

The Bear Creek School Grizzlies Booster Club Bylaws

Article I: Name

The name of this association shall be the Grizzlies Booster Club. ("Booster Club")

Article II: Statement of Purpose

- A. This association shall support, encourage, and advance the athletics program and related activities of The Bear Creek School ("Bear Creek") and thereby cultivate wholesome school spirit, promote good sportsmanship, and develop character and high ideals.
- B. This association shall promote and assist the school in fundraising for projects to improve facilities and equipment in support of an outstanding athletics program for Bear Creek student-athletes.
- C. This association shall not seek to influence or direct the activities or policies of the school administration including but not limited to personnel decisions or of the school officials who are charged with responsibility of conducting the athletics program of the Middle School and Upper School.
- D. This association shall do nothing that violates the rules of the Washington Interscholastic Athletic Association or in any way jeopardizes participation in area leagues.

Article III: Statement of Faith

The statement of faith of the Grizzlies Booster Club shall be the same as that established and published by The Bear Creek School Board of Trustees.

Article IV: Statement of Membership

- A. Any person becomes a member upon payment of any membership level of the annual dues.
- B. The Booster Club Board of Directors shall determine annually the dues and types of memberships offered.
- C. Outright gifts will be accepted subject to the guidelines of the Office of Advancement and consistent with Bear Creek fundraising policy.

Article V: Booster Club Board of Directors

- A. The governing authority of the association shall be a Booster Board of Directors ("Booster Board") consisting of at least 13 but not more than 18 members.
- B. Responsibilities of a Booster Board member: Each member of the Booster Board is responsible for attending monthly board meetings, actively serving on at least one committee and generally supporting the mission of the Booster Club.
- C. The Booster Board shall be organized as follows:
 1. Permanent administration members (non-voting)
 2. Athletics Director
 3. Elected members:
 - a. At least 8, but not more than 11, elected members (voting)
 - b. At-large members will be elected by the current Booster Board members by simple majority vote.
 - c. These members will serve 2-year terms.
 - d. These members can be re-elected and serve an unlimited number of terms.
 - e. Board member nominees shall be solicited by the Booster Club President from the list of Booster Club members and should attempt to reflect a broad representation of classes and sporting activities. Members shall be supportive of officers and administration.

Article VI: Officers of the Booster Club Board of Directors

- A. The officers of the Booster Board shall be:
 - 1. President
 - 2. Vice President
 - 3. Secretary
- B. The Booster Club President shall be nominated by the Booster Board and approved by the President and Headmaster by April 30 and shall serve a two-year term unless re-nominated and reappointed.
- C. The Vice President and Secretary will be elected by the Booster Board before April 30 of each year and serve one-year terms.
- D. Duties and Responsibilities of the Booster Board officers:
 - 1. The President
 - a. Shall preside at all meetings of the Booster Club and the Booster Board.
 - b. Shall personally represent or appoint a delegate where representation is warranted.
 - c. Shall establish committees and appoint committee chairs as required.
 - d. Shall effect compliance with the rules, regulations and policies of The Bear Creek School and the Office of Advancement.
 - e. Shall work with the President and Headmaster to recruit successors to any vacancies on the Board and present their names to the Booster Board for ratification.
 - 2. The Vice President
 - a. Shall have such powers and perform such duties as may be delegated to him/her by the Booster Club President.
 - b. In the absence or disability of the Booster Club President, he/she shall perform the duties and exercise the powers of the Booster Club President.
 - 3. The Secretary
 - a. Shall record and publish the minutes of all meetings of the Booster Board and Booster Club.
 - b. Shall keep such other records as directed by the Booster Board.
 - c. Shall perform all the duties usually incident to the office of secretary, subject to the control of the Booster Board.

Article VII: Committees

- A. The Booster Board shall establish the committees of the Booster Club to fulfill the mission of the Booster Club.
- B. A Booster Board member shall chair each committee. Other committee members may include non-board members.

Article VIII: Statement of Accountability, Scope and Authority

- A. All aspects of The Bear Creek School, including the Booster Club, are subject to the decisions and governance of The Bear Creek School Board of Trustees.
- B. The President and Headmaster shall be responsible for the implementation of all The Bear Creek School policies and will review Booster Board decisions accordingly. As it relates to the Booster Club, the President and Headmaster will approve the Booster Club President.

Article IX: Booster Board Meetings

- A. Booster Board meetings shall be held at least monthly.
- B. The Booster Club President may call special meetings with 10 days' notice.
- C. The quorum for a Booster Board meeting shall be a simple majority of current voting members.
- D. In the event of a tie the Booster Club President will cast the deciding vote.
- E. The parliamentary authority of the Booster Board shall be Robert's Rules of Order.

Article X: Finances

- A. The funds of the Booster Club shall be used to further the purpose expressed in Article II of these bylaws.
- B. All funds collected for the Booster Club shall be deposited in a separate account approved by the Booster Board and as authorized by the VP for Finance and Operations.
- C. The President and Headmaster, VP for Philanthropy and Community Engagement, Athletics Director (or any other designees by the President and Headmaster) shall all be co-signatories on the Booster Club financial records.
- D. Receivables, payables, and financial reporting of the Booster Club will be administered by The Bear Creek School Finance Office.
- E. A budget review and approval meeting will be held in a timely manner and no later than June of each fiscal year.

Article XI: Other Policies of Operation

- A. The Club shall be consistent with the Board of Trustees policies.
- B. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Booster Board.
- C. In the event of dissolution of the Booster Club, its assets shall be distributed to The Bear Creek School to be used first for athletics programs and then as designated by The Bear Creek School Board of Trustees.

Article XII: Amendments

- A. These bylaws may be amended at a meeting of the Booster Club Board by the affirmative vote of 70% of the Booster Board members.
- B. A two-week written notification of an amendment to these bylaws must be given to all Booster Club Board members and shall include proposed amendment.
- C. The Bear Creek School Board of Trustees must ratify final acceptance of amendments and changes to these bylaws.

Revision approved by the Booster Club Board: _____
 Booster Club President Date

Revision approved by the President and Headmaster: Patrick B. Caumth 10/15/20
 President and Headmaster Date

Revision ratified by the Board of Trustees: _____
 Chair, Board of Trustees Date