BRAVO-Bandits Recreational Athletic Vocational Organization

By-Laws



Amended November 2014

**ARTICLE I OFFICERS**

1) CHIEF EXECUTIVE OFFICER (C.E.O.)

The duty of the C.E.O. is to supervise and oversee the organizations business and operations. The C.E.O. has supreme rule and cannot be removed from office without his or her consent.

2) PRESIDENT

The duty of the president is tocarry out the mission of BRAVO, chair all meetings, and act as liaison among all activities, functions, and financial affairs and to assure that members handle all the organizations business.

3) TREASURER

The duty of the treasurer is to handle all the organization funds and keep up to date records of all transactions.

4) SECRETARY

The duty of the secretary is to maintain records from all official meetings, officers meetings and other meetings. Other duties include taking minutes at all meetings and handle correspondences.

5) TRUSTEE

The duty of the trustee is to oversee business of the organization in accordance with the By-Laws. Trustee will withstand challenges and act as a buffer in any discrepancies between members. Trustee should keep By-Laws at all meetings and functions. Trustees will monitor new members/membership.

6) DIRECTOR

The duty of the director is to run the day to day operation of an assigned program, activities, and or event. The director will submit reports, receipts and other important information to officer in charge of the need. Funds request will be submitted to treasurer, legal documentation will be requested to the C.E.O., president and or secretary.

**ARTICLE II MEMBERSHIP**

1. Membership is open to any person that is recommended by BRAVO board.

Types of membership include:

a)Board membership

Board membership is members that assist, plan and operate the organization. Board members receive discounts on usage of the organizations premises and property. Board membership dues are $10 ten dollars per month due on the first of the month

b)Organization membership

Organization membership is a membership to organizations that assist and support the organizations functions, events, and operations. Organizations with membership receive discounts on usage of the organizations premises and property. Organization membership dues are $30 thirty dollars per month due on the first of the month.

c) Individual membership

Individual membership is members that participate and or volunteer for the organization. Individual members receive discounts on usage of the organizations premises and property. Individual membership dues are $5 five dollars per month due on the first of the month or $25 twenty-five dollars yearly dues if paid in advance. Yearly dues are not prorated.

**ARTICLE III MEETINGS**

1) Meeting will be held at least once every three (3) months, mandatory four (4) meetings per fiscal year starting in January. Emergency meeting will be called when needed. Emergency meeting will be called by the C.E.O. or president and notification will be sent out by the C.E.O., president and or secretary.

2) Board members are expected to attend all meeting or give notification to C.E.O., president or secretary on absentee.

a)Chronic absenteeism to meetings may result in removal of board member.

3) Meetings will be held in order.

a)No side conversations should occur when someone else has the floor

4) C.E.O. or president has the right to cancel or call a meeting

5) A quorum (51% of board members) must be present by any direct contact (in person, email, fax, phone or other direct communication for an official meeting.

**ARTICLE IV FINANCES**

1) Financial reports will be given at each official meeting.

2) Any board member has a right to see documentation supporting finances.

3) Financial records will be kept in reference to rules and laws of 501(c)(3) nonprofit organization regulations.

**ARTICLE V ELECTIONS**

1) There are no elections. All board members offices are appointed by the C.E.O. or president if the C.E.O. is not available. If either C.E.O. or president is not available, then chain of command will process in which is Treasurer, Secretary, Trustee, and then Director in this order.

2) Recommendations will be considered for Board Member positions.

**ARTICLE VI BY-LAWS**

1) By-Laws are subject to change with the approval of quorum of the board members.

2) The Board reserves the right to amend By-Laws with exception to C.E.O. powers.

**ARTICLE VII REMOVAL OF OFFICERS’**

1) Removal of an officer can only be done by the C.E.O. or by a majority vote of board members.

We the board members and members of B.R.A.V.O.-Bandits recreational Athletic Vocational Organization agree to be governed by the listed articles in the By-laws above. The governing board legitimizes these By-laws by signature of agreement below.

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Here forth signed in agreeance on this day November 9, 2014