

QUINCE ORCHARD HIGH SCHOOL BOOSTER CLUB BY-LAWS

Article I. Name

This organization, which shall be non-profit, non-political and non-sectarian, shall be known as the "Quince Orchard High School All School Booster Club", and shall be referred to as the "Booster Club".

Article II. Purpose

The Booster Club shall promote a mutual unity of action with all of the following specific objectives:

- To meet, study, plan, and raise funds in an organized way, to support and promote all school sponsored extracurricular activities, including interscholastic athletic programs, drama, music, etc. at Quince Orchard High School.
- To bring into close and active relationship parents, students, administration, and faculty of the school, friends of the school, alumni, the business community and the neighborhood in regard to all extracurricular activities at Quince Orchard High School.
- To engage in such activities and direct all such efforts for the best interest of the students and the school, and to promote good citizenship, sportsmanship, and reflect credit upon Quince Orchard High School and the Booster Club.
- To recognize the part that extracurricular activities should take in the overall development and education of youth and to support those areas and activities that will be beneficial to me most students.

Article III. Membership and Dues

- Any individual interested in the objectives of the Booster Club and willing to support the policies and subscribe to the By-Laws may become a member upon payment of annual dues. Members may exercise their right to vote at monthly meetings. Other persons or organizations who may contribute to or support the Booster Club may be honorary, non-voting members.
- Membership fees shall be set by the Board of Directors.
- There will be a yearly membership fee which shall be set by the Executive Committee and the Membership Chair.
- A membership may be revoked or suspended if, in the opinion of a two-thirds majority of the members present at a regular or special meeting, the principles, purposes or objectives of the Booster Club has been violated. Members of the Booster Club must specifically be advised at least three days prior to a meeting that a vote on suspension or revocation of a membership will be on the agenda of that meeting.

Article IV. Organization

a. Board of Directors

The Board of Directors shall have the responsibility of administering and governing the affairs of the Booster Club. It has the authority to approve policies and to direct the President to implement such policies through actions of the Officers and Chairpersons of appropriate committees.

The Executive Committee shall propose a budget to the Board of Directors at the beginning of the school year that will be approved by the Board of Directors and any members present at the meeting.

Any changes or additions to the Budget can be done by the Executive Committee up to \$10,000 for each fiscal year. It is cumulative and after that budget changes will be put to a vote at the next meeting or by email.

The Board of Directors shall be composed of the following members:

1. The Executive Officers of the Booster Club
2. The Chairman of each of the Standing Operating Committees of the Booster Club
3. The Principal or designee of Quince Orchard High School

b. Executive Officers

The Executive officers shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

The President shall preside at all meetings of the Board of Directors; shall sign all agreements; shall report monthly at regular scheduled meetings on the operations of the Booster Club; shall prepare meeting agendas and forward to recording secretary to print out and shall appoint various committee chairpersons and commissioners, as described in the By-Laws, and/or deemed necessary

The Vice-President shall act as Parliamentarian; coordinate the activities of the commissioners; perform such duties as may be assigned by the President; and act in the absence or disability of the President

The Recording Secretary shall maintain an up-to-date record of all meetings held by the general membership or the Board of Directors and all of the business conducted by the Booster Club, shall bring copies of the agenda as well as the minutes of the previous meeting.

The Corresponding Secretary will manage all Booster Club correspondence and intra-organizational affairs.

The Treasurer shall have the custody of all monies; shall deposit same to an account in the name and to the credit of the Booster Club; disburse funds as directed by the President and requiring two authorized signatures;(generally the treasurer and the President or Vice President if one of the other parties are not available.)keep full and accurate account of receipts and disbursements; file any reports or returns required to be filed in connection with booster clubs tax exempt status and perform such other duties as are incident to the office.

The function of the executive officers shall be to manage and direct the affairs of the Booster club, fulfill the responsibilities approved and directed by the memberships and take such actions as may be required within the scope of these by laws for the good of the booster club between regular membership meetings.

c. Standing Operating Committees (all Committee Chairs)

The President shall appoint the Chairpersons of the Standing Operating Committees at the first meeting of the Board of Directors following the annual spring meeting of the general membership:

All vacancies occurring in the chairpersonship of the Standing Operating Committees shall be filled by appointment by the President

If any chairperson is absent or unable to perform the duties assigned to that office, the executive board may delegate the powers and duties of that office, during the period of such absence or disability.

It shall be the responsibility of the Standing Operating Committee Chairperson, following their appointment, to appoint as many Booster Club members to their committee as deemed necessary and hold meetings to effectively conduct business as necessary.

d. Commissioners

A Booster Club member shall be appointed by the coach or sponsor as Commissioner for each extracurricular activity, including each team sport, music, drama, etc., and will serve as a liaison between that activity and the Booster Club.

Commissioners shall also obtain the roster with parent home and work numbers from coach or sponsor, maintain available schedules for carpooling and communication encourage parental attendance at games, matches, events, award ceremonies.

Shall also encourage booster membership w/in their sport or activity, help organize and support concession stands through preparation and sales and attend Booster club meeting to communicate needs of coach/sponsor.

Article V. Meetings

The revised Robert's Rules of Order shall govern the proceedings of the Booster Club not covered by these By-Laws.

a. General Membership

1. There shall be no less than two General Membership meetings of the Booster Club each year—one in the fall and the other in the spring. Among the items to be considered at the fall meeting shall be the proposed funding/budget among the items to be considered at the spring meeting shall be the elections of the Executive Officers. Special meetings for all registered members may be called by the Executive Committee with a minimum of three (3) days' notice.

2. A quorum of the General Membership shall consist of those members present.

b. Grant Requests

1. All grant requests submitted to the Booster club shall be presented in writing on such forms as established by the Booster Club.
2. A verbal presentation shall be made at the meeting at which requisition is first presented. The nature, purpose, amount AND other details relating to the request shall be explained to membership.
3. The requisition shall then be discussed and acted upon by membership which may vote to approve, deny, defer or approve with modifications. If deferred, the requisition shall be placed on the agenda for the next scheduled meeting.

Article VI. Nominating Committee

The Executive Committee shall be responsible for the nomination of a slate of Executive Officers (see Article IV, Part B) for presentation at the General Membership meeting in the spring no later than March of the current Booster calendar year.

Article VII. Officers, Elections, and Auditing Procedures

- a) Officers of the Booster Club shall serve for a term of one year. No person shall serve in the same office for more than two (2) consecutive terms unless no one volunteers to fill that office and any additional terms shall be voted on by the General Membership at the MAY meeting.
- b) The election of the Booster Club officers will be conducted in the spring of each year at a regularly called meeting of the Booster Club. The tenure of the officers shall be through the following Booster Club calendar year. Elections will be decided by simple majority vote of those present.
- c) The Booster Club calendar year will begin on July 1 and end on June 30.
- d) An audit for the year shall be made by an Auditing Committee President annually and at other times as directed by the President. The results of the audit shall be reported at the next meeting of the Board of Directors.

Article VIII. Succession

The Booster Club shall have the right to perpetual succession. In the event that the Booster Club dissolves, all property including the balance of monies in the treasury (after the liquidation of any and all liabilities) shall divest and shall be dispensed as directed by the Board of Directors for the benefit of the Quince Orchard High School.

Article IX. Amendments

Amendments to these By-Laws shall be adopted by a two-thirds vote of the members of the Board of Directors, provided written notice of the proposed amendment or amendments shall have been provided each member of the Board of Directors at least fourteen (14) days prior to the Board of Directors Meeting at which the amendments is to be considered for adoption.

Article X. Adoption of By-Laws

These By-Laws shall be adopted by the signature of a minimum of ten (10) individuals, each of whom has an interest in Quince Orchard High School and the proposed purposes of the Booster Club

Following the adoption of these By-Laws, the aforementioned individuals shall announce to all interested individuals a meeting of the Booster Club that shall be held within thirty (30) days but not less than 14(fourteen) days after the adoption of these By-Laws, and during the meeting the nomination and election of the Executive Officers of the Booster Club shall take place.