

CONSTITUTION AND BYLAWS ESTABLISHED 11/7/19

ARTICLE I - NAME

THE NAME OF THE ASSOCIATION SHALL BE *Kellis Community Booster*

ARTICLE II - MISSION AND OBJECTIVES

THE **MISSION** OF THIS GROUP IS TO FOSTER A BETTER RELATIONSHIP BETWEEN PARENTS, STAFF, STUDENTS & COMMUNITY, BUILDING A STRONGER SCHOOL COMMUNITY PARTNERSHIP TO PROMOTE UNITY, PRIDE AND EXCELLENCE.

OBJECTIVES:

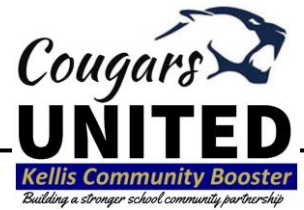
1. To collaborate with the community, taking advantage of community resources and fundraising opportunities, which benefit family involvement, student learning and/or staff appreciation.
2. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involves students and their families.
3. To broaden and enhance efforts which support education by supplementing school needs that would otherwise be unavailable because of financial constraints.

ARTICLE III - TYPE OF ASSOCIATION & POLICIES

1. The organization shall operate under the name Kellis Community Booster, an Arizona non-profit corporation, and adhere to the rules and guidelines for tax-exempt 501(c)3 organizations.
2. Kellis Community Booster shall be supportive and shall be developed through community activities, events, and projects.
3. Kellis Community Booster is an independent organization and shall not seek to direct administrative activities of the program or control its policies except in an advisory capacity.
4. Kellis Community Booster shall be non-commercial, non-sectarian and non-partisan. The names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest.
5. Kellis Community Booster shall follow the policies and standards of the Peoria Unified School District.
6. The Peoria Unified School District reserves the right to countermand any decision affecting the district's students, staff or property.
7. In case of dissolution of Kellis Community Booster, the assets of the organization shall be deposited to the Raymond S. Kellis High School Gifts and Donations Fund.
8. When the Kellis Community Booster and Student Clubs are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on effort devoted by each. The coaches/sponsor/director is responsible for determining that effort and related allocation.

Kellis Community Booster

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ARTICLE IV - MEMBERSHIP AND DUES

GENERAL MEMBERSHIP TO KELLIS COMMUNITY BOOSTER IS AVAILABLE ON AN ANNUAL BASIS. THIS MEMBERSHIP IS OPEN TO ANY INDIVIDUAL WHO WISHES TO PARTICIPATE IN THE GOAL OF THE ASSOCIATION. THE KELLIS COMMUNITY BOOSTER MAY, BY MAJORITY VOTE AT ANY REGULAR MEETING, TERMINATE A MEMBERSHIP FOR CAUSE. CAUSE IS DEFINED AS THE WILLFUL VIOLATION OF THE PRINCIPLES OF THE ABOVE STATED MISSION AND OBJECTIVES OF THE BOOSTER, OR FOR SUCH OTHER REASON THE KELLIS COMMUNITY BOOSTER MAY DETERMINE AS INJURIOUS TO THE BEST INTEREST OF THE ASSOCIATION.

ANNUAL DUES SHALL BE DETERMINED BY THE EXECUTIVE COMMITTEE.

ARTICLE V - EXECUTIVE COMMITTEE

WITHIN THE MEMBERSHIP, AN EXECUTIVE COMMITTEE SHALL CONSIST OF A PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, TEACHER LIAISON, AND A RSK ADMINISTRATIVE REPRESENTATIVE.

ARTICLE VI - DUTIES OF THE EXECUTIVE COMMITTEE

GENERAL:

- CONDUCT THE BUSINESS OF THE ASSOCIATION AT MEETINGS
- REVIEW AND RECOMMEND FUND-RAISING PROJECTS
- REVIEW AND, WITH THE MAJORITY APPROVAL OF ATTENDING MEMBERSHIP, DISPENSE MONIES REQUESTED OF THE KELLIS COMMUNITY BOOSTER
- SHALL BE RESPONSIBLE FOR INTERPRETATION OF THE CONSTITUTION AND BYLAWS.

SPECIFIC:

PRESIDENT

- PRESIDE AT ALL MEETINGS
- APPOINT A CHAIRPERSON TO COMMITTEES
- HAS AUTHORITY TO CALL SPECIFIC MEETINGS
- CO-SIGN CHECKS OR FINANCIAL EXPENDITURES
- PRESENT AN ANNUAL REPORT AT THE YEAR END MEETING
- MAKE APPOINTMENTS TO THE EXECUTIVE COMMITTEE AS VACANCIES MAY OCCUR

VICE PRESIDENT

- PRESIDE OVER MEETINGS IN THE ABSENCE OF THE PRESIDENT
- CHAIR OR CO-CHAIR THE ANNUAL MAIN FUND RAISER
- ACT AS LIAISON BETWEEN THE EXECUTIVE COMMITTEE AND GENERAL MEMBERSHIP
- CO-SIGN CHECKS OR FINANCIAL EXPENDITURES IN THE ABSENCE OF THE PRESIDENT

SECRETARY

- RECORD MINUTES OF ALL MEETINGS AND PROVIDE A COPY OF THE MINUTES TO THE PRESIDENT AFTER EACH MEETING.
- PREPARE AND DISTRIBUTE THE AGENDA AT EACH MEETING
- IS RESPONSIBLE FOR ALL KELLIS COMMUNITY BOOSTER CORRESPONDENCE
- CO-SIGN CHECKS OR FINANCIAL EXPENDITURES IN THE ABSENCE OF THE PRESIDENT AND VICE PRESIDENT

TREASURER

- PROVIDE A WRITTEN FINANCIAL REPORT AT EACH MEETING
- MAINTAIN CURRENT ACCOUNT BOOKS IN READINESS FOR ANY AUDIT
- PRESENT AN ANNUAL FINANCIAL REPORT AT THE YEAR END MEETING
- SIGN ALL CHECKS OR FINANCIAL EXPENDITURES

ADMINISTRATIVE REPRESENTATIVE

- ATTEND AND REPORT AT EACH MEETING ANY UPCOMING EVENTS AND/OR NOTEWORTHY ITEMS CONCERNING RAYMOND S. KELLIS HIGH SCHOOL
- ACT AS LIAISON BETWEEN THE PEORIA UNIFIED SCHOOL DISTRICT AND THE BOOSTER
- REVIEW TEACHER REQUESTS FOR FUNDS FROM KELLIS COMMUNITY BOOSTER FOR THE APPROPRIATENESS. RECOMMEND (WITH REASON) ANY REQUESTS THAT SHOULD BE DENIED.

TEACHER LIAISON (Currently Not Assigned)

- RELAY INFORMATION BETWEEN STAFF AND THE BOOSTER
- REMIND STAFF TO SUBMIT FUND REQUESTS IN ACCORDANCE WITH ARTICLE VIII
- BE AVAILABLE TO STAFF FOR GUIDANCE AND SUGGESTIONS.

ARTICLE VII - EXECUTIVE COMMITTEE ELECTION

- OFFICERS ARE ELECTED, BY THE MEMBERSHIP, AND REPLACED EACH SCHOOL YEAR. ALL MEMBERS IN GOOD STANDING ARE ELIGIBLE FOR OFFICE. OFFICERS MAY RE-RUN FOR OFFICE EACH YEAR.
- THE EXECUTIVE COMMITTEE SHALL SOLICIT NOMINATIONS (SELF OR OTHERWISE) FROM ALL KELLIS FAMILIES PRIOR TO THE END OF MARCH EACH YEAR. ELECTION BALLOTS ARE SENT AND RETURNED BY THE END OF APRIL
- THE INSTALLATION OF THE NEW EXECUTIVE COMMITTEE WILL TAKE PLACE AT THE LAST MEETING AFTER THE CURRENT PRESIDENT AND TREASURER'S YEAR END REPORT
- EXECUTIVE COMMITTEE CANDIDATES WILL NEED TO SIGN A DISCLOSURE STATEMENT DECLARING ANY FELONIES OR OTHER INFRACTIONS THAT MIGHT CONSTITUTE CONFLICT OF INTEREST OR AFFECT THEIR ROLE IN THE ELECTED POSITION
- POSITIONS ON THE EXECUTIVE BOARD MAY ONLY BE HELD BY ONE PERSON PER IMMEDIATE FAMILY

ARTICLE VIII - MEETINGS

A COMBINED EXECUTIVE COMMITTEE AND GENERAL MEMBERSHIP MEETING SHALL BE HELD EACH MONTH THROUGHOUT THE SCHOOL YEAR. THE DAY AND TIME IS DETERMINED BY THE EXECUTIVE COMMITTEE. ALL MEMBERS AND TEACHERS ARE ENCOURAGED TO ATTEND. FOR PLANNING PURPOSES, THE EXECUTIVE COMMITTEE MAY MEET PRIOR TO THE START OF THE SCHOOL YEAR OR AS NEEDED TO ADDRESS SPECIAL SITUATIONS.

- EACH MEETING SHALL BEGIN WITH THE REVIEW AND APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING.
- TREASURER'S REPORT WILL FOLLOW
- ADMINISTRATOR'S REPORT TO BE GIVEN
- OLD BUSINESS WILL BE REVIEWED
- NEW BUSINESS WILL BE DISCUSSED
 - THIS TO INCLUDE THE REVIEW, APPROVAL OR DISAPPROVAL OF FINANCIAL REQUESTS
 - REQUESTS WILL BE IN WRITING, USING THE FORM PROVIDED BY THE BOOSTER CLUB
 - REQUESTS WILL BE PRESENTED BY THE ADMINISTRATIVE REPRESENTATIVE. FOR CLARIFICATION REASONS, THE REQUESTING TEACHER(S) OR REPRESENTATIVE (S) WILL ATTEND SAID MEETING IF REQUEST IS OVER \$75
 - THE CUT OFF FOR REQUESTS IS THE END OF MARCH. THE APRIL MEETING IS THE LAST MEETING FOR APPROVAL. DOING THIS WILL ALLOW ALL FINANCIAL BUSINESS TO CONCLUDE ON A TIMELY BASIS FOR THE YEAR END REPORT. NO MONIES MAY BE CARRIED OVER, WITH THE EXCEPTION OF AN OPENING BALANCE OF UP TO \$5,000.00. ANY MONIES ABOVE THE OPENING AMOUNT MUST BE DESIGNATED FOR A SPECIFIC PURPOSE BY THE

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EXECUTIVE COMMITTEE. ALL OTHER MONIES RAISED FOR A SCHOOL YEAR SHALL BE ISSUED IN THAT SAME SCHOOL YEAR.

- TEACHERS MAY GROUP TOGETHER TO INCREASE THEIR MONIES FOR A LARGE REQUEST, OR FORFEIT ANY PART OF THEIR ALLOCATION TO OTHER TEACHERS
 - RECEIPTS ARE ALWAYS REQUIRED
 - MOST IMPORTANT, ALL REQUEST MUST HAVE A DIRECT BENEFIT TO THE STUDENTS, STAFF, AND KELLIS COMMUNITY.
- FUTURE AGENDA ITEMS
 - ADJOURNMENT - AT THE CONCLUSION OF ALL BUSINESS THE PRESIDENT WILL REQUEST A MOTION (WITH A SECOND) TO CONCLUDE THE MEETING.

ARTICLE IX - AMENDMENT(S) TO THE CONSTITUTION AND BYLAWS

AMENDMENTS TO THE CONSTITUTION AND BYLAWS SHALL BE PROPOSED AND SUBMITTED IN WRITING TO THE EXECUTIVE COMMITTEE. AT THE NEXT REGULAR SCHEDULED MEETING, UNDER NEW BUSINESS, THE PRESIDENT WILL READ THE AMENDMENT(S) AND OPEN THE FLOOR FOR DISCUSSION. ONCE ALL DISCUSSION IS COMPLETE, A VOTE WILL BE CALLED, THE MAJORITY WILL EITHER APPROVE OR DISAPPROVE THE AMENDMENT(S). APPROVED AMENDMENTS ARE THEN ADDED TO THE CONSTITUTION AND BYLAWS.