

GUILFORD PARK HIGH SCHOOL BOOSTERS, INC.

ORGANIZATIONAL BY-LAWS

Adopted \_\_\_\_\_

## **ARTICLE 1- Name and Mission**

1.01 The name of this organization is the Guilford Park High School Boosters, Inc. (GPHSB), which is a tax exempt, non-stock organization organized under the laws of the State of Maryland on \_\_\_\_\_

1.02 The organization exists as a non-profit organization consisting of community volunteers and operated for the purposes of promoting school spirit and pride in Guilford Park High School (GPHS) by supplementing the funding of GPHS's programs and extracurricular activities.

1.03 The organization shall be nonsectarian, nonpartisan, and not for profit. Guilford Park High School Boosters, Inc. (GPHSB), and/or the names of any members in their official capacities shall not be used in any connection with a partisan interest or for any purpose not directly related to promotion of the mission and objectives of the organization.

1.04 The organization 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 attempt to influence legislation by propaganda or otherwise.

1.05 This organization shall lend support to and supplement all extracurricular programs and activities without dictating school policy. The degree of monetary support for programs/operations will be determined by the Executive Board.

1.06 The organization may cooperate with other organizations and agencies concerned with youth welfare, but persons representing the organization in such matters shall make no commitments that bind the organization without prior approval of the Executive Board and/or the membership.

1.07 In the event of the dissolution of this organization, it's assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

## **ARTICLE 2- Membership and Dues**

2.01 Any individual, family, community, or corporate sponsor who subscribes to the mission, objectives and policies of this organization may become a member, subject only to compliance with the provisions of the By-Laws. This includes any current or former GPHS student and/or their families. Membership in this organization shall be available without regard to race, color, creed, or national origin.

2.02 All members shall have the right to attend meetings and serve on committees, be nominated, and elected to office, vote for the Executive Board, review, and approve the annual budget, as well as review and approve amendments to these By-Laws.

2.03 The GPHSB shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

2.04 The dues for membership in this organization shall be established annually by the Executive Board and collected by the Treasurer.

### **ARTICLE 3- Executive Board and their Elections**

3.01 The Executive Board of Nine (9) members shall consist of:

- Four (4) Officers of the GPHSB Board:
  - Which shall consist of the President, Vice President, Secretary, and Treasurer
- The Principal of GPHSB (or their designee)
- The GPHS Athletics and Activities Manager (or their designee)
- Three (3) At-Large Members

3.02 A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in February of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.

3.03 The President and the Treasurer, due to their described duties and to promote organizational continuity, shall be elected biennially (every two (2) years), by a vote at the general membership meeting held in the month of June.

3.04 The Vice President, Secretary and the three (3) At Large Members shall be elected annually by a vote taken at the general membership meeting, held in the month of June.

3.05 Executive Board shall assume their official duties following the close of the election meeting and serve until the election and qualification of their successors and will remain in an advisory capacity for thirty (30) days following the annual meeting.

3.06 No person shall be eligible to serve more than three (3) consecutive terms in the same office.

3.07 Nominees for the four (4) Officers of the Board will be drawn from family members who currently have students enrolled in GPHSB or who will, during their tenure in office, have students enrolled in GPHSB.

3.08 Nominees for the three (3) At-Large Members will be drawn from family members or members of the GPHS school district community.

3.09 GPHSB is a collaborative organization providing support to all programs and extracurricular activities of GPHS. In an effort to have a unified Executive Board, no more than three (3) positions of the Executive Board may be occupied by parent volunteers representing the same extracurricular group or activity within the school.

3.10 A vacancy occurring in any office shall be filled, for the unexpired term, by a person elected by simple majority vote of the remaining members of the Executive Board. In case a vacancy occurs in the office of the President, the Vice President shall assume said office for the remainder of the current term.

3.11 Any Officer or member of the Executive Board may be removed by a 2/3 (two thirds) majority vote of the Executive Board.

#### **ARTICLE 4- Duties of the Executive Board**

4.01 For the sake of preserving institutional experience and knowledge, it is strongly suggested, but not required, that the nominating committee nominate the past president as one (1) of the three (3) At-Large Members, assuming that the past president is willing and able to serve in that capacity. The past president may serve as an At-Large Member even though they may not have a student enrolled at GPHS during their tenure as At-Large Member

4.02 Shall serve until the election and qualification of their successors.

4.03 Shall transact the necessary business of the GPHSB in the intervals between general meetings and such other business as may be referred to it by the membership or these By-Laws.

4.04 Shall prepare and submit a budget to the membership for approval at the general membership meeting in August of each year.

4.05 Shall request a Treasurer's Report at all general monthly meetings of the organization.

4.06 Shall approve all expenditures from GPHSB revenues, unless otherwise specified through a Board approved procedure.

4.07 May create standing and special committees, appoint chairpersons to committees, and approve the plans and work of committees.

4.08 The At-Large Members shall serve and participate as members of the Executive Board and may perform such other duties as may be delegated to them.

4.09 In order to preserve the integrity of the Executive Board and to encourage the broadest possible participation in GPHSB, no single member may serve as a member of the Executive Board in more than one capacity. For example: the person serving as Treasurer may not also serve as an At-Large Member; the Principal of GPHS may not also serve as the President; the First Vice President may not also serve as the Secretary, etc.

## ARTICLE 5- Duties of the Officers

### **5.01 The President shall:**

5.01.01 Preside at all general meetings of the organization, including meetings of the Executive Board and the Executive Board.

5.01.02 Perform such other duties as may be prescribed in these By-Laws or assigned by the organization or Executive Board.

5.01.03 Direct the work of the Officers, Executive Board and Committee Chairpersons.

5.01.04 At the general membership meetings and such other times as the President deems proper, communicate to the membership or the Executive Board, such matters and make such suggestions as may, in the President's opinion tend to promote the purpose and usefulness of the GPHSB and shall perform such other duties as are necessarily incident to the Office of the President.

5.01.05 Within a reasonable time after being elected, the President, with the assistance of the Secretary, shall draft and file with the Maryland Department of Assessment and Taxation, a Resolution To Change Principal Office Or Resident Agent form that names the President as the Resident Agent for the organization and provides the President's address.

5.01.06 Within a reasonable time after being elected, the Past President and/or Past Treasurer, along with the newly elected President and Treasurer, shall go to each banking institution used by the organization and change the banking records so that they are authorized to conduct the banking for the organization and to remove the past president and past treasurer as persons authorized to conduct the banking for the organization.

5.01.07 The President shall be responsible for opening the bank statement, signing off and then giving to the Treasurer to reconcile.

**5.02 The Vice President shall:**

5.02.01 In the case of the absence of the President, or of their inability from any cause to act, shall perform the duties of the President.

5.02.02 Under the direction of the President, attend to the business and financial operation of the GPHSB.

5.02.03 Act as an aide to the President.

5.02.04 Perform such other duties as may be delegated by the President.

**5.03 The Secretary shall:**

5.03.01 Record the minutes of all meetings of the organization and the Executive Board.

5.03.02 Handle the correspondence of the organization and the Executive Board.

5.03.03 Maintain the organizational documents of the GPHSB such as, but not limited to, the Articles of Organization, any amendments made to the Articles, the By-Laws, all amended versions of the By-Laws, any resolutions to change the address or Resident Agent of the organization and any other documents filed with the Maryland Department of Assessment and Taxation relating to the organization's status as a legally recognized entity.

5.03.04 Perform such other duties as may be delegated.

**5.04 The Treasurer shall:**

5.04.01 Have custody of all the funds of the organization.

5.04.02 Keep a full and accurate account of receipts and expenditures.

5.04.03 Make disbursements in accordance with the approved budget, the terms, and provisions of these By-Laws, and as otherwise authorized by the Executive Board.



5.04.04 Present a financial statement at every meeting of the Executive Board. This statement shall be detailed and have explicit information of all income and expenses.

5.04.05 Make a full written annual report to the general membership at the general membership meeting in September.

5.04.06 Provide that the financial records of the organization will be submitted yearly, for review by a qualified individual selected by the Executive Board.

5.04.07 Maintain the tax-exempt status of the organization, including the filing of the annual tax return.

5.04.08 Receive bank statements from the President following the President's review and signature.

#### **ARTICLE 6- Nonliability of the Executive Board and Officers**

6.01 The Officers, Executive Board, and Coordinators of the GPHSB shall not be personally liable for the debts, liabilities, or other obligations of the organization.

6.02 The GPHSB shall maintain proper liability insurance.

## **ARTICLE 7- Meetings**

7.01 Regular meetings of the GPHSB shall be held once a month, on a date per the Board 's choosing. Meetings are held at GPHS unless otherwise specified in advance. GPHSB meetings shall be open to the general membership.

7.02 A quorum of any General or Executive Board Meeting, for the conduct of business, is defined as five (5) members present.

7.03 Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable and when they are not in conflict with these By-Laws.

7.04 The President, or a simple majority of the members of the Executive Board, may call special meeting, provided that three (3) days advanced notice, on which the special meeting is scheduled to take place.

7.05 An annual informational meeting shall be held during Back-to-School night.

7.06 A general membership elections meeting shall be held in June of each year.

## ARTICLE 8- Finances

8.01 The fiscal year of the organization shall begin on August 1st and end on July 31st.

8.02 The Executive Board shall present to the membership at the regular meeting of the membership in August of each year, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year.

- This budget shall be used to guide the activities of the organization during the year, including serving as approval for expenditures anticipated in the budget of less than Five Hundred Dollars (\$500.00) for any single expenditure. Any single expenditure equal to or exceeding Five Hundred One Dollars (\$501.00) must be approved in advance by a majority of the Board Members present at the meeting at which the Treasurer moves for approval of the expenditure.
- Likewise, all expenditures not provided for in the budget, and any expenditure that presents a deviation from the budget must be approved in advance by a majority of the Board Members present at the meeting in which the deviation is proposed.

8.03 All expenditures of the Board shall be supported with valid receipts.

8.04 All expense reimbursements shall be submitted to the Treasurer for reimbursement within 30 days of the date of the receipt.

8.05 For all allocation of funds made to GPHS student teams and groups, the Executive Board shall determine the amount of funding available for allocation and distribute the funds per HCPSS guidelines. Once approved for funding, the School Bookkeeper shall document to the Executive Board all expenditures by the recipients at the completion of the disbursement of funds. This shall include a copy of a detailed, valid receipt for each item purchased with GPHSB funds.

8.06 Allocation request forms, for any groups or team expense, can be obtained from the Treasurer and must be submitted to the GPHS Athletics & Activities Manager for their approval prior to submittal to the GPHSB. Request for funds does not imply, or guarantee, that the request will be approved.

8.07 No loan shall be made by the organization to its Executive Board or other members.

8.08 The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation.

8.09 The GPHSB shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that minimally all expenses must be approved by the membership, by way of approval of the annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board.

8.10 All Bank Statements for GPHSB must be opened and signed off by the President, before being turned over to the Treasurer for balancing of the accounts.

8.11 All checks, drafts, or other orders for the payment of money on behalf of the organization shall require two signatures. Checks shall bear notice, of this requirement, above the signature line as follows: "Two Signatures Required for all Guilford Park High School Booster Checks."

8.12 All disbursements made by the Treasurer shall be reported to the general membership at the next regular meeting of the GPHSB, including disbursements made in accordance with the approved budget.

8.13 All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be stored in the corporate record book, binder, or cloud-based software for a period of at least seven (7) years.

- For the purposes of this subsection, the term "financial records" shall include, but not be limited to, the year-end financial reports/statements, IRS Form 990s, bank statements, cancelled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and monthly treasurer reports.

**ARTICLE 9- Amendments**

9.01 These By-Laws may be amended at any regular meeting of the GPHSB by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous regular meeting. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.

9.02 A review of the By-Laws shall be made at a minimum of once every three (3) years, to be carried out by the Executive Board of the GPHSB. The foregoing By-Laws, including the amendments being made thereto, having been approved as required in Article 9, §9.01 herein, and are hereby adopted and approved on this \_\_\_\_\_

\_\_\_\_\_, President

\_\_\_\_\_, Secretary