

**Bylaws
Of
Green & Gold Booster Club
(A Non-Profit Corporation)
(501-c3 38-3835523)**

Amended Bylaws Dated July 10, 2024

**Article One
Name, Purpose and Objectives**

Section 1.01: Name: The name of the organization shall be Green & Gold Booster Club, commonly known as the Chargers Booster Club, hereafter will be referred to as “GGBC.” The GGBC will include Charger Sports Teams, Charger Band, Charger Cheer and Charger Senior Class. These groups hereafter will be referred to as “team(s).”

Section 1.02: Purpose: The purpose of GGBC is to provide support to The Marysville Getchell High School student athletes, athletic teams, band, cheer, senior class, and coaching staff while promoting community involvement, sportsmanship, school spirit and pride.

Section 1.03: Objective: The objectives of GGBC are as follows:

- A. Develop an organization with an active and involved membership that is concerned with student programs and their participants regardless of sex, race, creed, sexual orientation, religion, socio-economic status or chosen sports team activity.
- B. Promote school spirit and sportsmanship and encourage attendance to all Marysville-Getchell team events.
- C. Provide supplementary financial support for Marysville Getchell teams.
- D. Aid in the organizing and staging of special events and projects related to Marysville Getchell team events.
- E. Aid and support the school staff in the areas of sports, cheer, and band promotion, publicity, and program development.
- F. Provide sponsorships for GGBC camps for qualifying students, as determined by the Head Coach of each camp.
- G. Fund the Chargers Booster Club (GGBC) Juan Mendoza Scholarship presented to qualifying seniors as chosen by the Scholarship Committee.

**Article Two
Non-Profit Status and Structure**

Section 2.01: Non-Profit Status: Notwithstanding any other provisions of these Bylaws, GGBC shall carry out activities permitted by an organization exempt from Federal income tax under section 501(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law

Section 2.02: Governing Status: This Corporation shall be self-governing, self-supporting, noncommercial, non-sectarian, nonprofit, and nonpartisan, and shall seek neither to direct the administrative activities of the Marysville School District nor to control its policies.

Section 2.03: Regulatory Environment: GGBC shall observe the following regulations:
Associated Student Body Finance Issues and Answers - Booster Clubs Policies,

Processes, Procedures, WIAA Booster Club Guidelines, and all local, state, and federal laws which apply to nonprofit organizations.

Article Three **Officers and Board of Directors**

Section 3.01: Membership: Membership in GGBC is open to any person who is an alumnus, parent, guardian, or relative of a student, or friend of a Marysville Getchell High School student who has attained the age of 18 and who will uphold the policies of this organization and agree to its Bylaws.

Section 3.02: Membership Fee: There is no membership fees to join the GGBC.

Section 3.03: Membership Drive: Membership drives shall be conducted at the beginning of each sports season (fall, winter, spring), with additional members accepted at any time.

Section 3.04: Membership Requirements for each sports team: Teams consisting of up to 12 players must have at least one (1) member representative (as defined by Section 3.01) on the Green and Gold Booster Club. Teams consisting of 13-25 players must have at least two (2) member representatives (as defined by Section 3.01) on the GG Booster Club. Teams consisting of 26 players must have at least three (3) member representatives (as defined by Section 3.01) on the GG Booster Club

Section 3.05: Members Right to Privacy: Any personal information gathered or requested by GGBC is for the sole use of GGBC and will not be made available to any other organization.

Article Four **Officers and Board of Directors**

Section 4.01: Officers: The officers shall consist of a President, Vice President, Secretary, Treasurer. Each position can have a co-officer elected at the time of nominations. In this case, there would be one primary seat held and one co- seat held. Each would be chosen by majority vote. The primary seat will be listed on legal entity documentation.

Section 4.02: Qualifications: Any member in good standing is eligible to serve on the elected Board of Directors.

Section 4.03; Nominations: The Nominating Committee shall select one or more candidates for each office (who have agreed to serve) from among the current membership. Additional candidates may be nominated from the floor from good standing members.

Section 4.04: Elections: The officers shall be elected by a majority of the voting membership present at the last General Membership Meeting (June) of the fiscal year and will take office immediately following the election.

Section 4.05: Terms of Office: The term of each office is one fiscal year, July 1 through June 30. It is recommended that an individual should not serve in the same elective capacity for more than four consecutive terms.

A. In the event of a national emergency, such as a pandemic, Officers shall be chosen in the fall of the next school year.

B. The new term of each office will end following the election at the June meeting.

Section 4.06: Powers: The Officers shall be the governing body of the GGBC and shall manage, control, and direct the affairs and property of the GGBC.

Section 4.07: Compensation: No Officer shall receive compensation for any service he or she may render to GGBC. Officers may be reimbursed for actual expenses incurred in the performance of their duties once approved by a majority approval from the Board of Directors. The majority approval needed may be done electronically and a copy must be kept on record, in this instance.

Section 4.08: Vacancies of Office: Vacancies of offices of unexpired terms shall be filled by appointment by a majority vote of the remaining officers.

Section 4.09: Duties of Officers:

A. The *President* Shall:

- Preside at all meetings of the GGBC
- Direct strategic planning and budgeting for the GGBC
- Regularly meet with the treasurer of GGBC to review the GGBC's financial position.
- Schedule annual audit of records or request an audit if the need should arise during the year.
- Ensure that there is an official signature card on file with the financial institution(s) where the GGBC funds reside.
- Regularly meet with the designated district representative regarding booster activities.
- Appoint standing committee chairpersons with the concurrence of the Board of Directors.
- Perform any other specific duties as outlined the Bylaws of GGBC.
- If a co-President shall be named, they would assist the President with all duties above, and represent the President in their absence.

B. The *Vice President* Shall:

- Preside at meetings in the absence or inability of a President to serve.
- Perform administrative functions delegated by the President.
- Preside over the annual review of the Bylaws, recommending revisions deemed appropriate.
- Oversee all Standing Committees.
- Perform other specific duties as outlined in the Bylaws of GGBC.
- Serve as the chairperson for the Audit and Finance Committee.
- Have an official signature card on file with the financial institution(s) where the GGBC funds reside.
- If a co-Vice President shall be named, they would assist the Vice President with all duties above.

C. The *Secretary* Shall:

- Maintain the records of the minutes, approved Bylaws and any standing committee rules, current membership and committee listing.
- Record all business transacted at each General Membership meeting.
- Board of Directors meeting and Annual Business meeting of the GGBC.
 - Attendance sign in form
 - Acceptance or question of the treasurer's report
 - Minutes as presented.
 - Summary of issues discussed.
 - Motions and decisions voted upon
 - Provide a summary of the minutes to the general membership each month.
 - Conduct and report on all correspondence on behalf of the organization.
 - Other specific duties as outlined in the Bylaws of GGBC
- If a co-Secretary shall be named, they would assist the Secretary with all duties above.

D. The *Treasurer* Shall:

- Develop, implement, and maintain a complete set of guidelines for handling GGBC funds and that maintain and utilizes a comprehensive set of checks and balances.

- Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices.
- Issue a receipt for all monies received and deposited said amounts on a weekly basis (daily if receipts on hand exceed \$250.00)
- Present a current financial report to the Board of Directors and general membership within thirty (30) days of the previous month end.
- File current financial reports with the Audit and Finance Committee monthly
- Maintain an accurate and detailed account of all monies received and disbursed.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.
- Have an official signature card on file with the financial institution(s) where the GGBC funds reside.
- Bring any invoice or request for reimbursement in the amount of \$500 to the Board for approval before issuance of check.
- Determine Coach approval for any reimbursement in the amount of \$100 before issuance of check.
- File annual IRS form 990 in a timely manner via an accountant as approved by the Board of Directors
- Submit records to audit committee appointed by GGBC request or at the end of the fiscal year.
- Maintain all insurance and licenses of GGBC.
- Other specific duties as outlined in the Bylaws of GGBC.
- If a co-Treasurer shall be named, they would assist the Treasurer with all duties above.

Section 4.10: Board of Directors: The Board of Directors shall be the governing body of GGBC
The Board of Directors shall include:

- President
- Vice President
- Secretary
- Treasurer
- Staff Liaison for Marysville Getchell-High School.

Section 4.11: Board of Directors Roles and Responsibilities:

- Term of office shall be July 1 through June 30 of the following year.

Article Five **General Provisions**

Section 5.01: Fiscal Year: The fiscal year shall be July 1 through June 30 of the following calendar year.

Section 5.02: Meetings:

- a. A general membership meeting shall be held monthly throughout the year. The next month meeting shall be announced at the current monthly meeting. It will also be posted on GGBC Facebook page, and any other established social media websites established for GGBC communication.
- b. The Board of Directors shall meet at least once per quarter. The Board of Directors shall determine the date and time of each meeting. The President or Secretary shall be responsible for notification to all Board members of the said meetings.

Section 5.03: Quorum: A quorum for all general membership meetings shall consist of at least seven (7) members in good standing. A majority of the Board of Directors shall constitute a quorum for the transaction of business at meeting of the Board of Directors.

Section 5.04: Voting: Each member in good standing shall have the right to cast one vote on any matter at any meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require a greater vote.

a. A vote is defined as a majority vote after a motion is made and a separate second to the motion is held.

Section 5.05: Proxy Voting: No proxy voting will be allowed for any open office positions or any items that are brought up and a majority vote is needed for approval.

Section 5.06: Nominations: Nominations for each Officer position will come from the current membership in good standing. The slate of nominees and a ballot for the election of officers will be held at the May general membership calendar meeting each year.

a. At any month of the fiscal year, a "Treasurer elect" may be nominated. The members in good standing attending the next Booster meeting, may vote on the nominated "Treasurer elect" This "Treasurer elect" will serve as an apprentice to the Treasurer with the intent of learning the procedures of maintaining Green & Gold Booster Club's Treasury. This "Treasurer elect" will become the Treasurer at the start of the next fiscal year.

Article Six **Standing Committees**

Section 6.01: Fundraising Committee (as needed): 'The Fundraising Committee is responsible for developing and managing fundraising projects. The President will chair the committee and name its members as needed.

Section 6.02: Membership Committee: The Membership Committee is responsible for collecting parent or guardian information (name, phone number(s), email addresses, year of student) at the sports kickoff or online. The Secretary will chair the committee and name its members as needed.

Section 6.04: Communication Committee: The Communication Committee is responsible for facilitating and disseminating information between the GGBC and Marysville Getchell teams and Marysville Getchell High School campuses. The President will chair the committee and will consist of one representative for each team at Marysville-Getchell High School.

Article Seven **Amendments**

Section 7.01: Amendments to Bylaws: These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority vote of the Board of Directors.

Article Eight **Finances**

Section 8.01: Monies Received: All monies received by the GGBC for any purpose shall be deposited to the credit of the GGBC in a financial institution or institutions selected by resolution of the Board of Directors. Membership fees will be deposited into the general fund.

Section 8.02: Allocation: Funds raised by and/or allocated to specific teams, although deposited in the GGBC's account, shall be separately as "encumbered funds" for each team. Expenditures from these encumbered funds do not require Board of Directors approval, but may be expended on behalf of these teams at the discretion of the team's Head Coach, and/or duly authorized member. No team, band or committee should submit a payment request that exceeds the amount of funds available, at the time of

the request in the team, band or committee encumbered funds account. The Board of Directors may decline a request for funds if the team balance is inadequate to cover the expenses.

Section 8.03: General Surcharge: At the completion of each individual team or band fundraisers, the team or band may be assessed with a five (5) percent surcharge for all monies collected electronically. This may include through credit cards for other electronic payment sources. This surcharge will cover the fees assessed to the GGBC for the service provided.

Section 8.04: No Surcharge: Directed specific team, cheer or band donations shall not be assessed with the five (5) percent surcharge unless the General Surcharge maximum amount is not met each fiscal year. One hundred (100) percent of the monies collected will be made available to that team.

Section 8.05: Approval of Fundraisers: Allocation of funds for fundraising events must be submitted to the Board of Directors for review and approval prior to the fundraising event commencing.

Section 8.06: Dispersal Procedures: Funds raised by the GGBC that have a specific advertised purpose, shall be deposited (and tracked separately) in the GGBC's general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the GGBC and Marysville-Getchell High School. No vote is required by the general membership unless the advertised purpose has been altered or changed since the project's inception. Funds raised by an organization outside of the GGBC, but whose funds are directed to the GGBC for financial record keeping, also require the same GGBC procedures for disbursal.

- a. The Green & Gold Booster Club General Fund will provide \$50 reimbursement, per sport in good standing, for coaching continued education per school year. This was approved by the Board of MGBC July 13, 2015.

Section 8.07: Authorized Dispersal of Funds: Funds raised by any of the GGBC fundraising programs can only be directed to an approved Marysville Getchell High School team. All requests to direct money elsewhere must have prior approval of the Board of Directors. Exception to this rule is the established Juan Mendoza Memorial Mile event. Reimbursements submitted by any GGBC Sports program must take place within the fiscal year (plus one month) they are incurred. The fiscal year runs July 1st through June 30th.

Section 8.08; Interest Accrued: Any interest generated by the investment of the GGBC's general funds and/or encumbered funds in an approved financial institution will be deposited into the GGBC's general fund.

Section 8.09: Cash Handling Procedures: Funds collected at GGBC functions will require two (2) members in good standing to count down the transactions at the end of the event and both people to sign the funds consolidation form. The form and funds will be sealed in an envelope and will be given to the Treasurer or President. The envelope will be opened, the amounts verified, and then it will be taken to be deposited into the GGBC financial bank account at the earliest time frame.

Article Nine

Discipline Procedures

Section 9.01: Discipline: Any incident that may do physical, mental, destruction, etc. to the GGBC that is reported to the GGBC will be investigated by a member of the Board of Directors. The Board of Directors will meet after the investigation is complete within fifteen days and render any discipline decided. An official certified letter will be sent to the individual(s) rendered the discipline by the GGBC. The President with one other Board of Directors will complete the initial investigation and present the facts of the investigation to the Board of Directors.

Article Ten

Dissolution

Section 10.01: Dissolution: Upon dissolution or liquidation of the GGBC, all funds shall

be transferred to the Marysville-Getchell High School ASB fund.

Article Eleven

Indemnification of Officers and Committee Members

Section 11.01: Indemnification: Every officer and member of a committee of GGBC shall be indemnified against all liabilities, civil and criminal, incurred in relation to his/her duties, including all reasonable expenses of defense, except to the extent that he/she shall have been finally adjusted to liable of gross negligence or willful misconduct in the matter of which liability arises.

Certificate of Secretary

I certify that I am the duly elected and acting Secretary of the Green & Gold Booster Club (GGBC) and these Bylaws constitute the corporation's Bylaws. 'The Bylaws were duly adopted at a meeting of the Board of Directors and general membership held on 7/11/2024.

Secretary Signature: _____ Printed Name: _____

Coaches Guidelines and Responsibilities

1. Each team must have contact information on file with GGBC. This is required separately for Varsity, JV and C teams.

- a. Head Coach
 - b. Assistant Coach
 - c. Parent Representative
 - d. Each team must have a representative present at each general meeting. If you have multiple levels (V, JV or C) you must make sure that each is represented appropriately.
2. All fundraisers must be pre-approved by Green and Gold Booster Club. No fundraisers can be signed up for under the GGBC Tax ID without prior approval. Most fundraisers will be signed up for by a representative of the board.
 3. If you sign up for a fundraiser, you must advertise it or may lose approval for opportunities for fundraising in the future.
 4. Grants applications must be pre-approved by Green and Gold Booster Club. No grants can be applied for under the GGBC Tax ID without prior approval.
 5. Contracts must be pre-approved by Green and Gold Booster Club. No contracts can be signed by using the GGBC name or Tax ID number except by a current Board Member
 6. Each team must have representation at the annual auction.
 7. Each team must organize and have volunteers available to run their own camps.
 8. All cash box requests must be given 72 hours notice.
 9. All website store requests must be given 72 hours notice.