

BYLAWS
River Ridge Booster Club
Adopted: 03/11/2021

SECTION I
NAME AND PURPOSE

A. Name

The name of this organization is the River Ridge Booster Club (RRBC). It is located in Lacey, Washington.

B. Purpose

RRBC is River Ridge High School's non-profit(501 3-c) group of concerned parents and family members that partner with the staff of River Ridge High School and our local and extended community to raise funds to actively promote excellence, diversity and school spirit in all student programs and activities at River Ridge High School.

SECTION II
MEMBERSHIP

A. Membership

Membership in the organization shall be open to any person paying the dues prescribed by the Board of Directors. Persons enrolled as lifetime members shall not thereafter be required to pay any additional fees to maintain their membership.

To be an eligible member in good standing, membership dues shall be as follows (effective month/year)

1 year	\$10.00
4 years	\$30.00
Individual Lifetime Membership	\$50.00 (10% discount on merchandise)

All Active Members in the general membership are voting members.

SECTION III
ORGANIZATION

A. Executive Committee

The Executive Committee shall consist of four (4) officers: President, Vice President, Secretary, and Treasurer (in descending order of authority.) In addition to these four positions, the RRHS Athletic Director or RRHS Administrator responsible for activities will comprise the Executive Committee.

These officers shall be elected by the general membership of the organization. They shall perform the duties prescribed by the Constitution and Bylaws. The RRBC Board President shall serve as a non-voting

adviser to the RRBC Board and is the tie breaker on any motion requiring a majority vote for adoption. RONR (10th ed.), p.392, 1.30 Any presiding officer can chair the general meeting in the event the current president is absent and follow the same procedures. The chair cannot vote twice, once as a member then again in the capacity as the presiding officer.

Officers of the RRBC Board shall serve for one year term, with the exception of the Treasurer, whose term shall be 2 years, from July 1 through June 30. Prior to the expiration of their term, they can resubmit their name for re-election for the same or other position. Subsequent terms in the same elected position shall be limited to 4 additional consecutive terms. (Exception made if volunteers do not come forward to fill vacancies)

RRBC Board meetings shall meet at the discretion of the RRBC President, but at least once per month, with the exception of July and December.

B. Elections

Regular election of officers to the RRBC Board will be held annually at the April general membership meeting. Nominations are submitted and announced at March meeting of the general membership.

Procedures for the election shall be as follows:

- a) No later than the March general membership meeting, the President shall ask for nominations from the general membership to serve as officers on RRBC Board. At a minimum, a request for nominations will be announced in the school Family Bulletin.
- b) Individuals seeking nomination contact current RRBC Board. The names of all nominees shall be announced at the April general membership meeting and a vote will take place. The candidate with the majority of votes will be elected for each of the RRBC Board positions.
- c) The introduction of each elected RRBC Board Member will take place at the May general membership meeting.
- d) Transition meeting for new RRBC Board members will be held at the June meeting.

C. Term of Office

All officers shall serve for a term of one year except Treasurer who shall serve a two year term. Subsequent terms in the same elected position shall be limited to 4 additional consecutive terms.

Elected Officers are:

President	One year term
Vice President	One year term
Secretary	One year term
Treasurer	Two year term

D. Vacancies

In the event any officer is unable to fulfill his/her duties, these procedures by the general membership will be followed:

- a) In the event more than three months remain in the term of office, a new officer shall be elected by the general membership at the next general meeting through a majority vote.

- b) In the event less than three months remain in the term of office, the remaining term will be filled by vote of the RRBC Board.
- c) Should all officers become unable to fulfill their duties, a new election following the above-outlined procedures shall be held within one month of notification of vacancies.
- d) In case of a vacancy of any office that cannot be filled, the Executive Committee shall fill that vacancy.

E. Duties of elected officers

President

- a) Shall attend and preside at all meetings of the RRBC Executive Committee and general membership and shall be responsible for the program and arrangements of general membership meetings.
- b) Shall conduct all meetings in accordance with the Constitution, Bylaws, and parliamentary authority adopted by the organization.
- c) Shall serve as liaison between RRBC and River Ridge High School Principal.
- d) Shall personally represent RRBC or appoint a delegate in their absence.
- e) Shall assign special duties or responsibilities to any RRBC Board member in order to improve the organizational accomplishments and structure of RRBC.
- f) Shall appoint committees and committee chairpersons.
- g) Shall maintain compliance with the North Thurston School Board and River Ridge High School rules and regulations.
- h) Shall serve as signatory on all checks on any extra-budgetary item, in the absence of the Treasurer.
- i) Shall maintain current and informative files for the office and shall have custody of the Constitution and Bylaws as well as permanent records of the organization, except for the financial records maintained by the Treasurer and minutes maintained by the Secretary.

Vice President

- a) Shall attend all RRBC Executive Committee and general meetings.
- b) In the absence of the President, they shall preside over all meetings and shall assume and exercise all rights, duties and authority of the President.
- c) Shall have such powers and perform such duties as delegated by the President.
- d) Shall serve as signatory on all checks on any extra-budgetary item, in the absence of both the President and the Treasurer.
- e) Shall perform other duties as assigned by the RRBC Executive Committee.

Secretary

- a) Shall attend all RRBC Executive Committee and general meetings.
- b) Shall keep minutes of all meetings, both general membership and Executive Committee.
- c) Shall type recorded minutes and submit said minutes in an agreed upon method to President for approval. Log approved RRBC minutes in RRBC Secretary Notebook.
- d) Shall maintain current and informative files in a RRBC notebook up to date through term of office. Records will be maintained for seven (7) years.
- e) Shall prepare correspondence, announcements and meeting notices for the organization as directed by the President.
- f) Shall perform other duties as assigned by the RRBC Executive Committee...

Treasurer

- a) Shall attend all RRBC Executive Committee and general meetings.
- b) Shall be custodian of all organization funds.
- c) Shall maintain all financial and accounting records of the RRBC, collect dues and authorize payment on approval of the RRBC Executive Committee in accordance with accepted accounting principles and applicable governmental regulations.
- d) Shall serve as primary signatory on all checks.
- e) Shall manage and maintain accountability ownership log for all RRBC Board members debit cards and assigned facility keys.
- f) Shall advise the RRBC Executive Committee on all financial matters.
- g) Shall process all requests for review of the organization financial records by members of the organization.
- h) Shall receive and disburse all funds belonging to the RRBC organization.
- i) Shall seek RRBC Board approval, by vote, on all donation requests and special expenditures. This does not include normal operating expenses.
- j) Shall prepare a financial report for each general membership meeting. This report shall be presented a monthly general meeting.
- k) Shall maintain current and informative files containing all financial and accounting records of the organization. Such records shall be maintained in a secure location.
- l) Shall facilitate signature cards at current bank/credit union for incoming RRBC Board members, immediately following completion of term.
- m) Shall perform other duties as assigned by the RRBC Executive Committee.

F. Meetings

Regular

General Membership meetings will be held monthly at 6:30 on the second Tuesday of each month, with the exception of July, August and December at River Ridge High School, unless otherwise communicated.

Request the presence of Athletic Director and/or assigned school administrator.

Any necessary changes may be made at the discretion of the RRBC Executive Committee.

Emergency and Special Executive Committee Meetings

The RRBC Board may hold emergency or special Executive Committee meetings called by the President.

A majority of the Executive Committee shall constitute a quorum.

Any member may present any agenda item to the Executive Committee by making it known to any officer in person or in writing.

Agendas

Regular Meetings - A written agenda shall be submitted to all Board Members prior to meeting by President.

Documentation and Communication

The agenda, previous general meeting minutes, and treasury report will be provided at every general membership meeting to members, including Athletic Director and/or assigned school administrator in attendance.

G. Motions and Procedures

The rules contained in Robert's Rules of Order, revised Edition shall govern in all cases to which they are applicable, and where they are not inconsistent with the Constitution and Bylaws of this organization.

When new items are brought forward, a motion must be made and seconded and any discussion shall be allowed prior to voting

H. Voting

At any meeting, a majority vote of the members present shall be required to approve action of the general membership.

I. Minutes

- a) Minutes of all RRBC meetings shall be kept by the Secretary or designate.
- b) A copy of the unofficial minutes shall be forwarded to all officers prior to subsequent meetings.
- c) Minutes shall become official only when approved by President.
- d) The official minutes shall be kept on file by the President and Secretary.

J. Committees

All RRBC committees and activities will fall under the control of the RRBC Board and staffed by volunteers from the RRBC General Membership, RRHS students and members of the RRHS community.

SECTION IV FINANCE

A. Authorization

The RRBC Board are required to oversee all budget items.

B. Budget

- a) The General Budget shall be overseen by the RRBC Board. The Treasurer shall act as the Budget chair.
- b) The financial year of RRBC shall be August 1 - July 31.
- c) Monthly reports of expenditures and balance sheet will be provided by the Treasurer, at every general membership meeting to members, including the Athletic Director and any School Administrator liaison in attendance. If the Treasurer knows that they cannot attend a meeting, the written financial report shall be submitted to the President/Officer presiding over the meeting and shall read said report.

C. Control

- a) RRBC shall maintain a checking account at a Bank/Credit Union selected by and overseen by the RRBC Executive Committee.
- b) Signatories on the accounts of the organization shall include the President, Vice President, and Treasurer and Secretary. At least two RRBC Board Member (President, Vice President, or Treasurer) needs to be advised of any extra-budgetary item.
- c) Funds requested from RRBC must be approved by RRBC Board and must include a Funds Allocation Form with an invoice, receipt or an approved Donation Request Form and should be returned immediately to Treasurer and reconciled monthly, with appropriate accounts debited in the General Ledger.
- d) The Treasurer shall be responsible for all receipts. Treasurer and President shall be responsible for disbursements of funds of RRBC.

D. Income

Income derived from RRBC sponsored concession, spirit wear sales fund raising activities shall be deposited in the RRBC account named River Ridge Booster Club.

All monies received, from whatever source, shall be immediately deposited in said account, not later than 5 business days.

E. Records

Maintenance

- a) The fiscal books of the organization shall be maintained by the Treasurer in a style approved by the RRBC Board. The Treasurer shall produce and prepare proper records for internal and

external reports, and allow for audits. End of year financial records shall be stored following best accounting practices and available for review.

Access

- a) The financial records of the organization shall be made available to the following parties:
 - i. President and Treasurer, on request.
 - ii. RRHS Administrators and other RRBC officers, upon written request to the Treasurer.
 - iii. General membership of the organization, upon written request for specific information to the Treasurer and with at least 30 days' notice.

F. Financial Reports

Monthly

- a) The Treasurer shall prepare a monthly financial report for presentation during the general membership and RRBC Board Meetings. It shall include, at a minimum, the following information for the preceding month in total:
 - i. Expenses
 - ii. Deposits

G. Audits

Internal Audit

- a) An internal audit of the financial records of the Organization, shall be conducted with the assistance of the other RRBC Board Members upon unscheduled change of Treasurer. The results of audit shall be logged and available through the RRBC President.

SECTION V ADOPTION

These Bylaws shall become effective upon adoption by an affirmative vote of a majority of the general membership present. Bylaws shall be reviewed every four years.

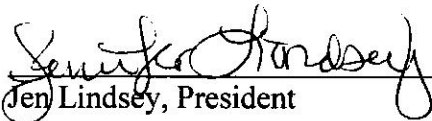
SECTION VI AMENDMENTS AND REPEAL

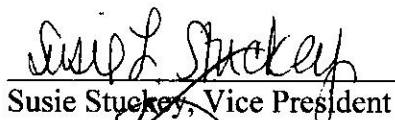
These Bylaws may be amended or abolished in whole or in part at any regular meeting of the general membership by a two-thirds vote of the members present, provided a thirty day written notice is given to the general membership. Changes shall be in effect from the date such vote is taken.

SECTION VII DISSOLUTION

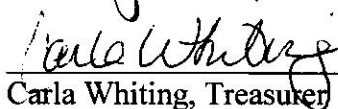
- A. The dissolution of the organization may be accomplished by a two-thirds vote of the Membership.
- B. Upon dissolution or disbandment of the organization all funds and properties in excess of liabilities and expenses of dissolution will be distributed as recommended by a majority of the members present at the last meeting of the organization to River Ridge High School. In the event River Ridge High School is disbanded, the majority present at the last meeting will recommend another non-profit educational or tax-exempt organization.

Approved by majority vote of the General Membership on March 11, 2021.


Jen Lindsey, President


Susie Stuckey, Vice President


Jammie Stroggins, Secretary


Carla Whiting, Treasurer