

Chandler School Boosters, Inc
Bylaws of BHS Gridiron Booster
“Basha Gridiron Club”

ARTICLE I: ADMINISTRATIVE

1. The name of the organization shall be the Basha High School Gridiron Club.

ARTICLE II: OBJECTIVES

1. To assist the Head Coach/Coaches/Athletic Director of Basha High School Football Program in creating a vital and productive school experience for each student.
2. To provide a process for ensuring effective communication between parents and Head Coach/Coaches/Athletic Director of Program.
3. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involves students and their families.
5. To collaborate with the community, taking advantage of community resources, which benefit family involvement and student learning.
6. To raise funds and provide volunteers to extend and strengthen the purpose of Program

ARTICLE III: POLICIES

1. The Organization shall operate under the umbrella of the Chandler School Boosters, Inc., an Arizona non-profit corporation, and adhere to the rules and guidelines for tax-exempt 501(c)3 organizations.
2. This organization is an independent organization and shall not seek to direct administrative activities of the program or control its policies, except in an advisory capacity.
3. This Organization shall be non-commercial, non-sectarian and non-partisan. The names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest.
4. This Organization shall follow the policies and standards of the Chandler Unified School District.
5. The District reserves the right to countermand any decision affecting the District children or property
6. In case of dissolution of the organization, the assets of the organization shall be deposited to the Basha High School Football Activity Fund.
7. When the Booster Club and Student Clubs are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on effort devoted by each. The Head Coach/Coaches/Athletic Director is responsible for determining that effort and related allocation.

8. All monies generated by the Organization shall be for the purpose of awards, banquets, meals, scholarships, equipment and activities to benefit all members of the football program. In pursuance of these purposes the booster organization shall do all things necessary, proper and consistent with Chandler School Boosters, Inc. policies.

ARTICLE IV: MEMBERSHIP

1. Any parent or legal guardian of a student currently active in Basha High School and the Football Program shall be considered a member.
2. The member(s) shall have the right and responsibility to attend meetings and events sponsored by the Organization, serve on committees and be nominated for Board Members. Voting members shall have the right to vote for the officers/directors/board members, review and approve the annual budget and approve amendments to these bylaws.
3. This Organization will consist of Executive Board Members, Committee Members and members at large.
- 4.. The privilege of holding office, making motions, debating and voting shall be limited to the members of this Organization.
5. This Organization shall have no monetary dues

ARTICLE V: OFFICERS AND ELECTIONS

1. Board Members to be elected shall be as follows:
 - A. President (required), will also serve as CSB Representative.
 - B. Vice President, will also serve as Alternate CSB Representative.
 - C. Co-Vice President (3 positions)
 - D. Treasurer (required) will also serve as Alternate CSB Representative.
 - E. Secretary (required)
2. Nominations of Board Members for the next term shall open in December during general club meeting. Nominations shall conclude during the January general club meeting prior to the election.
3. Election shall be by ballot during the January meeting.
4. Board Members-Elect will take office February 1st. The Board Members shall serve one term of one year, February 1st thru January 31st. There shall be no limits on the number of terms a board member may serve.
5. Upon conclusion of the Board Member elections in January, the Board Members-Elect shall work and train with the current Board Members until the completion of their term.
6. Outgoing Board Members shall transfer books, bank accounts to the newly elected board upon reconciliation of January bank statement, or upon the discretion of both boards.
7. The Executive Board shall fill vacancies by special election.
8. All positions are volunteer positions. Officers are expected to devote time in the day-to-day operations, attend general and Executive Board meetings, participate in Organization fundraising efforts and sponsored events.

9. District employees may hold office.
10. The Executive Board shall meet before every general booster meeting and set agenda.
11. The Executive Board shall create and develop a budget for the fiscal year. The proposed budget shall be approved by the general club membership during the first meeting of the fiscal year.
12. All members voting in the election process shall have attended one general club meetings.

ARTICLE VI: DUTIES OF OFFICERS

1. President
 - A. Attend Booster Club meetings.
 - B. Chair Booster Club meetings.
 - C. Enforce all by-laws and policies.
 - D. Assist and coordinate chairpersons, as needed.
 - E. Outline and supervise all Booster Club fundraising efforts.
 - F. Set general and Executive Board meeting times.
 - G. Attend CSB meeting as the representative
2. Vice President and Co-Vice President (s)
 - A. Attend Booster Club meetings.
 - B. Attend Executive Board meetings.
 - C. In the absence of the President perform duties and exercise powers of the President
 - D. Enforce all by-laws and policies assisting the President.
 - E. Assist and coordinate chairpersons, as needed.
 - F. Attend CSB meeting as the representative
3. Secretary
 - A. Attend Booster Club.
 - B. Attend Executive Board meetings.
 - C. Record and maintain written documentation of all meetings, executive and general. As a minimum, minutes must include a list of all expenses (amount, date expended, description and check number, if applicable) since the last minutes were approved.
 - D. Present a written report of previous Booster Club meeting minutes.
 - E. Handle correspondence of the organization.
4. Treasurer
 - A. Attend Booster Club meetings.
 - B. Attend Executive Board meetings.
 - C. Coordinate and maintain financial records for all Booster Club sponsored fund-raising activities.
 - D. Maintain all Booster Club bank accounts, keeping accurate records of all receipts and expenditures.
 - E. Receive all monies of organization, and make deposits into bank account.
 - F. Present a current report of financial status at Booster Club meetings.

- G. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.

ARTICLE VII: REVENUE AND EXPENDITURES

1. Bank Accounts
 - A. The Booster organization shall establish and maintain a checking account for the sole use of receiving and disbursing funds.
 - B. Account shall have at least three signatures, preferably four, on the account. Board members shall be authorized to sign checks, unless the Board member is a District employee.
 - C. Two signatures shall be required on all checks disbursed.
 - D. Bank account shall be reconciled by Treasurer monthly. The reconciliation shall be reviewed by a non-signatory and included in the minutes
2. Expenditures
 - A. A budget must be presented at the first general Booster Club of the fiscal year, as stated in Article V Section 11.
 - B. All expenditures/check requests must have two signatures.
 - C. All expenditures, including online payments and debit card transactions, must be supported by an invoice/receipt.
 - D. Expenditures over \$500.00 of non-budgeted purchases must be voted on and approved at a general Booster Club.
 - E. Expenditures under \$500.00 shall be approved by at least three Executive Board members.
 - F. All expenditures, including online payments and bank fees/charges, must be listed and approved in the minutes. The detail should include:
 - 1) Amount of expenditure.
 - 2) Date of expenditure.
 - 3) Description of goods or services purchased.
 - 4) Check number, if applicable.
3. Revenues
 - A. At least two members of Booster Club must count and verify all monies received and prepare bank deposits. A duplicate deposit slip must be created.
 - B. Treasurer must make all deposits in a timely manner.
4. The following financial statements should be prepared monthly and presented to members for approval at all regular meetings of the general membership. Financial reports for the 12 months ended June 30th must also be presented for approval at a regular meeting of the general membership.
 - A. Balance sheet
 - B. Statement of activities showing revenues, expenses and fund balance or net assets
5. An annual financial report must be provided to the treasurer of the Chandler School Boosters, Inc. upon request. The format of this report shall be determined

by the Chandler School Boosters, Inc. Such information shall be used for consolidated tax return preparation.

ARTICLE VIII: MEETINGS

1. Executive Board Meetings
 - A. Executive Board meetings shall consist of the Booster Club President , Vice-President, Co-Vice President, Secretary, Treasurer and the Head Coach of the Program.
 - B. Executive Board members shall meet prior to every general Booster Club meeting, for the purpose of handling booster organization business and setting the agenda for the following general meeting.
 - C. Special Booster Club meetings may be called by the Executive Board members.
 - D. The budget for the new school year shall be decided upon by the Executive Board members and presented at the first general Booster Club, as stated in Article V Section 11.
 - E. The Board shall approve financial statements at year-end.
2. General Booster Club Meetings
 - A. Regular meetings of the organization shall be held a minimum of two times per school year.
 - B. Regular meetings of the organization should be held monthly, with the first being in August and the last in May.
 - C. The members present at any general club meeting of the Organization, provided at least five (5) 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 a quorum is not present shall be discussed and decided by the Executive Board.
 - D. There shall be at least one general annual meeting of the membership in January at which the officers are elected. This Organization should meet every month to conduct business, except as directed by Board Members. Such additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization.

ARTICLE IX: COMMITTEES

1. The Executive Board members shall create committees, as deemed necessary, to promote the objectives and carry on the work of the organization.
2. A designated chairperson will be appointed for each committee.
3. Chairperson of each committee shall present a plan of work to the Executive Board for approval.
4. No committee work shall be undertaken without the consent of the Executive Board.

5. All flyers/correspondence of committees must have the approval of Executive Board Members before distribution.
6. Since special committees are created for a specific purpose, they are automatically disbanded when their work is done and their final reports are submitted in writing to the Executive Board.
7. No committee may amend or repeal bylaws or adopt new bylaws, fill vacancies on the Board in any committee which has the authority of the Board, appoint any other committees of the Board or the members of these committees or approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest, except as such approval is provided for in the appropriate section of the AZ Revised Statutes or Directors, or the President, under whose supervision the Secretary shall act. The Secretary shall have custody of the seal, if any, of the Corporation and shall have authority to affix the same to any instrument requiring it.

ARTICLE X: PARLIAMENTARY PROCEDURES

1. Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable.

ARTICLE XI: AMENDMENTS

1. These Bylaws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting. It is suggested that Bylaws be available for review at one general meeting to be voted on at the next general meeting.

SECRETARY'S CERTIFICATE

I, _____, Secretary of the Basha Gridiron Club, do hereby certify that the foregoing is a true and correct copy of the booster organizations Bylaws as adopted by the Board Members of the Basha Gridiron Club on the ____ day of _____, _____.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____.

Secretary of the Basha Gridiron Club