

Renton Booster Club Bylaws
The Renton Booster Club Organization



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Renton Booster Club Bylaws

The Renton Booster Club Organization

Article I

Organization

- Section 1. The name of this organization shall be “**Renton Redhawks Booster Club**” and shall be referred to in the following articles as “**Renton Redhawks Booster Club.**”
- Section 2. This organization is a non – profit corporation organized under section 170 (c)2, of the Internal Revenue Service, and as such is exempt from state franchise or income tax under the cited code.
- Section 3. This organization was granted tax – exempt status under section 501(c)3 on August 26, 2014.
- Section 4. Governing laws and authorities:
- a.) RCW 24.03 The Washington Non – Profit Corporation Act
 - b.) RCW 19.09 Charitable Solicitations
 - c.) Internal Revenue Code 501(c)3
 - d.) The Renton Redhawks Booster Club Code of Conduct Policy
 - e.) Renton School District Policies and Procedures
 - f.) RCW 28A.320.155
 - g.) Title IX
 - h.) RCW 9.46.0209
 - i.) Chapter 246 – 217 WAC

Renton Booster Club Bylaws

The Renton Booster Club Organization

Article II

Purpose

- Section 1. The **Renton Redhawks Booster Club** shall partner with the administration of Renton High School and their designee(s), abiding by the regulations of the Renton School District.
- Section 2. The purpose of the **Renton Redhawks Booster Club** shall be to create support and positively contribute to the overall and extra – curricular culture of Renton High School. The **Renton Redhawks Booster Club** will raise funds to promote leadership and sportsmanship in academic programs, athletics, and clubs at Renton High School. All of the purposes and powers of the **Renton Redhawks Booster Club** shall be organized and operated exclusively for the charitable and educational purposes in such manner that the **Renton Redhawks Booster Club** shall qualify as an exempt organization under section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code and that contributions shall be deductible under section 170(c)2 of the Internal Revenue Code.
- Section 3. The **Renton Redhawks Booster Club** shall solicit and receive all donations and gifts to provide for the greater needs of the students at Renton High School.
- Section 4. The **Renton Redhawks Booster Club** is not formed with a view to or for the purpose of pecuniary gain or profit to it's membership.
- Section 5. The **Renton Redhawks Booster Club** shall be governed by the Robert's Rules of Order on Parliamentary procedure (Newly revised), so far as applicable and when not inconsistent with these bylaws, the articles of incorporation, any resolution of the board, or state and federal laws.
- Sections 6. The **Renton Redhawks Booster Club** and fiscal year is August 1 through July 31.

Renton Booster Club Bylaws

The Renton Booster Club Organization

Article III

Membership

- Section 1. Membership in the **Renton Redhawks Booster Club** shall be open to all individuals who support Renton High School and agree to abide by the bylaws. The voting rights, privileges, and property of members shall be as stated in these bylaws. There will be three classes of members, regular members, affiliate members, and general members, as defined in sections 2, 3, and 4, respectively.
- Section 2. Regular members must meet at least one of the criteria below. Regular members shall be eligible to vote, hold office, constitute a quorum, and have all other rights common to the general membership.
- a.) Parents or legal guardians of students at Renton High School.
 - b.) Adults who attend at least three (3) **Renton Redhawks Booster Club** membership meetings during a 12 – month period.
 - c.) Adults who participate in at least one **Renton Redhawks Booster Club** authorized fundraiser or provide support to at least one school activity during a 12 – month period.
- Section 3. Affiliate members shall be places of business, community organizations, alumni, and individuals wishing to support the **Renton Redhawks Booster Club**, but who are not eligible for regular membership under section 2. Affiliate members shall not be eligible to vote, hold office, or constitute any portion of a quorum, but shall have all other rights common to the general membership.
- Section 4. The general membership dues of this organization shall be \$30 per annum per family. The membership is valid from August 1 through July 31 of the year joined.
- Section 5. Code of conduct. Members are expected to perform their duties in a professional manner which reflects favorably on the **Renton Redhawks Booster Club** and Renton High School. Members will adhere to the expectation for conduct outlined in WAC 118 – 04 and Renton School District policy. Failure to adhere to the code of conduct may result in termination of membership.

Renton Booster Club Bylaws

The Renton Booster Club Organization

Article IV

Funding

Section 1. Contributions to the general fund – All contributions paid or made to the **Renton Redhawks Booster Club** shall become property of the **Renton Redhawks Booster Club** general fund, with the contributor having no further claim thereto.

Section 2. Fundraising

- a.) Designated fundraising activities by clubs/teams must be approved two weeks in advance by the executive board. Fundraisers must be communicated to the Renton High School ASB secretary to ensure **Renton Redhawk Booster Club** fundraisers do not overlap/conflict with ASB fundraisers. Expectations are that all fundraisers will have a defined purpose and plan for spending monies being raised.
- b.) Advisors, coaches, and/or team designees must present their budget plan (Including fundraising plan) for the upcoming year to the executive board by the end of each school year.
- c.) Each **Renton Redhawk Booster Club** participating activity/club/sport must participate in the three general fund fundraising events.

Section 3. Membership

- a.) Half of each individual/family/affiliate membership fee will go in the general fund and the other half to the activity/club/team of their choice.

Section 4. Excess Funds

- a.) Funds in the general account deemed by the executive board to be excess budget funds will be spent at the board's discretion, but for the purpose of providing to the greater need of the students at Renton High School.
- b.) The **Renton Redhawks Booster Club** treasurer will carry over any excess funds from one year to the next for each club, team, and the general account.

Renton Booster Club Bylaws

The Renton Booster Club Organization

Article V

Officers

Section 1. Officers comprised of active **Renton Redhawk Booster Club** members shall be elected at the May meeting each year, assuming office on August 1, serving through July 31. The elected officers of the **Renton Redhawk Booster Club** shall be members of the executive board. Officers are elected for the term of one year to a maximum of three years, before needing re – election to remain in office. Any elected position may be held jointly by two (2) people. Each co – position holder shall be entitled to voice and vote at the executive board meetings.

The elected executive board members shall be:

- a.) President
- b.) Vice President of Membership
- c.) Vice President of Fundraising
- d.) Treasurer
- e.) Secretary
- f.) Director of Communication
- g.) Director of Social Media

Section 2. Vacancies occurring during the year may be filled by an election of the membership, to be held within thirty (30) days after vacancy.

Section 3. An officer may be removed when sufficient cause exists for such removal. The executive board may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The executive board shall adopt such rules as it may at it's discretion consider necessary for the best interest of the **Renton Redhawk Booster Club**, for this hearing.

Renton Booster Club Bylaws

The Renton Booster Club Organization

Article VI

Duties of Officers

Section 1. The President shall:

- a.) Conduct all meetings of the **Renton Redhawks Booster Club**
- b.) Be a member, ex – officio, of all committees
- c.) Appoint committees and the chairperson of each as necessary to ensure the responsible operation of the **Renton Redhawks Booster Club**
- d.) Co – sign and approve general fund checks for expenditures
- e.) Coordinate with advisors, coaches, and team designees on the preparation of an operating budget in advance of the fiscal year
- f.) Serve as an advisory officer following his/her term of office and shall be designated as “past president”
- g.) Liaison between the **Renton Redhawks Booster Club** and Renton High School administration

Section 2. The Vice President of Fundraising shall:

- a.) Assume responsibilities of the President in the absence of the President and perform all other duties delegated by the President
- b.) Appoint assistants as required
- c.) Coordinate all general fund fundraising activities
- d.) Report directly to the President of the **Renton Redhawks Booster Club** on the progress of the various committee chairpersons in charge of the **Renton Redhawks Booster Club** fundraising activities
- e.) Review bylaws annually and present, in writing at the September meeting any recommended changes for approval by the membership at the most appropriate subsequent meeting

Section 3. The Vice President of Membership shall:

- a.) Assume responsibilities of the President in the absences of the President and perform all other duties delegated by the President
- b.) Appoint assistants as required
- c.) Oversee the solicitation of membership
- d.) Maintain a list of all members’ names and contact information
- e.) Coordinate all membership activities
- f.) Report directly to the President of the **Renton Redhawks Booster Club** on the progress of the various committee chairpersons in charge of the **Renton Redhawks Booster Club** membership activities

Renton Booster Club Bylaws

The Renton Booster Club Organization

- g.) Review bylaws annually and present, in writing, at the September meeting any recommended changes for approval by the membership at the most appropriate subsequent meeting

Section 4. The Treasurer shall:

- a.) Be responsible for keeping a full and accurate record of financial matters of the **Renton Redhawks Booster Club**
- b.) Be responsible for billing, collection, receipt, dispersal, and recording of contributions and all **Renton Redhawks Booster Club** funds as directed by the membership and executive board members
- c.) Maintain a permanent and accurate set of records detailing all funds received, deposited, and disbursed. These records shall be the permanent property of the **Renton Redhawks Booster Club** and shall be available for examination by its members
- d.) Be responsible for the disbursing of expenditures approved of and authorized by the membership and the executive board
- e.) Give detailed and accurate report of all receipts and expenditures at all regular **Renton Redhawks Booster Club** meetings and executive board meetings
- f.) Present an annual audited financial report within one month of the end of the **Renton Redhawks Booster Club** fiscal year. The **Renton Redhawks Booster Club** fiscal year shall be August 1 to July 31
- g.) Have authority to co – sign and approve funds as needed

Section 5. The Secretary shall:

- a.) Keep an accurate record of the minutes of all meetings of the executive board and all regular **Renton Redhawks Booster Club** meetings
- b.) Perform other duties as delegated by the President
- c.) Review all articles written for publication relating to the **Renton Redhawks Booster Club**

Section 6. Director of Communication shall:

- a.) Communicate with school, executive board, & general members
- b.) Be responsible for all correspondence including notices of meetings and other **Renton Redhawks Booster Club** announcements
- c.) Write all articles for publication in the news media and school media relating to the **Renton Redhawks Booster Club** activities

Section 7. Director of Social Media shall:

- a.) Manage and maintain the **Renton Redhawks Booster Club** website and social media sites along with the Secretary
- b.) Provide social media communication and information

Renton Booster Club Bylaws

The Renton Booster Club Organization

Section 8. The Executive Board shall:

- a.) Authorize all non – budgeted expenditures, any emergency repair/replacement of critical equipment. Note, in case of emergencies, where pre – approval cannot be obtained, the club/team can submit a requisition for reimbursement. This requisition will be reviewed by the executive board for potential payment
- b.) Make recommendations to the general membership and exercise supervision over the affairs of the **Renton Redhawks Booster Club**
- c.) At the request of the executive board, with 2 – 3 months, shall appoint a financial audit committee, consisting of three (3) **Renton Redhawks Booster Club** members other than the Treasurer or appoint a certified public accountant to audit the books of the **Renton Redhawks Booster Club**. The certified public accountant shall be a third party with no personal ties to the **Renton Redhawks Booster Club**
- d.) Determine and authorize all necessary transfers of approved budgetary funds
- e.) Sign all legal contracts

Renton Booster Club Bylaws

The Renton Booster Club Organization

Article VII

Meetings

- Section 1. The **Renton Redhawks Booster Club** will conduct four (4) in – person meetings during the school year in September, November, March, and May. The **Renton Redhawks Booster Club** will also meet once each month during the school year in the third week of each month via Zoom.
- Section 2. The executive board shall be held at a time and place which shall be designated by the President of the **Renton Redhawks Booster Club**, as needed.
- Section 3. The Director of Communication shall e – mail a meeting announcement to all members five days prior to each scheduled meeting.
- Section 4. The President or a designee for the purpose of transacting specific business of a non – monetary nature may call a special meeting of the membership, executive board, or committees at any time.
- Section 5. Following the election of new officers, the President shall call a special meeting of the executive board and executive board – elect for the purpose of organizing, appointing, and planning activities for the upcoming year.
- Section 6. The order of regular Renton Redhawks Booster Club meetings shall be:
- a.) Call to order
 - b.) Reading of the minutes of the last meeting and action thereon
 - c.) Unfinished Business
 - d.) Renton High School report/news
 - e.) Treasurer’s report
 - f.) Team/Club/Activity reports
 - g.) New business
 - h.) Adjournment
- Section 7. Unless otherwise stated in these bylaws, a simple majority vote of five (5) members in attendance is required for each proposal placed before the membership.

Renton Booster Club Bylaws

The Renton Booster Club Organization

Article VIII

Election of Officers

Section 1. A nominating committee may be appointed by the President, consisting of regular **Renton Redhawks Booster Club** members at the meeting in February of each year. The nominating committee shall prepare a list of names for the offices of the executive board and shall present this list to the membership at the March meeting. Nominations shall be accepted from the floor at the March and April meetings. The election of officers shall be held at the May meeting of the **Renton Redhawks Booster Club**.

Article IX

Amendments

Section 1. Proposed amendments to the bylaws may be submitted in writing by the membership at – large at regular meetings of the membership.

Section 2. Amendments to these bylaws must be reviewed by the compliance chair to assure there is no conflict with school regulations. No changes will be considered that violate school or district regulations.

Section 3. Adoption of amendments to these bylaws shall require a simple majority vote of the membership in attendance at the following regular monthly meeting.

Article X

Signatures

Section 1. The signatures of at least three (3) executive officers shall be on the authorization signature card for the Renton Redhawks Booster Club bank account, with two (2) signatures, other than the payee being required on each check. The bank statement must be mailed directly to an executive officer, without signing authority before it goes to the Treasurer.

Renton Booster Club Bylaws

The Renton Booster Club Organization

Article XI

Renton Redhawks Booster Club Grant Process

Purpose

The **Renton Redhawks Booster Club** grant program is established to support and assist athletic teams, clubs, and activities at Renton High School. Our mission is to encourage and assist each student to participate and enjoy activities related to their educational experience at Renton High School. The **Renton Redhawks Booster Club** raises funds through membership and various fundraisers held throughout the year to support this grant program.

Eligibility

All Renton High School athletic teams, clubs, and activities who have actively participated in increasing membership and fundraising efforts are eligible to apply for grants established by the **Renton Redhawks Booster Club**.

Criteria and Priorities

- Members in good standing (Annual fees paid in full)
- Availability of purchased item for future teams/clubs to utilize
- Requests which benefit the largest number of Renton High School students will be given priority
- Requests for matching funds are given priority. In other words, the requesting team/club/activity needs to show how they intend to raise a portion of the funds or have plan to do so
- Consideration will be given to requests from teams, clubs, or activities who have volunteered time or effort to **Renton Redhawks Booster Club** activities
- A team/club/activity designee or coach should be available to answer questions for the executive board as requested
- Grants not used within a 12 month period, unless otherwise agreed to, will be returned to the grant fund
- Teams/clubs/activities submitting a grant must attach a budget with application to be considered
- Athletic teams/clubs must have 20% of their team roster or student participation be **Renton Redhawks Booster Club** members to be considered for a grant

Fund Availability

Each school year, the **Renton Redhawks Booster Club** will set aside a pre – determined amount to fund the grant program based on the prior year's revenue. This amount is subject to the discretion of the **Renton Redhawks Booster Club** executive board. If the program funds have been exhausted for the school year, requests for grants will not be considered until the next school

Renton Booster Club Bylaws

The Renton Booster Club Organization

year. If funds remain in the program at the end of the school year, those funds will carry over for future use.

If at the filling deadline, grant requests exceed fund availability, the executive board will determine distribution based upon the timing of the requested need. Partial grants may also be utilized based on fund availability. Requests may be resubmitted later in the year for reconsideration by the executive board.

The **Renton Redhawks Booster Club** will send an e – mail to all coaches, advisors, and designees with a reminder during the sport and club season according to the schedule below.

Timeline

Requests should be made during the following deadlines:

Available Deadline

Fall: August 1 – September 15

Winter: November 1 – December 15

Spring: February 1 – March 15

Summer: April 1 – May 15

The request will be reviewed by the executive board and grant chairperson for appropriateness and team relativity. A decision will be made no later than 2 weeks after the request deadline.

Process

To qualify for a grant, a team/club/activity funding request form must be completed. Download the form from our website www.rentonbasketball.com/boosterclub and click on the grant process tab.

All requests must be submitted in writing and submitted by the deadlines stated above to be considered. Late applications will not be accepted. All applications must have a current budget attached and teams/clubs/activities must have 20% of their roster or student participate be **Renton Redhawks Booster Club** members. Requests should be placed in the **Renton Redhawks Booster Club** mailbox located in the Renton High School main office or sent via e – mail to the **Renton Redhawks Booster Club** at rentonboosters@gmail.com.

Emergency requests may be considered at other times. The requests need to have a team/club/activity funding request form completed. In such cases, members of the executive board and grant committee will be contacted and a special meeting convened.

Renton Booster Club Bylaws

The Renton Booster Club Organization

Article XII

Glossary of Terms

501(c)3 – Donations are tax deductible, may not engage in any activities in support of or in opposition to any candidate for public office, may not devote more than an insubstantial part of its activities to influence legislation.

Board of Directors – Elected officers and appointed positions as defined in the **Renton Redhawks Booster Club** bylaws.

Executive Board – President, Vice President of Membership, Vice President of Fundraising, Secretary, Treasurer, Director of Communication, and Director of Social Media

Bylaws – Written rules and regulations governing an organization.

Ex – Officio – A Member of a board or committee by nature of their position (Such as the Principal). With the exception of the President, they have voice and no vote unless stated otherwise in the bylaws.

Gross Income – All income from every source.

Majority – One more than half the votes cast by those legally entitled to vote (50% + 1).

Nominating Committee – To provide a slate of qualified candidates for election to the leadership team.

Non – Voting – A member without the right to vote.

Policy – Official rules that guide decisions of an organization.

Procedure – The established method and practices of conducting business.

Quorum – The minimum number of members that must be present to conduct business in a general membership meeting (5 active members).

Tax Exempt – Exemption from paying federal income tax on the money earned by the **Renton Redhawks Booster Club**.