

Article I-Name

The Name of the organization shall be Webberville Elementary Boosters

Article II-Purpose

The organization was created for the purpose of supporting the education of children at Webberville Elementary by fostering relationships among the school, parents, teachers and the community as a whole.

Article III-Members

Any parent, guardian, or other adult standing in loco parentis for a student at the school shall be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Article IV- Officers, Directors at Large and Elections

Section 1. Officers- The officers shall be a president, vice president, secretary and treasurer.

- a. **President**-The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organizations at the meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President**. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. Also the vice president will be a second member added to the banking account.
- c. **Secretary**. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle the correspondence, and send notices of meetings to the membership. The secretary shall keep a copy of all the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. He/She will maintain and store all old records for the Booster organization.
- d. **Treasurer**. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the organization. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive committee and make a full report at the end of the year. Treasurer will maintain all current financial records until such time as he/she feels records may be safely stored then will turn them over to the Secretary for storage.
- e. **Directors at Large**. At least 3 individuals not currently holding officer positions will comprise the "Directors at Large". Their responsibility is to oversee the activities and plans of the group and to offer advice/counsel as needed and as required by law: Enrolled House Bill NO. 5681. Nomination and election of this position will be accomplished in the same fashion as the officers.

Section 2. Nominations and Elections. Elections will be held at the second to the last meeting for the school year. The functional members of the organization shall

nominate a candidate for each position. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. All members are eligible for office.

Section 4. Terms of Office. Officers are elected for a one year term with no limit to consecutive terms. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of the president, the vice president will become the president. At the next regular scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V-Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be the first Monday of each month during the school year at 6p.m., or at a time and place determined by the executive committee at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meeting in a flyer sent home with the student at least one week prior to the meeting.

Section 3. Quorum. The quorum shall be 3 or the 4 officer members of the organization.

Article VI- Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Daddy/Daughter Dance, Mother/Son Outing, Carnival, Grants, and Secret Santa Workshop.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VII-Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Authorization of two of the four officers is required, either verbal or written, prior to writing each check, unless documented approval of the funding has been made within the Booster meetings and is reflected within the minutes.

Section 5. The treasurer shall prepare a financial statement at the end of the school year, to be reviewed by the organization.

Section 6. Upon dissolution of the organization, any remaining funds shall be used for paying outstanding bills and with the membership's approval used for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year.

Article VIII. Parliamentary Authority

Robert's Rules of Orders shall govern the meetings when they are not in conflict with the organization's bylaws.

Article IX Standing Rules

Standing rules may be approved by the executive officers and the secretary shall keep record of the standing rules for future reference.

Article X Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XI Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by two-thirds vote of those present, assuming a quorum.

ADDENDUM I. Money Handling

For all activities in which the Elementary Boosters are handling/exchanging money:

1. Two people will be present during all money exchanges.
2. For safety reasons, money shall not be removed from the school grounds except by the Treasurer or Vice President, and only after a full count of the money has been conducted by two Booster members.