

**Maury High School Boosters Association Bylaws**  
**Revised and Adopted**  
**October 4, 2011**

**ARTICLE I**

**Name**

The name of this association shall be the Maury High School Boosters Association.

**ARTICLE II**

**Purpose**

Subject to the limitations set forth in the Articles of Incorporation, the general purpose of the Maury High School Boosters Association (“Association”) shall be to engage in any lawful activity, none of which is for profit, for which associations may be organized under Section 501(c) of the Internal Revenue Code or its corresponding future provisions.

The specific purpose of the Association, a 501(c) 3 organization, is to help support the academic programs, clubs, teams and other activities that contribute to making Maury High School an excellent secondary school. The Association also exists to promote and stimulate school spirit and an active interest in Maury High School by its students, parents, guardians, faculty, staff, friends and members of the community. The form and substance of any promotions, sponsorship or events shall be at the sole discretion of the Maury High School Boosters Association Executive Board (“Executive Board”). However, as the actions of this Association can greatly affect Maury High School, the principal or his or her designee should be consulted in all matters pertaining to the school or its students.

**ARTICLE III**

**Membership, Voting, and Meetings**

Membership in the Association shall automatically include all Maury High School parents, faculty, staff, and alumni and shall be open to members of the general community who wish to participate.

The business of the Association will be conducted by the Executive Board. The Executive Board shall meet once a month at a time, day and place to be determined by the Executive Board. Meetings of the Association shall run in concurrence with the meetings of the Executive Board. Members of the Association may attend meetings of the Executive Board but do not have the right to vote at such meetings.

The Association may charge annual membership dues; however this is solely at the discretion of the Executive Board.

**ARTICLE IV**  
**Officers and Elections**

Officers:

The officers of the Association shall be a president, up to two (2) vice presidents, a recording secretary, a corresponding secretary, a treasurer, the immediate past president, and up to two (2) at-large board members.

**President.** The president shall perform all duties customary to the office of president and shall supervise and control all of the affairs of the Association in accordance with any policies and directives approved by the Executive Board.

**Vice President.** In the absence of the president, the vice president shall preside at all meetings of the Executive Board and shall perform any additional duties that may be assigned by the president or the Executive Board.

**Recording Secretary.** The recording secretary shall be responsible for keeping an accurate record of the proceedings of all meetings of the Executive Board. He or she shall forward the minutes of the Executive Board to members of the Executive Board and place the minutes on the Association website. In the absence of the recording secretary, the president shall appoint the corresponding secretary or any other member of the Executive Board to take the minutes of said meeting.

**Corresponding Secretary.** The corresponding secretary shall be responsible for all correspondence, including but not limited to grants and follow up, thank yous, and other social correspondence of the Association and shall notify members of the Executive Board of all meetings.

**Treasurer.** The treasurer shall perform all duties customary to the office of treasurer, shall have the custody of and be responsible for all association funds and securities, and shall keep full and accurate accounts of receipts and disbursements of the association. He or she shall render to the president and the Executive Board at its meetings or when the Executive Board so requires, an account of all his or her transactions as treasurer and of the financial conditions of the association. He or she shall ensure the existence of liability coverage for the Executive Board. He or she shall cause to be prepared and filed any reports or returns required to be filed in connection with the Association's tax-exempt status. At least once a month, the treasurer shall send notice to grant recipients that have failed to file required receipts in accordance with these Bylaws and the Association's Policies and Procedures.

The treasurer's accounts shall be examined annually by an auditing committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The audit committee shall be selected by the Executive Board at least two weeks prior to the end of the fiscal year. There shall be three members of the audit committee, which shall not include the Maury

Booster Association treasurer but can include other members of the Executive Board who do not handle funds for the Association.

**At-large committee members.** The at-large committee members shall perform duties as needed to support the work of the Association.

**Immediate Past President.** The immediate past president shall perform duties as needed to support the work of the Association.

### Elections

Elections of officers shall be in May at a regular meeting of the Maury Booster Association Executive Board. One month prior to the election the president shall appoint a nominating committee to offer a full slate. Additional nominations shall be received from the floor.

The candidate who receives the highest number of votes for each office shall be the winning candidate. Each officer's term of office shall begin at the close of the June meeting. Officers may serve in the same position for up to two (2) consecutive years.

## **ARTICLE V** **Committees**

There shall be at least the following committees of the Association: Fruit Sale, Auction and Communications. The president shall appoint committee chairpersons from the general membership. The Executive Board may add other committees as needed.

## **ARTICLE VI** **Executive Board**

The governing body of the Maury Booster Association shall be the Maury Booster Association Executive Board ("Executive Board"). This committee shall consist of all of the officers and committee chairpersons. The president or vice president shall preside at all meetings, or the president may appoint another member of the Executive Board to do so. Each officer and committee present at the meeting of the Executive Board shall have one vote. The vote of a majority of the Executive Board shall decide the issues. There should be a quorum of members present in order for the Executive Board to vote. A quorum will consist of a minimum of four (4) members of the Executive Board.

For purposes of maintaining continuity of action, the Executive Board shall enact written policies and procedures ("Policies and Procedures") pertaining to the governing of the Association. The Policies and Procedures shall be adopted by a majority vote of the Executive Board. The Policies and Procedures may be amended from time to time, as the Executive Board sees fit, by a two-thirds (2/3) vote of the entire Executive Board,

provided that the amendment has been mailed to each eligible voter at least ten (10) days in advance.

**ARTICLE VII**  
**Finances**

The funds of the Maury Booster Association shall be deposited in a checking and/or savings account entitled “Maury Booster Association.” The withdrawal of any funds shall be authorized by the Executive Board.

**ARTICLE VIII**  
**Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE IX**  
**Amendment of Bylaws**

These Bylaws may be amended at any meeting of the Executive Board by a two-thirds (2/3) vote of the entire Executive Board, provided that the amendment has been mailed to each eligible voter at least ten (10) days in advance.

**ARTICLE X**  
**Dissolution**

In the event the Maury Booster Association shall, in the opinion of the remaining members of the Executive Board, be no longer a viable association and in the best interest of all concerned, the Association should be terminated. A two-thirds (2/3) vote of the entire Executive Board shall be required to do so, provided at least ten (10) days advance written notice has been mailed to each eligible voter of said meeting.

Upon dissolution of this Association, after paying all Association liabilities, the balance of funds shall be turned over to The Maury Foundation or its successor organization should it no longer exist.