



Charter for Juanita Rebels Booster Club

ARTICLE I: NAME

The name of this organization shall be the Juanita Rebels Booster Club.

ARTICLE II: PURPOSE

It shall be the purpose of this organization to support and enrich the continued growth and development of all athletic programs and associated activities at Juanita High School.

This organization is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of the articles, the corporation shall not conduct on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under section 501(c)(3) of the internal Revenue Code of 1986 (or the Code law) or (b) by a corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

ARTICLE III: MEMBERSHIP

Membership shall be acquired upon payment of a membership fee anytime during the current fiscal year, which runs for July 1 through June 30. All memberships expire on June 30. Each membership shall be entitled to one vote for matters before the full membership.

Section 1. Club Membership

An individual, family or organization upon the payment of annual dues of an amount determined annually by the membership committee establishes membership. No individual, family or organization shall have more than one membership.

Section 2. Dues

Dues will be set each year in July by the new Executive Board. Dues can also be waived. **Dues are waived for the 2008-2009** Year. If there are dues, they are made up of two portions:

- A.) Twenty (20) percent of each membership dues will be directed to the Club's General Fund for sustaining activities and special funding requests.
- B.) The remaining eighty (80) percent of the dues can be designated for distribution to any **activity or scholarship** program(s) by the member at the time the membership fee is paid. If not designated, this portion will go into the General Fund.



ARTICLE IV: MEMBERS MEETINGS

Section 1. Place of Meeting

Members meetings shall be held at Juanita High School in Kirkland, Washington, or at such other place as the majority of members of the Board of Directors may establish.

Section 2. Annual Meeting

The annual meeting of the members of the Juanita Rebels Booster Club shall be held at Juanita High School at the same time and place as the regular meeting in April of each year, or at such other time and/or place the board of directors shall select.

Section 3. Notice of Annual Meeting

A notice setting out the time and place of each annual meeting shall be e-mailed or mailed, postage prepaid, to each member of record, at his or her address as the same which appears on the Juanita Rebels Booster Club records, or if no such address appears, at his or her last known address, at least ten (10) days prior to the annual meeting.

Section 4. Monthly and Special Meetings

Meetings of the members shall be held on the second Monday of each month during the school year at 7:00 p.m. at Juanita High School, or at such other time and/or place as the Board of Directors shall select. Any two (2) Board Members of the Juanita Rebels Booster Club or the President may call a special meeting anytime. The Board Members calling such special meeting shall mail a notice of such meeting to each member at least five (5) days before such special meeting, including an agenda stating the objective thereof. No business shall be transacted at a special meeting of the members except as stated in the notice sent to the members.

Section 5. Emergency Meetings

An emergency meeting may be called at any time by a two-thirds (2/3) majority of the Board of Directors with twenty-four (24) hours' notice. Emergency Voting will now be accepted as a viable communication option. A simple majority of three or five voting board members will be accepted.

Section 6. Quorum

Four (4) of seven (7) voting Executive Committee members must be present to establish a quorum to vote on any measure before the board.



Section 7. Order of business

The following order of business shall be observed at all meetings of the members so far as practicable.

- A) Call to Order
- B) Reading, Correction and Approval of Minutes
- C) Reports of Officers
- D) Reports of Committees
- E) Election of Directors (if applicable)
- F) Unfinished Business
- G) New Business
- H) Adjournment

Section 8. Rules of Order

Roberts Rules of Order shall be the guidelines used for the conduct of business during member meetings.

ARTICLE V: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

~~There shall be eight (8) Executive Committee Directors of the Juanita Rebels Booster Club. Seven (7) shall be elected and include the following: President, Vice President, Secretary, Treasurer, Membership Director, Fundraising Director and Events Director.~~ **Board Members Voting - Seven - Elected positions- President (who will act as tie-breaker), Vice President (Shall now be known as Junior High Liaison and can be held by 2 different people, one for each Junior High), Secretary, Treasurer, Membership Chair, Corporate Fundraising Director and Events Director.** Any of these positions may be held jointly as "co-"officers but there shall be only one vote for each position. The current Athletic Director of Juanita High School shall hold the eighth (8th) position. This position shall be advisory in nature and shall have no vote. The Board of Directors will be comprised of the Executive committee and one representative from each athletic program sponsored by Juanita High School. If a coach serves as representative for his/her or any sport he/she becomes a non-voting member.

Non Voting - Webmaster, Athletic Director and Coach's Representative

Title of Corporate Fundraising Director shall replace Fundraising Director; duties include but not limited to soliciting corporate sponsors, donations, grants and providing general community support.

Events Director will act as Calendar manager for documenting both JRBC and school events/activities, in addition to being liaison for the Auction Committee and the auction on track

Section 1. General Powers

The Board of Directors shall be responsible for the conduct and operation of the Juanita Rebels Booster Club within the specification of the charter as set forth by the membership.

Section 2. Term

All terms shall be for one (1) year and shall run for July 1 to June 30. To hold a position one must have a current membership status and must receive more votes during a election than any other candidate competing for the same position. Nominations for all elected officials shall be placed from the floor of the membership in writing at the first monthly meeting in March. All positions shall be elected at the annual open meeting, which shall be the first meeting in April.



Section 3. Regular Meetings

A regular meeting of the Board of Directors shall be held without other notice than this Bylaw before, after or concurrent with, and at the same place, as the regular/monthly meeting of the members. The Board of Directors may provide by resolution the time and place for holding of additional meetings without other notice. The Board of Directors shall meet no less than once a month during the school year. The Executive Committee may also hold monthly or special meetings, at their discretion.

Section 4. Special Meetings

A Special meeting of the Board of Directors may be called by or at the request of the President or any two (2) Board members. The person or persons authorized to call special meetings of the Board of Directors may fix any place within the ~~City of Kirkland, Washington, or within the Juanita High School student boundaries,~~ **the Juanita Learning Community** as the place for holding any special meeting of the Board of Directors called by them.

Section 5. Vacancies

In the event of a vacancy, the Executive Committee may fill such vacancy, by electing a Director at the next regular scheduled or special meeting if necessary to serve until the next annual meeting of the members. Any Director may resign at any time by sending a written notice of such resignation to the Secretary. Unless otherwise specified therein such resignation shall take effect upon receipt by the Secretary.

More than three (3) consecutive absences from regular meetings of the Directors, unless excused by resolution of the Executive Committee, shall automatically constitute a resignation, effective when the Board accepts such resignation.

Section 6. Removal

Any Director elected by the members may be removed by a vote of the Executive Directors for cause or whenever in its judgment the best interest of the Juanita Rebels Booster Club would be served thereby. Any agent or appointee of the Board of Directors may be removed by a vote of the Executive Directors for cause or whenever in its judgment the interest of the Juanita Rebels Booster Club would be served thereby.

Section 7. Compensation and/or Salaries

No director shall be entitled to any compensation and/or salary for services as a Director.



ARTICLE VI: OFFICERS

Section 1. President

The President;

Shall preside over open meetings and the meetings of the Board of Directors

Shall be a member of all standing committees

Shall be the official spokesperson for the Juanita Rebels Booster Club and

- Shall be an authorized co-signer for the Juanita Rebels Booster Club checks, subject to Article IX, paragraph 1
 - Is responsible for all membership correspondence
- President shall vote only to break a tie

Section 2. Vice President

The Vice President;

- Shall represent the President upon request of the President
- Shall be a member of all standing committees
- Shall be an authorized co-signer for the Juanita Rebels Booster Club checks, subject to Article IX paragraph 1

Section 3. Secretary

The Secretary;

- Is to take minutes at all meetings
- Shall publish and distribute meeting notices no later than five (5) days prior to the next scheduled meeting
- Be an authorized co-signer for the Juanita Rebels Booster Club checks, subject to Article IX, paragraph 1
- Be responsible for the written correspondence of the organization

Section 4. Treasurer

The Treasurer;

- Shall transact and record all of the financial business on the behalf of the Juanita Rebels Booster Club
- Shall make payment for all debts subsequent to the approval by the Board of Directors
- Shall prepare a written monthly financial report for presentation at the regular monthly meeting
- Shall prepare an annual budget for approval by the Board of Directors
- Shall maintain compliance with all accounting procedures as approved by the Board of Directors and
- Shall be an authorized co-signer for the Juanita Rebels Booster Club checks, subject to Article IX, paragraph 1
- Shall maintain the annual registration with the State of Washington as a non-profit organization



JUANITA REBELS BOOSTER CLUB

- Shall prepare the IRS Tax Return for the Club
- Shall ensure there is an annual **audit review** of the Club books by at least three persons; treasurer is not permitted to participate as **auditor reviewer**, but may be requested to be present or available to answer questions.

Section 5. Other Directors

The Membership, Fundraising, and Events Directors;

- The duties of the other directors shall be as determined by the Executive Committee

ARTICLE VII: COMMITTEES

Section 1. Standing Committees

The Board of Directors shall appoint standing committees as necessary.

The Scholarship Committee and the Auction Committee

Section 2. Ad Hoc Committees

The Board of Directors may appoint additional ad hoc committees at any time.

ARTICLE VIII: CONTRACTS AND LOANS

Section 1. Contracts

The Board of Directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the Juanita Rebels Booster Club, and such authority may be general or confined to specific instances. In the absence of authorization, the President or the Vice President shall execute documents binding the Juanita Rebels Booster Club, and his/her signature attested by the Secretary.

Section 2. Loans

No loans shall be contracted on behalf of the Juanita Rebels Booster Club and no evidence of indebtedness shall be issued in its name unless authorized by the resolution of the Board of Directors and confirmed and ratified by the membership.

ARTICLE IX: BANK ACCOUNT

The Juanita Rebels Booster Club shall keep such bank accounts and other financial instruments as are authorized by the Board of Directors. The Treasurer shall be directly responsible for such funds, and two (2) signatures shall be required on all checks or withdrawals made on the behalf of the Juanita Rebels Booster Club, one of whom shall be the Treasurer. Checks may not be co-signed by related individuals.

ARTICLE X: MONIES

All monies received by an individual(s) or group in the name of or in behalf of the Juanita Rebels Booster Club will be turned into the Treasurer of the Juanita Rebels Booster Club. Should the individual(s) or group submitting the funds to the Treasurer have a prior designation for these funds, they will be spent only for the cause designated by the individual(s) or group submitting them with the majority approval of the Board of Directors.


JUANITA REBELS BOOSTER CLUB

An Administrative Fee may be charged on all non-membership dues money deposited with the Juanita Rebels Booster Club. The fee, or waiver of such fee, will be of an amount determined annually by the Executive Committee and will be directed to the Club's General Fund for sustaining activities and special funding requests.

ARTICLE XI: REQUESTS FOR FUNDS

All requests for money from the General Fund must be in writing and delivered, at least two (2) days in advance of any monthly meeting, to any Director of the Board for presentation by that Director to the membership. All requests must be presented as New Business at the first monthly meeting following the submission.

ARTICLE XII: SPECIFIC PROHIBITION AGAINST BECOMING INVOLVED IN PERSONNEL MATTERS

The Juanita Rebels Booster Club is specifically prohibited from becoming involved as a group in school personnel matters. Any member(s) attempting to involve Juanita Rebels Booster Club in such matters or to use the Juanita Rebels Booster Club meetings to serve personal motives shall be removed from the membership lists.

ARTICLE XIII: AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by majority vote of the Board of Directors at any regular or special meeting of the board.

The above and foregoing Bylaws are adopted as the Bylaws of the Juanita Rebels Booster Club

this _____ day of _____, 2008

President

Vice President

Athletic Director

Attest: _____
Secretary