

# Organization Bylaws

## Highland Hawks Girls Volleyball Booster Club

### **ARTICLE I: NAME**

The name of the Organization shall be **Highland Hawks Girls Volleyball Booster Club** (hereinafter the Booster Organization).

### **ARTICLE II: ARTICLES OF ORGANIZATION**

The articles of organization include:

1. The Articles of Incorporation
2. The Organization Bylaws
3. The Standing Rules

### **Article III: OBJECTIVES**

The Booster Organization is a nonprofit organization that exists for charitable and educational purposes under section 501 (c) (3) of the Internal Revenue Code.

The purpose of the Booster Organization is to enhance and support the educational experience of students involved in the Highland High School Girls Volleyball program by volunteering and providing financial support.

### **ARTICLE IV: BASIC POLICIES**

**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.

**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 any part of its activities to attempting to influence legislation.

**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.

**4:** This organization shall work with the students, school administration, staff, and faculty to provide quality experiences and activities for all members of the Highland High School Girls Volleyball teams, recognizing that the legal responsibility to make decisions has been delegated by the people to the Gilbert Public Schools Governing Board.

**5:** This organization may cooperate with other organizations and agencies concerning child welfare; however, the persons representing this organization in such matters shall make no commitments which will bind the organization.

**6.** The records of this organization are open for public review. A Book of Record will be kept and made available upon request for public inspection. This Book of Record will contain:

- a. The original bylaws, revised bylaws, and any amendments to bylaws
- b. Articles of Incorporation
- c. Minutes of meetings
- d. Operating budget, approved revisions, and monthly financial reports

7. All monies received by the Booster Organization shall be used in accordance with the objectives of this Organization and the approved budget. Items purchased with Booster Organization funds cannot be loaned, rented, or permanently removed from campus. Old, obsolete, or broken equipment may be disposed of by the Officers after notification to the General Membership.

## **ARTICLE V: MEMBERSHIP**

Membership in the Booster Organization shall be open to all parents and guardians of a student enrolled in the Highland High School Girls Volleyball 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.

Membership in this organization shall be made available regardless of race, color, creed, or national origin.

## **ARTICLE VI: OFFICERS AND THEIR ELECTIONS**

**1: OFFICERS** The Officers shall consist of the following:

- a. President
- b. Vice President
- c. Secretary
- d. 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.

**2: TERM OF OFFICE** The term of office for all officers is one year, beginning July 1 and ending June 30 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, officers may serve an additional term.

**3: QUALIFICATIONS** Each Officer must be a member of this Booster Organization.

**4: ELECTIONS** Officers shall be elected by secret ballot 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.

**5: DUTIES** The Officers shall:

- a. Develop the Booster Organization's annual budget.
- b. Establish and oversee committees to conduct the work of the organization.
- c. Establish fundraising events.
- d. Create, amend, and uphold the Standing Rules of this organization as approved by the general membership. Such Standing Rules must not conflict with these Bylaws. In case of conflict the Bylaws will supersede the Standing Rules.
- e. Approve (by majority vote of the Officers) unbudgeted expenditures of no more than \$100.

The President shall:

- a. Preside over General Membership meetings and Officer meetings.
- b. Serve as the official representative of the Booster Organization.
- c. Oversee the running of the Booster Organization.

- d. Ensure the filing of the annual AZ Corporation Commission report and tax returns.
- e. Perform such other duties as may be assigned by the Booster Organization.

The Vice President shall:

- a. Assist the President and chair meetings in the President's absence.
- b. Commit to the duties of the President in the event the President vacates office for any reason.
- c. Perform such other duties as may be assigned by the Booster Organization.

The Secretary shall:

- a. Record and distribute/post Minutes of all Officer meetings and all General Membership meetings.
- b. Prepare agendas for official meetings.
- c. Keep records of the organization.
- d. Manage communications and marketing of the organization.
- e. Perform such other duties as may be assigned by the Booster Organization.

The Treasurer shall:

- a. Serve as the custodian of the Booster Organization's financial records and funds.
- b. Establish and/or maintain a checking account and other accounts as determined by the Officers.
- c. Verify and be responsible for all monies received, as counted by two Booster Organization members.
- d. Keep a full and accurate account of receipts and disbursements and pay authorized expenses according to the approved budget.
- e. Follow all financial policies of the organization (\*including two signatures on each check or disbursement)
- f. File the appropriate tax return with the IRS for the previous year's fiscal year before November. (Usually the 990-N, e-postcard)
- g. Perform such other duties as may be assigned by the Booster Organization.

Upon the expiration of the term of office, or in case of resignation, each Officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office.

**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.

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

## **ARTICLE VII: MEETINGS**

**1: OFFICER MEETINGS** Meetings shall be held as often as necessary to conduct the affairs of the organization.

Meetings shall be closed, except upon invitation by the President or majority of the Officers.

A quorum is constituted by a majority of the officers. A majority of votes rule unless otherwise specified in these bylaws.

Officers are expected to attend all meetings until adjournment, except when excused. Continual absences are grounds for removal.

**2: GENERAL MEMBERSHIP MEETINGS** Membership meetings will be held at least twice a year, once at the beginning of the season for approving the Budget and the second at the end of the season for elections. Each household receives one vote. Absentee and proxy votes are not allowed.

Meetings shall be open.

A quorum is constituted by those who are in attendance and majority of votes rule unless otherwise specified in these bylaws.

**3: SPECIAL MEETINGS** 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.

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.

**4: TECHNOLOGY MEETINGS** 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.

Any business approved at a technology meeting is the same as if it took place in person.

**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:

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

## **ARTICLE VIII: FINANCIAL POLICIES**

**1: FISCAL YEAR** The fiscal year of the Booster Organization begins July 1 and ends June 30 of the following year.

**2: BANKING** All funds shall be kept in a checking account in the name of Highland Hawks Girls Volleyball Booster Club, requiring two Officer signatures on each check, and held at a local financial institution agreed upon by the Officers.

**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.

**4: ENDING BALANCE** The organization shall leave a minimum of \$1000 in the treasury at the end of each fiscal year.

**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 next meeting. Any substantial deviation in the Budget must be brought back to the General Membership for amendment.

**6: CONTRACTS** Authority to sign contracts is limited to the President or the President’s designee.

**ARTICLE IX: BYLAWS AMENDMENTS**

Amendments to the bylaws may be proposed by any Booster Organization 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 ten (10) 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 X: 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.

**ARTICLE XI: DISTRIBUTION OF RESOURCES**

In the event school attendance boundaries change and the membership is divided, a fair and equitable amount of funds and resources may be divided among the schools. The principals involved in the boundary change will determine a “Fair and Equitable” distribution.

**ARTICLE XII: 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 \_\_\_\_\_ and replace and supersede all previous such documents.*