

# Okanogan Athletic Booster Club (OABC)

## By-Laws

### ARTICLE I: MEMBERSHIP

#### ***Section I: Qualifications***

- A. Membership is open to persons, eighteen (18) years of age or older, who subscribe to the purpose and function of the Okanogan Athletic Booster Club.
- B. Members do not have to have students currently enrolled at the Okanogan High School.
- C. The Board of Directors shall approve an application and membership rates as necessary to sustain the operations of the club.

#### ***Section II: Representation***

- A. Each adult member in good standing is entitled to one vote per item of business before the Board of Directors when personally in attendance at meetings of the club. Proxy votes are not allowed.

### ARTICLE II: BOARD OF DIRECTORS

#### ***Section I: Office and Votes***

- A. The Board of Directors shall consist of one representative of each member, family, or business in good standing. Each member will designate its representative who shall have one vote on each item of business before the Board. Decisions shall be made by vote and business shall be deemed passed and approved when a simple majority of members present vote in the affirmative.

#### ***Section II: Meetings***

- A. The Board of Directors shall meet monthly to conduct the organization's business. Additionally, the Membership acting in their role as the Board of Directors shall elect Officers during the May board meeting.

### ***Section IV: Quorum***

- A. At meetings of the Board of Directors, a quorum shall consist of a minimum of four members in good standing. In the absence of a quorum, the members may adjourn to another time when a quorum shall be present at the discretion of the President. The Board shall act by a simple majority of those voting.

### ***Section V: School District Employees***

- A. Okanogan School District employees may serve on the Board of Directors. However, due to Chapter 42.23 of the Revised Code of Washington (Code of Ethics for Municipal Officers), current Okanogan High School coaches may not be an officer. Coaches or a member of their family may attend Board of Directors meetings but must abstain from any and all votes that pertain to the sport(s) they or their family member coaches.

## **ARTICLE III: OFFICERS**

### ***Section I: Duties***

#### **1. The President**

- A. Shall preside at all meetings of the club and of the Board of Directors.
- B. Shall personally represent the club or appoint a delegate as needed.
- C. Shall appoint committees and committee chairpersons.
- D. Shall effect compliance with the rules, regulations, and policies of the Okanogan School Board and the Okanogan High School Athletic Department.

#### **2. The Vice-President**

- A. Shall have such powers and perform such duties as delegated by the President.
- B. In the absence or disability of the President, he/she shall perform the duties and exercise the powers of the President.
- C. Shall ensure the Club website is maintained and retains accurate information.

#### **3. The Secretary**

- A. Shall keep all minutes of all Board of Directors and membership meetings.
- B. Shall keep such other records as directed by the Board of Directors.
- C. Shall sign with the President, or with the Vice-President, all contracts.
- D. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board of Directors.

#### **4. The Treasurer**

- A. Shall keep the financial records of the club, collect dues, and authorize payment on approval of the Board. All funds are to be kept at a financial institution approved by the Board of Directors.

- B. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.

#### **5. The Membership Chair**

- A. Shall keep all membership records and update all rolls on at least a monthly basis.
- B. Shall keep a database of past and present members for club use.
- C. Shall ensure all members receive their incentives, including, but not limited to shirts, business window stickers, and other promotional incentives.

#### **6. The Social Media Director**

- A. Shall keep the OABC social media accounts updated of all upcoming OABC events and sports schedules.
- B. Shall work with parents, volunteers, and school administration to obtain athletic team photos as well as individual photos and achievements.

#### **7. Vacancies**

- A. In case of any vacancy in any of the Officer positions, a successor for the un-expired term shall be appointed by the remaining Officers to complete the un-expired term.
- B. If an officer misses three (3) consecutive meetings, the board of directors shall deem the position vacant and may appoint a new board member to replace that position for the remainder of the current term at any regular board meeting.

### **ARTICLE IV: FINANCE**

- A. The funds are to be deposited in an approved FDIC bank approved by the Board of Directors and may be withdrawn on the signature of the Okanogan Athletic Booster Club Treasurer or President.
- B. At no time shall there be less than a reserve of \$4000 in the OABC Accounts. This includes checking and savings combined.

### **ARTICLE V: FISCAL YEAR**

- A. The fiscal year of the Booster Club shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

### **ARTICLE VI: BASIC POLICIES OF OPERATION**

The following section defines policy for the Okanogan Athletic Booster Club. The Board of Directors may enact additional policies as necessary to ensure effective operation of the organization.

- A. The club shall be non-political and non-sectarian.
- B. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interests.
- C. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Political candidates may pay for advertisements in the Booster Club athletic program.
- D. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.
- E. In the event of the dissolution of the club, its assets shall be distributed to the Okanogan High School Athletic Department and in accordance with current Internal Revenue Codes.

## **ARTICLE VII: AMENDMENTS**

These By-Laws may be amended at a meeting of the membership by a 2/3 affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all board members at least seven (7) days previous.

## **ARTICLE IX: FUNDING**

- A. The funds of this association shall be used to further the purpose expressed in Article II of the Okanogan Athletic Booster Club Constitution. Only the OABC President and Treasurer, upon the approval of the Board of Directors, shall be authorized to disburse funds.
- B. This association is organized as a non-profit organization per section 501 (c) 3 of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to Okanogan High School to be disbursed among all ASB Athletic accounts equally.
- C. All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Board of Directors of OABC.
- D. The Treasurer of the club shall authorize payment by check or debit/credit card of all debts of the club within seven (7) days after approval by the Board of Directors.
- E. The OABC Board of Directors shall establish and approve as needed a set of funding request guidelines and funds application form. The process and form approved by the Board of Directors will comply with the OABC Constitution and By-Laws, but may add additional requirements or restrictions or add clarity.
- F. Athletic programs seeking funds shall use the form and process approved by vote of the Okanogan Athletic Booster Club Board of Directors.

- G. With exception of travel expenses, materials, equipment, and supplies purchased with OABC funds must be owned or become the property of the Okanogan School District.
- H. All funds granted by the OABC Board of Directors must directly benefit the student athletes of Okanogan (coaches will not be included). All funds will be paid via check or debit/credit card ONLY to the requesting sport's club or the general ASB if the benefit is for all sports.
- I. The OABC only funds Okanogan School Board approved and sanctioned athletic programs and the support programs such as cheerleading and pep band. However, when funding is low, priority shall be to approved and recognized sports programs.
- J. OABC funds may also be requested to support travel expenses for students required to travel as a member of the team, support group, or assisting with the team to State Competition.
- K. Emergency funding will only be held for state funding requests AND for teams that require funding in order to play a scheduled game. This will be voted on by the Officers of the Board of Directors.

Revision approved and effective September 17, 2017.

PRESIDENT \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

TREASURER \_\_\_\_\_

MEMBERSHIP CHAIR \_\_\_\_\_

SOCIAL MEDIA DIRECTOR \_\_\_\_\_