

BAGDAD ELEMENTARY SCHOOL'S BOOSTER ORGANIZATION BYLAWS
A FLORIDA NON-PROFIT ORGANIZATION

ARTICLE ONE: NAME

The name of this organization will be: Bagdad Bulldog Boosters, Inc.

**ARTICLE TWO: MISSION STATEMENT, PURPOSE,
AND NON-PROFIT ORGANIZATION**

Section One: Mission

To build positive teacher, parent, student and community relationships while enhancing the educational experiences of our students.

Section Two: Purpose

The purpose of the Bagdad Bulldog Boosters, Inc. will be:

1. To promote the welfare of the children and youth.
2. To enhance communications among the parents, teachers, administrators of Bagdad Elementary and the community.
3. To promote parents' interest and involvement in school activities.
4. To raise funds to be used to assist Bagdad Elementary School in meeting the objective of providing the best possible education of the student body.
5. To provide support for the administration, staff and students at Bagdad Elementary School.

Section Three: Non-Profit Organization

Non-Profit Organization. The corporation is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE THREE: CODE OF CONDUCT AND POLICIES

Section One: Code of Conduct

1. Professionalism. All Executive Board members will conduct themselves in a professional manner with regards to Bagdad Bulldog Boosters, Inc. business. Executive Board members will only report the facts to the Bagdad Bulldog Boosters, Inc. members regarding any business within the organization.
2. Fundraisers. All fundraisers conducted by Bagdad Bulldog Boosters, Inc. will only be for the purpose of fulfilling the objectives of the organization as stated above.
3. Expenditures. The President has the right to approve expenditures under one hundred (\$100) without a vote. All expenditures over one hundred dollars, that have not been approved for within the budget, will be pre-approved by a majority vote of the Executive Board members present at the scheduled meeting prior to disbursement of funds. If future funds are required for an approved expenditure, it must be revised and approved again. All monetary items requested by teachers and staff must be presented as grade level, house or department requests. Special area classes (PE, Music, Art, etc.) receive special consideration as they serve the entire school. At no time should any board member discuss decisions with affected parties until all votes are cast and final.
4. Financial Responsibility. Any officer handling money must be honest and take full responsibility and accountability for all transactions. If there is any question of ill intent of an officer, the President will work with the school administration to investigate. Two Board members must be present to count all cash brought into the organization. There is no petty cash fund at any time. A financial transaction form must be filled out every time funds are being exchanged, received or disbursed.

Section Two: Policies

1. The organization will be non-commercial, non-sectarian and non-partisan.
2. The name of the organization or names of any member in their official capacities will not be used to endorse or promote a commercial concern or in connection with any partisan interest for any purpose not appropriately related to promotion of the objectives of the organization.
3. The organization will not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition, to any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
4. The organization will not enter into membership with any other organization without prior approval, as recorded in minutes, of the Bagdad Bulldog Boosters, Inc. Executive Board.
5. No part of the net earnings will be used to benefit or be distributed to its members, Directors,

officers or other private persons except that the organization will be authorized and empowered to pay reasonable compensation for services rendered.

6. Notwithstanding any other provisions of these Articles, the organization will not carry on any other activities not permitted by any non-profit organization.
7. Persons representing the organization will make no commitments that bind the organization, authorized by the Board of Directors, Statement of Nondiscrimination.
8. Notwithstanding any provisions of these bylaws, the Corporation will not discriminate against any director, officer, employee, applicant or participant on the basis of sex, race, color, ethnicity or national origin.

ARTICLE FOUR: MEMBERSHIP

Bagdad Bulldog Boosters, Inc. welcomes all teachers and staff of Bagdad Elementary School and all parents, family members, guardians and members of the community to join its membership. A \$7 flat fee, per person is required for membership. Faculty annual membership is a flat fee of \$25. This fee helps with the costs of lunches and other events throughout the year for teachers and students. Volunteers are accepted without membership.

ARTICLE FIVE: EXECUTIVE BOARD

(DUTIES, POSITIONS, AUTHORITY OF THE EXECUTIVE BOARD, TERMS OF OFFICE, NOMINATIONS AND ELECTIONS)

Section One: Duties

The duties of the Executive Board:

1. Transact necessary business in the intervals between regular meetings as said business may arise.
2. Create standing and temporary committees necessary to carry out the objectives of the organization.
3. Present a report of plans, projects, activities, etc. at regular meetings.
4. Approve routine bills/expenses and budget proposals.

Section Two: Positions

The Executive Board will be made up of a President, Vice President, Secretary, Treasurer, and Membership Coordinator.

Section Three: Authority of the Executive Board

The Executive Board has the authority to transact business in accordance with the bylaws contained herein.

Section Four: Terms of Office

The following terms of office will be enforced:

1. **Length of term.** Any person may be elected to the same office for up to five consecutive one year terms. There is no limitation on any officer being elected to a different office after the expiration of his or her current term.
2. **Parent / Guardian.** All officers of the Executive Board must be a parent or guardian of a student attending Bagdad Elementary.
3. **Term Date.** Term will be September 1 through August 31.
NOTE: The term of the Treasurer will be determined by the incoming and outgoing officers in order to complete any necessary tax documents and reports at the end of year. The Treasurer's books must be reviewed, balanced and signed by the outgoing President and Treasurer prior to the incoming Treasurer taking his or her position. This will be the process in the event the Treasurer cannot complete the full term.
4. **Attendance.** An attendance policy will be enforced. All board members must notify the President of his or her absence of a scheduled meeting. If two (2) consecutive meetings are missed, the President will discuss with the board member either resignation or proper participation by that board member. In the event of resignation or removal, the remaining Board members will nominate and elect to fill the vacant position for the school year. Meetings may be in-person or virtual depending on the needs of the Board. If an in-person meeting is scheduled, then all board members must meet in person to be accounted for as present.

Section Five: Nominations

Nominations will be accepted at a general meeting in the fall of the year prior to service. Any member can nominate a person for an Executive Board position. If more than one individual is nominated for the position, then an election will take place via ballot at the meeting. The individual with the most votes will win the nomination. All nominations will be presented to the general membership for a vote.

Section Six: Elections

Executive Board elections will be held at the first general membership meeting of the school year. Five members (or half plus one) will constitute a quorum for the transaction of business in any meeting. The voting members present are sufficient to elect the incoming Executive Board.

ARTICLE SIX: DUTIES OF OFFICERS

The President will:

1. Preside over all meetings of the organization and of the Executive Board
2. Be the ex-officio member of all committees, perform such other duties as may be described herein or assigned to him or her by the Executive Board and coordinate the work of the officers and committees so that the objectives of the organization may be fulfilled.
3. Approve or oversee publications to the Bagdad Elementary School's parents, staff and administrators (this includes the website and social media accounts).

The Vice President will:

1. Act as aid to the President and in their designated office, perform the duties of President in the inability of the President to serve and to perform additional duties as needed to support the operations of the organization.
2. Maintain information concerning publicity of events (including website and social media account);
3. Maintain municipal requirements for any signs or newsletters to be posted; make such information available to the coordinator of each special committee.
4. Act as a Liaison to the community with the Boards mission.

The Secretary will:

1. Provide an agenda and take attendance for each meeting. Agenda should be posted on the website two weeks prior to the scheduled meeting.
2. Keep the minutes of each meeting and within 10 days of said meeting copy, print and post the minutes on the website and in the books provided for said purpose.
3. Provide notification to all Executive Board members of meetings
4. Make sure all notices are duly given in accordance with these bylaws or as required by law.

The Treasurer will:

1. Be in charge as custodian of all funds and securities of the organization.
2. Receive and provide receipts for all monies due and accounts payable for any source and to make all deposits in the name of the organization within three business days of receipt of funds.
3. Prepare all documents for tax purposes for any governmental filing that is required pertaining to money usage.
4. Reconcile bank accounts on a monthly basis.
5. Present a monthly report at each regularly scheduled board meeting in an effort to keep all members informed of all monies coming in or going out and will keep legible record books which are made available to any member to see if requested.
NOTE: All checks are to be co-signed by the Executive Officers listed as signatories on the organization's account. All checks require two signatures.
6. Prepare a financial report at close of the fiscal year and when the Treasurer leaves position, per guidelines of the School Board Policy (Chapter 9).

The Membership Coordinator will:

1. Maintain all membership applications and ensure that all members submit his or her membership fees.
2. Compile and maintain a membership list detailing the type of membership.
3. Recruit new members.
4. Manage Bagdad Bulldog Boosters website and social media account to disseminate information for membership.
5. Setup sub-committees to assist with volunteering and event coordination.

The Principal will:

1. Attend meetings as his or her schedule allows.
2. Work with the Executive Board to build a strong partnership to maintain the best interest of all stakeholders (The Board, students, parents, staff, etc.).
3. Share the requests and needs of Bagdad Elementary School. The desires of the stakeholders, after thoughtful review of the needs of the school, should drive the decisions of the Executive Board.

ARTICLE SEVEN: MEETINGS / ACTIVITIES

Section One: Meetings

The Board will meet a minimum of one time per month with meeting time and location agreed upon by the Board.

Section Two: Activities

If money is being collected at any approved event or activity, there must be two (2) Executive Board Members present to handle and be responsible for all monetary transactions. The proper forms must be completed prior to any funds being transferred to the Treasurer.

ARTICLE EIGHT: VOTING PROCEDURES OF THE EXECUTIVE BOARD

The Executive Board, after proper notice of scheduled meetings (2 weeks advance notice), will conduct business as appropriate at the scheduled meeting. Voting may take place and decisions made by those Board members present (no less than half plus one). All Board members have a vote in matters before the board. In the event of a tie, the President will have the final decision after a revised request has been discussed without resolution. If a Board member is unable to attend the meeting, they do not get to participate in the voting process.

ARTICLE NINE: AMENDMENTS

The bylaws may be amended at any time at a scheduled Board meeting by a majority vote as outlined in Article Eight.

ARTICLE TEN: OFFICIAL ADDRESS

The Bagdad Bulldog Boosters, Inc. will be located at 4512 Forsyth Street, Milton, Florida 32583, in Santa Rosa County. All mail for Bagdad Bulldog Boosters, Inc. must be received at this address.

ARTICLE ELEVEN: FISCAL YEAR AND DISSOLUTION

Section One: The Fiscal Year

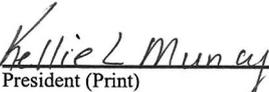
The fiscal year of the organization will begin on July 1 and end on June 30 of the following year.

Section Two: Dissolution

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this organization, the remaining assets will be distributed to Bagdad Elementary School in accordance with the Internal Revenue Code. If Bagdad Elementary ceases to exist, the remaining assets of Bagdad Bulldog Boosters, Inc. will be distributed to the closest elementary school with the highest population of student need (based on free and reduced lunch eligibility).

Revised and Approved by the Executive Board on July 27, 2022

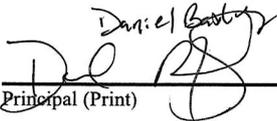
Accepted at Bagdad Elementary School on July 28, 2022



President (Print)



President (Signature)



Principal (Print)



Principal (Signature)