

BYLAWS

OF

BLUE VALLEY NORTHWEST HIGH SCHOOL
PARENT BOOSTER CLUB

Amended March 2011
Adopted 2006-2007

BYLAWS
OF BLUE VALLEY NORTHWEST HIGH SCHOOL
PARENT BOOSTER CLUB, INCORPORATED

ARTICLE I: NAME AND PURPOSE

1. This organization will be known as the Blue Valley Northwest Parent Booster Club, Incorporated, or the “PBC.”
2. The purpose of the PBC is to provide support and assistance to students in all extra-curricular activities endorsed by the Blue Valley Northwest High School. The PBC will work with administrators, sponsors, coaches and parents to promote communications and assistance in the form of services, goods, financial considerations and program opportunities.

ARTICLE II: ORGANIZATIONAL DOCUMENTS

The PBC shall be governed by the provisions in the Not For Profit Articles of Incorporation and these Bylaws, which may be amended from time to time by the General Membership.

ARTICLE III: POLICIES

Section 1. The PBC will be non-commercial, non-profit, non-sectarian and non-partisan.

Section 2. The name of the PBC or the names of any members in their official capacities will not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purposes of the PBC.

Section 3. The PBC will cooperate with the administration and Blue Valley Board of Education to support the goals toward excellence in education.

Section 4. The PBC may cooperate with other agencies and organizations concerned with child welfare, but persons representing the PBC in such matters will make no commitments that bind the PBC.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1. Any individual who subscribes to the objectives and basic policies of the PBC may become a member.

Section 2. The PBC shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

ARTICLE IV cont'd.

Section 3. Only members in good standing (dues paid) shall serve in any of its elective or appointive positions.

Section 4. Annual dues to the organization will be determined annually by the General Membership.

Section 5. Each paid membership shall be entitled to one vote at the General Meetings.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1. The Nominating Committee shall consist of the out-going President(s), the incumbent President(s) should one be in place, either or both the current 1st and 2nd Vice Presidents and a representative from each feeder middle school who are also current members of the PBC in good standing. **The Nominating Committee shall consider for President first a member of the Executive Board, next a Committee Chairperson on the General Board and then a member in good standing of the PBC.** The proposed slate shall be presented for approval by the General Membership. The officers will assume their official duties the day after the last day of school until the last day of the next school term. A vacancy occurring in an office shall be filled by appointment of the President from the General Membership of the PBC. In case the vacancy occurs in the office of the President, the 1st Vice President shall complete the term as President, the 2nd Vice President shall become the 1st Vice President and the President shall appoint a new 2nd Vice President.

Section 2. Duties of Officers

The President (or Co-Presidents), 1st and 2nd Vice Presidents, Secretary and Treasurer will serve as the Executive Board of the PBC.

1. President – The President (or Co-Presidents) will preside at all PBC Executive Board meetings, General Membership meetings and programs. The President is an ex-officio (voting) member of all committees and will coordinate the work of the officers and committees in order that the purpose may be promoted. The President will keep on file a copy of the year-end report of each standing committee chairperson. The President will provide an interface between the Blue Valley Northwest High School/District Administration and the PBC.

2. 1st Vice President – The 1st Vice President shall succeed the President in case the President is unable to complete tenure; assist the President and learn the functions of the Presidency in order to be able to assume the Presidency if necessary; assist committee chairpersons to ensure committee efficiency; be responsible for the annual tailgate parties and the Parent Informational programs.

3. 2nd Vice President – The 2nd Vice President shall succeed the 1st Vice President or the President if the 1st Vice President does not succeed the President should they be unable to

complete tenure; learn the functions of each standing committee and assist the committee chairperson in order to be able to assume the 1st Vice Presidency or Presidency; organize the 2 annual administrative staff luncheons.

4. Secretary – The Secretary shall record the minutes of meetings of the Executive Committee, General Board Meetings and General Membership meetings. The Secretary shall perform all the duties of correspondence and mailings and shall see that all correspondence is reported and kept on file with the minutes for future reference.

5. Treasurer – The treasurer will receive all monies of the PBC, keep accurate receipts and expenditures, and make disbursements in accordance with the approved budget as authorized by the PBC, the General Board or the Executive Board. The Treasurer will present a financial statement at every Business meeting and at other times when requested by the Executive Board and/or the General Board and/or the General Membership. The Treasurer and the President shall be authorized to sign the PBC's bank accounts. **The Treasurer shall submit the account book annually to an Audit Committee for review prior to passing on the account book to the incoming Treasurer by August 15th.** The 1st Vice President shall appoint an Audit Committee. **The Audit Committee Report should be presented for adoption** by a majority vote of the General Board at the first meeting of the incoming General Board. A written copy of the yearly Audit Report shall be filed with the President, Vice Presidents, Secretary, Treasurer and School Principal.

ARTICLE VI: GENERAL BOARD

The General Board will consist of the Officers and Committee Chairpersons of the PBC. The duties of the General Board will be:

- a. To transact necessary business in the intervals between Business Meetings and any such business which may be referred to the General Board;
- b. To create standing and special committees;
- c. To approve the work plans of standing and special committees;
- d. To present a report at regular Business meetings;
- e. To approve a budget for the fiscal year as presented by the Treasurer;
- f. To approve bills outside the limits of the budget;
- g. To transact any other business necessary to effectuate the PBC purposes.

ARTICLE VII: STANDING AND SPECIAL COMMITTEES

The Executive Board may create such standing committees as it deems necessary to promote the purposes and to carry on the work of the PBC. The term of each chairperson will be one (1) year or until the election and qualification of a successor. The Chairperson of each standing committee will keep the General Board informed of all work plans. No committee work will be undertaken without the consent of the General Board. The chairperson of each standing committee will prepare a year-end report, including procedures and suggestions. One copy shall be placed in the chairperson's notebook and one copy shall be given to the President. Standing Committee

Chairpersons will assume their official duties at the end of the academic year and will serve for a term of one (1) year. A standing committee chairperson will be eligible to serve as chairperson of the same committee for more than one (1) term.

ARTICLE VIII: MEETINGS

Section 1. Business meetings will be held a minimum of (4) four times an academic year.

Section 2. The General Board may call special meetings with (10) ten days notice having been given when possible.

ARTICLE IX: ADMINISTRATION

Section 1. The President shall appoint any other Interim committees that are deemed necessary for the operation of the PBC. The Chairperson of the interim committee is not a member of the Board. A report shall be submitted at each monthly Board meeting.

Section 2. The President may disburse an amount up to \$500.00 in case of an emergency between Board meetings with an explanation of the expenditure at the next Board meeting. Any expenditure over \$500.00, other than approved operating expenditures, **must be approved by the majority of the Executive Board Members.**

Section 3. A financial review of the Treasurer's Books will be conducted any time a new Treasurer assumes the function of Treasurer.

ARTICLE X: RULES

The PBC shall operate under Robert's Rules of Order unless in direct conflict with Standing Rules or otherwise stipulated in these Bylaws.

ARTICLE XI: QUORUM

A simple majority of the Members present shall constitute a quorum.

ARTICLE XII: MISCELLANEOUS

Section 1. These Bylaws may be amended at General Membership meetings of the PBC with two-thirds (2/3) vote of Members present and voting, provided that notice of the proposed amendment(s) has been given.

Section 2. All PBC information including organizational documents, minutes, financial records are available for inspection upon request.