

Skyline Booster Club Bylaws

Name and Purpose

The name of this organization is Skyline Booster Club.

This Booster Club was incorporated on June 9th, 1997 as a non-profit corporation by the state of Washington and is renewed annually. The Skyline Booster Club is a non-profit, tax exempt organization, under section 501(c)3 of the Internal Revenue Code. Tax identification is available upon request.

The Skyline Booster Club is organized and operated for the charitable and educational purposes of Skyline High School's (Sammamish, Washington) extra-curricular activities including but not limited to its ASB clubs and sports teams.

Memberships

Qualifications – Parents and Guardians:

All parents, guardians, and other persons who have children enrolled and attending Skyline High School are eligible to become members of the Skyline Booster Club. Family membership fee is \$75 per year; \$35 goes toward the general fund and \$40 goes to a team or club designated by the member. If there is no designation the \$40 will go to General Fund. In order to volunteer in any Booster Club sponsored activities, you must be a Booster Club member. A parent can request a membership without a donation, the cost to this membership on request is \$35.

Rights and Responsibilities – Parents and Guardians:

A family membership gives two adults in each family, a vote and a voice at all General Membership meetings.

Family membership gives two adults in each family, the right and responsibility to attend all meetings and events sponsored by the Skyline Booster Club, serve on committees and be nominated and elected to office.

Voting Members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws

Qualifications – Skyline High School Employees:

Employees of the Issaquah School District that staff Skyline High School, including coaches and administrators, can join the Skyline Booster Club for \$15. The membership fee will be put into the General Fund.

Rights and Responsibilities – Skyline High School Employees:

This gives them a voice but not a vote at all General Membership meetings. It allows them to serve on any committees.

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Qualifications – Community Members:

Community Members can join the Skyline Booster Club for \$50, \$25 goes to the General Fund and \$25 can be designated to any club or team. Community members must join as a person not as a business.

Rights and Responsibilities – Community Members:

This gives Community (people without students at currently at Skyline High School) members the opportunity to show their support of the Skyline students and their involvement in extra-curricular activities at Skyline High School. This does not give them a voice or a vote on any items at General Membership meetings or in nomination or election of officers.

However, Community members can be asked to serve as advisors for Booster Club committees this is at the request of the committee chair.

Quorum:

The members present at any membership meeting of the organization, provided at least ten (10) members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter of business brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Board of Directors.

Meetings:

There shall be at least 4 General Membership meetings each school year (Sept-June). At a meeting in the Spring the officers for the following school year will be elected. Special meetings can be called by the Board of Directors or by the written request of 20 or more members in writing to the Board of Directors.

Executive Board

Membership: The Executive Board shall consist of the elected officers of the organization. All Members of the Executive Board must be current parents/guardians members of the Skyline Booster Club. The Executive Board shall consist of the President, Treasurer, Secretary, VP-Membership, and Member-at Large. All members of the Executive Board shall be listed as the officers of the corporation with the Secretary of the State.

Authority: The Executive Board may transact necessary business during the intervals between meetings of the Board of Directors and/or General membership meetings and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the organization.

Meetings: The Executive Board (with the appointed members that make up the Board of Directors) shall meet monthly during the school year to prepare for the general membership meetings and to conduct affairs of the Skyline Booster Club.

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Quorum: A quorum will consist of a majority of members from the Executive Board.

Action Without a Meeting: In an Emergency, action required or permitted to be taken at a meeting of the Executive Board may be taken electronically if all the members of the Executive Board consent in writing to taking the action electronically and to approving the Executive Board as the case may be until the next Board of Directors meeting.

Reimbursement: Executive Board members are volunteers and shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with the documentation in accordance with the organization's financial policies, and with prior approval.

Board of Directors

Membership: The Board of Directors shall consist of the elected officers of the organization (Executive Board) and the appointed positions of VP's of clubs and teams (6), VP-Matching, Concessions Director, VP-Merchandise, VP-Grants, and VP-Volunteers. All Members of the Executive Board must be current parents/guardians of Skyline students and members of the Skyline Booster Club.

Authority: The Board of Directors may transact necessary business during the intervals between General membership meetings and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the organization.

Meetings: The Board of Directors shall meet monthly during the school year to prepare for the General Membership meetings and to conduct affairs of the Skyline Booster Club.

Quorum: A quorum will consist of a majority of members from the Board of Directors.

Action Without a Meeting: In an Emergency, action required or permitted to be taken at a meeting of the Board of Directors may be taken electronically if all the members of the Board of Directors consent in writing to taking the action electronically and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board of Directors as the case may be until the next General Membership Meeting.

Reimbursement: Board of Directors are volunteers and shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with the documentation in accordance with the organization's financial policies, and with prior approval.

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Officers and Their Election

Officers: The officers for the Skyline Booster Club Board of Directors shall be President, Treasurer, Secretary, Member-at-Large, VP-Concessions, VP-Membership, VP-Representatives (6), VP-Merchandise, VP-Grants, VP-Volunteers, and VP-Matching. All of these positions can be co-positions, each receiving a vote on the Board of Directors. All officers must be current members of the Skyline Booster Club and have a student currently attending Skyline High School. **

Elected Officers – President, Treasurer, Secretary, VP- Membership and Member at Large.

Appointed Officers – VP-Concessions, VP-Representatives (6), VP-Merchandise, VP-Grants, VP-Volunteers, and VP-Matching

Election of an Office: A nominating committee to create a slate of officers for the next year, is to be approved by the Board of Directors and composed of two Board of Director members and at least two additional Skyline Booster Club members shall begin seeking nominees in March of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership at least 10 days prior to the election meeting. Additional nominees (that meet the Bylaw requirements) may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. If there are nominations from the floor, that the vote must be by ballot.

Officers shall be elected at the May meeting of the organization by the members present. Officers shall assume their official duties on July 1st of the year elected.

** If unable to fill an elected position, an officer may remain in office even if they have exceeded their years of service or their students have graduated from Skyline High School; until the position can be filled, as long as the Board of Directors is actively seeking a replacement at the discretion of the Board of Directors.

Terms: Officers shall be elected to serve a one-year term. Officers may be elected for up to three consecutive terms in the same office.

Vacancies: A vacancy occurring in any elected office shall be filled for the unexpired term by a member elected by a majority vote of the remaining members of the Executive Board.

Removal from Office: A vacancy occurs if an officer resigns or misses 3 consecutive meetings without being excused by the President. The Executive Board will appoint someone to fill the position until the next election of officers.

Duties of Officers

President: The President/Co-Presidents shall be the principal executive officer of the Skyline Booster Club and subject to the control of the Board of Directors. The President/Co-President shall in general supervise and authorize all of the activities of the Skyline Booster Club. The President/Co-Presidents shall be a

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member of the Executive Board and when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committees or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

Treasurer: The Treasurer shall be a member of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the organization in accordance with the Skyline Booster Club's financial policies. The Treasurer shall receive and give receipts for the monies due and payable to the Skyline Booster Club from all sources and shall deposit such funds in the Skyline Booster Club's bank account. The Treasurer shall make disbursements as authorized by budget as approved or amended by the membership or individual line accounts of teams/clubs when authorized by both parent representative and coach/advisor for such team/club. The Treasurer shall present a written financial report, prepared in accordance with the Skyline Booster Club's financial policies, at each General Membership Meeting of the membership and at other times when requested by the Executive Board. Each month, the Board of Directors should receive a monthly financial report.

Secretary: The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of Minutes, shall manage and keep an accurate tally of the volunteer records, keep an attendance sheet for each General Membership meeting and the club/team represented and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or Executive Board.

Vice-President of Membership: The VP-Membership shall be a member of the Executive Board. The VP-Membership shall be responsible for recording memberships, designating membership types, and designating funds to clubs according to member's requests. Each year the VP-Membership will update the membership form, after changes to the form have been approved by the Executive Board will ensure these updated forms are reflected on what is posted on the website and the online funds collection site. This person is responsible for checking the PO Box at the minimum of weekly. All membership funds and information need to be reported and deposited with the treasurer weekly.

Vice-President of Concessions: The VP- Concessions: The VP of Concessions will be in charge of ensuring that all permits are up to date, that a person with a food handler's permit is present when serving hot food, that necessary supplies are available to meet all the Health Department requirements, that all workers are trained and Booster Club members. They are also in charge of supplies and staffing. They can delegate any of the tasks to trained Booster Club members.

Vice-President of Representatives (6): The VP –Representatives responsibilities include explaining the role of the Skyline Booster Club to teams and clubs that they represent, collect and distribute club and team information for the Booster Program and website, connect with club advisors, coaches and parent representatives for clubs and teams, and to keep teams/clubs informed about what is happening within the Booster Club and vice versa.

See Appendix A for which officer is responsible for the updating

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Finances

Budget: The Executive Board shall present a budget to the membership at the first regular meeting of the membership after the officers have been elected, a budget of anticipated revenue and expenses for the school year. This budget shall be used to guide the activities of the Skyline Booster Club General Fund during the year, including serving as approval for the anticipated expenditures. Any deviation of the budget over \$500 but not to exceed a \$1000, must be voted on by the Board of Directors. Any deviation of the budget greater than a \$1000 must be approved by the General Membership.

Club/Team Accounts – All expenditures from club/team’s individual accounts require the Request for Reimbursement form (appendix B) and signatures of the coach/advisor and a designate parent representative.

Obligations: The Executive Board may authorize any officer to enter into contracts or agreements for the purchase of materials or services on behalf of the Skyline Booster Club. This authorization shall be recorded in the minutes and voted on by the Executive Board.

Loans: No loans shall be made by the Skyline Booster Club to its officers or members.

Checks: All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by one of the three signers as authorized in writing by the Executive Board, except checks of \$500 or more must have the signature of two officers, such as the Treasurer and Co-President. All signers need to be elected officers. The signers are approved in the minutes of the Spring Board of Directors meeting.

Banking: The Treasurer shall deposit all funds of the Skyline Booster Club in the Skyline Booster Club’s bank account and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made as soon as practical upon receipt of the funds and/or orders of payment.

Financial Controls: The Skyline Booster Club shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the Skyline Booster Club shall maintain separation of financial controls so that minimally.

- (a) All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board:
- (b) Checks exceeding \$500 must be endorsed by at least two officers authorized by the resolution of the Executive Board.
- (c) An officer or other person without check signing authority designated by the Board shall review all bank statements; and
- (d) A committee of at least two persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

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Financial Report: The Treasurer shall present a financial report at each membership meeting along with monthly to the Board of Directors of the Skyline Booster Club’s and shall prepare a final report at the close of each fiscal year in accordance with the Skyline Booster Club’s financial policies. The Board of Directors shall have the report and the accounts examined annually. If the Skyline Booster Club has gross receipts of less than \$100,000 per year, the financial practices and the accounts may be reviewed by an internal audit committee. The internal audit committee shall consist of two or more board or voting members of the Skyline Booster Club who are not involved in the routine handling of the Skyline Booster Club’s finances, including not having the signature authority of the bank accounts or approval authority over disbursements. If the Skyline Booster Club has gross receipts between \$100,000-200,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$200,000.

Fiscal Year: The fiscal year of the Skyline Booster Club shall be from June 15 to June 14 but may change by resolution of the Board of Directors.

Record Retention: All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

Record	How to Store	Period of Time
Year-end Treasurer’s financial report/statement	Store in corporate record book	Permanent
Treasurer’s reports, periodic	Compile & file records on yearly basis	Three Years – Store w/financial records. Destroy every three years.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on yearly basis.	Seven Years – Store with financial records. Destroy after seven years.

General Fund

Fundraising - The Skyline Booster Club will raise money for their General Fund by the following actions: Memberships (see these Bylaws in regards to Memberships), Spirit gear (see these Bylaws in regards to Spirit gear sales), Concessions at any athletic events (see these Bylaws in regards to Concessions), and Yearly Program (see these bylaws in regards to Yearly Program).

Any additional fundraising activities for the General Fund need to be approved by the Board of Directors.

Membership fees:

- Membership Credit Card fees will come out of the fees distributed to the General Fund.
- Memberships are available as follows:

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- Family Memberships -- \$75, \$35 to General Fund and \$40 to Team or Club of choice
- Staff Memberships - \$15 all goes to the General Fund
- Community Members- \$50, \$25 to the General Fund and \$25 to Team or Club of choice

Spirit Gear:

Merchandise will be sold for the Booster Club General Fund at regular intervals at student lunches, athletic contests (including home football games, Curriculum Night, and the Holiday Bazaar, but not limited to these times.

Concessions:

The right to sell concessions at all athletic events is granted by the ASB of Skyline High School to the Skyline Booster Club. The requirement established by ASB is that it be an accessible fundraising opportunity where each club/team has equal opportunity to fundraise at the given athletic events if they choose to actively participate in the Skyline Booster Club?

All concessions operations are directed by VP of Concessions. The committee to operate concession's main objective is to have concessions open at as many athletic events as possible with all teams/clubs having the opportunity to raise money.

It should operate at a minimum, at cost neutral for the General Membership fund once Clubs and Teams have ~~been~~ paid for their hours of services.

Yearly Program:

It is the goal of the Board to present a media guide each year that covers all the extra-curricular opportunities available to students at Skyline High School. The media guide should cover the pertinent information about each organization and at minimum be cost neutral to the Skyline Booster Club. It is the expectation of the Skyline Booster Club that it should develop into a fundraiser for the Skyline Booster Club General Fund.

Grants

Budget: Money is granted to various student organizations through the year according to the amount of money raised during the school year.

Grant Eligibility: In order for a club or team to be eligible for a grant they must have at least 50% of their families be current members in the Skyline Booster Club. The club or team will also be required to report what fund raising activities they did prior to the request to meet their needs.

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Grant Application: The application can be found on the Skyline Booster Club website. The completed application should be mailed to grants@skylineboosterclub.com along with the VP that represents their team/club.

Grant Review: Grants will be reviewed at the monthly Board of Directors meeting following the date it is received. Additional questions or concerns may be brought up at this time.

Exemptions: Grant requests cannot be made for uniforms or travel expenses.

Team/Club Accounts

Account Eligibility: In order to be eligible for an account with the Skyline Booster Club, a club/team must be a recognized ASB club or team and/or by special approval from the Skyline High School Administration. A team/club representative must be present at 75% of the General Membership meetings of the Skyline Booster Club to remain active.

Account Activities: All deposits and payments need to be made in accordance to the 501c3, IRS guidelines. All deposits made with the treasurer should be accompanied with the paperwork given to the coach/advisor and team/club parent representative. The necessary forms, Counting Funds form and the Request for Reimbursement form and be found in Appendix B or on the Skyline Booster Club website.

Contracts: All contracts entered in as a part of the Skyline Booster Club, need to be signed by the parent representative, coach/advisor **AND** a duly authorized member of the Executive Board of the Skyline Booster Club.

Account Withdrawals: It is not the role of the Skyline Booster to determine how a team or club is to spend their account money. All monies withdrawn must be accompanied by the appropriate withdrawal form that requires both the parent representatives and coach/advisors signature. The monies to be spent must be within the policies of the Issaquah School District policies for teams and clubs.

Account Credits – Each active team/club will receive their membership funds at the November meeting. They will receive their Fall Concession service hour funds at the January meeting. Donation funds will appear in team/club within 72 hours of their deposit into the Skyline Booster Club Account. Active teams/clubs will receive an email to their parent representative.

Conflicts of Interest

Existence of Conflict, Disclosure: Directors, officers, members, contractors of the Skyline Booster 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 Skyline Booster Club. A conflict of interest may exist when the direct, personal, financial, or other interests of any director, officer, member or contractor competes or appears to compete

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with the interests of the Skyline Booster Club. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for the resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on the matter. When there is doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

Nonparticipation in Vote: The person having the 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.

Minutes of the 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.

Annual Review: A copy of the conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Skyline Booster Club, or who hereafter becomes associated with the members and contractors, and the new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

Indemnification

Every member of the Board of Directors, officer or members of the Skyline Booster Club may be indemnified by the Skyline Booster Club against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or members in connection with any threatened, pending or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or member of Skyline Booster Club, or any settlement thereof, unless adjudged therein to be liable for gross negligence or intentional misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Skyline Booster Club. The foregoing right of the indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer, or member is entitled.

Amendments

These bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least 15 days notice of the proposed amendments has been made to the membership or alternatively the membership waives the required notice.