

# Edmonds Woodway High School Athletic Booster Club Bylaws

*Revised June 13, 2011.*

The Edmonds Woodway High School Athletic Booster Club is an IRS 501(c)(3) charitable nonprofit organization consisting of parents, guardians, coaches, faculty, alumni, and community members committed to promoting excellence in Edmonds Woodway High School (EWHS) interscholastic athletics by helping to enrich the high school educational experience and foster success in the classroom for all student athletes.

## Article I — Name, Purpose, Powers, Offices

Section 1 Name – The name of the club is the *Edmonds Woodway High School Athletic Booster Club*, also referred to as *Athletic Booster Club* and abbreviated as *EW ABC*.

Section 2 Purpose – The primary purposes of the *EW ABC* are as follows:

- a) To develop and implement fundraising opportunities for EWHS athletic programs, operating exclusively for charitable purposes within the meaning of 501(c)(3) of the Internal Revenue Code .
- b) To provide an equitable system of disbursing those funds, based on individual needs of each athletic program, as a secondary source to the Edmonds School District and Edmonds Woodway 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 community.
- 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 Edmonds Woodway High School athletics in the community.
- g) To provide a forum for discussions about athletic programs and related issues.
- h) To recognize the athletic history of Edmonds Woodway High School and its predecessors, Edmonds High School and Woodway High School.

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

- a) To solicit contributions including in-kind donations on behalf of the EWHS athletic programs, and to engage in activities which will assist or contribute to the furtherance of EWHS athletic programs.
- b) To cooperate with the Edmonds School District administration, EWHS principal, EWHS Athletic Director or other designated official of EWHS 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.

The *EW ABC* shall not interfere with or attempt to unduly influence departmental policy decisions, disciplinary actions, coaching decisions or other administrative activities.

Section 4 Offices – The *EW ABC* shall share a mailbox at the school. The mailing address is:

EW ABC  
7600 212th Street SW  
Edmonds, WA 98026

Other arrangements as deemed appropriate by the Board of Directors 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 or legal guardians of students at EWHS, EWHS coaches, EWHS staff, Edmonds Woodway High School alumni, Edmonds High School alumni, Woodway High School alumni, Edmonds business owners and other supporting community members are encouraged to enroll their membership. Membership is limited to one membership per household, or business.
- b) Regular membership in the *EW ABC* shall be open to all parents and legal guardians of students at EWHS, EWHS coaches, EWHS staff, Edmonds Woodway High School alumni, Edmonds High School alumni and Woodway High School alumni.
- c) Associate membership in the *EW ABC* shall be open to adults or businesses subscribing to the objectives of the *EW ABC*. Associate members cannot hold office in the *EW ABC*, unless by an affirmative vote of not less than two thirds of the members of the Board of Directors, although they may become members of a committee and special work groups authorized by the Board of Directors.
- d) Special sustaining memberships may be established for large financial and corporate contributors or other individuals as determined by the Board of Directors.

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 Coordinator with the names of all family members in the household that are to be included in the membership, mailing address, phone number, and email address (if available) and other data deemed useful by the Membership Coordinator or the Board of Directors.
- Section 4 Voting – Only Regular Members in good standing are eligible to vote on issues that come up in the Annual Meeting, Membership Meetings or a Special Meeting. Each membership is entitled to one vote.
- Section 5 Termination of Membership - Membership in the *EW ABC* 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 *EW ABC*.
  - c) For cause – any member that engages in activities detrimental to the *EW ABC* 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 two thirds of the members of the Board of Directors.

### Article III — Meetings

- Section 1 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 for the following elective year and approving the *EW ABC* budget for the following fiscal year. The President shall preside over the Annual Meeting.
- Section 2 Regular Board of Director Meetings – Regular Board of Directors meetings shall be held each month at such place and hour as determined by the Board of Directors. The President shall preside over the Regular Board of Directors Meetings.
- Section 3 Membership Meetings – A minimum of three membership meetings shall be held during the year in addition to the Annual Meeting; the location, date and time of which is to be determined by the Board of Directors. The President shall preside over Membership Meetings.
- Section 4 Special Meetings – Special Meetings may be called by the President, either by written request of the majority of the Board of Directors or by written request of at least 40 percent of the *EW ABC* members in good standing. The majority of the Board of Directors shall be present at any Special Meeting. The President shall preside over Special Meetings.
- Section 5 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 6 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 days prior to the meeting. Meetings of the general membership require an email notice to members and/or an *EW ABC* website notice to be published not less than 15 days prior to the meetings and a reminder email notice to members the day of the meeting. A listing of all the

proposed *EW ABC* meetings for the school year will be published on the *EW ABC* website prior to September 1<sup>st</sup>.

## Article IV — The Board of Directors

- Section 1 Election – The affairs of the *EW ABC* shall be managed by the Board of Directors, which shall consist of no less than seven (7) elected members in good standing. 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 by the membership, conducted by written ballot, each year for a term of office for one year, with the exception that the President-Elect is a 2-year term. The new Board of Directors will begin its term of office on July 1<sup>st</sup> and serve through June 30<sup>th</sup> of the following year.
- Section 2 Composition of the Board – As much as possible, the Board of Directors shall be made up of parents and legal guardians of student athletes, representing the sports comprising the EWHS Athletic Programs. It is not necessary that each sport be represented by a separate parent or legal guardian.
- Section 3 Executive Officers – The officers of the *EW ABC* shall be a President, President-Elect, Secretary/Communication Officer, and Treasurer. No two offices may be held at the same time by the same person.
- Section 4 Board of Directors – The directors of the *EW ABC* shall be voting members of the Board consisting of the Executive Officers 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 names of the interested nominees shall be presented to the Board of Directors 30 days prior, and the general membership at least 15 days prior to the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting. In the event there are multiple candidates for any position, election of Officers and Directors 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 filled by the Board of Directors, who shall elect a Director to serve until the next Annual 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 in which a quorum is present, shall be the act of the Board of Directors, except where otherwise provided by law or these Bylaws. In addition, if an issue requiring Board action cannot wait until the next Regular Board of Director Meeting, the President can place the proposed resolution before the Directors electronically via email. A majority vote of the entire Board is required to carry a proposed resolution by electronic voting.
- Section 10 Compensation – Directors and Officers shall not receive any compensation for their services.
- Section 11 Recall – Any Director or Officer can be recalled from office by a three fourths majority vote of the *EW ABC* membership at a Special Meeting. At least 40% of members in good standing must be present at the meeting. A replacement of the removed Director or Officer shall be elected by the membership within 30 days of a Director or Officer being recalled.
- Section 12 Terms of Service:
- a) With the exception of the President-Elect/President position, 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) The President-Elect office will assume the position of President in the following Elective Year.
  - c) 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 two thirds of the members of the Board of Directors.
  - d) Other Directors and Committee Chairs may serve for terms in excess of two years when not in conflict with other provisions of these Bylaws.
  - e) Outgoing Officers and Directors are encouraged to help recruit and train their replacement for the next term of office.
- Section 13 Fundraising Oversight:
- a) The Board of Directors shall familiarize themselves with the basic provisions of RCW.28A.325.030 regarding funds raised via student labor. These funds must be deposited in an Associated Student Body (ASB) account; they cannot be deposited in an *EW ABC* account. The Board shall communicate this requirement to any members involved in athletic fundraising.
  - b) The Board of Directors shall familiarize themselves with the basic IRS 501(c)(3) provisions concerning tax deductible donations/gifts, and communicate these basic provisions to the appropriate parties of what items are tax deductible and what are not (e.g. membership dues and auction tickets are not tax deductible; only the portion above the retail value paid for auction items is tax deductible; only donations and gifts where no goods or services are provided in exchange are tax deductible).

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

## Part 1 — Executive Officers

**Section 1 President** – The President-Elect shall assume the office of President in the year immediately following his/her service as President –Elect.

- a) Endeavors to keep the membership informed of EWHS Athletic and *EW ABC* affairs.
- b) Acts as spokesperson for the *EW ABC*.
- c) Sets up, coordinates, and prepares agendas and notifications of *EW ABC* Meetings.
- d) Conducts all Membership and Board Meetings
- e) Oversees and coordinates all *EW ABC* 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 President - Elect

- a) Reports to and assists the President as required.
- b) Liaison for meeting agenda items from various *EW ABC* members and Board Members
- c) Provides Board with lists of possible candidates for committee chair positions and future Board Members.
- d) Conducts *EW ABC* meetings and business if the President is unable to be present.
- e) Assumes the office of President in the year following service as President-Elect.
- f) Coordinates nomination for the election of Officers and Committee Chairs for the following year.
- g) In the event the President is unable or unwilling to serve the remainder of his/her term as President, the President-Elect will assume the position of President for the remainder of the term and will then assume his/her normal term as President following. *year.*

## Section 3 Secretary/Communications Officer

- a) Reports to the President.
- b) Prepares an annual calendar of Regular Membership and Board of Directors Meetings to be made available on the *EW ABC* website and to be distributed to the Board of Directors by August 30th of each year.
- c) Distributes meeting agendas and maintains current and historical minutes of the *EW ABC* Membership and Board Meetings.

- d) Notifies Board or general membership of meetings, events, and other activities.
- e) Responsible for broadcast email notification of *EW ABC* news or notification to general membership.
- f) Responsible for overseeing the *EW ABC* website.
- g) The Secretary is the custodian of the *EW ABC* records and reports.
- h) Maintains and annually renews the *EW ABC's* Master Business License with the State of Washington, Business License with the Washington Department of Revenue and Business License with the City of Edmonds.
- i) Responsible for counting and reporting any voting of the membership done by written ballot.

#### **Section 4 Treasurer**

- a) Reports to the President.
- b) Handles all *EW ABC* 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 *EW ABC'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 an *EW ABC* accountant, as needed.
- e) Shall present statements of *EW ABC's* financial condition at all Regular Board of Director Meetings, Membership Meetings, the Annual Meeting, and at other times as requested by the President or the Board of Directors.
- f) Drafts and maintains the *EW ABC* Budget based upon revenue projections, proposed expenditures and fundraising goals. Presents proposed budget for the following fiscal year at the Annual Meeting.
- g) 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.
- h) Compiles documents necessary for a CPA firm to prepare a yearly Form 990 tax return, including updated versions of any organizational documents that have been revised during the fiscal year as required by the IRS.
- i) Prepares and files reports required by the Washington State Department of Revenue.
- j) Responsible for overseeing the sales tax obligations, if any, of all income-generating activities of the *EW ABC*.
- k) Responsible for the formal annual transfer of stewardship from the previous Treasurer of *EW ABC* bank accounts and merchant accounts, including the collection and destruction of any ATM, debit and/or credit cards issued to any

of the previous year's Executive Officers. Also responsible for (1) ensuring the Secretary/Communications Officer updates the Treasurer's email address in all locations on the *EW ABC* website so that Sub-Account Request Forms and other Treasurer links are received by the current Treasurer; and (2) the formal annual updating of Treasurer primary contact information.

- l) Responsible for ensuring the secure protection of any nonpublic personal information of the Board of Directors or members on any documents.
- m) Complies with the provisions of Articles VIII, IX, X and XI of these Bylaws.

## **Part 2 — Other Members of the Board of Directors**

### **Section 1 EWHS Athletic Director**

- a) The Athletic Director is a liaison to coaches, faculty, and advisors and other staff.
- b) Nonvoting, advisory-only Board position.

### **Section 2 Coach/Parent Representative Liaison**

- a) Reports to the President.
- b) Works with coaches to recruit a parent to represent each sport or activity to serve as liaison between *EW ABC* and the coaches and other parents of the athletes. Responsible for *EW ABC* communication to Parent Representatives including fundraising ideas, funding request information, membership drives, and volunteers requirements.
- c) Responsible for training Parent Representatives regarding expectations and regular duties.
- d) Assists coaches with developing budgets based on anticipated needs of their program.
- e) Voting member of the Board of Directors.

### **Section 3 Fundraising Chair**

- a) Reports to the President.
- b) Researches and recommends fundraising ideas and programs in support of student athletics at EWHS to the Board of Directors.
- c) Implements and manages the various fundraising efforts as approved by the Board, including the annual auction.
- d) Develops an annual schedule of fundraising activities, and working with the Treasurer, sets fundraising revenue goals.
- e) Provides organizational and promotional assistance to teams interested in sponsoring fundraisers to fund specific team needs.



- f) Reviews fundraising activities and merchandise being sold by individual sports to help avoid duplication of effort, assists in guarding against inappropriate fundraising methods and the intentional or unintentional mishandling of funds.
- g) Explores feasibility of community sponsored fundraising programs and recommends ways to implement the program to the Board.
- h) Voting member of the Board of Directors.

#### **Section 4 Membership Coordinator**

- a) Reports to the President.
- b) Maintains the *EW ABC* membership list, including all contact information, status of dues, etc.
- c) Makes available member list and contact information in an organized format to *EW ABC* Officers, Directors and Committees.
- d) Coordinates and implements *EW ABC* membership drives.
- e) Responsible for ensuring the secure protection of any nonpublic personal information identified on Membership Forms and dues payments (*e.g.* credit card data and financial institution account numbers). At the conclusion of the Membership Coordinator's term, all documents bearing such information must either be shredded or provided to the Treasurer by June 30th.
- f) Voting member of the Board of Directors.

### **Article VI — Committees**

#### **Section 1 Public Relations Committee.**

- a) Reports to the Secretary/Communication Officer.
- b) In charge of content development, website-volunteer recruitment, policy development, training and support of the *EW ABC* website.
- c) Manages website volunteer access and/or restrictions.
- d) Liaison to vendors related to the website.
- e) Issues press releases publicizing *EW ABC* events and/or promoting *EWHS* teams and athletes.

#### **Section 2 Auction Committee.**

- a) Reports to the Fundraising Chair.
- b) Auction Committee Chair is appointed by the Board.
- c) Selects event venue and place under contract.
- d) Selects auctioneer and place under contract.
- e) Selects auction cashiers and place under contract.
- f) Recruits and trains auction night volunteers.

- g) Coordinates auction related communication with Coach/Parent Representative Liaison.
- h) Designates key positions including: Procurement Chair, Logistics Chair, Ticket Sales Chair, Promotions Chair, Cashiers Chair, Live & Silent Auction Chair(s), Dessert Frenzy Chair, Entertainment Chair and Thank You Chair. Other sub-committees can be formed as needed. All positions report to the Auction Committee Chair.
- i) Procurement Chair oversees the procurement of items to be sold at the auction, and carefully tracks and records all auction procurements.
- j) Logistics Chair coordinates all support needed from the venue, including table and room layouts, audio-visual system requirements, etc.
- k) Ticket Sales Chair is responsible for ticket sales, tracking and seating assignments.
- l) Promotion Chair is responsible for promoting the auction and sending invitations.
- m) Cashiers Chair trains and coordinates volunteers to assist and support the professional cashiers.
- n) The Live and Silent Auction Chair(s) determines live auction items with input from the professional auctioneers, and organizes displays and other visuals to promote the sale of the live auction items. Organizes display of silent auction items. Works with the Procurement Chair to ensure all gift cards, gift certificates and vouchers of any kind are tracked.
- o) Dessert Frenzy Chair solicits desserts from teams or organizations for bidding sale at auction.
- p) Entertainment Chair shall recommend an auction Master of Ceremony (MC), and work with MC to develop the evening's program.
- q) Thank You Chair sends out tax receipts to donors, auction statements with a thank you note to auction guests who made purchases, and thank you notes to corporate sponsors, committee members and volunteers after event.

Section 3 Other Committees. The President shall appoint with input from the Board of Directors, such other committees as deemed necessary to conduct the affairs of the *EW ABC*. The President 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.

Section 4 Any member of any Committee may be removed by the President whenever, in the judgment of the President, the best interests of the *EW ABC* shall be served by such removal.

Section 5 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 6 Creation/Dissolution – The Board of Directors may create and/or dissolve permanent and special committees as needed to promote the objectives and carry out the work of the *EW ABC*.

## Article VII — Fiscal Year and Elective Year

Section 1 The Fiscal Year shall be from July 1<sup>st</sup> through June 30<sup>th</sup>, inclusive. The Elective Year shall be from July 1<sup>st</sup> through June 30<sup>th</sup>, inclusive.

## Article VIII — Bookkeeping, Accounting, Records and Procedures

Section 1 **Bookkeeping** – A record of accounts that accurately reflects the income, revenue, expenses, assets, and liabilities of the *EW ABC* shall be prepared and maintained by the Treasurer. An archive of books, records, financial statements, and relative documents will be maintained by the Treasurer.

Section 2 **Books and Records** – *EW ABC* 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. Hard copies and electronic copies shall be maintained by the Secretary/Communications Officer.

Section 3 **Inspection** – All books and records of the *EW ABC* may be inspected by any member in good standing. The member shall petition the President, who will schedule a time for the inspection, or authorize the materials be sent to the petitioner.

Section 4 **Accounting and Fundraising Procedures** – Any sport that wishes to be a co-beneficiary of *EW ABC* support will be subject to the following procedures:

- a) *EW ABC* bank account(s) shall be maintained at a banking institution chosen by the Board of Directors, with Treasurer, President, and President-Elect as account signers. Treasurer will keep track of general unrestricted 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 the sale of merchandise or event tickets deemed by the Board to be for general *EW ABC* use, including merchandise marketed via the internet by the *EW ABC*. All funds raised by individual sports teams through their own parent-directed fundraising efforts and events will be deemed *EW ABC* restricted funds and placed in that individual team's sub-ledger account. Teams may promote individual team fundraising efforts via the *EW ABC* website, but may not directly sell products via the *EW ABC* website without prior Board approval. 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 *EW ABC* events. Sales proceeds of such merchandise, event tickets and other fundraising activities by individual team volunteers shall be divided between the *EW ABC* general fund (10%) and the individual team's fund (90%) and prorated

based upon each individual team's actual sales figures. The 90/10 split may be modified by vote of the Board of Directors. Sales of *EW ABC* merchandise, event tickets and other fundraising activities during events underwritten by the *EW ABC* shall be directed to the general fund. Proceeds generated by parent-directed sales of individual team merchandise, team event tickets and other individual team fundraising activities shall be directed to the individual team account.

- b) The Board of Directors shall approve all parent-directed individual team fundraisers with which the *EW ABC* has any involvement.

## **Article IX — Contracts, Checks, Deposits, and Funds**

- Section 1    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 *EW ABC*. 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 *EW ABC*, shall be signed by the Treasurer, President or President-Elect, as determined by resolution of the Board of Directors.
- Section 3    Deposits – All funds of the *EW ABC* shall be deposited from time to time to the credit of the *EW ABC* 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 *EW ABC*, any contribution, gift, bequest, or device for the general purpose or for any special and or restricted purpose of the *EW ABC*.
- Section 5    Fiscal Year Beginning Balance - A minimum of \$5,000 will be retained in the *EW ABC* general funds at the completion of the fiscal year for operation expenses beginning the subsequent year.

## **Article X — Funds Disbursement**

### **Part 1 — Individual Sports Disbursements**

- Section 1    Team Accounts –
  - a) All non-ASB team funds shall be deposited in and maintained in the respective individual team sub-account of the *EW ABC*. Monies can be given to the Treasurer for deposit, or may be made by parent reps or coaches under direction of the Treasurer using the standard bank deposit form. If someone other than the Treasurer is depositing the money, the Treasurer must be informed of the amount, purpose and date of their deposit, and the Treasurer must be provided with the original deposit receipt.

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- b) The head coach (or designee appointed by head coach) has sole discretion over their team sub-account (except for restricted funds) for valid sport-related purposes, subject only to having a positive account balance, submitting a **Sub-Account Request Form** available from the *EW ABC* website (or providing the same information via email); and submitting an invoice indicating the amount to be paid. On occasions where access to funds are required prior to purchase: a **Sub-Account Request Form** available from the *EW ABC* website (or an email providing the same information) must be submitted; and the corresponding invoice or proof of purchase document(s) must be promptly provided to the Treasurer after the purchase.
  - c) The Treasurer should make every attempt to disburse these requests within seven days of submission. If the Treasurer is unavailable, the President or President-Elect can make disbursements, following up with proper paperwork to the Treasurer.
  - d) The Board of Directors shall have the final authority to determine what constitutes a valid sport-related expenditure.

## Part 2 — General Fund Disbursements

- Section 1 Small Operational Disbursements – Expenditures or individual grant requests under \$500 supporting athletics programs in general, or *EW ABC* functions or operations, requires a quorum vote of the Board of Directors.
- Section 2 Large Operational Disbursements (included in Approved *EW ABC* Budget) – Expenditures over \$500 supporting athletic programs in general, or *EW ABC* functions or operations, and that are included in the annual budget approved by the membership, require a quorum vote of the Board of Directors. Results of the Board’s approval of these disbursements will be reported to the membership in the next Membership Meeting.
- Section 3 Large Operational Disbursements (not included in Approved *EW ABC* Budget) – Expenditures over \$500 supporting athletic programs in general, or *EW ABC* functions or operations, and that are not included in the annual budget approved by the membership, require a quorum vote of the Board of Directors and a majority vote by members in good standing at a Membership or Special Meeting.
- Section 4 Limitations on Requests for Funds - Only sports-related grant requests from the Athletic Director or organized sports officially recognized within EWHS will be considered. Grant requests of any amount will not be considered without the prior submission of a completed **Grant Request Form**, which can be accessed via the *EW ABC* website or from an Executive Officer.

## Article XI — Operational Limitations

- Section 1 Notwithstanding any other provisions of these articles, the *EW ABC* shall not perform any activity prohibited by an association exempt from Federal Income Tax

under 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

## Article XII — Dissolution


- Section 1 The *EW ABC* may only be dissolved by a two-thirds majority of the *EW ABC* 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.
- Section 2 Upon dissolution of *EW ABC*, any assets remaining after all obligations have been satisfied shall be distributed to the Edmonds Woodway High School Associated Student Body account, provided that at the time of dissolution the Associated Student Body is exempt under Internal Revenue Code Section 170(c) or Section 501(c)(3); or for one or more exempt purposes within the meaning of Section 170(c) or Section 501(c)(3) of the Internal Revenue Code.

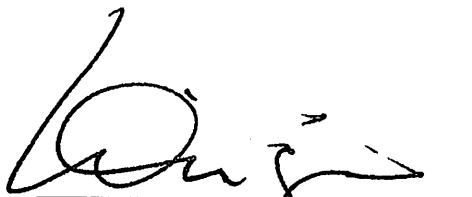
## Article XIII — Amendment Procedures

- Section 1 Procedure – These Bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a majority vote of the entire Board of Directors at any meeting of the Board, and by a majority vote of the members in good standing at a Membership or Special Meeting, provided that at least seven (7) days notice via email is given of intention to alter, amend, repeal, or to adopt new Bylaws at any 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; and an electronic version shall be made available for member review on the *EW ABC* website.

## Article IXV — Adoption of Bylaws

These Bylaws were duly approved, and the previous edition of the Edmonds Woodway High School Athletic Booster Club Bylaws, dated November 22, 2008 are hereby repealed, by a majority vote of seven in favor and zero opposed at the regularly scheduled meeting of the Board of Directors held on June 13, 2011; and approved by a majority vote the *EW ABC* membership at the Membership Meeting held on June 13, 2011.

  
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Norm Brown, President

  
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Linda Cadigan, Secretary