



DESERT VISTA HIGH SCHOOL  
THUNDER BOARD ASSOCIATION  
BYLAWS

~~August 2018~~ January 2020

# BYLAWS OF DESERT VISTA HIGH SCHOOL THUNDER BOARD ASSOCIATION

## **Article I. NAME AND LOCATIONS**

**Section 1.01** The official name of the association shall be the Desert Vista High School Thunder Board Association (herein after known as “Thunder Board”).

**Section 1.02** The official physical and mailing address of the Thunder Board shall be 16440 South 32nd Street, Phoenix, Maricopa County, Arizona 85048, a Tempe Union High School District school.

## **Article II. MISSION STATEMENT AND SCOPE**

**Section 2.01** The mission of the Thunder Board is to support and encourage participation in the educational, athletic, and co-curricular opportunities offered to the students of Desert Vista High School by:

- (a) Educating booster clubs, coaching staff, and activity sponsors regarding the role of the Thunder Board and its obligations of conducting business as a tax- exempt and public charity organization.
- (b) Encouraging the communication and sharing of ideas between Desert Vista High School booster clubs, coaching staff, and activity sponsors.
- (c) Promoting fundraising ideas within booster clubs.
- (d) Assisting in facilitation and resolution of matters brought to the attention of the Thunder Board.
- (e) Establishing policies and procedures to be used by the Thunder Board, booster clubs, coaching staff, and activity sponsors as guidelines for conducting business. These guidelines will be included in the Desert Vista Thunder Board Book of Policies and Procedures.

**Section 2.02** The Thunder Board and the booster clubs are recognized as exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code. The Thunder Board is organized exclusively for charitable and educational purposes, including 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. The Thunder Board is also classified as a public charity under Sections 509(a)(1) and 170(b)(1)(A)(vi) of the Code

## **Article III. MEMBERSHIP**

**Section 3.01** Voting membership

- (a) One representative from each booster club will be entitled to one vote.
- (b) If a single person is the duly appointed representative for more than one booster club, then they are entitled to cast one vote per booster club.
- (c) Each Thunder Board Executive Officer will be entitled to one vote yet cannot vote on matters that directly benefit their specific booster clubs.

**Section 3.02** Non-voting membership

- (a) Parents of present and/or former students of Desert Vista High School.
- (b) Representatives of the faculty, staff, or administration of Desert Vista High School, appointed by the principal and acting in accordance with TUHSD Policy.
- (c) Representatives from Desert Vista High School Student Council.
- (d) Students and alumni of Desert Vista High School.
- (e) Other persons interested in the growth and excellence of Desert Vista High School.

### Section 3.03 Membership dues

- (a) Each booster club will pay membership dues according to the most recent fee schedule voted on and approved by the Thunder Board.
- (b) The fee schedule is subject to annual review. The fee schedule for the current school year will be presented at the 1<sup>st</sup> monthly meeting of the Thunder Board and is available from the Treasurer upon request.
- (c) Changes in fee schedule must be approved by majority vote of the Thunder Board and should be implemented the following school year.
- (d) Membership dues are based on the number of student participants in the sport or activity supported by the booster club. This number shall be reported to Thunder Board on an annual basis by the Coach or Activity Sponsor and is subject to reasonable verification.

**Section 3.04** Each booster club shall have an elected Thunder Board Representative as part of their Executive Board acting as the liaison between the Thunder Board and their respective Booster Club. If a club is unable to fill the role another officer of the Club's Executive Board may serve as the Club's Thunder Board Representative for the duration of the school year, or until a special election can be held to fill the position. The Thunder Board Representative will:

- (a) Represent the corresponding Booster Club at the Thunder Board All Clubs monthly meetings.
- (b) Keep the corresponding Booster Club informed of policies, procedures, and rules of the Thunder Board.
- (c) Keep the Thunder Board informed of corresponding Club's officers, officer's contact information, events, activities, finances, meetings, and proposed fundraising events.
- (d) Relay Thunder Board minutes to corresponding Booster Club.
- (e) Take notes at all Thunder Board All Clubs meetings and communicate in a timely manner these notes with the corresponding Booster Club's Executive Officers.
- (f) Attend all Thunder Board All Clubs monthly meetings.

## Article IV. THUNDER BOARD OFFICERS, ELECTIONS AND TERMS IN OFFICE

**Section 4.01** The Thunder Board Officers shall consist of the President, the President-Elect, the Vice-President, the Communication Secretary, the Recording Secretary, and the Treasurer, and the Treasurer-Elect.

**Section 4.02** Regular elections will be held at the last scheduled Thunder Board meeting of the school year for the positions to be held the following fiscal year.

**Section 4.03** Special elections to fill permanent vacancies may be held during any regular meeting of the Thunder Board with proper notice to the voting members and at least five voting members (not including current Thunder Board Officers) present.

- (a) Nominations may be made to the President in advance of the elections meeting or may be made from the floor at the elections meeting by any voting member during the meeting and prior to the vote.
- (b) The normal expectation is that the office of President for the following year will be filled by the President-Elect for the current year. If unusual circumstances preclude this from occurring, then nominations may be opened for President.
- (c) If there is more than one candidate for a position, voting will be done by secret ballot. If the candidate(s) run unopposed a show of hands will be sufficient.
- (d) The President will preside over the election proceedings and announce the results. It will be the

duty of the President to break any tie votes. Vice President will preside over the election proceedings when the President and President Elect are voted on.

**Section 4.04** The term of office for all Thunder Board Officers will coincide with the fiscal year, July 1 – June 30, of the Thunder Board Association. All Thunder Board Officers shall be elected to one-year terms but may serve consecutive terms provided they remain eligible and are duly elected each year. Booster Club Officers also serve one-year terms but may have a start date different than July 1 if more convenient based on seasonality of their particular sport or activity. Start date must be specified prior to the Booster Club Officer election, documented in Booster Club bylaws (or meeting minutes), and notice given to Thunder Board. Regardless of term start or end dates, the Booster Club Treasurer responsible for the majority of the season during any given school year shall be held responsible for proper filing of financial reports with the Thunder Board Treasurer through June 30 for the annual tax return.

**Section 4.05** Absences and Vacancies

- (a) In the absence of the President, the President-Elect shall become the presiding officer, assuming the duties of the President, for the period of the absence.
- (b) In the event the President is absent from a general meeting, the meeting shall be chaired by another duly elected Officer in the following order of preference: 1) President-Elect, 2) Vice President, 3) Recording Secretary, 4) Communications Secretary, and 5) Treasurer.
- (c) The President-Elect shall automatically succeed to the office of President in the event of a permanent vacancy.
- (d) In the event of a permanent vacancy of other offices, the President will call for nominations and the vacancy will be filled by general election as described in Section 2 of this Article.

## **Article V. THUNDER BOARD OFFICERS AND THEIR DUTIES**

**Section 5.01** The President is the Chief Officer of the Thunder Board and will:

- (a) Preside at all meetings of the Thunder Board.
- (b) Sign contracts properly entered into by the Thunder Board.
- ~~(c) Be a signatory on the bank account and regularly monitor banking activity.~~
- (d) Assure all tax returns are filed in a timely manner.
- (e) Participate in regular communication with representatives of Desert Vista High School administration.
- (f) Provide inputs to the proposed agenda for any given Thunder Board meeting, ensuring that all major items known to be up for consideration at the meeting are shown on the agenda.
- (g) Perform such other duties as assigned by the Thunder Board and its Officers.

**Section 5.02** The President-Elect will:

- (a) Act for the President in the absence of the President.
- (b) Succeed to the office of President for the following fiscal year, which effectively makes the office of President-Elect a 2-year commitment.
- (c) Succeed immediately to the office of President in the case of a permanent vacancy.
- (d) Perform such other duties as assigned by the Thunder Board and its Officers.

**Section 5.03** The Vice-President will:

- (a) Act for the President in the absence of both the President and the President- Elect.
- (b) Be a signatory on the bank account.
- (c) Maintain and make available a calendar of all approved fundraising events.

- (d) Be a member of the Fundraising Committee.
- (e) Perform such other duties as assigned by the Thunder Board and its Officers.

**Section 5.04** The Recording Secretary is the recording clerk of the Thunder Board and will:

- (a) Take minutes at all Thunder Board meetings and submit to the membership for approval by the following meeting.
- (b) Serve as custodian of the Thunder Board records, including meeting minutes, reports of officers, and committees; and official correspondence.
- (c) Keep the official membership roll.
- (d) Ensure these bylaws and the policies and procedures handbook are available for reference at each meeting.
- (e) Issue the notification of meetings and the official agenda.
- (f) Serve as correspondence secretary.
- (g) Serve as the Communications Secretary if desired by the individual and approved by Thunder Board. This provision allows, but does not require, one person to serve in both roles simultaneously.
- (h) Perform such other duties as assigned by the Thunder Board and its Officers.

**Section 5.05** The Communications ~~Officer~~ Secretary is the primary coordinator for Thunder Board communications and will:

- (a) Maintain and update the Thunder Board web site as needed.
- (b) Compile and maintain email distribution lists.
- (c) Send emails to people needing regular updates or interaction with Thunder Board and facilitate communication among relevant parties.
- (d) Serve as the Recording Secretary if desired by the individual and approved by Thunder Board. This provision allows, but does not require, one person to serve in both roles simultaneously.
- (e) Perform such other duties as assigned by the Thunder Board and its Officers.

**Section 5.06** The Treasurer is the custodian of the funds of the Thunder Board and is responsible for managing all financial obligations of the Thunder Board. The treasurer will:

- (a) Prepare a proposed annual budget for the Thunder Board's review and approval.
- (b) Prepare monthly financial statements and report to the Thunder Board members.
- (c) Be a signatory on the Thunder Board bank account.
- (d) Be responsible for communications with the Internal Revenue Service, and for all reports required by the internal Revenue Service including the signing of tax documentation.
- (e) Maintain possession of the IRS Determination Letter.
- (f) Assist booster clubs in setting up proper recordkeeping documentation for IRS purposes and District policies and communicate IRS compliance guidelines.
- (g) Make disbursements as approved by the Thunder Board.
- (h) Be a member of the Financial Review committee.
- (i) Perform such other duties as assigned by the Thunder Board and its Officers.

**Section 5.07** The Treasurer-Elect will:

- (a) Act for the Treasurer in the absence of the Treasurer.
- (b) Succeed to the office of Treasurer for the following fiscal year, which effectively makes the office of Treasurer-Elect a 2-year commitment.

- (c) Succeed immediately to the office of Treasurer in the case of a permanent vacancy.
- (d) Perform such other duties as assigned by the Thunder Board and its Officers.

## Article VI. PARLIAMENTARY AUTHORITY

**Section 6.01** Robert's Rules of Order Newly Revised will govern the Thunder Board in all cases in which they are applicable, and in which they are not in conflict with these bylaws.

## Article VII. MEETINGS

**Section 7.01** Membership Meetings

- (a) Regular meetings of the Thunder Board will be held at a minimum of once per month during the school year. The date, time, and location will be determined by a majority vote. Exceptions are December & May if the Executive Board determines those meetings are not necessary.
- (b) Five voting members must be present to conduct the business of the Thunder Board. If five voting members are present, a quorum is established.
- (c) A majority vote is 50% or more of the members present unless a 2/3 majority vote is specified.
- (d) The majority vote cannot be carried by the Thunder Board Officers.
- (e) Special meetings may be called by the President or by three voting members of the Thunder Board.
- (f) No meeting may be held until a good faith effort is made to notify all voting members. A good faith effort is defined as one week notice via email or the longest practical notice if a situation requires an urgent meeting.
- (g) Update the membership by e-mails, our website, and social media.

## Article VIII. COMMITTEES

**Section 8.01** The standing committees of the Thunder Board will be the Financial Review Committee and the Fundraising Committee. These standing committees will be established annually.

- (a) The Financial Review Committee will work with the Treasurer to manage the books of Thunder Board and will review the books and records of each booster club for the purpose of audit preparedness.
  - (i) *The Financial Review Committee will report the condition of the financial records and present a financial statement or summary to Thunder Board members at each regular monthly meeting.*
  - (ii) *The Financial Review Committee will be established by the voting members of the Thunder Board.*
  - (iii) *The Treasurer will be a member of and the primary spokesperson for the Financial Review Committee.*
  - (iv) *If no other members express interest in participating on the Financial Review Committee, and subject to approval of the majority of the members of the Thunder Board, the Treasurer may act as the sole member of the Financial Review Committee.*
- (b) The Fundraising Committee will be responsible for receiving and approving requests for fundraisers from the Thunder Board membership.
  - (i) *The committee shall verify membership dues are current and assure there are no conflicts with other fundraising activities, including Student Council fundraising activities. The Committee may then approve the fundraising request and update the fundraising calendar.*

- (ii) *All requests approved by the Committee will be reported at the next monthly Thunder Board meeting*
- (iii) *The Vice-President will update the Thunder Board calendar periodically to reflect all date-specific approved fundraisers.*
- (iv) *The Vice-President will be a member of and the primary spokesperson for the Fundraising Committee.*
- (v) *If no other members express interest in participating on the Committee, and subject to approval of the majority of the members of the Thunder Board, the Vice President may act as the sole member of the Fundraising Committee.*

**Section 8.02** Special committees may be formed to carry out functions not covered by existing standing committees. These special committees will exist only as long as it takes to complete their work and report back to the Thunder Board membership. The Thunder Board and its Officers will have the authority to establish and disband ad hoc or special interest committees.

## **Article IX. CONTROL OF RECORDS**

**Section 9.01** All financial records of the association and financial statements of each booster club for the current fiscal year will be maintained by the Treasurer.

**Section 9.02** All other association records for the current year will be maintained by the Secretary.

**Section 9.03** Records for previous years of the Thunder Board, including financial statements of all booster clubs, will be stored and maintained at the office of the Desert Vista High School Activities Vice President.

## **Article X. FINANCES**

**Section 10.01** The President, Vice-President, and Treasurer shall be signatories on the Thunder Board bank account. To avoid conflict of interest, checks benefiting a particular club or student shall not be signed by a Thunder Board Officer who is directly associated with such student or booster club. No two members of the same household may be signatories at the same time.

- (a) In situations where a Booster Club does not have a Vice President the President may be a signatory on the bank account.

**Section 10.02** Usual and customary administrative expenses to be included in the proposed operating budget must be approved by the voting members of the Thunder Board at the first meeting of the school year. The Treasurer will maintain proper receipts for all expenditures.

**Section 10.03** A two-thirds (2/3) majority vote of the Thunder Board voting membership in attendance shall be required to approve all significant expenditures (greater than \$200) outside of the operating budget. At a minimum, five voting members of the Thunder Board membership shall be required to approve significant expenditure of Thunder Board monies (greater than \$200), where the majority vote cannot consist of the Thunder Board Officers.

**Section 10.04** Any contractual obligation that the Thunder Board enters into shall first be approved by a two-thirds (2/3) majority vote of the Thunder Board voting membership in attendance.

**Section 10.05** The fiscal year for all booster clubs shall be the same as for the Thunder Board, July 1st to June 30th of the following calendar year.

**Section 10.06** No part of the net earnings of the Thunder Board Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the association 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 2 hereof. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association 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.

**Section 10.07** Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association 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 an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Section 10.08** Upon dissolution of the Thunder Board Association and after paying or adequately providing for debts and obligations, the remaining 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 public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of Maricopa County, 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 XI. INCOME AND FUNDRAISING**

**Section 11.01** As defined by Internal Revenue Service for 501(c) (3) organizations, all income brought into the booster clubs is defined as a “fundraiser”. Every cash and noncash contribution (donation) shall be properly recorded and fundraising records are to be kept.

**Section 11.02** The Fundraising Guidelines for requests and approvals will be included in the Desert Vista Thunder Board Association Book of Policies and Procedures.

## **Article XII. ARTICLE XII AMENDMENTS**

**Section 12.01** All proposed amendments to the bylaws of this association must be presented at an association meeting and voted upon by a 2/3 majority vote of the voting members present at the meeting.

- (a) A minimum of five voting members must vote and the majority vote cannot consist of the Thunder Board Officers.
- (b) If the number of voting members present is insufficient to meet the above requirements, the amendment will be tabled until the next general meeting.



BYLAWS OF DESERT VISTA HIGH SCHOOL THUNDER BOARD ASSOCIATION REVISED AND  
APPROVED ON ~~August 27, 2018~~ January 27, 2020

*This version of the Desert Vista High School Thunder Board Association Bylaws was discussed and approved by unanimous vote of members present at the Thunder Board general meeting on the above date. The review and editing of this version of the bylaws was initiated by the ~~2018-19~~ 2019-2020 Thunder Board Officers listed below.*

Thunder Board President: ~~Jeff Cayton~~ Gail Lasserre

TB President Elect: ~~Gail Lasserre~~ Heather Ashworth

TB Vice President: ~~Gary Warskow~~ Gerald Hauck

TB Recording & Communications Secretary: Kim Horn

TB Treasurer: Curt Lasserre

TB Treasurer Elect: Tori Sepiol

TB Recording Secretary: ~~\_\_\_\_\_~~ Tori Sepiol

TB Corresponding Secretary: ~~\_\_\_\_\_~~ Kim Horn

*As part of the approval process, this version of the Desert Vista High School Thunder Board Association Bylaws was also presented to and reviewed by the following members of the Desert Vista High School Administration.*

Principal: ~~Dr. Christine Barela~~ Michael Deignan

Vice-Principal of Activities: TJ Snyder

Vice-Principal of Athletics: Tommy Eubanks