

HAZEN BOOSTER CLUB BYLAWS

The Hazen Booster Club Organization

Originally Created: August 1, 2009

Reviewed Annually

Revised August 2012, September 2013, August 2014, August 2015, August 2016, August 2017

ARTICLE I

ORGANIZATION

- Section 1. The name of this organization shall be “The Hazen Booster Club” and shall be referred to in the following articles as the “Booster Club”.
- Section 2. This organization is a non-profit corporation organized under Section 170 (c)2, of the Internal Revenue Service, and as such is exempt from state franchise or income tax under the cited code.
- Section 3. This organization was granted tax-exempt status under section 501(c) 3 on June 24, 2009.
- Section 4. Governing Laws and Authorities -
- a) RCW 24.03 The Washington Nonprofit Corporation Act
 - b) RCW 19.09 Charitable solicitations
 - c) Internal Revenue Code 501 (c) 3
 - d) Hazen Booster Club Code of Conduct Policy
 - e) Renton School District policies & procedures, especially when renting district facilities, gifting donations or involving student groups.
 - f) RCW 28A.320.155
 - g) Title IX, especially when aware of equity issues when donating money and/or equipment to the school's athletic teams.
 - h) RCW 9.46.0209 and other Washington State Gambling laws.
 - i) Chapter 246-217 WAC concerning food handling

ARTICLE II

PURPOSE

- Section 1. The Booster Club shall partner with the Principal of Hazen High School and his/her active representative, and shall abide by the regulations of the Renton School District.
- Section 2. The Purpose of the Booster Club shall be to raise funds to promote leadership and sportsmanship in athletics, academic programs and clubs at Hazen High School. All of the purposes and powers of the Corporation (Hazen Booster Club) shall be organized and operated exclusively for the charitable and educational purposes in such manner that the Corporation shall qualify as an exempt organization under Section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code and that contributions shall be deductible under section 170(c)2 of the Internal Revenue Code.
- Section 3. The Booster Club shall solicit and receive all donations and gifts to provide for the greater needs of the students at Hazen High School.
- Section 4. The Booster Club is not formed with a view to, or for the purpose of pecuniary gain or profit to its membership.
- Section 5. This organization shall be governed by the "Robert's Rules of Order" on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation, any resolution of the Board, or State and Federal laws.
- Section 6. The Booster Club business and fiscal year is July 1 through June 30.

ARTICLE III

MEMBERSHIP

- Section 1. Membership of The Booster Club shall be open to all who are:
- Membership in the Booster Club shall be open to all individuals who support Hazen High School and agree to abide by the bylaws. The voting rights, privileges, and property of members shall be as stated in these bylaws. There will be three (2) classes of members, regular members and affiliate members, as defined in Sections 2, 3, and 4, respectively.
- Section 2. Regular members (“members”) must meet at least one of the criteria below. Regular members shall be eligible to vote, hold office, constitute a quorum and have all other rights common to the general membership.
- a) Parents or legal guardians of students in the Hazen High School.
 - b) Adults who attend at least 3 Booster Club membership meetings during a 12 month period.
 - c) Adults who participate in at least one Booster Club authorized fundraiser or provide support to at least one school activity during a 12-month period.
- Section 3. Affiliate members shall be places of business, community organizations, alumni, and individuals wishing to support the Booster Club but who are not eligible for Regular Membership under Section 2. Affiliate members shall not be eligible to vote, hold office, or constitute any portion of a quorum but shall have all other rights common to the general membership.
- Section 4. The general membership dues of this organization shall be \$30.00 per annum per family. The membership is valid from July 1 to June 30 of the year joined.
- Section 5, Code of Conduct - Members are expected to perform their duties in a professional manner which reflects favorably on the Hazen Booster Club and Hazen High School. Members will adhere to the expectation for conduct outlined in WAC 118-04 and Renton School District policy. Failure to adhere to the code of conduct may result in termination of membership.

ARTICLE IV

FUNDING

Section 1. Contributions to the *General Fund* – All Contributions paid or made to the Booster Club shall become the property of the Booster Club General Fund, the contributor having no further claim thereto.

Section 2. Fundraising –

- a) Designated fundraising activities by teams/clubs must be approved by the Executive Board. Expectations: all fundraisers will have defined purpose and plan for spending monies being raised.
- b) Coaches, Instructors and/or team parents must present their budget plan (that includes a fundraising plan) for the upcoming year to the Executive Board by the end of the school year.

Section 3. Excess Funds–

- a) Funds in the *General Account* deemed by the Executive Board to be excess budget funds will be spent at the boards discretion but for the purpose of providing to the greater need of the students at Hazen High School.
- b) The Treasurer will carry over any excess funds from one year to the next for each team, club and the general account.

ARTICLE V

OFFICERS

Section 1. Officers comprised of active Booster Club members shall be elected at the April meeting of each year and take office on July 1 and serve through June 30. Officers are elected for the term of one year to a maximum of two years. The elected officers of the Booster Club shall be members of the Executive Board. Any elected position may be held jointly by (2) people. Each co-position holder shall be entitled to voice and vote at the Executive Board meetings.

The elected officers shall be:

- a) President
- b) Vice-President of Membership
- c) Vice-President of Fundraising
- d) Treasurer
- e) Secretary
- f) Social Media Rep

Section 2. Vacancies occurring during the year may be filled by an election of the membership, to be held within thirty (30) days after vacancy.

Section 3. An officer may be removed when sufficient cause exists for such removal. The Executive Board may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Executive Board shall adopt such rules as it may in its discretion consider necessary for the best interest of the organization, for this hearing.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. The President of the Booster Club shall:

- a) Conduct all meetings of the Booster Club
- b) Be a member, ex-officio, of all committees
- c) Appoint committees and appoint the chairperson of each as necessary to ensure the responsible operation of the Booster Club.
- d) Co-sign and approve checks for expenditures
- e) Coordinate with coaches and team parents on the preparation of an operating budget in advance of the fiscal year.
- f) Serve as an advisory officer following his/her term of office and shall be designated as "Past President".
- g) Liaison between Booster Club and school administrators
- h) Maintain & update Booster Club website along with Secretary

Section 2. The Vice-President of Fundraising shall:

- a) Assume all the responsibilities of the President in the absence of the President and shall perform all other duties delegated by the President.
- b) Appoint assistants as required.
- c) Coordinate all fundraising activities
- d) Report directly to the President of the Booster Club on the progress of the various committee chairpersons in charge of Booster Club fundraising activities.
- e) Review By-laws annually and present, in writing at the September meeting any recommended changes for approval by the membership at the most appropriate subsequent meeting.

Section 3. The Vice-President of Membership shall:

- a) Assume all the responsibilities of the President in the absence of the President and shall perform all other duties delegated by the President.
- b) Appoint assistants as required.

- c) Coordinate all membership activities
- d) Report directly to the President of the Booster Club on the progress of the various committee chairpersons in charge of Booster Club membership activities.
- e) Review By-laws annually and present, in writing, at the September meeting any recommended changes for approval by the membership at the most appropriate subsequent meeting.
- f) Maintain a list of all members' names, addresses, e-mail, and telephone numbers.

Section 4. The Treasurer shall:

- a) Be responsible for keeping a full and accurate record of all financial matters of the Booster Club.
- b) Be responsible for the billing, collection, receipt, dispersal, and recording of contributions and all Booster Club funds as directed by the membership and Executive Board members.
- c) Maintain a permanent and accurate set of records detailing all funds received, deposited, and disbursed. These records shall be the permanent property of the Booster Club and shall be available for examination by its members.
- d) Be responsible for the disbursing of expenditures approved of and authorized by the membership and the Executive Board.
- e) Give detailed and accurate report of all receipts and expenditures at all regular Booster Club meetings and Executive meetings.
- f) Present an annual audited financial report within one month of the end of the Booster Club fiscal year. The Booster Club fiscal year shall be July 1 to June 30.
- g) Have authority to co-sign and approve checks as needed.

Section 5. The Secretary shall:

- a) Keep an accurate record of the minutes of all meetings of the Executive Board and all regular Booster Club meetings.
- b) Perform other duties as delegated by the President.
- c) Be responsible for all correspondence including notices of meetings

and other Booster Club announcements.

- e) Write all articles for publication in the news media and school media relating to the Booster Club activities.
- f) Have all articles written for publications relating to the Booster Club reviewed by the President.
- g) Maintain and update Booster Club website along with President

Section 6. The Executive Board shall:

- a) Authorize all non-budgeted expenditures, any emergency repair/replacement of critical equipment. Note: In case of emergencies, where preapproval can't be obtained, the team/club can submit a requisition for reimbursement. This requisition will be reviewed by the Board for potential payment.
- b) Make recommendations to the general membership and exercise supervision over the affairs of the Booster Club.
- c) At the request of Executive Board, within 2-3 months, shall appoint a Financial Audit Committee, consisting of three (3) Booster Club members other than the Treasurer, or appoint a certified public accountant to audit the books of the Booster Club. CPA shall be a third party with no personal ties to the Booster Club.
- d.) Determine and authorize all necessary transfers of approved budgetary funds.
- e.) Sign all legal contracts.

ARTICLE VII

MEETINGS

- Section 1. The Booster Club shall meet once each month during the school year on the third Wednesday of every month at Hazen High School.
- Section 2. Executive Board meetings shall be held at a time and place which shall be designated by the President of the Booster Club, as needed.
- Section 3. The Secretary shall email a meeting announcement to all members 5 days prior to such slated meeting.
- Section 4. The President or a chairperson for the purpose of transacting specific business of a non-monetary nature may call a special meeting of the membership, Executive Board, or committees at any time.
- Section 5. Following the election of new officers, the President shall call a special meeting of the Executive Board and Executive Board- elect for the purpose of organizing, appointing, and planning activities for the upcoming year.
- Section 6. The order of regular Booster Club meetings shall be:
- a) Call to order
 - b) Reading of the minutes of the last meeting and action thereon.
 - c) Report on correspondence
 - d) Treasurer's report
 - e) Committee reports
 - f) Unfinished business
 - g) New business
 - h) Adjournment
- Section 7. Unless otherwise stated in these bylaws, a simple majority vote of five (5) members in attendance is required for each proposal placed before the membership.

ARTICLE VIII

ELECTION OF OFFICERS

- Section 1. A nominating committee *may be* appointed by the President, consisting of regular Booster Club members at the Booster Club meeting in February of each year. The nominating committee shall prepare a list of names for the offices of the Executive Board and shall present this list to the membership at the March meeting. Nominations shall be accepted from the floor at the March and April Meetings. The election of officers shall be held at the April meeting of the Booster Club.

ARTICLE IX

AMENDMENTS

- Section 1. Proposed amendments to these bylaws may be submitted in writing by the membership at large at regular meetings of the membership.
- Section 2. Amendments to these Bylaws must be reviewed by the Compliance Chair to assure there is no conflict with school regulations. No changes will be considered that violate school regulations.
- Section 3. Adoption of amendments to these bylaws shall require a simple majority vote of the membership in attendance at the following regular monthly meeting.

ARTICLE X

SIGNATURES

- Section 1. The signatures of at least three (3) Executive Officers shall be on the authorization signature card for this Booster Club bank account, with two (2) signatures, other than the payee being required on each check. The bank statement must be mailed directly to an Executive Officer, without signing authority before it goes to the Treasurer.

ARTICLE XI

BOOSTER CLUB GRANT PROCESS

Purpose

The Hazen Booster Club Grant Program was established to support and assist the athletic teams, clubs and programs (such as choir & band) at Hazen High School. Our mission is to encourage and assist each student to participate and enjoy activities related to their educational experience at Hazen High School. The Booster Club raises funds through membership and various fundraisers held throughout the year to support this grant program.

Eligibility

All Hazen High School athletic teams and clubs are eligible to apply for grants established by the Hazen Booster Club.

Criteria & Priorities

- Members in good standing (annual fees paid in full)
- Availability of purchased item for future teams/clubs to utilize
- Requests which benefit the largest number of Hazen High School students will be given priority
- Requests for matching funds are given a priority. In other words, the requesting team/club needs to show how they intend to raise a portion of the funds or have a plan to do so.
- Consideration will be given to requests from clubs, teams or groups who have volunteered time or effort to Booster Club activities
- A team/club Parent or Coach should be available to answer questions for the Executive Board as requested.
- Grants not used within a 12 month period, unless otherwise agreed to, will be rolled back into the grant fund.
- Athletic teams/clubs submitting a grant must attach a budget with application to be considered
- Athletic teams/clubs must have 20% of their team roster or student participants be Booster Club members to be considered for a grant

Fund Availability

Each school year, the Hazen Booster Club will set aside a predetermined amount to fund the Grant Program based on the prior year's revenue. This amount is subject to the discretion of the Hazen Booster Club Executive Board. If the Program funds have been exhausted for the school

year, requests for grants will not be considered until the next school year. If funds remain in the program at the end of the school year, those funds will carry over for future use.

If at the filing deadline, grant requests exceed fund availability, the Executive Board will determine distribution based upon the timing of the requested need. Partial grants may also be utilized based on fund availability. Requests may be resubmitted later in the year for reconsideration by the Executive Board.

The Booster Club will send an email message to all coaches, team parents and club leaders with a reminder during the sport and club season according to the schedule below.

Timeline

Requests should be made during the following deadlines:

Available Deadline

Fall: September 1 – October 15

Winter: December 1 – January 15

Spring: March 1 – April 15

The Request will be reviewed by the Executive Board and Grant chairperson for appropriateness and team relativity. A decision will be made no later than 2 weeks after the request deadline.

Process

To qualify for a grant, a Team/Club Funding Request Form must be completed. Download the form from our website: <http://www.hazenboosters.org> and click on the Grant Process tab. All requests must be submitted in writing and be submitted by the deadlines stated above to be considered. Late applications will not be accepted. All applications must have a current budget attached and teams/clubs must have 20% of their roster or student participation be Booster Club members. Requests should be placed in the Hazen Booster Club mailbox located in the Hazen High School office or sent via e-mail to the Hazen Booster Club Secretary: secretarypresident@hazenboosters.org.

Emergency requests may be considered at other times. The requests need to have a Team/Club Funding Request Form filled out. In such cases, members of the Executive Board and Grant Committee will be contacted and a special meeting convened.

ARTICLE XII

GLOSSARY OF TERMS

501(c)3 – donations are tax deductible; may not engage in any activities in support of or in opposition to any candidate for public office; may not devote more than an insubstantial part of its activities to influence legislation.

Ad Hoc Committee – a committee formed to accomplish a specific objective and usually for a limited period of time.

Board of Directors – Elected officers and appointed positions as defined in the Hazen Booster Club Bylaws.

Bylaws – written rules and regulations governing an organization.

Executive Committee – President, Vice-Presidents, Secretary, and Treasurer.

Ex-Officio – a member of a board or committee by nature of their position (such as the Principal). With the exception of the President, they have voice and no vote unless stated otherwise in the bylaws.

Gross Income – all income from every source

Leadership Team – Board of Directors

Majority – one more than half the votes cast by those legally entitled to vote. (50% + 1)

Nominating Committee – To provide a slate of qualified candidates for election to the Leadership Team

Non-voting – a member without the right to vote

Policy – official rules that guide decisions of an organization

Procedure – the established method and practices of conducting business

Pro Tem – Latin phrase translated to "for the time being"

Proxy Voting – a power of attorney given to one person to cast a vote on another's behalf; Hazen Booster Club does not allow proxy voting of any kind

Quorum – the minimum number of members that must be present to conduct business
General Membership Meeting – 5 active members

Ratify – to approve or validate

Resolution – a formal position statement adopted by members on an issue

Standing Committee – performs a continuing function necessary for the ongoing operation of Hazen Booster Club.

Tax Exempt – exemption from paying Federal Income Tax on the money earned by the organization.