

BY-LAWS
HOCKINSON HIGH SCHOOL
Athletic, Academic and Activities Booster Organization

ARTICLE I

Name of Organization

The name of the organization shall be the Hockinson High School Athletic, Academic and Activities Booster Organization (AAAB).

ARTICLE II

Purpose and Dissolution

Section 1. The purpose of the organization shall be to support athletic, academic and activities programs at Hockinson High School, and promote excellence, pride and good sportsmanship amongst the student body and community. The organization shall encourage parent, guardian and community involvement and strive to ensure that diverse athletic, academic and activity opportunities continue to be available to students attending Hockinson High School.

Section 2. Upon dissolution of the organization, the AAAB Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all of the assets of the organization in such manner or to such other organizations organized or operated exclusively for charitable purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954, as amended, as the Executive Board shall determine.

ARTICLE III

Membership and Voting

Membership in the organization shall be open to all persons who desire to support approved Hockinson Booster High School athletic, academic and activities programs. Program categories shall be as approved by the AAAB Executive Board. Voting privileges shall be limited to one per membership.

ARTICLE IV

Officers

The Officers shall consist of President, Vice President of Fundraising, Vice President of Community, Secretary, and Treasurer. Each office may be filled by two persons, but if so filled, shall have only one vote. Members eligible for office shall consist of parents, guardians or grandparents of students attending Hockinson Schools during the next school term or any adult community member deemed appropriate by the current Executive Board. Duties of the Officers shall include, but are not limited to, the following:

President: The President shall call and preside at all AAAB General and Executive Board meetings. The President shall call special meetings as may be deemed necessary. The President shall preside over ceremonial events and provide general representation for the AAAB organization. The President shall encourage membership and shall have custody of the AAAB Bylaws.

Vice President of Fundraising: The Vice President of Fundraising oversees all Committees and fundraising activities, including the concessions program, iPads and POS system. The Vice President of Fundraising shall assist the President and perform all duties of the President in the President's absence. The Vice President of Fundraising shall assume the responsibilities of the President in the event that the President office is vacated for any reason.

Vice President of Community: The Vice President of Community shall be responsible for fostering and maintaining relationships between AAAB board, AAAB members and the broader community. They shall oversee community engagement efforts and events, promoting the AAAB mission. The Vice President of Community shall lead communication efforts including the Scoop, newsletters, constant contact, social media platforms, website and photos.

Treasurer: The Treasurer shall receive and disburse all AAAB General and Program funds as approved by the AAAB Executive Board. The Treasurer shall keep an accurate account of all funds received, shall be responsible for disbursement of General and Program funds and shall be custodian of the fund financial books and records of the organization. The Treasurer shall oversee the collections and allocation of funds to General and Program fund

accounts including a complete accounting of all transactions, including but not limited to data input, classification of receipts and expenditures, timely bank reconciliations and presentation of monthly financial balances to the AAAB Executive Board. The Treasurer shall work closely with all AAAB Committees to ensure that all donations, gifts of cash, goods and/or services are properly accounted for. All disbursements of funds by check require email authorization(s) from two (2) AAAB officers, unless prior approval given during budgeting of a standing fundraiser. A debit card will be issued to the President and any officer to be used for purchases and payments. A debit card may also be issued to a member of the Concessions Committee for purchases of concessions merchandise. Debit card disbursements are to be approved by the AAAB Executive Board as stated above. The Treasurer shall implement internal controls and assure appropriate segregation of duties related to all Booster funds and bank accounts to assure funds are used in manner approved and authorized by the AAAB Bylaws and officers.

Secretary: The Secretary shall keep accurate minutes and records of all regular and special meetings, timely distribute minutes to the Executive Board, and manage correspondence to AAAB members and HHS staff members and coaches. The secretary will update and maintain the AAAB membership roster and contact list, and shall attend to any duty prescribed by the Board.

ARTICLE V

Executive Board

Section 1. The affairs of the organization shall be conducted by the AAAB Executive Board. The Executive Board shall consist of the Officers pursuant to Article IV and Committee Chairpersons established pursuant to Article VIII of the AAAB By-Laws.

Section 2. A quorum of the AAAB Executive Board shall be defined as five(5) Officers or Committee Chairpersons of which at least three (3) Officers shall be present. In the event of a tie vote, if there is adequate time, the issue shall be put forth before the general membership at the next scheduled general meeting. If there is not adequate time, then the President of AAAB shall call a special meeting via email or phone to achieve a quorum for a re-vote.

Section 3. The AAAB Executive Board shall act for the organization as necessary between regular meetings, set meeting time and place and make recommendations to the general membership. No actions taken shall conflict with actions taken by the general membership in regular or special called meetings.

ARTICLE VI

Elections

Section 1. In April of each year, the Secretary shall distribute a list of all elected and appointed Executive Board positions and their associated responsibilities. All nominations for the positions are due to the Secretary by a date established by the Executive Board, which shall be no later than May 31. Nominations shall be closed on June 1 of each year unless there are one or more positions for which there are no nominees. In such an event, the nomination shall be held open for that position until one week prior to the general membership meeting where the election will be held. In the event that there is still an unfilled position at that date, the nominations for that position will be held open until the election at the general membership meeting. No later than one week before a meeting of the general membership in which the election shall be held, the Secretary shall distribute to the general membership a list of the official nominees for each position.

Section 2. At a meeting of the general membership, elected Officers (e.g., President, Vice President of Fundraising, Vice President of Community, Secretary, and Treasurer shall each be elected for one year commencing July 1 and ending no later than June 30 of the following year by the membership at large.

Section 3. Once the elected Officers are selected, the elected Officers shall (by majority vote of the newly elected Officers) select the appointed Committee Chairpersons. The appointed Committee Chairpersons shall each serve one year terms commencing July 1 (or if selected after July 1, the date which they are selected) and ending no later than June 30 of the following year.

Section 4. All Officers and Committee Chairperson positions will be voted on each year with no limitation to consecutive terms.

Section 5. Inability of an elected Officer or appointed Committee Chairperson to perform duties or lack of attendance at three consecutive regularly scheduled meetings may result in removal by a majority vote of the AAAB Executive Board.

Section 6. Any Officer or appointed Committee Chair vacancy occurring during the term of office may be filled by appointment of the AAAB Executive Board.

ARTICLE VII

Fiscal Year and Meetings

Section 1. The fiscal year of the organization shall begin July 1 and shall end on June 30 of the following year.

Section 2. Meetings of the AAAB shall be held each month (excluding July) with the time and location determined by the AAAB Executive Board or at such other times as may be established by the AAAB Executive Board. Special meetings shall be held at the call of the President or at the call of any two other members of the Executive Board.

Section 3. A quorum of the general membership shall be a quorum of the AAAB Executive Board and at least three (3) members-at-large.

Section 4. A reasonable effort shall be made to inform the general membership of the time and place of each meeting of the organization, not less than five days prior to the date of the meeting.

Section 5. All questions of parliamentary procedure, not provided for in the forgoing Bylaws shall be decided by reference to Robert's Rules of Order.

ARTICLE VIII

Committees

Section 1. The following shall constitute the Committees of the organization: Fundraising and Concessions.

Section 2. Committee Chairpersons shall be selected by the Officers in accordance with article VI. All Committees shall be composed of a Chairperson(s) and the Vice President of Fundraising or a member of the Executive Board. In addition, the Committee may select additional Committee members from the general membership. Any voting member in good standing shall be eligible for Committee Chairperson or Committee membership.

Section 3. Committees shall be responsible for coordinating all AAAB fundraising projects, including setting budgets, creating event plans and executing event(s). Budgets requests must be approved prior to event planning kick-off by the AAAB Executive Board. Results, including accounting of receipts and inventory, if applicable, will be reported to the Treasurer. Standing fundraisers refer to a fundraising effort that is onboarded or has already been established in prior years. Standing fundraisers include: Amphitheater, Apparel, Auction, Concessions, Fun Days, Graduation Class Committees, Holiday Bazaar and Fun Run. This can also include cash drives and tax deductible donations. New, non-standing fundraising activities must be approved by the AAAB Executive Board and the HHS Administration.

Section 4. Concessions Committee: The Concession Committee will be responsible for all concessions activities. The Concessions Committee shall be responsible for ensuring the efficient and profitable operations of the concession stands including working with AAAB athletic, academic and activities groups to ensure appropriate, cost effective and sufficient product purchases and inventory management and coordination of volunteer schedules. The Concession Committee shall maintain accurate inventory counts, procedure manuals, train volunteers, manage petty cash, and make bank deposits in a timely manner after receiving funds. Concession coverage is led by the committee with the support of each individual athletic, academic or activity group participating in the fundraising.

Section 5. Other Fundraising Committees: Each fundraising event will be led and managed by the fundraising committee. The committee will be responsible for managing all aspects of each event which may include setting financial goals, event planning, soliciting volunteers and donations.

Section 6. Other Committees, either Standing or temporary, may be established by the Executive Board.

ARTICLE X

Income and Expenditures

Section 1. Membership dues shall be established annually by the AAAB Executive Board.

Section 2. Fundraising activities shall be those as determined by the Executive Board, AAAB and HHS Administration. All funds raised shall be solely to the benefit of the designated AAAB fund or group.

Section 3. All funds donated by the AAAB to the Athletic Department and/or ASB of Hockinson High School shall be donated in accordance with established rules of the WIAA.

Section 4. All funds donated to the support of sports activities shall be expended only in accordance with these Bylaws and supplementary procedures established by the AAAB Executive Board.

a) Requests for funds shall be submitted in writing or via email to the Treasurer.

- b) Upon receipt of a properly submitted request for general funds, the disbursement of funds may be authorized by either a majority vote of the AAAB Executive Board or by a majority vote of the general membership.
- c) Requests for funds shall be in the following order of priority:
 - a. Emergency funding requests
 - b. Safety requests
 - c. Coaches Wish List

ARTICLE XI

Amendments

Section 1. Proposed amendments to these Bylaws may be submitted by any member to the AAAB Executive Board. If approved by a majority of the AAAB Executive Board, the proposal shall be submitted to the AAAB membership.

Section 2. Any proposed amendment submitted to the AAAB Executive Board shall be considered at the next regular meeting of the general membership. The amendment shall be adopted if it receives a majority vote of the membership in attendance at the meeting. The foregoing Bylaws were duly amended and duly adopted February, 2022 by the general membership of the AAAB.