**BY-LAWS OF THE**

**RANDOLPH HIGH SCHOOL FORENSICS PARENTS BOOSTER ASSOCIATION**

**Article I – Name**

The name of the organization shall be the Randolph High School Forensics Parents Booster Association (RHSFPBA).

**Article II – Purposes**

*Section 1*. The Randolph High School Forensics Parents Booster Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposed, 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.

*Section 2*. The RHSFPBA has been organized for the following purposes:

1. To promote the interest of debate, oratory, public speaking and interpretation of literature through the Randolph High School Forensics Team
2. To help fund team sponsored activities
3. To support the Forensics programs at the Randolph High School

**Article III – Membership**

*Section 1*. Membership with the RHSFPBA shall be open to any parent, guardian, or other adult standing in loco parentis for a student on the Randolph High School Forensics Team.

*Section 2*. Dues will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

*Section 3*. There will be two annual meetings of the RHSFPBA. One of which shall be held within 90 days of the beginning of each school year and one shall be held at the conclusion of the competition season.

*Section 4*. Special meetings may be called by the president or any two members of the executive board. Notices of such meeting shall be sent by the most efficient means to members at least 5 days prior to the meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called.

*Section 5*. The quorum shall be one-half of members present when the vote is taken. All votes will take place during a meeting as defined above.

**Article IV – Board of Directors**

*Section 1*. The business of the RHSFPBA shall be managed by a Board of Directors (BOD). The BOD consists of: the officers of the RHSFPBA, committee chairs, and the Randolph High School Forensics Coaches. Seats on the Board for the Forensics Coaches are honorary, advisory positions and these individuals will have no voting privileges of the RHSFPBA.

1. The Board of Directors shall have the control and management of the affairs and business of the RHSFPBA. Such Board of Directors only shall act in the name of the RHSFPBA when it shall be regularly convened by the President of RHSFPBA after due notice to all the directors of such meeting.
2. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
3. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.
4. The President of the RHSFPBA, by virtue of the office, shall be Chairperson of the Board of Directors.
5. Regular meetings shall be held in person at least every other month during the school year, the time to be fixed by the President with two weeks’ notice. Special meetings may be called by any two board members, with 24 hours’ notice.
6. The presence of not less than one-half of the Board (BOD) members constitutes a quorum and shall be necessary to vote on the business before the Board (BOD).
7. A Director may be removed when sufficient cause exists for such removal as determined by the balance of the Board members.
8. A member of the Board of Directors may resign for any reason at their discretion or, if an employee of Randolph Township Board of Education, at the termination of their contract.
9. A student delegate from the RHS Forensics Team may be invited to attend BOD meetings to report on the activities of the Forensics Team and to relate information to Forensics members whenever necessary. This is a liaison position that is not part of a quorum of membership to hold a meeting and shall not have voting privileges.

**Article V – Executive Board**

*Section 1*. The Executive Board shall consist of the officers of the RHSFPBA.

*Section 2*. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create and manage standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

*Section 3*. Meetings will be held as needed and called by the President.

*Section 4*. Removal and vacancies. See Article IV, Section 1-c and g.

**Article VI – Committees**

*Section 1*. Committee Chairs shall be appointed by the President and Speech and Debate Vice Presidents.

*Section 2*. Committees may consist of general members and Board (BOD) members, with the President acting as an ex-officio member of all committees.

*Section 3*. The following committees shall be held by the organization: Communications & Public Relations, Fundraising, Randolph High School Tournament, Randolph High School Tournament Food, Randolph Middle School Tournament, Banquet, Parent Judging, and Scholarship.

*Section 4*. The Executive Board may appoint additional committees as needed.

**Article VII – Officers and Elections**

*Section 1*. The elected officers shall be a president, two vice presidents, secretary, and treasurer.

1. The president shall announce and preside over meetings of the organization, prepare the agendas, serve as the primary contact for the principal and coaches, represent the organization at meetings outside the organization and coordinate the work of all the officers and committees in order that the purpose of the organization be served. The President, in conjunction with the Vice Presidents, shall appoint all committees and committee chairpersons as may be required by the Association from time to time.
2. There will be one Debate Vice President who shall be a parent of a Debate team member; and one Speech Vice President who shall be a parent of a Speech team member. The Vice Presidents shall assist the president and carry out the president’s duties in his or her absence or inability to serve. They will also oversee various Committees.
3. The secretary shall keep records of the organization; record and distribute minutes of the membership meetings, BOD meetings and Executive Board meetings; and handle general correspondence. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
4. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board, and work with tax preparer, as needed. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year.

*Section 2*. The Board of Directors shall present a slate of officers for the coming year at the Spring meeting. Nominations will also be accepted from the floor. All nominees will be voted upon at this meeting.

*Section 3*. Members are eligible for office if they are members in good standing at least 14 calendar days before The Board of Directors presents its slate and remain in good standing throughout their term.

*Section 4*. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time; except in the case of an unexpected vacancy of the President.

*Section 5*. If there is a vacancy in the office of the President, the Speech and Debate Vice Presidents will serve as Co-Presidents for the remainder of the term. If there is a vacancy in any other office, members will fill the vacancy through an appointment at the next regularly scheduled Board of Directors meeting.

**Article VIII – Finances**

*Section 1*. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the Board (BOD) members present.

*Section 2*. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

*Section 3*. The Board (BOD) shall approve all expenses of the organization.

Section 4. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the Board (BOD) and submit IRS Form 990 at the conclusion of the fiscal year.

*Section 5*. The fiscal year will begin on July 1st.

*Section 6*. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II section 1 hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contribution to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. If reference to federal law in articles of incorporation imposes a limitation that is invalid in your state, you may wish to substitute the following for the last sentence of the preceding paragraph: “Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.”

**Article IX — Parliamentary Authority**

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the organization’s by-laws.

**Article X – Standing rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

**Article XI – Dissolution**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Article XII – Amendments**

These by-laws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting in writing and then sent to all members of the Board (BOD). Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a one-half vote of those present, assuming a quorum.

**ARTICLE XIII – NON-DISCRIMINATION CLAUSE**

No activity of RHSFPBA will discriminate against students or others on the basis of race, color, sex, disability, nationality or ethnic origin in administering its policies and activities.

These By Laws are adopted by the Board of Directors of Randolph High School Forensics Parents Booster Association (RHSFPBA) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By: Julie Levy - President

Debbie Howell - VP of Speech

Sari Leopold - VP of Debate

Christine Kapinos - Secretary

Sandra Heinicke - Treasurer