



BYLAWS OF THE CHELAN ATHLETIC BOOSTER CLUB

Mission Statement: *Helping to provide opportunities for the Chelan Valley youth to reach their future direction, goals, believe in themselves, in their ideas and achieve their dreams.*

ARTICLE 1- NAME AND LOCATION

SECTION 1.01: The name of this organization shall be “Chelan Athletic Booster Club” and hereby referred to in these bylaws as “CABC”. This organization shall adhere to all rules and regulations prescribed by State and Federal Laws, as well as all policies and regulations of the Lake Chelan School District, City of Chelan Parks and Recreation Department, and the Washington Interscholastic Activities Association (WIAA) where they may pertain to events held by or sponsored by the CABC.

SECTION 1.02: All CABC meetings may be held at such places within the Chelan area as designated by the Board of Directors.

SECTION 1.03: The official mailing address of CABC shall be Post Office Box 3056, Chelan WA 98816. The official website of the CABC can be found at chelanathleticboosters.webs.com. The CABC calendar year shall run from August 1st through July 31st of the following year.

ARTICLE 2- PURPOSE AND STRUCTURE

The purpose of the CABC is to promote and support the continuous growth and development of sports programs in the Chelan Valley. The CABC shall be a self-governing, self-supporting, non-commercial, non-sectarian, non-profit and non-partisan. No part of net earnings of the CABC shall benefit any Director or Officer of the organization, or any private individual (except for reasonable compensation may be paid for service rendered to or for the CABC affecting one or more of its purposes); and no Director, Officer, and or private individual shall be entitled to share in the distribution of any of the CABC assets on the dissolution of the organization.

ARTICLE 3- MEMBERSHIP

SECTION 3.01 Membership: Membership shall be open to any person or business who supports the purpose of the organization, and who will uphold the policies of the organization and agree to its bylaws. The CABC is specifically prohibited from becoming involved in school district personal matters (hiring/firing coaches). Any member(s) attempting to involve the club in such matters or to use club meetings to serve personal motives shall be removed from the membership list.

SECTION 3.02- Qualifications: Eligible persons/businesses shall become members by paying the prescribed membership dues per school year. Upon payment of such dues, a member shall be considered “in good standing” and entitled to any and all rights and privileges of membership.

SECTION 3.03-Rights and Responsibilities: (A) The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees, and be nominated and elected to office. Members shall have the right to vote for officers, review and approve the annual budget, and approve amendments to these bylaws. Each general member shall have one (1) vote at any special meeting called of

the General Membership by the Board of Directors. Family and business memberships constitute one (1) general member. (B) In order for any team or organization to utilize the services/events sponsorship of the CABC a coach (team) or organization representative (community league) must be current members of CABC. If the team/organization chooses not to be a member of CABC; CABC will not sponsor any fundraising event or hold money for the team/organization. Team/organization membership dues must be paid by October 1st to CABC to maintain any funds that are currently being held by CABC. After that date any funds in those accounts will be transferred to CABC general account.

SECTION 3.04-Dues: Annual dues shall be assessed in such amounts as determined by a 2/3 majority of the members present at the organizational meeting for the upcoming year. Sues shall be payable at the beginning of the CABC current year. Dues may be exchanged for service, but only with the annual approval of the board.

SECTION 3.05: Any personal and confidential membership information will be used only for the sole purpose of fundraising, newsletter distribution and other booster activities.

ARTICLE 4-ORGANIZATION

SECTION 4.01: There shall be a Board of Directors, committees and general membership.

SECTION 4.02: Any member in good standing is eligible to serve on the Board of Directors, with the exception of the Head High School Coaches.

SECTION 4.03: The Board of Directors shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the CABC. No director shall receive compensation for any service he/she may render to the organization. Board members may be reimbursed for reasonable actual expenses incurred in the performance of their duties.

SECTION 4.04: The CABC shall be governed by a Board of Directors consisting of no more than seven (7) members; six (6) who will be elected by the membership to a term of one year from August 1st through July 31st of the following year. The Athletic Director of Chelan High School (or district appointed athletic representative) shall be the only non-elected position on the Board of Directors and shall serve only in an advisory capacity. The Directors shall hold offices consisting of a President, Vice President, Secretary and Treasurer, and two (2) members-at-large. The Secretary and Treasurer positions can be held by one person, and if so a third "member-at-large" position will be available. A nominating committee shall submit a list of nominees for reading at the final meeting of the year. Additional nominations may be made from the floor. Officers shall be elected by simple majority of the membership present to serve a period of one (1) year. Officer's terms shall commence following the close of the July meeting and officers shall remain in office until such time as their successors are duly elected. Inactive officers shall be subject to removal from office; a replacement shall be appointed by the President with the Board of Directors approval. If the President is the Director to be removed, the Vice President shall assume the role of President.

SECTION 4.05: Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board of Directors.

SECTION 4.06: At the end of each Director's term, he/she will organize a transfer of all pertinent paperwork, records and procedures of the position to his/her successor.

SECTION 4.07: The officers and their perspective duties are as follows:

The President Shall:

- Preside at all meetings of the CABC
- Resolve problems in the membership
- Regularly meet with the Treasurer to review the organization's financial position
- Perform any other specific duties as outlined in the bylaws

The Vice President Shall:

- Preside at meetings in the absence or inability of the President to serve
- Perform administrative functions delegated by the President
- Perform any other specific duties as outlined in the bylaws

The Secretary shall:

- Maintain the records of the minutes, approved bylaws and standing committee rules, current membership and committee listings
- Record all business transacted at each meeting of the CABC
- Maintain records of attendance of each member
- Make notifications of meetings to all general members via mail, email, and or website calendar
- Other specific duties as outlined in the bylaws

The Treasurer shall:

- Issue a receipt for all monies received and deposit said amounts into club bank account
- Present a current financial report to the Board and general membership within 30 days of the previous month end
- Work with LaPorte Financial to reconcile all bank statements as received and resolve any discrepancies with the bank immediately
- Working with File all necessary tax form/reports as required by law

The Athletic Director/School District Representative shall:

- Be the CABC's main liaison to the faculty and staff of the Lake Chelan School District
- Represent the CABC along with the President, at meetings of any other groups(s) where the purposes and actions of this club have pertinence
- Be the advisor to the CABC regarding the needs and priorities of the athletic programs and facilities at Chelan Middle/High School

ARTICLE5- REGULAR MEETINGS AND QUORUMS

SECTION 5.01: Regular meetings of the Board shall be held at a stated time and place determined by the Board at its first meeting in each fiscal year. Special meetings of the Board shall be called by the President or by a majority of the members of the Board. In the absence of the President, Vice President and Secretary, the quorum present may choose a Chairman for the meeting. If the quorum is not present, a lesser number may adjourn the meeting to a date no later than the next regular meeting of the Board. Each Director of the Board shall have one vote. All actions of the Board require the vote of a majority of the members present at a meeting at which a quorum is present.

SECTION 5.02: Voting Members: Each Director shall be entitled to one (1) vote per each matter brought before the Board. The President only has a vote for the purpose of breaking a tie vote and the Athletic Director shall have no right to vote.

SECTION 5.03: Annual Meetings: The Board may call an annual meeting of the members to be held in the month of July on a date fixed by the Board, which may be the regular meeting date of the Board of Directors for such month.

ARTICLE 6- COMMITTEES

SECTION 6.01: Committees shall be established to complete specific projects and/ or activities as needed and decided on by the Board of Directors.

SECTION 6.02: The Nominating Committee shall consist of the President and two (2) members-at-large. This committee will meet prior to the July meeting to prepare nominations for the elected officials of the CABC and to prepare a list of nominees and a ballot for the election of officers.

ARTICLE 7- FINANCES

SECTION 7.01: The fiscal year shall be from August 1st through July 31st.

SECTION 7.02: The Board of Directors shall be responsible for development of the budget and shall approve all expenditures. All expenditures in excess of \$200.00 shall be approved in an executive session or by proxy. Only the President and Treasurer are authorized to sign checks. The Treasurer and one additional Director shall be authorized to sign checks.

SECTION 7.03: In the event the CABC disbands, all funds remaining after expenses shall be divided through the grant process. The Club will give written notification to the Athletic Director instructing him/her to inform the coaches of the intent to disband. The Athletic Director will also inform the coaches that they have 30 days from the date of notification to submit their grant requests. The Board of Directors will be responsible for funding the grants.

SECTION 7.04: No Officer or Board Member shall have the authority to make financial commitments for the Club unless authorized by a majority vote of the Officers and Board of Directors present at a regularly scheduled meeting, or via proxy vote.

SECTION 7.05: When applicable, fundraising activities and the donation of gifts and funds must be in compliance with all Lake Chelan School Board of Education policies and regulations.

SECTION 7.06: No loans shall be made by the organization to its Directors or members.

SECTION 7.07: Financial Reports: The Treasurer shall present a financial report at each membership meeting and shall prepare a final report at the close of each year.

SECTION 7.08: Records 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:

<u>RECORD</u>	<u>HOW TO STORE</u>	<u>PERIOD OF TIME</u>
Year-end Treasurer's financial report/statement	Store in organization record book and/or computer program	Permanent
Treasurer's Report, Periodic	Compile and file records on a yearly basis	Three years
Bank Statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on a yearly basis	Seven years

ARTICLE 8-FUNDS

SECTION 8.01: Funds of the organization shall be deposited in the CABC checking account and /or savings accounts at a bank or financial institution approved by the Board of Directors, primarily into an interest bearing account. Funds will be used to pay all approved CABC invoices. Bills to be paid will be submitted to the Treasurer after being reviewed and approved by the Board of Directors or the appropriate Director. Saving accounts will be used to collect interest on funds raised throughout the year and assist the funding of Booster Club Scholarship Program.

SECTION 8.02: Holding and Appropriations of Funds: The CABC shall hold funds collected by individual organizations for disbursement as requested by such organizations using the appropriate forms provided by the CABC. The CABC will not hold funds raised by school teams in conflict with state law and/or Lake Chelan School District policies which govern fundraising activities for ASB purposes. No funds shall be used as compensation for coaching services. ***As per Section 3.03 (B) of these bylaws ...** *“(B) In order for any team or organization to utilize the services/events sponsorship of the CABC a coach (team) or organization representative (community league) must be current members of CABC. If the team/organization chooses not to be a member of CABC; CABC will not sponsor any fundraising event or hold money for the team/organization. Team/ organization membership dues must be paid by October 1st to CABC to maintain any funds that are currently being held by CABC. After that date any funds in those accounts will be transferred to CABC general account.”*

All CABC forms must be signed by the team’s Head Coach or organization representative who must be a current member of the CABC. No money will be received or withdrawn for a team/organization without the appropriate forms.

Any school team money that is currently held by the CABC, and whose coach is not a current member of CABC, their team money will be transferred within 30 days of the new calendar year. This money will be deposited into the CABC general account.

Any non-school team, who does not have a current representative as a CABC member their balance, will be returned within 30 days to the person who deposited the money during the prior year. Invoices for each purchase shall be monitored by the Treasurer. All purchases and payments thereof must be completed no later than the August meeting of the following calendar year.

ARTICLE 9- PARLIAMENTARY AUTHORITY

SECTION 9.01: All meetings shall be conducted according to Robert’s Rules of Order.

ARTICLE 10- AMENDMENTS

SECTION 10.01: Bylaws may be amended, altered or repealed, in whole or in part, at any meeting providing written notice has been given ten (10) days prior to the meeting. A majority vote is required for passage.

ARTICLE 11- ORDER OF BUSINESS

SECTION 11.01: The order of business of CABC meetings shall be as follows:

- A) Call to Order
- B) Reading of Minutes of the last meeting and of any interim meeting, and actions taken thereon.
- C) Officer Reports
- D) Reports of the Committees

- E) Unfinished Business
- F) New Business
- G) Adjournment

CERTIFICATE OF SECRETARY

I certify that I am the duty elected and acting Secretary of the Chelan Athletic Booster Club and these bylaws constitute the corporation's Bylaws. The bylaws were duly adopted at a meeting of the Board of Directors held on _____2016.

Date: _____

Secretary: _____

*Clarification: Notification (electronic or traditional) shall be defined as:

Electronic-email or information on website

Traditional- US Postal or letters sent home via student/athlete