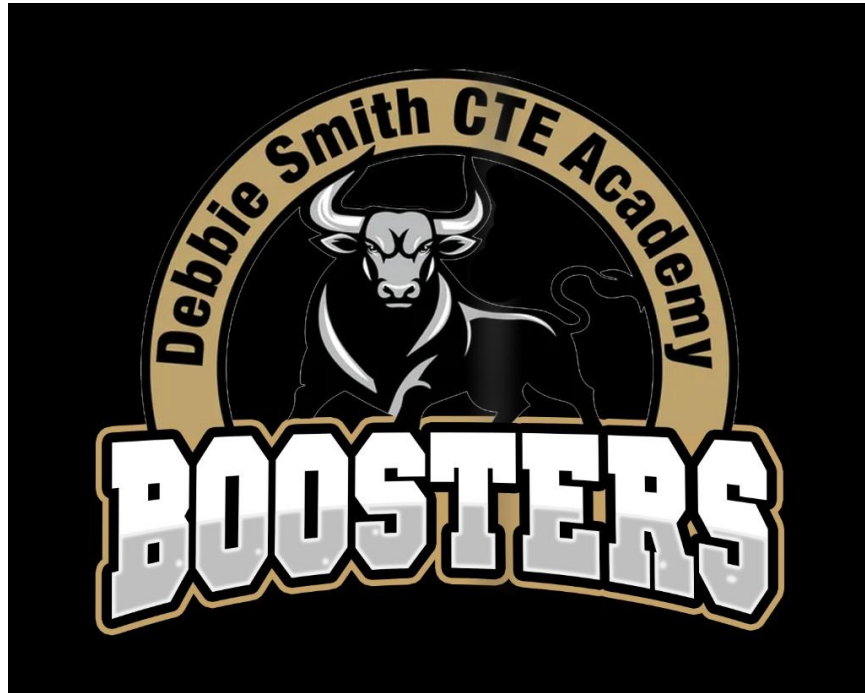




PROPOSED AMENDED & RESTATED BYLAWS

DEBBIE SMITH CTE ACADEMY BOOSTERS

**PREPARED FOR BOARD REVIEW
SPARKS, NEVADA**

AMENDED AND RESTATED BYLAWS OF DEBBIE SMITH BOOSTERS

ARTICLE 1: NAME AND PRINCIPAL OFFICE

Section 1.01 Name. The name of the organization shall be the Debbie Smith Boosters, herein referred to as The Boosters.

Section 1.02 Non-Profit Status. The Boosters shall be a non-profit organization.

ARTICLE 2: PURPOSE

Section 2.01 Purpose. The purpose of The Boosters Organization is to support the academic and Career Technical Student Organizations and clubs of Debbie Smith CTE Academy.

ARTICLE 3: MEMBERSHIP AND VOTING

Section 3.01 Eligibility & General Membership. Anyone interested in supporting the purpose of The Boosters shall be eligible for membership by satisfying one of the following requirements: (a) completion of a minimum of five (5) volunteer hours during the membership year, or (b) payment of a \$25.00 buyout fee in lieu of volunteering. Volunteer hours must be performed at Booster-sponsored or Booster-approved events and activities. The Volunteer Coordinator shall track and verify volunteer hours and confirm eligibility to The Board. Hours do not carry over to subsequent membership years. General Members are welcome to attend all open meetings, volunteer at events, and participate in committee discussions. All individuals joining the Officer Board must be eighteen (18) years of age or older.

Section 3.02 Voting Membership (Active Status). To ensure that organizational decisions are made by engaged and informed participants, voting rights are granted based on consistent attendance rather than financial contribution or volunteer hours alone. To be eligible to vote at any given meeting, a General Member must have attended at least fifty percent (50%) of all regular Booster meetings held up to that point within the current school year.

- **First Meeting Provision:** For the first regular meeting of the new school year, voting privileges shall be granted to any member who maintained Active Status at the conclusion of the previous school year, as well as any newly registered General Members in attendance.

Section 3.03 Voting Privileges. Only designated Voting Members (those meeting the 50% attendance requirement), the Officer Board, and Standing Committee Chairs shall have the privilege of introducing motions, debating, and voting on Booster business, including the election of officers and the disbursement of funds.

Section 3.04 Balloting. All votes on official Booster business, including but not limited to officer elections, motions to disburse funds, and bylaws amendments, shall be conducted by secret written ballot, except that routine, non-contested matters may be decided by voice or show of hands if no Voting Member present objects. In the event of a tied vote on any motion, election, or other matter, the tied items only shall be immediately re-balloted. If a second tie results, the President shall cast the deciding vote; provided that if the President is a candidate or otherwise interested in the matter giving rise to the tie, the Vice President shall cast the deciding vote instead. If both the President and Vice President are candidates or otherwise interested in the matter, the tie shall be broken by a coin toss conducted publicly at the meeting.

Section 3.05 Family (VIP) Membership Voting Rights. A standard General Membership, whether held individually or by a family, shall carry one (1) vote. A household that purchases a Family VIP Membership shall be entitled to up to two (2) votes, provided that up to two (2) individual members of that household each independently qualify as Voting Members (Active Status) under Section 3.02. In no event shall a single household be entitled to more than two (2) votes, regardless of the number of household members in attendance.

Section 3.06 Term and Record Keeping. Memberships shall be for one year beginning July 1st through June 30th of the following year. The Secretary shall be responsible for maintaining accurate attendance records at every meeting to verify Active Status prior to any official vote.

ARTICLE 4: THE OFFICER BOARD (GOVERNANCE)

Section 4.01 Composition. The Officer Board consists of: Elected President, Vice-President, Secretary, Treasurer, and Volunteer Coordinator, herein referred to as The Board. Each officer of The Boosters shall be a member.

Section 4.02 Executive Authority & Voting (Unified Action). The Officer Board shall act as a unified body. No individual officer, including the President, possesses the authority to act on behalf of the Board, establish policy, or bind the organization to agreements without prior discussion and a majority vote by the Board at a duly called meeting.

Section 4.03 Transparency & Information Sharing. All Board members shall have equal, unrestricted, and timely access to all organizational records, including financial statements, meeting minutes, and official correspondence. The President and Secretary must ensure that all relevant information, requests, and updates regarding Board business are disseminated to the entire Board within 48 hours of receipt.

Section 4.04 Nominations and Elections. Any parent or legal guardian of a student currently enrolled at Debbie Smith CTE Academy is eligible to be nominated for an Officer position. The election process shall follow a strict timeline to ensure transparency and equal opportunity:

- **March (Call for Interest):** The Board shall announce all upcoming vacancies and solicit general interest from the membership.
- **April (Nominations):** Official nominations for all Board positions shall be opened and collected. Self-nominations are permitted.
- **May (Presentations & Voting):** At the start of the final general meeting in May, all accepted nominees shall be given the floor to present their skills, qualifications, and vision for the role. At the conclusion of this meeting, an official election shall be conducted by written secret ballot. No voice vote shall be used for officer elections. Each voting member shall cast one ballot per contested office. Ballots shall be collected and counted by a school administrator present at the meeting (Principal or Vice Principal); in the absence of a school administrator, a teller shall be appointed by unanimous consent of The Board. Results shall be announced publicly at the meeting.

The President and Vice President shall be elected for a one-year term, and all other Officer Board positions shall be elected for a two-year term. No person shall serve more than two (2) consecutive terms in the same office. Newly elected Officers shall assume their official duties at the first meeting of the new school year.

Section 4.05 Annual Acknowledgment of Bylaws. Upon election or appointment, and annually thereafter, all members of The Board shall be required to sign a formal acknowledgment stating they have read, understand, and agree to uphold these Bylaws. This ensures new members are fully acquainted with the organization's governing rules and returning members are informed of any recent amendments.

ARTICLE 5: DUTIES OF OFFICERS

Section 5.01 President. The President is to be considered the Chief Officer of the organization. The President shall:

- Be in charge of and conduct all meetings in accordance with Robert's Rule of Order.
- Strictly execute the will of the Board as determined by majority vote, and actively consult with the Vice President on all operational matters.
- Be the official representative of the organization at the school functions and external meetings as the need arises.
- Serve as the direct liaison between school administration and The Board, communicating administrative priorities, school calendar updates, and any directives from the Principal to the full Board in a timely manner, and representing the Boosters' interests to administration.

- Serve as an authorized signer on the organization's checking account.

Section 5.02 Vice President. The Vice President shall:

- Act as an aide to the President in the performance of his/her duties.
- Be included in all executive planning, communication, and operational discussions.
- In the absence of the President, perform the duties of the President.
- Assume the duties of the President if the President fails to act in accordance with these Bylaws. A vacancy in the President position will be filled by the Vice President (President Elect).
- Oversee fundraising coordination by serving as the primary point of contact for committee chairs on event planning timelines, budget requests, and post-event reporting; ensure that all fundraising activity is communicated to The Board in advance and summarized after completion.
- Maintain a running record of officer terms and election eligibility, tracking how many consecutive terms each officer has served, and present this information to the membership prior to the annual nomination process.
- Coordinate the annual officer transition at year-end, working with outgoing officers to transfer files, account access, passwords, and institutional knowledge to incoming officers prior to July 1st.
- Serve as an authorized signer on the organization's checking account.

Section 5.03 Secretary. The Secretary shall:

- Be the keeper of all records of the organization except financial.
- Keep and publish permanent records of all regular and special meetings.
- Be responsible for all notices and upcoming meeting agendas to be sent to the membership.
- Be responsible for the upkeep of the organizational Calendar.
- Maintain and keep current the Debbie Smith Boosters external website, including event announcements, meeting information, and any other content directed by The Board.
- Ensure the timely filing of the organization's Articles of Incorporation, and any required annual list or renewal thereof, with the Nevada Secretary of State.

Section 5.04 Treasurer. The Treasurer shall:

- Keep a full and accurate account of all receipts and expenditures and prepare funds for disbursement.
- Ensure disbursements are authorized by the organization.
- Present a financial statement at every Booster meeting.
- Ensure the timely filing of the organization's annual Form 990 (or applicable Form 990-EZ or Form 990-N) with the Internal Revenue Service.

Section 5.05 Volunteer Coordinator. The Volunteer Coordinator shall:

- Work with Committee Chairs to determine the jobs that need to be staffed by volunteers for Booster events.
- Serve as the primary point of contact for Debbie Smith CTE Academy staff for all volunteers for events.
- Track and verify volunteer hours for members seeking membership through the volunteer pathway, and report confirmed eligibility to The Board prior to the start of each membership year.

Section 5.06 Communications & Marketing Manager. This is an appointed position, not an elected officer role. The Communications & Marketing Manager may be appointed by The Board to serve a one-year term. The Communications & Marketing Manager shall:

- Manage and maintain all Booster social media pages and digital communication platforms.
- Ensure the community is promptly informed regarding Booster initiatives, school newsletters, clubs, and Academy updates.
- Actively respond to community questions and promote school and Booster events to maximize engagement.

Section 5.07 Fundraising Manager. This is an appointed position, not an elected officer role. The Fundraising Manager may be appointed by The Board to serve a one-year term. The Fundraising Manager shall:

- Research, propose, and spearhead new revenue-generating initiatives outside of standard concessions.
- Lead fundraising committees to ensure financial goals are met to support school programs.

ARTICLE 6: FINANCIAL CONTROLS AND POLICIES

Section 6.01 Fiscal Year. The fiscal year of the organization shall begin July 1 and end the following June 30.

Section 6.02 Authorized Disbursements. No single officer shall have the authority to expend funds or enter into financial contracts on behalf of the organization.

- Any unbudgeted expenditure over \$500.00 shall be voted on by all members present at a next Booster meeting.
- In an emergency, the President will have power to approve spending of up to \$250.00 with verbal approval of 2/3 (two thirds) officers of the organization and email notification to The Board within 24 hours.

Section 6.03 Signatures and Separation of Duties. All checks, drafts, or other orders for the payment of money shall require the signatures of two authorized officers, specifically the President and the Vice President. To

maintain strict separation of financial duties and prevent conflicts of interest, the Treasurer shall manage the accounts and prepare disbursements but is strictly prohibited from being an authorized signer on the organization's bank accounts.

Section 6.04 Deposits. Funds of the organization shall be deposited to the credit of the organization in such banks or financial institutions as The Board may select.

ARTICLE 7: MEETINGS

Section 7.01 Regular Meetings. At least 9 (nine) Boosters meetings of this organization shall be held during the year. This includes eight traditional Booster meetings and one summer meeting with the current Principal to discuss the Master Calendar of events.

Section 7.02 Special Meetings. Special meetings of The Boosters may be called by the President with three days notice to be given to the membership.

Section 7.03 Executive Board Meetings. The Officer Board shall convene in a separate monthly Executive Board meeting prior to each general Booster meeting. The purpose of this meeting is to set the agenda, discuss upcoming business, and ensure a unified and informed front when presenting to the general membership.

Section 7.04 Quorum. A quorum shall consist of 3 officers or 2/3 (two-thirds) of The Board members, whichever is greater. A quorum must be present to conduct official business and authorize expenditures. In the absence of a quorum, the meeting may proceed for informational purposes only; no binding votes may be taken.

ARTICLE 8: STANDING COMMITTEES

Section 8.01 Authorized Committees. The following committees may be established and include, but are not limited to, the following:

- **Staff Appreciation Committee:** Organizes and executes appreciation events for all Debbie Smith CTE Academy staff, including but not limited to Teachers, Administration, Aides, Bus Drivers, Librarians, and Custodial Staff. Ensures national and local appreciation days are acknowledged.
- **The Round Up Committee:** Plans, coordinates, and executes the annual Round Up fundraiser, including the catered dinner and silent auction.
- **Graduation Night (Safe & Sober Grad Night):** Plans, budgets, and executes Grad Night for Graduating Students to provide a fun and safe night of activities for the last night as a class.
- **Dance/Prom Committee:** Supports student Leadership by providing parent volunteers to chaperone, serve refreshments, manage check-in, operate the coat check, and take photographs during school dances and Prom.

- **Jr. Interview Project:** Works with History faculty to conduct mock job/college interviews to all junior students.
- **Scholarship:** Evaluates the budget for student scholarships, develops criteria, and awards scholarships.

ARTICLE 9: AMENDMENTS

Section 9.01 Procedure. The bylaws may be amended at any Booster meeting of the organization by an affirmative vote by 2/3 (two thirds) of the members present, provided that notice of the proposed amendment shall have been given at the previous meeting and the membership has been informed one (1) week in advance.

ARTICLE 10: CONFLICT OF INTEREST

Section 10.01 Disclosure. Any officer or committee chair who has a personal, financial, or familial interest in a matter being voted upon shall disclose that interest to The Board and recuse themselves from deliberation and voting on that matter.

Section 10.02 Personal Benefit. No officer or member shall use their position to obtain personal financial benefit from the Boosters, its vendors, or its fundraising activities.

ARTICLE 11: RECORDS AND ANNUAL AUDIT

Section 11.01 Record Retention. The Secretary shall maintain minutes, bylaws, and correspondence. The Treasurer shall retain all financial records including receipts, bank statements, and disbursement documentation. Financial records shall be retained for a minimum of seven (7) years.

Section 11.02 Internal Review. An internal financial review shall be conducted annually at the close of each fiscal year by a member of the Boosters who is not a signatory on the account. The review shall verify that receipts and disbursements are properly documented and reported to The Board at the first fall meeting.

ARTICLE 12: REMOVAL FROM OFFICE

Section 12.01 Process. Any officer may be removed from office for cause (including misuse of funds, failure to perform duties, failure to attend at least fifty percent (50%) of Booster meetings held during the officer's term, or conduct unbecoming the organization) by a two-thirds (2/3) vote of The Board, provided that the officer has been given written notice of the charges and an opportunity to respond at a meeting of The Board prior to the vote.

ARTICLE 13: DISSOLUTION AND INDEMNIFICATION

Section 13.01 Dissolution. In the event of the dissolution or final liquidation of The Boosters, the Officer Board shall, after paying or making provision for the payment of all lawful debts and liabilities of the organization, distribute all remaining assets exclusively for the benefit of Debbie Smith CTE Academy.

Section 13.02 Indemnification. The Boosters shall indemnify and hold harmless each officer, board member, and committee chair against reasonable expenses, including attorney's fees, actually and necessarily incurred by that person in connection with any claim, action, or proceeding arising out of their good-faith performance of duties on behalf of the organization, to the fullest extent permitted by Nevada law. No indemnification shall be provided in the case of willful misconduct, gross negligence, or breach of the duty of loyalty to the organization.