



**CHARTER FOR
JUANITA HIGH SCHOOL BOOSTER CLUB**

ARTICLE 1: NAME

The name of this organization shall be the Juanita High School Booster Club.

ARTICLE II: PURPOSE

It shall be the purpose of this organization to support and enrich the continued growth and development of athletic programs, performing arts programs and other participating interscholastic programs at Juanita High School.

This organization is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of the articles, the corporation shall not conduct on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under section 501(c)(3) of the internal Revenue Code of 1986 (or the Code law) or (b) by a corporation contributions to which are deductible under section 170(c)(.4) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Upon dissolution of the corporation, assets will first be used to satisfy all liabilities and obligations, once satisfied any remaining assets will be distributed to the Juanita High School Athletic Department for public use within the Department.

ARTICLE III: MEMBERSHIP

Membership shall be acquired upon payment of a membership fee anytime during the current fiscal year, which runs for July 1 through June 30. All memberships expire on June 30. Each membership shall be entitled to one vote for matters before the full membership.

Section 1. Club Membership

An individual, family or organization upon the payment of annual dues of an amount determined annually by the membership committee establishes membership. No individual, family or organization shall have more than one membership.

Section 2. Dues

Dues may be set each year in July at the discretion of the new Executive Board. Dues may also be waived. Allocation of dues will be determined by the Executive Board.

Section 3. Participation Expectations

a. Program Representative

Each program that maintains financial accounts through the Juanita High School Booster Club will be required to participate in the scheduled meetings by having either a coach or parent representative, called a "Program Representative", in attendance in at least 75% of

the clubs General meetings. A fee of \$250 will be assessed to any program using financial management and not meeting Program Representative requirements. This fee will be assessed on May 31st each year and debited from the accounts at that time. Fees may be waived at the discretion of the Executive Board.

b. **Booster Club Representative**

Each Program will be encouraged to provide 1 parent to serve on either the Executive Board or on one of the other committees (example; Football provides a parent, Band provides a parent, Cheer provides a parent, etc.) Executive Board Meetings are held monthly. Committee meetings are held as needed for specific committees.

~Executive Board– President, (Co) Vice President, Treasurer, Secretary, Fundraising Chair, Community Relations.

~Committees – Auction/Fundraising, Scholarship, Audit, Nominating, and Raven Spirit Wear, ETC.

ARTICLE IV: MEMBERSHIP GENERAL MEETINGS

Section 1. Date, Time and Location of Meeting

General meetings shall be held at Juanita High School in Kirkland, WA, visually/electronically or at such other place as the majority of the Executive Board may establish. General Meetings of the members shall be held four times a school year at a time and date the Executive Board shall select. General meetings schedule will be announced via the website and social media in the month of September for each school year.

Section 2. Special Meetings

Any two (2) board members of the Juanita High School Booster Club, or the president, may call a special meeting anytime. The board members calling such a special meeting shall mail a notice of such meeting to each member of at least five (5) days before such special meeting, including an agenda stating the objective thereof. No business shall be transacted at a special meeting of the members except as stated in the notice sent to the members.

Section 3. Emergency Meetings

An emergency meeting may be called at any time by a two-thirds (2/3) majority of the Executive Board with twenty-four (24) hours' notice. Emergency electronic voting will now be accepted as a viable communication option. A simple majority of three voting board members will be accepted.

Section 4. Quorum

Four (4) of seven (7) voting Executive Committee members must be present to establish a quorum to vote on any measure before the board.

Section 5. Order of business

The following order of business shall be observed at all meetings of the members so far as practicable.

- Call to Order
- Reading, Correction and Approval of Minutes
- Reports of Officers
- Reports of Committees
- Election of Officials (if applicable)
- Unfinished Business

- New Business
- Adjournment

Section 8. Rules of Order

Roberts Rules of Order shall be the guidelines used for the conduct of business during member meetings.

ARTICLE V: EXECUTIVE BOARD

Executive Board voting – Seven Elected positions with voting rights.

President (who will act as tie breaker)

CO-Vice President (Program Representative and Coach/Director liaison)

Co-Vice President (Feeder school liaison and committee organizer)

Secretary

Treasurer

Community Relations Chair

Fundraising Chair

The current Athletic Director of Juanita High School shall hold the eighth (8th) position. This position shall be advisory in nature and shall have no vote.

The JHSBC will be comprised of the Executive Board and one Program Representative from each program sponsored by Juanita High School, Performing Arts and Band. If a coach serves as representative for his/her or any sport he/she becomes a non-voting member.

Non-Voting members – sport/activity representatives, coach representatives, Athletic Director.

Section 1. General Powers

The Executive Board shall be responsible for the conduct and operation of the Juanita High School Booster Club within the specification of the charter as set forth by the membership.

Section 2. Term

All elected terms shall be for one (1) year and shall run for July 1 to June 30. To hold a position, one must have a current membership status and must receive more votes during a election than any other candidate competing for the same position. Nominations for all elected officials shall be placed from the floor of the membership in writing at the first monthly meeting in March, or any monthly meeting thereafter, until nominations for all positions are made. All positions shall be elected on, or before, the June meeting.

Section 3. Regular Board and General Meetings

A regular meeting of the Executive Board shall be held without other notice than this Bylaw before, after or concurrent with, and at the same place, as the regular/monthly meeting of the members. The Executive Board may provide by resolution the time and place for holding of additional meetings without other notice. The Executive Board shall meet no less than once a month during the school year. The Executive Committee may also hold monthly, general or special meetings at their discretion. Meeting schedule should be similar to the example below:

- July & August- Exec only, meet once
- September- General Meeting
- October- Exec only meeting
- November- General Meeting
- December- Exec only meeting

- January- Exec only meeting
- February- General meeting
- March- Exec only meeting
- April- Exec only meeting
- May- General meeting
- June- Exec only meeting

Section 4. Special Meetings

A special meeting of the Executive Board may be called by or at the request of the president or any two (2) board members. The person or persons authorized to call special meetings of the Executive Board may fix any place within the Juanita Learning Community as the place for holding any special meetings of the Executive Board called by them.

Section 5. Vacancies

In the event of a vacancy, the Executive Committee may fill such vacancy by electing an Executive Board member at the next regular scheduled general or special meeting if necessary. Any Executive Board member may resign at any time by sending a written notice of such resignation to the Secretary. Unless otherwise specified therein such resignation shall take effect upon receipt by the Secretary. More than three (3) consecutive absences from the regular meetings of the Executive Board members, unless excused by resolution of the Executive committee, shall automatically constitute a resignation, effective when the Board accepts such resignation.

Section 6. Removal

Any Executive Board member elected by the members may be removed by a vote of the Executive Board member for cause or whenever in its judgment the best interest of the Juanita High School Booster Club would be served thereby. Any agent or appointee of the Executive Board member may be removed by a vote of the Executive Board member for cause or whenever in its judgment the interest of the Juanita High School Booster Club would be served thereby.

Section 7. Compensation and/or Salaries

No Executive Board member shall be entitled to any compensation and/or salary for services as an Executive Board member.

Section 8. Whistle Blower Policy

The objective of the whistleblower policy is to establish a policy and procedure for:

A-The submission of concern regarding questionable accounting or auditing matters by directors, officers or any other stakeholder on a confidential and anonymous basis

B-The receipt, retention and treatment of complaints received by the organization regarding accounting, internal controls or auditing matters

C-The protection of directors, officers or volunteers reporting concerns from retaliatory actions Any director, officer or volunteer has an obligation to report any questionable or improper accounting or auditing matter.

Any concern that is detected or suspected should be brought to the attention of the President or any other elected officer. Any director, officer or volunteer who retaliates against someone who has reported a concern in good faith is subject to dismissal as decided upon by the Executive Board. All concerns brought forth in good faith shall be acted upon by the Executive Board immediately. If

warranted by the investigation, a corrective action will be recommended and will include a conclusion and/or follow up for complete closure of the concern. Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates improper accounting or auditing practice. The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly or with foreknowledge that the allegations are false will be viewed as in such a manner that dismissal could result as directed by the Executive Board. All reports of concerns will be treated as confidential to the extent possible and anyone disclosing said report could be dismissed as directed by the Executive Board.

ARTICLE VI: OFFICERS

Section 1. President

- Shall preside over open meetings and the meetings of the Executive Board.
- Shall be a member of all standing committees.
- Shall be the official spokesperson for the Juanita High School Booster Club .
- Shall be an authorized co-signer for the Juanita High School Booster Club checks, subject to Article IX, paragraph 1.
- Is responsible for all membership correspondence.
- President shall vote only to break a tie.

Section 2. (Co) Vice President

The (Co) Vice President;

- Shall represent the President upon their absence.
- Shall act as a liaison between the parent reps and the JHSBC.
- Shall act as a liaison between feeder schools and the JHSBC.
- Shall be an authorized co-signer for the Juanita High School Booster Club checks, subject to Article IX paragraph.

Section 3. Secretary

The Secretary;

- Is to take minutes at all meetings.
- Shall publish and distribute meeting agendas and notices no later than three (3) days prior to the next scheduled meeting.
- Be an authorized co-signer for the Juanita High School Booster Club checks, subject to Article IX, paragraph 1.
- Be responsible for the written correspondence of the organization.
- Will serve as the liaison to the Nominating Committee.

Section 4. Treasurer

The Treasurer;

- Shall transact and record all of the financial business on the behalf of the Juanita High School Booster Club.
- Shall make payment for all debts subsequent to the approval by the Executive Board.
- Shall prepare a written monthly financial report for presentation at the regular monthly meeting.
- Shall prepare an annual budget for approval by the Executive Board.

- Shall maintain compliance with all accounting procedures as approved by the Executive Board.
- Shall be an authorized co-signer for the Juanita High School Booster Club checks, subject to Article IX, paragraph 1.
- Shall maintain the annual registration with the State of Washington as a non-profit organization.
- Shall prepare the IRS Tax Return for the Club.
- Shall ensure there is an annual review of the Club books by at least two persons; treasurer is not permitted to participate as reviewer, but may be requested to be present or available to answer questions.
- Assess and collect end of year fees from sports/activities accounts.

Section 5. Community Relations Chair

Community Relations Chair;

- Will manage and maintain the website, all Social Media channels and provide general community support.
- Alumni liaison

Section 6. Fundraising Chair

The Fundraising Chair;

- Will act to solicit corporate sponsors, donations and grants.
- Will serve as the liaison or may chair the annual auction committee or other major fundraiser as decided on by the Executive Board each year.
- Will serve to manage, market and distribute monies regarding all facets of the Shop With Scrip Program.

ARTICLE VII: COMMITTEES

Section 1. Standing Committees

Scholarship Committee serving under the President.

Nominating Committee serving under the Secretary.

Auction Committee serving under the Fundraising Chair.

Section 2. Ad Hoc Committees

The Executive Board may appoint additional ad hoc committees at any time.

ARTICLE VIII: CONTRACTS AND LOANS

Section 1: Contracts

The Executive Board may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the Juanita High School Booster Club, and such authority may be general or confined to specific instances. In the absence of authorization, the President or the Vice President shall execute documents binding the Juanita High School Booster Club, and his/her signature attested by the Secretary.

Section 2: Loans

No loans shall be contracted on behalf of the Juanita High School Booster Club and no evidence of indebtedness shall be issued in its name unless authorized by the resolution of the Executive Board and confirmed and ratified by the membership.

ARTICLE IX: BANK ACCOUNT

The Juanita High School Booster Club shall keep such bank accounts and other financial instruments as are authorized by the Executive Board. The Treasurer shall be directly responsible for such funds, and two (2) signatures shall be required on all checks or withdrawals made on the behalf of the Juanita High School Booster Club, one of whom shall be the Treasurer. Checks may not be co-signed by related individuals.

ARTICLE X: MONIES

Section 1: Designation of Funds

All monies received by an individual or group in the name of or in behalf of the Juanita High School Booster Club will be turned into the Treasurer of the Juanita High School Booster Club. Should the individual(s) or group submitting the funds to the Treasurer have a prior designation for these funds, they will be spent only for the cause designated by the individual(s) or group submitting them with the majority approval of the Executive Board.

Section 2: Administrative Fees

An Administrative Fee may be charged on all non-membership dues money deposited with the Juanita High School Booster Club. The fee, or waiver of such fee, will be of an amount determined annually by the Executive Board and will be directed to the Club's general fund for sustaining activities and special funding requests.

Section 3: Reallocation of Funds

Reallocations of the Club's general funds budget in amounts up to \$500 may be approved by the Executive Board. Reallocations exceeding \$500 must be approved by a majority approval of the General Membership.

ARTICLE XI: REQUESTS FOR FUNDS

All requests for money from the General Fund must be in writing and delivered, at least two (2) days in advance of any monthly meeting, to any Executive of the Board for presentation by that Chair to the membership. All requests must be presented as New Business at the first monthly meeting following the submission.

ARTICLE XIII: SPECIFIC PROHIBITION AGAINST BECOMING INVOLVED IN PERSONNEL MATTERS

The Juanita High School Booster Club is specifically prohibited from becoming involved as a group in school personnel matters. Any member(s) attempting to involve Juanita High School Booster Club in such matters or to use the Juanita High School Booster Club meetings to serve personal motives shall be removed from the membership lists.

ARTICLE XIII: AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by majority vote of the Executive Board at any regular or special meeting of the Executive Board.

The above and foregoing Bylaws are adopted as the Bylaws of the Juanita High School Booster Club this 21 day of September, 2021.