

Bylaws of (Organization)

** Needed for Tax-exempt status

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME - - The name of the Booster/PTSO Organization shall be (legal name).

** **Section 2: DESCRIPTION** - - The Booster/PTSO Organization is a nonprofit organization that exists for charitable and educational purposes under section 501 (c) (3) of the Internal Revenue Code.

Section 3: PURPOSE - - The purpose of the Booster Organization is to enhance and support the educational experience of students involved in the (insert) program by volunteering and providing financial support.

ARTICLE II: MEMBERSHIP

Membership shall be open to all parents and guardians of a student enrolled in the _____ program, as well as the coach (non-voting) and staff (non-voting). Community members (non-voting) who support the program and the purposes of this organization may be admitted into membership upon submitting an annual application and being approved by the Officers. Members must register and pay annual dues, if any, set by the Officers. Only parent/guardian members have voting privileges; one vote per household. Only parents/guardians of children in the school/program are eligible to serve on the board of Directors.

**ARTICLE III: BASIC POLICIES

Section 1: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes of the organization.

Section 2: The organization shall not participate in any way 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.

Section 3: Notwithstanding any other provision of these articles, the organization shall not carry on any other 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 IV: OFFICERS AND THEIR ELECTIONS

Section 1: OFFICERS - - The Officers shall consist of the following: President, Vice President, Secretary, and Treasurer. Officer positions can be shared upon a vote of the membership, with specific duties divided out and specified before taking office. (Spouses cannot serve as Officers simultaneously unless there is no other willing to serve. In that case, only one may be a signer on the checking account. Spouses cannot consecutively serve in an office.)

Section2: TERM OF OFFICE - - The term of office for all officers is one year, beginning June 1 and ending May 31 of the following year, or until their successor is elected. Officers may serve two consecutive terms in the same Office. If no other is willing to serve, the President may serve an additional term.

Section 3: QUALIFICATIONS - -Each Officer must be a member of this Booster/PTSO Organization. (The President should have previous experience volunteering with the organization.)

Section 4: ELECTIONS - -

a. The Officers will send out notice of elections to the General Membership at least two weeks prior to elections asking for nominees. One week prior to the election, the Officers shall nominate at least one eligible person for each office, at which time the ballot will be closed and notification will be given to the membership of the nominees running for Office. (All nominees must give prior consent to serve.)

b. Officers shall be elected by ballot in the month of _____ in a General Membership meeting. If there is but one nominee for any office, election for that office may be by voice vote. The majority vote rules.

Section 5: DUTIES --

Officers: Develop the Booster/PTSO Organization's annual budget, establish and oversee committees to conduct the work of the organization, establish fundraising events, and approve (by majority vote of the Officers) unbudgeted expenditures of no more than \$100.

President: Preside at General Membership meetings and Officer meetings, serve as the official representative of the organization, retain all official records of the organization, oversee the running of the Boosters/PTSO, and file the annual AZ. Corporation Commission report.

Vice President: Assist the President and chair meetings in the President's absence.

Secretary: Record and distribute/post Minutes of all Officer meetings and all General Membership meetings, prepare agendas for official meetings, keep records of the organization, manage communications and marketing of the organization, including but not limited to newsletters, emails, website, etc.

Treasurer: Serve as the custodian of the organizations finances, collect revenue, pay authorized expenses according to the approved budget, follow all financial policies of the organization (*including two signatures on each check or disbursement) , retain all financial records, and file the appropriate tax return with the IRS for the previous year's fiscal year before November. (Usually the 990-N, e-postcard)

Section 6: 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 officers.

Section 7: VACANCY – If a vacancy occurs, the remaining Officers shall appoint a member to fulfill the vacancy for the remainder of the vacated term. Unfilled positions after an election will count as a vacancy.

ARTICLE V: MEETINGS

Section 1: OFFICER MEETINGS

1. Meetings shall be held as often as necessary to conduct the affairs of the organization.
2. Meetings shall be closed, except upon invitation by the President or majority of the Officers.
3. A quorum is constituted by a majority of the officers. A majority of votes rule unless otherwise specified in these bylaws.
4. Officers are expected to attend all meetings until adjournment, except when excused. Continual absences are grounds for removal.

Section 2: GENERAL MEMBERSHIP MEETINGS

1. Membership meetings will be held at least twice a year, once at the beginning of the year/season for approving the Budget and the second at the end of the year/season for elections.
2. Each household receives one vote. Absentee and proxy votes are not allowed.
3. Meetings shall be open.
4. A quorum is constituted by those who are in attendance and majority of votes rule unless otherwise specified in these bylaws.

Section 3: SPECIAL MEETINGS

1. Special meetings for the Officers or the General Membership may be called by the President or by written request to the President from the majority of the Officers.
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 4: TECHNOLOGY MEETINGS

1. Members may participate in an Officer or General 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 5: ACTION WITHOUT A MEETING

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

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

ARTICLE VI: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of the Booster/PTSO Organization begins June 1 and ends May 31 of the following year.

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 held at a local financial institution agreed upon by the Officers.

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 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 \$1000 in the treasury at the end of each fiscal year.

Section 5: BUDGET - - The Officers shall present to the General Membership at the first meeting of the year a budget of anticipated revenue and expenses for the year for approval. Members present constitute a quorum and majority of votes rule. 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. Minor amendments to the budget may be approved by the Officers and then ratified by the General Membership at the last meeting. Any substantial deviation in the Budget must be brought back to the General Membership for amendment.

Section 5: CONTRACTS - - Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VII: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any booster/PTSO member. Amendments must be voted on by the General Membership. The bylaws may be amended at any regular or special meeting of the organization by a two-thirds vote of the members present and voting, providing fourteen (14) day notice of the amendment has been given. A revised set of bylaws may replace the existing bylaws under the same requirements of amending a bylaw.

****ARTICLE VIII: DISSOLUTION**

Upon the dissolution of the corporation, the assets remaining after payment (or provision for payment) of all debts and liabilities of this corporation, shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, which supports the purpose listed in Article I of these bylaws.

ARTICLE XI: 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.

These bylaws were adopted on (MM/DD/YY).

Amended (date): _____