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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 those 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.

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

Family membership dues will be paid on or before Sept 1st of each fiscal year with the exception of new incoming students, who 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 September 1st deadline.

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.

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.

All membership fees shall be determined by the Executive Council while constructing the annual proposed budget.

Any member who has paid dues, 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 31st of the calendar year.

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

Two available scholarships:

1. **The Boosters' Scholarship:** This scholarship will be awarded to members in good standing who complete 10 or more volunteer hours working directly with the Tiger Boosters club to support its purpose, and are chosen by the scholarship committee. An application to apply will be provided. The scholarship committee will determine the requirements to be met to qualify, annually and submit their decision to the membership body to be approved.

2. **The Instructors' Scholarship:** This scholarship will be given to 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 membership body 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.

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 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 meetings.

ARTICLE V

ELECTIONS AND VOTING

Section 5.01: Elections

Normal elections will be held on September 30th.

Nominations will be held 1-month prior.

All nominations shall be done privately via ballot.

Members in good standing wishing to be considered for nomination must submit their request via community board or to the president directly to be placed on the ballot, during the nomination period. Candidates can also be written in whether they seek a nomination or not. All nominated parties have the right to decline the nomination before being placed on a general election ballot.

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.

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

When elections are held annually members will vote by secret ballot.

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

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.

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 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, proper procedures for authorizations, adequate documentations and records, physical control over assets and records, 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, voted on by the general membership body.

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.

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.

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 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.

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 general correspondence of the Tiger Booster club.

Track Parent participation and volunteer hours.

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.

Schedule volunteers for fundraisers and activities

Seek parent participation.

The Parent/Student Representative shall:

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, the general membership body, and the school Pak's Academy Prime Taekwondo.

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, except for the President who shall serve 2 consecutive years. This is to ensure the smooth transition of new board members.

The President and Treasurer should never resign the same 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 Prime Tiger Taekwondo Booster club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, 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).

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 Calendar year.

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 president and another executive council member; 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 to the Tiger Booster club.

The Treasurer shall issue and retain forms for requisition.

All requests will be annotated with voting measures. 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 unanimous vote 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 (50%) fifty percent of the membership body to dissolve the operations and assets of the Tiger Boosters. If 50% 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 exclusively to further its original purpose to foster competitive Taekwondo or 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.

Prime Tiger
Taekwondo
Booster Club
Bylaws