

Ayala Spirit Boosters

By-Laws

Article I: Name

The name of this organization shall be known as “Ayala Spirit Boosters”

Article II: Purpose

Ayala Spirit Boosters are organized as a not for profit entity under the existing Internal Revenue Code Section 501 (c) (3).

The specific purposes of this organization are:

To obtain support from parents to improve the quality of education for those students ~~in~~ on the Ruben S. Ayala High School (Ayala or School) Spirit Team.

To further the best interests of the Ayala Spirit Team and the extra-curricular participation of its students.

To promote and administer the fundraising efforts to support the financial needs of the Ayala Spirit Team.

To support, whenever possible and within reason, the Spirit Advisor in his or her duties in connection with the Spirit Team.

Article III: Executive Board

The Executive Board shall be comprised of the duly elected officers of the Ayala Spirit Boosters, all of whom are required to be members of the organization in good standing (as defined throughout in Article VII).

The Executive Board:

Shall transact necessary business between general membership meetings of the organization, prepare an agenda for each general membership meeting, and conduct such order of business, which may be referred by the organization.

Shall fill all vacancies of offices, including that of the President, with simple majority vote of the Executive Board and subsequent approval of the general membership at the next regularly scheduled general membership meeting.

Shall maintain a simple majority (half plus one member) present in order to transact any business or vote at an Executive Board Meeting.

May authorize the payment of the organizational bills within the budget adopted by the membership and, between meetings of the organization without approval of the organization at a general membership meeting, and may authorize the payment of the unallocated expenditures not to exceed \$250.00.

Shall require the approval of the general membership for unallocated expenditures in excess of \$250.00 at an organizational board meeting.

The Executive Board (“Board”) is required to establish an annual budget to be presented to the general membership of the Ayala Spirit Boosters. The budget shall be presented by no later than the September general membership meeting following the formation of the new squad each year. The budget shall be approved by a simple majority (half plus one) of members in attendance.

Article IV: Officers and Elections

Officers

The officers of this organization shall be President, Vice President, Secretary, and Treasurer. Other Officers may but are not required to also include; Ways and Means, Class Representatives, and Historian.

Each officer shall have one vote at the Executive Board Meetings providing that he or she is in good standing.

All officers must attend all meetings whenever possible.

Any officers not executing the duties of their office may be removed by a majority vote of the Executive Board or by a majority vote of the members present at the General Membership Meeting by a motion of the General Membership. The vacancy shall be filled in accordance with Article III.

The officers of this organization shall oversee and coordinate all Committees: i.e. Junior Cheer Camp, Hosted Competitions, Snack Bar, including but not limited to any and all on-going Fundraising efforts.

Elections

Elections of officers shall be conducted during the General Membership meeting held in the month following the new squad selections.

Voting is limited to members in good standing present at the general membership meeting.

Written nominations for officers shall be made by members or by a nominating committee, if one is established, a minimum of thirty (30) days prior to the elections or by Vote by Proclamation; which ever occurs first.

Nominations from the floor may be made at the first official general membership meeting following this selection of the new Ayala Spirit Team.

Any member in good standing may be nominated for an office.

Any office with two or more nominees shall be voted on by written ballot at the monthly meeting following a nomination meeting, and a simple majority of the qualified votes shall select the elected officer.

Any officer may be removed from office by a majority vote of the General Membership present at the general membership meeting.

Class Representatives shall be elected by the individual squad that they represent by a simple majority of those members present.

Article V: Duties of Officers and Directors

President: The President shall:

Preside over all meetings of the General Membership and the Executive Board;

Shall be the liaison between the Ayala Spirit Boosters and the Spirit Advisor.

Coordinate the work of the officers and committees;

Be an official signer on the Ayala Spirit Booster's checking account.

Be a member ex-officio of all committees except the Nominating Committee; and

Serve as direct contact to the Audit Committee.

Vice President: The Vice President shall:

Assist the President and shall perform the duties of the President in the absence or inability of that officer to act;

Serve as coordinator of logistics at all events.

Be an official signer on the Ayala Spirit Booster's checking account; and

Assist the Treasurer in collection of delinquent spirit member accounts.

Secretary: The Secretary shall:

Keep an accurate record of the proceedings of all meetings of the organization and the Executive Board in a notebook, which shall be the legal record of the organizations official business and surrendered to the duly elected incoming Ayala Spirit Boosters secretary at which time this becomes necessary.

Prepare a list of unfinished business for the use of the President and executive board, prior to all General Membership Meetings.

Record all expenditures in the general membership meeting minutes.

Keep a current copy of the approved By-Laws.

Provide a written copy of all Executive Board and General Membership meeting minutes to each member within a week of the meeting.

Coordinate any and all Zoom meetings, if and when meetings have to be held virtually rather than in person.

Treasurer: The Treasurer shall:

Maintain an accurate record of deposits and expenditures of the organization and relinquish all financial records including check book, on demand by the Executive Board by a simple majority vote if and when this is deemed necessary. In addition, surrender all official notes, reports, and financial information to the duly elected incoming Ayala Spirit Boosters treasurer at which time this becomes necessary.

Add all monies of the organization and deposit them in the bank account in the name of the organization;

Present at all general membership meetings of the organization a Treasurer's report delineating all activities of income, expenditures, adjustments, changes, fund balances, and the financial performance of the organization against the approved budget;

Make an annual financial report to that organization, which includes gross receipts and disbursements for the year;

Present the organization's books to an accountant for purposes of filing annual tax

returns;

Be an official signer on the Ayala Spirit Booster's checking account.

Submit time sheets after Spirit Advisor approval to district office with a booster check to cover costs;

Prepare and present the annual budget to the General Membership after approval by the Executive Board; and

Serve as director to the Finance Committee, if one is established.

Shall leave not less than \$4,000.00 for the following year clubs Treasury for start-up costs.

Should submit the books to a designated audit committee at the end of every fiscal year.

Squad Representatives: The Squad Representatives shall:

Consist of representatives for any and all grade levels: Freshmen, Sophomores, Juniors, and Seniors.

Assist the Spirit Advisor as coordinator of student spirit members at booster related events (bonds / fundraisers);

Distribute necessary equipment and supplies to their class members; and

Serve as liaison between the organization and spiritleader parents.

Ways and Means Chairperson: The Ways and Means Chairperson shall:

Chair the Fundraising Committee;

Present all fundraising ideas to the Board;

Direct the lead person(s) and volunteers for each fund raising event; and

Prepare records of each event for audit.

Historian: The Historian shall:

Maintain Web Page and catalog pictures of events during the year.

Coordinate collection of Scrapbook Pages for assembly of the Senior Scrapbooks.

Collect and organize pictures for Banquet Slide Show and coordinate Senior Video.

Article VI: Meetings

General Membership Meetings: General meetings shall be held monthly unless otherwise required by the membership or the Executive Board. General meeting agendas and minutes from the previous general meeting will be available to all members wishing to inspect them within the month in which the meeting occurred.

Executive Board Meetings: Executive Board Meetings shall be held monthly unless otherwise required by the membership or the Executive Board. Meetings shall be conducted monthly as determined by the Board.

Annual Election: The first official general membership meeting will take place approximately 2-3 weeks after the new team is selected. Nominations for officers will take place at this meeting.

Motions: The privilege of making motions, debating and voting shall be limited to members in good standing of the organization who are present.

Article VII: Membership

Membership is automatic for all families of participating student. Any parent or guardian of a student who has lost the privilege of "Spirit Leader" shall relinquish their membership in the Ayala Spirit Boosters.

One family unit shall constitute a member and shall be limited to one vote per spirit leader at all meetings provided the member is in good standing.

Article VIII: Government Compliance

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes; and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code, as selected and approved by a majority vote of the Executive Board.

No part of the assets or net earnings of this organization shall ever inure to or for the benefit of or be distributable to its members, trustee, officers, or other private persons,

except that the association shall be empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the exempt purpose for which is was formed.

Notwithstanding any other provisions of these articles, the organization shall not conduct any other activities not governed by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code.

- D. The rules contained in the current edition of Roberts Rules of Order shall be used as guidelines to govern this organization in all cases in which they are applicable and in which they are not in conflict with the By-Laws.

Article IX: Amendments

These By-Laws may be amended by a two-thirds vote of those members in good standing, and in attendance at any scheduled meeting of the organization.

Reviewed and revised on May 2, 2021
Adopted by the General Membership on