

WASHINGTON HIGH SCHOOL HUSKIES BOOSTERS
BYLAWS
A California Nonprofit Public Benefit

ARTICLE I

NON-DISCRIMINATION POLICY

Section 1.1 It is the policy of the Washington High School Huskies Boosters not to discriminate on the basis of race, color, gender, national origin, citizenship, religion, political affiliation, age, disability, marital status, sexual orientation, or gender identity. This policy applies to member recruitment and election processes, processes related to awarding grants, and to all other Washington High School Huskies Boosters activities.

ARTICLE II

Name and Offices

Section 2.1. The name of this organization shall be Washington High School Huskies Boosters (the “WHS Boosters”), supporters of Washington High School Athletics located in Fremont, Alameda County, California.

Section 2.2 WHS Boosters is an-autonomous organization and is subject only to its bylaws.

Section 2.3 This organization is organized exclusively for charitable or educational purposes within the meaning of Section 501(c)(3).

ARTICLE III

Purposes

Section 3.1 The purpose of this organization shall be to develop a closer relationship and better understanding between the athlete, parents, coaching staff and Washington High School administrators and the community.

Section 3.2 To develop friendly relations between all present and future members based on respect for the principles of equal rights and opportunity.

Section 3.3 Always act in harmony with the attainment of these common ends.

Section 3.4 In addition to the specific purposes as outlined in Article III Section 3.1 through 3.3, the secondary purposes are as follows:

1. To recruit members into the organization.
2. Provide adult assistants for athletic events (ie., when not provided by Washington High School and required by individual circumstances).
3. Conduct various fundraising projects as is needed to support the organization, Washington High School and its athletic programs.
4. Aid Washington High School and its athletic department subject to the approval of the membership.

ARTICLE IV

Principles

The organization and its members, in pursuit of the purposes as stated in Article III, shall act in accordance with the following principles:

Section 4.1 The organization is based on the principle of equality of all its members.

Section 4.2 To assure the attainment of all organizational goals, the members are expected to actively participate in projects necessary to comply with the bylaws.

Section 4.3 All members, singularly or collectively shall display good sportsmanship and conduct by precept and example.

ARTICLE V

Membership

Section 5.1 Membership in WHS Boosters at all levels shall be open, without discrimination, to anyone who believes in and supports the mission, purposes and principles of WHS Boosters and meets other qualifications for membership as prescribed in these bylaws and pays dues as required in these bylaws.

Section 5.2 Parents or guardians of Washington High School students.

Section 5.3 Any citizen supporter or alumni interested in being a "Booster" of all Washington High Athletics.

Section 5.4 The coaching staff and faculty members of Washington High School.

Section 5.5 Honorary Members - persons of such outstanding accomplishments in community leadership as are deemed worthy of this honor.

ARTICLE VI

Dues

Section 6.1 Dues and membership levels shall be determined by the current and newly elected board, and presented to the membership.

Section 6.2 The amount of dues a member pays will be based upon the membership level.

Section 6.2 Membership shall be granted upon payment of dues.

ARTICLE VII

Officers and Their Elections

Section 7.1 Each officer or committee member of the association shall be a member of WHS Boosters.

Section 7.2 The elected officers shall consist of President, 1st Vice President, 2nd Vice President Secretary, and Treasurer; and make up the Executive Board.

Section 7.3 The Executive Board shall consist of the elected Officers, the school Principal, and the school Athletic Director.

Section 7.4 The principal and athletic director of the school, although not elected officers, serve in an advisory capacity with full voting privileges.

Section 7.5 The nomination committee shall be appointed by the President two months prior to the May meeting.

Section 7.6 The Executive Board members shall be elected at the May meeting and serve for a one-year term.

Section 7.7 In the event that an Executive Board member cannot complete his/her/their term, the President or the 1st or 2nd Vice-President shall appoint a replacement with approval of the Executive Board.

Section 7.8 In the event the President cannot complete his/her term, the 1st Vice-President shall assume the President's responsibilities.

Section 7.9 Executive Board members missing more than two consecutive Board meetings may be relieved of his/her/their duties. In the event that an Executive Board member is relieved of their duties, the President or the 1st or 2nd Vice-President shall appoint a replacement with the approval of the Executive Board.

ARTICLE VIII Duties of Officers

Section 8.1 President:

- A. The President shall preside at all meetings of the organization and the Executive Board.
- B. The President shall set and distribute agendas for all general membership and executive board meetings.
- C. The President shall represent WHS Boosters at school functions, when necessary, or appoint an executive board member to attend.
- D. Shall act as an ex officio member of all committees except the nominating and audit committees.

Section 8.2 Vice Presidents:

- A. 1st Vice-President or 2nd Vice President shall act in the absence or at the request of the President.
- B. The 1st Vice-President or 2nd Vice President shall also be responsible for such other duties as may be assigned by the President.
- C. The 1st Vice-President and 2nd Vice President shall act as liaisons to the board and membership for the following committees
 - 1st Vice President - "Publicity": Membership, Website, Audit, Nominations
 - 2nd Vice President - "Ways & Means": Crab Feed or Booster Event, Snack Bar, Other Fundraising, Scholarships

Section 8.3 Secretary:

- A. The Secretary shall keep the minutes of all general membership and executive board meetings.

B. The Secretary shall conduct the correspondence of the club and keep a record of the same.

C. The Secretary will keep a roster of the executive board and a copy of the bylaws.

Section 8.4 Treasurer:

A. Treasurer shall create a yearly budget by the end of July to be presented to the executive board.

B. Receive all monies and give receipt thereof.

C. Pay all bills when authorized by the Executive Board, or by vote of the membership; keep on file an itemized account of all receipts and disbursements.

D. Make reports to the Executive Board and at general membership meetings.

E. An audit shall be performed bi-annually by the Audit Committee.

F. Maintain all non-profit status documents.

G. Ensure taxes are completed yearly.

Section 8.5 Executive Board shall act with the authority of the general membership for approving all expenditures to a maximum of \$1,000.00. They shall also be responsible for presenting a budget by not later than September of each year. The Executive Board shall also determine fundraising events and projects to be held throughout the year.

ARTICLE IX

Committees

Section 9.1 Committees shall be appointed by the Executive Board to serve a specific function as needed (I.e., membership, fundraising, audit, publicity, etc.).

Section 9.2 The President shall appoint all the Chairpersons of committees subject to the approval of the Executive Board and shall attend to such duties as pertains to the Chairpersons office.

Section 9. 3 Duties of Appointed Committees:

A. Fundraising: Coordinates and schedules fundraising activities to secure funds for the distribution to school sports teams and organizations.

B. Membership : Recruits members into the organization in such a manner as to maximize membership roles and sustain fundraising activities and participation.

C. Website: Maintain the organization's website and other social media outlets.

D. Audit: Shall consist of three members to include the club treasurer. The audit shall be performed bi-annually (July 1 to December 31 and January 1 to June 30) and a written report of the audit will be submitted and made available to the general membership at the earliest general meeting following the completion of the audit.

E. Nominations: Shall prepare a list of nominees for each office. The report of the nominating committee shall be presented to membership.

F. Crab Feed or Booster Event: Shall organize and plan an annual fundraising event with the purpose of raising funds to support the organization and WHS Athletics teams.

- G. Snack Bar: Shall coordinate the running of the snack bar by maintaining a volunteer schedule, inventory, homecoming, and other duties necessary to raise funds for the organization and WHS Athletics teams.
- H. Scholarships: Shall coordinate the Norm Stelle Senior Athlete Scholarship. The committee shall maintain the application and process, as well as evaluate the applicants and notify the awardees.

ARTICLE X

Meetings

Section 10.1 The general membership meetings will be set by August by the Executive Board and posted on the website.

Section 10.2 Special meetings may be called by the President, or at the request of a quorum of the membership.

Section 10.3 A quorum shall consist of at least 6 WHS Huskies Booster members, including 2 Executive Board members.

Section 10.4 The organization's year shall commence July 1.

Section 10.5 A minimum of 5 general membership meetings shall be held within the school year.

Section 10.6 The privilege of making motions, debating and voting shall be limited to members of the organization who are present, and whose dues are paid, and who have been members of the organization for at least the previous 30 days.

ARTICLE XI

Elections

Section 11.1 Nominations of officers shall be presented by the nominating committee at the general membership meeting.

Section 11.2 Nominations from the floor will also be recognized at the same meeting.

Section 11.3 Elections will be held at the May membership meeting.

Section 11.4 Newly elected officers shall enter upon their duties beginning July 1.

Section 11.5 All voting and elections of officers will be on a simple majority.

ARTICLE XII

By-law Review and Amendments

Section 12.1 By-laws shall be reviewed and presented to the general membership each year.

Section 12.2 Amendments:

1. Amendments to these By-laws may be made at any meeting providing the proposed revision has been read at the meeting prior to its being submitted to the organization for action.
2. An affirmative vote of two-thirds of members present shall be necessary to carry amendments.

ARTICLE XIII

Agreements

Section 13.1 Any donations from Washington High School Huskies Boosters shall be made to Washington High School on approval of the Executive Board and/or the general membership.

Section 13.2 All members shall be provided with a copy of the By-laws of this organization upon request.

ARTICLE XIV

Fiscal Year

Section 14.1 The fiscal year of the WHS Boosters shall end on June 30 and begin July 1 of each year unless and until changed by the Board.

ARTICLE XV

Parliamentary Authority

Section 15.1 [Robert's Rules of Order, Revised Copy](#), shall govern the proceedings of the WHS Boosters.