ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization include:

a. the Articles of Incorporation.

b. the By-laws of such organization.

ARTICLE V: MEMBERSHIP AND DUES

Membership in the organization consists of three classes: The Officers, the Board, and the General Membership.

1. The Officers consist of President, President –Elect, Vice-President, Secretary, and Treasurer. They have full rights and obligations in running this organization as outlined in the organizing documents.
2. The Board consists of the Officers and Chairpersons of Standing Committees. They have the responsibility of approving and amending the Standing Rules, amending the budget, and following other duties outlined in the organizing documents.
3. The General Membership shall be open to all parents or guardians who have a student in [sport/program]. Community members (non-voting) who subscribes to the Purposes and Basic Policies of the organization may be admitted into membership upon submitting an annual application and being approved by the Board. Members must register and pay annual dues, if any, set by the incoming Board. They have the responsibility of approving and amending the by-laws, approving the budget, voting in the Officers, and volunteering to promote the Purposes of the organization. **The Coach/Advisor/Staff shall be non-voting and act in an advisory capacity only.

ARTICLE VI: OFFICERS AND THEIR ELECTIONS

Section 1. **Requirement.** Each officer shall be a member of this organization.

Section 2. **Officers and their election.**

a. The officers of this organization shall consist of President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer.
b. Officers shall be elected by ballot during the April General Membership meeting. However, if there is but one nominee for any office, election for that office may be by voice vote.
c. Officers shall assume their duties following the close of the May Board Meeting and shall serve for one year or until their successors are elected.
d. A person shall not be eligible to serve more than two consecutive terms in the same office. If no person is willing to serve, the president may continue one additional year.

Section 3. **Nominating committee.**

a. There shall be a nominating committee of at least 3 memb

Section 4. Removal.
An officer can be removed from office for failure to abide by these bylaws, fulfill his/her duties or for negatively affecting the organization upon given reasonable notice and by majority vote of the remaining Board.

Section 5. Vacancies.
A vacancy occurring in any office, including those vacant after elections, shall be fulfilled for the unexpired term by a person elected by a majority vote of the remaining members of the Board. Officers can be removed from this organization by a 2/3 vote of the remaining Board.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall:

a. preside and conduct all meetings of this organization.
b. communicate the articles of incorporation, by-laws, and standing rules to the Board and General Membership.
c. be responsible for the filing of the annual Incorporation papers.
d. coordinate the work of the Board and committees in order that the organization's Purposes be promoted.
e. act as ex-officio member of all committees.
f. be an authorized signator for the organization.

Section 2. The First Vice-President:

a. learn the By-laws and Standing Rules.
b. work with the President, learning about their duties.
c. preside and conduct all meetings of this organization in absence of the President.
d. act as an aide to the President.
e. fulfill all the duties and assignments given to them from the President or the Board
f. serve as the President if a vacancy occurs in that office.
g. be an authorized signator for the organization.

Section 3. The Second Vice-President shall:

a. learn the By-laws and Standing Rules.
b. fulfill all the duties and assignments given to them from the President or the Board.
c. be an authorized signator for the organization.

Section 4. The Secretary shall:

a. give notice of all meetings.
b. ** prepare and maintain the Minutes of all meetings for approval.
c. be prepared to refer to Minutes of previous meetings.
d. **maintain the Minutes according to the IRS record retention compliance.
e. handle all general correspondence.
f. oversee the producing of all forms and making copies as needed.
g. perform duties as assigned by the organization.
h. be an authorized signator for the organization.

Section 5. The Treasurer shall:

a. have responsibility of all the funds of the organization.
b. maintain the checking account and all other accounts determined by the Board.
c. keep a full and accurate account of receipts, deposits, and expenditures.
d. make disbursements as authorized by the Officers in accordance with the approved budget.
e. be responsible for the budget of the organization.
f. **produce a monthly financial report after the receipt of each bank statement. This report should include all receivables and expenditures, reconciled bank statement, and a budget spreadsheet and should be presented at every Board meeting of the organization and when directed to.
g. have the accounts examined annually and upon change of Treasurer by an auditing/financial review committee consisting of not fewer than three (3) members who do not have check signing privileges, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
h. make a full Treasurer's Report of the previous year at the 1st General Board meeting after new officers have assumed their duties.
i. file all tax forms of the organization.
j. be an authorized signator for the organization.

Section 6.

All officers shall perform the duties outlined in these by-laws and in all

Suggested Booster By

ARTICLE XIII: DISSOLUTION

Section 1. The Board may adopt a resolution recommending that this organization be dissolved and direct the question of dissolution to a vote at a special meeting of its members having voting rights. Notice of intent to disband must be given at least 14 days prior to the meeting.

Section 2. *Upon dissolution of this organization, after paying or adequately providing for its debts and obligations, the assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distribuur1 (t)otih vtAttached [/Bot510 (a)4 (n.-h)-8(e)-5 (r0 n)109 3.9(ng 0 148 1 (r sr)6 (rTw -13.6