

# **[NAME OF BOOSTER ORGANIZATION]**

**May 15, 2023**

## **Article I**

### **Name and Purpose**

**Section 1.01 Name** The [name of booster] is a chapter of the Foundation for Douglas Schools, a non-profit organization incorporated in the State of Colorado in 1990 with a 501(c)(3) tax exempt status. The Foundation shall provide financial oversight.

**Section 1.02 Purpose** The organization is organized for the purpose of supporting the [name] by raising funds to enhance the program, promoting school spirit and fostering relationships among the staff, parents and students.

## **Article II**

### **Membership**

**Section 2.01 Qualification** Any parent, guardian or other adult standing in loco parentis for a student at the school, community liaisons, may be a member and shall have voting rights. Coaches, Assistant Coaches, Athletic/Activity Directors employed at the school shall be non-voting, advisory members of the organization.

## **Article III**

### **Meetings**

**Section 3.01 Meetings** Meetings will be held consistently (monthly/bimonthly) during the season/school year and quarterly during offseason/school year. The regular meeting of the organization shall be [specified date, ie. First Tuesday of the month] as determined by the executive board.

**Section 3.02 Special Meetings** Special meetings may be called by the President, any two members of the executive board, or five general members submitting a written request to the secretary. Preview notice of the special meeting shall be sent to the members at least 10 days prior to the meeting.

**Section 3.03 Virtual Meetings** Unless otherwise provided in the bylaws, the board of directors may permit any director to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all

directors participating may hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.

*Reminder: It's a good practice to give notice of all meetings. Some states require a minimum notice prior to a meeting, but not usually for meetings held on the same day and at the same time each month (ie. Regular monthly meetings).*

## **Article IV**

### **Executive Board**

**Section 4.01 Membership** The Executive Board shall consist of the elected officers, head coach/activities lead, and standing committee chairs of the organization. The board shall work in conjunction with the head coach and/or activities leader.

**Section 4.02 Duties** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 4.03 Meetings** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hour notice.

**Section 4.04 Ex Officio Members** Each of the persons serving in the following capacities shall automatically be a nonvoting or Ex Officio Member so long as he or she continues to serve in such capacity: (A) the current Athletic Director of the High School or his/her designee; and (B) the current Head Coach or his/her designee

These Directors shall be entitled to notice of and to participate/advise in meetings of the Board (except for meetings held in executive session), but shall not be entitled to vote on any matter voted upon by the Board or be counted for quorum purposes, or to object to the validity of any action of the Board on the basis of notice or conduct of the meeting. If an Ex Officio member resigns, or if either remove their designee from the Board, their position on the Board shall remain vacant until a successor has been named.

## Article V

### Officers and Elections

**Section 5.01 Officers** The officers shall be a president, vice president, secretary and treasurer.

Reminder: While most states only require a president, secretary and treasurer, we recommend you also have a vice president, to assist the president and provide for succession. Many state laws do not allow the same person to serve as president and secretary.

**President** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the head coach/activities lead, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

**Vice President** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. Additionally, the vice president will fulfill the role of secretary if one is not elected.

**Secretary** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

**Treasurer** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

**Section 5.02 Nominations and Elections** Elections will be held at the second to last meeting of the season/school year for the following season/school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**Section 5.03 Eligibility** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**Section 5.04 Terms of Office** Officers are elected for a three year term and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5.05 Vacancies** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 5.05 Resigning from Office** Any Board Officer may resign at any time by giving written notice to the Chair, the Board of Directors or the Executive Director. Resignation as a Board Officer shall not be deemed resignation as a Director unless the resignation specifically so speaks. An Officer's resignation shall take effect upon receipt unless the notice specifies a later effective date, and unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

**Section 5.06 Removal from Office** Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

## **ARTICLE VI**

### **Committees**

**Section 6.01 Membership** Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

**Section 6.02 Additional Committees** The board may appoint additional committees as needed.

## **ARTICLE VII**

### **Finances**

**Section 7.01 Budget** A tentative budget shall be drafted no later than one month prior to the start of season/school year and approved by a majority vote of the members present. The budget should be reviewed by the head coach/activities lead prior to the final vote.

**Section 7.02 Records** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 7.03 Expenses** The board shall approve any expenses beyond the approved budget.

**Section 7.04 Financial Statement** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the board.

**Section 7.05 Dissolution** Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills, and with the membership's approval, spent for the benefit of the booster club or transferred to the school account.

**Section 7.06 Fiscal Year** The fiscal year shall coordinate with the school year.

Reminder: State laws often dictate what records must be made available to an organization's members and to the general public at the school.

## **ARTICLE VIII**

### **Dissolution**

**Section 9.01** The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.