

**CHARTER OF THE DALLES BOOSTER CLUB
A SUBCOMMITTEE OF NWCSO EDUCATION FOUNDATION**

ARTICLE I – Name and Purpose

Section 1.01: Name

The name of this club shall be The Dalles Booster Club, hereafter referred to as the “Club.”

Section 1.02: Purpose

The purpose of the Club is to promote all Athletic teams at The Dalles High School through appropriate activities and financial support as permitted by the laws of our community and all rules and regulations applying to The Dalles High School. The Club shall operate as an extension of and in accordance with the policies of the North Wasco County School District (NWCSO) Education Foundation 501(c)(3).

ARTICLE II – Policies

This club is organized exclusively for charitable purposes within the corresponding provisions of section 501(c)(3) of the Internal Revenue Code. The policies of the Club are as follows:

Section 2.01: Affiliation

The club shall be non-commercial, non-sectarian, and non-partisan, operating as an extension of and in accordance with the policies of the NWCSO Education Foundation 501(c)(3).

Section 2.02: Personal Benefit

The name of the Club or of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promoting the Athletic groups of The Dalles High School as outlined within the Club Purpose.

ARTICLE III – Membership

Section 3.01: Eligibility

Membership in this club shall be open to any person, family or business that subscribes to the purpose and policies of the Club and has paid the applicable membership dues, established by the Booster Club Board

Section 3.02: General Membership

Any eligible person, family or business, as defined in Section 1 above, can become a general member of the club by applying for membership and paying the required membership dues. Only general members in good standing with all dues and fees paid in full will be allowed to vote in general elections. A voting member must vote in person. Family and business members may select one (1) person to vote on behalf of the membership in general elections.

Section 3.03: Membership Fees

Each general member or general member family will be required to pay an annual membership fee. Membership fee dues shall be payable at the beginning of each school year, or upon joining the club. Membership fees will not be prorated for members joining after the start of the school year. Membership fee dues may be increased or decreased at the request of the Booster Club Board upon ratification by a majority vote of the general members attending the general membership meeting.

Section 3.04: Members Right to Privacy

Any personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organization/club without permission.

ARTICLE IV: MEETINGS OF MEMBERS

Section 4.01: Annual Business Meeting

The Annual Business Meeting of the members shall be held at the Spring General Membership Meeting unless otherwise specified by the Booster Club Board. Any change to the Annual Business meeting date, time or location shall be announced a minimum of two weeks in advance of the proposed change.

Section 4.02: Regular Meetings

Nine (9) regular meetings shall be held annually - August, September, October, November, January, February, March, April and May - unless otherwise specified by the Booster Club Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons.

Section 4.03: Special Meetings

Special meetings may be called by the President or by not less than 50% of the Booster Club Board.

Section 4.04: Quorum

A majority of the members present at any regular or special meeting shall constitute a quorum for the purpose of conducting business.

Section 4.06: Voting

The President or his/her designate shall have at their disposal a current list of all general members to assist in determining voter eligibility during all meetings. Only general members in good standing with all dues and fees paid in full will be allowed to vote. A voting member must vote in person.

Section 4.07: Meeting Procedures

Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Club, its Booster Club Board, and its Committees.

ARTICLE V – Booster Club Board

The Booster Club Board shall be responsible to act on behalf of the Club in the management of the business affairs of the club, except for matters decided by a vote in the General Membership Meetings.

Section 5.01: Officers and Duties

The Booster Club Board shall consist of nine (9) total officers as outlined below:

(a) President:

- 1) Preside at all meetings
- 2) Serve as chairperson of the Booster Club Board and primary spokesperson for the Club
- 3) Direct goals and budget performance
- 4) Authorize, in conjunction with the Treasurer, the payment of obligations

(b) Vice-President:

- 1) Assist in the duties of the President as requested by the President
- 2) Perform the duties of the President in his/her absentia
- 3) Perform an annual review of the By-Laws, recommending revisions as deemed appropriate
- 4) Oversee and assist coordination of the committee chairpersons

(c) Secretary:

- 1) Keep a record of all the proceedings of the regular and special meetings of the Club
- 2) Authorize by signature, in conjunction with the President or Vice President, all contracts.
- 3) Read report of previous meeting minutes at each regular meeting
- 4) Provide report of Booster Activities to the NWCS D Education Foundation and/or the Booster Board approved **Education Foundation Representative** for presentation at the Education Foundation Board Meetings.

- (d) Treasurer
 - 1) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices
 - 2) Collect and deposit into Club account all accounts receivable, including membership dues and donations
 - 3) Provide itemized report of authorized transactions to the NWCSO Education Foundation Treasurer for payment of Club obligations within a timely manner
 - 4) Read report of current receipts and expenditures at each regular meeting and present a copy to the NWCSO Education Foundation Treasurer
- (e) Five (5) Elected Chairpersons
 - 1) Membership Committee Chairperson
 - 2) Correspondence and Publicity Committee Chairperson
 - 3) Events Committee Chairperson
 - 4) Spirit Gear Committee Chairperson
 - 5) Representative to the NWCSO Education Foundation

Section 5.02: Election and Term

The officers of the club shall be elected annually by the general membership at the Annual Business Meeting. Term of office will be one year beginning August 1 of Year 1 to July 31. New officers shall meet with outgoing officers for training during the month of July and jointly prepare a budget for the next fiscal year; any one officer can serve the maximum of three (3) consecutive year(s) and must be re-elected annually.

Section 5.03: Removal

Officers may be removed for cause by the majority of the voting members at any special meeting established for such purpose;

Section 5.04: Vacancies

A vacancy in any office because of any reason may be filled by a person appointed by the remaining officers, or elected by majority vote at any regular or special meeting. The new officer shall serve for the remaining unexpired portion of the term.

Section 5.05: Coaches

Head coaches of any sport may not be elected to the Booster Club Board

ARTICLE VI – Standing Committees

Standing Committees are those required to function throughout the year. Chairpersons shall be elected by the general membership. Standing Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. Standing Committees and their primary functions follow. Note: No individual has the authority to use or remove any funds from any Club checking or saving account for investment purposes or otherwise, unless directed and approved by the Booster Club Board and Education Foundation Board.

Section 6.01: Membership Committee

- a) Maintain a complete and current list of all annual and lifetime members;
- b) Coordinate with and assist the Treasurer in collection of membership dues
- c) Conduct ongoing efforts to recruit new members;
- d) Generate proposed annual budget for the Booster Club Board, and operate within approved annual budget.
- e) Chairperson will give current committee report at each regular meeting. If unable to attend, Chairperson is responsible to find a substitute from the committee.

Section 6.02: Correspondence and Publicity Committee

- a) Conduct all general correspondence and notify members regarding all announcements, meeting times and locations, etc.

- b) Plan and implement publicity for club fundraising events and special athletic events, such as playoffs, homecoming, etc.
- c) Generate proposed annual budget for Booster Club Board, and operate within approved annual budget.
- d) Chairperson will give current committee report at each regular meeting. If unable to attend, Chairperson is responsible to find a substitute from the committee.

Section 6.03: Events Committee

The Events Committee shall be responsible for the conception and implementation of all Club Events.

- a) Plan and coordinate all Club fundraising and promotional events;
- b) Coordinate with Correspondence and Publicity Committee to promote all Booster Events;
- c) Recruit and schedule volunteers (representing the various athletic groups) to manage the specific events;
- d) Record the labor-hours incurred for each event, providing a breakdown of which athletic group the volunteers were there to represent;
- e) Record the expenses and revenues for each event;
- f) Acquire all provisions required for the event;
- g) Generate proposed annual budget to the Booster Club Board, and operate within approved annual committee budget.
- h) Chairperson will give current committee report at each regular meeting. If unable to attend, Chairperson is responsible to find a substitute from the committee.

Section 6.04: Spirit Gear

The Spirit Gear Committee shall coordinate the promotion of school spirit through the sale of apparel and memorabilia, bearing the school name/logo/mascot, at a nominal price.

- a) Manage the inventory of all spirit gear to meet the changing needs of the student body;
- b) Recruit and schedule parent volunteers (representing the various athletic groups) to manage the set up and sale of spirit gear for specific events;
- c) Record the labor-hours incurred for each event, providing a breakdown of which athletic group the volunteers were there to represent;
- d) Record the spirit gear expenses and revenues for each event;
- e) Generate proposed annual budget to Booster Club Board, and operate within approved annual committee budget.
- f) Chairperson will give current committee report at each regular meeting. If unable to attend, Chairperson is responsible to find a substitute from the committee.

Section 6.05: Budget Committee or Annual Budget Committee

The Budget Committee will be established to oversee the handling of the club's finances.

- a) Perform the duties of receipts and disbursements outlined in Article VII - Finances of these by-laws, abiding by all policies outlined therein.*
- b) Collect and analyze each committee's proposed budgets and provide recommendations of these budgets for approval by vote of the Booster Club Board and General Membership at the Annual Business Meeting.*
- c) Chairperson will give current committee report at each regular meeting. If unable to attend, Chairperson is responsible to find a substitute from the committee.*

ARTICLE VII – Athletic Team Representatives

Each Athletic Team can and should provide representation at the Booster Club's Regular Meetings to communicate to the Booster Club Board and Committees their group's future needs and desires for support, as well as to report back to the Athletic Team they represent the information discussed at the Regular Meetings.

Section 7.01: Athletic Representative Appointment

Each Athletic team may elect a representative to attend each Regular Meeting. The duration of this individual's appointment may last as long as the Athletic Team elects.

Section 7.02: Athletic Team Representative Duties

- a) Distribute information from the Regular Meeting to the Team coach/advisor, athletes/members, and parents.
- b) Review the monthly financial report issued by the Treasurer, paying particular attention to the encumbered fund(s) for which he/she is a Team Representative. Any points requiring clarification should be raised as soon as possible or within a reasonable time frame with the Booster Club Board and/or the Team Coach/Advisor/Parents.
- c) Provide assistance in securing volunteers within the team members and parents for projects and fundraising activities as called upon.

Article VIII - Finances:

Section 8.01: Booster Club Annual Operating Budget

The Audit Committee will be responsible for establishing the annual operating budget for the club at the start of each fiscal year. The budget will identify general sources and forecast amounts of revenues and expenses for the current fiscal year, and will be used as the basis for reporting the financial status of the club throughout the year. The budget will be presented at the Annual Business Meeting for approval by vote of the general membership.

Section 8.02: Allocation of Funds

- a) General Funds: Every effort will be made to equitably and fairly disperse general funds to the various athletic activities in accordance with their specific needs and requirements. Factors which will be considered include the number of participants in the athletic activity, the degree of activity related membership in the Booster Club club, and the extent to which activity members helped to raise overall Booster Club funds.
- b) Encumbered Funds: Funds donated through the Booster Club to specific athletic groups/teams or donated for a specifically advertised purpose, although deposited in the Club's account within the NWCS D Education Foundation, shall be separately tracked as "encumbered funds" for each group/team designated. Expenditures from these encumbered funds do not require Booster Club Board approval but may be expended on behalf of these teams at the discretion of the athletic advisor/coach. No team or committee should submit a payment request which exceeds the amount of funds available, at the time of the request in the team or the committee encumbered funds account. The Booster Club Board may decline a request for funds if the team balance is inadequate to cover the expenses.

Section 8.03: Request for Funds

Any individual or group requesting funds from the club will be required to complete and submit an application identifying the amount of funds requested and the purpose and benefit of the expenditure. Application forms and the instructions for their completion can be obtained from the Treasurer or the Athletic Director. Each application will be submitted to the Treasurer or Athletic Director for review and a vote to be approved or disapproved for recommendation on the basis of the information provided. All applications which are approved for recommendation by the Treasurer and/or Athletic Director will be presented to the Booster Club Board at the next available regular or special meeting for final approval by majority vote. Applications which are disapproved by the Booster Club Board will be returned to the requesting club with comments indicating why the request was denied.

Section 8.04: Interest

Any interest generated by the investment of the Club's general funds and/or encumbered funds by the NWCS D Education Foundation will be deposited into The Dalles Booster Club general fund.

Section 8.05: Treasurer Expense

Due to the extensive use of personal computer/printer/fax equipment by the Booster Treasurer (an official officer elected to the Booster Club Board and who manages the official books for the Club), said Treasurer may request a stipend of up to \$100 per school year to compensate for use of said personal equipment. The stipend shall be requested by the Treasurer through completion of the published Payment Request form and said form shall be authorized and signed by the President of the Club.

Section 8.06: NWCSO Education Foundation Bookkeeping Expense

The NWCSO Education Foundation is entitled to withhold a stipend of 1% of all Club revenues, up to but not exceeding \$250 as compensation for expenses directly related to the costs of maintaining the Club accounts and the shared 501(c)(3) status.

ARTICLE IX – Amendment of This Charter

Section 9.01: Submission of Proposed Amendments

Amendments to the Charter are to be submitted in writing at a Regular Meeting prior to the Annual Business Meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership at least two weeks prior to the Annual Business Meeting.

Section 9.02: Ratification of Proposed Amendments

Amendments may be adopted at the Annual Business Meeting by a 2/3 majority of those Club members voting, a quorum being present.

ARTICLE X – Dissolution of Club

Should The Dalles Booster Club cease to operate, all of the Club assets and cash will be distributed equally to all active athletic groups/teams having an encumbered fund with the Club. Any remaining balances will be given to the Athletic Director for disbursement to the active athletic groups as needed. Encumbered fund balances for teams or clubs no longer active at The Dalles High School will be added to the general fund balance prior to the final distribution in the manner described above.