

Parkrose High School Bronco Boosters
12003 NE Shaver Street
Portland, Oregon 97220

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Parkrose School District
503.408.2600

Constitution and Bylaws of the Parkrose High School Bronco Boosters

Bronco Boosters Bill of Rights

1. Every member has the right to be respected as a human being.
2. Every member has the right to be respected as a member of the Parkrose Community, City of Portland and the State of Oregon.
3. Every member has the right of freedom of speech and the right to be heard.
4. Every member has the right to the freedom to listen.
5. Every member has the right to the freedom of the press.
6. Every member has the right to participate in the activities of the Parkrose School District and this organization.
7. Members shall not be denied the right to seek any office or the right to vote in this organization because of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age or religion.
8. Every member has the right to be secure in his or her basic rights without fear of political, economic, physical or psychological intimidation.

ARTICLE 1 NAME

The Name of this organization shall be the Parkrose High School Bronco Boosters. The word “Boosters” or “Parkrose Boosters” or “Bronco Boosters” or “Parkrose HS Parent Group” or “HS Parent Group” whenever used unqualified in this Constitution shall mean the Parkrose High School Bronco Boosters.

ARTICLE 2 OBJECT

Section 1. The goal of this organization is to prepare, lead and provide opportunities to the students, staff, faculty and community of Parkrose High School of the Parkrose School District, and not for profit.

Section 2.

- (a) The assets of the Boosters shall be held in trust by the Boosters Board Committee in a fiduciary capacity. Such assets are to be held, administered, and disbursed in accordance with the attached Schedule A and Schedule B. This Constitution, as supplemented by the trust powers set forth in Schedule A and the Bylaws constitute a plan and agreement governing the administration and payment of revenue described in the following pages.
- (b) The Boosters Board may amend or delete the benefits provided for when, in their judgment, such action may be necessary.
- (c) The Boosters Board has the authority to delegate and/or determine any question arising in connection with the administration, interpretation and application of the language herein, including any question regarding eligibility and a right to participate as a Member of the Parkrose Boosters. The Board’s determination concerning the administration, application, and interpretation of this language shall be binding on all persons subject to the provisions contained herein.

ARTICLE 3 MEMBERSHIP

Section 1. A member of the Parkrose Boosters may be an individual over the age of 18 whom has a direct interest in the activities, welfare and supports the efforts of the Parkrose Bronco Boosters. The Boosters recognizes that “usually” the membership includes all parents/guardians of students, Alumni, members of the Parkrose Community, and Parkrose High School including faculty and staff.

Section 2. A member may represent the concerns of non-members to the Boosters organization.

ARTICLE 4 AFFILIATIONS

Section 1. The Boosters are affiliated with the Parkrose School District. The Boosters operate under the rules and regulations established by the Parkrose School District and the State of Oregon. Any rules, regulations, and/or laws in conflict with the Boosters Constitution and/or Bylaws enacted by the Parkrose School District and/or the State of Oregon will be modified to comply with those affiliations.

Section 2. The Boosters recognize the efforts and support of community, business and educational organizations which support the goals of the organization.

ARTICLE 5 PARKROSE HIGH SCHOOL

Section 1. There shall be a Booster supply room located in the Parkrose High School Cafeteria. The supply room shall be utilized to store equipment and/or supplies to support the Boosters' activities. The room shall be secured and access provided to those members designated by the Board. Parkrose High School shall provide, when available, a storage area for use by Boosters. Storage area may include signs, appliances and other necessary for use at the discretion of the Parkrose High School Bronco Booster Board and Parkrose High School Administration.

Section 2. All members of the Boosters shall comply with the rules and regulations established for the safety and security of Parkrose High School, its property, staff and affiliations.

ARTICLE 6 BRONCO BOOSTERS BOARD

Section 1. Officers. The Parkrose Boosters Officers shall be: President, Vice-President, Secretary, Treasurer and the Parkrose High School Principal.

Section 2. Parkrose Boosters Board shall consist of the President, Vice-President, Secretary, Treasurer, Parkrose High School Principal, Parkrose High School Athletic Director.

Section 3.

- (a) In case of death, resignation, suspension, or removal from office of any officer of the Boosters organization shall be filled by a majority vote of the Board within 45 (forty-five) days of the date of the vacancy.
- (b) The Vice-President shall fill Vacancy in the office of the President in accordance with Article 7, Section 2B.
- (c) In the case of a vacancy in the offices of Secretary and/or Treasurer an appointment shall be made by the President subject to a majority (51%) vote of approval by the Board. This vote must be taken within 45 (forty-five) days of the appointment.

ARTICLE 7 DUTIES OF OFFICERS

The Officers of the Parkrose Boosters shall serve as the trustees of the Boosters and shall act as fiduciaries in the operation of the Boosters' affairs on behalf of the students of Parkrose High School. The Boosters' Officers shall be elected for one year terms at the May or June Booster membership meeting. Elections shall be either a voice vote or a paper ballot secretly submitted and tallied by the current Secretary. The members at the May or June meeting shall by majority voice vote determine the election method. The elected Officers will assume their office at the next Parkrose Bronco Boosters Meeting.

Section 1. Duties of the President. It shall be the duty of the President of the Parkrose Boosters:

- (a) To preside at all meetings of the Parkrose Boosters.
- (b) To sign all charters, authorizations, and/or legal documents associated with the Boosters' operations.

- (c) To make recommendations to fill all vacancies on behalf of the Boosters Board as outlined in Article 6.3.C.
- (d) To provide a second signature on any and all checks issued by the Treasurer or another authorized member of Bronco Booster Board in payment for products, services and/or expenses incurred by Bronco Booster activity as approved by the Bronco Booster Board.
- (e) To conduct all balloting on all subjects, other than legal claims and appeals. All results of voting shall be made known to the President who in turn shall report the results to the Boosters Board.
- (f) The President, shall, in accordance with the provisions of this constitution, appoint all members of committees and be an ex-officio member of all committees.

Section 2. Duties of the Vice-President. It shall be the duty of the Vice-President of the Boosters:

- (a) To perform duties as assigned by the President.
- (b) To succeed the office of the President in the event of his/her disability, death, resignation or removal from office.
- (c) To provide a second signature on any and all checks issued by the Treasurer or another member of the Bronco Booster Board in payment for products, services and /or expenses incurred by Bronco Boosters activity as approved by the Bronco Booster Board if President unable to sign due to absence, illness, etc..

Section 3. Duties of the Secretary. It shall be the duty of the Boosters Secretary:

- (a) To keep a membership record showing the correct addresses of all members.
- (b) To keep, and to publish an accurate record of all meetings of the Parkrose Boosters. The cost of keeping, publishing and distributing such record shall be paid from the appropriate fund.
- (c) The out-going Secretary shall be charged with the responsibility of educating the incoming Secretary in all phases of the duties of the position.

Section 4. Duties of the Treasurer. It shall be the duty of the Boosters Treasurer:

- (a) To receive and receipt all monies generated by the activities of the Parkrose Boosters.
- (b) To have custody of all monies and securities belonging to the Boosters.
- (c) Payment to include a second duly authorized signature of Bronco Booster President or Vice President if President not available.
- (d) To pay all properly approved claims, debts, bills and/or invoices incurred in the way of necessary expenses in the conduct of the business of the Boosters.
- (e) To publish an annual statement of the financial status of the Boosters. To provide the members a monthly statement.
- (f) To prepare and submit to relevant state and federal agencies annual reports and other reports, records and forms as required by law.
- (g) To conduct and direct the investigation of claims, invoices and charges prior to issuing payment.
- (h) To develop and submit an annual budget for review and approval by the membership.
- (i) The out-going Treasurer shall be charged with the responsibility of educating the incoming Treasurer in all phases of the duties of the position.

Section 5. Duties of Board. It shall be the duty of the Board:

- (a) To examine the books, papers, funds securities and all other properties of the Boosters, when deemed by them advisable.
- (b) To engage the services of such other providers as they deem necessary to assist them in carrying out their responsibilities.
- (c) To decide all appeals, claims, enter into contracts, and organizing the membership.

ARTICLE 8 MEETINGS

Section 1. The Boosters shall meet monthly on dates agreed upon, by the Board and the District prior to the coming school year. The meeting will be held at Parkrose High School with the room location to be determined by access and accommodation.

Section 2. The Boosters shall hold Executive Session meetings where only the Board attends, as necessary, to organize the group and prepare issues for presentation to the Membership.

Section 3. Committees established and authorized by the Booster membership may schedule and meet in conjunction with their assignment, schedules and/or duties. These committees must publish meeting minutes and provide the Treasurer with all revenue/expense records and monies for deposit.

ARTICLE 9 VOLUNTEER

All members, officers, and/or Directors receive no compensation for the time spent performing their duties. The Boosters recognize that salaried staff, faculty and administrative personnel may participate in the duties and activities and/or events organized by the Boosters without compensation from the Boosters yet may be compensated by other agencies and/or organizations. The Parkrose Boosters organization is a non-profit, volunteer organization to support the educational and extra curricular efforts of the Parkrose High School.

ARTICLE 10 EXPENDITURES AND FISCAL YEAR

Section 1. The Parkrose Boosters Treasurer shall pay all charges, bills and expenditures. A second signature is required all reimbursements, payments and fund disbursals. The second signature shall be the President or the Vice-President. The Boosters Fiscal Year is from July 1 through June 30.

Section 2. The President of the Boosters shall expend or authorize the expenditure of Booster funds not to exceed \$250.00 (two hundred and fifty dollars) necessary for events, activities, and/or reimbursement purposes. The President shall present these expenditures to the General Membership at the next regularly scheduled General Membership meeting.

Explanation: The expenditure of Booster funds outside of General Membership meetings of a “petty cash” nature is necessary to support Booster events. Often, more hot dog buns, soda or chips are critical to the operations of concession events. The President would have the authority to expend funds, or authorize their expenditure without prior approval of the Board and/or the General Membership.

Section 3. The Booster Board shall expend or authorize the expenditure of Booster funds not to exceed \$ 500.00 (five hundred dollars) necessary for events, activities, and/or reimbursement purposes. The Booster Board President shall poll (telephone, personally and/or electronically) those Board members for their vote. A majority vote of the Board shall authorize the expenditure of the funds. The General Membership shall be notified of the expenditure at the next regularly scheduled General Membership meeting.

Explanation: The expenditure of Booster funds in excess of \$ 250.00 and less than \$ 500.00 would provide funds for Booster activities between General Membership meetings. There are circumstances which would necessitate the expenditure of funds, i.e. replacement and/or repair of equipment which may be in excess of \$ 250.00 but is critical to Booster activities (Coffee Cart, for example).

Section 4. The expenditure of Booster funds in excess of \$ 500.00 (five hundred dollars) shall require a majority vote of the Board at a regularly scheduled General Membership meeting.

Explanation: The expenditure of Booster funds in excess of \$ 500.00 would require a majority vote at a regularly scheduled General Membership meeting.

Section 5. No activity/expenditure shall be billed, scheduled and/or charged in a manner to circumvent these provisions.

Explanation: The expenditure cannot be “broken down” in increments in order to avoid the proper vote of the Board. Certainly, events may occur which unintentionally result in higher expenditures than initially expected, i.e., an equipment repair might exceed a previously approved amount. Common sense shall prevail.

All reimbursements, invoices and debts will be compensated with authorization of Treasurer and co-signed by President or Vice President. All reimbursements to be provided in terms of check, money order or direct financial transfer as authorized by Bronco Booster Board.

ARTICLE 11 ORGANIZATION

Section 1. The Parkrose Boosters will extend membership to all parents and guardians of incoming Freshman students during Freshman Orientation and all similar events to educate, encourage and promote participation in the Boosters organization.

Section 2. The Boosters will extend membership to all parents and guardians of transferring students, returning students and students in alternative high school educational programs within the Parkrose School District.

ARTICLE 12 COMMITTEES

Section 1. Parkrose Senior All Night Party Parent Group is a permanent committee authorized to operate independently under the control of the Bronco Boosters. SANP will elect its own officers, subject to the approval of the Bronco Boosters. SANP will report revenue and debit responsibilities using the Federal Tax identification number of the Parkrose High School Bronco Boosters. SANP will submit all records of revenue and expenses and will forward all monies to the Booster’s Treasurer for deposit. The responsible SANP member may also work with the Boosters Treasurer on deposit methods that are most efficient for the individuals performing these duties.

Section 2. Parkrose MS/HS Athletic Boosters (PMHAB) is a permanent committee authorized to operate independently under the control of the Bronco Boosters. PMHAB will elect its own officers, subject to the approval of the Bronco Boosters. PMHAB will report revenue and debit responsibilities using the Federal Tax identification number of the Parkrose High School Bronco Boosters. PMHAB will submit all records of revenue and expenses and will forward all monies to the Booster’s Treasurer for deposit. The responsible PMHAB member may also work with the Boosters Treasurer on deposit methods that are most efficient for the individuals performing these duties.

ARTICLE 13 DISCIPLINE PROCEDURES

The following shall constitute but shall not necessarily be limited to a list of offenses, the commission of which shall subject any officer or member of the Boosters to disciplinary action as set forth herein:

- (a) Violating any provision of the Constitution and By-Laws of the Bronco Boosters.
- (b) Theft, dishonesty, fraud or misappropriation of funds.
- (c) Knowingly engaging in conduct that would expose the Bronco Boosters to liability.

The Boosters Board shall consider all evidence presented before rendering any decision. The following procedures shall be followed:

- (a) All charges shall be in writing and signed by the accuser, and shall be sufficiently explicit so as to inform the accused of the nature of the offenses with which he/she is charged.
- (b) The President will provide the Boosters Board with a copy of the letter of charges within 20 (twenty) days of the President's receipt thereof.
- (c) The Booster Board will have 30 days to consider the charges filed. If a majority of the Board agrees the charges warrant further action, the charged officer will be asked to respond in writing to the President within 14 (fourteen) days of the receipt of the request.
- (d) Upon receipt of the charged officer's response the President shall send copies to all members of the Board who then will consider all evidence and render their decision within 21 (twenty one) days whether or not the charges merit a hearing.

In the event the charges merit a hearing the following procedure will apply:

- (a) The President, within 10 (ten) days, will notify the Board and all interested parties of the date, time and place of the hearing. The hearing will be held within 45 (forty five) days of the decision of the Board.
- (b) After a full disclosure of the facts and evidence is presented it will require a majority vote of Board to uphold the charges, If the charges are upheld, the Board will have the authority to issue appropriate discipline up to an including removal. Any charged officer will not vote on this matter.
- (c) If the charges are dismissed, the President will issue a letter of findings to all affected parties.

Appeals

- (a) Any appeal of the decision of the Board may be made during the next scheduled meeting, provided the charged officer or member provides the Secretary with 20 (twenty) days of the Board's decision notice, in writing, of his/her intent to appeal the decision.
- (b) Prior to the start of an appeal the President will appoint an Appeals Committee of 3 (Three) members who are not officers and not employed by the Parkrose School District to consider the merits of the appeal. The Appeals Committee will report their findings at the next regularly scheduled monthly Boosters Meeting.
- (c) The Secretary will handle if the charges are against the President of the Boosters the procedures listed above.
- (d) All correspondence in the Recall and Discipline Procedures will be sent by Certified mail.
- (e) Counsel of their choice at their expense may represent the accused.

SCHEDULE A

The Parkrose Boosters Board, in addition to all powers and authorities under common law, statutory authority and other provisions of the Parkrose School District, including the right to delegate responsibilities among themselves as set forth herein, shall have the following powers and authorities, to be exercised in their discretion:

- (a) To purchase property for the use of the Bronco Boosters.
- (b) To sell, exchange, convey, transfer or otherwise dispose of property held by the Boosters.
- (c) To vote upon revenue expenditures.
- (d) To borrow (with or without security) or raise money for purposes of the Boosters and under such terms and conditions as the Boosters shall deem advisable.
- (e) To make, execute, acknowledge and deliver any and all such documents that may be necessary to carry out the activities of the Boosters.
- (f) To invest funds of the Boosters in a certificate of deposit and/or savings accounts bearing a reasonable rate of interest.
- (g) To insure the assets of the Boosters against damage, or loss and the Boosters against liability.
- (h) To do all such acts, take all such proceedings, and exercise all such rights and privileges, although not specifically mentioned herein, as the Boosters may deem necessary to administer the activities of the Boosters and carry out the purposes of the Boosters.

SCHEDULE B

Financial Assistance Program - Spreading Funds Over the Year

At the beginning of each Fiscal Year, the Bronco Boosters Board will determine a dollar amount to be available for Financial Assistance, based on the previous year's income. No more than 50% (fifty percent) of the funding will be dispersed in the first half of the fiscal year, as designated in Article 10 of the Constitution, in order that an equal amount of funding will be available in the second half of the year. Funds not utilized will revert back to Boosters' General Account at the end of each school year.

BY-LAWS

Section 1. Three (3) Boosters present. President, at his/her discretion may reschedule the meeting. No votes can be taken in absence of a quorum. Quorum must include President and/or Vice President.

Section 2. The Secretary will document all Bronco Boosters in attendance. In absence of Secretary, President will designate a member of the Booster Board to document those in attendance.

Section 3. SUGGESTED ORDER OF BUSINESS

1. Calling to Order by the President
2. Roll Call of Officers
3. Determination of a quorum
4. Appointment of Committees
5. President's Report
6. Treasurer's Report
7. Principal's Report
8. Report of Committees
9. New Business
10. Election of Officers
11. Installation of Officers

Section 4. Robert's Rules of Order Revised shall govern the parliamentary proceedings of the Boosters except for any special rules of procedures adopted by the Boosters at each meeting.

Section 5. These By-Laws may be amended at any meeting of the Boosters and no notice of proposed amendments need be given in the call for the meeting. No amendments shall be adopted unless 2/3 (two-thirds) of the Booster Board is present and vote in favor of the amendment.

Section 6. Rules of Dissolution A minimum of two (2) officers must be present during a regularly scheduled Bronco Booster meeting considering dissolution.

- (a) A motion to consider the dissolution of the Parkrose Bronco Boosters must be made with two thirds vote of those attending the meeting.
- (b) Motion to dissolve Bronco Boosters to then be referred to the next two regularly scheduled meetings.
- (c) While special meetings may be held, no Motion of Dissolution may be considered at special meetings.
- (d) The Motion to Dissolve the Bronco Boosters to be read at two consecutive regular monthly meetings.
- (e) Motion to Dissolve Bronco Boosters voted at second regularly scheduled monthly meeting.
- (f) Motion to Dissolve Bronco Booster must pass with a two-thirds (2/3) majority of the Booster Board.
- (g) Subsequent to Dissolution of Bronco Booster, acting President and Treasurer, or President and Vice President if no Treasurer exists, or a combination of two officers if no other position is filled: will present at Dissolution Meeting all outstanding debts, promises of debts and receipts to be compensated.

- (h) Upon complete and final payment of all duly authorized Bronco Booster debts, receipts and revenue, any and all remaining funds to be placed under the financial authority of the Parkrose Educational Foundation totally dedicated to Parkrose High School expenditure.
- (i) All records, including minutes, notes, receipts and documents relating to the Parkrose High School Bronco Boosters to be delivered to the Parkrose School District Administrative Office.

I hereby certify that within is a true copy of the Parkrose Bronco Boosters Constitution and By-Laws.

Londa Sundin
Secretary
Parkrose High School Bronco Boosters

Date _____

Allison Newman-Woods
President
Parkrose High School Bronco Boosters

Roy Reynolds
Principal
Parkrose High School