as there is a waiver for financial hardship.
- For **physical education attire** of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted
- For the **rental or lease of personal property** needed for District purposes, such as caps and gowns for graduation.
- Fees for **school camp programs**, so long as no student is denied the opportunity to participate because of nonpayment.
- Reimbursement for the **direct cost of materials provided** to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
- Reimbursement for the **direct cost of materials provided** to a student for property the student has fabricated from such materials for his/her own possession, use and property.
- Fees for **transportation to and from school**, and transportation between school and regional occupational centers
- Fees for **transportation of pupils to places of summer employment.**

School Sponsored Trips...

- Board Policy 6153(a): "All trips involving out-of-state or overnight travel shall require prior approval of the Board of Education. The Superintendent may approve other trips."
- Teachers and staff need to plan in advance, commencing with the thought of planning a trip and prior to any communication with students and parents.
- All field trips and TAB-Sponsored trips must be self-supporting, including the cost of transportation, chaperones, etc.
- For more information on the District's Field Trip Procedures contact the APO Office.

Transportation...

- SMHS receives some funding from the City of San Marino and through Infosnap parent donations This funding does not fully cover the cost of transporting students and equipment for VAPA events and activities.
- Transportation funding is extremely limited.
- Due to budget constraints, once the 2017-18 transportation donations are received, budget allocations and protocols will be developed and and communicated by the Athletics Coordinator and Assistant Principal/Athletics Director

Julie did explain that 2 years ago we changed to Hemet Unified School District Bus

Company. We also have to companies that Dr. Bergmann can use if you want a chartered bus. However, your group/team must cover the extra cost for this type of transportation.

Use of Facilities...

- The District uses an online facilities permit request system.
- For TAB-sponsored activities and events on school grounds they must be logged into the Civic Center Permit System.
- This is coordinated by the APO Office under TAB's account.
- For school or Booster-sponsored activities and events scheduled on weekends, charges for custodial time will apply and should be factored into the activity's budget.

Contractual Services...

- Consultant Agreement Procedures
 - Pre-Approval required

Great News! The district has hired a custodian that will work Tuesday-Saturday. So anyone who now has a program or event running on Saturday, you will **no longer have to pay for a custodian.** However, if you have a Sunday program, you will have to pay for a custodian for that day.
 - Vendor Information and W-9 Forms
- Organizations may organize and coordinate special guest appearances and/or guest lectures, demonstrations, etc. - insurance certificates the guest speaker should be provided to the APO Office, who will send a copy to the District.

Capital Project Requests...

- Any amendment or change to District owned-facilities required pre-approval from the Principal, Maintenance and Operations, the Superintendent and the Board of Education.
- Any item to be placed on District property or attached to any District structure or construction/improvement must be processed as a Capital Request.

To get approval for any major maintenance will take 1-2 months to get approval.

Julie ended her presentation letting us all know she will email her presentation to us for reference.

Dr. Bergmann: The TAB Board as a direct email:

Titanboosterec@gmail.com

(Below is the Hand Out that was given)

Proposed Rules for Booster Elections and Contested Booster Elections

1. Each year, at a time determined by each individual booster club (typically Spring), a notification will be sent out to all members that announce that candidates are needed for leadership positions.

Meaning, your group must announce to everyone that positions are available for someone to consider taking. You can not just hand pick who you would like to have in the sed position.

2. Newly elected leaders should be announced to the club within five days of the election. The names and the contact information of the new leaders should also be forwarded to the TAB Executive Committee.

~~3. If a single candidate cannot be agreed on by the club, or if any candidate feels that their request for candidacy was ignored or in any other way undermined, a candidate or the club may request that the TAB Executive Committee step in and assist with a contested election.~~

#3 is the section Bob Baldacchi raised concern about. The concern was that this section made it that the group would be stuck with someone just because he/she put their name down for a position. They would like it worded differently than it is now. If the group is in agreement on the person/persons then they should be able to put them in position. However, if that isn't the case, guidelines should be in place to have an election within the group. After much discussion, it was decided that Dr. Bergmann and Sean Diaz will work on the proper verbiage and have ready for our next TAB meeting.

4. In the event a contested election is requested, the following guidelines will be used:

a. Interested parties will notify the current Booster club president as well as the Titan Athletic Booster Club Executive Committee. Interested parties

will be asked to submit a 200-word bio to the current Booster club secretary no later than the 3rd Wednesday of May.

b. The secretary will create a ballot of names and bios and forward it to the TAB Executive Committee. The ballot must also include instructions to email votes to the TAB Executive Committee by the last Friday in May. The secretary will then send out the ballot to all current Booster club members for a vote.

c. The Titan Athletic Booster Executive Committee will tally the votes and will notify the candidates of the results as well as the current Booster secretary of the results. The secretary will then send an email with results to the Booster club members.

5. No campaigning (other than the required bio for the ballot) will be permitted. Should any booster member have questions of any of the candidates, they are free to ask and the candidate is free to respond.

Below is the information Dr. Bergmann went over in his slide presentation...

Nick and Eric

- Nick: day-to-day operations; schedules, rosters, buses, officials, equipment, purchasing
- Eric: traditional administrative duties; evaluations, personnel matters, budget, district, league and booster liaison, eligibility
- Shared: supervision, coach support, overall vision of athletics program
- Doesn't matter who you call, we'll get you an answer
-

DR is no longer our Athletic Director he has returned to the classroom. Replacing the Athletic Director we have now gone to a hybrid model. Nick Sale and Dr. Bergmann are now in charge of our Athletic Department. Nick's position has expanded greatly this year. Nick's new title is Coordinator of Athletics. Dr. Bergmann's title is Assistant Principal/Athletic Director. Dr. Bergmann will be doing all the tasks an Athletic Director is responsible for as well as Admin signatures. Dr. Bergmann is also responsible for overseeing eligibility of students and their grades to play. Dr. Bergmann will continue to serve at the TAB Booster liaison. Other than eligibility regarding grades, you can get a hold of either Dr. Bergmann or Nick Sale and they will help you with anything you need help with.

Resource on Website

(go to highschool website hit "athletic" tab)

- Booster Manual Minutes

- Financial Form
- Found under athletics tab on our website

Per a suggestion from a booster rep Dr. Bergmann will put a copy of the CIF Blue Book

Also the deposit and check request forms will be updated and put on the site as well

SMHS Athletic Core Values

- A successful athletic program relies on great coaches who develop their team's athletic skills, character and leadership qualities; committed players who work hard and support their teammates; and dedicated parents who support the coach and the entire team.
- Student-athletes benefit from playing multiple sports.
- In the importance of providing our student athletes with a positive, joyous experience that they can hold onto for the rest of their life.

Multi-Sport Advocacy

- WE will promote the idea that students will benefit from playing multiple sports
- Why
 - Makes for a healthier athlete
 - Makes for a more rewarding high school experience
 - Prevents burn-out
 - Develops skill sets that everyone benefits from
 - Our school is not large enough not to share kids
- The student should meet with both coaches
- If there is a conflict - keep it between coaches. Involved coaches will meet with Eric
The kids are not mandated or required to play additional/multiple sports. The school district wants the kids to have a freedom of choice.

Financial

- \$2000 from SMHS Athletics(this money is for the coach to decide)
- Booster Money: it's your program, but it's their money. Work with your booster reps to develop a plan. Remember...it's your program!
- PTSA Allocations: fall and spring allocations. You will be notified. Apply! This is for everyone to apply. If you find you would like to purchase something for your team, you can apply to allocations and see if it will get approved and allocations will pay for it.
- Key point: SMHS money will not be used for food or for customized gear
- Travel funds will be considered on a case by case basis

The school will not pay for anything that is personalized or that "walks away from the school.

Example: Wrestling; school will not be paying for singlets. So either the kids or the boosters pay for them and the high school pays for something that they would normally pay for. Dr. Bergmann is working on creating a “uniform rotation” so that every 4 years groups can get new uniforms. Note: Uniforms must be approved by Nick and Dr. Bergmann per our brand book.

Equipment

- All orders must be approved by the Athletic Department (especially uniforms)
- Provide quotes for all orders to Nick Sale or Dr. Bergmann
- DO NOT order directly through the vendor if you intend to use general athletic funds
- All items received will be sent to APO office
- Cooperate in order to leverage funds
- BSN (we now have an awards program meaning, the more money we spend, the more money BSN will give back to the school. They sell EVERYTHING from clothing to dirt. This money Dr. Bergmann would put in the athletic fund to purchase new uniforms.

Transportation

- Venue 15 miles from school or less...yellow bus
- Venue 15 miles or more from school...charter
- Boosters may upgrade at their expense at any time
- Tournaments...if it's local (in LA area) SMHS will pay, if it's long distance, Boosters must pay (Long Distance/Field Trips: You do not have to take the kids on a bus, you can rent a van or other transportation such as parents, the district will work with you to ensure the kids can go)

Overnight Field Trips

- If you don't get the field trip paperwork to Eve and I three months prior to the trip, you won't be going. (if they do not have this packet 3 months prior YOU WILL NOT BE GOING. The Board of Education will need to approve the trip 3 months in advance, and they only 2 board meetings a month. So this means you need to get the paperwork in sooner than 3 months of the trip). The district also recognizes that CIF or tournament situation and you do not know if you will qualify, they will be flexible and override the 3 month policy). Dr. Bergmann will put the School Board Calendar of meetings on the Website.
- We require the use of a travel agent (any licensed agent will do) when booking travel arrangements (you do not have to use Titan Travel)
- Eve is your point of contact (if you are going to a tournament and the tournament has blocked rooms off at a specific hotel for a lower cost, you do not have to go through a

travel agency. Please see Eve and along with the district they will work with you to get that hotel)

Corporate Sponsorship

- All advertising for sponsorships must be approved by me and then District leadership.
- Get approval first before letting money exchange hands

If you would like to have a media page or already have one...two San Marino employees must be monitoring your site as well as the information below (example: Twitter, FaceBook you must add the high school admin to your account) you must following the following...

Per Linda De la Torre her handout stated...

San Marino Unified School District Social Media Information Update...

August 23, 2017

Alumni groups, PTA's and booster clubs may maintain a separate page from the official school page with the following disclaimer language. **"This is a user-created page and should not be viewed as an official SMUSD School site/page. Information and opinions expressed on this page are neither reviewed nor endorsed by the District. The school's official page can be found at www.smusd.us"** Pages may be titled San Marino, but may not use the full school/District name e.g. San Marino High School

Sean Diaz: We are celebrating all the volunteers at the football game on September 22, 2017 @ 7 p.m. He also thanked the out-going TAB board.

**Our Next meeting
September 27, 2017
7 p.m. in the
Career Center**

SAN MARINO COMMUNITY ATHLETICS ASSOCIATION STANDING COMMITTEE RULES OF TITAN ATHLETIC BOOSTERS

I. PURPOSE

Titans Athletic Boosters is a standing committee ("Committee") of the San Marino Community Athletics Association whose purpose is as follows:

- Support and benefit the sports programs of San Marino High School ("SMHS");
- Assist and support philanthropic projects that benefit SMHS sports programs;

- Operate in partnership with SMHS and the San Marino Unified School District ("SMUSD"), and their respective administrators and staff members;
- Function in a financially responsible manner; and,
- Abide by all the rules, regulations and policies of SMHS, SMUSD and the California Interscholastic Federation ("CIF"), as well as all applicable state and federal laws, including but not limited to Education Code Sections 51520 and 51521 which require that all booster activity be authorized by law and permitted by District policy.

II. APPLICATION, APPROVAL, REQUIREMENTS

- **Application.** Each SMHS approved sports team must apply and be approved by SMCAA no later than May 31 of the fiscal year.
- **Fees and Costs.** Each SMHS approved sports team agrees to pay 5% of its annual gross revenues (up to a maximum of \$500) to SMCAA to cover overhead expenses, including but not limited to costs related to insurance, accounting, reporting requirements, and banking fees.
- **Funds.** Funds raised by and/or allocated to the specific sports teams shall be used for that specific team in accordance with its approved budget and all rules, regulations and policies of SMHS, SMUSD, and CIF, as well as all applicable state and federal laws.

I. MEMBERSHIP

- **Team Representatives.** Each SMHS approved sports team, if it so desires, shall have one (1) representative member on the Committee.
- **Ex-Officio Members.** The SMHS Principal, the SMHS Athletic Director or their approved designated representative(s), and the President of SMCAA (or an SMCAA board member appointed by the SMCAA President) shall be advisory, non-voting, members of the Committee. Their views will be solicited and received on all matters that come up for discussion and/or action.

- Compensation. Members do not receive compensation. Membership is voluntary.
- Term. The term of a member is one (1) fiscal year, July 1 through June 30. An individual may not serve more than three (3) successive years, without one (1) year expiring before an outgoing member may serve again.
- Removal. Any member may be removed, at any time, with or without cause, by a majority vote of the Committee.
- Multiple Representation. No member may represent more than one SMHS sports team.

II. CONFLICTS OF INTEREST

A member shall not serve on the Committee if such service directly involves that member's financial livelihood. Members shall recuse themselves from participating in, discussing, or voting on, any Committee report, recommendation, proposal, or position that, if adopted, would result in a financial benefit to the Committee member or member of his/her family that does not accrue to the public generally. No member shall solicit or receive, directly or indirectly, any compensation in exchange for bringing a matter to Committee.

V. OPERATIONS AND PROCEDURES

A. Chair. The Committee shall elect a Chair, by a majority vote, at the first meeting in July of the fiscal year for a term of one (1) year. In July of each year, the Chair shall meet with the SMHS Principal and Athletic Director to discuss plans and projects for the upcoming year. The Chair will oversee the committee meetings and represent the Committee when appropriate.

B. Secretary. The Committee shall elect a Secretary, by a majority vote, in July of the fiscal year for a term of one (1) year. The Secretary shall take, keep, distribute and retain the minutes of the meetings and attend to all correspondence.

C. Treasurer. The Committee shall elect a Treasurer, by a majority vote, in July of the fiscal year for a term of one (1) year. The Treasurer shall (1) prepare or cause to be prepared a complete set of books of account in accordance with generally accepted accounting principles and practices (2) make disbursements from the specific team's encumbered funds and the general fund (3) pay expenses approved by the Committee and (4) report the amount of money available in the general fund and encumbered funds at each monthly meeting and (5) provide a monthly written financial report, prepare an annual budget, and provide an annual written report to the Committee.

- **Meetings**

1. Regular Meetings. The Committee shall meet monthly during the school year at SMHS. The time and place shall be made known on the SMHS website as well as by electronic mail to the Committee members. Meetings shall be open to the public. The Committee may vary the schedule of meetings, by majority vote, if circumstances so require.
2. Quorum. A quorum for the transaction of business shall consist of a majority of the full membership of the Committee or nine committee members (whichever is less).
3. Minutes. Minutes of each meeting shall be prepared by the Secretary and circulated to Committee members for correction and comment prior to the next regularly scheduled meeting of the Committee.
4. Robert's Rules of Order. Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the Committee meetings.

- **Code of Conduct**

Committee members:

1. Do not have the authority to and shall not direct SMHS and/or SMUSD staff. They shall coordinate with the SMHS Principal or his/her designee(s) to obtain information and input in ways that are not unduly burdensome.
 2. Shall conduct themselves in ways that reflect mutual respect for different perspectives, work collaboratively, and refrain from making any personal attacks on any Committee member, SMCAA, SMHS and/or SMUSD staff or representative.
 3. Shall conduct all Committee business at public meetings of the Committee.
 4. Shall not represent their personal actions, views or statements as those of the Committee, SMCAA, SMHS, or SMUSD.
 5. Shall abide by the decisions of the Committee and not purposefully undermine the Committee's work. If disagreements exist on the Committee's stated positions, then the members shall seek to address those disagreements within the Committee and, if appropriate, through the Committee's minority report.
- F. Recommendations and Reports. Recommendations shall be made by a majority vote, provided, however, a minority recommendation may be submitted.
- G. Annual Report. A report by each member regarding his or her specific sports team shall be made at the first meeting in July of the fiscal year.

V. FINANCES

- A. Budget Preparation and Approval. The proposed annual budget for the following fiscal year shall be prepared by a Budget Committee composed of the Chair and Treasurer, as well as three (3) other Committee members selected by the Chair in consultation with the SMHS Principal and Athletic Director. The proposed budget shall be presented at the July monthly meeting for approval.
- B. Encumbered Funds. Funds raised by and/or allocated to specific sports teams, although deposited in the Committee account, shall be separately tracked as "encumbered funds" for each sports team. Expenditures from these encumbered funds do not require Committee approval but may be expended on behalf of these teams at the discretion of the Committee member representing the specific team. No Committee member should submit a payment request which exceeds the amount of encumbered funds available at the time of the request. If the team balance is inadequate to cover the amount of the request, the Treasurer will decline the request for such funds.
- C. Funds for Advertised Purpose. Funds raised by a specific sports team that have a specific advertised purpose shall be separately tracked to ensure that they are disbursed for the advertised purpose.

VI. DEPOSITS, CHECKS, CONTRACTS AND REVIEW

- A. Deposits and Investments of Funds. All funds shall be deposited from time to time to the credit of the Committee and specific sports teams in such banks, trust companies, or other depositories as the Treasurer and Chair may select. The investment of Committee funds shall not create a risk to the principal of those funds.
- B. Two Signatures for Checks Required. All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness and issued in the name of the Committee shall be signed by the Treasurer and a designated Committee member.
- C. Credit Cards and Online Transactions. The Treasurer may maintain a credit card account on behalf of the Committee. The credit card may be used for purchases as deemed appropriate by the Committee. Settlement of credit card statements shall be made by check and supported by both the credit card statement and individual purchase receipts. The Treasurer may also establish online banking accounts under rules and restrictions established by the Committee.
- D. Contracting on behalf of the Committee. The Committee may authorize any member or member(s) of the Committee to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Committee. No contracts may be entered into and/or executed which obligates or, in any way, encumbers SMUSD, SMHS and/or any of its employees or staff.
- E. Audit or Independent Review. The accounts of the Committee shall be kept in accordance with generally accepted accounting principles. No later than June of each

fiscal year, the Committee shall determine whether a separate audit or independent review of the Committee's accounting and financial records is necessary.

- F. Contributions and Gifts. The Committee may accept, or reject, any contribution, gift, bequest, or devise for general purposes or for any special purpose.

RECORDS AND REPORTS

- A. Inspection Rights. Every member shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of the Committee.
- B. Annual Report. The Treasurer shall cause an annual report to be furnished not later than sixty (60) days after the end of the Committee's fiscal year to be distributed to all members. The report shall contain the following information:
 - 1. Assets and liabilities as of the end of the fiscal year;
 - 2. Principal changes in assets and liabilities during the fiscal year;
 - 3. Revenue and receipts, both unrestricted and restricted to particular purposes, for the fiscal year;
 - 4. Expenses and disbursements, for both general and restricted purposes, during the fiscal year.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the statement of the Treasurer that such statements were prepared without audit from the books and records of the Committee.

IX DISSOLUTION

Upon the dissolution or winding up of the Committee, after paying or adequately providing for the payment of the debts, obligations, and liabilities of the Committee, the remaining assets of the Committee shall be distributed to SMCAA for the benefit of all SMHS sports teams and athletes.