



Orenco Elementary

Booster Club By-Laws

Revised
9/10/2012

Orenco Elementary School
Booster Club Bylaws
Revised September 2012

Article I: Name

The name of this nonprofit organization shall be the Orenco Booster Club (OBC), a nonprofit organization affiliated with the Hillsboro School District at Orenco Elementary School.

Article II: Purpose

This organization shall be organized and operated exclusively for charitable, scientific, literary, and educational purposes within the meaning of Section 501(c)(3) of the internal revenue code or corresponding section of any future tax code. Federal Tax Identification #93-1300238.

This organization's purpose will be:

- To contribute to or help the Hillsboro School District and Orenco Elementary School by ensuring that our children receive a sound and comprehensive education.
- To provide the students of Orenco Elementary School with a sound parent oriented and social program.
- To help the children build a better relationship with fellow students through various activities.
- To purchase and item/items for the school that will best help academically and or socially to create a better student.
- To solicit and accept contributions of funds, in-kind assistance, and volunteer time and services to promote education, communication, and understanding among the students, parents, faculty, and the community of Orenco Elementary school.

Article III: Policies

A. The organization shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the organization nor the names of its officers in their official capacities shall be used in connection with any commercial concern, partisan interest, or for any purpose other than the regular work of the organization.

B. The programs of the organization shall be intended for and directed toward the support of:

1. The education and educational enrichment of the Orenco Elementary School community (including students, faculty, and parents).
2. Fundraising for Orenco Elementary School programs, projects, and equipment.
3. Committees and special projects that will affect both students and parents at Orenco Elementary School.

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

D. Any income derived by the organization shall be used solely by the organization for the benefit of Orenco Elementary School and auxiliary programs at the discretion of and with the approval of the Orenco Elementary School OBC Board and the school principal.

E. No substantial part of the activities of the organization will include electioneering in connection with ballot measures, and under no circumstances shall the organization engage in political activity either for or against any candidate for public office.

F. Orenco Elementary OBC will collect electronic addresses from parents and keep them in their internal database. The OBC will regularly communicate with Orenco Elementary parents on a variety of information related to OBC activities, school events, or topics that may be of interest to Orenco parents. The electronic e-mail database will not be used to promote a specific individual, community, organization or business interest.

Article IV: Membership and Meetings

Section 1. Membership

The members of the OBC shall be parents and/or guardians of children who are in active enrollment as well as current staff of Orenco Elementary School. Members are required to register upon arrival at the general member meetings. The membership year is from July 1 to June 30. Members shall be accepted at any time.

Section 2. Voting Qualifications

Voting membership in this organization shall be open to all current staff, parent(s) and/or duly appointed guardians of students who are in active enrollment at Orenco Elementary School. Membership shall be available in observance of the equal opportunity laws.

Section 3. Annual Meeting

Three annual meetings of the general membership shall be held in October, April and May of each year for the purpose of budget approval, nominating and electing officers and transacting such other business as may be brought before the meeting. A notice of date, time, and purpose of the meeting must be sent to members four weeks in advance.

Section 4. Regular General Membership Meetings

Other general membership meetings shall be held once monthly in accordance with the school calendar published at the beginning of each school year. They shall be held at any such place as may be designated by the OBC Executive Board. The specific day and time of regular meetings will be established and communicated at the beginning of the school year by the OBC Executive Board. There will be at least (6) general membership meetings annually, in addition to the (2) annual meetings.

Section 5. Special Meetings

Special meetings of the members of this organization may be called by the president or by petition of no less than 25% off the membership by a request signed, dated, and delivered to the organization secretary. Such demand shall describe the purpose of the meeting. Public notification of the special meeting must be given two weeks prior to the schedule meeting.

Section 6. Notice

Notice of the time, date and place of all meetings of the members shall be given to members via school calendar, school newsletter, posted on the OBC website, through email or other notice distributed by school mail system.

Notice of the following must be given seven days prior to the meeting and must include a description of proposed action: dissolution, merging, indemnification, amending articles, and selling assets.

Section 7. Quorum and Voting

Those members present at an annual, regular, or special meeting constitute a quorum. Action is taken by an affirmative vote of a majority of members present, unless the bylaws or the law provide differently. Removal of officer(s) requires a two-thirds majority of those members present. A special meeting will be called for that purpose.

Section 8. Proxy Voting

There shall be no voting by proxy.

Section 9. Items Requiring Vote of the Membership

Members will vote on bylaws amendments, elections of officers, indemnification, dissolution, budget proposal, and proposed budget amendments exceeding \$100 of total approved budget for a specific line item.

Article V: Elected Officers

Section 1. Titles

The elected officers of the organization shall be the President, Vice President, Two Treasurers, Secretary, and Volunteer Coordinator. These officers constitute the Executive Board. No two members of the same immediate family shall be Executive Board concurrently.

Section 2. Election of Officers

Nominations for officer positions can be made by any member attending the annual April meeting. A slate of nominees must be posted 5 days after the April annual membership meeting. No nominations can be added to the ballot after the commencement of the April annual membership meeting.

Election shall be made by secret ballot at the May annual membership meeting, and Officers will be elected by 51% majority vote of membership attending the annual May meeting of members. Each elected officer will hold office one year, beginning July 1 and running through June 30th of the following year.

No elected officer shall serve more than two consecutive terms in the same position, unless no candidates can be found for that office. Each officer must run for re-election each year.

Section 3. Executive Officer Meetings

Officer organizational meetings will be held once a month prior to the general membership meetings. Date, time and location of meetings will be determined by the Officers. These meetings will be open to current Officers, the Principal, Volunteer Coordinator, and standing committee members.

All officers are required to attend the Executive Officer organizational meetings and general membership meetings each month. Any officer not in attendance for three or more meetings may be required to relinquish their office as deemed necessary by the majority of the Officers.

Section 4. Duties of Officers

President – the President shall:

- Have responsibility for the general management and conduct the business of the organization with the Vice President.
- Preside over all meetings of the board and general membership meetings.
- The President may appoint to temporarily fill vacant officer positions with the approval of the current Officers until a special election can be held to fill the vacant position.
- The President will be the main liaison between the Booster Club and the Principal.
- The President approves the agenda for the regularly scheduled meetings and is responsible for ensuring advance notification of meeting and agendas.
- The President shall preside over the budget meeting.
- Oversee the financial affairs of the Booster club.
- Assure that all the orders and resolutions of the Board are carried into effect and the organizations program is implemented.
- Keep one of the two official copies of the by-laws.
- In the event that the presidency becomes vacant, the Vice President will assume the position of the President for the remainder of the term.

Vice President – the Vice President shall:

- Assist the president in the decisions and business of the organization.
- Assume the duty of President whenever the President is absent or as the President directs.
- Oversee the planning and execution of the yearly calendar of events together with Orenco Elementary Office Manager. He/She shall oversee communication of those events and distribute information to parents via newsletter, website, email and bulletin board.
- The Vice President shall be involved in all fundraisers as chairperson or advisor.
- Assume the President position if the President is unable to continue to fulfill the duties of the position.
- Any other duties as may be prescribed.

Secretary – The Secretary shall:

- Have overall responsibility for all record keeping.
- Keep one of the two official copies of the By-laws.
- Keep available for inspection copies of all records.
- Perform, or cause to be performed, the following duties:
 - Officially record the minutes of all proceedings of the officer meetings and general membership meetings.
 - Give a minimum of 7 days' notice of meetings.
 - Make the minutes available for all members to review within 5 days after meeting.
 - Request final approval of all minutes within 10 days after meeting.
 - Post minutes in office and provide a copy to Mr. Bishop within 10 days after meeting.
 - Manage OBC's website content.
 - Oversee the creation and distribute of the Parent directory.
- Any other duties as may be prescribed.

Treasurers – There shall always be two Treasurers. - Treasurers shall:

- Have overall responsibility for all Booster funds.
- Have authorization to open an account in the same name of the organization and deposit all funds therein. Any monies withdrawn from the organization's account shall require two

signatures of Officers for disbursements. Authorized signor's will be the President, Treasurer and Co-Treasurer

- Perform the following duties:
 - Keeping full and accurate accounts of all financial records of the organization, including in detail all receipts and disbursements.
 - The deposit of all moneys and other valuable effects in the name and to the credit of the organization.
 - Disburses funds when appropriate to do so.
 - Count all incoming monies that create any entry into the organizational reporting tool.
 - Reports the financial condition of the organization at each general meeting.
 - Makes available a copy of the budget for all members to review.
 - Prepares and files annual taxes and fees by the deadline.
 - Any other duties as may be prescribed.

Volunteer Coordinator (No voting authority) – the Volunteer Coordinator shall:

- Be responsible for recruitment of volunteers needed but not limited to family fun nights, vision screening, etc.
- Keep track of volunteers for all scheduled events.
- Communicate with Committee Chairs the volunteers signed up to help with their activity.
- Update volunteer computer program with new families and email addresses.
- Send out email communications regarding upcoming events and volunteers needed.
- Any other duties as may be prescribed by the Board.

Section 5. Vacancies

A vacancy occurring in an elected office will be filled temporarily by the President until the next general membership meeting in which a nomination will be held. The vacancy will then be filled at that time for the remainder of the term by a majority vote at the next general membership meeting.

In case a vacancy occurs in the office of President, the Vice President will fill out the unexpired terms of office. The resulting vacancy of the Vice President will then be filled for the remainder of the term by a majority vote at the next general membership meeting.

Section 6. Removal of Officers

Any and all officers may be removed by a vote of 2/3 majority of the members attending a special meeting. THE MEETING NOTICE MUST PROVIDE TWO WEEKS NOTICE AND STATE THAT ONE OF THE REASONS FOR THE MEETING IS THE REMOVAL OF THE ELECTED OFFICER.

Section 7. Meetings

The Executive Board will meet monthly at least nine (9) times during the year for the purpose of developing a proposed budget, developing a plan of work for the organization and guiding the organization.

Section 8. Conflict of Interest

A transaction in which an Officer has a conflict of interest may be approved by a vote of the remaining Officers or the Membership, as required, if the material facts of the transaction and the board members

interest are disclosed and are made known to the board or membership. Officers with a conflict should NOT vote on the transaction.

Article VI: Organization

Section 1. Executive Board

The President, Vice President, Treasurers, Secretary, and Volunteer Coordinator shall constitute the Executive Board. The Executive Board shall have the power to make on-going decisions between General Membership meetings except those items requiring a vote by the membership.

Section 2. Committees

Standing Committees shall be created or dissolved by the Executive Board as necessary. Standing committee chairpersons shall be approved by the Executive Board, and their terms shall extend from time of appointment to June 30th of that academic year. Standing Committee members shall have no voting power.

Guidelines for Committees:

- The President is a member of all committees, and should be advised of all committee meetings and reports.
- Develop an action plan for your assigned event or task.
- Present a plan to the executive team for approval before beginning work and seek approval for changes to the plan of work or pending beyond budget allotment.
- Keep accurate financial records; provide Treasurers with receipts of all reimbursements.
- Have all publicity, notices, etc. approved by the Executive Board prior to sending out.

Article VII: Dissolution

Upon the dissolution of the OBC, after paying or adequately providing for the debts and obligations of the Booster Club, the remaining assets shall be distributed to one or more exempt purposes within the meaning of 501©(3) of the internal revenue code, or shall be distributed to the federal, state, or local government, for public purpose.

Article VIII : Amendments to the Bylaws

These Bylaws may be amended or repealed, and new bylaws adopted, by the membership by an affirmative vote of a majority of members present at any membership meeting, provided there has been a one month notification of the proposed amendment to all voting members. Prior to the adoption of the amendment, each member shall be given at least seven (7) days notice of the date, time and place of meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the bylaws, and a copy of the proposed amendment will be made available to all members for review.

Article IX: Finance

Section 1. Funds

- A. The OBC Executive Board and Committee Chairs can act as the contracting Officer(s) of the organization and are authorized with the prior approval of the Executive Officers and/or the general membership to execute contracts obligating the organization.
- B. A majority vote of the OBC general members present is needed to approve the proposed budget and OBC operating expenses. Approval of the specific program by the general

- membership present at the October OBC meeting constitutes approval for payment of all “bona fide” bills associated with that program and all contracts needed to be signed for that program.
- C. All commitments for necessary operating expenses must be reviewed by the Executive Officers and recommended to the general membership for approval.
 - D. All checks, drafts, or other orders for payment of money and notes or other evidences of indebtedness issued in the name of the organization, with prior approval of the OBC membership through budget approval, shall be signed by two of the following: OBC President, and the Treasurers. Any request for payment in excess of \$100 of the originally approved budgeted amount will need approval of the OBC membership for reimbursement to occur. A check will then be written with signatures as previously mentioned.
 - E. The OBC is NOT obligated to reimburse for expenses that have NOT been pre-approved in the overall budget.
 - F. Only the Two Treasurers will be issued a debit card to the OBC checking account. All purchases made with the OBC debit card must be pre-approved by the OBC Executive Board and have prior approval of the OBC membership through budget approval. Under no circumstances will purchases be allowed without prior approval.
 - G. The President will have view capability of the OBC checking and savings accounts as well as the finance manager software.

Section 2. Fiscal Year

The fiscal year shall be July 1st to the following June 30th.

Section 3. Audit

The financial records of the OBC shall be audited once a year by the incoming and outgoing Treasurer and Co-Treasurer, and the incoming and outgoing President.