

HS Athletic Booster Club Bylaws Amended November 14, 2016.

The *BHS Athletic Booster Club (Booster Club)* is a nonprofit organization of parents, coaches, students, faculty, alumni, and community members committed to promoting excellence in Ballard High School interscholastic athletics by voluntarily helping to enrich the high school educational experience and foster success in the classroom for all students by building "Ballard Pride" through our 18 sports, Cheer Squad, Spirit Boosters, and the Strength & Conditioning Program.

Article I— Name, Purpose, Powers, Offices

Section 1 Name –The name of the club is the *BHS Athletic Booster Club* also abbreviated as *ABC*, herein also referred to as *Booster Club*.

Section 2 Purpose –The primary purposes of the *Booster Club* are as follows:

- a) To develop and implement fundraising opportunities;
- b) To provide an equitable system of disbursing those funds, based on individual needs of each athletic program, as a secondary source to the Seattle Public School District and Ballard High School ASB athletic funding;
- c) To promote attendance and spirit at athletic events, and provide scholarship assistance for athletes in need, thereby helping to prevent juvenile delinquency in the greater Ballard neighborhood.
- d) To provide appropriate parent-oriented assistance to Athletic Department staff;
- e) To promote awareness of the important relationship between success in athletics and academics;
- f) To advocate for Ballard Athletics in the community;
- g) To provide a forum for discussions about athletic programs and related issues.

Section 3 Powers –In support of the stated purpose, but not in limitation thereof, the Club shall have the power:

- a) To solicit contributions including in-kind donations on behalf of the Ballard High Athletic Programs. To engage in activities which will assist or contribute to the furtherance of the Ballard High Athletic Programs;
- b) To cooperate with the principal, *Athletic Director* or other designated official of Ballard High School in programs that further the welfare of the student body with an emphasis on athletics, however such programs shall not

be limited to interscholastic sports;

c) Shall not interfere with or attempt to unduly influence departmental policy decisions, disciplinary actions, coaching decisions or other administrative activities.

Section 4 Offices - ~~The~~ Club shall have and maintain a mail-box at
BHS Athletic Booster Club
P. O. Box 70426
Seattle, WA 98127

Other arrangements as deemed appropriate by the Board are also acceptable.

Article II— Membership

Section 1 Dues – Standard levels of participation (Annual Dues) shall be established each year by the Board of Directors.

Section 2 Eligibility:

a) All parents of students participating in athletic programs at Ballard High shall be members of the *Booster Club* and are encouraged to enroll their membership.

b) Regular membership in the *Booster Club* shall be open to all parents of students, at Ballard High School, in addition to other designated members listed herein.

c) Associate membership in the *Booster Club* shall be open to adults subscribing to the objectives of the *Booster Club*. Associate members cannot hold office in the *Booster Club*, unless by an affirmative vote of not less than three fourths of the members of the Board of Directors, although they may become members of a committee and special work groups authorized by the *Booster Club's* Board of Directors.

d) Special sustaining memberships may be established for large financial and corporate contributors or other individuals as determined by the board.

Section 3 Members in Good Standing and Enrollment:

a) A member shall be deemed in good standing when annual dues are paid, or equivalent volunteer hours are contributed.

b) Enrollment shall consist of providing the Membership Chairperson with each individual's name, mailing address, phone number, and e-mail, if available and other data deemed useful by the Membership Chair or the board.

Section 4 Termination of Membership_ -_ Membership in the Booster Club may be terminated:

a) For nonpayment of dues or for failure to meet volunteer hour commitments.

- b) Through resignation – any member may voluntarily resign from the *Booster Club*.
- c) For cause – any member that engages in activities detrimental to the *Booster Club* may be terminated as a member after an appropriate hearing, if requested, before the Board of Directors and an affirmative vote of not less than three fourths of the members of the Board of Directors.

Section 5 Whistleblower Policy

- a) The ABC encourages volunteers and others related to the organization to report any violation of policy, procedure, or ethics; illegal activity; or other misconduct by members, volunteers or others related to the organization. No person who in good faith reports a violation shall suffer harassment, retaliation or adverse consequence. A board member or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.
- b) Reports can be made directly to the Executive Committee.
- c) Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- d) The recipient of the complaint will notify the sender and acknowledge receipt of the reported violation within one week. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Article III—Meetings

Section I Annual Meeting – An annual meeting of members shall be held during the month of June in each year, on such a day and at such place and hour as determined by the Board of Directors for the purpose of electing officers. It is recommended that the June meeting of the Executive Board be held as the Annual Meeting.

Section 2 Regular meetings – Regular Directors meetings shall be held each month at such place and hour as determined by the Board of Directors.

Section 3 Special meetings -Special meetings may be called by the President, or by a vote of not less than 40 percent of the members.

Section 4 Place of meetings – The Board of Directors may designate any place, either within the school building, or without, as the place of meeting of the members.

Section 5 Notice of meetings – Email notice stating date, day, time, and place of the meeting will be sent to each Board Member not less than 7, nor more than 15 days prior to the meeting. Meetings of the general membership require a website notice to be published not less than 15, nor more than 30 days prior to the meetings.

Article IV — The Board Of Directors

Section 1 Election -~~The~~ affairs of the *Booster Club* shall be managed by the Board of Directors, which shall consist of no less than six (6) elected members in good standing, plus the immediate past President who shall serve ex-officio. The exact number of elected Directors each year is to be

determined by the Board of Directors at least thirty (30) days before the Annual Meeting. A new Board of Directors shall be elected each year for a term of office for one year. The new Board of Directors will begin its term of office on July 1st and preside over the July meeting.

Section 2 Composition of the Board -~~As~~ much as possible, the Board of Directors shall be made up of parents representing the sports comprising the Ballard High Athletic Programs. It is not necessary that each sport be represented by a separate parent.

Section 3 Executive Officers — The officers of the *Booster Club* shall be a President, Vice President, Secretary, and Treasurer. The Presidency and Vice Presidency may be held as co-positions. No two offices may be held at the same time by the same person.

Section 4 Board of Directors -The directors of the *Booster Club* shall be voting members of the board consisting of the Executive Officers and designated membership chairs and other designated positions herein defined.

Section 5 Qualifications – To be eligible as an Officer or Director, an individual must be a member in good standing.

Section 6 Nominations —The Nominating Committee shall nominate the Directors and officers of the Board.

The names of the prospective nominees shall be presented to the Board of Directors and the general membership at least 30 days prior to the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting. In the event there are more nominees than vacancies on the Board of Directors, election shall be by written ballot. A simple majority is required to win the election.

Section 7 Vacancies — In the event a vacancy in the Board of Directors occurs as a result of death, resignation, disability, or termination for cause of a Director, such vacancy shall be until led by the Board of Directors, who shall elect a Director to serve until the next Annual Meeting. In the event a vacancy occurs as a result of an increase in the number of elected Directors, such vacancy shall be filled by vote of the Board of Directors at any meeting.

Section 8 Quorum — Four of the Board of Directors shall constitute a quorum for the transaction of business at

any meeting of the Board. If a quorum is not present, any lesser number may adjourn the meeting without further notice. It is permitted for the members present to take a vote and solicit additional commentary and votes for a quorum via email of the other directors not present.

Section 9 Action by Directors -~~The~~ act of a majority of the Directors present at a meeting at which a quorum is present, shall be the act of the Board of Directors, except where otherwise provided by law of these Bylaws.

Section 10 Compensation — Directors and Officers shall not receive any compensation for their services.

Section 11 Alumni - Two Board Members whose children have graduated from BHS may remain on the Board of Directors for a period of no longer than two years. As Alumni Board Members, they cannot be officers but may be placed on committees as other Board Members are. The two Alumni positions do not have to be filled. If more than two members request Alumni status, the Board shall determine who will fill these positions. The President shall notify all who requested alumni status on the Board.

Section 12 Terms of Service:

- a) Officers and Directors are expected to serve for one full term of 12 months. The Officers and Directors are encouraged to be willing to serve for two terms.
- b) No Officer shall hold office for more than a term of two years in any one office unless by an affirmative vote of not less than three fourths of the members of the Board of Directors.
- c) Other Directors and Committee Chairs may serve for terms in excess of two years when not in conflict with other provisions of these Bylaws.
- d) Outgoing Officers and Directors are encouraged to help recruit and train their replacement for the next term of office.

Section 13 Code of Conduct—By accepting board membership a board member is committing to honor the following code of conduct:

As a board member, I shall do my utmost to ensure that the ABC performs its mission and achieves its goals. As a board member I agree to:

- a) Act with honesty and integrity.
- b) Support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.
- c) Participate in the annual planning retreat, board self-evaluation programs, and board development workshops as scheduled.
- d) Keep confidential information confidential.
- e) Exercise my authority as a board member only when acting in a meeting with the full board or as I am delegated by the board.
- f) Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board decisions.
- g) Always act for the good of the organization and represent the interests of all people served by the organization.
- h) Represent this organization in a positive and supportive manner at all times.
- i) Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
- j) Refrain from intruding on administrative issues that are the responsibility of management except to monitor the results of the organization.
- k) Accept my responsibility for providing oversight of the financial condition of the organization.
- l) Avoid acting in a way that represents a conflict of interest between my

position as a board member and my personal or professional life, even if those actions appear to provide a benefit to the organization.

Section 14 Conflict of Interest Policy -- In their capacity as directors, members of the board of directors of the ABC must act at all times in the best interests of the ABC. The purpose of this policy is to help inform the board about what constitutes a conflict of interest, assist the board in identifying and disclosing actual and potential conflicts and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual board members as described below:

- a) Board members have a fiduciary responsibility to conduct themselves without conflict to the interests of the ABC. In their capacity as board members, they must subordinate personal, individual business, third – party, and other interests to the welfare and best interests of the ABC.
- b) A conflict of interest is a transaction or relationship which presents or may present a conflict between a board member’s obligations to the ABC and the board member’s personal, business, or other interests.
- c) All conflicts of interest are not necessarily prohibited or harmful to the ABC. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested board members with the interested board member(s) recused from participating in debates and voting on the matter, are required.
- d) All actual and potential conflicts of interest shall be disclosed by board members to the ABC Executive committee. The disinterested members of the ABC Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

Article V —Executive Officer's and Director's Duties

Part 1 —Executive Officers

Section 1 President —it is advisable, but not required that the President has been a *BHS Athletic Booster Club* member and a member of the Board at least one year previous to serving as President.

- a) Consults with and endeavors to keep the Chair informed of *BHS Athletic Booster Club* affairs.
- b) Acts as spokesperson for the *BHS Athletic Booster Club*.
- c) Sets up, coordinates, and prepares agendas and notifications of *BHS Athletic Booster Club* Meetings.
- d) Conducts all General and Board Meetings
- e) Oversees and coordinates all *BHS Athletic Booster Club* functions.
- f) Establishes sub-committees as needed for specific functions and appoints committee chair people.
- g) The President shall be an ex-officio member of all committees.

Section 2 Vice President

- a) Reports to and assists the President as required.
- b) Liaison for meeting agenda items from various *BHS Athletic Booster Club* members and Board Members
- c) Provides Board with lists of possible candidates for committee chair positions and future Board Members.
- d) In the event the President is unable or unwilling to serve the remainder of their term as President, the Vice President will assume the position of President for the remainder of the term.

Section 3 Secretary

- a) Reports to the President.
- b) Maintains minutes of the *BHS Athletic Booster Club* meetings.
- c) Distributes meeting agendas, notifies Board or General Membership of meetings, Expense Requests, events, and activities. Works closely with the *Promotional Committee Chairperson* to promote Club.
- d) The Secretary is the custodian of the *BHS Athletic Booster Club* records and reports.

Section 4 Treasurer

- a) Reports to the President.
- b) Handles all *BHS Athletic Booster Club* moneys and deposits as required

for the proper and efficient operation of the Club.

- c) The Treasurer, with the advice and consent of the Board, shall employ standard accounting practices and other reasonable and adequate safeguards to protect the integrity of *BHS Athletic Booster Club's* financial operations.
- d) Maintains a clear and standardized ledger of general and restricted incoming funds and itemized disbursements, in a standardized computer format, which can be easily transmitted to other officers and a *BHS Athletic Booster Club* accountant, as needed.
- e) Shall present statements of *BHS Athletic Booster Club's* financial condition at all regular Board meetings and at other times as requested by the President or the Board.
- f) At the end of the fiscal year, shall deliver over to their successor all books, monies, and other property in their charge, or, in the absence of a successor, shall deliver such properties to the President.
- g) Is responsible for overseeing the filing of all required tax documents including the federal Form 990, Return of Organization Exempt from Income Tax. All board members shall have the opportunity to review the 990 before it is filed.

Part 2 — Other Members of the Board of Directors

Section 1 Principal Ballard High School

- a) Both Principal and Athletic Director are liaisons to coaches, faculty, and advisors and other staff.
- b) Nonvoting, advisory only board position.

Section 2 Athletic Director Ballard High School

- a) Both Principal and Athletic Director are liaisons to coaches, faculty, and advisors and other staff.
- b) Nonvoting, advisory only board position.

Section 3 Parent Rep. Co-coordinator

- a) Reports to the President.
- b) Recruits a parent to represent each sport or activity to serve as liaison between Booster Club and the coaches and other parents of the athletes. Responsible for Booster Club communication to parent reps including fundraising ideas, funding request information, membership drives, and volunteer requirements.
- c) Responsible for training parent reps regarding expectations and regular duties.
- d) Voting member of the Board of Directors.

Section 4 **Membership Chair**

- a) Reports to the President.
- b) Maintains the membership list. Works with Promotional Chair to implement membership drives and communicate with members regarding upcoming events and activities.
- c) Voting member of the Board of Directors.

Section 5 **Promotional Chair**

- a) Reports to the President.
- b) In charge of communication/promotional materials to *BHS Athletic Booster Club* membership at large and to community about events and activities [i.e. Brochure, Newsletter, post cards, Beaver Beat, Talisman}. Liaison to local newspapers.
- c) Nonvoting member

Section 6 **Website Chair**

- a) Reports to the President.
- b) In charge of content development, website-volunteer recruitment and training and support,
- c) Policy development for website content and volunteer access.
- d) Manage volunteer access and/or restrictions
- e) Liaison to Webmaster and other vendors related to website.
- f) Nonvoting member

Section 7 **Product Marketing Chair**

- a) Reports to the President.
- b) Purchases, inventories, and markets promotional items.
- c) Maintains an awareness of fund raising activities and merchandise being sold by individual sports and to help avoid duplication.
- d) Nonvoting member

Article VI – Committees

Section 1 Executive Committee -There shall be an Executive Committee consisting of the Executive officers. The Executive Committee shall conduct the affairs of the Club under the chairmanship of the President in accordance with the policies of the Board of Directors and may exercise the authority of the Board in all matters delegated to the Committee by it. The Executive Committee shall meet no less frequently than quarterly, to chart the course of the Club's activities.

Section 2 Nominating Committee – The Nominating Committee shall consist of the Vice President and three Directors. The Directors shall be elected to the Nominating Committee by the Board of Directors at its first official meeting in July.

Section 3 Disbursement Committee – See Article X.

Section 6 Other Committees -The President shall appoint from the Board of Directors, such other committees as deemed necessary to conduct the affairs of the Club. He/She shall prescribe the Committee functions and designate the Chairman. No Committee shall act on behalf of the Board of Directors unless specifically authorized to do so. Any member of any Committee may be removed by the President whenever, in the judgment of the President, the best interests of the Club shall be served by such removal.

Section 7 Rules – Each Committee may adopt rules for its own government, not inconsistent with these Bylaws, or with rules adopted by the Board of Directors.

Section 8 Creation/Dissolution -The officers may create and/or dissolve permanent and special committees as needed to promote the objectives and carry out the work of the *BHS Athletic Booster Club*.

Article VII — Fiscal Year and Elective Year

Section I The Fiscal Year shall be from July 1st through June 30th, inclusive. The Elective Year shall be from July 1st through June 30th, inclusive.

Article VIII – Bookkeeping, Accounting, Records and Procedures

Section I Bookkeeping – A Chart of accounts that accurately reflects the income, *revenue* .expenses, assets, and liabilities of the Club, shall be prepared and maintained by the Treasurer. The Executive Committee may prescribe such chart of accounts. An archive of books, records, financial statements, and relative documents will be maintained in the Club office on the school premises or other location designated by the board for a period of seven (7) years. ~~The~~ Secretary shall keep a record book.

Section 2 Books, Records, Chan of Accounts – The Club shall keep correct books and records of account and shall also keep minutes of the proceedings of its Board of Directors and Committees having any of the authority of the Board of Directors.

Section 3 Inspection – All books and records of the Club may be inspected by any member in good standing for any proper purpose at any reasonable time.

Section 4 Accounting and Fundraising Procedures -~~Any~~ sport that wishes to be a co- beneficiary of Booster Club support will be subject to the following procedures:

a) A single Athletic Booster Club bank account shall be maintained at a banking institution chosen by the Board, with Treasurer, President, and Vice President as account signers. Treasurer will keep track of "general" unrestricted Booster Club funds separate from sub-ledgers for each sport. Funds will be deemed "general " if not directed or restricted by a donor to a specific sport or purpose, if generated from membership dues, or if generated from sale of merchandise or event tickets deemed by the board to be for general Booster Club use, including merchandise marketed via the internet by the Booster Club. **All funds raised by individual sports teams through their own pa rent-directed fundraising efforts and events will be deemed *Booster Club* restricted funds and placed in that individual team's sub-ledger account.** Teams may promote individual team fundraising efforts via the Booster Club web site, but may not directly sell products, without prior board approval, via the Booster Club web site except when the generated proceeds are directed to the general fund.

b) From time to time, the board may elect to purchase merchandise or underwrite events and fundraising activities and make them available to all teams for their individual fundraising goals prior to Booster Club events. Sales proceeds of such merchandise, event tickets and other fundraising activities by individual team volunteers shall be divided between the Booster Club general fund (20%) and the individual team's fund (80%). and prorated based upon each individual team's actual sales figures. The 80/20 split may be modified by a vote of not less than two thirds of the Board of Directors. Sales of Booster Club merchandise, event tickets and other fundraising activities during events underwritten by the Booster Club shall be directed to the general fund. Proceeds generated by parent-directed sales of individual team merchandise, team event tickets and other fundraising activities shall be directed to the individual team account.

c) The Board of Directors shall approve all parent-directed individual team fundraisers.

Article IX — Contracts, Checks, Deposits, and Funds

Section I Contracts – The Board of Directors may authorize any officer or Director, in addition to those so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Club. Such authority may be general or confined to specific instances.

Section 2 Checks, Drafts, etc. - All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness, issued in the name of the Club, shall be signed by such officer or officers of the Club, as determined by resolution of the Board of Directors.

Section 3 Deposits - All funds of the Club shall be deposited from time to time to the credit of the Club in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4 Gifts - The Board of Directors may accept on behalf of the Club, any contribution, gift, bequest or device for the general purpose or for any special and or restricted purpose of the Club.

Article X — Funds Disbursement

Part 1 — Individual Sports Disbursements:

Section 1 TeamAccounts –

a) All non-ASB team funds shall be deposited in and maintained in the respective individual team account of the *Alhelic Booster Club*. Deposits may be made by parent reps or coaches using a Standard ABC Deposit Form.

- b) The head coach (or designee appointed by head coach) has sole discretion over their individual sub-account (except for restricted funds) for valid sport- related purposes, subject only to having a positive account balance, and submitting a signed **Standard ABC Check Request Form**, available in the school office, or from the treasurer, stating the expense purpose or submitting an invoice with their signature of approval for the amount to be paid.
- c) The Treasurer should make every attempt to disburse these requests within five days of submission. If the Treasurer is unavailable, the President or vice President can make disbursements, following up with proper paperwork to the Treasurer.
- d) The Board of Directors shall have the authority to determine what constitutes a valid sports-related expenditure.

Part 2 - General Fund Disbursements:

- Section 1 Small Operational Disbursements -Expenditures under \$300 supporting all athletics in general, individual programs, Booster Club functions, or operations require the signatures of the President and one other officer.
- Section 2 Large Operational Disbursements-Expenditures over \$300 supporting all athletics in general, individual programs, Booster Club functions, or operations require a quorum vote of the Booster Club Board. An attempt will be made to keep no less than \$1000 in the General Fund for these contingencies.
- Section 3 Team Disbursements —Disbursements for individual team from the General Fund will be handled by a vote of the *Disbursement Committee* a minimum of twice per calendar year. Requests for general funds shall be made in writing on a form provided by the Athletic Director.
- Section 4 Adverse Disbursements -From time to time it may be necessary for the Board of Directors to act on a disbursement without the action of the *Disbursement Committee* under adverse conditions, primarily due to timing issues with the regularly scheduled *Disbursement Committee* meetings or unplanned and unexpected expenses. Such interim adverse disbursements shall be made a approved by a majority vote of the Board of Directors.

Part 3 – Disbursement Committee Members:

- Section 1 Committee – The *Disbursement Committee* is a body of the following 7 representatives:
- Section 2 Voting Representatives:

- a) Six (6) Booster Club Officer: The President(s), Vice President(s), Secretary, Treasurer, Membership Chair(s) & Promotional Chair(s) shall represent the *BHS Athletic Booster Club*. Where two members share board positions, their votes shall be counted together as one.
- b) A “quorum” in attendance at the meeting of 2/3 of the voting members (i.e., 4 of 6) will be sufficient to have a valid vote. Members in attendance may serve as proxy for members not in attendance and may be counted in determining a quorum.

Section 3 Non-Voting Representatives:

- a) One Athletic Director: Shall serve the committee in an advisory role by preparing reports to the committee regarding the validity/invalidity of fund requests and other supplemental information requested by the committee; and if necessary as the representative of any sport that does not have a coach at the time of a vote.

Part 4 — Disbursement Criteria:

Section 1 Because funds raised by the Booster Club are limited and are often not sufficient to satisfy all legitimate needs, it is necessary to establish criteria to prioritize requests. Legitimate requests, in general order of priority, typically include team equipment, reusable team uniforms, league-required facilities, fees for facilities, league-required fees, some training seminar, camp or clinic fees, some tournament fees, special transportation needs, tea awards/plaques, etc. The priorities and needs of individual programs vary significantly and can change over time, prohibiting any effective means of predetermining a formula-based approach to disbursements. Such priorities and needs shall be taken into account when determining priority status (i.e.; programs with little or no equipment needs would not be well served by the listed typical priorities). Although coach stipends, scholarships, recreational team trips (that are not primarily for camps, tournaments or training), banquets, and other such needs are legitimate, they cannot be funded by the Booster Club general fund at this time, but may be paid for and supported by the Booster Club through individual team accounts and individual team fundraising efforts.

Section 2 **The Athletic Director and the coaches shall monitor and verify that their requests for equipment**, uniforms and other expendable items are not due to loss, pilfering, waste or abuse of such items.

Part 5 — Disbursement Committee Procedure:

Section 1 Application Notice -The board shall establish a deadline for submittal of applications and shall issue notice of the deadline and application requirements no less than seven days prior to the deadline.

Section 2 Applications Review -Head coaches and advisors will submit their requests on approved application forms, via email, to the *BHS Athletic Booster Club* via the *Athletic Director*. The *Athletic Director* shall compile and summarize the requests to facilitate review by the committee. The summary shall prioritize requests according to the Disbursement Criteria and shall eliminate from consideration requests that are not legitimate. The *Athletic Director* will

distribute the summary expenditure requests and the Committee meeting date to all voting members of the *Disbursement Committee* in no less than five days in advance; copies shall be made available to other interested parties.

- Section 3 Treasurer's Report - ~~The~~ *Treasurer* shall issue a report with a current ledger of individual team and general fund accounts, and an accounting of that portion of the general funds that are available for distribution after deducting payables, reserves and other amounts. The board shall distribute the report along with the request summary to all voting members of the *Disbursement Committee*.
- Section 4 Disbursements - There will be discussion at the meeting, with each voting member and visitors having an opportunity to express their views. The summary requests of each program be reviewed and assessed for validity and priority. The committee shall utilize the Treasurer's report to establish a fair distribution of the available funds, taking into account such factors as priority of request, individual team fund raising capacity, past fund raising efforts or support of *BHS Athletic Booster Club* events and other factors. The committee shall vote on an appropriate methodology for distributing the funds, based upon their analysis of the requests, and establish the amounts granted. The results of the decision shall be recorded by the *Treasurer* and the *Secretary* and distributed by the *Athletic Director and/or the board*.

Article XI – Dissolution

- Section 1 The *Bf/S Athletic Booster Club* may only be dissolved by a two-thirds majority of the members in attendance at a special meeting called specifically to consider and vote on dissolution, after all members have been given fair and reasonable advance notice of such special meeting. In the event of a vote in favor of dissolution, any funds remaining after all obligations have been satisfied shall be donated to the Associated Student Body account.
- Section 2 Upon dissolution of the Ballard High School Athletic Booster Club, any assets remaining after all obligations have been satisfied shall be distributed to the Ballard High School Associated Student Body account, provided that at the time of dissolution it is exempt under section 501(c)(3); or for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Article XII — Amendment Procedures

Section 1 Procedure – These Bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a majority of the entire Board of Directors at any meeting of the Board, provided that at least seven (7) days written notice is given of intention to alter, amend, repeal, or to adopt new Bylaws at such meeting.

Section 2 Notice – When any amendments of the Bylaws have been made, copies of such amendments, or a complete revised copy of the Bylaws as amended, shall be mailed within thirty (30) days to each member of the Board of Directors.

Article XIII-Adoption of By-Laws

These By-Laws were duly amended by a majority vote of 4 in favor and none opposed at a regularly scheduled meeting of the Board of Directors on November 14, 2016.


Jennifer Doherty, Co-President


Lauren Molloy-Johnson, Co-President


Lori Monlux, Secretary

