

BYLAWS OF [ORGANIZATION NAME] BOOSTER CLUB

ARTICLE I: NAME AND PURPOSE

Section 1. Name. The name of this organization shall be [Organization Name] Booster Club, hereinafter referred to as the "Organization."

Section 2. Purpose. The Organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The specific purpose of this Organization is to support and enhance the [Program Name] at [School/Institution Name] through fundraising, volunteer support, and community engagement.

ARTICLE II: MEMBERSHIP

Section 1. Eligibility. Membership in the Organization shall automatically be granted to all parents, guardians, and family members of students currently participating in [Program Name]. Additionally, any community member who supports the purpose of the Organization may become a non-voting associate member.

Section 2. Voting Rights. Each family unit with a student currently participating in [Program Name] shall be entitled to two votes at general membership meetings, regardless of the number of students in the program. The two votes may be cast by any adult members of the household. Associate members shall not have voting privileges.

Section 3. Membership Term. Membership begins when a student joins [Program Name] and ends when the student is no longer an active participant in the program.

Section 4. Termination of Membership. The Board of Directors may terminate the membership of any member who engages in conduct deemed detrimental to the Organization by a two-thirds vote of the Board, following a hearing at which the member may present their case.

ARTICLE III: OFFICERS AND BOARD OF DIRECTORS

Section 1. Board Composition. The Board of Directors shall consist of the elected officers, the immediate past President (ex-officio), and up to five additional directors elected by the membership.

Section 2. Officers. The officers of the Organization shall be a President, Vice President, Secretary, and Treasurer.

Section 3. Election and Term. Officers and directors shall be elected by the membership at the annual meeting and shall serve for a term of one year. No officer shall serve more than three consecutive terms in the same office.

Section 4. Duties of Officers.

President: The President shall preside at all meetings of the Organization and the Board of Directors; shall be an ex-officio member of all committees; shall appoint committee chairs with Board approval; and shall perform all other duties usually pertaining to the office.

Vice President: The Vice President shall perform the duties of the President in their absence and shall assist the President as needed.

Secretary: The Secretary shall keep accurate records of all meetings of the Organization and the Board of Directors; shall maintain the official membership roster; shall handle correspondence; and shall perform such other duties as may be delegated.

Treasurer: The Treasurer shall receive all funds of the Organization; shall keep an accurate record of receipts and expenditures; shall pay out funds as authorized by the Board; shall present a financial statement at every meeting and at other times when requested; and shall prepare financial reports as needed for tax and audit purposes.

Section 5. Vacancies. Any vacancy occurring in the Board of Directors may be filled by appointment by the President with approval of the Board. The appointee shall serve for the remainder of the unexpired term.

Section 6. Removal. Any officer or director may be removed by a two-thirds vote of the Board of Directors for failure to perform duties, conflict of interest, or conduct deemed detrimental to the Organization.

ARTICLE IV: MEETINGS

Section 1. Regular Meetings. Regular meetings of the general membership shall be held at least quarterly during the school year, with dates determined by the Board of Directors.

Section 2. Annual Meeting. The annual meeting shall be held in [Month] for the purpose of electing officers, receiving reports from officers and committees, and for any other business that may arise.

Section 3. Special Meetings. Special meetings may be called by the President, by a majority of the Board of Directors, or upon written request of ten members.

Section 4. Notice. Notice of all meetings shall be given to the membership at least seven days prior to the meeting through email, school communications, or other appropriate methods.

Section 5. Quorum. Fifteen percent of the membership families shall constitute a quorum for the transaction of business at any general membership meeting.

Section 6. Board Meetings. The Board of Directors shall meet monthly. A majority of Board members shall constitute a quorum for the transaction of business.

Section 7. Electronic Meetings. Meetings may be conducted by electronic means (teleconference, videoconference, etc.) provided all participants can simultaneously hear each other and participate in the meeting.

ARTICLE V: FINANCES

Section 1. Fiscal Year. The fiscal year of the Organization shall be from July 1 to June 30.

Section 2. Budget. The Board of Directors shall prepare and present an annual budget for approval by the membership at the first regular meeting of the fiscal year.

Section 3. Banking. All funds of the Organization shall be deposited in a qualified financial institution designated by the Board of Directors.

Section 4. Financial Controls.

- Two signatures shall be required on all checks over \$500.
- Any expenditure exceeding \$1,000 not included in the approved budget must be approved by the membership.
- The Treasurer's accounts shall be examined annually by an audit committee of at least three members appointed by the President.
- No Board member shall approve reimbursement to themselves.

Section 5. Financial Reporting. Financial reports shall be presented at each regular meeting of the membership and the Board of Directors.

Section 6. Fundraising Activities. All fundraising activities must be approved by the Board of Directors and must comply with school policies and applicable laws.

Section 7. Dissolution. Upon dissolution of the Organization, after paying or adequately providing for the debts and obligations of the Organization, remaining assets shall be distributed to a non-profit fund, foundation, or organization that has established tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purpose is to support [Program Name] or similar programs.

ARTICLE VI: COMMITTEES

Section 1. Standing Committees. The Organization shall have the following standing committees:

- Fundraising Committee
- Volunteer Coordination Committee
- Communications Committee
- Nominating Committee
- Student and Family Engagement Committee

Section 2. Additional Committees. The Board of Directors may create additional committees as needed.

Section 3. Committee Chairs. Committee chairs shall be appointed by the President with the approval of the Board and shall serve for a term of one year.

Section 4. Committee Plans. Each committee shall present a plan of work to the Board for approval. No committee work shall be undertaken without Board approval.

ARTICLE VII: CONFLICT OF INTEREST

Section 1. Definition. A conflict of interest exists when the personal or professional interests of a Board member may influence their ability to act in the best interests of the Organization.

Section 2. Disclosure. Board members shall disclose any potential conflict of interest and abstain from voting on matters in which they have a conflict.

Section 3. Policy. The Board shall adopt and regularly review a detailed conflict of interest policy.

ARTICLE VIII: AMENDMENTS

Section 1. Amendment Process. These bylaws may be amended at any regular or special meeting of the Organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment was given at the previous meeting and in the meeting notice.

Section 2. Review. These bylaws shall be reviewed by the Board of Directors at least every three years.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and not inconsistent with these bylaws and any special rules the Organization may adopt.

ARTICLE X: INDEMNIFICATION

The Organization shall indemnify any director, officer, or employee against expenses actually and reasonably incurred in connection with the defense of any action, suit, or proceeding in which they are made a party by reason of being or having been such director, officer, or employee, except in relation to matters as to which they shall be adjudged liable for negligence or misconduct in the performance of duty.

ARTICLE XI: NON-DISCRIMINATION POLICY

The Organization shall not discriminate on the basis of race, color, religion, national origin, gender, age, disability, sexual orientation, or any other legally protected status in any of its activities or operations.

ARTICLE XII: RELATIONSHIP WITH SCHOOL ADMINISTRATION

Section 1. Coordination. The Organization shall work in coordination with the [Program Name] director/coach and school administration.

Section 2. School Policies. The Organization shall comply with all applicable school and district policies governing booster organizations.

Section 3. Communication. The [Program Name] director/coach or a designated school administrator shall be invited to all meetings of the Organization and the Board of Directors.

Adopted by the membership on [Date]

Signed: [President's Signature]

Signed: [Secretary's Signature]