

BY-LAWS of the _____
(date)

ARTICLE I: NAME

The name of this organization shall be *[name]*.

ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization include:

- a. the Articles of Incorporation.
- b. the By-laws of such organization.
- c. the Standing Rules of such organization.

ARTICLE III: PURPOSES

Section 1. *This organization is organized exclusively for charitable and educational purposes under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. Specifically, the corporation is organized:

- a. To provide educational and financial support to the ____ (name of program/sport) ____.
- b. To work cooperatively with the ____ (Director/Coach/Advisor) ____.
- c. To assist with the program as deemed necessary by ____ (Director/Coach/Advisor) ____.

ARTICLE IV: BASIC POLICIES

The basic policies of the organization are:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization, or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any political interest or for any purpose not appropriately related to promotion of the purposes of the organization.
- c. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation. Only on political issues pertaining to the purposes of the organization, a majority vote by the membership may allow the organization to take a stand.
- d. No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, directors, trustees, officers, or other private persons except that the organization 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 III hereof.
- e. Notwithstanding any other provisions of these articles, the Organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c)(3) of the internal Revenue code.

ARTICLE V: MEMBERSHIP AND DUES

Membership in the organization consists of three classes: The Officers, the Board, and the General Membership.

1. The Officers consist of President, President –Elect, Vice-President, Secretary, and Treasurer. They have full rights and obligations in running this organization as outlined in the organizing documents.
2. The Board consists of the Officers and Chairpersons of Standing Committees. They have the responsibility of approving and amending the Standing Rules, amending the budget, and following other duties outlined in the organizing documents.
3. The General Membership shall be open to all parents or guardians who have a student in [sport/program]. Community members (non-voting) who subscribes to the Purposes and Basic Policies of the organization may be admitted into membership upon submitting an annual application and being approved by the Board. Members must register and pay annual dues, if any, set by the incoming Board. They have the responsibility of approving and amending the by-laws, approving the budget, voting in the Officers, and volunteering to promote the Purposes of the organization. **The Coach/Advisor/Staff shall be non-voting and act in an advisory capacity only.

ARTICLE VI: OFFICERS AND THEIR ELECTIONS

Section 1. Requirement. Each officer shall be a member of this organization.

Section 2. Officers and their election.

- a. The officers of this organization shall consist of President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer.
- b. Officers shall be elected by ballot during the April General Membership meeting. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their duties following the close of the May Board Meeting and shall serve for one year or until their successors are elected.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office. If no person is willing to serve, the president may continue one additional year.

Section 3. Nominating committee.

- a. There shall be a nominating committee of at least 3 members appointed by the board at least one month prior to the election of officers. The nominating committee will notify the General Membership one month prior to elections of the date of elections and ask for nominations.
- b. The nominating committee shall nominate an eligible person for each office to be filled and notify the General Membership of the voting slate one week prior to the April General Membership Meeting, at which time the ballot is closed. (If there are any open positions, nominations may be taken from the floor to fill them prior to the vote)
- c. Only those who have signified their consent to serve of elected shall be nominated for or elected to such office.

Section 4. Removal.

An officer can be removed from office for failure to abide by these bylaws, fulfill his/her duties or for negatively affecting the organization upon given reasonable notice and by majority vote of the remaining Board.

Section 5. Vacancies.

A vacancy occurring in any office, including those vacant after elections, shall be fulfilled for the unexpired term by a person elected by a majority vote of the remaining members of the Board. Officers can be removed from this organization by a 2/3 vote of the remaining Board.

ARTICLE VII: DUTIES OF OFFICERS**Section 1. The President shall:**

- a. preside and conduct all meetings of this organization.
- b. communicate the articles of incorporation, by-laws, and standing rules to the Board and General Membership.
- c. be responsible for the filing of the annual Incorporation papers.
- d. coordinate the work of the Board and committees in order that the organization's Purposes be promoted.
- e. act as ex-officio member of all committees.
- f. be an authorized signator for the organization.

Section 2. The First Vice-President:

- a. learn the By-laws and Standing Rules.
- b. work with the President, learning about their duties.
- c. preside and conduct all meetings of this organization in absence of the President.
- d. act as an aide to the President.
- e. fulfill all the duties and assignments given to them from the President or the Board
- f. serve as the President if a vacancy occurs in that office.
- g. be an authorized signator for the organization.

Section 3. The Second Vice-President shall:

- a. learn the By-laws and Standing Rules.
- b. fulfill all the duties and assignments given to them from the President or the Board.
- c. be an authorized signator for the organization.

Section 4. The Secretary shall:

- a. give notice of all meetings.
- b. ** prepare and maintain the Minutes of all meetings for approval.
- c. be prepared to refer to Minutes of previous meetings.
- d. **maintain the Minutes according to the IRS record retention compliance.
- e. handle all general correspondence.
- f. oversee the producing of all forms and making copies as needed.
- g. perform duties as assigned by the organization.
- h. be an authorized signator for the organization.

Section 5. The Treasurer shall:

- a. have responsibility of all the funds of the organization.
- b. maintain the checking account and all other accounts determined by the Board.
- c. keep a full and accurate account of receipts, deposits, and expenditures.
- d. make disbursements as authorized by the Officers in accordance with the approved budget.
- e. be responsible for the budget of the organization.
- f. **produce a monthly financial report after the receipt of each bank statement. This report should include all receivables and expenditures, reconciled bank statement, and a budget spreadsheet and should be presented at every Board meeting of the organization and when directed to.
- g. have the accounts examined annually and upon change of Treasurer by an auditing/financial review committee consisting of not fewer than three (3) members who do not have check signing privileges, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- h. make a full Treasurer's Report of the previous year at the 1st General Board meeting after new officers have assumed their duties.
- i. file all tax forms of the organization.
- j. be an authorized signator for the organization.

Section 6.

All officers shall perform the duties outlined in these by-laws and in all Articles of Organizatrion. Upon the expiration of the term in office or if leaving the office early, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office.

ARTICLE VIII: THE BOARD

Section 1. Description. The Board consists of the Officers of the organization and the Chairpersons needed to run the organization, as determined each year by the incoming Officers.

Section 2. Duties.

The Board shall:

1. approve and amend the standing rules (cannot conflict with Articles of Incorporation or bylaws) and amend the approved budget.
2. perform their duties listed in the standing rules.

Section 3. Appointments.

The Chairpersons are appointed by the Officers of the organization.

Section 4. Expiration of Duties.

Upon the expiration of the duties of any member of the Board, they shall turn over to their successor, without delay, all records, books, and other materials pertaining to their position, and shall return to the treasurer, without delay, all funds belonging to the organization. In instances of removal, all the above must be returned to the President within three days. Any Board Member can be removed from this organization by a 2/3 vote of the remaining Board. Vacancies will be filled by the remaining Board members.

ARTICLE IX: MEETINGS**Section 1. Officer Meetings.**

1. A quorum shall be three out of five.
2. Meetings shall be held as often as necessary to conduct the affairs of the organization.
3. Meetings of the Officers are closed, except upon invitation by the President or a majority of the Officers.
4. Officers are expected to attend all meetings until adjournment, except when excused. Continual absences are grounds for removal.

Section 2. Board Meetings.

1. A quorum is established by the majority present and voting.
2. Meetings shall be held monthly or as deemed necessary.
3. Meetings shall be closed, except upon invitation by the Officers or majority of the Board.
4. Board Chairpersons are expected to attend all meetings until adjournment, except when excused. Continual absences can be grounds for removal.

Section 3. General Membership Meetings.

1. A quorum is established by those in attendance and a majority of votes rule, unless otherwise specified in these bylaws.
2. Membership meetings will be held at least twice a year. Once for approving the Budget and the second for elections.
3. Meetings shall be open to all members and guests of the Board.

Section 4. Special Meetings.

1. Special meetings of the Officers, Board or the General Membership may be called by the President or by written request to the President from the majority of the Board.
2. Notice will be sent to members holding voting powers for that meeting giving date, time, place, and the purpose of the meeting at least three (3) days prior to holding the meeting.
3. Bylaws mentioned for each type of meeting will still apply.

Section 5. Technology Meetings.

1. Members may participate in a meeting through the use of technology as long as members participating may simultaneously hear during the meeting.
2. Any business approved at a technology meeting is the same as if it took place in person.
3. Bylaws mentioned for each type of meeting will still apply.

Section 6. Action without a meeting:

Officers or the Board may conduct business via telephone conferencing, text, or email on needed items between meetings. Email/Text voting should NOT be used for controversial motions. Electronic voting shall be conducted in the following manner:

1. All Officers or Board Members must be notified of the motion.
2. A 24-hour period shall be allotted for response and discussion.
3. After the 24-hour period or once all have responded, the President may call for the vote.
4. The motion needs a 2/3-majority vote to pass.
5. All votes must be documented and added to the Minutes of the next meeting for official approval.

ARTICLE X: COMMITTEES

Section 1. Standing and Special committees shall be created and dissolved as deemed necessary by the Officers.

- a. A Standing Committee continues to exist from year to year. Goals and responsibilities of the committee will be written out and become part of the organizations standing rules.
- b. A Special Committee is formed for a short-term specific purpose and dissolves once their duties are over.

Section 2. Chairman of committees shall be totally responsible for planning and initiating the requirements to fulfill the committee’s purpose.

Section 3. Chairman will report to the President their progress each month.

Suggested Committee Positions:

Ice Cream Social Chair	Snow Cone Chair	Banquet Chairman
5K Run Chairman	By-laws Chairman	Fry’s Chairman
Financial Review Chairman	Honey-baked Ham Chairman	Trip Fundraising Chair

ARTICLE XI: FINANCES

Section 1. **Budget. The Board shall present to the General Membership at the first meeting of the fiscal year a budget of anticipated revenue and expenses for the year. This budget serves as approval for the Officers to expend the funds of the organization as presented and approved. The budget stands until the next budget is approved. Although the Board amends the budget after it has been approved, any substantial deviation in the Budget must be brought back to the General Membership for amendment.

Section 2. Banking. All funds shall be kept in a checking account in the name of (your official name), **requiring two Officer signatures on each check (and any other form of payment) and held at a local financial institution agreed upon by the Officers. The treasurer shall ensure that all funds are timely deposited to the organization’s bank. ** Funds should be counted and verified in writing by two members, then deposited as soon as possible

Section 3. Reporting. All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and submit a financial report at all Officer, Board and General Meetings. The Boosters shall arrange for a review of its financial records each year by a financial review committee which consists of at least three individuals who are not signers on the account.

Section 4. Ending Balance. The organization shall leave a minimum of \$2000 in the treasury at the end of each fiscal year.

Section 5. Fundraising. Fundraisers must be approved by the Officers. **District Procedures must be followed on fundraisers that involve the school or students.

Section 6. Contracts. Authority to sign contracts is limited to the President or the President’s designee.

ARTICLE XII: FISCAL YEAR

The fiscal year of the organization shall be from _____ to _____.

ARTICLE XIII: DISSOLUTION

Section 1. The Board may adopt a resolution recommending that this organization be dissolved and direct the question of dissolution to a vote at a special meeting of its members having voting rights. Notice of intent to disband must be given at least 14 days prior to the meeting.

Section 2. *Upon dissolution of this organization, after paying or adequately providing for its debts and obligations, the 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 federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XIV: AMENDMENTS

Section 1. These by-laws may be amended at any Regular or Special General Membership Meeting by a two-thirds vote of the General Membership present and voting, with notice of amendments submitted to the membership at least 14 days prior to the meeting.

Section 2. The By-law Committee may recommend a revised set of by-laws to replace the current by-laws. The requirements for adoption of the revised set will be the same as the amendments.

Section 3. These by-laws shall remain in effect for the life of the organization or until they have been revised or replaced by the General Membership.

ARTICLE XV: PARLIAMENTARY AUTHORITY

This organization shall refer to the current issue of Robert’s Rules of Order Newly Revised for direction and in resolving matters of conflict.

* Required by the IRS for tax-exempt status.

** Required by District to be approved.

These By-laws were approved on _____ (date) by a majority vote of the General Membership.