



BYLAWS

Organization Name

ARTICLE I

Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under sections 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earning of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

NO substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of future federal tax code, or (b) by an organization, contributions, to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Notwithstanding any other provision in this document, the purposes will be limited exclusively to exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III

The organization shall ensure compliance with District, city, state, federal, and other applicable regulatory requirements governing parent organizations and its activities.

ARTICLE IV

Only active members in good standing (members with no compliance violations) shall be permitted to hold office or vote upon any matter of business of the organization. The affairs of the parent organization shall be managed by the board of directors. The board of directors shall include the president, treasurer, and secretary (vice president and parliamentarian are optional). The board of directors may create and delegate tasks to committees. Directors are also referred to as officers. A majority of the board shall constitute a quorum for the transaction of business. No resolutions may be adopted except by the board or as delegated by the board.

ARTICLE V

The general membership shall elect its officers annually in May by using simple majority or secret ballot. The election of officers should be from a slate of officers presented by the nominating committee in the spring of each school year. Recommendations may also be taken from the floor at the time of the vote in accordance with Roberts Rules of Order. At no time should officers be appointed without the input and approval of the membership except for interim vacancies which will be appointed by the majority vote of its officers.

ARTICLE VI

Board meetings shall be open to the public. The board shall meet at least monthly on a set day of the month, time and location. The president, with input from its officers and members, shall prepare the agenda for all board meetings. The agenda or any changes to the regularly scheduled meetings shall be posted on the organizations website or at the campus business office 72 hours prior to the meeting. The order of business shall be as follows:

1. Call to Order
2. Program
3. Reading of Minutes
4. Report of Treasurer
5. Report of Committees
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

ARTICLE VII

President

The president shall be the principal executive officer of the parent organization and shall in general supervise and control all of the business and affairs of the parent organization. He or she shall preside at all meetings of the parent organization, and shall be ex-officio member of all committees. He or she may sign, with the treasurer any contracts or other instruments which the board of directors has authorized to be executed.

Vice-President

In the absence of the president or in the event of his or her inability or refusal to act, the vice president shall perform the duties of the president, and when so acting shall have all the powers of and be subject to all the restrictions upon the president.

Treasurer

The treasurer is the authorized custodian of the organization's funds and shall account for all financial transactions and perform other duties as assigned by the board of directors.

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the organization. The secretary shall record meeting minutes and provide copies of approved minutes to the campus principal and perform other duties as assigned by the board of directors. In the absence of the treasurer or in the event of his or her inability or refusal to act, the secretary shall perform the duties of the treasurer, and when so acting shall have all the powers of and be subject to all the restrictions upon the treasurer.

ARTICLE VIII

These bylaws may be amended at any regular meeting of the organization by a majority vote of the general membership.

ARTICLE IX

The organization may finance its activities either through donations or fundraisers. A solicitation permit shall be obtained prior to soliciting donations and campus approval shall be obtained prior to conducting a fund raising activity. State and federal tax laws shall be strictly followed.

ARTICLE X

A financial budget shall be developed at the beginning of the school year prior to generating revenue or incurring expenses. The budget is to list all forecasted revenue and expenses for the current school year. The budget and budget amendments shall be approved by the majority of the general membership and made available to its members. The organization is restricted to fundraisers and expenditures listed in the budget.

ARTICLE XI

Financial transactions shall be accounted for through the cash basis method. The organization shall establish a fiscal year-end date of June 30th. Financial statements shall be provided to the principal and the general membership at a minimum of twice a year. Disbursements shall be made as authorized by the budget.

ARTICLE XII

The president is the only officer authorized to make press releases. The president shall consult with the campus principal and District public relations officer prior to making any media statements.

ARTICLE XIII

The members or the organization shall interact properly with campus personnel through the lines of authority established by the board of trustees. The members and fans shall refrain from inappropriate behavior at contests towards guests, judges, and officials.

ARTICLE XIV

The organization shall conduct a range of activities which best meets the student's educational interests and overall development.

ARTICLE XV

The organization shall ensure compliance with the Athletic Amateur Rule and the Awards Rule as established by the University Interscholastic League. The organization shall not provide anything to UIL participants, including awards, without the permission of the campus principal and the Director of Athletics.

ARTICLE XVI

The organization shall formulate plans to support the school through good and bad seasons.

These bylaws were submitted and approved on Date.

President _____	Date _____
Vice President _____	Date _____
Treasurer _____	Date _____
Secretary _____	Date _____