

MOUNT RAINIER BOOSTER CLUB BY-LAWS

**Approved at General Membership Meeting
September 3rd, 2013**

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ARTICLE 1 - Organization Structure

The name of this non-profit corporation is Mount Rainier Booster Club.

It was registered January 28, 1998, with the state of Washington (UBI #601-437-779).

It was registered February 9, 1998, with the IRS as a 501(c)(3) corporation (EIN #91-1630686).

ARTICLE 2 – Purpose

The Mount Rainier Booster Club supports and encourages excellence in scholastics, sports, and staff enrichment and strives to promote a positive and enthusiastic school spirit at Mt. Rainier High School.

ARTICLE 3 – Accounts

Each “Account” within the Mount Rainier Booster Club shall refer to an individual group formed to fundraise and dispense money raised for a cause determined by that group. Accounts may be athletic teams, parent clubs or other school clubs.

The Executive Board shall have discretion to approve and dissolve Accounts as needed and in compliance within these By-Laws.

ARTICLE 4 – Membership/Dues

Annual membership dues are \$25. Membership fees may be allocated to a specific Account. Booster club dues must be paid to be a member in good standing.

Each Account shall be responsible for dues (10% of account balance, up to \$100 annually) to the General Account to provide for expenses related to maintaining this Booster Club, including: insurance, tax return preparations, license fees, and other incidental expenses.

Dues will be collected as follows:

Any fees charged when paying by credit card or online may be passed on to the joining member in addition to the \$25.00 membership fee.

Athletic – On the 6th week of a sports season

All Others – In January of each fiscal year

Each coach/advisor will be notified by the BAM treasurer of each transfer.

ARTICLE 5 – Executive & General Meetings

Executive Board Meetings

Board meeting dates shall be set by the Executive Board. A quorum shall be a majority of the elected Executive Board members. Email is an acceptable means to conduct business and to approve motions. A simple majority is needed to pass a motion. Voting members must be in good standing.

General Membership Meetings & Executive Board Elections

Informational meetings shall be held at the Fall, Winter and Spring sport meetings of the school year. The annual General Membership meeting shall be set by the Executive Board, but generally will be held at the Spring sport meeting. Meeting notice shall be given at least seven (7) days prior to the meeting via email, online newsletter, MRHS reader-board, or other means deemed sufficient by the Executive Board. A simple majority from those present is needed to pass a motion.

ARTICLE 6 – Executive Board & Elections

The Executive Board shall consist of a President, Vice President, Treasurer and Secretary.

Election of officers shall take place at the first General Meeting of the year.

Executive Board members shall be elected by a majority vote of members present at a General Meeting. Nominations may be made from the floor by anyone who has been a member for at least 30 days preceding the vote and is present at the meeting. Elected Executive Board members assume responsibilities January 1st of the next fiscal year.

The term of office shall be two (2) years, running from January 1st through December 31st.

The Executive Board shall have the supervision, control and direction of the affairs of this Club and shall determine its policies and changes therein within the limit of these By-Laws, and shall have discretion in the disbursement of its funds.

The President and Treasurer cannot be from the same household.

Retiring Board members shall transfer all Booster Club books and papers in their possession to the newly elected officers, and reports as to the status of affairs of the Booster Club.

Any vacancy on the Executive Board during the term of office shall be filled by a majority vote of the Executive Board and the new Board member shall serve the remainder of the term.

ARTICLE 7 - Duties of the Executive Board

President - The President shall preside at all meetings of this organization. President shall be an ex-officio member on all committees. Both President and Treasurer may receive deposits, as well as pay for and sign on all expenditures.

Vice-President - The Vice-President will fulfill the position of President in the event the President is unable to perform any or all of the duties as described above.

Treasurer - The Treasurer will be primary receiver and disbursing officer of all funds and shall maintain and manage an accurate financial accounting for the Booster Club at the direction of the Executive Board. The Treasurer shall have financial reports available at each meeting and/or upon written request. The Treasurer may elect to have the book audits and preparation of tax returns prepared and submitted by a certified accountant. Funding for this shall come from the General Account. The Booster Club shall maintain sufficient insurance to cover reasonable liability for Account activities and Board members. Permanent records shall be kept by the Treasurer.

Secretary - The Secretary shall be responsible for all general correspondence as directed by the Executive Board. The Secretary shall keep an accurate record of the proceedings of Booster Club meetings, including a roster of those present.

ARTICLE 8 – Committees

The Executive Board may appoint and rescind standing and special committees/chairpersons at their discretion. Standing and special committee chairpersons are responsible to fill positions at their discretion.

ARTICLE 9 – Grievances

Should a member in good standing feel that every effort has been made to resolve a conflict/complaint with no resolution, they can bring forward a grievance, and the following process will be followed:

1. Submit in writing conflict/complaint to the Executive BAM Board
2. Upon receipt, the Executive Board will investigate the conflict/complaint of both parties
3. After investigation the Executive Board may call a meeting inviting both parties to discuss said conflict/complaint.
4. In the event a board member is a party to the conflict/complaint, the Executive Board will recuse themselves from the process.
5. The Executive Board will render a decision based upon the investigation in a timely manner.

ARTICLE 10 – Deposits & Disbursements of Funds

Up to \$1,000 annually shall be allocated from the General Account for expenses related to maintaining this Booster Club, including: insurance, tax return preparations, license fees, and other incidental expenses. Additional expenditures in excess of \$1,000 shall be approved by the General Membership.

The Treasurer or President shall be the sole signers for all disbursements. All funds requested are subject to further approval by the Executive Board in the event spending of the funds is unclear.

All receipts for reimbursement must be submitted by June 30th of the current school year.

Account Requests for Deposits:

- A. Deposit requests shall include a form detailing where funds originated: fundraising, donation, membership, etc. (for tax return purposes), and;
- B. No cash deposits will be accepted by Mount Rainier Booster Club.

Account Requests for Funds:

- A. A copy of the invoice or receipt (hand-written receipts are acceptable) must be attached and detail where funds have been spent (for tax return purposes), and;
- B. Requests must be approved by two (2) authorized signers of the Account/appropriate school administrator, as stated by the Team/Club info request form and;
 - a. Each signer must be at least 21 years-old and shall be approved by the entire group affiliated with the Account, however;
 - b. If no vote is taken, then by default one signer shall be the coach or designated group leader. The second signer typically shall be an elected parent volunteer or assistant coach. In the event a second signer is not formally assigned, then the second signer shall be the Athletic Director or other authorized signer from the administration at Mount Rainier High School, and;
 - c. Signers must be Booster Club members. Coaches & designated group leaders & MRHS administrators are automatically extended complimentary membership to Booster Club.

ARTICLE 11 - Dormant Accounts

Any Club account that has had no activity, deposits, or withdrawals (excluding annual Account fees) for two (2) years shall be deemed dormant and those funds may be transferred to the General Account at the discretion of the Executive Board.

ARTICLE 12 - Amendments

These By-Laws shall be reviewed as needed and amended by a simple majority vote of the members present at any General Booster Club Meeting. Any proposed amendment(s) must be submitted in writing to the Executive Board at least seven (7) days prior to the General Meeting vote.

ARTICLE 13 - Dissolution

The Booster Club shall operate as a non-profit organization and no part of its assets shall inure to the benefit of any individual member or Executive Board member. All net earnings shall go to the projects of the Mount Rainier Booster Club. In the event this organization is dissolved, the Executive Board shall designate the disbursement of all funds and assets of the Booster Club in accordance with the laws governing non-profit organizations.