

The Bear Creek School Grizzlies Booster Club Bylaws

Article I: Name

The name of this association shall be the Grizzlies Booster Club. (“Booster Club”)

Article II: Statement of Purpose

- A. This association shall support, encourage, and advance the athletics program and related activities of The Bear Creek School (“Bear Creek”) and thereby cultivate wholesome school spirit, promote good sportsmanship, and develop character and high ideals.
- B. This association shall promote and raise funds for projects to improve facilities and equipment in support of an outstanding athletics program for Bear Creek student-athletes.
- C. This association shall not seek to influence or direct the activities or policies of the school administration including but not limited to personnel decisions or of the school officials who are charged with responsibility of conducting the athletics program of the Middle School and Upper School.
- D. This association shall do nothing that violates the rules of the Washington Interscholastic Athletic Association or in any way jeopardizes participation in area leagues.

Article III: Statement of Faith

The statement of faith of the Grizzlies Booster Club shall be the same as that established and published by The Bear Creek School Board of Trustees.

Article IV: Statement of Membership

- A. Any person interested in the mission of this association shall be a member upon payment of any membership level of the annual dues.
- B. The Booster Club Board of Directors shall determine annually the dues and types of memberships offered.
- C. Outright gifts will be accepted subject to the guidelines of the Office of Advancement and consistent with Bear Creek fundraising policy.

Article V: Booster Club Board of Directors

- A. The governing authority of the association shall be a Booster Board of Directors (“Booster Board”) consisting of at least 13 but not more than 22 members.
- B. Responsibilities of a Booster Board member: Each member of the Booster Board is responsible for attending monthly board meetings, actively serving on at least one committee and generally supporting the mission of the Booster Club.
- C. The Booster Board shall be organized as follows:
 - 1. Permanent members (non-voting):
 - a. President and Headmaster
 - b. Vice President for Advancement
 - c. Athletics Director
 - 2. Elected members:
 - a. At least 13, but not more than 16, elected members (voting)

- b. At-large members will be elected by the current Booster Board members prior to June 30 of each year by simple majority vote.
 - c. These members will serve 2-year terms.
 - d. These members can be re-elected and serve an unlimited number of terms.
 - e. Board member nominees shall be solicited by the Booster Club President from the list of Booster Club members and should attempt to reflect a broad representation of classes and sporting activities.
 - f. Board member nominees must be presented to the President and Headmaster by the Booster Club President for approval.
3. Non-voting liaisons (appointed by the President and Headmaster):
- a. Upper School Liaison
 - b. Middle School Liaison
 - c. PTF Liaison

Article VI: Officers of the Booster Club Board of Directors

- A. The officers of the Booster Board shall be:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
- B. The Booster Club President shall be nominated by the Booster Board and approved by the President and Headmaster before May 30 and shall serve a one year term unless re-nominated and reappointed.
- C. The Vice President, Secretary, and Treasurer will be elected by the Booster Board before June 30 of each year and serve one year terms.
- D. Duties and Responsibilities of the Booster Board officers:
 - 1. The President
 - a. Shall preside at all meetings of the Booster Club and the Booster Board.
 - b. Shall personally represent or appoint a delegate where representation is warranted.
 - c. Shall establish committees and appoint committees chairs as required.
 - d. Shall effect compliance with the rules, regulations and policies of The Bear Creek School and the Office of Advancement.
 - e. Shall work with the President and Headmaster to recruit successors to any vacancies on the Board and present their names to the Booster Board for ratification.
 - 2. The Vice President
 - a. Shall have such powers and perform such duties as may be delegated to him/her by the Booster Club President.
 - b. In the absence or disability of the Booster Club President, he/she shall perform the duties and exercise the powers of the Booster Club President.
 - 3. The Secretary
 - a. Shall record and publish the minutes of all meetings of the Booster Board and Booster Club.
 - b. Shall keep such other records as directed by the Booster Board.
 - c. Shall perform all the duties usually incident to the office of secretary, subject to the control of the Booster Board.
 - 4. The Treasurer

- a. Shall keep the financial records of the Booster Club, collect dues, pay bills on approval of the Booster Board, and have oversight of all funds and property of the Booster Club.
- b. The Treasurer shall be responsible for the accurate accounting of all Booster Club dues/funds, fundraising events, and other Booster Club related programs. This includes balancing the Booster Club checkbook monthly.
- c. The Treasurer is responsible for providing a monthly report at the Booster Board meeting.
- d. The Treasurer shall be responsible for working with an ad hoc budget committee in preparing the annual budget for presentation at the Booster Board's April meeting.
- e. The Treasurer is responsible for preparing and reviewing a monthly financial status report with a designated Bear Creek finance department administrator.

Article VII: Committees

- A. The Booster Board shall establish the committees of the Booster Club to fulfill the mission of the Booster Club.
- B. A Booster Board member shall chair each committee. Other committee members may include non-board members.
- C. Committees shall include, but are not limited to Membership, Fundraising, Spirit/Special Events, Grizzly Gear Program and Concessions.

Article VIII: Statement of Accountability, Scope and Authority

- A. The Bear Creek School Board of Trustees has general oversight of all aspects of The Bear Creek School, including the Grizzlies Booster Club.
- B. The President and Headmaster shall be responsible for the implementation of all The Bear Creek School board policies and will review Booster Board decisions accordingly. As it relates to the Booster Club, the President and Headmaster will:
 1. Approve the Booster Club President
 2. Will work with the Booster Club President to help select members to nominate to fill board vacancies.
 3. Give final approval to the annual Booster Club budget.
 4. Approve any single expenditure greater than \$1,000 that is not in the approved budget.

Article IX: Booster Board Meetings

- A. Booster Board meetings shall be held at least bi-monthly.
- B. The summer meeting will be for committee organizational purposes and planning for the coming school year.
- C. The Booster Club President may call special meetings with 10 days notice.
- D. The quorum for a Booster Board meeting shall be a simple majority of current (13-16) voting members.
- E. In the event of a tie the Booster Club President will cast the deciding vote.
- F. The parliamentary authority of the Booster Board shall be Robert's Rules of Order.

