

La Vina Booster Club Constitution and Bylaws
Adopted October 15, 2015

Article I. Name

Section 1. The name of the organization shall be La Vina Booster Club.

Article II. Purpose and Policy

Section 1. The first purpose is to establish and maintain closer relationships between parents, students, school staff, and the community.

Section 2. The second purpose is to secure for every child the highest advantage in physical, mental, and social education. The Booster will support various school activities in cooperation with the school faculty and associated students of La Vina.

Section 3. This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the work of the organization. "This organization is organized exclusively for educational and charitable purposes within the meaning of section 501(c) (3) on the Internal Revenue Code"

To any article:

"Notwithstanding any other provision of these By-Laws, this organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c) (3) on the Internal Revenue Code 1986 (or corresponding provision of any future United States Internal Revenue law)."

"Upon the dissolution of this organization assets should 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 tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal's office that this organization is than located, exclusively for such purpose.

"No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or

intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section 4. The organization shall not seek to direct the administrative activities of the school or control its policies.

Section 5. The organization is not a service club. Any monies raised shall be used for the benefit of the students of the school. No money shall be donated to any outside charities or organization without unanimous decision.

Article III. Membership and Dues

Section 1. Any parent or guardian of a La Vina student who is interested in the objectives for which this organization is organized may become an active member upon payment of dues as hereinafter provided.

Section 2. The annual dues for membership shall amount to two dollars (\$2.00) per family. Annual dateline is two weeks after the first meeting.

Article IV. Officers and Elections

Section 1. The officers of this organization shall be the president, vice president, secretary, and treasurer.

Section 2. Nominations shall be made by general membership. The consent of each candidate must be obtained before his/her name is placed in nominations.

Section 3. Officers shall serve for a term of two year. Officers shall assume their duties on the first week of August.

Article V. Duties of Officers

Section 1. The president shall preside over all meetings of the organization and of the executive board. The president and the treasurer will be authorized signers on all checks.

Section 2. The vice president shall act as the aide to the president, and in the absence of the president shall perform all duties of the president. The vice president is to advise the executive board on questions of parliamentary law and matters of procedure.

Section 3. The secretary shall keep an accurate record of the proceedings of all meetings of the organization and of the executive board. He/she shall also be prepared to refer to minutes of previous meetings and conduct the organization's correspondence. A record of the whole year's minutes shall be stored at the school at year's end.

Section 4. The treasurer shall receive all monies of the organization, keeping an accurate account thereof. He/she shall deposit the money of the organization in a bank appointed by the executive board. Any bills presented for payment should be signed by the president and by the treasurer. He/she shall keep an accurate record of receipts and disbursements. He/she shall be responsible for change and a change box for all club activities. The treasurer shall prepare all checks with appropriate back-up documents (i.e. invoices) for signature by two authorized signers. The president shall assist the treasurer in all duties described above. The treasurer shall make regular bank deposits with any of the four board members to ensure quick deposit of funds from fundraising events.

Section 4. A non-board member shall review the books once a year. This will be done by July 30th of each year. The books must be reviewed before being handed over to the new officers.

Section 5. Each officer, upon expiration of his/her term of office or in case of resignation, shall turn over to his/her successor, without delay, all records, books, funds, or other material pertaining to the office. All closed financial records must be retained on school grounds.

Section 6. If an officer fails to attend three consecutive meetings without a valid excuse, a majority vote of the executive board may be taken to replace the officer.

Article VI. Meetings

Section 1. All meetings are open to the general public and shall be advertised in advance on the school calendar.

Section 2. The election of officers shall be held in the fall.

Section 3. The privilege of holding offices, debating, and voting shall be limited to members in good standing.

Section 4. The privilege of making motions shall be limited to the executive officers only.

Article VII. Executive Board

Section 1. Vacancies in office shall be filled by the executive board via majority vote.

Section 2. The executive board shall meet at least once a month; the day to be decided by executive board members.

Section 3. The executive board may call special meetings to transact necessary business between regular meetings and such other business as may be referred to by the organization.

Section 4. Three officers shall constitute a quorum in regular and special board meetings.

Section 5. If a phone/email vote is deemed necessary by the president or four concurring board members in the president's absence, then all board members must be contacted. If one board member's vote is a "No," then the issue must be discussed at a meeting before being voted upon.

Article VIII. Standing Committees

Section 1. There shall be standing committees created by the executive board as may be required to carry on the work of the organization. The chairpersons of the standing committees shall act at the discretion of the executive board. The chairperson, upon completion of his/her appointment, shall turn over all necessary records and material to the new chairperson.

Article IX. Financial Requirements

Section 1. Under the guidelines of the Madera Unified School District, annual reviews shall be conducted by a paid CPA or approved auditor. All Forms 990s and taxes will be filed by the CPA or approved auditor. The executive board of the organization will be responsible for the following three annual reporting requirements: IRS, Franchise Tax Board, and The Attorney General's Office.

Section 2. District-directed and general accounting procedures that meet the guidelines of a non-profit organization shall be adhered to and will be used.

Section 3. All checks require two signatures. Authorized signers consist of: president, vice president, secretary, and treasurer. In the event of a conflict of interest, checks are also to be signed by the two remaining officers. Supporting documents must accompany the checks. The organization may have two accounts: a general fund and a scrip account.

Section 4. All monies shall be deposited intact within two weeks from time of receipt.

Section 5. If the organization dissolves, all funds will be donated to Madera Unified School District to be spent exclusively on La Vina students.

Article X. Amendments

Section 1. These bylaws may be amended by 50 % vote of members present at a general meeting.

Section 2. These Bylaws can be amended by 100% vote by executive board members.

Article XI. Governing Rules

Section 1. The rules contained in the Robert's Rules of Order (Revised) shall govern this organization in all cases that are applicable and not inconsistent with the bylaws.