

North Thurston Booster Club Bylaws  
(Revised on May 12, 2016)  
(Revised October 25, 2016)

**Article 1: Name of the Corporation**

- 1.1. The name of this organization shall be the North Thurston Booster Club.
- 1.2. For the purpose of these by-laws, the North Thurston Booster Club is hereinafter designated as "The Club".
- 1.3. This club shall be a nonprofit corporation under the Laws of the State of Washington Corporation account #2-507933-6  
(UBI) Unified Business Identifier # 601 616 325  
IRS 501(c)(3) # 91-1922084
- 1.4. The Fiscal year of the Corporation shall commence on the first day of July of each year.

**Article 2: Goals and Purposes of the Corporation**

- 2.1. The goal of The Club is to assist with extra and co-curricular activities at North Thurston High School in order to meet their goals and objectives.
- 2.2. The purpose of The Club is to provide required adult participation at functions and activities as requested and to provide monies for exceptional purchases of equipment and services needed but not budgeted.
- 2.3. The purpose of The Club shall be achieved through, but not limited to, fund raising efforts deemed appropriate by the Board and through active participation of The Club's members.

**Article 3: Membership**

- 3.1. Any faculty, staff: or administrator at North Thurston High School, any parents/guardians of students, or past students who are or have been enrolled at North Thurston High School shall be eligible to be a member in The Club. Graduates of North Thurston High School are eligible to be a member in The Club.
- 3.2. Residents of the North Thurston Public School District who do not meet the eligibility requirements in 3.1 may apply for membership in The Club subject to review and approval by the Board.
- 3.3. Members of The Club shall meet the above eligibility requirements for a membership year and be current in The Club dues as designated in these bylaws.
- 3.4. The membership year of The Club shall begin on August 1st of each year and shall end on July 31st of the following year.
- 3.5. Dues per member shall be as follows:

Term	Individual Member	Two Member Family
1 Year	\$10	\$30
Lifetime	\$30	\$50

- 3.6. Members of The Club will be subject to the Washington State Patrol Check and Criminal history review prior to volunteering at any club or Booster sponsored events.
- 3.7. Individuals who have a conflict of interest shall not be allowed to serve as members of the committee. For example, senior parents would not be included on a scholarship committee since their child is a potential recipient of the monies.

**Article 4: General Meetings**

- 4.1. There shall be a minimum of one meeting annually of The Club's general membership, additional meetings may be scheduled as deemed necessary by The Club's Board.
- 4.2. The annual general meeting shall be held prior to graduation ceremonies for the purpose of election of new Board members for the following membership year.

- 4.3. Each member of The Club shall have one vote in matters presented to them at a general meeting.
- 4.4. At any meeting of the general membership, a majority of The Club's membership in attendance shall be sufficient to constitute a quorum for approval in The Club's affairs and business.  
Approval of said affairs and business shall be by a majority vote of membership in attendance.

#### **Article 5: Board of Directors**

- 5.1. The Club shall be managed by a Board of Directors hereinafter referred to as the "Board".
- 5.2. The Board shall have control and management of the affairs and business of The Club.
- 5.3. The voting members of the Board shall consist of Officers and Standing Committee Chairs as designated in these by-laws. Voting members of the Board are required to attend all meetings.
- 5.4. The Officers shall be elected annually by The Club's membership at a general membership meeting and shall serve for a minimum of one membership year.
- 5.5. The Standing Committee Chairs shall be appointed jointly by the presiding Officers and shall serve for a minimum of one membership year, renewable each year.
- 5.6. Any Officer or Standing Committee Chair may be removed at any time by official action of the Board when, in the judgment of the Board, the best interests of The Club will be served thereby.
- 5.7. A vacancy in any office shall be filled by a majority vote of the Board present at a regular Board meeting. The newly elected member shall fill the position until the next regular election.
- 5.8. The Board shall solicit volunteers from the North Thurston High School faculty and Associated Student Body (ASB) Officers to serve as a Board Participants for a minimum of one membership year.
- 5.9. The Board may from time to time establish special committees, work groups, etc., which shall have such duties as determined by the Board. The Board shall appoint a Chair after enlisting volunteers. Any such committee or work group may be abolished, with or without cause, at any time by the Board.

#### **Article 6: Officers**

- 6.1. The President shall be the principal officer of The Club and shall be responsible for overseeing the affairs and business of The Club. She/he shall present an agenda and preside at meetings of the general membership and of the Board. In the event of the President's inability to serve, the Vice President shall preside.
- 6.2. The *Vice President* shall assist the President with the responsibility for overseeing the affairs and business of The Club. In the absence of the President or in the event of the President's inability to serve, he/she shall assume the role of the President.
- 6.3. The *Treasurer* shall keep a full and accurate record of the financial affairs of The Club and provide regular reports to the Board on the financial status of The Club. She/he shall act as the Registered Agent on the Nonprofit Corporation Annual Report filed annually with the Secretary of the State of Washington.
- 6.4. The *Secretary* shall give notice of all meetings of the Board, record the minutes of all meetings and keep a record of all documents and papers related to the affairs and business of The Club.

#### **Article 7: Standing Committee Chairs**

- 7.1. The *Membership Committee Chair* shall promote The Club's membership, maintain membership records, report the status of membership enrollment to the Board, and give dues collected to the Treasurer for deposit. The Chair may form a working group from The Club's general membership to assist with the Membership Committee duties.
- 7.2. The *Concessions Committee Chair* shall manage the concession stand; report the status of concession sales to the Board, keep full and accurate records of the concession finances, and give profits collected to the Treasurer for deposit. The Chair may form a working group from The Club's general membership to assist with the Concession Committee duties and concession

activities.

- 7.3. The *Store Committee Chair* shall manage the Ram Pride store; report the status of store sales to the Board, keep full and accurate records of the store's finances, and give profits collected to the Treasurer for deposit. The Chair may form a working group from The Club's general membership to assist with the Store Committee duties and store activities.
- 7.4. The *Grants Committee Chair* shall manage the two grant programs: graduation grants (scholarships) to seniors and Booster grants to activities/athletics; advertise the grant programs to eligible students; bring complete applications to the Board for consideration, and keep full and accurate records of all grants awarded to students. Graduating seniors, whose parent meets eligibility requirements for membership in The Club according to Chapter 3 for one full membership year, may apply for graduation grants.
- 7.5. The *Volunteer Committee Chair* shall recruit volunteers for all activities of The Club, including concession stand, RAM Pride store, and any other activity as directed by the Board; recruit volunteers for extra and co-curricular activities of North Thurston High School students when requested by administrators; keep a record of volunteer duties for each activity; and maintain a log of volunteer hours.
- 7.6. The *Fundraiser Committee Chair* oversees and collaborates with the Fundraiser Committee. The committee approves individual sport/club fundraisers. The Club will receive 5% of total profits from each individual fundraiser.

#### **Article 8: Board Participants**

- 8.1. The *Faculty Representative* shall present a current calendar of planned extra and co-curricular activities to the Board.
- 8.2. The *Student Representative* shall provide information concerning student needs to the Board.
- 8.3. A committee or workgroup Chair appointed by the Board shall be given a set of rules and a list of duties determined at the time the committee or work group is established by the board.

#### **Article 9: Board Meetings**

- 9.1. Regular meetings of the Board for The Club shall be held monthly during the school year or as deemed necessary by the Board, dates and time to be set by the Board at its first meeting.
- 9.2. Board Meetings are open to the general membership
- 9.3. The Secretary shall give written or oral notice to each member of the Board at least three days prior to the meeting date.
- 9.4. The President, or a majority of the Board, may call a special meeting or reschedule a meeting, but due notice of at least three days must be given.
- 9.5. At any meeting, a majority of the Board shall be necessary and sufficient to constitute a quorum to conduct the affairs and business of The Club Each Board member shall have one vote. Such voting may be done by proxy.
- 9.6. Any action required or permitted to be taken by the Board at any meeting may be taken without a meeting if consent in writing to the action is signed by a majority of the Board entitled to vote. The written consent shall be filed with the minutes of the Board and the action shall be as valid as though it had been authorized at a meeting. Telephone meetings of the Board shall be valid and recorded in the minutes at the next Board meeting.

#### **Article 10: By-Laws and Amendments**

- 10.1. These by-laws are subject to, and governed by, the Articles of Incorporation.
- 10.2. These by-laws may be amended after the proposed amendment has been duly presented at any meeting of the Board and has received majority approval of the Board. The said by-laws must then be read at a general membership meeting and approved by majority vote of the membership in attendance.

## Article 11: **Property**

- 11.1. If The Club ceases to exist, title to undisposed property and monies shall pass to the ASB of North Thurston High School.

## Article 12: **Standing Committees**

- 12.1. *The Fundraiser Committee*
  - 12.1.1. Comprised of persons recruited/selected by the Fundraiser Chair; with the approval of a majority of the current Officers.
  - 12.1.2. The Chair and Committee will work with parent representatives of clubs, programs, and sports as well as outside entities that wish to raise funds for student programs through the Booster Club.
  - 12.1.3. Any outside entity wishing to do so must receive approval from a majority of current Board members.
  - 12.1.4. The Fundraiser Chair reports to the Board on the activities, plans, and progress of any fundraisers active or in planning on, at least, a monthly schedule.
  - 12.1.5. The Club will receive 5% of total profits from each individual fundraiser to go to general grant allotment or scholarship allotment.
  - 12.1.6. Any fundraiser held as The Club activity will be orchestrated by the Fundraiser Chair with input and approval from a majority of current Board members.
  - 12.1.7. The Fundraiser Chair and Fundraiser committee members must be members in good standing with the The Club.
  - 12.1.8. The Board reserves the right to remove a Chair or Committee members, by majority decision, if the Chair or Committee member is not operating in the best interests of The Club, violating the bylaws and/or charter, or operating in defiance of Board directives.
  - 12.1.9. Board members may serve as Fundraiser Chair, if necessary, and may serve on the Fundraiser Committee.
  - 12.1.10. If a Board member does serve as Fundraiser Chair or as a Fundraiser Committee member, they will not be able to vote on Fundraiser Committee activities when put to Board voting decision.

## Article 13: **Conflict of Interest**

- 13.1. **Existence of Conflict, Disclosure:** Directors, officers, employees and contractors of The Club should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the The Club. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of The Club. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.
- 13.2. **Nonparticipation in Vote:** The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

- 13.3. **Minutes of Meeting:** The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.
- 13.4. **Annual Review:** A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Club, or who hereafter becomes associated with The Club. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

