

# **Interstate 35 Booster Club Bylaws**

**Approved February 10, 2021**

## **Amendments to Bylaws**

**Approved December 14, 2022**

**Section 2.01. Qualification.**

**Section 5.04. Treasurer.**

**Section 6.06. Financial Controls.**

# Amended and Restated BYLAWS

## Interstate 35 Booster Club

### Article I Name and Purpose

**Section 1.01. Name.** The name of this organization shall be Interstate 35 Booster Club.

**Section 1.02. Purpose.** The Interstate 35 Booster Club is organized and operated for the charitable purposes of supporting all extracurricular activities for students within the Interstate 35 School District.

### Article II Membership

**Section 2.01. Qualification.** All parents, guardians, or other persons residing within the Interstate 35 Community School District shall be considered members of the organization. The Superintendent, Principal, Assistant Principals, and Coaching Staff shall be non-voting members of the organization.

**Section 2.02. Active Membership Qualification.** All qualified members shall be considered active members in the organization by attending at least four (4) general monthly meetings per year and working eight (8) activities/events per year. This active qualification allows participation in officer elections.

**Section 2.03. Rights and Responsibilities.** The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on the committees, and be nominated and elected to office. Active voting members shall have the right to vote for the officers, review and approve the annual budget, and approve amendments to these bylaws.

**Section 2.04. Quorum.** The members present at any membership meeting of the organization, provided three (3) or more members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which quorum is not present shall be discussed and decided by the Executive Board.

**Section 2.05. Meetings.** General meetings shall take place monthly to conduct the affairs of the organization. There shall be at least one annual meeting of the membership In June at which the officers are elected.

**Section 2.06. General Meeting by Video or Audio Conference Call.** Members may participate in a general meeting through use of video or audio software/applications or similar communications equipment, so long as members participating in such meeting can hear one another.

## **Article III Executive Board**

**Section 3.01. Membership.** The Executive Board shall consist of the elected officers of the organization.

**Section 3.02. Authority.** The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the general meetings and other business as referred to by the membership or these bylaws. It may create Standing and Special Committees and includes the selection and appointment of the chairpersons of such committees. Executive Board will also approve the plans and work of standing and special committees, prepare and submit a budget to the club for approval, and, in general, conduct the business and activities of the organization.

**Section 3.03. Meetings.** The Executive Board shall meet as needed to prepare for general membership meetings and to conduct the affairs of the organization.

**Section 3.04. Quorum.** A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

**Section 3.05. Action Without a Meeting.** Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or club consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the club as the case may be.

**Section 3.06. Participation in Meeting by Video or Audio Conference Call.** Members of the Executive Board may participate in a meeting through use of video or audio software/applications or similar communications equipment, so long as members participating in such meeting can hear one another.

**Section 3.07. Reimbursement.** Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

## **Article IV Officers and Their Elections**

**Section 4.01. Officers.** The officers of this organization shall include one President, one or more Vice Presidents, a Secretary, a Treasurer and such additional officer(s) as may be elected or appointed by the Executive Board from time to time.

**Section 4.02. Election.** Nominations shall be sent to the Executive Board no less than one day prior to the annual voting meeting. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for election, either by the committee or from the floor. Officers shall be elected at the June meeting of the club by the active members present. Officers shall assume their official duties on July 1<sup>st</sup>, following the election.

**Section 4.03. Term.** Officers shall serve a one-year term. Officers may be elected for up to two consecutive terms in the same office. In the case that there are no other consenting nominations, additional terms may be allowed.

**Section 4.04. Vacancies.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

## **Article V Duties of Officers**

**Section 5.01. President.** The President shall be the principal executive officer of the organization and subject to the control of the Executive Board, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all general meetings. The President shall vote only in the case of a tie in a vote of the Executive Board or the club. The President shall be an ex-officio member of all committees of the organization.

**Section 5.02. Vice-President(s).** The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

**Section 5.03. Secretary.** The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the club and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, shall manage and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

**Section 5.04. Treasurer.** The Treasurer shall be a member of the Executive Board. The Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

The Treasurer shall:

- Ensure that numbered receipts are provided for cash received by the organization.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized budget items or approved by the club.
- Present a written financial report (including income and expenditures), at each General meeting and at other times as requested by the Executive Board.
- See that an annual financial review or audit, as appropriate based on budget size, is conducted and presented to the Executive Board, General Membership, and other stakeholders.

## Article VI Finances

**Section 6.01. Budget.** The Executive Board shall present to the club at the first regular meeting after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

**Section 6.02. Obligations.** The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

**Section 6.03. Loans.** No loans shall be made by the club to its officers or members.

**Section 6.04. Checks.** All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Board.

**Section 6.05. Banking.** The Treasurer shall ensure that all funds of the club are timely deposited to the credit of the club in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds immediately after received and counted. If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

**Section 6.06. Financial Controls.** The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board.
- The Executive Board will be notified of any payment exceeding \$250;
- An officer or other member without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a monthly basis.
- Member personal funds utilized to purchase items will be considered club donations, if purchased without prior approval of, Executive Board, specific committee if within approved budgeted amount. Receipts for prior approved items must be submitted within sixty (60 days) of purchase, to receive reimbursement.

**Section 6.07. Financial Report.** The Treasurer shall present a financial report at each club meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Board shall have the report and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Board or voting members of the club who are not involved in the routine handling of the club's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in

receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

**Section 6.08. Fiscal Year.** The fiscal year of the club shall be from July 1 to June 30 but may be changed by resolution of the Executive Board.

**Section 6.09. Financial Record Retention.** All records of the club shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s	Store in corporate record book, binder, and/or cloud-based software.	At least seven (7) years Consider keeping permanently.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on a yearly basis. Store in binder or cloud-based software.	Seven (7) Years Store w/financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile and file records on yearly basis. Store in binder or cloud-based software.	Three (3) Years Store w/ financial records. Destroy after three years.

## ARTICLE VII Conflicts of Interest

**Section 7.01. Existence of Conflict, Disclosure.** Directors, officers, employees and contractors of Organization should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Organization. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Organization. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.

**Section 7.02. Nonparticipation in Vote.** The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting.

However, the person may be permitted to provide the Board with any and all relevant information.

**Section 7.03. Minutes of Meeting.** The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

**Section 7.04. Annual Review.** A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Organization, or who hereafter becomes associated with the Organization. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

## **ARTICLE VIII Indemnification**

Every member of the Executive Board, officer or employee of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

## **ARTICLE IX Amendments**

These Bylaws may be amended at any regular or special meeting of the club by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.