

**BY LAWS
OF
THE FALCON ATHLETIC BOOSTER CLUB
As amended October 14, 2012**

**ARTICLE I
Mission Statement**

The Falcon Athletic Booster Club exists for the purpose of broadening the involvement of students and families through support for the Woodinville High School (WHS) athletic teams. The Falcon Athletic Booster Club works to achieve this through active participation of as many teams, students, parents and alumni as possible in the program. The Falcon Athletic Booster Club operates solely and independently of the Northshore School District and of Woodinville High School. In addition, The Falcon Athletic Booster Club exists to

1. Support, promote and maintain a high standard of integrity and good sportsmanship.
2. Foster and promote goodwill and fraternal spirit among the members and member teams.
3. Promote and encourage better attendance at WHS athletic competition events by the parents, friends of the athletes, students and faculty of Woodinville High School, and last but not least the Woodinville and Northshore communities.
4. Assist the Athletic Director in building and maintaining a championship level athletic program in areas of need and to support volunteers working towards fund-raising through any legitimate method that The Falcon Athletic Booster Club's Board of Directors shall determine.

**ARTICLE II
Purpose, Powers and Relationship to Team Booster Clubs**

A. Purpose – The primary purposes of the Falcon Athletic Booster Club (*FAB Club*) are as follows:

1. To develop and implement fundraising opportunities;
2. To provide an equitable system of disbursing those funds, based on individual needs of each athletic program, as a secondary source to the Northshore School District and Woodinville High School ASB athletic funding;
3. To provide scholarship assistance for athletes in need, thereby helping to prevent juvenile delinquency in the greater Woodinville community.
4. To provide appropriate parent-oriented assistance to Athletic Department staff;

5. To promote awareness of the important relationship between success in athletics and academics;
6. To advocate for Woodinville Athletics in the community;
7. To provide a forum for discussions pertaining to athletic programs and related issues.

B. Powers – In support of the stated purpose, but not in limitation thereof, the FAB Club shall have the power:

1. To solicit contributions including in-kind donations on behalf of the Woodinville High School Athletic Programs.
2. To engage in activities which will assist or contribute to the furtherance of the Woodinville High School Athletic Programs;
3. To cooperate with the principal, Athletic Director or other designated official of Woodinville High School in programs that further the welfare of the student body with an emphasis on athletics;
4. To conduct its business and activities in a manner that will not interfere with or attempt to unduly influence departmental policy decisions, disciplinary actions, coaching decisions or other administrative activities.

C. Relationship to Team Booster Clubs – In support of the stated purpose, but not in limitation thereof, the FAB Club shall:

1. Maintain the FAB club general fund and accept primary responsibility, above that of the individual team booster clubs, of supporting requests by teams that meet the Distribution Criteria set forth in the FAB Policies and Procedures Guidelines.
2. Maintain FAB club accounts for each team for the purpose of separating and segregating funds expressly donated to benefit a specific sport or team.
3. Promote cooperation, a sense of team spirit and unity of purpose by working with individual team booster clubs to meet funding needs and further the goals of the Coaches and Athletic Director.

ARTICLE III Management

The Corporation will have a Board of Directors and an Executive Committee to provide management functions as follows.

A) Team Representative Committee - Members

- 3(A)(1) The Board of Directors will be composed of a representative from each Woodinville High School sport team and members of the Executive Committee. Each team will annually, prior to June 30th (or as soon as practical thereafter), nominate their respective Director to serve during the next fiscal year of July to June. A

team will be defined by and determined by the Athletic Director of WHS.

- 3 (A)(2) The Board of Directors will oversee the general activities of the Club; promote Club membership among their respective teams; vote on and approve fund raising activities of the Corporation; and vote on and authorize funding requests presented to the Corporation by the member teams of WHS.
- 3(A)(3) The Board of Directors shall nominate and elect the Officers of
- 3(A)(4) Members of The Board of Directors must be the parent or legal guardian of an athlete that is a member of the team that they are elected to represent, an alumni of Woodinville High, and/or a parent or legal guardian of a current or former student of Woodinville High. Members of the Board of Directors must also be members of the Falcon Athletic Booster Club.
- 3(A)(5) No single person will be allowed to represent more than a single team during a single fiscal year of The Falcon Athletic Booster Club.
- 3(A)(6) The Board of Directors of the Corporation shall hold regular meetings to be determined by the Executive Committee .
- 3(A)(7) Each member of the Board of Directors shall possess one vote. Coaches are prohibited from voting per school district policy. All voting at meetings of the Board of Directors shall be by each member in person or by proxy. A minimum of four (4) members of the Board of Directors shall constitute a quorum and shall be sufficient to have a valid vote.
- 3(A)(8) Any Member of the Board of Directors may be removed from office by a two-thirds (2/3) vote of the Executive Committee at a special meeting of the Executive Committee called for that purpose. Notice of the proposed removal of a Member must be given to such Member prior to the date of the meeting at which such removal is to be voted upon. Such notice to a Member must state the cause for the proposed removal. Upon removal, the Athletic Team whose member was removed will be entitled to appoint a replacement Board Member.

B) Executive Committee- Members

- 3(B)(1) An Executive Committee of five (5) officers will serve to (a) manage ongoing activities of the Club, call Board meetings, and call meetings of the Executive Committee;
- 3(B)(2) The Officers will include a President, Vice President, Secretary and Treasurer. The officers will be nominated and elected each year by the Board of Directors.
- 3(B)(3) Each Executive Committee Member must either be a member of the Board of Directors, a WHS coach, an alumni of Woodinville High, a parent/ legal guardian of a current or former student of

Woodinville High or a member of the Woodinville community. No more than two non-team representatives may serve on the Executive Committee.

- 3(B)(4) The Executive Committee of the Corporation may hold (but are not required to hold) regular or special purpose meetings to be determined by the president.
- 3(B)(5) Each member of the Executive Committee shall possess one vote in matters coming before the Executive Committee. All voting at meetings of the Executive Committee shall be by each member in person and voting by proxy shall not be allowed. Coaches are prohibited from voting per School District policy. A majority of members of the Executive Committee shall constitute a quorum.
- 3(B)(6) Any Executive Committee Member may be removed from office by a two-thirds (2/3) vote of the Executive Committee at a special meeting of the Executive Committee called for that purpose. Notice of the proposed removal of a member must be given to such member prior to the date of the meeting at which such removal is to be voted upon. Such notice to a member must state the cause for the proposed removal.
- 3(B)(7) Unexcused absence from three (3) consecutive meetings of the Executive Committee shall be due cause for removal of a director.
- 3(B)(8) Any vacancy occurring on the Executive Committee by reason of the death, resignation, or removal of a director shall be filled by the vote of the majority of the remaining directors. Such appointee shall serve during the unexpired term of the director whose position has become vacant.

C) Other Rules of Conduct

- 3(C)(1) Signatures on the authorized bank account signature cards for any and all Falcon Athletic Booster Club accounts will be limited to the signatures of the President, Vice President and Treasurer. At least two but not more than three Officers shall be authorized signors on the signature card for any and all Falcon Athletic Booster Club accounts at all times.
- 3(C)(2) Any contract that obligates The Falcon Athletic Booster Club must be signed by an Officer of The Falcon Athletic Executive Committee
- 3(C)(3) The Falcon Athletic Booster Club fiscal year shall begin July 1st and end June 30th.
- 3(C)(4) The Board shall approve an annual operating budget for the fiscal year no later than September 30th of the current fiscal year.
- 3(C)(5) Any expenditure exceeding a committee's budgeted amount by more than \$100 must be approved by the Board of Directors. A request to exceed a committee budget must be submitted in

writing to the Treasurer and will be presented to the Board of Directors for approval.

3(C)(6) The Falcon Athletic Booster Club shall conduct an administrative audit of its books and records in July or August of each year after the close of the fiscal year. Said audit will be conducted by at least two members of the Board of Directors. This audit team shall not include any member who held the Treasurer position or was acting Treasurer at any time during the period or periods being reviewed.

3(C)(7) The Falcon Athletic Booster Club will abide by all rules and policies pertaining to Booster Clubs established by the WIAA, the Northshore School District, and Woodinville High School.

ARTICLE IV

Duties of Officers & Athletic Director

- 4.1 President: The President of the Board of Directors shall supervise all activities of the Corporation; execute all instruments on its behalf; preside at all meetings of the Board of Directors; call such meetings of the Board of Directors as shall be deemed necessary, other than the annual meeting of the Board of Directors; and perform such other duties usually inherent in such office.
- 4.2 Vice President: The Vice President of the Board of Directors shall act for the President in his/her absence and perform such other acts as the President may direct.
- 4.3 Secretary: The Secretary of the Board of Directors shall keep all records of the Board of Directors and of the Corporation and perform such other acts as the President may direct.
- 4.4 Treasurer: The Treasurer shall receive and be accountable for all funds that belong to the Corporation; pay all obligations incurred by the Corporation when payment is authorized by the President and/or Board member; maintain bank accounts in depositories designated by the Board of Directors, and shall render periodic financial reports, federal filings and state filings.
- 4.5 Athletic Director: Although the Athletic Director is not a member of The Falcon Athletic Booster Club's Board of Directors, the Board of Directors will work closely with the Athletic Director to fulfill the mission statement of The Falcon Athletic Booster Club. The Athletic Director will attend regularly scheduled Falcon Athletic Booster Club meetings, identify specific needs of the Athletic programs, and submit requests for support and funding. All requests for funding shall be submitted in writing with details of the request, cost or resources required, and date needed.

ARTICLE V
Fund Disbursement Criteria

5.1 The FAB Club shall maintain a separate “Policies and Procedures Guidelines” document to detail the guidelines with respect to funding requests, approval, and disbursement criteria of FAB General and Team Account Funds. The “Policies and Procedures Guidelines” shall serve as a guide and may be changed by a majority vote of the Board of Directors.

ARTICLE VIII
Amendments

The Bylaws may be amended by a two-thirds vote of the Executive Committee the Corporation at a regular or special meeting thereof.

Amendments Adopted October 14, 2012

By _____
Secretary