

# FHS Senior Class Boosters, Inc.

## Bylaws and Standing Rules

DATED March 2017

### MISSION STATEMENT

The Mission of the FHS Senior Class Boosters, Inc. is to provide fun and meaningful activities for the Senior Class of Frisco High School, located in Frisco, Texas, throughout their senior year to promote class bonding, and to support the Senior Class Officers and FHS Administration in their endeavors for the Senior Class. This mission will be accomplished through recruiting volunteers, conducting programs and/or events, and raising funds for programs and events.

### ARTICLE I: NAME

The name of this association is the FHS Senior Class Boosters, Inc.

### ARTICLE II: PURPOSE

**Section 1.** The Objectives of the FHS Senior Class Boosters, Inc. are:

- a. To provide fun and meaningful activities for the Senior Class of Frisco High School.
- b. To support the FHS Senior Class Officers and Administration senior activities.
- c. To ensure a safe environment for all activities of the FHS Senior Class.

**Section 2.** The FHS Senior Class Boosters is organized exclusively for the charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

### ARTICLE III: BASIC POLICIES

The following are the basic policies of the FHS Senior Class Boosters.

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the Objectives of the organization.
- c. The organization shall not—directly or indirectly—participate or intervene (in any way, including the publication or distribution 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.
- d. The organization shall not enter into membership with other organizations. The organization may cooperate with other organizations and agencies, but no FHS Senior Class Boosters representative shall make a commitment that binds the group he/she represents.

- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

## ARTICLE IV: MEMBERS AND DUES

Membership in the FHS Senior Class Boosters shall include all current or newly enrolling FHS Senior Parents and Guardians without regard to race, color, creed or national origin. There are no dues.

## ARTICLE V: EXECUTIVE OFFICERS AND THEIR ELECTION

### Section 1. Executive Officers and their election

- a. The Executive Officers of this organization shall consist of a President, a Vice President, a Secretary, and a Treasurer.
- b. Executive Officers shall be the parent or guardian of a member of the current Frisco High School Senior Class.
- c. Executive Officers shall be presented by the Nominating Committee and elected by a majority of those members present at a spring meeting of the Junior class. Spring is suggested so newly elected Executive Officers have an opportunity to shadow Committee members in the final events of the school year.
- d. Newly elected Executive Officers shall assume their official duties at a transition meeting in June, at which time all documents will be turned over.

### Section 2. Vacancies

- a. The remaining term of an elected office vacancy shall be filled by a person elected by a majority vote of those present of the Board.
- b. In case a vacancy occurs in the office of President, the Vice President shall assume the position of President and serve notice of nominations and the election of a new Vice President.

### Section 3. Reason to remove

- a. An Executive Officer may be asked to vacate the position to which he/she has been elected for any of the following reasons.
  - i. Failure to comply with Bylaws and Standing Rules
  - ii. Failure to attend more than two (2) consecutive Board meetings, without prior communication to President or acting Vice President.
- b. All Board members as defined in Article VII must vote in person, or proxy, with a closed ballot. A simple majority in the affirmative will remove said individual from Office. Should an Officer be removed from office, the Vacancy will be filled per Article V, Section 2 of these Bylaws.

## ARTICLE VI: DUTIES OF OFFICERS

### Section 1. The President shall:

- a. Coordinate the work of the officers and committees of the organization in order that the Objectives may be promoted;
- b. Preside at all meetings of the organization;
- c. Together with the newly elected officers, appoint all Standing Committee Chairpersons and Co-Chairpersons;
- d. Appoint Chairperson/Co-Chairpersons of Special Committees as needed, subject to approval of Executive Committee;
- e. Be authorized to sign on bank accounts (two authorized signatures shall be required on all checks);
- f. Review bank statements monthly and sign and date bank statement reconciliation form;
- g. Be a member, ex officio, of all committees except the Nominating and Audit Committees;
- h. Perform such other duties as may be prescribed in these Bylaws or assigned by the organization.

### Section 2. The Vice President shall:

- a. Act as aid to the President;
- b. Preside in the absence of the President at meetings;
- c. Act as primary point of communication and coordination with FHS Administration;
- d. Be an authorized check signer;
- e. Perform other duties as assigned by the President;

### Section 3. The Secretary shall:

- a. Record the minutes of all meetings of the organization and Board;
- b. Maintain a current copy of the Bylaws;
- c. Be responsible for Board minutes being distributed to all board members via email within a week of each Board meeting;
- d. Review bank statement monthly and sign and date bank statement reconciliation form. This fulfills the bond insurance requirement that a non-authorized bank signer reviews the bank statement each month;
- e. Perform such other duties as may be prescribed in these Bylaws or assigned by the President.

### Section 4. The Treasurer shall:

- a. Have custody of all the funds of the organization. Custody of funds shall include credit card processing devices and/or gateways.
- b. Keep books of account and records, including bank statements, receipts, budgets, invoices, reimbursements and canceled checks for seven (7) years;
- c. Ensure a bank statement reconciliation form is signed and dated each month by the President and Secretary, and filed in the Treasurer's binder;
- d. Make disbursements in accordance with Executive Committee/President decisions and in keeping with the organization's tax-exempt purpose, bylaws and budget;

- e. Be an authorized check signer;
- f. Present a financial statement at board meetings, and at other times when requested by the Executive Committee;
- g. Make a full report at the meeting at which new officers assume their duties;
- h. Be responsible for the maintenance of such books of account and records as conform to the requirements of these Bylaws;
- i. Submit books to the Audit Committee as requested;
- j. Fill out all required tax forms and mail them to the IRS or other taxing authorities as needed;
- k. Ensure General (if deemed necessary), Officer, and Bond insurance has been obtained, as well as any other types of insurance deemed prudent by the Officers and approved in the budget;
- l. Perform such other duties as may be prescribed in these Bylaws or assigned by the organization.

**Section 5.** All Officers shall:

- a. Be a member of the FHS Senior Class Boosters in good standing and shall submit to a background check for the FISD;
- b. Act as part of the leadership committee for FHS Senior Class Boosters events;
- c. Represent the FHS Senior Class Boosters at school events, Committee events, and otherwise within the community;
- d. Perform the duties outlined in these Bylaws and Standing Rules, plus those assigned from time to time to ensure all committees have the support needed to complete their tasks; and
- e. 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 VII: THE BOARD

**Section 1.** The Board shall consist of the Executive Committee (President, Vice President, Treasurer and Secretary), and the Chairperson and Co-Chairpersons of Standing Committees.

**Section 2.** The duties of the Executive Committee shall be to:

- a. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it;
- b. Create Standing and Special committees;
- c. Prepare and submit a budget for the year to the organization for vote;
- d. Present a report at the regular meetings of the organization;
- e. Appoint an Audit Committee at least thirty (30) days before the last meeting of the year, to audit the treasurer's accounts. The Audit committee will consist of not less than three members, who are non-authorized bank signers;
- f. Approve and sign any necessary contracts for various events or other needs of the committee;
- g. Approve routine bills within the limits of the budget;
- h. Fill vacancies of officers and chairpersons;
- i. Maintain procedure books that will be passed on to their successors at the end of each term.

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

- a. Always act within the best interests of the students;
- b. Act as a responsible leader of the Board;
- c. Fulfill the duties of their Committee appointment, as well as remain actively involved in Board sponsored and supported activities;
- d. Be present at Board meetings;
- e. Support other committees and events as needed.

## ARTICLE VIII: MEETINGS

**Section 1.** The newly elected Executive Committee shall meet after the election to appoint Committee Chairperson(s), establish goals, and discuss any needs or issues to be addressed.

**Section 2.** There shall be a combined meeting of the outgoing and the newly elected Executive Committees in June. At such time, the outgoing executives will turn over their records to the newly elected Executive Committee.

**Section 3.** The full board shall meet approximately on a monthly basis, as needed, throughout the school year.

- a. All members of the Board shall be authorized to vote when present, with the exception of the President who only votes in the case of a tie.
- b. Quorum shall consist of three-fourths majority of the Executive Committee. Motions shall pass with a simple majority vote.
- c. For the purposes of conducting business outside of a board meeting, a motion may be brought forth, and seconded, via electronic mail. The motion and voting result must be documented and filed in the Secretary's binder.

**Section 4.** Special meetings of the Executive Committee may be called by any Executive Officer at any time, as agreed upon by the Executive Officers. Special Board meetings may be called by the President or by a majority of the members of the Board, with three (3) days notice given.

## ARTICLE IX: COMMITTEES

**Section 1.** Only parents and guardians of members of the FHS Senior Class shall be eligible to serve in any elected or appointed position of the FHS Senior Class Boosters.

**Section 2.** The Executive Committee may create, or eliminate, such standing and special committees as it deems necessary to promote the Objectives and carry on the work of the organization, and/or as presented to students, administration or the Board for consideration. The term of each Chairperson shall be for each school year, or as otherwise determined.

**Section 3.** The newly elected President shall call a meeting of the newly elected Executive Committee for the purpose of appointing Standing Committee Chairpersons.

**Section 4.** Terms: Any Board member may serve in the same position for two (2) consecutive terms, assuming the individual meets the membership requirement of being a parent or guardian of a student in the FHS Senior Class. One who has served more than one-half of a term shall be credited with having

served that term. In the event of a vacancy, the Executive Committee may choose a replacement if no Co-Chairperson exists.

**Section 5.** The Chairperson of each Standing Committee shall be responsible for organizing and managing the event(s) and activities of said committee within the budget allotted for each event, including recruiting committee members, coordinating volunteers, and ensuring pictures are taken at each event and submitted via the designated website or other mechanism, as determined by the Website Chair. Plans for the event shall be presented to the Board in a timely fashion prior to the event. No committee work shall be undertaken or budget money committed without the consent of the Executive Committee.

**Section 6.** A Chairperson may be asked to vacate the position to which he/she has been appointed for failure to comply with Bylaws and Standing Rules or fulfilling their job responsibilities.

**Section 7.** There shall be a Nominating Committee consisting of three members and at least one alternate; one person shall be named as Committee Chair and have overall responsibility for the process and presenting the vote.

- a. Nominating Committee members shall be solicited and appointed by the Executive Officers early enough in the year to ensure proper solicitation of board volunteers and notice of their election (recommended for March/April time frame).
- b. The Nominating Committee shall consist of at least one current Board member and two other people, either from the Board or the general membership of the FHS Junior or Senior Class.
  - i. The Nominating Committee will distribute information about this committee in general, its purpose, the Executive Committee positions, and typical Standing Committee chairs. This information should include at minimum:
    - a. The date of an informational meeting with a stated purpose to present about this committee;
    - b. A call for nominations for the Executive Committee and interest in any other Standing Committees. Interest should be sent to Nominating Committee and contact info provided;
    - c. The intention of electing an Executive Committee at the end of said meeting, with notice that nominations will be accepted from the floor as well as in advance;
  - ii. Information should be distributed through FHS School Messenger email to all parents of the Junior Class;
  - iii. Timeframe for this process is recommended to be as close to Spring Break as possible to give the new Committee an opportunity to observe the existing Committee/events and effectively transition the roles.
  - iv. The Nominating Committee shall endeavor to ensure all Executive Officer positions have at least one person willing to be put forth for vote; and together with incoming Executive Officers, make every attempt to ensure all Committee Chair positions also have filled recommendations. The Nominating Committee may seek approval from the Executive Committee to make Committee adjustments based on current year or if necessary to ensure all roles are filled, or the newly elected Executive Committee

may desire to have further discussion or vote prior to determining events and Standing Committees.

- c. Additional nominations may be made from the floor at the Voting meeting. If only one individual is listed for each office, a voice vote will be taken. If more than one, the vote will be by ballot. The Nominating Committee shall have a ballot prepared, with write-in slot(s) that may be filled in with nominations from the floor if necessary, and prior arrangements should be made to quickly photocopy the ballot for distribution at the meeting as needed.
- d. Only executive officer positions are put to vote. Committee chair positions are appointed by the newly elected executive officers.
- e. Upon completion of the executive officer vote, the Nominating Committee shall present to the newly elected officers their recommendations for the committee chair positions. The newly elected officers will determine the committees, appoint their chairperson(s), and announce the newly elected Board to the general membership.

**ALL PROCEEDINGS OF THE NOMINATING COMMITTEE SHALL BE DEEMED CONFIDENTIAL AND MAY NOT BE SHARED OUTSIDE THE COMMITTEE.**

**Section 8.** The Bylaws Committee shall consist of two FHS Senior Class Boosters members plus the Vice President. The Vice President will act as the Bylaws Committee Chair. The Vice President shall review these Bylaws as needed to determine if major changes are required. If major changes are deemed necessary, a Bylaws Committee shall be formed. Minor adjustments to bylaws can be made any time with a majority vote of the Board.

**Section 9.** The Audit Committee shall consist of three (3) or more FHS Senior Class Boosters members, who are not authorized bank signers, and shall be appointed by the Board at least thirty (30) days before the last meeting of the fiscal year.

## ARTICLE X: FINANCIALS

**Section 1.** The fiscal year of the FHS Senior Class Boosters shall be from July 1st through June 30<sup>th</sup> but may be changed by resolution of the Executive Board.

**Section 2.** Actual cumulative expenditures per line item in the approved FHS Senior Class Boosters budget shall not exceed the approved estimated expense per budgeted line item by more than the greater of \$100 or 10% without the approval of two Executive Officers. Any expense in excess of the allowed overage requires approval by a majority vote of the Board at the next board meeting, or the President may initiate a vote via email between meetings. The Treasurer will report the approved overages and submit a proposed amendment to the budget at the next board meeting.

**Section 3.** The Board shall endeavor to leave a \$500 operating budget to the subsequent board. A minimum of \$250 is required for transition.

**Section 4.** Two signatures are required on FHS Senior Class Boosters checks. The President, Vice President and the Treasurer shall be the authorized signers. No check shall be written to Cash. No officer will sign a check made out to his or herself, or any family member.

**Section 5.** A member of the Executive Board, other than the Treasurer, shall monitor the FHS Senior Class Boosters email account for any emails pertaining to bank accounts, merchant accounts (PayPal, Square, etc.), or insurance policies and forward those emails to the appropriate party.

**Section 6.** The Treasurer shall prepare a financial statement at the end of the fiscal year to be reviewed by the Audit Committee.

**Section 7.** Payment of a vendor invoice or a reimbursement of incurred expenses will be made only after a properly completed Check Request Form is submitted with all receipts supporting the amount requested. A Check Request form must be signed by at least one officer of the Executive Committee, in addition to the Treasurer. A Check Request form submitted by an officer must be signed by another officer.

**Section 8.** Cash and/or multiple checks submitted to the Treasurer for deposit into the FHS Senior Class Boosters bank account must be accompanied by a properly completed Deposit Form, which must be signed by two counters (one being a Board member), and the Treasurer, except when the deposit contains only one check. When a single check is submitted for deposit, only one Board member and the Treasurer are required to sign the form. In the event the Treasurer receives a single check, the Treasurer can complete and sign the deposit form and make the deposit without obtaining another signature.

**Section 9.** The FHS Senior Class Boosters is a tax-exempt organization (see Article II Section 3) and as such is not required to pay sales tax on expenditures it purchases or reimburse any individual for payment of sales tax. A sales tax exemption form should be used for all purchases.

**Section 10.** Money transactions made to the FHS Senior Class Boosters by a person who has an outstanding FHS Senior Class Boosters balance or who has written FHS Senior Class Boosters an uncollected check for insufficient funds must make those transactions in cash or by money order. Said person must also include any bank charges assessed against the FHS Senior Class Boosters' account due to their returned check.

**Section 11.** Notwithstanding any provision of these articles, the organization shall not carry on activities prohibited (i) by an organization exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 C(2) of the Internal Revenue Code.

**Section 12.** Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)3 of the Internal Revenue Code.



## ARTICLE XI: PARLIAMENTARY AUTHORITY

**Section 1.** These Bylaws shall govern the FHS Senior Class Boosters as written. Where these Bylaws are not explicit, the rules contained in Robert's Rules of Order, Revised, shall govern in all cases to which they apply, and in which they do not conflict with these Bylaws.

### STANDING RULES

**Rule 1.** Standing Rules may be amended at an Executive Committee meeting by a simple majority vote of those present.

**Rule 2.** The FHS Senior Class Boosters is to maintain a postal box at the local post office for correspondence. The President and Secretary will hold keys to said post office box.

**Rule 3.** Duties and responsibilities of established Standing Committees and their Chairperson:

**Section 1.** All Chairperson(s) of Standing Committees will:

- a. Develop a plan for their committee within their allotted budget; recruit and lead a committee of volunteers for their event; ensure pictures are taken of their event and submitted; support other Board members as needed. Obtain approval from Executive Committee before contracting with vendors or making purchases, if applicable.
- b. Keep a current reference binder for his/her position, including budgets, records of expenditures, contacts, event details, and suggestions for the following year.
- c. The following sections include a suggested list of committees/roles. These Committees/roles may be changed or modified as stated below.
  - i. During the school year, by Executive Committee appointment or by majority vote of the Board.
  - ii. During nominating time, as deemed necessary by the Nominating Committee to fill the required roles for the upcoming year and as described in Article V above.

**Section 2.** Suggested Committees/Board Roles

- a. Website
- b. Fundraising
- c. Donations
- d. Volunteer Coordinator
- e. Communications
- f. Tshirts
- g. Senior Breakfast
- h. Bonfire
- i. Color Throw
- j. Powder Puff
- k. Baccalaureate
  - i. Baccalaureate reception chair: Names FHS Junior Class parent, and said Chair develops reception committee (ideal for these committee members to potentially take on board roles the following year)
- l. Senior Picnic

- m. Senior Night
- n. Senior Video
- o. Student Officer Liaison, if desired separately from Executive Committee