

# **BINKLEY BOOSTERS BY-LAWS**

## **ARTICLE I**

### **NAME**

This organization is to be known as the Binkley Boosters (Boosters).

## **ARTICLE II**

### **OBJECTIVE**

This organization is established as a service organization to provide services to the Binkley Elementary school community, to conduct activities to foster community spirit, involvement and awareness, and to raise funds solely for the purpose of supporting school goals and programs.

## **ARTICLE III**

### **SCOPE**

This organization shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities.

## **ARTICLE IV**

### **MEMBERSHIP AND VOTING ELIGIBILITY**

Section 1. The Binkley Boosters shall be composed of parents and guardians of students attending Binkley Elementary, as well as teachers, school administrators and community members who have an interest in the wellbeing of the school and its students.

Section 2. Voting privileges will be extended to all Board members present at the general Boosters meetings. (Non-Board members are welcome to contribute to discussions but voting is limited to Board members only.)

Section 3. No dues shall be collected.

## **ARTICLE V**

### **THE BOARD**

Section 1. The following officers of the organization shall make up the executive Board: President, Vice President, Secretary, Treasurer.

The following officers of the organization shall make up the remainder of the Board: Events & Hospitality, Ambassadors.

Section 2. The Board is the entity charged with the management of and responsibility for the organization. The Board shall establish the objectives of the organization and determine the policy for the development of the objectives.

Section 3. The order of the succession for Binkley Boosters Board shall consist of:

President

Vice President

Secretary

Treasurer

Events & Hospitality

Ambassadors

Section 4. No member shall hold more than one office at a time, and no Executive Board officers shall be eligible to serve in the same office for more than two (2) consecutive terms. An officer may continue in their position for one (1) year after their term expires if a replacement cannot be found.

Section 5. Two people working together may hold the office of Vice President or Secretary. Events & Hospitality and Ambassadors may include as many members as desired.

Section 6. Board Members must read and sign these By-laws to indicate that they have read and understood their role and responsibilities.

Section 7. See election rules and guidelines in Section VII, ELECTIONS.

## **ARTICLE VI**

### **DUTIES**

#### **Section 1. Duties of the Board**

- a. The Board will generally manage the affairs of the Binkley Boosters.
- b. Approve the yearly budget as prepared by the Treasurer, to be presented no later than the second meeting.
- c. Shall approve expenditures within the budget limits up to \$500.00. All expenditures above \$500.00 must be approved in a general meeting by the majority of those Boosters Board members present.

#### **Section 2. Duties of the President**

- a. Shall preside at all regular, special, and Executive Board meetings.
- b. Shall have the authority to co-sign checks.
- c. Shall coordinate the works of the officers and committees in order to ensure that the objectives and policies are upheld.
- d. Shall be responsible for the coordination of fundraising efforts of the Boosters.
- e. Shall cast the deciding vote in case of a tie at all meetings.

#### **Expectations:**

- Keep master calendar with all important dates
- Oversee master timelines
- Outreach to potential committee chairs
- Regular check-ins with Board members and committee chairs to be sure they are able to complete all tasks

- Attend monthly district SPAC meetings. (If unable to, another Board member can attend)
- Keep the organization legally compliant
- Make sure that insurance is paid
- Partner with Vice President for public outreach, assemblies, and presentations
- Liaison with Binkley Principal
- Meeting planning - Announcing meetings, finding location, bringing necessary supplies

**Notes:**

- Language accessibility - Together with Secretary, coordinate with Binkley Principal and/or district for translation services to ensure all info (printed and digital) is sent in both English and Spanish as is legally required
- Handouts - For items going to classrooms for student distribution, coordinate with Binkley office manager

**Section 3. Duties of the Vice President**

- Shall act as an aide to the President, represent him/her upon request, and assume the duties of the President in the absence or inability of that officer to serve.
- Shall automatically become President if that position is vacated for any reason.
- Shall be responsible for new member recruitment.
- Shall maintain a database of Board members and general members.

**Expectations:**

- Partner with President for public outreach, assemblies, and presentations.
- Be available to assist other Board members as needed to accomplish their goals.
- Plan and coordinate any all-school volunteer drives and information events.
- Coordinate Dine and Donate fundraisers with local restaurants throughout the year.

**Section 4. Duties of the Secretary**

- Shall record the minutes of all meetings.
- Shall make available copies (printed or digital) of meeting minutes for review and approval.
- Shall be responsible for preparing Boosters items for Principal's newsletter.
- Shall be responsible for updating the website, with event and fundraising info from newsletter, current Board member names, and other relevant info.
- Shall be responsible for maintaining (digital) records, for the safekeeping of the minutes and other legal documents.

**Expectations:**

- Newsletter & Website Items- Should include upcoming Events and Fundraisers, flyers, links for volunteers to sign up, etc.
- Minutes - Digital or printed copies of minutes should be provided to Board members and uploaded to website for transparency. Must be approved at the beginning of the following meeting.

- Language accessibility - Together with President, coordinate with Binkley Principal and/or district for translation services to ensure all info (printed and digital) is sent in both English and Spanish as is legally required

**Notes:**

- California has a 2-party notification law - any recording devices need to be disclosed
- Minutes are to record decisions and action items, not conversations or debate

**Section 5. Duties of the Treasurer**

- a. Shall receive all monies of the organization, keep an accurate record of receipts and expenditures, and make disbursements as authorized by the organization, Executive Board or committees, in accordance with approved budgets and receipt of vouchers.
- b. Shall prepare the yearly budget, subject to approval by the Board.
- c. All checks shall be signed by the Treasurer and the President or appointed Executive Board member.
- d. Shall present a financial report at each business meeting during the school year.
- e. Volunteers who sign a statement certifying its correctness shall examine the Treasurer's books at the close of the school year.
- f. In an emergency or under special circumstances the Board may be given the responsibility of his or her duties.
- g. Shall prepare all necessary tax returns and maintain exempt status.

**Section 6. Duties of Events & Hospitality**

- a. Shall be responsible for proposing events for the year in which his or her term runs.
- b. Shall be responsible for managing the prior approved budget for each event.
  - a. Shall be responsible for contacting volunteers for donations of food or supplies.
  - c. Shall be responsible for identifying and organizing committee and subcommittee chair and/or members for each event.
- D. Shall be responsible for coordinating food/drinks for events as necessary, as well as clean up after events.
  - b. Shall be responsible for organizing luncheons and refreshments for non-fundraising activities.
  - c. Shall provide a report on results and recommendations following each event.

**Section 7. Duties of Ambassadors**

- a. Shall be responsible for promoting events, the school, and the Boosters organization, including by word of mouth, social media, and other means.

**ARTICLE VII**

**ELECTIONS**

**EXECUTIVE BOARD ELECTION**

Section 1. Any current member of the Board shall be eligible for Executive Board elective office for the

subsequent school year.

Section 2. Nominations for Executive Board officers will be accepted at the March general meeting. If any officer positions remain vacant after the March meeting, a nominating committee appointed by the Executive Board will seek out interested nominees through any and all means possible. A slate of officers for election will be presented at the May general meeting.

Section 3. A slate of nominees will be published on the Boosters website prior to the May general meeting.

Section 4. Voting shall be done at the May general meeting; a majority vote of current present Board members shall rule.

Section 5. A term of office shall run July 1st-June 30th of the school year, concurrently with the fiscal year.

Section 6. Any vacancy in an elected office, except President, shall be filled by a member of the Boosters and shall be appointed by the Executive Board.

Section 7. The Vice President shall fill a vacancy in the office of the President.

### **REMAINING BOARD ELECTIONS**

Section 1. Any current (or previous within the past year) member of the Board shall be eligible for Board office for the subsequent school year. New members must attend a minimum of three meetings before being eligible for a Board position.

Section 2. Nominations can be made during any general meeting by a current Board Member.

Section 3. Voting shall be done during that meeting; a majority vote of current present Board Members shall rule.

Section 4. A term of office shall run from the time of voting until June 30th of the school year, concurrently with the fiscal year.

### **REMOVAL FROM OFFICE**

A Board Member, after being given a warning about a breach of duties or the code of conduct, can be removed from office by a majority vote of current present Board Members. A Board Member, if presented with a charge, may choose to resign instead of putting their removal to a vote.

## **ARTICLE VIII**

### **COMMUNICATION & CODE OF CONDUCT**

In order to work together to achieve common goals and coordinate outside of meetings, Boosters Board Members shall communicate via email and group chat. Boosters shall maintain a group chat limited to the current Board Members plus the Principal, and new group chats shall be created as necessary to organize specific events with non-Board Members.

The following Code of Conduct applies to all internal Boosters communications:

- Be Relevant

- Keep chat pertaining to Booster-related topics. Non-related topics or personal chat can be done privately.
- When replying to a specific comment from a person, use the “reply” function to make sense of your comment and avoid confusion.
- Limit lengthy one-on-one conversations within the group. Switch to private messages when necessary to avoid clutter and maintain the group's focus.
- Be respectful
  - If you are unsure if a comment is appropriate, do not post it.
  - Personal attacks against any person, inside the group or out, will NOT be tolerated.
  - No arguing, no heated opinions, no fear mongering, no drama, no belaboring points that have been addressed.
  - Discussion/debate is welcome when decorum is maintained. Refrain from repetitive comments that derail discussions at hand.
- Be Reasonable:
  - Please remember that admins may not always be able to respond immediately and they will as soon as they can.
- The President and Vice President shall function as Administrators of the group chat to maintain order
  - Admins reserve the right to remove members who won't adhere to these rules and/or Admins' instructions.
  - If a group member has been warned about behavior in the group before, they may be removed without notice if the offense is repeated or any other offense is committed.
  - If in doubt, contact an Admin.

## **EXTERNAL COMMUNICATIONS**

All Boosters communications that are sent home to families, either physically or digitally, or displayed on campus, must be presented in both English and Spanish. Whenever possible, translation should be provided by a school/district employee, such as the Multilingual Learner Advocate, as one of the core duties of this position is communicating to family members who speak/read a language other than English.

## **ARTICLE IX**

### **EVENTS**

Events must be proposed by a Board Member (though non-Board members are welcome to make suggestions and assist) as follows:

1. Set Goals and Research. Check the school's calendar and Booster events calendar. Think about the type and purpose of the event. Bring idea and date proposal to Booster general meeting for consensus. Date must be decided at least 6 weeks prior to the event.
2. Plan It. Once a date and time has been agreed on, determine if a facility use request is needed (is it an on site event after school hours?) Have the Booster President assist with the Facilities Request Form.
3. Build a Team. Find an additional Board Member to assist in executing the event. Please note, you will be expected to be at the event and oversee it from start to finish. You are responsible for obtaining additional volunteers to assist as needed.

4. Promote the event and follow up. Make sure a flier is made in English and Spanish and advertised appropriately via ParentSquare, newsletter, Booster events calendar and on Facebook.

5. Make sure you have the volunteers needed to execute the event. Send out a SignUp Genius if necessary.

6. Be present at the event and be the point person for audio/visual, food organization, silent auction, games, raffles, and outside play equipment orders like jumpy houses, etc. as necessary.

## **ARTICLE X**

### **COMMITTEES**

Section 1. Committees may be created by the Executive Board as may be deemed necessary to promote the objectives and policies and carry out the work of the Organization.

Section 2. These committees shall report directly to the Board member responsible for that committee, and shall perform such duties as delegated and approved by the Board.

Section 3. Written or oral progress reports may be presented at the general meetings by a committee member.

Section 4. Project monies. All individual committee/event/project monies must be counted and verified by the Treasurer and the committee chairperson.

## **ARTICLE XI**

### **MONEY HANDLING**

#### **Incoming Funds**

Funds belonging to the Boosters can only be handled by Board Members. The Binkley front office staff may also hold cash and checks for safekeeping, to be collected by a Board Member at the end of the day. Only Board Members can complete financial transactions, including taking credit card payments.

#### **Spending Booster Funds**

The President and Treasurer must both sign all checks written from the Boosters bank account. Only the President and Treasurer may use the debit card associated with the account.

For purchases by other people (Booster Board Members or others), a reimbursement form must be filled out and turned into the Treasurer with an itemized receipt. Reimbursement will be provided in the form of a check. Reimbursements will only be provided for items that were approved prior to purchase and within budget.

#### **Cash Box**

A cash box of \$200 in small bills should be maintained at all times. After an event or fundraiser, two Board Members must count the cash, return \$200 in small bills to the cash box, and document the cash and checks taken in. Cash and checks, along with the tally form, should be sealed in an envelope and given to the Treasurer to deposit.

## **ARTICLE XII**

### **MEETINGS**

Section 1. General meetings of this organization shall be held monthly with the day and time to be fixed by the Board at its first meeting of the year.

Section 2. The President shall create an Agenda prior to each General Meeting, with approximate times for each item, including guest speakers. Anyone may request that an item be added to the Agenda prior to the meeting. Include a time at the end of the meeting for questions/comments but limit to 3 minutes per person.

Section 3. Board meetings will be held as needed. The Board will fix the time and date. Meeting dates will be announced.

Section 4. The President with prior notice may call special meetings.

## **ARTICLE XIII**

### **DISSOLUTION**

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the Boosters, the remaining assets shall be distributed to Binkley Elementary. If Binkley Elementary ceases to exist, remaining Boosters assets shall 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 federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **ARTICLE XIX**

### **AMENDMENTS**

Section 1. These By-Laws and/or Constitution may be amended at any regular meeting by two-thirds vote of its present Board Members, provided amendment has been presented at a previous general meeting and published on the Boosters website.

Section 2. Approved amendments are to be enacted immediately and may be retroactive where applicable.

**Approved: (Date)**

**By:**

**Title:**

**Approved: (Date)**

**By:**

**Title:**