

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. (The annual renewal deadline date for incorporation is March 1 and forms are submitted to the Secretary of State, Olympia, Washington.)
- 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 parents, faculty, and the community.
 - B. To provide supplemental financial assistance for Shorewood High School activities, athletics, and scholarships.
 - C. To provide a non-profit entity to which community sponsors can make contributions to support Shorewood High School activities, athletics, and scholarships.
- IV. **Membership:** Membership in The Shorewood Boosters is open to parents of Shorewood High School students, Shorewood High School faculty, 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.
 - B. Attendance of members at meetings is desirable 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. The offices of Secretary and Treasurer may be combined if desired. Officers shall serve a minimum of one-year term.
 - A. The President shall exercise the usual powers entrusted in the "office" of a 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 \$50 for administrative needs without the approval of the Executive Board.

- B. The Vice President shall perform such 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 four elected officers and shall be responsible for the continuing and timely promulgation of policies and procedures. The immediate Past President may serve on the Executive Board in an advisory capacity.

- A. The Executive Board may meet prior to the regular monthly meetings of The Shorewood Boosters.
- B. The Executive Board may meet at other times as necessary to resolve issues and provide guidance on matters referred to it.
- C. The Executive Board must authorize any administrative expenditures by the President in excess of \$50.

VII. **ELECTION PROCEDURES:** Officers of The Shorewood Boosters shall be elected by the general membership of the organization at the June general membership meeting. The inauguration of new officers shall occur at the June meeting. Elected officers' term in office shall commence on July 1.

- A. Prior to each election of officers, the President may appoint a nominating committee, consisting of one Executive Board member and a minimum of three (3) other committee 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 June 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 appointment must be approved by a majority of attendees at the next general membership meeting.

VIII. MEETINGS:

- A. General membership meetings shall be scheduled monthly.
- 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. The Order of Business for meetings shall be:
 - Call to Order
 - Signing In (if not already done)
 - Approval of Minutes of the Previous Meeting
 - Reports
 - Financial Report
 - Reports by Activity Coordinators (if any)
 - Special Reports
 - Old Business
 - New Business
 - Announcements
 - Adjournment
- D. Simple parliamentary procedures and majority rule shall govern the conduct of all meetings. Question regarding parliamentary procedure shall be governed by **Robert's Rules of Order**.

IX. FUND RAISING: The single 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 fund-raising activities that are approved by the general membership of the organization. To the extent that it is practical, The Shorewood Boosters fund-raising activities shall be conducted so they do not interfere with Associated Student Body-sanctioned Shorewood High School student fund-raising activities.
- B. Soliciting and/or accepting donations from individuals and organizations who are interested in supporting Shorewood High School activities, athletics, and scholarships.

- X. **DISBURSEMENT OF FUNDS:** The following are guidelines for the disbursement of The Shorewood Boosters funds:
- A. All funds raised during a given school year, less expenses and a minimum of \$500 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 of the organization by June 30 of that school year.
 - B. Requests for funds must be through submission of a written grant that specifies the needs for funds and an explanation of the anticipated benefit to be derived for the program or activity. Such requests must be received no later than May 1. The request(s) shall be presented and voted on at the next general membership meeting of the organization. If a good cause reason is provided for a special needs exception, a grant may be considered outside of the normal submission period.
 - C. Cash designated for a particular activity, athletic team, or scholarship shall be disbursed to that entity less a ten percent general and administrative fee.
 - D. Funds raised at an annual auction for a designated activity or athletic team shall be disbursed at 50 percent with the remainder to be disbursed pursuant to Section B.
 - E. An independent audit of The Shorewood Boosters funds shall be conducted annually. Such annual audits shall be completed by August 31. Additional audits of organization funds may be conducted as necessary.
 - F. No loans shall be made by the organizations to any member or officer of the organization.
- XI. **AMENDING THE BYLAWS:** The procedure for amending The 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, in writing, at the general membership meeting immediately preceding the general membership meeting at which members will be asked to vote on the amendment.
 - C. The adoption of an amendment to these bylaws shall require a two-thirds majority vote of attending members in good standing during a general membership meeting at which a quorum exists.