

THE SHOREWOOD BOOSTERS BYLAWS

- I. **NAME:** The name of the organization shall be The Shorewood Boosters.

- II. **TAX-EXEMPT STATUS:** The Shorewood Boosters was recognized as a tax-exempt, non-profit organization by the State of Washington in a letter of reinstatement dated January 31, 1994. It is also recognized as a tax-exempt organization by the Internal Revenue Service under Section 501(c)3 of the Internal Revenue Code. (IRS ID #:91-1265925 and the State of Washington U.B.I. #: 601-524-944. (Annual renewal through the Washington Secretary of State is required.)

- III. **PURPOSE:** The Shorewood Boosters is dedicated to the advancement of all Shorewood High School student activities. The organization's primary objectives are:
 - A. To promote school spirit, pride, and support among Shorewood students, parents, faculty, and the community.

 - B. To provide supplemental financial assistance for Shorewood High School student activities and athletics.

 - C. To provide a non-profit entity to support fundraising by Shorewood student organizations, teams, and clubs, and to provide a non-profit entity to which community sponsors and others can make contributions to support Shorewood High School activities, athletics, and scholarships.

 - D. To coordinate parent fundraising activities.

- IV. **MEMBERSHIP:** Membership in The Shorewood Boosters is open to parents of Shorewood High School students, Shorewood High School faculty and staff, and other adults who are supportive of the organization's purpose and objectives.
 - A. Those desiring membership may join by paying annual membership dues. Dues cover the period from September 1 through August 31 of any given school year. The amount for annual dues shall be set by the Executive Committee each spring for the upcoming year.

 - B. Attendance of members at meetings is desired but not mandatory.

 - C. Members may be called upon to voluntarily assist in the planning and/or implementation of organization activities.

D. To be a member in good standing a member must have paid membership dues and attended at least one previous general membership meeting during the current school year.

V. OFFICERS: Officers shall consist of a President, Vice President, Secretary, and Treasurer. Two people may share the role of President as co-officers. Each officer shall serve a minimum of one-year term.

A. The President(s) shall exercise the usual powers entrusted in the office of President, including but not limited to calling and presiding over meetings, assigning committees and appointing committee chairpersons, providing guidance and direction for the attainment of goals and objectives, administering the organization's funds, representing the organization at public functions, and other duties as deemed appropriate by the membership of the organization. The President shall have the authority to spend up to \$100 for administrative needs without the approval of the Executive Board.

B. The Vice President shall perform tasks as assigned by the President or the Executive Board and will serve as the President in the President's absence.

C. The Secretary shall be responsible for recording and maintaining the minutes of all Shorewood Boosters meetings, including meetings of the Executive Board.

D. The Treasurer shall maintain and control The Shorewood Boosters' funds and bank accounts and shall have authority, in conjunction with the President, to write checks and disburse funds for authorized expenditures.

E. The Shorewood Boosters shall indemnify elected officers and any other persons assigned to carry out organization responsibilities to the full extent of the law.

VI. EXECUTIVE BOARD: The Executive Board shall comprise the elected officers and is responsible for the continuing and timely promulgation of policies and procedures. The immediate Past President(s) may serve on the Executive Board in an advisory capacity.

A. The Executive Board may meet as necessary, in person or remotely, to resolve issues and provide guidance on matters referred to it.

B. The Executive Board or the Executive Committee (see Section VII) must authorize any administrative expenditures by the President in excess of \$100.

C. An officer may resign at any time by delivering notice to the Executive Board. A resignation is effective when the notice is delivered unless the notice specifies a later

effective time. An officer may be removed at any time with or without cause by the Executive Board.

D. If a member of the Executive Board resigns or is removed from the position during the school year, the remaining members of the Executive Board should elect a replacement for the remainder of the school year.

VII. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the Executive Board Members and the Chairperson from each of the following committees, as appointed by the President with the approval of the Executive Committee:

- Membership
- Spirit Gear
- Concession
- Communication/Website
- Auction

A. The Executive Committee may meet prior to the regular monthly meetings of the Shorewood Boosters, and may meet at other times as necessary, remotely or in person, to resolve issues and provide guidance on matters referred to it.

VIII. ELECTION PROCEDURES: Officers of The Shorewood Boosters shall be elected by the general membership of the organization at the last general membership meeting of the school year.

A. Prior to each election of officers, the President may appoint a nominating committee, consisting of one Executive Board member and a minimum of two (2) other members from the general membership, to solicit names of interested persons for each office and create a list of nominees for the general membership to vote on.

B. Nominations from the floor shall be accepted from members in good standing at the April meeting.

C. A simple majority shall be required for election to any office.

D. If a vacancy occurs in an office, the Executive Board may appoint a member in good standing to fill the unexpired term. Such an appointment must be approved by a majority of attendees at the next general membership meeting.

IX. MEETINGS: General membership meetings shall be scheduled monthly, start in September, and end in May or June. The Executive Board shall be responsible for setting the schedule of general membership meetings for the upcoming school year. Meetings may be held in person or remotely.

A. Special meetings of the general membership shall be scheduled by the President on an as-needed basis.

B. A quorum shall be five members in good standing.

C. Simple parliamentary procedures and majority rule shall govern the conduct of all meetings. Questions regarding parliamentary procedure shall be governed by Robert's Rules of Order.

X. FUNDRAISING: The most important function of The Shorewood Boosters is the procurement, management, and disbursement of funds. Funds may be procured by the following means:

A. Conducting fundraising activities that are approved by the general membership of the organization. To the extent practical, The Shorewood Boosters' fundraising activities shall be conducted so they do not interfere with ASB-sanctioned Shorewood High School student fundraising activities.

B. Soliciting and/or accepting donations from individuals and organizations who are interested in supporting Shorewood High School activities, athletics, and scholarships.

XI. DISBURSEMENT OF FUNDS: The following are guidelines for the disbursement of Shorewood Boosters' funds:

A. All funds raised, less expenses and a minimum of \$25,000 to be used as start-up funds for the upcoming year, shall be disbursed to Shorewood High School activities, athletics, and/or scholarships as authorized by the general membership.

B. Grants. In the Spring, the Executive Board shall solicit grant requests from student organizations, clubs and teams. Grant requests must be submitted in writing and specify the funds requested, how the funds would be used, and the anticipated benefit to the club or team. The request(s) shall be presented and voted on at a general membership meeting of the organization. The Executive Board may solicit additional grants in the Fall if additional funds are available at the conclusion of the fiscal year. If good cause is provided for an exception, a grant request may be considered outside of the normal submission period.

C. When student organizations, clubs, or teams raise funds using Shorewood Boosters' website or software, funds raised will be disbursed to that entity less a five (5) percent fee not to exceed \$500 to help cover Boosters' related expenses. No fee will be subtracted when funds raised or donations (including matching donations) for a specific entity are provided directly to The Shorewood Boosters via check or cash.

D. Funds raised at the Shorewood Boosters' auction for a designated club or team shall be disbursed to that entity 70 percent with the remainder to be disbursed as Grants pursuant to Section XI (B).

E. The Shorewood Boosters shall conduct a financial review of its books and records at the close of each school year. A Financial Review Committee of at least three (3) persons, who were not authorized to sign the bank account during the period of the review, shall be appointed by the President(s). No person may serve on the Financial Review Committee for two consecutive years. A report of the findings of the financial review shall be made available to the general membership.

F. No loans shall be made by the organizations to any member or officer of the organization.

XII. AMENDING THE BYLAWS: The procedure for amending Shorewood Boosters' bylaws is as follows:

A. Amendments to these bylaws may be proposed by any member in good standing.

B. Notice of any proposed amendment to these bylaws must be provided at a general membership meeting, then voted on at that or a subsequent general membership meeting.

C. The adoption of an amendment to these bylaws shall require a majority vote of attending members in good standing during a general membership meeting at which a quorum exists.