



Prairie High School General Booster Club By-Laws

Article 1 – Name

The organization Prairie High School General Booster Club shall hereby be known and referred to as “Booster Club”, and is a non-profit 501(c)(3) organization with the State of Washington.

Article 2 – Purpose

The Booster Club’s purpose shall be to support and raise money for Prairie High School, athletics, academics, and other school sponsored clubs and activities while promoting school spirit.

- 2.1 The Booster Club shall directly benefit students through funding to: athletics, arts, education, and other student activities. The net profits from the annual auction will be granted directly to the ASB office to be disbursed to PHS athletic programs by the Athletic Director at their discretion. All profits and donations, outside of the net profits from the annual auction, will be used to benefit PHS students at the discretion and approval of the Booster Club Executive Board.
- 2.2 No salaries or compensation shall be paid to any member of this club.
- 2.3 The Booster Club will operate as a non-profit group for the benefit of Prairie High School.
- 2.4 The Booster Club will support the school programs as a whole and not for the direct personal enrichment of any single member of the student body, regardless of group/team or membership affiliation.
- 2.5 The Booster Club, in compliance with Title IX of the Education Amendment of 1972, Washington law and the Washington State Constitution, shall provide equal opportunity and treatment for all students in all aspects of the academic and activities programs without regard to race, creed, national origin, sex, or non-program related physical, sensory, or mental disabilities. Per RCW

49.60-Discrimination – Human Rights Commission, the Booster Clubs support for programs shall be free from all forms of discrimination and harassment.

Article 3 – Parliamentary Procedure

All meetings of the Booster Club shall be conducted in accordance to Robert’s Rules of Order.

Article 4 – Membership

Section 1: **Executive Board.** The Executive Board shall consist of the elected Booster Club Officers as outlined in Article 5. Executive Board members are voting members.

Section 2: **General / Committee Members.** These members shall be considered any parent, guardian, or grandparent of a student attending Prairie High School who are interested in volunteering and supporting the objectives of the club.

2.1 Auction Committee. The auction committee shall be responsible for the planning and execution of the annual auction in partnership with the Executive Board.

2.2 There may be other committees formed as the President and/or Executive Board deem necessary.

Article 5 – Executive Board and General Powers

Section 1: The affairs of the organization shall be managed by the Executive Board.

Section 2: **Executive Board.** The Executive Board shall consist of the following elected positions:

President

- Organize, schedule and chair meetings.
- Prepare agenda for meetings.
- Back-up to Treasurer and second signer on bank accounts.
- Primary contact with PHS AD/School Administrator Representative.
- Serves as the main point of contact for groups/sports.
- Coordination of events to avoid fundraising conflicts.
- Coordination and assistance with fan gear, concessions, and other events when needed.
- Auction chair (*unless otherwise delegated*).
- Answer questions and volunteer.

- Monitor rules and procedures to maintain compliance with: Washington Interscholastic Activities Association (WIAA), Battle Ground School District (BGSD), and Washington State Booster Club Association (WSBCA).
- Work with Treasurer to stay up to date on: Insurance, WSBCA membership, tax returns, Secretary of State requirements, website domain renewal, etc.
- Review and update by-laws as needed.
- Validate spending requests within limits and boundaries per by-laws.

Vice-President

- In absence of the President, the Vice-President shall preside at all meetings and assume the duties of President.
- Design, coordinate and execute sales of fan gear.
- Maintain and update the Booster Club website.
- They shall perform other duties as assigned.

Treasurer

- Receive and deposit all funds and keep proper accounting records of funds received and disbursed by the Booster Club.
- Develop procedures for accounting for funds for the Booster Club. A copy of these procedures will be maintained by the Treasurer.
- Keep a record of accounts of the Booster Club and maintain detailed written financial statements for use by the Executive Board.
- Provide, at each general meeting of the Booster Club, a summary of financial activities for the previous month to include monthly income/expense reports.
- Deposit all monies within five working days of receipt in a bank selected by the Executive Board. Any withdrawals for authorized purposes require joint signatures, one of whom shall be the Treasurer and the other shall be one of the officers of the Executive Board (President, Vice President and Secretary only). Withdrawals shall not exceed budgeted amounts without written approval. When check is drawn with the Treasurer as payee, two other authorized officers must sign.
- Record and maintain all records justifying all disbursements.
- Maintain financial documents and tax records as required.
- They shall perform other duties as assigned.

Concessions Director

- Coordinate and supervise concessions during Booster Club events at District Stadium and at Prairie High School.
- Create a budget for the concessions at District Stadium and Prairie High School events, obtain a final approval of the Executive Board and report discrepancies when exceptions arise.

- Communicate with Battle Ground High School Booster Club President and Concessions Director for all equipment and facility scheduling needs.
- Maintain production and supply inventory which is in line with the annual concessions operating budget.
- Coordinate expenditure requirements with the Treasurer and supply all supporting receipts and documents for proper bookkeeping requirements.
- They shall perform other duties as assigned.

Secretary/Communications Manager

- Take notes and prepare the minutes of all meetings of the booster club and prepare other correspondence at the request of the Executive Board. The minutes shall include who was in attendance, the names of motion makers, and actions taken on motions.
- Maintain a file of permanent minutes which shall be made available upon request.
- Shall give all notices in accordance with the provisions of these by-laws or as required by law.
- Be the custodian of the records.
- Shall be responsible for marketing, communication and creating awareness about the club and various school functions (athletic events, special events, fundraisers, etc.) via social media.
- They shall perform other duties as assigned.

Faculty Member

- A Faculty Member shall be appointed by the Prairie High School Principal to assist the Booster Club on the rules and regulations set forth by the Battle Ground School District.

Section 3: **Term of Office.** The term of office shall be one year or until their successors are installed. Members shall be eligible to serve more than one term.

Section 4: **Vacancies.** If an Executive Board position is vacated for any reason, the Board shall appoint a replacement to that position for the remainder of the term.

Section 5: **Meetings.** The Executive Board shall meet on an as needed basis at a mutually agreed upon time. Notice of meetings shall be given at least 24-hours in advance.

- Section 6: **Quorum.** At each meeting of the Executive Board, a quorum must be present to vote and conduct official business of the Booster Club.
- Section 7: **Resignations.** Any Executive Board member may resign his or her position at any time by providing written notice to the President. The resignation shall be effective upon receipt, unless a date is specified.
- Section 8: **Removal.** Any Executive Board member may be removed by a two-thirds vote.

Section 9: **Voting.**

- 9.1 Matters before the Board shall be decided by a simple majority vote of the Executive Board members in attendance. Each member present is entitled to one vote.
- 9.2 Voting by proxy is not permitted.
- 9.3 Voting must be done in person.
- 9.4 Votes on expenses are advisory and final approval and disbursement of funds shall be made by the Executive Board.

Section 10: Executive Emergency measure clause for when time is of the essence: The Board may take the necessary steps to meet requests or demands brought upon the club by governmental bodies under which the club must exist, in order to operate effectively as a non-profit organization.

Article 6 – Elections

- Section 1. Elections of Executive Board members shall take place annually at a meeting of the general membership, during the month of May. Nominations will be accepted from the floor or via a written document submitted to the President.
- Section 2. Only members having students attending the following school year shall be eligible for nomination.
- Section 3. Voting will take place during the June general membership meeting, after nominations have been accepted. Voting shall be done by secret ballot.

Section 4. Newly elected officers will start their term immediately.

Article 7 – Receipt and Disbursement of Funds

Section 1: The Booster Club fiscal year shall be July 1 – June 30.

Section 2: All money received by the Booster Club shall be placed in a bank designated by the Executive Board, and withdrawal of such funds shall require the written approval of the Treasurer and President. An email is an acceptable form of written approval.

Section 3: Any item or service costing in excess of \$250.00 shall be submitted to the Executive Board for consideration and approval.

Section 4: **Emergency expenditures.** Shall an expenditure, be deemed necessary by the Executive Board, which due to urgency must be made prior to the next general meeting, a majority vote of the Executive Board for said expenditures may be approved. A report of such expenditures shall be made at the next general meeting.

Section 5: **Disbursements.** Disbursements shall be by check and shall bear two signatures. All expenditures shall be adequately documented and available for review by the Executive Board, members and public. The Booster Clubs budgeted expense items that do not exceed the budgeted amount do not require Executive Board approval.

Section 6: **Expenditures.** The President is granted the authority to approve discretionary expenditures and budgeted expense item overages of \$250 or less. Discretionary disbursements and budgeted expense items over \$250 shall have the approval of the Executive Board. The Booster Clubs school administrator and/or supported clubs/programs may request expenditures to support the efforts of their program. These expenditures may include but are not limited to items such as supplies, equipment, uniforms, maintenance, transportation costs that benefit the entire team/program, etc.

Section 7: **Funding Requests.** Requests to the Booster Club for funding or other assistance should be submitted via the funding request form to the President and contain specifically what, or who, the request is for and the requested amount. Routine requests should be submitted no later than 30 days prior. In emergency or short notice situations, the club/program's main point of contact can call the President. Requests "after the fact" should be avoided whenever possible. The Executive Board will take

action on routine requests. The President will forward the final decision to the originator.

Section 8: **Dissolution.** In the event the Booster Club is dissolved, all outstanding debts must be paid and written notice of dissolution shall be posted to the Booster Club website and social media pages to advise the community. Sixty days notice must be given prior to dissolution. Upon dissolution, any funds that are considered uncommitted funds will be turned over to the Prairie High School ASB Office general fund.

Article 8 – Amendments

Section 1: These by-laws may be amended at any regular or special meeting of the Executive Board by a two-thirds vote of the members present and voting, following notices of the proposed amendments at a previous regular or special meeting of the Executive Board.

Adopted by the Booster Club this 4th day of September, 2019.