



# CARSON HIGH SAFE GRAD BOOSTER

*A Tradition That Makes A Difference*

## BYLAWS

DATE ADOPTED: MARCH 17, 2015

DATE AMENDED: APRIL 14, 2015

### ARTICLE I: NAME

The name of this organization is the **Carson High Safe Grad Booster (CHSGB)** and is associated with **Carson High School** in Carson City, Nevada.

### ARTICLE II: PURPOSE AND MISSION STATEMENT

#### Section 1. Purpose

- a. This booster is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax laws.
- b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, 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 distribution in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publication of statements or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, organization shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax codes, or by (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c. Notwithstanding other provision of this document, upon the dissolution of the organization, assets shall be distributed to one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal 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 disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### Section 2. Mission Statement

The purpose of the Carson High Safe Grad Booster is to support upcoming graduating seniors of Carson High School in Carson City, Nevada. CHSGB provides a safe, sober, alcohol and drug free graduation night for all participating seniors. This organization shall provide support to raise the necessary funds and volunteers to implement the Safe Grad night.

## **ARTICLE III: GENERAL PROVISIONS**

### **Section 1. EIN (Employer Identification Number) Use**

This organization shall not use any EIN (tax number) other than its own. The EIN for the Carson High Safe Grad Booster is not to be used by any other booster club for any purpose whatsoever.

### **Section 2. Membership Roster**

No part of the membership roster of this organization shall be sold to any entity or exchanged for any services or products without the approval of the majority of the general membership.

## **ARTICLE IV: MEMBERSHIP**

### **Section 1. General Membership**

Active memberships should include those individuals that are parents, guardians, family and teachers of a student active in Carson High School, or other individuals who have a vested interest Carson High School Grad. Membership in this organization shall be made available without regard to race, color, creed or national origin, nor in conflict with the provisions of the Nevada Revised Statutes. Once active, members will have the ability to vote or hold office. Other individuals may volunteer for the Carson High Safe Grad Booster but cannot vote or hold an office. This organization shall sustain a yearly membership total of at least five (5) to remain an active booster club on the Carson High School campus.

### **Section 2. Alumni or Associate Membership**

Alumni or Associate Membership in the organization may be granted to any other interested person who subscribes to the purpose of this organization.

## **ARTICLE V: OFFICERS**

### **Section 1. Executive Board**

The elected officers of the organization shall be members of the Executive Board.

### **Section 2. Officers Membership**

Each officer must be a member of this organization.

### **Section 3. Nepotism**

No officer shall be married to another officer. No officer may be a sibling of another officer. No officer shall be a signer for any checks that are payable to any of his family members.

### **Section 4. Compensation**

No officer shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

### **Section 5. Election of Officers**

- a. The officers of this organization shall consist of a president, a vice president, a secretary, and a treasurer.
- b. An individual must be a member prior to taking office.
- c. Officers shall be elected by ballot at the last general business meeting in the month of May. However, if there is but one nominee for an office, election for that office shall be by voice vote. Elections shall be by plurality.
- d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- e. Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected.

- f. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
- g. No member shall hold more than one officer position.
- h. All outgoing officers shall deliver to their successors all official materials within forty-five (45) days following the date at which their successors assume their duties.

#### **Section 6. Vacancies**

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.
- b. In case a vacancy occurs in the office of president, the vice president shall serve notice to the executive board of the election.

#### **Section 7. Term**

Each elected officer shall serve a term of two (2) years or until a successor has been duly elected or appointed. If there is no successor, officers can remain the same.

#### **Section 8. Reason to remove**

By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

### **ARTICLE VI: DUTIES OF OFFICERS**

#### **Section 1. President**

- a. Preside at all meetings of this organization;
- b. Be a member, ex-officio, of all committees;
- c. Appoint, with a majority vote of the executive committee, all committees deemed necessary or appropriate for carrying out the activities of the organization;
- d. Have a general and active management over day-to-day operations of the organization;
- e. Resolve problems in the membership;
- f. Regularly meet with treasurer of the organization to review the organization's financial position;
- g. Schedule an annual audit of records or request an audit if the need should arise during the fiscal year;
- h. Perform any other specific duties as outlined in the bylaws of the organization.

#### **Section 2. Vice President**

- a. Attend all meetings;
- b. Perform the duties of President in the case of his/her absence and assume the powers of the office of President for the remainder of the term, should a vacancy arise in that office;
- c. Perform administrative functions delegated by the president;
- d. Review bylaws annually and present, in writing, at the May meeting any recommended changes for approval by the membership at the most appropriate subsequent meeting;
- e. Perform other duties specifically outlined in the bylaws of the organization.

#### **Section 3. Secretary**

- a. Attend all meetings;
- b. Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
- c. Maintain records of Membership Forms;
- d. Conduct and report on all correspondence on behalf of the organization;
- e. Perform other duties specifically outlined in the bylaws of the organization.

#### **Section 4. Treasurer**

- a. Attend all meetings;
- b. Prepare an annual budget in June in conjunction with the executive board;

- c. Be custodian of the funds of the organization and keep full and accurate accounts;
- d. Present a current financial statement to the general membership at the monthly meetings;
- e. Maintain an accurate and detailed account of all monies received and disbursed;
- f. Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- g. Responsible for assuring a minimum year-end balance of ten thousand dollars (\$10,000.00) after payment of all expenses;
- h. File sales tax reports as required by the IRS (monthly, quarterly, or annually);
- i. File annual IRS form in a timely manner;
- j. Present an annual audited report within two months of the end of the organizations fiscal year;
- k. Perform other duties specifically outlined in the bylaws of the organization.

## **ARTICLE VII: MEETINGS**

### **Section 1. Meetings**

There will be monthly meetings from September through June on the second Tuesday of the month. If for some reason the second Tuesday of the month will not work, another date shall be set by the Executive Board. Meetings during July and August will be as needed, determined, by the Executive Board. Executive Board meetings may be called whenever the President deems necessary.

### **Section 2. Quorum**

At regularly scheduled meetings, a quorum shall consist of members present including at least two (2) elected officers. Quorum must be established at the beginning of the meeting prior to any meeting business discussion and/or action.

### **Section 3. Voting**

The decision of a majority of the voting members present at a meeting will be binding on the organization, unless provisions of these Bylaws require greater vote. If deemed necessary by the President, voting could be completed by email to all members.

### **Section 4. Proxy**

No voting by proxy will be allowed.

### **Section 5. Agenda**

- a. Call to order
- b. Minutes from last meeting
- c. Treasurer Report
- d. Committee Reports
- e. Old Business
- f. New Business
- g. Adjournment

## **ARTICLE VIII: FISCAL POLICIES**

### **Section 1: Fiscal Year**

The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

### **Section 2: Operating Funds**

Operating funds shall be maintained in a general fund and an accounting of such funds shall be presented at monthly general meetings. This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by its members.

### **Section 3: Expenditures**

All expenditures, needs, etc. of the organization shall be presented at the monthly general meeting and voted on by the general membership, beyond the approved annual budget.

**Section 4: Group Exemption**

This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist.

**Section 5: Signed Checks**

Checks under \$250.00 will only need the Treasurer’s signature. Any checks over \$250.00 will require the Treasurer and the President.

**Section 6: Audit**

An audit committee consisting of not less than three (3) members, who are not authorized signers, shall be appointed by the executive board at least thirty (30) days prior to the last meeting of the fiscal year. The audit committee report shall be adopted by the organization.

**ARTICLE IX: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

**ARTICLE X: AMENDMENTS**

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the general membership, provided that such alterations, amendments, or proposed substitute Bylaws have been voted on by the members present at the May meeting. Voting requires 2/3 majority vote. If a need for a change to the Bylaws is required before the May meeting, members can submit in writing at a regular meeting to be voted on at the next regular meeting.

Adopted by the Board of Directors this 17<sup>th</sup> day of March, 2015.

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Karri Couste, President

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Julie Slocum, Vice President

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Deanna Fine, Secretary

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Darla Dodge, Treasurer