

## (Name of Organization) BYLAWS

### ARTICLE I: Name

The name of this organization is the *(name selected)* \_\_\_\_\_, located in El Paso, Texas. It is a *(Booster Club/PTO)* authorized by *(Name of School)* a school in the Socorro Independent School District.

### ARTICLE II: Articles of Organization

The articles of organization of this *(Booster Club/PTO)* include (a) the bylaws of such organization and (b) the articles of its organization comprise these bylaws, as from time to time amended. These bylaws will govern this organization.

### ARTICLE III: Purposes

**Section 1.** The Purposes of the *(name)* \_\_\_\_\_, in common with those of *(Name of School)* and Socorro ISD, are:

- a. To raise monies for an annual \_\_\_\_\_ scholarship.
- b. To raise monies for the enhancement and development of *(Name of Program)*. (i.e. Americas High School Football Program.)

**Section 2.** The organization is organized exclusively to benefit the *(Name of Program and who will benefit)* (i.e. Americas High School Football Program and its athletes)

### ARTICLE IV: Basic Policies

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization shall work with the *(school or program)* to provide support for the development of the *(school/program)* and to support activities outside of the school.
- c. Promote collaboration among its membership, school administrators and students.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, coaches or other private persons.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
- f. The organization or members in their official capacities shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## ARTICLE V: Relationship with Socorro ISD

**Section 1.** This Organization shall be organized under the authority of the school and Socorro ISD, in conformity with such rules and regulations, not in conflict with the school, district, state, and Internal Revenue Services policies. This (Booster Club/PTO) shall comply with all IRS regulations evidencing the due organization and good standing of this (Booster Club/PTO).

A (Booster Club/PTO) in good standing is one that:

- a. adheres to the Purposes and basic policies of the organization;
- b. has bylaws approved according to procedures of the School District; and
- c. meets other criteria as may be prescribed by the School District.

**Section 2.** This (Booster Club/PTO) shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization including, specifically, the number of its members, the dues collected from its members. Such books of account and records shall at reasonable times be open to inspection by an authorized representative of (name of school) or the school district.

**Section 3.** The status of this (Booster Club/PTO) shall be subject to withdrawal and the status as a (Booster Club/PTO) shall be subject to termination, in the manner and under the circumstances provided by the District guidelines and policies.

**Section 4.** This (Booster Club/PTO) is obligated, upon withdrawal of its status:

- a. to yield up and surrender all of its books and records and all its assets and property to (name of school) or the School District;
- b. to cease and desist from the further use of any name that implies or connotes association with (name of school) or the School District; and
- c. to carry out promptly, under the supervision and direction of the School District, all proceedings necessary for the purpose of dissolving this (Booster Club/PTO).

**Section 5.** A (Booster Club or PTO) considering dissolving its relationship with the School or the District shall follow the procedures for dissolution but are not limited to:

- a. a special called meeting of the membership with thirty (30) days notice;
- b. a two-thirds (2/3) vote of the membership, a quorum having been established; and
- c. notification to the district at least forty five (45) days in advance of such meeting.

Any (Booster Club/PTO) failing to follow the procedures may be required to forfeit all (Booster Club/PTO) books, records and assets to the District.

**ARTICLE VI: Members and Dues** (*omit this section if not applicable*)

- Section 1.** Every individual who is a member of this (Booster Club/PTO) is entitled to all the benefits of such membership.
- Section 2.** Membership in this (Booster Club/PTO) shall be open, without discrimination, to anyone who believes in and supports the (name of organization).
- Section 3.** This (Booster Club/PTO) may conduct an annual enrollment of members, but may admit persons to membership at any time.
- Section 4.** Only members of this (Booster Club/PTO) who have paid dues for the current membership year may participate in the business of this organization.
- Section 5.** Each member of this (Booster Club/PTO) may pay annual dues as determined by the organization. The amount of the dues shall be \_\_\_\_\_.
- Section 6. Honorary Life Members**  
An honorary life membership may be awarded to any deserving person whom the organization desires to honor.

**ARTICLE VII: Officers and Their Election**

- Section 1.** Each officer shall be a member of this (Booster Club/PTO).
- Section 2.** Officers and their election:
- a. The officer of this (Booster Club/PTO) shall be a president, (*number*) \_\_\_\_\_ vice president(s), a secretary, treasurer.
  - b. Officers with the exception of the (*parliamentarian historian and activities coordinator*) shall be elected by ballot in the month of \_\_\_\_\_. However, if there is but one (1) nominee for an office, election for that office may be by voice vote. (The parliamentarian, historian and activities coordinator shall be appointed by the president subject to the approval of the newly elected officers.
  - c. An individual shall be a member of the (Booster Club/PTO) prior to taking office.
  - d. Officers shall assume their official duties following the close of the school year and shall serve a term of one (1) year.
  - e. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
- Section 3.** Nominating Committee:
- a. There shall be a nominating committee elected by the general body at a regular meeting one (1) month prior to the election of officers. Elections shall be plurality. The committee shall be composed of {*three (3), five (5), or seven (7)*}

\_\_\_\_\_ members. {One (1), Two (2) or Three (3)} \_\_\_\_\_ alternates shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following the meeting.

- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in (*month of election meeting*) \_\_\_\_\_ at which time additional nominations may be made from the floor. The report shall be publicized to the (Booster Club/PTO) membership through regular publicity channels at least seven (7) days before the election meeting.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. No person shall automatically serve on this committee because of his office in the (Booster Club/PTO) or position in the school system.
- e. The president does not serve as a member of this committee, nor does he/she appoint any of the committee.

#### **Section 4.** Vacancies

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, at least three (3) days notice of such election having been given.
- b. In the event a vacancy occurs in the office of president, the first vice president shall serve notice to the executive board of election.

#### **Section 5.** Reason to remove:

By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in (Booster Club/PTO) business. An officer or chairman who misses three (3) consecutive meetings may be removed from office.

### **ARTICLE VIII: Duties of Officers**

#### **Section 1.** The President shall:

- a. coordinate the work of the officers and committees of the (Booster Club/PTO) in order that the Purposes may be promoted;
- b. confirm that a quorum is present before conducting any business at any meeting of the (Booster Club/PTO).
- c. preside at all meetings of the (Booster Club/PTO);
- d. appoint the (*parliamentarian, historian & activities coordinator*) subject to approval of the newly elected officers;

- e. appoint a chairmen of special committees subject to approval by the executive board;
- f. be authorized to sign on bank accounts;
- g. be authorized to sign contracts that have been approved by the executive board;
- h. call a meeting of the newly elected officers within thirty (30) days after election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary;
- i. appoint a member, subject to approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
- j. represent the (*Booster Club/PTO*) at the district volunteer monthly meetings;
- k. file with the district coordinator the names of the executive board no later than September 30;
- l. confirm that all officers attended the District's leadership training;
- m. appoint the audit committee subject to the approval of the executive board; and
- n. serve as an ex-officio of all committees except the nominating and audit committee.

**Section 2.** Vice President(s)

The Vice President shall:

- a. act as aide-to-the-president; and
- b. preside in the absence of the president

— or —

*(For more than one (1) vice president)*

- a. First Vice President shall:
  - 1. be the aide-to-the-president (*any addition duty of office add in brackets [and be in charge of program]*); and
  - 2. preside in the absence of the president (in designated order).
- b. Second Vice President shall:
  - 1. be \_\_\_\_\_ (*specific duty of the office, example: be in charge of membership*); and

2. preside in the absence of the president (in designated order).

c. *(add additional letters as necessary for the number of vice presidents.)*

**Section 3.** The secretary shall:

- a. record the minutes of all meetings of the Booster (Booster Club/PTO);
- b. keep an accurate record of attendance at executive board meetings;
- c. be responsible for correspondence;
- d. collect and preserve documents relating the history of the Booster Club/PTO (*only in the event that the organization does not appoint a historian*);
- e. have a current copy of the bylaws; and
- f. maintain a membership list.

**Section 4.** The treasurer shall:

- a. have custody of all funds of the(Booster Club/PTO);
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks dating back seven years (*records retention*);
- c. make disbursements in accordance with the budget adopted by the(Booster Club/PTO);
- d. sign on bank accounts;
- e. present a financial report, both written and verbal, at every meeting of the (Booster Club/PTO) and as requested by the executive board or the voting body;
- f. make a full report at the annual meeting;
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 2 of these bylaws;
- h. complete and file all necessary tax documents; and
- i. present books to the audit committee as requested.

**Section 5.** The parliamentarian shall:

- a. advise the presiding officer on questions of parliamentary procedure; and
- b. vote only when the vote is by ballot.

If a historian is appointed, insert the following wording and renumber the subsequent sections. Section \_\_\_\_\_. The historian shall:

- a. collect and preserve documents relating the history of the organization; and
- b. compile and keep a record of events and activities to be presented as the official history to the general body for adoption as the annual meeting.

If an activities coordinator is appointed, insert the following wording renumber the subsequent sections. Section \_\_\_\_\_. The activities coordinator shall:

- a. shall coordinate the (Booster Club/PTO) to volunteer at special and fundraising events;
- b. Register and complete registration/criminal background check forms for all (Booster Club/PTO) members and submit to the School Volunteer Coordinator or school main office; and
- c. Maintain sign-in sheets for all registered volunteers and submit a monthly report of numbers of volunteers and hours served to the School Volunteer Coordinator.

**Section 6.** All officers shall:

- a. attend the District's Leadership Orientation Training or have training before September 30 after their election;
- b. attend all meetings of the organization;
- c. have a current copy of the(Booster Club/PTO) bylaws;
- d. perform duties outlined in these bylaws and those assigned from time to time; and
- f. deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

### **ARTICLE IX: Meetings**

**Section 1.** This organization shall hold a minimum of three (3) meetings a year.

- a. Regular meetings of the organization shall be held in the months of (*list months*) \_\_\_\_\_, time and date to be established by executive board at its first meeting of the year. Five (5) days notice shall be given if change of date is needed.
- b. the regular meeting held in (*month*) \_\_\_\_\_ shall be for the election meeting.
- c. the annual meeting in (*month/last meeting of the year*) \_\_\_\_\_ shall be for the purpose of receiving reports of officers and chairmen and for any other necessary business.

**Section 2.** Special meetings of the (Booster Club/PTO) may be called by the president or by a majority of the executive board, at least (3) days notice having been given.

**Section 3.** (*Number*) \_\_\_\_\_ members shall constitute a quorum for the transaction of business in any meeting of this organization.

### **ARTICLE X: Executive Board**

**Section 1.** The executive board shall consist of:

- a. the officers of the (Booster Club/PTO);
- b. the chairmen of standing committees; and
- c. the principal of the school or a representative appointed by him/her.

**Section 2.** A (Booster Club/PTO) member shall not serve as a voting member of this executive board while employed by, or under contract to this (Booster Club/PTO).

**Section 3.** The duties of the executive board shall be to:

- a. transact the necessary business in the intervals between (Booster Club/PTO) meetings and such other business as may be referred to it by the (Booster Club/PTO);
- b. present a report at the regular meetings of the (Booster Club/PTO);
- c. approve the Plans of Work of all officers and committee chairmen;
- d. create standing and special committees;
- e. prepare and submit a budget for the year to the(Booster Club/PTO) for adoption;
- f. approve routine bills within the limits of the budget; and
- g. fill vacancies of the officers and chairmen.

**Section 4.** Meetings

- a. Regular meetings of the executive board shall be held prior to each regular (Booster Club/PTO) meeting, the time to be determined by the board at its first meeting of the year.
- b. A majority of the executive board shall constitute a quorum.
- c. Special meetings of the executive board may be called by the president or by a majority of members of the board, at least three (3) days notice being given.



## **ARTICLE XI: Standing and Special Committees**

- Section 1.** Only members of the (Booster Club/PTO) shall be eligible to serve in any elective or appointive position.
- Section 2.** The executive board may create such standing and special committees as it may deem necessary to promote the Purposes and carry on the work of the (Booster Club/PTO). The term of each chairman shall be one (1) year or until the selection of a successor.
- Section 3.** The newly elected president shall call a meeting of the incoming officers within thirty (30) days after election for the purpose of approving standing committee chairmen and such other business as becomes necessary.
- Section 4.** No chairman shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
- Section 5.** All standing committee chairmen shall:
- a. deliver to their successors or the president official materials within fifteen (15) days following the date at which their successors assume their duties;
  - b. present a Plan of Work to the executive board for approval. No committee work shall be undertaken without this approval; and
  - c. have a current copy of the (Booster Club/PTO) bylaws.
- Section 6.** The president shall be an ex-officio of all committees except the nominating and audit committees.
- Section 7.** The quorum of any committee shall be a majority of its members.

## **ARTICLE XII: Fiscal Year**

- Section 1.** The fiscal year of this (Booster Club/PTO) shall begin July 1 and end on June 30.
- Section 2.** An audit committee consisting of not less than three (3) members, who are not authorized signers, shall be appointed by the president subject to the approval of the executive board at least thirty (30) days before the last meeting of the year.
- Section 3.** The audit committee report shall be adopted by the (Booster Club/PTO).

**ARTICLE XIII: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this (Booster Club/PTO) and its constituent organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

**ARTICLE XIV: Amendments**

These bylaws may be amended at any meeting of the (Booster Club/PTO), provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or thirty (30) days prior to the meeting at which the amendment is voted on.

\_\_\_\_\_ Principal's Approval

As adopted by the Socorro ISD Volunteer Programs on:

\_\_\_\_\_ Date

\_\_\_\_\_ Coordinator of Parent Volunteer Programs