

**Amended Bylaws**  
**of**  
**BASIS Ahwatukee Boosters**

**ARTICLE I: NAME**

The name of this organization shall be BASIS Ahwatukee Boosters (herein referred to as "Boosters" or "Organization").

**ARTICLE II: OBJECTIVES**

The Objectives of Boosters are:

- A. To encourage and promote the welfare and educational growth of the students attending BASIS Ahwatukee (hereinafter referred to as the "School").
- B. To strengthen the relationship between the home and the School, so that parents and teachers may cooperate intelligently in the education of children and youth.
- C. To develop parent leadership and involvement while utilizing the talents and resources of our families, teachers, School and community.
- D. To raise funds to achieve the objectives of the Boosters.

**ARTICLE III: PERSONAL APPLICATION**

All present or future parents, guardians, teachers and administrative officials of the School who subscribe to the objectives of the Boosters are subject to the regulations of these Bylaws as set forth herein.

**ARTICLE IV: POLICIES**

The following are the basic policies of the Boosters:

- A. The Boosters is an Arizona non-profit corporation. Boosters conducts business and

follows policies to maintain a tax-exempt status as defined in section 501 (c) (3) of the Internal Revenue Code of 1986, as amended (or the corresponding provisions of any future United States Internal Revenue Law) (the "Code").

- B. The Boosters shall be noncommercial, nonsectarian, and nonpartisan.
- C. No part of the net earnings of the Boosters shall inure to the benefit of, or be distributable to its Members or Officers. However, the Boosters 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 Boosters' Objectives.
- D. The Boosters and its Members shall not practice or permit discrimination on the basis of gender, age, race, sexual orientation, national origin, religion, or physical handicap or disability.
- E. All Boosters Members shall be volunteers and shall be reimbursed for authorized Boosters expenses, but shall not be compensated for their time or service to Boosters.
- F. All items remaining after any Boosters event remain the property of the Boosters and may be distributed at the Executive Board's discretion, with preference given to classrooms, school staff and clubs.
- G. Conflict of Interest - The Boosters has adopted a Conflict of Interest Policy. This policy is intended to avoid entering into a transaction or arrangement that might benefit the private interest of a Member or might result in a possible excess benefit transaction. This policy supplements but does not replace any applicable state and federal laws.
  - 1. The Boosters will be required to review and vote upon at least three competitive bids for any goods or services valued over \$2,000 before a contract is signed or purchase is made. Their names and findings shall be recorded and filed with the invoice along with all bids.
  - 2. No Boosters Member may make a binding commitment or financial contribution on behalf of the Boosters to any other organization without the vote and consent of the Boosters.
  - 3. The Boosters will be required to review and vote as to the "fairness and reasonability" of the cost of goods or services, regardless of value, when said goods or services are to be purchased from a company or individual

with which any Member has an affiliation. Their names and findings shall be recorded and filed with the invoice. An affiliation is any financial interest that a person has directly or indirectly, through business, investment or family.

4. No Member shall accept any personal gift, favor, compensation, bonus or reward, regardless of value, as a result of or while transacting business for Boosters.
  - a. Product samples for the purpose of evaluation and comparison of merchandise are allowable when total value per vendor is \$30 or less.
  - b. A minimum of one Executive Board member must sit in on all fundraising vendor meetings.
  - c. Gifts, favors, compensation, bonuses and rewards are acceptable when made directly to the benefit of the Boosters.

H. Membership shall be immediately and permanently terminated and legal action may be pursued for any Member determined to have committed one or more of the following acts by a majority vote of Boosters Members present at a Special Meeting called for such purpose:

1. Any acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of the law;
2. The authorizing of an unlawful payment or distribution out of the Organization's assets;
3. Any transaction made in the furtherance of the exempt purposes of the Organization for which the Member derived an improper personal benefit; or
4. Any act or acts that can be defined under the Federal or Arizona State law as a "conflict of interest".

I. Boosters shall carry Directors and Officers policy in addition to a general liability insurance in an amount with minimum limits of \$1,000,000.00.

## **ARTICLE V: MEMBERSHIP AND DUES**

### **SECTION 1: MEMBERSHIP**

A. Membership in Boosters shall be made available to any individual who

1. Is a parent or guardian with a child enrolled and attending the school. ("Parents" include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child attending the school for the current school year).
  2. Is employed at the school.
- B. All Members of the Organization shall be eligible to participate in all General Booster Meetings, attend Booster sponsored events and participate in Booster organized programs.
  - C. Each paid membership (including those paid by Scholarship) shall have two votes. A membership includes any number of siblings attending the school.
  - D. In the event a Member is no longer 1) a parent or legal guardian of a student attending the School or 2) an employee of the School, either voluntarily or by operation of law, such Membership shall automatically be terminated.
  - E. Any Boosters Member may inspect all books and records of the Organization, within seven days after submitting a written request addressed to an Executive Board member.
  - F. The Membership year of Boosters shall begin on June 1st and end on the following May 31st.
  - G. The Boosters shall conduct a Membership drive every year, but may admit individuals to Membership at any time.

## **SECTION 2: DUES**

- A. Boosters Members shall pay annual dues which shall be set for the coming school year at the last General Boosters Meeting of each school year.
- B. If a Parent is unable to pay Membership Dues as a result of financial hardship, said Parent may contact the Head of Operations at the school, explain their situation in a confidential manner and the Head of Operations will contact the Executive Vice President and inform that said parent may be granted Membership without paying Dues.

## **ARTICLE VI: BOARD OF DIRECTORS**

- A. The Board of Directors (or Executive Board) shall consist of seven members as follows: one President, one Executive Vice President, one Vice President of Communications, one Vice President of Fundraising, one Vice President of the Lunch Program, one Secretary, and one Treasurer.
- B. Executive Board members must be eligible Members of the Boosters during the school year in which they serve.
- C. Permanent or contracted employees working at the school may hold an elected office on the Boosters Executive Board with the exception of President and Treasurer. To prevent conflicts of interest, said board member will not have voting rights. There can be only one employee working at the school and serving on the Boosters Executive Board at one time.
- D. Executive Board members must attend at least 80% of the Executive Board Meetings, 75% of the General Boosters Meetings and contribute enough time to serve the Boosters and further its objectives. This percentage will not apply if the absence is due to reasonable cause such as illness or bereavement.
- E. Executive Board members shall take office at the close of the General Boosters Meeting at which they were elected and shall serve for one year. The outgoing Executive Board shall be able to vote in all decisions taken from the day of the election to the last day of school in May.
- F. All Executive Board members may be reelected for a second term.
- G. A Member who has served for two consecutive terms shall be ineligible to serve in that office again for a period of one year, but is immediately eligible to serve in a different office.
- H. Officers shall be elected in accordance to Article IX: Elections.

## **ARTICLE VII: DUTIES**

### **SECTION 1: DUTIES OF THE EXECUTIVE BOARD**

The Executive Board shall:

- A. Transact necessary business in the intervals between regularly scheduled meetings

- of the Organization;
- B. Create standing and special committees;
  - C. Approve all Chair and Co-Chair persons to each committee;
  - D. Approve the plans of any and all committees;
  - E. Create a calendar of events, coordinating all committee and school activities;
  - F. Enter into contracts or agreements for the purchase of materials or services on behalf of the Boosters;
  - G. Review and vote upon any goods or services outside the budget valued under \$1000 before a contract is signed or purchase is made. Their names and findings shall be recorded and filed with the invoice. The Executive Board shall inform the Members of the transaction at the next General Boosters Meeting.
  - H. In the event that goods or services outside the budget valued over \$1,000 need to be approved before the next General Boosters Meeting takes place, the President shall call a Special Meeting inviting all Boosters Members. The Agenda for the meeting shall be duly notified to all Members.
  - I. Invite the Head of School to attend and be provided the opportunity to speak and provide input during quarterly General Booster Meetings.
  - J. Request and receive approval from the Head of School prior to the use of the BASIS trademark name.
  - K. Request (at least fifteen days prior) and receive approval from the Head of School prior to the use of the school facilities.

## **SECTION 2: DUTIES OF OFFICERS**

### **A. President.**

1. Shall organize and preside over all Executive, Special and General Boosters Meetings, and shall coordinate preparation of the agendas for meetings with the Secretary;
2. Shall supervise, direct and facilitate the work of the Boosters to ensure alignment with the Boosters' Objectives, with the assistance of the Executive Board;
3. Serve as an ex-officio Member of all committees;

4. Shall cooperate with the Head of School and Administration to maintain a supportive relationship between the School and the Boosters;
5. Shall meet regularly with the Head of School and discuss the calendar of events for the year, upcoming activities and programs;
6. Shall be in charge of sending e-mails to the Boosters distribution list as needed;
7. Shall supervise the activities of the Boosters Treasurer;
8. Shall act as co-signatory on all Boosters bank accounts;
9. Delegate responsibilities to other Booster Members and encourage meaningful participation in all parent and school activities;
10. Shall provide a summary year-end report of his/her year in office for the new President at the Joint Meeting.
11. Shall have the authority to approve expenditures up to \$100.00 (one hundred dollars) requested by Head of School for teachers or departments without prior Board approval, but must report such expenditure at the next Executive Board meeting. This amount may be amended by the board by majority vote. In the event that the Board feels that the President has improperly exercised such authority, the Board may revoke such authority for the remaining term of such President by a majority vote of the Board.

**B. Executive Vice President.**

1. Shall act as aide to the President;
2. Shall perform the duties of the President in the President's absence or inability to serve, immediately reporting any new business to the President;
3. Shall be in charge of the annual Membership Drive;
4. Shall prepare and keep current an official Membership roster. This roster shall include:
  - a. The total number of Members;
  - b. The names, mailing addresses, and email addresses of Members; and
  - c. The dues collected from Members.
5. Shall prepare and keep current a roster of volunteers and make it available to the Vice President of the Lunch Program and any Committee that needs volunteers to perform duties;

6. With the exception of those Committees specifically assigned to the Vice President of Communications and Vice President of Fundraising, the Executive Vice President shall:
  - a. supervise and assist the Committees to facilitate and ensure alignment with the Organization's objectives;
  - b. act as liaison between the Committees and the Boosters Executive Board;
  - c. Provide a summary year-end report of his/her year in office for the new Executive Vice President at the Joint Meeting.

**C. Vice President of Communications.**

1. Shall act as aide to the President;
2. Shall work closely with the Newsletter, Website and Social Media Committees informing them of all events, programs and projects agreed at the Booster's Executive Board Meetings;
3. Shall verify the accuracy of all information contained in Boosters publications;
4. Shall approve all Committee flyers that will be sent to families; and
5. Shall provide a summary year-end report of his/her year in office for the new Vice President of Communications at the Joint Meeting.

**D. Vice President of Fundraising.**

1. Shall act as aide to the President;
2. Shall serve as the Executive Board liaison for committees and/or events where monies are exchanged.
3. Shall report the status of all committees in which monies are exchanged.
4. Shall assist Treasurer in closing out monies from events and fundraisers.
5. Shall find fundraising opportunities with local restaurants and businesses. Presents opportunities to the Executive Board to schedule dates on the Boosters' calendar.
6. Shall provide local restaurant and store flyers to the President to share with the school, in the Boosters newsletter, and on social media sites.
7. Shall coordinate with local vendors and parent volunteers to provide and serve fun treats during lunches at least once per quarter.



8. Shall provide a summary year-end report of his/her year in office for the new Vice President of Fundraising at the Joint Meeting.

**E. Secretary.**

1. Shall keep accurate minutes, including attendance and voting records at all Executive Board Meetings, Special Meetings and General Boosters Meetings and distribute them at the next scheduled meeting;
2. Shall coordinate preparation of the agendas for meetings with the President;
3. Shall be prepared at every meeting to:
  - a. Present the records of any previous meetings of the school year;
  - b. Present a current copy of the Bylaws; and
  - c. Present an accurate calendar of Boosters and school events.
4. Be responsible for maintaining a record keeping system, for the safe keeping of the minutes, committee record books and other documents;
5. Help with the Election Process in accordance with the ARTICLE IX herein below;
6. In case of the Secretary's absence from any meeting, another Executive Board member will be appointed to take the minutes;
7. Shall provide a summary year-end report of his/her year in office for the new Secretary at the Joint Meeting.

**F. Treasurer.**

1. Shall be the custodian of all financial records and funds of the Boosters;
2. Shall act as co-signatory on all Boosters bank accounts;
3. Shall immediately inform all Executive Board members of any unusual financial findings or problems;
4. Shall extrapolate income and spending data from the previous year's books to facilitate the Board's setting of the current year's budget;
5. Shall maintain an accurate system of computerized bookkeeping to facilitate real-time reporting of budgets, income and spending by category;
6. Shall be responsible for the timely and accurate execution of all required tax, reporting and financial forms as well as all Accounts Receivable transactions for the

Organization. If the treasurer is not a CPA, the Board may hire a CPA to prepare and file federal and state income tax forms;

7. Shall be responsible for the timely and accurate execution of all Accounts Payable transactions for Boosters as authorized the by the President or Executive Vice President and in accordance with the approved budget;

8. Shall be prepared at each Executive Board Meeting and General Boosters Meeting and at any other time as requested by the Executive Board, to present an accurate financial report that includes as a minimum: the previous month's starting balance, income and expense itemized and subtotaled by spending category, as well as the current balance;

9. Shall close out monies from events and fundraisers with assistance from the Vice President of Fundraising ;

10. Shall provide a complete year-to-date financial report to present at the last General Boosters Meeting of the school year;

11. Shall prepare a proposal for the annual budget for presentation at the April Executive Board Meeting; make the corresponding changes if any, and present for approval at the last General Boosters Meeting of the school year;

12. Shall provide a summary year-end report of his/her year in office for the new Treasurer at the Joint Meeting.

13. It shall be the responsibility of the Treasurer, in conjunction with the President, to make certain that Directors and Officers and general liability insurance policies are renewed from year to year.

**G. Vice President of the Lunch Program.**

1. Shall be in charge of the Lunch Program;

2. Shall find, negotiate, and maintain relationships with vendors for the Lunch Program.

3. Shall work with the Executive Vice President to schedule parent volunteers to serve lunches.

4. Shall support an online ordering system for the Lunch Program.

5. Shall send out Request for Proposals to current and potential lunch caterers as needed, but no later than June of the current year for pricing of student lunches

for the following year.

6. Shall report the status of Lunch Program at each Executive Board meeting.
7. Shall ensure that contracted vendors meet health standards.

### **SECTION 3: DUTIES OF STANDING AND SPECIAL COMMITTEES**

- A. The power to form standing and special committees rests with the Executive Board.
- B. Standing committees shall be created each year as deemed necessary to promote the objectives of the school and Boosters. Special committees will be established as needed.
- C. Only Members of the Boosters are eligible to serve in appointed positions.
- D. Each committee shall have a Chairperson or Co-chairpersons, as determined and approved by the Executive Board.

The Committee Chairperson shall:

- A. Prepare a budget to be approved by the Executive Board and shall not exceed that budget without the prior authorization of the Executive Board.
- B. Be responsible for the planning, promotion, and execution of the event or program that they chair.
- C. Strive for continuous improvement year to year including transition to incoming chairs.
- D. Conduct necessary training for all Committee Members.
- E. Have all flyers and promotional materials approved by the Vice President of Communications before distribution.

### **SECTION 4. DISCIPLINARY ACTION.**

When an Officer fails to attend three consecutive scheduled monthly meetings or 80% of the Executive Board Meetings and 75% of the General Boosters Meetings without reasonable cause such as illness or bereavement, the Executive Board will request the resignation of that Officer and declare the office vacant.

An Officer may also be removed if he/she ceases to meet qualifications, or is not fulfilling the responsibilities of the office prescribed in these Bylaws or engages in conduct injurious

to this Organization. The motion to remove the Officer requires the affirmative vote of the Members casting not less than two-thirds (2/3's) of the total voters present at a General Boosters Meeting or a Special meeting called for the purpose.

The Officer should be given the opportunity to explain the situation and may be represented by counsel upon any removal hearing. The Executive Board shall adopt such rules from this hearing, as it may in its discretion, consider necessary for the best interests of the Boosters.

## **ARTICLE VIII: MEETINGS**

### **SECTION 1. ALL BOOSTER MEETINGS.**

- A. Place. The time and place for all meetings shall be designated by the Executive Board and stated in the notice of meeting.
- B. Agenda. The Secretary in coordination with the President shall prepare the Agenda. Requests to present agenda items at Executive Board Meetings and General Boosters Meetings must be made to the President or Secretary at least seven (7) days prior to the meeting and include the topic and length of time needed
- C. to make the presentation. Items considered greatly important or that warrant immediate attention may be added by the President, disregarding the one week advance notice. The agenda shall include all motions that will be submitted to a vote in that particular meeting.
- D. Quorum: At any meeting, those present in person shall constitute a quorum for the transaction of business except as otherwise provided in these bylaws.
- E. Irregularities: All information and/or irregularities in calls, notices of meetings and in the manner of voting, form of proxies, credentials, and method of ascertaining those present, shall be deemed waived if no objection is made at the meeting.
- F. Order of Business: The format of a Regular Meeting shall be as follows: (1) certify quorum; (2) approval of the minutes of the preceding meeting; (3) reports of Board, if necessary; (4) reports of committees, if needed; (5) unfinished business; (6) new business; and (7) adjournment.

### **SECTION 2. EXECUTIVE BOARD MEETINGS.**

- A. Meetings of the Executive Board shall be held at least once a month, from August to May on set dates designated by the Executive Board at the beginning of the year.

Should a date change, notice should be given at least one week in advance.

- B. Additional meetings of the Executive Board shall be held as needed, and may be called by any member of the Executive Board. Notice will be given at least forty-eight (48) hours in advance of a meeting.
- C. Meetings shall be recorded in the form of minutes, e-mailed to all Executive Board members, and made available upon request to any Member.
- D. Only Executive Board members may vote during Executive Board meetings.
- E. A simple majority vote of Executive Board members present is needed to transact/approve any items on the agenda prior to their implementation or undertaking.
- F. Executive Board members may vote via email when:
  - 1. Only the Executive Board is eligible to vote on the matter;
  - 2. A majority of said members agree that a thorough discussion is not warranted; and
  - 3. When it is not practical for a face-to-face meeting before the vote becomes necessary. Email voting should be completed within twenty-four (24) hours.

### **SECTION 3. GENERAL BOOSTER MEETINGS.**

- A. Shall be held at least once a quarter, during the school year, the schedule for which is set by the Executive Board and made available to all Members at the beginning of the school year. Should a date change notice will be given seven days in advance.
- B. At least four days prior to the meeting the President shall send a reminder to the Members by electronic mail and/or posted on the Booster website. This reminder shall include the Agenda.
- C. General Boosters meetings are open to all employees of the school and parents or legal guardians of a BASIS Ahwatukee student.
- D. Shall be no longer than 90 minutes. If all business is not completed within the time limit, a vote will be taken to decide whether and how long to continue, or whether to follow up during the next scheduled General Boosters Meeting.
- E. Only Boosters Members may vote during General Boosters Meetings.
- F. Any motions proposed from the floor will be placed on the next meeting's agenda for voting. If the motion is time sensitive, a Special meeting should be called for this

purpose.

- G. A simple majority vote of Members present is needed to transact/approve any items on the agenda prior to their implementation or undertaking, except as follows:
  - 1. Two-thirds 2/3 majority vote of Members present is needed to transact/approve bylaw changes and for any items on the agenda that would reduce Member rights prior to their implementation or undertaking.
  - 2. Three-fourths 3/4 majority vote of Members present is needed to dissolve the Boosters in accordance with ARTICLE XIII.
- H. Shall be recorded in the form of minutes; distributed electronically to all Executive Board members, placed on the Boosters website and made available upon request to all Members.
- I. The Boosters will be required to review and vote upon any goods or services valued over \$1000 outside the budget at a General Boosters Meeting before a contract is signed or purchase is made. Their names and findings shall be recorded and filed with the invoice.

#### **SECTION 4. SPECIAL MEETINGS.**

- A. Of any of the types listed above, may be called by the Boosters President or Executive Vice-President and require five (5) days written announcement of time, location, and agenda to all Members eligible to attend.
- B. Must adhere to the stated agenda and shall follow all other rules pertaining to the 'type' of meeting called with regard to eligible attendees, location, minutes & establishing a quorum.

#### **SECTION 5. JOINT MEETINGS.**

- A. Shall be held once per year during the month of May.
- B. Requires all outgoing and incoming Executive Board members to attend for the purpose of transferring year end summaries, information, books and records between outgoing and incoming Boards.

## **ARTICLE IX: ELECTIONS**

### **SECTION 1: PROCESS**

- A. Only Booster Members are eligible to serve as Officers.
- B. All Boosters Officers may be re-elected for their office a second term.
- C. Candidates for Offices shall be formally solicited after March 16 through the monthly newsletter, flyers, email and any other form of notification to the general Membership.
- D. Any Member that wishes to serve in an Executive Board position must communicate to the Secretary their intention to do so by April 15. Such notice shall be in writing and deemed given when personally delivered or emailed. The Secretary shall sign and date a copy of such notice or send an email reply confirming receipt of the notice.
- E. If a position has received at least one candidate by April 15 no more candidates will be accepted after this date for this position.
- F. If a position has not received a candidate by April 15 the Executive Board members shall make an extra effort marketing the vacant position and new candidates will be accepted until one week before the election.
- G. The list of candidates shall be made known to the Membership at least one week before the scheduled election.
- H. Elections will only be held for offices with more than one candidate. Vote shall be taken by written private ballot. When there is but one candidate for any office, confirmation for that office shall be made at the last General Boosters Meeting of the school year.
- I. Elections, if necessary, will be held during the last General Boosters Meeting of the school year.
- J. The candidate to a position subject to election may send a one page biography to all Boosters Members communicating their skills, experience and ideas for the position.
- K. At the last General Boosters Meeting, candidates will have the option to give a speech that can last no more than 5 minutes.
- L. The candidate with the largest number of votes at the General Boosters Meeting shall fill the office.

- M. No Member shall hold more than one Office at a time. However, Executive Board members may perform the duties of any unfilled Office until such office is filled.
- N. Members of the same family (including extended family) shall not share an Office.

## **SECTION 2: TRANSITION PERIOD**

- A. Past Officers and Officers-elect shall work together during a transition period during the month of May.
- B. All Officers shall deliver to their successors or the Secretary if there is no successor, without delay, all records, books and other materials pertaining to the office upon the expiration of the term of office, resignation or removal.

## **ARTICLE X. VACANCIES**

- A. In case of a vacancy in the office of President, the Executive Vice President shall become President and shall hold office for the balance of the term. The vacancy in the office of Executive Vice President shall be filled at the next General Boosters Meeting by the voting body. In the interim, duties of the Executive Vice President shall be delegated by the President.
- B. During the school year, the Executive Board shall fill a vacancy in any other Office, to maintain at least the required minimum number of Officers.
- C. If the vacancy was filled before December 31st, then the new Officer would be deemed to have served the whole term and would be able to serve only one additional term if re-elected.
- D. If the vacancy was filled on or after January 1st, then the new Officer would be able to serve if re-elected two additional terms.

## **ARTICLE XI: FUNDS**

- A. The financial institution used by the Boosters shall be a federally insured financial institution approved by the Executive Board.
- B. All Boosters checks should be co-signed jointly by the Treasurer and the President.
- C. The Annual Accounting Period for the Boosters is based on a Fiscal Tax Year beginning July 1st and ending June 30th.



- D. Boosters payment requests, reimbursement requests and cash box requests are to be submitted on the appropriate Treasurer forms along with applicable invoice(s) and supporting paperwork. All requests must be signed off by the President or the Executive Vice President prior to disbursement.
- E. At the end of an event where monies have been collected, at least one Booster and one Executive Board member must count & witness the funds received at least one of whom should not be an authorized Booster account signer. They are also responsible for completing and signing a Treasurer's Deposit Form after the event. The form and the money must be secured and handed over to the Treasurer or President.
- F. All bank statements shall be scrutinized and signed by the President and the Executive Vice President every month.
- G. All tax, information and financial forms shall be reviewed by President and the Executive Vice President.
- H. There shall be no commingling of Boosters funds with the personal, professional, or business accounts of any individuals, groups or businesses. This shall include a prohibition against providing Boosters funds as a loan to anyone for any purpose.
- I. All requests for Boosters funds not included in the annual budget shall be submitted in writing to the Boosters Executive Board for consideration.
- J. Incoming and outgoing Co-Signers must make themselves available at the bank to implement the change of signatories on all Boosters bank accounts at least one week prior to the end of the school year. At this time, all Boosters financial and other pertinent records must be turned over to the new Treasurer.
- K. Voided checks should be destroyed, and a "zero-void" entry in QuickBooks on the date the check became void and the check number.
- L. All Boosters incoming checks shall be made payable to "BASIS Ahwatukee Boosters" and not to a Board Member, Committee Chair or any other Member.
- M. If any Member other than the Treasurer receives a check or cash due to Boosters, such person shall furnish the amount or check received to the Treasurer within 24 hours.
- N. All Boosters invoices, bank statements and other financial documentation, if mailed should be sent to the school address. Statements and other financial documentation can be emailed to the President's Booster address.

- O. All Boosters Financial Records should be kept at the school in a secured location.
- P. Treasurer should maintain a binder containing the Financial History and Tax Records of the Boosters. This binder should be kept at the school in a secured location.
- Q. The Boosters is a non-profit organization and shall not use Boosters funds to donate monies or purchase gifts to benefit another non-profit organization other than BASIS Ahwatukee. However, the Boosters may organize a collection or drive to benefit a different organization. In this case the purpose of the collection must be clearly advertised and donors shall be duly informed in advance of the cause they will be supporting.
- R. The Treasurer's accounts shall be examined annually by Audit Committee consisting of three Booster members who are Not Executive Board members who, once satisfied that the Treasurer's annual report is accurate, shall sign a statement of that fact and present it to the Executive Board. This shall be accomplished within twelve (12) weeks of the end of the school year. The Treasurer shall be available to answer questions during the audit, although he/she does not need to be present during the audit. The Audit Committee Report shall be presented to the Executive Board, within two weeks of the audit and be adopted by this Organization at the first General Boosters Meeting following the audit.
- S. Members of the same family shall not co-sign checks or any legally binding contracts on behalf of the Boosters together.

## **ARTICLE XII: AMENDMENTS**

- A. The Bylaws shall be reviewed and updated as needed by the Executive Board at least every three years.
- B. Revisions and updates to the Bylaws shall be presented at the General Boosters Meeting for their consideration.

## **ARTICLE XIII: DISSOLUTION**

The Organization may be dissolved in the following manner:

- A. The Executive Board shall give written notice to the entire Membership that the dissolution is being considered.

- B. The Executive Board shall call for a vote on dissolving the organization at least 30 days after notification was sent to the Membership.
- C. Approval of the dissolution of the Boosters shall require the affirmative vote of at least three quarters (3/4) of the voting Members present.
- D. Any assets shall be distributed for one or more exempt purposes that are specified in Section 501 (c) (3) of the Internal Revenue Code of 1986 as amended from time to time.

**ARTICLE XIV: INDEMNIFICATION**

The Boosters shall indemnify the Executive Board and Officer of the Boosters, her/his heirs, executors, and/or administrators against all loss, cost and expenses, reasonably incurred by her/him in connection with any action, suit or proceeding to which they may be made a party, by reason of being or having been an Officer of the Boosters. This indemnification shall not cover any acts of gross negligence, willful misconduct or actions taken with fraudulent or criminal intent.

Amended at the General Boosters Meeting on May 6, 2019

BASIS Ahwatukee Boosters President

*Cynthia Beers*

BASIS Ahwatukee Boosters Secretary

*Marlene Raslan*