

CHANDLER HIGH SCHOOL SWIM AND DIVE BOOSTER CLUB BYLAWS

ARTICLE I: NAME

The name of the organization shall be the **Chandler High School Swim and Dive Booster Club**.

ARTICLE II: OBJECTIVES

1. To assist the coaches of Chandler High School Swim and Dive in creating a vital and productive school experience for each student.
2. To provide a process for ensuring effective communication between parents and coaches of Chandler High School Swim and Dive.
3. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involves students and their families.
4. To raise funds and provide volunteers to extend and strengthen the purpose of Chandler High School Swim and Dive.

ARTICLE III: POLICIES

1. The organization shall operate under the umbrella of the Chandler School Boosters, Inc., an Arizona non-profit corporation, and adhere to the rules and guidelines for tax-exempt 501(c)3 organizations.
2. This organization is an independent organization and shall not seek to direct administrative activities of the program or control its policies, except in an advisory capacity.
3. This organization shall be non-commercial, non-sectarian and non-partisan. The names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest.
4. This organization shall follow the policies and standards of the Chandler Unified School District and CSB Inc.
5. The District reserves the right to countermand any decision affecting the District children or property
6. In case of dissolution of the organization, the assets of the organization shall be deposited to the Chandler High School Swim & Dive Activity Fund.
7. When the Booster Club and the Swim and Dive team are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on effort devoted by each. The coach is responsible for determining that effort and related allocation.
8. This organization will not allow Bingo or Raffle activities for fund raisers.

ARTICLE IV: MEMBERSHIP

1. Any parent or legal guardian of a student currently active with Chandler Swim and Dive team shall be considered a member.

2. Any coach of the Chandler Swim and Dive team shall be considered a member.
3. This organization shall have no monetary dues.
4. The organization will consist of Executive Board Members, Committee Members and members at large.
5. The privilege of holding office, making motions, debating and voting shall be limited to the members of the organization.

ARTICLE V: OFFICERS AND ELECTIONS

1. Officers shall be as follows:
 - A. President or Co-President(s) is acceptable (elected)
 - B. Vice President (elected)
 - C. Secretary (elected)
 - D. Treasurer (elected)
 - E. Parent Representative(s), (by appointment)
2. Nomination of officers shall be taken during the October general meeting. Elections and installment of new Board Members shall be during the November general meeting.
3. Election shall be by ballot.
4. Officers shall begin their term(s) January 1st.
5. Outgoing officers shall transfer books, bank accounts to the newly elected board upon reconciliation of December bank statement, or upon the discretion of both boards.
6. The Executive Board shall fill vacancies by appointment.
7. All positions are volunteer positions. Officers are expected to devote time in the day-to-day operations, attend general and Executive Board meetings, participate in Booster Club fundraising efforts and sponsored events.
8. District employees may hold office.
9. Executive Board members shall serve for a term of one year. There shall be no limits on the number of terms a board member may serve.
10. Executive Board will meet, either in person or electronically, before every general Booster Club meeting and set agenda.
11. Executive Board will set the Booster Club budget before the first general Booster Club meeting.

ARTICLE VI: DUTIES OF OFFICERS

1. President
 - A. Attend Booster Club meetings.
 - B. Chair Booster Club meetings.
 - C. Enforce all by-laws and policies.
 - D. Assist and coordinate committee chairpersons, as needed.
 - E. Assist Coach with administrative duties upon request.
 - F. Outline and supervise all Booster Club fundraising efforts.
 - G. Set general and Executive Board meeting times.
 - H. Act as alternate representative to the CSB inc.

2. Vice President
 - A. Attend Booster Club meetings.
 - B. Attend Executive Board meetings.
 - C. Assume the responsibilities of the President in his/her absence.
 - D. Volunteer coordinator.
 - E. Mentors Parent Representative(s).

3. Secretary(s)
 - A. Attend Booster Club meetings.
 - B. Attend Executive Board meetings.
 - C. Record and maintain written documentation of all meetings, executive and general. As a minimum, minutes must include a list of all expenses (amount, date expended, description and check number, if applicable) since the last minutes were approved.
 - D. Present a written report of previous Booster Club meeting minutes.
 - E. Handle correspondence of the organization.
 - F. Maintain current Bylaws and Policies & Procedures.
 - G. The Secretary also keeps a copy of the minutes, Bylaws, rules, membership lists and has all available at meetings.

4. Treasurer(s)
 - A. Attend Booster Club meetings.
 - B. Attend Executive Board meetings.
 - C. Coordinate and maintain financial records for all Booster Club sponsored fund-raising activities.
 - D. Maintain all Booster Club bank accounts, keeping accurate records of all receipts and expenditures.
 - E. Receive all monies of organization, and make deposits into bank account.
 - F. Present a current report of financial status at Booster Club meetings.
 - G. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory. The non-signatory does not have to be a board member, and can be a district employee.
 - H. Attend CSB Inc. meetings as the representative of Chandler Swim and Dive Booster Club.

5. Parent Representative(s)
 - A. Attend Booster Club Meetings.
 - B. Attend Executive Board Meetings.
 - C. Mentors and acts as contact point for parents, both new and returning

ARTICLE VII: REVENUE AND EXPENDITURES

1. Bank Accounts
 - A. Booster Club shall establish and maintain a checking account for the sole use of receiving and disbursing funds.

- B. Account shall have at least three signers, preferably four, on the account. Board members/officers shall be authorized to sign checks, unless the Board member/officer is a District employee.
 - C. Two signatures shall be required on all checks disbursed.
 - D. Bank account shall be reconciled by Treasurer monthly. The reconciliation shall be reviewed by a non-signatory and included in the minutes.
2. Expenditures
- A. A budget must be presented at the first general Booster Club meeting of the school year.
 - B. All expenditures/check requests must have two signatures.
 - C. All expenditures, including online payments and debit card transactions, must be supported by an invoice/receipt.
 - D. Expenditures, not in the budget, over \$2,500.00 must be voted on and approved at a general Booster Club meeting.
 - E. Expenditures, not in the budget, under \$2,500.00 may be approved by at least two Executive Board members.
 - F. All expenditures, including online payments and bank fees/charges, must be listed and approved in the minutes. The detail should include:
 - 1) Amount of expenditure.
 - 2) Date of expenditure.
 - 3) Description of goods or services purchased.
 - 4) Check number, if applicable.
3. Revenues
- A. At least two members of Booster Club must count and verify all monies received and prepare bank deposits. A duplicate deposit slip must be created.
 - B. Treasurer must make all deposits in a timely manner.
 - 1) A collection of \$500.00 or more will be deposited within 24 hours.
4. The following financial statements should be prepared monthly and presented to members for approval at all regular meetings of the general membership. Financial reports for the 12 months ended June 30th must also be presented for approval at a regular meeting of the general membership.
- A. Balance sheet
 - B. Statement of activities showing revenues, expenses and fund balance or net assets
5. An annual financial report must be provided to the treasurer of the Chandler School Boosters, Inc. upon request. The format of this report shall be determined by the Chandler School Boosters, Inc. Such information shall be used for consolidated tax return preparation.

ARTICLE VIII: MEETINGS

1. Executive Board Meetings
 - A. Executive Board members shall consist of the Booster Club President or Co-Presidents, Vice President, Secretary, Treasurer, Parent Representative(s) and Coach(es).
 - B. Executive Board members shall meet, either in person or electronically, prior to every general Booster Club meeting, setting agenda.
 - C. Special Booster Club meetings may be called by the Executive Board members.
 - D. The budget for the new season shall be decided upon by the Executive Board members and presented at the first general Booster Club meeting.
 - E. The Board shall approve financial statements at year-end.
2. General Booster Club Meetings
 - A. Regular meetings of the organization shall be held a minimum of two times per school year to correspond with Swim and Dive Season.
 - B. The last meeting of the season shall have election and installment of new Executive Board members.

ARTICLE IX: COMMITTEES

1. The Executive Board members shall create committees, as deemed necessary, to promote the objectives and carry on the work of the organization.
2. A designated chairperson may be appointed for each committee.
3. All flyers/correspondence of committees must have the approval of President or Vice President or Chairperson(s) before distribution.
4. Since special committees are created for a specific purpose, they are automatically disbanded when their work is done and their final reports are submitted in writing to the Executive Board.

ARTICLE X: PARLIAMENTARY PROCEDURES

1. *Roberts Rules of Order Revised* shall govern this organization in all cases to which they are applicable.

ARTICLE XI: AMENDMENTS

These By-laws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting. It is suggested that Bylaws be available for review at one general meeting to be voted on at the next general meeting.