

# Non-Profit Bylaws Of Fir Grove Boosters INC

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## PREAMBLE

The following Bylaws shall be subject to, and governed by the Non-Profit Corporation Act of Oregon and the Articles of Incorporation of Fir Grove Boosters Inc. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Non-Profit Corporation Act of Oregon said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provision of these Bylaws and the Articles of Incorporation of Corporation/Organization if shall then be these Bylaws which shall be controlling

## ARTICLE 1 - NAME

The legal name of the Non-Profit Corporation/Organization shall be known as **Fir Grove Boosters Inc** and shall herein be referred to as the "Corporation/Organization"

## ARTICLE 2 - PURPOSE

The General purpose for which this Corporation/Organization has been established are as follows:

The purpose for which the Non-Profit Corporation is formed is set forth in the attached Articles of Incorporation of Exhibit "A"

The Corporation/Organization is established with the meaning of IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding section of any future federal tax code and shall be operated exclusively for the purpose of supporting and enhancing school programs, welcoming new families, and working to foster relationships among the school, parents, and teaches. We will help to enrich the educational experiences of Fir Grove School students. Fir Grove Boosters Inc will provide additional funds for purchasing education tools and objects for the Fir Grove School population.

## ARTICLE 3 - OFFICES

The principal office of the Corporation/Organization shall be located at 1360 W. Harvard Ave, Roseburg, Oregon 97471.

## ARTICLE 4 - BOARD OF DIRECTORS/OFFICERS

The Corporation/Organization shall be governed by a Board of Directors/Officers, which shall have all the rights, powers, privileges and limitations of liability of directors of a non-profit corporation organized under the Non-Profit Corporation Act of Oregon. The Board shall establish policies and

directives governing business and programs of the Corporation/Organization in conjunction with a vote of the Board and all members at large/parents/teachers/etc. if a quorum is present.

Members of the Fir Grove Boosters Inc include parents or guardians of Fir Grove Elementary School, students, the principal, teachers, and all administrative staff. It is the express purpose of all members to uphold the purpose of the Fir Grove Boosters Inc and support the principal and elected officials in their yearly endeavors.

The officers of the association/unit shall be President, Vice President, Secretary, and Treasurer. Nominations for the following school year will be submitted during the May general meeting by self-nomination or nomination. A flyer announcing elections will go out to the student body at least one week before the election in addition to being posted in/on the Booster Club bulletin board. Elections shall take place annually at the May meeting for the following school year. If the elections cannot be held in May, the nominations shall be submitted in May, and elections shall be held in June. Officers shall assume their duties by the 2nd week of June. Officer descriptions are listed in the attached Exhibit "B".

### **Term**

The term of each board member will last one school year. There shall be no limitations placed on the number of terms that a member of the board may serve as long as they are voted into office by a quorum.

### **Removal**

Should an officer need to be removed and/or replaced, it shall be addressed as soon as possible at the next general meeting. Reasons for removal or replacement include but are not limited to: failure to fulfill duties as described by officer position descriptions (Exhibit B), resignation, failure to attend at least 2 consecutive meetings, more than 3 meetings in the course of the term, or relocation.

### **Attendance**

Board members agree to attend all regularly scheduled meetings and special meetings. Board members who are absent for two (2) or more consecutive meetings or a total of three (3) meetings per term shall be considered for removal from their position. Consideration will be given for illness and emergencies.

### **General**

All officers shall supply their successor with all records, money, and supplies of Fir Grove Boosters Inc as soon as their duties for the year are completed.

## **ARTICLE 5 - MEETINGS**

Regular (general) meetings of this unit shall be held during the school year on at least a monthly basis. The date of regular meetings shall be decided and agreed upon by the elected officials at their first meeting in August of that year. Location of the general meeting will be determined by their preferences, except in July. No meeting will be held in July.

# Money Handling Policy

## Fir Grove Boosters Inc

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The name of this unit shall be Fir Grove Boosters Inc and is governed by the following bylaws and those as governed by state and federal nonprofit laws.

The unit's federal tax ID # is 93-0819260.

The unit's fiscal year shall run from September 1<sup>st</sup> through August 31<sup>st</sup> of each year.

Each year by August, the Treasurer needs to file "postcard" taxes with the IRS to continue the nonprofit status. The articles of incorporation with the State of Oregon must be renewed every March 6<sup>th</sup> at a cost of \$50.

Our bank account, which will consist of a checking account only, will be kept at Umpqua Bank.

There will be three signers on the Fir Grove Boosters Inc Account at all times. All new signers must be voted on and approved by the entire board (at an Emergency Meeting by the Board Officers, if necessary). Each new signor must comply with Umpqua Bank's policies in obtaining membership (Credit checks, etc). Each new signor must go to Umpqua Bank to be placed on to the account within five (5) days of being board-approved.

At the end of the term as an officer AND signor you must go to Umpqua Bank and remove your name as a signer from the account within seven (7) days of the end of your term, unless requested to remain on the account for the following school year.

A debit card will be issued to the President and shared with members. Debit purchases must be voted on and approved by all board members.

No new accounts shall be opened in the name of Fir Grove Boosters Inc without being motioned, voted, and approved at a general meeting, and reflected in the minutes of that meeting.

All checks will be signed/issued at the Fir Grove Boosters Inc general meetings, if possible.

The Treasurer is responsible for preparing a Treasurer Report for every meeting, whether they can be present or not. The bank statement must be accompanied with EVERY Treasurer Report for review by all members attending the meeting. The ending balance for the bank statement will match the ending balance of the Treasurer Report.

The Treasurer's Report will be reviewed, voted on, and approved at EVERY meeting.

The treasurers will keep a copy of all bills paid, all reimbursed receipts, all income receipts, etc. in a binder that remains at Fir Grove School. These records will be produced upon request and brought to every board meeting, if possible.

At the end of the Treasurer's term, all outstanding receipts and records will be given to the new Treasurer (or the new President in the case of no new Treasurer being voted in) within seven (7) days of the end of your term.

#### **CASH HANDLING AT FUNDRAISERS/EVENTS**

- Any time Fir Grove Boosters Inc money is collected and/or counted, two (2) members must be present.
- At the end of each event, the money will be counted by at least two (2) members with totals recorded on a receipt and initialed by all counting members.
- The money will be bundled and (if possible) given to a third member to be deposited at the bank.
- The member making the bank deposit will bring back a bank receipt to be attached to the initialed receipt created by counters.
- In the event it is impossible to count the money directly following an event, the money will be bundled in a bag, taped, initialed, and placed in the Fir Grove School safe until the earliest possible time at least two members can return to the school, count the money, and follow the steps above.
- Every counting receipt with attached bank receipt will be filed in the Fir Grove Boosters Inc Binder kept in the office with a copy to the treasurer.
- One (1) member shall never be in charge or left alone with the money from any fundraiser or event, unless it has been counted, recorded on the receipt, and is being taken to the bank for deposit.

#### **RAFFLE**

- Any raffle conducted by Fir Grove Boosters Inc must be done with nonprofit status current and taxes filed and held current.
- Requests for prizes from community members and businesses should be done in writing in letter format. The request should provide our federal tax ID# in the letter for tax purposes. Community members/businesses donating to the raffle can use this letter as receipt for their donations.
- Lists of donations and donors must be available at all times upon request of any Fir Grove Boosters Inc Member, the principal, the teachers, and/or the admin staff.
- Donations by community members/businesses should only ever be off Fir Grove campus when traveling to Fir Grove when they are initially donated and when being taken from the school by their winner.
- At the time of the drawing of the raffle prize winners, the individual pulling the prize-winning ticket shall not have any vested interest in winning prizes and shall be excluded from winning any prizes at said raffle.
- All prize winners will be contacted within ten (10) days of the raffle. All prizes shall be distributed within thirty (30) days of the end of the raffle by reasonable means.

These money handling policies shall be read and/or distributed to all members in attendance at the first general meeting of the school year by the President and will be read and/or distributed to all members

A quorum is needed to pass any rules, regulations, or allow for any expenditures by the unit. A quorum shall consist of at least 2 officers and 1 non-officer. In the event a quorum is not present at a general meeting; official business may be conducted via email if needed if a quorum is not present.

It is recommended you notify the President, in writing, of business to be discussed at the next general meeting at least 2 business days prior to the next meeting. If brought up at the meeting, the president will decide (based on availability) if said business will be discussed at the meeting. All requests will be given reasonable consideration to be presented at said meeting. If there is no availability at current meeting, reasonable consideration will be given to have said business presented at the next general meeting.

The minutes from each meeting will be posted within two (2) weeks on the Fir Grove Boosters Inc board (if available) on the Fir Grove Elementary School website, emailed to all members with valid email addresses. Monthly minutes will also be placed in the Fir Grove Boosters Inc binder for future review.

At the beginning of each meeting, the previous meetings minutes will be revised, motioned, voted upon, and approved as correct before continuing the meeting. Any addendums or notation to the previous meeting minutes will be voted upon, approved, and added to the previous minutes. If necessary, this can be done via email and email voting.

The order of business for the meetings of the this unit shall be

- Call to Order
- Previous minutes reviewed and approval (or a recount of email voting ie minutes were approved by a 4-1 vote, etc)
- Treasures report review and approval
- Unfinished Business
- Staff Requests
- New Business
- Adjournment

#### **ARTICLE 6 - MINUTES**

The Secretary will be responsible for getting a copy of the latest minutes in the binder within fourteen (14) days of the last meeting. The Treasurer will be responsible for getting a copy of the latest Treasurer Report in the binder within seven (7) days of the latest meeting. Receipts will be placed in the binder as they are collected/paid within two (2) days.

#### **ARTICLE 7 - FINANCIALS**

The unit's fiscal year shall run from July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

There will always be two members with check writing ability. At least two members of the booster club, with one of those members being the treasurer will review all financials. Any changes to the signers will be voted upon at the next meeting or via email if necessary and will be passed by a quorum.

No money will be spent without a general election vote, which can be conducted via email if necessary. All votes are weighted equally.

Any project over \$3,000 funded by Fir Grove Boostes Inc must have the final cost analysis reviewed by the club or committee created for the project. No final spending will occur until the costs are reviewed, agreed upon, and a majority vote passed the proposed expenditure.

#### **ARTICLE 8 - MISC.**

A binder will be kept in the Fir Grove Elementary School office with minutes from every meeting, calendars, etc. If possible, a separate binder will be kept for all Treasurer Reports and receipts associated with the Fir Grove Boosters Inc bank account.

These standing rules shall be read and/or distributed to all members in attendance at the first general meeting of the school year by the President and will be read and/or distributed to all members in attendance by request at any meeting. These rules may be amended or rescinded by a quorum at any general meeting.

## **Exhibit "B"**

### **Officer Position Description**

#### **President**

- Serve as leader and key contact for the PTO. Acts as contact person for 501C correspondences
- Preside at/Conduct all PTO meetings. Call meetings to order, run meetings, put together an agenda for upcoming meetings, and update binders containing minutes, etc.
- Appoint chairpersons for special committees
- Coordinate the work of the officers and committees so that the PTO's objectives can be met.
- Partner with Principal and/or Parent-Teacher Liaison in meeting the Mission and Purpose of the PTO Organization
- Partner with VP and Treasurer to create initial committee budgets and management of the budgets through the year. When there are discrepancies, team with the VP and Treasurer to resolve.
- Prepare updates to By-laws on an on-going basis; present for approval
- Work with Vice President, Secretary, Parent Teacher Liaison, and Principal to create School Calendar of Events each school year to be distributed at registration and/or during the first month of the academic year
- Update Facebook page as needed
- Update members at monthly meetings on upcoming events, potential issues and/or changes.
- Respect all holidays (religious and non-religious) when scheduling committee meetings and events
- Represent the Board in a positive, cohesive manner with knowledge of all events or the ability to forward to the appropriate representative
- Communicate as appropriate with all members of the PTO
- Attend all meetings. Meeting attendance is mandatory. Failure to attend meetings could lead to removal from the board/office.

#### **Vice President**

- Act as an aide to the President
- Perform the duties of the President in the absence or inability of that officer to serve. Acts as back up to the president in case of absence of president or removal by PTO. Ideally – is willing to serve as President in the future.
- Assume other responsibilities as assigned by the Executive Board
- Coordinates the general activities of any Special Committees created by the Executive Board.
- Partner with the President and Treasurer to create initial committee budgets and management of the budgets through the year. When there are discrepancies, team with the President and Treasurer to resolve.
- Work with President, Secretary, Parent Teacher Liaison, and Principal to create School Calendar of Events each school year to be distributed at registration and/or during the first month of the academic year
- Update Facebook page as needed
- Update members at monthly meetings on upcoming events, potential issues and/or changes.

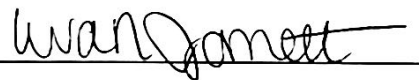
in attendance by request at any meeting. These rules may be amended or rescinded by a quorum at any general meeting.

## Exhibit "A"

### Articles of Incorporation

Name of Incorporation: Fir Grove Boosters Inc  
Type of Corporate Structure: Non-Profit [501(c)3]  
Registered Agent: Elected President of Fir Grove Boosters Inc  
Location: 1360 W. Harvard Ave, Roseburg, OR 97471  
Effective Date: March 2017  
Last Modified: June 2023  
Duration: Perpetual  
Names and Signature of the Incorporators

President 

Vice President 



- Respect all holidays (religious and non-religious) when scheduling committee meetings and events
- Represent the Board in a positive, cohesive manner with knowledge of all events or the ability to forward to the appropriate representative
- Communicate as appropriate with all members of the PTO
- Attend all meeting. Meeting attendance is a mandatory. Failure to attend meetings could lead to removal from the board/office.

### **Secretary**

- Keep the minutes of all meetings. Distribute to Board members for review within one week of meeting
- Prepare correspondence and perform all other duties assigned
- Maintain master documents
- Keep the calendar of events for the PTO.
- Handle all correspondence pertaining to the PTO
- Work with President, Vice President, Parent Teacher Liaison, and Principal to create School Calendar of Events each school year to be distributed at registration and/or during the first month of the academic year
- Update Facebook page as needed
- Update members at monthly meetings on upcoming events, potential issues and/or changes.
- Respect all holidays (religious and non-religious) when scheduling committee meetings and events
- Represent the Board in a positive, cohesive manner with knowledge of all events or the ability to forward to the appropriate representative
- Communicate as appropriate with all members of the PTO
- Attend all meetings. Meeting attendance is mandatory. Failure to attend meetings could lead to removal from the board/office.

### **Treasurer**

- Monitor accounts held by PTO. Responsible for and have custody of all funds, make disbursements as properly authorized. Keep an accurate record of receipts and expenditures and pay out local funds. Receive all monies of the organization. Deposit income to pay out Expenses
- Be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit.
- Maintain balance of PTO budget
- Prepare a statement of account at every PTO meeting and other times as requested by the PTO Board. Include expenses, income, anticipated expenses and actuals to budget each month.
- Reconcile monthly bank statements
- Contact CPA for annual tax preparation or prepare postcard taxes as needed
- Coordinate annual audit of all records

- Partner with the President and VP to create initial committee budgets and management of the budgets through the year. When there are discrepancies, team with the VP and Treasurer to resolve.
- Update and renew all documents related to 501(c)3 including but not limited to state renewal and renewal with IRS
- Update Facebook page as needed
- Update members at monthly meetings on upcoming events, potential issues and/or changes.
- Respect all holidays (religious and non-religious) when scheduling committee meetings and events
- Represent the Board in a positive, cohesive manner with knowledge of all events or the ability to forward to the appropriate representative
- Communicate as appropriate with all members of the PTO
- Attend all meetings. Meeting attendance is mandatory. Failure to attend meetings could lead to removal from the board/office.

### Exhibit "C"

*2023 to 2024 ex*

**Current Officers for calendar year ~~2022~~ to ~~2023~~**

President - Tracey Leder  
*Tracey Leder*

Vice President - Even Jarrett  
*Even Jarrett*

Secretary - Krista Myers  
*Krista Myers*

Treasurer - Emmeline Stoddard  
*Emmeline Stoddard*