

Prime Tiger
Taekwondo
Booster Club
Bylaws

Table of Contents

Article I: Name.....	3
Article II: Purpose.....	3
Article III: Membership.....	3
Section 3.01 Membership/Responsibility.....	3
3.02 Dues.....	4
3.03 Suspension/Termination.....	4
3.04 Benefits /Scholarships.....	4
3.05 Discrimination.....	5
Article IV: Meetings.....	6
Article V: Elections/Voting.....	6
Section 5.01 Elections.....	6
5.02 Special Appointments.....	7
5.03 Voting.....	7
Article VI: Executive Council.....	8
Section 6.01 Duties of Officers.....	9
6.02 Terms of Office.....	11
6.03 Conflicts of Interest.....	11
6.04 Indemnification.....	11
6.05 Limited Activities clause.....	11
Article VII: Budget/Finance.....	12
Article VIII: Amendment.....	12
Article IX: Dissolution.....	13

Prime Tiger Taekwondo Booster Club

BYLAWS

ARTICLE I

NAME

The name of this nonprofit organization shall be Prime Tiger Taekwondo Booster Club (also referred to as Tiger Boosters, or the club)

ARTICLE II

PURPOSE

The Purpose of the Prime Tiger Taekwondo Booster Club is to foster, support, and promote regional, national, and international taekwondo competitive athletes. Our two-part goal:

1. To provide fundraising support for both Elite Tiger competition team members as well as recreational students at Pak's Academy Prime Taekwondo; who wish to compete in Tournaments, which can include, but is not limited to, providing entry fees, travel cost, and coach's fees etc.
2. To provide scholarships opportunities for students at Pak's Academy Prime Taekwondo. To give every student a chance to become a better athlete through competitive development as well as provide mentorship opportunities for athletes who are not yet able to compete.

All of this will be done in accordance with the IRS regulations regarding 501(c)(3) organizations as defined under Other Organizations: Amateur Athletic Organizations.

Article III

MEMBERSHIP

Section 3.01 Membership and Responsibility:

Membership in the Prime Tiger Taekwondo Booster Club shall be open to any student (on the competition team and/or in recreational program) or to the *parent or legal guardian of a minor student, in good standing. Must be at least 18 years or older.

Members shall have equal opportunity to seek office in the organization, with the exception of members who hold concurrent employment with Pak's Academy Prime Taekwondo. Members, as well as elected officers, shall conduct themselves in a professional and courteous manner at all times.

Members shall report any signs of fraud or other improprieties in writing, to the elected board directly.

Section 3.02 Dues

Acceptance of membership applications will begin on September 1st of the new fiscal year. The deadline to join Tiger boosters for existing patrons of Pak's Academy, is October 31st New incoming students, may join at any time during the year after their initial enrollment. The following year they will be considered an existing student and must meet the October 31st deadline.

Membership dues if any shall be determined and set by the Executive Council during the 6 week transfer, usually late July-Aug 31st, before Accepting application on Sept 1st.

This membership gives elite team members and recreational students all rights, and voting privileges. One vote per family membership is to be counted.

*If the student is a minor, the Parent or Guardian listed first on the membership application will be the primary member, and as such, will be able to cast the membership vote on behalf of the family or student.

Extended family such as co-parents, grandparents, older siblings, etc., may join Tiger Boosters for an additional fee per extended family member. This membership will constitute one vote separate from the family membership. This membership does not give the athlete additional monetary benefits.

Any member who pays dues if required and upholds the principles of the Tiger Boosters is considered to be in good standing, and is encouraged to attend meetings on a regular basis.

Guests are always welcome, but cannot vote.

Section 3.03 Suspension or Termination

Members may be terminated by resignation, or action of the Board of Directors by a two-thirds vote of those present at any duly constituted Board meeting.

The Board shall have the authority to discipline, suspend, or terminate the membership of any Member, when the conduct of such person is considered detrimental to the best interests and objectives of the club.

The member shall be notified of such meeting, informed of the general nature of the reasons, and given an opportunity to appear at the meeting to show evidence that the reasons are not correct or true.

Section 3.04 Benefits and Scholarships:

Member benefits of the Tiger Booster club are subject to change based on available funding in the yearly proposed and approved budget. Our goal is to provide fundraising support to competitive athletes.

Scholarships are based on end of fiscal year balances and will be presented by the scholarship committee before August 15th of the calendar year.

Scholarship amounts may vary year to year depending on available funding.

Two available scholarships:(Programs are not limited to two, the budget may be amended to include another scholarship i.e. tournament participation, when there is an excess of funding beyond initial budget requirements.)

- 1. The Boosters' Scholarship:** This scholarship will be awarded to an athlete in good standing whose family completes 10 or more volunteer hours working directly with the Tiger Boosters club to support its purpose. 2.5 hours will be added per additional athlete under a family membership to qualify. (for example, if a family membership has 2 athletes a total of 12.5 hours is required per family membership.) Each student will be required to serve 25% of those hours directly, as other hours can be obtained through group effort. The qualifying applications will be submitted to the scholarship committee. An application to apply will be provided. The scholarship committee will determine the additional requirements to be met to qualify annually and submit their decision to the Council to be approved.

Volunteered attendance at council or general membership meetings will not constitute approved hours towards scholarship requirements.

- 2. The Instructors' Scholarship:** This scholarship must be given to at least one or more students at Pak's Academy Prime Taekwondo. The number of students this scholarship is awarded to shall be determined based on available funding and a decision made by a majority vote of the Council at a meeting prior to the end of the fiscal year. The student(s) must be nominated unanimously by the instructors at Pak's Academy Prime Taekwondo. Some of the requirements the instructors will take into consideration, but are not limited to, will be: The student(s) must show the most improvement over the entire year, must have consistent attendance, focus, respect, and exhibit a drive and determination to excel in competitive taekwondo. Membership in The Prime Tiger Taekwondo Booster Club is not required to receive this scholarship.

Section 3.05 Discrimination:

The Prime Tiger Taekwondo Booster club does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members, volunteers, and athletes.

ARTICLE IV

MEETINGS

General membership meetings shall be held quarterly. Notice of meetings will be posted on the bulletin board, online community, and sent out via email.

Special meetings may be called by the President, any three members of the executive council, or upon request of the membership body, if it has been determined emergency business cannot wait until the scheduled quarterly meeting. A Council meeting shall be held prior to general meeting to discuss council business. Or things to be added to the agenda.

Written or electronic notice of the date, time, place and purpose of such special meetings shall be given no later than five (5) business days prior to the scheduled meeting.

The agenda for all meetings of general members shall include:

- Summary of previous meeting minutes
- Treasurer's Report
- Officer/Committee Reports
- Old and Unfinished Business
- New Business

The Secretary, or another duly appointed person shall record minutes of all membership and council meetings. Such minutes shall be reviewed and approved by the presiding officer and shall be made available for public view via the online community

The President shall be the presiding senior member at all regular and council meetings. The council may decide for any reason to have closed board meetings to discuss business that may or may not go before the general body to be resolved. Minutes of any closed meetings will be posted, possibly with redacted information. This is to protect parties involved should something of a personal nature be brought before the board

ARTICLE V

ELECTIONS AND VOTING

Section 5.01: Elections

Normal elections will be held the second week in July.

Nominations will be held 1-month prior.

All nominations, and elections shall be done privately via ballot.

Anyone can be nominated and accept a nomination. Only if they agree to become a Tiger Booster Member in good standing, in accordance to the membership requirements specified in the Bylaws; should they be elected. Subsequently any patron of Pak's Academy Prime Taekwondo may nominate said persons. In the manner, as specified.

All nominated parties have the right to decline the nomination before being placed on a general election ballot.

The President shall inform the voting members of elections at least five (5) business days prior to Election Day.

The President shall appoint an Election Committee, comprised of 2 members not nominated, who will open and count the secret ballots.

Section 5.02 Special Appointments

The President shall call a special meeting to order when appointing an office.

Officers can only be appointed if an officer of the board has resigned their position before their term of service has concluded. The interim officer must be approved by a general membership vote during a special meeting.

The President will fill the position with an interim officer until elections can be held during normal calendar election periods; they can then be submitted for reelection if the body so chooses.

Section 5.03: Voting

All major financial decisions above \$100 will be made by a majority vote of the present general membership body.

Decisions to be determined by vote of General Membership shall include:

- The Approval of the Annual Budget
- The Annual Election of Executive Council
- The approval of presidential appointments for interim Executive Council vacancies.
- Petitions requesting the removal of an elected member from office.
- A Change to the Bylaws.
- The approval of any non-budgeted item over \$100.

Decisions regarding all other business of the Booster Club shall be conducted by the Executive Council.

Private votes may be cast via paper ballot at Pak's Academy Prime Taekwondo, or electronically through the aid of a voting website, that offers secure, private, fair and accurate voting; such as but is not limited to ElectionBuddy.com.

If an election committee cannot be appointed, due to any reason, (i.e. lack of membership participation) the council may enlist the help of an election website. If paper ballots are cast and an election committee cannot be appointed for any reason as specified above, the board may jointly by majority as constitutes a quorum, count and report such ballots, including those submitted directly to the Tiger Booster email.

If any member for any reason is unable to cast a paper ballot, nor use the other approved electronic methods (i.e. election website), the member may send the vote to the tiger booster email; with the understanding that said vote is not private, and will be seen by the council and the election committee should one be appointed.

If for any reason the Council cannot meet in person at an appointed time, Council business can be conducted through the use of electronic means. Such as but not limited to email correspondence. In such instances where voting must take place, the council can decide to hold an electronic vote via email correspondence or through the use of a voting website as indicated above.

Any Council board member may propose an appropriate vote if the president is unable during general membership meetings. Additionally, any board member may propose a vote in council meetings, via email, or approved voting website, when business is being conducted through electronic correspondence.

In the case of a tie vote in the general membership body the council shall break the tie with a majority vote. Likewise, if the council board shall tie in a vote, the general body shall break the tie by majority vote. If the tie cannot be broken whether general body or council board the vote shall be recast until a solution is reached.

ARTICLE VI

EXECUTIVE COUNCIL

The Executive Council shall have the authority to authorize all expenditures up to one hundred dollars (\$100) outside of the approved budget. Request for funds in excess of \$100 must be approved by simple majority vote of General Membership present at a meeting.

A majority of the elected Board Members shall constitute a quorum for the transaction of any business.

The Executive Council shall recommend policies, supervise programs, approve entertainment, create and implement a budget detailing financial plans for annual operations, create rules on membership, enforce the charter, and act to resolve all grievances, complaints and suggestions submitted by members.

The Executive Council shall implement internal control procedures that ensure adequate segregation of duties (except when members of the council, cannot fulfil all or in part any duty specified in section 6.02 duties of the officers), proper procedures for authorizations, adequate documentations, records, physical control over assets, and independent checks on performance.

The Executive Council shall review the Bylaws and update as needed every two years or when there is a change needed, voted on by the general membership body.

All committees under the executive council, whether appointed or volunteer that serve the purpose of the general body, shall act in accordance to the rules set by the bylaws under the supervision of the council, concerning etiquette, transparency and documentation of activities. Including providing an account of actions taken by the committee, and reporting them at general membership meetings by at least one designated member of the committee.

The outgoing Executive Council and the newly elected officers shall have a combined meeting within six (6) weeks of election to provide an orderly transfer of responsibility.

During the 6 week transfer period, newly elected council members shall determine membership dues; if any, prior to accepting applications on the September 1st Start date.

Section 6.01: Duties of the Officers

The President shall:

Preside over all meetings of the Prime Tiger Taekwondo Booster Club. The President shall call special meetings of membership, supervise all elections, and appoint committees as necessary and shall prescribe the respective functions of the committees.

Call meetings of the Executive Council and/or General Membership. The President shall inform the Secretary at least seven (7) business days prior to the meeting.

Remain abreast of all local and federal non-profit laws.

Act as the liaison to Pak's Academy Prime Taekwondo.

Oversee all fundraisers, activities, and special events, elections, and set agendas.

The Secretary shall:

Record written minutes of all meetings and provide written or electronic copies of these minutes to membership within 10 business days of a meeting.

Maintain in a paper form archived records of all meetings, agendas, and all other permanent records of club affairs; other than those entrusted to the Treasurer, for a period of at minimum four (4) years.

All electronic minutes posted to the website, must be archived in the Tiger booster email (in a folder marked archived minutes), after the fiscal year has concluded. So as to keep the website and or face book page clutter free, and user friendly.

Advertise each meeting at least five (5) business days prior to the meeting on the bulletin board, online community and via electronic notifications.

Ensure Bylaws are reviewed every two (2) years, or as necessary.

Be responsible for creating formal documents, as requested; that are not the responsibility of the treasurer or media director i.e. membership forms.

Keep record of membership (active, new, and renewing) by entering and maintaining membership info on the website.

The Treasurer shall:

Receive deposits, maintain a financial record, account for all funds and assets, and satisfy the organization's liabilities.

Be responsible for disbursement of funds as necessary.

Provide sound financial and operational management, in part by rendering a full and complete financial statement and balance sheet at every quarterly and special meeting.

Be responsible for compliance with all applicable federal, state, and local tax laws, including filing the appropriate form(s) with the appropriate authority to qualify for and maintain tax exemption.

The Fundraising/Activity Coordinator Shall:

Secure fundraisers.

Manage the logistics of all fundraisers.

Manage logistics for all activities i.e. snack packs, teacher appreciation week...

Schedule volunteers for fundraisers and all activities.

Seek and Track Parent participation and volunteer hours

Communicate event and donor information to the Treasurer to ensure tax acknowledgement letters are sent in a timely manner

The Vice President/Media Director Shall:

Take over all duties of the President as interim, if the president for any reason cannot fulfil the term of their elected period.

Serve as a liaison between the parents of the Elite Tiger competition team, as well as recreational athletes (or their parent or legal guardian if they are minors) and the Booster club.

Serve as the voice on the executive council ensuring all parent concerns are being brought to the attention of the Executive Council, and the general membership body. Maintain Press

correspondence/ media duties such as writing press releases, newsletters, Flyers, and any other communication needed for the booster club.

Maintain the Website, face book page, and all other social media used by the club, deleting and posting as warranted or needed.

Section 6.02 Terms of office:

There shall be no limit on the number of terms an individual may serve in any office.

Each term shall be for 1 year.

Section 6.03 Conflicts of Interest

Members of the Executive Council & Committee Members shall not engage in any activity which gives rise to, or could give rise to, an appearance or claim of self-dealing loyalty or conflict of interest by reason of such person's position within the Tiger Boosters club.

In the event that such person has reason to believe his or her activities or anticipated activities could give rise to any such claim, he or she shall have a duty to disclose such activities or anticipated activities to the Executive council.

Section 6.04 Indemnification

The Tiger Boosters club shall indemnify and hold harmless every Executive Council Officer and Member as it is required to provide pursuant to the provisions of the Missouri Nonprofit Corporation Act.

Section 6.05 Limited Activities Clause

No part of the net earnings of the Tiger Boosters, (except that the club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in the amateur athletics section of the 501(c)(3)) shall inure to the benefit of, its members, trustees, officers, or other private persons.

No substantial part of the activities of the club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the club 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 club shall not carry on any other activities not permitted to be carried on 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.

ARTICLE VII

BUDGET AND FINANCE

An annual budget shall be prepared by the Executive Council and presented to the members no later than Oct 31st of every fiscal year. Council members will decide membership dues separate from the annual budget prior to sept 1st, to facilitate adequate time for membership growth.

The Prime Tiger Taekwondo Booster Club fiscal year shall run from September 1st to August 31st.

The Treasurer will issue checks consistent with the approved budget.

All checks shall require the signature of the presiding treasurer, or the President to be valid.

Unbudgeted expenses in excess of \$100 shall be approved by a majority vote of General members.

Requests for funds or purchases shall be submitted in writing through the appropriate documents provided by the treasurer, (i.e. request for reimbursement...) to the treasurer.

The Treasurer shall issue and retain forms for requisition.

All financial request will be explained and voted on in accordance with the rules specified in section 5.03 Voting. All revenues of the Tiger Booster club will be used strictly to further the purpose of the booster club and competitors, (students of the Elite Tiger Taekwondo Competition Team, as well as the recreational students of Pak's Academy Prime Taekwondo) in a manner consistent with an adopted budget or the expressed wishes of the voting membership.

At no time will members of the Executive Council or any other person affiliated with the Prime Tiger Taekwondo Booster Club be compensated for their participation in or organization of any activities for the organization.

ARTICLE VIII

AMENDMENTS

The Bylaws of the club may be altered or amended in any respect or repealed in whole or in part, and new Bylaws may be adopted, by a majority vote, that constitutes a quorum of the members of the executive council of the Tiger Booster Club.

A proposed change(s) may be submitted by any member of the Prime Tiger Taekwondo Booster Club.

Proposed changes shall be put to vote of the General Membership. A majority vote will carry the amendment.

A notice of vote for amendment must be announced by the Secretary at least one week prior to the actual vote.

ARTICLE IX

DISSOLUTION

A vote must be made by (60%) sixty percent of the membership body who have chosen to vote to dissolve the operations and assets of the Tiger Boosters. If 60% of the membership body does not cast a vote after at least two attempts to hold voting, the Executive council can vote with a unanimous vote to dissolve the organization.

Notification/ Filing

Once the vote has been decided the Secretary will notify the membership body via all communication methods of the decision to dissolve.

Notification of the dissolution will be made to the Attorney General to of the state of Missouri as required by subsection 1 of section 355.676.

File articles of dissolution by voluntary action to the state of Missouri Secretary of State. Inform the IRS that the organization is terminating its tax-exempt status on the annual return or notice form.

Distribution of assets

Upon the dissolution of the Prime Tiger Taekwondo Booster Club, the Executive Council shall, (after making provisions for the payment of all liabilities of the club) distribute and or transfer all assets belonging to the Tiger Boosters to a charitable, educational, scientific, or athletic non-profit organization. Which at the time qualifies as an exempt organization in such manner, pursuant to the 501(c)3 of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law, as elected officials determine).

As is consistent with the state of Missouri Rev. State Section 355.661 through 355.746.