

**W. ARTHUR SEWELL ELEMENTARY BOOSTER CLUB INC.
425 N. Sahuara Ave.
Tucson, AZ 85711**

BYLAWS

ARTICLE I - NAME AND MISSION

Section I - This organization shall be known as "W. Arthur Sewell Elementary Booster Club Inc.", herein after referred to as "Sewell Booster Club".

Section II - The mission of Sewell Booster Club is to provide fundraising and volunteer support to W. Arthur Sewell Elementary School for a variety of fundraising, grant and donation sources.

ARTICLE II - MEMBERSHIP AND CONTRIBUTIONS

Section I - The membership of this club is open to all parents, guardians, and community members that want to support Sewell Elementary School students and are willing to meet the Member Contribution requirements.

Section II - Member Contributions are a minimum of 20 hours per school year quarter spent on Sewell Booster Club support activities for the school. This includes fundraising activities, meetings, volunteering and outside community networking.

Section III - The Principal of W. Arthur Sewell Elementary School shall be an honorary member of Sewell Booster Club, but is not eligible to hold an office or vote on any issue.

ARTICLE III - ELECTION OF OFFICERS

Section I - Elected officers shall serve a one-year minimum term and shall consist of President, Vice President, Secretary and Treasurer. These officers comprise the Executive Board. Their term of office shall commence at the beginning of the school year. They shall hold office until their successors are elected or appointed.

Section II - Should a vacancy for an elected office occur during the school year, it will be filled by an Executive Board selection. That member will serve out the term along with the elected officers of that term.

Section III - The Executive Board shall have general supervision of the affairs of Sewell Booster Club, business meetings, time and place of meetings, recommendations and shall perform such other duties as specified in these bylaws.

ARTICLE IV - MEETINGS

Section I - Meetings will be held on a quarterly basis during the school year. The Executive Board may elect to communicate via email in lieu of a formal meeting, and all correspondence in this instance shall constitute the minutes of that meeting.

Section II - The elected officers will meet at the discretion of the President.

ARTICLE V - ELECTIONS AND VOTING

Section I - All members shall be eligible for voting rights. A majority vote of those in attendance will rule in all matters, including acceptance of these bylaws and subsequent revisions.

Section II - The President shall appoint a member of Sewell Booster Club to serve as chairperson of the nominating committee on an as-needed basis.

Section III - Members may submit their names for candidacy for a specific office between April 15 and May 1, for election for the following school year if there are no new candidates interested in any of the positions. The current board members retain their offices for the following school year with no election or vote required.

ARTICLE VI - DUTIES OF OFFICERS

Section I – President - It shall be the duty of the President to preside at the meetings of Sewell Booster Club. The President shall open the meeting at the appointed time, call to order and announce the agenda of the day. In the event of an "e-meeting" via email, the President is responsible for sending the initial email to all members and ensuring documentation of the conversation and the final outcomes are logged with the Secretary as the minutes of the informal meeting. The president is to enforce observance of the approved bylaws, protect the rights of all members and insure that the majority rules. The President is to appoint all committee chairpersons and shall approve all reimbursement to any member for expenses incurred in operation of Sewell Booster Club's business. The President shall declare the meeting adjourned. In addition, the President is co-signer on the Sewell Booster Club's checking account. All transactions to withdraw funds from the checking account must have prior approval by the president via email, or signing the request for funds.

Section II - Vice President - It shall be the duty of the Vice President to assist the president at the meetings. If the president, for any reason, vacates the chair or is absent, the Vice President will preside and be responsible to carry out duties of the president. The vice president will also serve on the Activities/Programs committee.

Section III – Secretary - It shall be the duty of the Secretary to maintain a full and proper chronological record of all meetings, including the executive board meetings. Minutes of the meetings and correspondence are to be maintained and available for review by the members. The Secretary shall keep a current list of all members, including email addresses and phone numbers, as well as a copy of the bylaws. In addition, the Secretary shall have custody of all records and papers of Sewell Booster Club excluding the treasurers' reports.

Section IV – Treasurer - The Treasurer will maintain the financial records of Sewell Booster Club. The Treasurer will receive and collect all monies of Sewell Booster Club, prepare financial statements showing all receipts and disbursements and the current balance for each depositing entity. All checks require the signature of Sewell Booster Club Treasurer & Sewell Booster Club President, and any checks issued must be supported by a signed paid-in-full invoice or receipts from the party receiving the check or funds. When an advance is requested to purchase items for a fundraiser, a request of funds form must be filled out and approved the majority of the Executive Board for funds to be issued. Duties will also include presenting a financial summary for the end of the year reporting. A non-profit checking account will be established on behalf of Sewell Booster Club. Monies for any school activities, Sewell Booster Club fundraisers, individual grant or community donations will be deposited and disbursed from this account when Sewell Booster Club is named as the recipient.

ARTICLE VII – FUNDRAISING ACTIVITIES

Section I – Upon need of fundraising for Sewell Elementary student related activities, a committee or individual will be assigned to oversee and report to the Executive Board. This can be any member of the Sewell Booster Club or Sewell Community.

Section II – Students collecting funds must have adult supervision for safety concerns. Monies will be submitted by designated adult for accounting by a Sewell Booster Club individual or committee. Fundraising sales cannot be during class time. This will be in accordance with TUSD's fundraising policies.

Section III – Other fundraising activities will following TUSD guidelines as stated in JJE-R.

ARTICLE VIII - DISSOLUTION OF SEWELL BOOSTER CLUB

Section I - In the event of the dissolution of Sewell Booster Club, any monies in Sewell Booster Club business account will either be dispersed directly to the individual or committee responsible for the fundraising activity. As a lump-sum donation to the W. Arthur Sewell Elementary School Grants and Donations account, the funds become property of the school, subject to the TUSD district guidelines and policies governing expenditures from that account.

The following Board Members agree to all bylaws on August 23, 2023:

President: _____
Signature

Megan Swanson _____
Printed Name

Secretary: _____
Signature

Mariana Vazquez-Maloney _____
Printed Name

Treasurer: _____
Signature

Megan McPherson _____
Printed Name