

# SPRAGUE BOOSTERS, INC.

## Constitution and By-Laws

*(Approved Changes for 2020-2021 school year– 09/16 /2020)*

### **Mission Statement:**

I. Name of the organization is **Sprague Boosters, Inc.**

### II. Mission Statement:

Embracing and supporting the diversity at our school, the mission of Sprague Boosters, Inc. is to connect the home, school and community to enrich every student's learning experience by promoting parental and family participation in fundraising activities that assists to create a positive and safe learning environment for our students.

### III. Purpose of the club is:

- A. To encourage Sprague parents/guardians and community members to participate in activities which will enrich our children's school life; also
1. To encourage a healthy, well-rounded educational experience at Sprague High School.
  2. To financially support curricular and extra-curricular activities with a focus on but not limited to Oregon School Activities Association (OSAA) sanctioned events.
  3. To Encourage other Sprague clubs & activities for the students at Sprague High School
  4. To carry out fundraising activities.
- B. This organization is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
1. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on:
    - a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or
    - b) by an organization contributors to which are deductible under Section 270(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).
    - c) by no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided in section 501(h)), and which does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.
  2. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding Section of any future tax code). Assets shall be donated to organization of choice (Sprague High School or other 501(c)(3) ) at the discretion of the Executive Board.

### IV. Membership

Membership is open to all Sprague parents/guardians or any community member interested in the objectives of the club and willing to uphold its policies and subscribe to its constitution.

- A. A Member shall be anyone in the community who meets **all** of the following parameters:
  - 1. Chooses to become involved in the corporation's activities
  - 2. Attends at least three (3) member meetings or board meetings per calendar year
  - 3. Notifies the Secretary that they wish to be a member.

The Executive Board and Committee Chairs shall be deemed Members, regardless of whether they otherwise meet the qualifications of a Member, as set forth above.

#### General Meetings

- A. A monthly meeting will be held when necessary to conduct business. No meeting is held in July or December.
- B. Special meetings may be called by the President or three (3) Officers of the Board
  - 1. A twenty-four (24) hour notice must be given to all Board Members.
- C. A quorum at any meeting will consist of all the members present. At least 3 Board Members must be present.
- D. Only qualified members as described in Article 4, section A, in attendance at a meeting may vote.
  - 1. A vote is carried by a simple majority vote of the members present (faculty & coaches excluded).

#### V. Executive Board

- A. The Executive Board consists of the following:
  - 1. President
  - 2. Vice-President
  - 3. Secretary
  - 4. Treasurer
  - 5. Logistics Coordinator
- B. Position Responsibilities
  - 1. President: Presides at all meetings of the organization including Executive Board meetings, is an Ex-Officio member of all committees. President may carry out all duties of any Executive Board position.
  - 2. Vice-President: Acts as an aide to the President, presides at meetings in the President's absence, coordinates all committee chairs with fundraising activities of the club.
  - 3. Secretary: Keeps a correct record of and reports all meetings of the club, Executive Board, and handles all club correspondence.
  - 4. Treasurer: Receives all money of the club, keeps an accurate record of receipts and expenditures, disburses club funds as authorized by the club, reports club fiscal condition regularly and makes a full annual report at the end of the fiscal year. Presides at meetings in the absence of President and Vice-Presidents.
  - 5. Logistics Coordinator: Coordinates the use of volunteers at concessions and purchases necessary supplies.
- C. The Executive Board shall:
  - 1. Transact the business of the club.
  - 2. Approve the plans and work of all committees.
  - 3. Inform the general membership of dates and times of meetings, club activities, and other plans and decisions of the Board.
  - 4. Support all projects as determined by the Boosters throughout the year.

D. Nominations

1. The Secretary will send notice to the public requesting nominations for board positions prior to the March meeting of an Election year. Announcements will be sent via the Torch, Judson Newslite and the Crossier Croc publications and other media and social media outlets.
2. The prior consent of each candidate will be obtained before nomination.
3. The slate of nominees will be presented and nominations from the floor will be accepted at the April meeting.

E. Elections

1. The bi-annual election of officers will be held at the following manner at the May meeting of the school year:
  - a) Odd Years – President, Secretary, Logistics Coordinator
  - b) Even Years – Vice President, Treasurer
2. Offices are elected by a majority of votes cast by secret ballot of those present.
3. A joint Executive Board meeting (including former and new officers) will be held the following month after the election to pass the information and pertinent materials from one Board member to the next.

F. Terms of Office

1. Each elected officer serves a two-year term.
2. A person may not hold the same office for more than two consecutive terms (4 years).

G. Vacancies

1. A vacancy occurring in an elected office during the school year shall be filled by a majority vote of the Executive Board.

VI. Duties of Chairpersons

- A. Any position may have Co-Chairs.
- B. Create and submit projected project expenditure to the Executive Board for the following year's budget.
- C. Stay within the said budget and formally request any additional monies needed to the Executive Board.
- D. Upon transition of duties, each Chairperson will submit a complete written report of the previous years' activities of his/her committee and/or duties to their successor, with suggestions for the incoming Chairperson.

VII. Fiscal matters

*Guiding Principles: Boosters Funds are intended to benefit the students through the enhancement of school programs and activities. The Boosters Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely.*

- A. Fiscal year- Shall begin July 1<sup>st</sup> and end June 30<sup>th</sup> of the following calendar year.
- B. Budget
  1. Current Board can make budget suggestions at June meeting for the next fiscal year. Funds generated in the current year may be committed for purchase during the next fiscal year.
  2. Budget will be determined by the Executive Board Members before the General Boosters Meeting in August. This Budget will be presented at the August General meeting and then voted for approval. If necessary, Budget can be presented and approved as late as September meeting.
  3. The Budget shall include a preliminary spending allocation to aid in event planning and this allocation should be provided to each Event Chairperson within one week after the Budget approval.

4. If the need arises to allocate additional expenditures or a financial request is received over \$500 once the Budget is approved, then this proposal or request must be presented at the following General meeting with a vote by the General members. If the financial request is under \$500, then the Executive Board Members will vote amongst themselves to approve or deny the request.
5. If during the months when school is not in session (no general Boosters meetings are scheduled) a need arises to allocate additional expenditures or a financial request is received, the Executive Board Members will vote amongst themselves to approve or deny the request.

C. Authorized signees

1. Control of the bank account will be set as the current Treasurer. The Treasurer is authorized to add and remove signers from the account. If there is a change in the Treasurer position (following election), Boosters minutes must reflect name changes and document should be signed by new Treasurer and presented to the bank. Both outgoing and incoming Treasurer must be present at the bank to make appropriate changes.
  2. The President and Treasurer are the only authorized signers of checks on the banking account.
  3. The President, Treasurer and Logistics Coordinator may be issued Debit Cards in order to make necessary purchases. Treasurer may issue additional cards to members as deemed necessary.
  4. Only one signee is required on all checks; however the signee on a check cannot be the same as the payee.
  5. All expenditures must be approved in advance by the Executive Board and purchased through the Boosters. In the event a reimbursement is warranted, reimbursement can only be refunded via check. In the event of a large expenditure, a check can be issued prior to the purchase via the Treasurer as long as it has been previously approved by the board.
  6. No blanks checks shall be issued by any authorized signee.
- D. Reporting- Treasurer shall reconcile the bank account monthly and present a monthly financial report at every Boosters General meeting. Reconciliation of checks written each month along with monthly bank statements must be reviewed by the President and/or Vice-President.
- E. Fiscal year review – The current executive board will review the finances for the fiscal year and discuss with the incoming executive board changes to current process and procedures. The current Treasurer will lead this review. Part of the review will be to match every financial request with every receipt. A report of findings and agreed upon changes to processes and procedures will be presented to the incoming executive board by June 30<sup>th</sup>.

VIII. Bylaw amendments

Amendment proposals - Must be presented to the Executive Board at least two weeks prior to a General Boosters Meeting. Proposal will be presented at a General meeting and then voted. In order to accept a new or changed Amendment, there must be a two-thirds majority vote of the General meeting.

Approved By:

**Executive Board**

Brian White  
President - Printed

Brian White  
Signature

9-16-2020  
Date

Jessica Dougherty  
Vice President - Printed

*Michelle McAllister-van Kenpen*

Jessica Dougherty  
Signature

*Michelle McAllister-van Kenpen*

9-16-2020  
Date

Sharon Musack  
Treasurer - Printed

Sharon Musack  
Signature

9-16-2020  
Date

Susie Jordan  
Secretary - Printed

Susie Jordan  
Signature

9-16-2020  
Date

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Logistics Coordinator - Printed

\_\_\_\_\_  
Signature

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Date

**Members Present**

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