

MOUNTLAKE TERRACE HIGH SCHOOL BOOSTERS BY-LAWS

2019-2020

Approved 9.9.19

Article I

Name and Organization

1. The Mountlake Terrace High School Boosters is a non-profit organization consisting of and supported by parents, staff, students, alumni and community members. MTHS Boosters encourages and promotes involvement of all parents, families and the general community in the success of children; emphasizing and recognizing each individual's needs and gifts. MTHS Boosters encourages participation through volunteerism, communication, advocacy, and leadership.
2. The MTHS Boosters is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 26587. The Treasurer is responsible for filing the annual registration.
3. The MTHS Boosters was incorporated on January 28, 2009 as MTHS PTSA. On 7/01/19 the name was changed to the MTHS Boosters. The MTHS Boosters are their own registered agent. The corporation number is 602-902-279.
4. The Federal Employer Identification Number (EIN) is available upon request.
5. The Booster Club was granted tax-exempt status under Section 501(c)3 on January 28, 2009.
6. This unit shall keep two (2) copies of these legal documents. A copy shall be kept with the Unit President, the Unit Treasurer and on the MTHS Boosters website.
7. The Treasurer is responsible for ensuring timely filing of IRS Form 990EZ (or Form 990 if applicable) as required.

Article II

Purpose

1. The purpose of the MTHS Boosters is to provide a forum for parents, staff and students to discuss, influence and participate in the educational program at Mountlake Terrace High School and Edmonds School District #15.

2. To promote positive interaction between Mountlake Terrace High School and the surrounding community.
3. To encourage all students to benefit fully from their MTHS education through participation in school related activities.
4. To increase the presence of parents and community members in the school through their volunteerism in the educational program.
5. To raise funds for various student activities at and for Mountlake Terrace High School, directly benefiting the students and/or staff of MTHS; as determined by the organization's members, through fundraising, grants and scholarships.

Article III

Membership

1. MTHS Boosters membership is comprised of parents (legal guardians), staff, students, alumni, and community members. Each individual that has paid his/her annual membership dues is considered a member and entitled to a vote. Annual membership runs from July 1st to June 30th.
2. Annual membership dues are established each year. The membership fees for the 2019-2020 school year will be \$20.00 per member, or \$50 per family.
3. Financial assistance for membership fee is available. Interested parties need to contact the Treasurer.
4. Non-dues paying students of Mountlake Terrace High School shall be considered honorary members of the MTHS Boosters without vote, or the privilege of holding office. (This allows students to fully participate in MTHS Booster sponsored events.)
5. Members shall have the right to hold office as duly elected and attend all general membership meetings. Only regularly attending members shall have the right to vote on all matters properly before the membership. Active membership is considered attending 60% of the yearly meetings.
6. The MTHS Boosters President is a voting member of the MTHS Boosters. The President will abstain from voting to maintain a decisive (odd number of votes) vote, if necessary.
7. Any Edmonds School District (ESD) employee may be a voting member of the MTHS Boosters if they meet the criteria herein but may be asked to recuse themselves from a vote if the issue is perceived as a conflict of interest.

8. Members may be terminated by resignation, or action of the Board of Directors by a two-thirds vote of those present at any duly constituted Board meeting. The Board shall have the authority to discipline, suspend, or terminate the membership of any Member, when the conduct of such person is considered detrimental to fulfilling the objectives of the MTHS Boosters By-Laws as noted in this document. The Member shall be notified of such a meeting, informed of the general nature of the reason(s), and given the opportunity to appear at the meeting to show evidence that the reasons are not correct or true.
9. Special General Membership Meetings may be called by a majority of the Board of Directors, or by the President. Upon written request of a majority of the Members, the President shall call a Special Membership Meeting to consider a subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted. The request must be delivered to the President and at least one Board Member. The Secretary shall be responsible for notifying all Members of the date, time, and place of the meeting within five (5) day of receipt of the request. The President shall hold such meeting no later than fourteen (14) days after the receipt of the request. Notification may be made to Members by email, or the MTHS Boosters website.

Article IV

Nominating Committee

1. The nominating committee shall be elected at the January general membership meeting, and shall consist of at least three (3) members.

Article V

Officers and Their Election

1. The elected officers of the MTHS Boosters shall be President, Vice President, Secretary, Treasurer, and (3) at-large members. Any elected position, other than Treasurer, may be held jointly by two (2) people. Each co-position shall be entitled to voice and vote at a board of directors' meeting. All officers must be members of the MTHS Boosters.
2. Elections are held before the June general meeting. The term of office is from July 1st to June 30th.

Article VI

Duties of Officers

1. The signatures of a minimum of 2 elected officers shall be on the authorized signature card of this Unit's bank account.
2. All contracts must be signed by the President, and one other officer and the appropriate committee chair.
3. Committee chairpersons shall seek approval for all non-budgeted expenses from the Board of Directors. The Board of Directors has the right to reallocate unrestricted funds between existing line items within the approved budget.
4. All budget overruns shall be brought before the general membership for approval, prior to the expenditure.
5. All reimbursement requests shall include a receipt and a completed & signed Payment Request form. These shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 15th.
6. Should the MTHS Boosters receive an NSF check, a \$35.00 service fee will be charged in addition to any bank penalties the MTHS Boosters may accrue. If the NSF check or checks are not paid for by June 1st, then the MTHS Boosters will not accept any checks from this individual until restitution and fees have been paid.
7. The fiscal year is July 1st through June 30th. A financial report indicating income, expenses, and balance will be required monthly. The Treasurer is responsible for closing the books no later than the 15th of July and submitting them for a financial review.
8. The MTHS Boosters shall conduct a financial review of its books and records following the close of the fiscal year. The financial review should be completed no later than July 31st.
9. The treasurer shall be responsible for maintaining the original copies of all legal documents and providing updated copies to the other officers.

Articles VII

Executive Committee and Board of Directors

1. The elected officers will constitute the Executive Committee. The Executive Committee is responsible for appointing and/or approving the Standing Committee chair positions.

2. The Board of Directors, commonly referred to as the "Board", shall consist of elected officers (i.e., the Executive Committee), a staff representative and the school principal. The Board of Directors shall be the governing body of the MTHS Boosters and shall be charged with the full responsibility of the conduct of all phases of the program, and shall be empowered to take all action necessary to discharge this responsibility subject only to the limitations contained in the Articles of Incorporation or By-Laws.
3. Term of Office. The Board of Directors shall be elected by the MTHS Boosters at the May general meeting for a term of one (1) school calendar year and will be eligible for re-election annually. The Treasurer position can only be held for a maximum of 2 consecutive years. Incoming officers shall assume office on July 1st and shall enter into performance of their duties and shall continue in office until their successor has assumed office. No more than one member of an immediate family may serve as a voting Member of the Board of Directors at the same time. The MTHS President shall be a regular member for a least one (1) year prior to holding office.
4. The Board will meet 1 hour prior to the monthly general meeting, as needed.

Article VIII

Committees

1. Standing and AdHoc Committees
 - A. The Standing Committees are:

Auction/Fundraising	Soccer - Boys
Baseball	Soccer - Girls
Basketball - Boys	Softball
Basketball - Girls	Staff Appreciation
Cheerleading	STEM
Cross Country	Swimming - Boys
Football	Swimming - Girls
Golf - Boys	Tennis - Boys
Golf - Girls	Tennis Girls
Grad Night Party	Track and Field
Hawkeye	TSA
Hip Hop	Volleyball
Membership	Watson Scholarship
Robotics	Wrestling
Raise the Hawk	

- B. The AdHoc Committees may include, but need not be limited to:
 - Student Scholarships
 - Nominating
 - Hawk Hero Awards
 - Financial Review
 - Hospitality
 - C. Each committee shall consist of a chairperson and members. Co-Chairs may head a committee.
 - D. All groups who have chosen to affiliate with the MTHS Boosters will be bound by the rules contained in these By-Laws.
2. One or more Hawk Hero awards may be presented annually to an outstanding volunteer(s). A committee appointed by the President shall select the recipient(s). The Board of Directors shall determine the number of recipients.

Article IX

Meetings

1. General meetings will be once a month from September to June or as posted. Meetings are held on the 2nd Monday of the Month in the MTHS Library, unless otherwise advertised. Board meetings will be held 1 hour prior to general meetings as needed.
2. Notice of each General Membership Meeting shall be posted electronically (MTHS Website, MTHS Facebook, email to members) at least 7 days in advance of the meeting date. Such notice shall include the place, date, time.
3. A quorum for the transaction of business at any MTHS Boosters general meeting is 10% of membership.
4. Voting by proxy or other means is expressly disallowed.
5. MTHS Booster members in good standing are eligible to vote. A simple majority of members in attendance is needed for passing a motion.
6. Only regular members with a 60% attendance record for any one school calendar year shall have the right to make motions and to vote at the General Membership Meetings. Each member is allowed to cast only one vote. The Board of Directors may invite and admit guests for presentations or comments during such meetings. No absentee ballots will be recognized.

7. Adoption of the annual budget, approval of the by-laws, election of the nominating committee and election of officers shall be done at general membership meetings.
8. The MTHS Boosters shall approve its annual operating budget in the spring of each year; no later than the May general meeting.

Article X

By-Laws

1. The by-laws shall be reviewed by the board in the spring and adopted annually at the first MTHS Boosters general membership meeting of the following school year.
2. These by-laws rules may be amended at any MTHS Boosters general membership meeting by a simple majority vote.

Article XI

Groups Who Affiliate with MTHS Boosters

1. Groups dedicated to select student interests are invited to join the MTHS Boosters. They will act as standing committees, responsible to the MTHS Boosters Board of Directors and ultimately the entire MTHS Boosters membership. Immediate benefits provided to groups who elect to affiliate with MTHS Boosters include: tax-exempt status [501(c)3], governing structures, insurance coverage, membership benefits, IRS documentation, legal considerations, financial reviews, management and leadership services.
2. Groups dedicated to the student's groups that wish to use the boosters 501c3 to fundraise or expense money from their designated funds must have a representative actively participate in the MTHS Boosters.
3. Each group that chooses to affiliate with the MTHS Boosters will become a standing committee and must designate a representative to participate in board meetings. Active participation is required. Active participation includes:
 - *Lead up fundraising for you group
 - *Attend 80% of the MTHS Booster meeting
 - *Approval of expenditures for your group
 - *Report back to your group chair prior to the monthly MTHS Boosters Meeting

4. Activities undertaken by the group must be in keeping with the Mission of the MTHS Boosters.
5. The MTHS Boosters will provide management of all IRS requirements to obtain and maintain IRS tax-exempt status and Charitable Organization status including, but not limited to: Employer (Taxpayer) ID Number (EIN), Record Keeping, IRS Information Return, Public Inspection of Records and Annual Financial Review.
6. Affiliated groups will be assessed an annual maintenance fee of \$0.00 to be applied to insurance costs. MTHS Boosters insurance covers all volunteers at an event. It also covers guests who may be injured at a MTHS Boosters event. The criteria for deciding if the MTHS Boosters insurance provides this coverage is that the MTHS Boosters signs all contracts, staffs the event, promotes the event and the event is in the budget of the MTHS Boosters. MTHS Boosters insurance does not cover transportation, which means any bus rides to an event are not covered by MTHS Boosters insurance and must be insured separately. Insurance coverage shall be reviewed with each affiliate group.
7. All contracts signed by the MTHS Boosters and any affiliate groups require the signature of the MTHS Boosters President. The logistics of check signing and contract agreement is to conform to the Uniform Bylaws. Arrangements must be made with the President when entering into any contract.
8. A line item(s) in the general MTHS Boosters budget will be assigned to each affiliated group. The affiliated group will be responsible for fiscal management and decision making within their line item(s) budget.
9. Use of Group/Designated Funds. Group funds may be requested by coaches/staff advisors as they meet qualifications set below. Uses that do not adhere to these guidelines may request a special exemption from the Board, which would have to receive a supermajority approval.
 - a. Funds must be used in a way that benefits a whole team or group. All students do not need to be present for the use, however must have been given the opportunity to benefit.
 - b. Parents wishing to use the group funds who have made a reasonable effort to do so through their coach/staff advisor have that options as long as the request meets the guidelines above.
10. It is the intention of the MTHS Boosters for the affiliated group to be responsible for managing the balance of their budget within their line item; it is the role of the MTHS Boosters to ensure expenditures are in keeping within the Mission and Uniform Bylaws of MTHS Boosters.

11. If and when an affiliated group chooses to disband or to become an independent (i.e., no longer part of the MTHS Boosters) not-for-profit organization, the MTHS Boosters shall either:
 - A. Disperse the current funds of the affiliated organization to the new 501(c)3 or 501(c)4 not-for-profit corporation that was established by the group, or
 - B. Disperse these funds to the group's ASB fund account, or
 - C. Absorb the funds into the general MTHS Boosters budget. The MTHS Boosters cannot disperse funds to private parties.
12. To meet Bylaw requirements and accommodate business management by the Executive Board, any minutes of affiliated group meetings must be submitted to the MTHS Boosters President within 30 days of the meeting. Affiliated groups should balance/reconcile their records against the monthly MTHS Boosters treasurer's report. Any discrepancies must be brought to the attention of the MTHS Boosters Treasurer in writing within 45 days. Materials 82801 may be left in the MTHS Boosters mailbox or sent via regular mail or e-mail.