

BYLAWS OF THE LIONS PARENT CLUB

Adopted Revisions 4/9/18

I. NAME

The organization shall be known as the Lions Parent Club.

II. ADDRESS

The business address of the Lions Parent Club will be 9621 W. Speckled Gecko Drive, Peoria, AZ 85383. The Board of Directors may, at their discretion, use a different mailing address, to be identified in the General Meeting Minutes.

III. OBJECTIVE

The objective of the Lions Parent Club is provide support, fundraising opportunities and facilitate communication between parents, Member Booster Clubs and administration at Liberty High School which may include, but are not limited to:

1. Provide funds for extra materials and programs in addition to what is provided by the district, as determined by the Organization.
2. Provide school functions for the purpose of promotion fellowship among parents, students, and teachers.
3. Assist with providing volunteers for events and other activities as deemed beneficial to the students.

IV. ORGANIZATION

The Lions Parents Club, also called "Corporation" herein, is incorporated under the general non-profit laws of the State of Arizona and is governed by the Board of Directors. The Board of Directors will consist of the elected officers.

V. BASIC POLICIES

The following are basic policies of the Corporation:

1. The Corporation shall be non-commercial, non-sectarian, and non-partisan.
2. Membership shall be made available without regard to gender, race, color, creed, national origin, or sexual orientation.
3. The Corporation shall allow any clubs, sports teams, activities or organizations sanctioned by Liberty High School to become a Member Booster Club when said group has been duly approved and accepted by a majority vote of the membership at a General Meeting and said group has been included in the Meeting Minutes of the Corporation.
4. The Corporation shall not, directly or indirectly, participate or intervene any political campaign on behalf of or in opposition to any candidate for public office (including publishing or distributing statements).
5. The Corporation shall maintain a Liability Insurance policy and a Fiduciary Policy covering the Board of Directors and the Member Booster Clubs.
6. Unless otherwise stated in this document, other polices and operating procedures will be followed using the Peoria Unified School District #11 *Parent Support Organization Guidelines* or the Liberty Parents Club *Standing Rules* for the corporation.

VI. MEMBERSHIP

1. Membership of the Lions Parent Club shall be open to anyone wishing to aid in carrying out the objectives and purposes of this organization.

2. Membership shall be of three types:
 - a) General Member – Voting Member
 - b) Member Booster Club Representative – Voting Member
 - c) Honorary Member - Non-Voting Member

VII. DUES AND MEMBERSHIP

1. Membership in the Corporation is available with the following terms:
 - a) General Member: Any person, parent, teacher, or student of Liberty High School willing to uphold the policies and subscribe to these bylaws. An individual is considered a General Member and will have voting privileges when their name has been added in the General Meeting Minutes as a General Member of the Corporation.
 - b) Member Booster Club Representative: The named representative for any organization, club, activity or sport that is sanctioned by Liberty High School and wishes to become part of the corporation. Each approved Member Booster Club shall have one Parent Representative and will have voting privileges for the Corporation. The Representative will be the liaison between the Corporation and the Member Booster Club and will be responsible for keeping the roster of parents belonging to that Member Booster Club updated on the Corporation's activities, events and meetings. The Parent Representative shall be responsible for maintaining that Member Booster Club in Good Standing, as described in Section XV FINANCIAL STRUCTURE.
 - c) Honorary Membership: Any person of recognized achievement in the field of athletics, scholarship or citizenship may be elected by The Lions Parent Club Board of Directors as an Honorary Member for life, but shall not have any voting privileges.
 - d) One representative for each Booster Club must attend the General Monthly Meeting of the Corporation. Failure to send a representative to two consecutive General Meetings, or three meetings during the school year, will result in the Member Booster Club being removed from "In Good Standing".
2. Membership year is July 1 to June 30th of each year.
3. An annual Membership Fee may be charged to all General and Booster Club Members with the amount to be determined by a majority vote of the incoming Board of Directors. This fee shall be paid no later than September 30th of each year.

VIII. OFFICERS AND ADVISOR

1. The officers will consist of the President, Vice President, Secretary, Treasurer and Activities Director. The duties of each office will include, but are not limited to:
 - a) President: The President shall be the chief executive and presiding officer of this corporation, and shall, subject to the majority vote of the Board, have general supervision, direction and control of the administration of the Corporation affairs. He/she will be an ex-officio member of all committees. He/she shall appoint a nominating committee at the general meeting in March.

- b) Vice-President: In the absence of the President, the Vice President shall perform the duties of the President. In addition, the Vice President shall be the chairperson of the membership rolls and recruiting, and shall be chairman of a standing membership committee. The Vice President shall conduct any or all special and continuing membership campaigns as approved by the Board. The Vice President shall also be responsible for overseeing any Media used by the Corporation, and shall oversee any volunteers or committees responsible for promotion, media, websites or any other form of communication to the general public and the members of the Corporation. The Vice President shall oversee and inform the Board of Directors of any Member Booster Clubs that are not "In Good Standing".
 - c) Secretary: The Secretary shall keep or cause to be kept a book of minutes of all general meetings and meetings of the Board of Directors. Said Secretary shall obtain and have available Robert's Rules of Order at all Board and General meetings. The Secretary shall also maintain the Articles of Incorporation, the Bylaws, and all correspondence of the Corporation. The Secretary shall ensure that each member of the Board and all General, Member Booster Club representatives, and Honorary members are presented a copy of the Bylaws and that the bylaws are read and understood.
 - d) Treasurer: The Treasurer shall maintain full and complete accounts of the properties and Finances of the Corporation. The Treasurer shall prepare a monthly report of all income and expenditures and present this report at the regular meetings. Said Treasurer shall submit for inspection all books and records of income and expenses on written demand, within five (5) days of demand. The Treasurer shall cause to be prepared and filed all financial reports required by the State and Federal Government. The Treasurer shall be responsible for directly working with all Member Booster Clubs to facilitate the reporting of all financial activities. Treasurer shall set forth a format that all Member Booster Clubs shall be required to use to report at each General Meeting any activity in their individual checking account. The Treasurer shall prepare an annual budget for the Corporation. The Board of Directors shall approve the budget prior to the first meeting of the school year, where the budget will be presented to the General Membership. A 2/3 approval vote by the membership will ratify the budget.
 - e) Director of Activities: The Director of Activities shall oversee all Corporation events and fundraising efforts. Said Director of Activities shall automatically be a member of any committee set up to hold Corporation events or conduct fundraising by the Corporation. The Director of Activities shall oversee and be available to assist the Member Booster Clubs, if so needed, regarding fundraising.
2. School Representative (Advisor): Liberty High School will provide a School Representative who is a member of the Liberty High School Faculty to advise the Corporation on Liberty High School activities and needs. The School Representative will not be a member of the Board nor shall they have voting privileges.

IX. ELECTION OF OFFICERS

1. Except with respect to the elections at the initial organization meeting of the club, the election of officers and members of the Board of Directors shall be held at the regular meeting in April for the following school year. The election shall be by a majority of voting members present at the General Meeting in April. Introduction of officers will take place at the General meeting in May and newly elected officers shall assume office in June of each year. .
2. An elected Officer of the Board of Directors must be a Parent/Guardian of a current Liberty High School Student
3. In the event of any vacancy of an officer or board membership between elections, said vacancy shall be filled by appointment, and approval, by the majority of the Board of Directors.
4. No officers shall hold the same position on the Board for more than two consecutive one-year terms. After two consecutive terms, if no other person is willing to run for an office, the current officer may continue to serve for one additional year.
5. There shall be a nominating committee composed of an uneven number of no less than three (3) members, of which one member must be from the Board of Directors. The nominating committee will provide a report to the General Membership with a list of eligible candidates for the Board of Directors of the Corporation. Following their report, nomination may be submitted from the floor with the consent of the nominee.

X. RECALL OF ELECTED OFFICERS

1. A request for recall of a member of the Board of Directors shall be in writing, signed by at least 51% of the current members.
2. At the next general meeting the proposed recalled member will be given the opportunity to present his/her position in opposition to his/her recall. A reasonable time will be given to the recalled position to state their position, as determined by the President or the Vice President if the President is recalled.
3. Upon the conclusion of the discussion the membership will vote via secret ballot. The recall has to be approved by a 2/3 vote of the members present

XI. RESIGNATIONS

1. Any officer or committee chairperson may resign by submitting, in writing, to the Board, the effective date and reason for said resignation.
2. Any officer or committee chairperson who misses three (3) consecutive meetings without prior approval of the President or the President's designee shall be considered to have resigned.

XII. DISSOLUTION OF CORPORATION

1. Prior to any formal action of dissolution, the Board of Directors must vote and approve dissolution by majority of the acting Board Members.
2. Financial obligations shall be paid in full prior to dissolution of the corporation.
3. Upon dissolution of the corporation, any remaining assets shall be equally distributed between the member booster clubs in good standing through the Liberty High School club account, which falls under the federal tax ID for Peoria Unified School District.

XIII. MEETINGS

1. General Meetings:

There shall be a monthly General Meeting during the school year, day and time to be determined by the Board of Directors, with a minimum 48 hour notice given to the membership.

- a) All meetings authorized under these Bylaws shall be held at Liberty High School or at another place designated by the Board of Directors by majority vote. However, if any such meeting is to be held off-campus, then due notice (forty-eight hours) of the date, time and place shall be given to the membership, except for special meetings.
- b) Board Members shall be included in any vote of the members. In all meetings of the Corporation, a total of five (5) members including three (3) Board of Directors shall constitute a quorum for the transaction of business
- c) Meeting requests must be submitted to the Secretary at least 72 hours in advance of the requested meeting.
- d) Voting shall be by a show of hands or a voice vote, unless any Board member requests a written ballot on an issue.
- e) A simple majority shall decide any issue voted upon. In the event of a tie, the President shall be entitled to cast the deciding vote.
- f) Meetings shall be open to the public.

2. Board Meetings:

- a) There shall be a monthly Board Meeting at a time and place designated by the President. An agenda of each Board Meeting will be posted to the Corporation website with a minimum of 48 hour notice given to the membership.
- b) Only Board members, excluding the President (who votes on in the case of a tie) shall be entitled to vote at a Board Meeting. In order that business may be transacted at said meetings, a quorum of the Board of Directors must be present.

3. Special Business Meetings:

Special Business Meetings may be called at any time by the President or by any members of the Board of Directors jointly. This meeting may be held via phone conference. The Members may call a Special Meeting by stating the reason(s) for said meeting and by including at least 3 members of the Board of Directors.

XIV. BYLAW AND STANDING RULE AMENDMENTS

1. A request for amendment of the Bylaws must be made by a member at a general meeting. Said requests for amendments shall need a 51% vote of the membership present, excluding the Board or the majority vote of the Board at the general meeting where the request for Amendments is made. At the next general meeting a 2/3 vote for the members present including the Board will be required to approve the Amendment.
2. A request for additions and amendments to Standing Rules can be made at any time. Said requests for additions and amendments shall need a majority vote of the membership present at a general meeting

XV. COMMITTEES

The Board may, by resolution passed by a majority of the Board in office, designate one or more committees. Each committee will consist of two or more members of the Corporation. Any such committee, to the extent provided in the resolution of the Board, shall have and may exercise the powers as delegated by the Board in the management of the business and affairs of the committee. The chairperson of the committee shall be totally responsible for planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.

XVI. FINANCIAL STRUCTURE

1. Salaries for coaches, teachers or staff will not be funded by the Corporation or the Member Booster Clubs.
2. No funds donated for a specific purpose shall be disbursed except as approved by the Board of Directors and on checks signed by the Treasurer and one other elected officer
3. An annual operating budget will be approved at the first general meeting of the year. Any expenses over the approved budget will be presented at the General Meeting with approval of a majority vote, or the Board of Directors may approve expenses at a Special Meeting with a majority vote. Any non-budgeted expenses larger than \$500.00 must be approved at a General Meeting
4. A final end of year revenue and expense report will be provided at the last meeting of the school year to all members present.
5. Member Booster Clubs
 - a) Each Member Booster Club in "Good Standing" is authorized to open and manage their own checking account, at a bank chosen by the Board of Directors. The Representative cannot be a coach or a staff member of Liberty High School. The signer(s) for the checking account shall be the Booster Club Representative member of the Corporation once approved at a General Meeting of the Corporation. The President and Treasurer of the Corporation shall also serve as signers on each Member Booster Club account.
 - b) Bank Account representatives cannot write checks, make cash withdrawals or transfer funds to their own person. Reimbursements of this nature must be done by the President and Treasurer at the next available General Meeting
 - c) Each Member Booster Club in "Good Standing" is authorized to utilize the Federal Tax ID # 501(c)(3) of the Corporation for fundraising purposes.
 - d) Each representative shall give a financial reporting of income and expenses, to be submitted at each General Meeting, in a format approved by the Board of Directors. The report will provide the bank balance, include any revenues and expenses for the month, and reconcile to the ending balance. A copy shall also be given to any person designated by Liberty High School Administration if requested. Failure to submit the monthly income and expense report may result in the Member Booster Club being removed from "In Good Standing" at the discretion of the Board of Directors.
 - e) If a Member Booster Club falls out of "Good Standing" the Board of Directors reserves the right:

- i. To close the Member Booster Club's bank account and hold the funds until such time as they are again "In Good Standing". The Corporation will manage the funds for said Member Booster Club by a majority vote of the Board of Directors.
 - ii. To remove the Member Booster Club's Representative as an authorized signer on the bank account.
 - iii. To restrict the use by the Member Booster Club of the Federal Tax ID # of the Corporation for any purpose.
- f) The Board of Directors, with a majority vote, may reinstate a Member Booster Club to "Good Standing".