

BYLAWS
OF
CAPITAL HIGHSCHOOL BOOSTER CLUB

ARTICLE I: Purpose of the Capital High School Booster Club

The purpose of the Capital High School Booster club (hereinafter referred to as the club) shall be to promote the WIAA sanctioned athletics and activities and to assist in providing the best possible WIAA facilities and equipment for the full development of the WIAA programs at Capital High School, and to foster and promote health, sportsmanship, physical fitness, attendance, support and enrichment for Capital High School Students.

ARTICLE II: Membership, Eligibility, Dues

Any patron sincerely interested in Capital High School shall be eligible for membership. The membership shall consist of the immediate family. Membership shall be free for the current school year, if applicable.

ARTICLE III: General Membership Meetings

General membership meetings shall be held at least annually in June, and on such additional dates as determined by the president, with Board approval, each year. Notice of general membership meetings shall be published, in any Board manner, by the Secretary.

ARTICLE IV: Governing Body

Subject to the will of the membership, all powers shall be vested in a Board Members of not less than nine (9) voting members, not more than fifteen (15) members. Nine (9) Board Members shall be elected by the general membership. One (1) Member shall be appointed by the School Principal pursuant to article V. The Board Members shall elect a President, Vice-President, Treasurer, and Secretary who shall constitute the Executive Committee of the Board, at the first board meeting following election of the board members each year.

- Meetings: The Board Members shall meet once each month, or at the President's discretion, at times and places designated by the president. Monthly board meetings shall be open meetings. The Secretary shall give written or oral notice to each member of the board at least three (3) days prior to the meeting date. The President, or majority of the Board Members, may call a special board meeting at any time and place at their discretion.
- Quorum: No business may be carried on by the Board Members unless a quorum of greater than fifty percent (50%) of Board Members is present

ARTICLE V: WIAA Advisor

A member of the Capital High School staff, associated with WIAA sanctioned activities shall be appointed by the School Principal to the Board as WIAA Advisor. It shall be his/her duty to attend all membership and board meetings as a voting board member and act as advisor to the governing body regarding Capital High School and Olympia School District policies and

procedure and to coordinate the orderly submission of WIAA athletics/activities and their department requests for assistance from the Booster Club to the Board Members

ARTICLE VI: Qualifications for Incoming Board Members

All Board Members must be members in good standing of the Capital High School Booster Club. Each new Board Member shall accept his/her trust and promise to perform the duties of his/her office faithfully and to the best of his/her ability. Failure to do so will be determined by the Board of Members' review and may result in vacating of the position. Any Board Member who, without valid excuse and notification, fails to attend three (3) consecutive general membership meetings or three (3) consecutive board meetings, without good cause, shall have his/her office declared vacant.

ARTICLE VII: Vacancies and Elections

Vacancy: a vacancy on the board may be filled by appointment of the Board Members to the unexpired term of the vacated position

Election: The annual election shall be held at the June general membership meeting of each year. At the May Board Members meeting, the Executive Committee shall act as a Nominating Committee. It shall be the Duty of this committee to meet before the June general membership meeting each year and nominate candidates for each board position to be vacated. Nominations may be accepted from the general membership.

Terms of office: The term for board members shall be for a period of two (2) years beginning at the first meeting of the fiscal year. The Board member may serve additional terms as elected.

ARTICLE VIII: Duties of the Executive Committee

Executive committee of the Board consists of the President, Vice President, Secretary, and Treasurer. The President shall appoint such standing committee chairpersons from the Board Members. Special committee chairpersons may be appointed from the Board Members or general membership as necessary to accomplish, in a timely manner, the business and projects of the club.

The Vice President shall, in the absence of the President, shall preside at any and all meetings. If the Secretary is unable to attend a meeting then the Vice President will act as Secretary for that meeting. If, for any reason, a vacancy occurs in the office of the President he/she shall assume the duties of acting President until the next annual election.

The Secretary shall keep accurate records of all meeting of the membership and of the Board Members. Such records shall at all times be open to the inspection of any member of the club and shall remain the property of the club. The Secretary shall, on request, deliver to the Board Members all record, files and property in his/her possession belonging to or relating to the business of the club. The Secretary shall give written or oral notice of each member of the board at least three (3) days prior to the meeting date and in addition shall be responsible for notification to all members regarding general membership meetings.

The Treasurer shall disburse all money required for the purpose of the club subject to the approval of the Board Members. The Treasurer shall, at each regular meeting of the Board Members, present a written statement and report showing the amount of money received from all sources, the amount of disbursements made, the unpaid accounts still owing, and the balance and location of the funds on hand. The Treasurer shall prepare data necessary for the transfer of accounts, including actual revenues and expenditures for that year to the newly elected Treasurer at the end of each fiscal year. The Treasurer shall submit to the board a proposed budget for the ensuing fiscal year.

ARTICLE IX: Duties of the Board Members

Board Members who are not on the Executive Committee shall be appointed by the President to chair the standing committees of the Capital High School Booster Club with the exception of the membership committee. Upon such appointment, a chairperson shall assume full responsibility for the proper staffing and performance of the committee for which he/she has been appointed chairperson. The primary work of the Capital High School Booster Club shall be conducted through its standing committees that are listed below (see Appendix I for description and duties of each committee):

1. Grants/Allocations Committee
2. Volunteer Coordination Committee
3. Concessions Committee
4. Membership Committee
5. Webmaster Committee
6. Outreach and Publicity / Social Media Committee
7. Coach Liaison Committee
8. Auction Committee / Chair
9. Auction Procurement Committee
10. Auction Facility Committee
11. Auction Decoration Committee
12. Auction Banking Committee
13. Auction Food/Beverage Committee
14. Auction Sponsorship Committee

ARTICLE X: Finances

There shall be created in the club treasury a fund known as the general fund and any special funds as may be established by the Board Members. A fiscal year shall be from January 1 through December 31 of each year.

- At the second regular Board Members meeting each year, the Board Members shall adopt a budget for the ensuing fiscal year showing anticipated revenues and expenditures by line item or category.
- General fund monies which are not needed for immediate club use shall be deposited in an interest bearing account. Withdrawals may be made from the general fund accounts by the treasurer with notice to the President as funds are needed for club operations and

monthly reports are presented at board meeting. Club monies in special funds established by the board shall also be deposited in interest bearing accounts when practical. When special fund balances exceed the operational needs of the special project, excess monies shall be turned over to the treasurer for deposit to the general fund.

- Funds of the club shall never be extended for salaries or bonuses to personnel hired for the purpose of coaching or supervising WIAA athletics and activities of Capital High School. This does not preclude expenditure of funds for appropriate non-monetary awards for competition and excellence on the performance of duty.
- The Board of Directors is empowered to spend from the club treasury those funds for special request which have been approved by at least a quorum of the board.
- Donations to WIAA sponsored teams or clubs will be deposited from the CHS Booster Club account into the appropriate ASB account.

Article XI: Amendments

These bylaws may be amended after the proposed amendment has been duly presented at any meetings of the Board Members and received five (5) affirmative votes of the board members, then said amendments must be read at a general membership meeting and approved by a two thirds (2/3) majority vote of the membership in attendance.

Adopted March 9, 1988

Modified June 1996

Modified September 1996

Amended June 2007

Amended July 2009

Amended June 2018

Appendix I

Committee Descriptions and Duties

NOTE: Descriptions and duties of each committee subject to change. Each committee chair is responsible for maintaining their job description, list of duties and specific procedures for their position.

Grants/Allocations Committee

- Chaired by a board member.
- The committee shall have a minimum of four (4) Board Members. The committee is required to notify all school WIAA activity directors/coaches of the Grant cycle
- Coordinate with Booster Club President regarding updates, release and due dates for the application.
- Track all grant applications, date received, amount requested, purpose of the grant, specific grant request (equipment, fees,) and team/club making request
- Follow-up with grant applicants for clarification as needed
- Coordinate meeting of grant committee to review applications and make recommendations to the board on approved requests (based on grant amount available)
- Recommend to the board approved requests, answer questions
- Upon board approval: Email a follow-up letter to each applicant providing detailed information on the amount of the award and what is to be purchased with the grant or with detailed information as to why grant was not approved.

Volunteer Coordination Committee

- Chaired by a board member.
- Coordinate volunteers for ticket sales and concession sales
- Communicate with board, general membership and coach liaison regarding filling slots for ticket and concession sales at events.
- Responsible for maintaining Sign Up Genius (or similar volunteer site) with dates and times for ticket and concessions sales.
- Communicate with ASB Office regarding volunteers, lack thereof, dates, etc.
- Responsible for training how to sell tickets, balance money box at end of night, hand off to administrator, etc.
- Works closely with Coach Liaison Committee to advertise need for ticket sellers

Concessions Committee

- Chaired by a board member.
- The committee may develop and print the Capital High School athletic event programs and the sell the advertising to community businesses included in the publication. However, teams that have their own booster clubs (e.g. football, basketball, volleyball, etc) will still maintain and print their own programs.

- Maintain stock of items for sale at the concession stand.
- Determine best prices and purchase items.
- Typically, water, hot dogs, buns and candy bars from Costco; drinks and chips from Safeway; popcorn, popcorn oil, nacho cheese, chips and other candy from Cash n Carry.
- Train volunteers as necessary.

Membership Committee

- Chaired by a board member.
- Promote, solicit, and encourage Booster Club membership for an annual membership drive
- Track names, emails, and year of joining booster club
- Maintain and answer emails that come into the CHS Booster Club email inbox
- Communicate with Volunteer Committee so they stay informed of membership changes.
- Communicate with “Friends of the Booster Club” so they are informed of the activities of the club and opportunities to volunteer with ticket sales, concessions and the auction.

Webmaster Committee

- Chaired by a board member or someone from general membership.
- *Coordinate* redesign of website, *when needed*.
- Maintain and update website.
- Post important information regarding sporting events, the auction, etc.

Outreach and Publicity / Social Media Committee

- Chaired by a board member.
- Conduct social activities for the Booster Club and promote goodwill among the membership.
- Notify the public of Booster Club activities, inform the membership of meeting and club events, and provide informational material related to Booster club organization and operation.
- Send out monthly (or more if needed) updates regarding sports, activities, facilities updates, and volunteer opportunities, etc.
- Send out “don’t forget your license plate cover” emails to new members
- Maintain and post to social media accounts (e.g. Facebook, Twitter, Instagram, etc)
- Get list of athletes going to state and prepare “goody bags”. Provide bags to ASB office for distribution.

Coach Liaison Committee

- Chaired by a board member or someone from general membership.
- Coordinate with coaches and club leaders to generate support for selling tickets and helping with concessions.

- Coordinate with coaches and club leaders during each of the three sports cycles to make plans for their auction basket entry.
- Create packet to hand out to coaches and/or to be inserted in sports packets (if we still have packets and not electronic). Packets detail what Booster Club does, what ticket sales go for, etc.
- Go to Spring, Winter, and Fall sports meeting to let parents/coaches know what Booster Club does.

Auction Committee / Chair

- Chaired by a board member or someone from general membership.
- Appoint sub-chairs, as needed.
- Primary leader for all auction activities.
- Pick theme, set date, establish time line, maintain updates, essentially coordinate all elements of the auction.
- Set-up auction website, work with graphic designer to make themed marketing materials and auction program.
- Ensure that all items are entered appropriately into the auction program. Establish timeline for the auction evening.
- Find emcee, secure entertainment as appropriate, make volunteer assignments, generate bidder packets, oversee setup and takedown, and other tasks as needed.
- Work with each auction committee chair to direct, inform and support their tasks.
- Send out donor thank you letters and receipts within two weeks after auction.
- Send out email receipts to all bidders within two weeks after auction.

Procurement Team Committee

- Chaired by a board member or someone from general membership.
- Establish a wish list of items to procure, for both the live and silent auction.
- Make procurement assignments.
- Follow-up regularly as to the status of procurement.
- Pick up items as required.
- Ensure that all procurement forms are filled completely and accurately.

Auction Facility Committee

- Chaired by a board member or someone from general membership.
- Make reservation for the facility for the next auction.
- Make sure the facility has the proper paperwork (signed contract, liquor license, insurance coverage, deposit and payment).
- Verify Liquor License is obtained (coordinate with Treasurer)

- Work with the facility employees to have everything set up as needed, to have AV as necessary during the event, and any other needs that might arise during the evening of the auction.

Auction Decoration Committee

- Chaired by a board member or someone from general membership.
- Oversee all elements of decoration for the auction.
- Follow the theme, establish a layout, direct set-up the night before.

Auction Banking Committee

- Chaired by a board member or someone from general membership.
- Responsible for the bidder packet handout, registering bidders, inputting bids for auction items, printing receipts, checking out guests and handing out certificates and gift cards as appropriate.
- All duties are performed on the night of the auction.
- Responsible for finding a team of four volunteers to assist.

Auction Food/Beverage Committee

- Chaired by a board member or someone from general membership.
- Find a vendor to provide food.
- Select a menu within the budget.
- Ensure there is a bar stocked with beer and wine along with a bartender for the auction evening.

Auction Sponsorship Committee

- Chaired by a board member or someone from general membership.
- Prepare a list of potential sponsors four months prior to event.
- Send out sponsorship letters to local businesses beginning the first of the year.
- Follow up with businesses.
- Track incoming sponsorships and obtain artwork for program.
- Coordinate with Auction Chair regarding sponsorship funds collected
- Ensure appropriate recognition is given to sponsors (i.e. in program, by auctioneer, signage, etc.)