**MEADOWDALE HIGH SCHOOL**

**SPORTS BOOSTER CLUB BYLAWS - DRAFT**

**ARTICLE I: NAME AND LOCATION**

The name of this organization is the Meadowdale Sports Booster Club located at Meadowdale High School (MHS), 6002 168th Street SW, Lynnwood, WA 98037.

**ARTICLE II: MISSION STATEMENT**

The mission of the Meadowdale Sports Booster Club (MSBC) is to foster an environment that inspires students, athletes, families, coaches, and the community to collectively create a positive and spirited atmosphere for all athletic programs.

**ARTICLE III: PURPOSE**

The Meadowdale Sports Booster Club is a nonprofit, independent group of volunteers organized for the purpose of supporting student athletes and teams at MHS by (1) providing financial support to MHS student athletes and athletic teams, (2) providing volunteer support to coaches and MHS staff for sporting events as needed, (3) helping in other areas where a need is made known, (4) strengthening community between parents, students, teachers and staff.

**ARTICLE IV: MEMBERSHIP QUALIFICATIONS and VOTING**

**Section 1 MEMBERSHIP**

1a. Meadowdale Sports Booster Club membership is open to all parents and legal guardians of MHS students, as well as MHS teachers and staff.

1b. There are no membership fees.

**Section 2 VOTING**

2a. Members in attendance at each meeting are eligible to discuss agenda items, but MSBC is a non-voting membership so only Board members make final voting decisions.

2b. A majority of Board members must be present to hold voting at a meeting .

2c. In the event of a tie, the President will make the final decision.

2d. Voting by proxy or other means is specifically disallowed.

2e. Voting will be determined by a simple majority.

**ARTICLE V: MEETINGS**

Meetings will be held once a month during the school year, with exceptions during Winter and Spring Break months, as needed. The times, dates and location will be decided prior to the beginning of the school year. Notice of a change of meeting date will be given at least seven (7) days in advance, when possible.

**ARTICLE VI ELECTED OFFICERS, ELECTIONS, TERM OF OFFICE, VACANCIES**

**Section 1 ELECTED OFFICERS/ BOARD**

The Board shall be made up of the following officers: President, Vice President, Secretary, Treasurer. The Board shall be responsible for the following duties including, but not limited to: conducting meetings of the Meadowdale Sports Booster Club (MSBC), keeping membership informed of activities and needs; and faithfully supporting the Mission and Bylaws of this Organization in the conduct of Meadowdale Sports Booster Club business. All board positions may be run by two people serving as co-officers.  Each person must be elected at the MSBC meeting held in May.  Each person will have a voting right.

**Section 2 ELECTIONS PROCEDURES**

**2a**. At the March meeting, the Board will seek nominations to fill the vacating position(s) for the following year. In addition, nominations may come from the “floor.”

**2b**. An election of officers will be held at the May meeting. Any members attending the May meeting will be allowed to vote to elect board members.

**Section 3 TERM OF OFFICE**

**3a.** The term of office shall be one (1) year. An individual is limited to four (4) consecutive years in the same elected office.

**3b**. Term runs from July 1 of the current year through the following June 30. Officers elected to the board mid-year will serve out the remainder of the year and that shall be counted as one year in that role.

**Section 4 VACANCIES**

**4a.** In the event an officer must vacate his/her office, (s)he shall submit a written resignation to the Secretary thirty (30) days in advance. The vacancy will be announced to the membership by email, and an election will be held at the next membership meeting to fill the vacated office.

**4b**. Retiring or vacating officers shall turn over all materials of their office to the Board within fifteen (15) days of leaving office.

**4c**. Retiring officers shall serve as an advisory committee to the new Board through November.

**ARTICLE VII DUTIES OF OFFICERS/BOARD**

**Section 1 ALL BOARD MEMBERS**

Will be familiar with all Club activities and ensure conformity to all bylaws, reasonable rules of order and safety. Encourage participation of all Club members through word-of-mouth and email communication. Participate as an active member to achieve goals and communicate information. Uphold the position with commitment and integrity.

**Section 2 PRESIDENT** Shall encourage participation by all club members by offering educational meetings, brainstorming sessions, informal questionnaires, timely news bulletins and volunteer opportunities. Provide practical resources to School Administration, MHS Athletic Director, Parent Resource Group, Music and Arts Booster Club, ASB, Committee Chairs and Staff when requested in a timely manner. Speak on behalf of the Club at school functions and other events. Ensure timely distribution of Club and volunteer news through email, social media, and school newsletters.

**Section 3 VICE PRESIDENT** Fulfills the role of President when (s)he is not available to serve. Oversees the committees. Learns the role of President for the possibility of taking over as President if the position is vacated.

**Section 4 SECRETARY** Take minutes at all Board and Booster Club meetings. Keep typed meeting minutes in the MSBC shared drive (Dropbox/Google drive). Maintain the MSBC records and legal documents. Maintain sign-up sheets and other types of documentation that represents the on-going business. Work with the President to put together content for The Connection each month. Keep records of our IRS documentation of non-profit status.

**Section 5 TREASURER** Responsible for financial record keeping and reports, deposits, disbursements and providing information to file tax form 990. Participate as an active member offering ideas and suggestions for improving the MSBC.

**ARTICLE VIII STAFF LIAISON** (Usually MHS Athletic Director)

A staff member of Meadowdale High School shall advise officers of the impact of their decision on students, staff and the community at large. They guide officers with respect to making decisions that meet school and district policy, assist with getting approval from School Administration for all MSBC activities including dates, locations and venues, and offer a historical perspective of the MSBC’s role at the school.

**ARTICLE IX REMOVAL FROM OFFICE**

Any member of the Board may be removed from office for unexcused absence from three (3) consecutive meetings, or for other cause, by a vote of the Board at the next monthly meeting. Written notice of the proposed removal and the cause therefore must be given to such Board member at least ten (10) days prior to the date of the regular or special meeting at which such removal will be voted upon.

**ARTICLE X COMMITTEES**

The Board may designate and appoint one or more advisory committees, each of which may consist of at least one Director and one or more other individuals to give advice and counsel to the Board. The Board shall establish the charge and tasks for the committee and appoint its chair and members. The Board, by resolution adopted by a majority of the Board members in office, may remove from office any member of any committee elected or appointed by it. No committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other committee or any Director or officer of the Corporation; (c) amend the Articles of Incorporation; or (h) amend, alter or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by a committee.

Standing Committees shall be: Feedbag/Concession Stand, Athlete of the Month, Fundraising/Corporate Sponsorship, and Spirit Wear. Ad hoc committees shall be established as necessary. Active committees will consist of a chairperson and members. A committee may be headed by co-chairs. Each year the Board will draft a document listing active committees and their purpose.

**ARTICLE XI AMENDMENTS TO BYLAWS**

Section 1 These Bylaws may be amended at any monthly meeting by a majority vote of the Board members, providing that the proposed amendment had been submitted to the Secretary in writing and read or emailed to the membership at least seven (7) days prior to the next membership meeting.

**ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not specifically covered in these Bylaws or Standing Rules.

As adopted \_\_01/09/2023