

Bear Metal Booster Club Bylaws

ARTICLE I

The name of this organization is the Bear Metal Booster Club.

ARTICLE II Articles of Organization

The articles of organization include the bylaws of such organization.

ARTICLE III Mission

The purpose of the Bear Metal Booster Club shall be:

1. To create a positive and productive relationship between the Tahoma Area Robotics Clubs (hereafter referred to as TRC within this document) and the community.
2. To assist with the promotion of science, technology, engineering, and math through robotics.
3. To provide support for the TRC through fundraising activities.
4. To provide logistical assistance to the team at robotics events.

ARTICLE IV Basic Policies

1. This organization shall be non-commercial, non-sectarian, and non-partisan.
2. This organization shall work with the school and administration to help provide quality, training, tools and equipment for all the participants in the Tahoma Robotics Clubs.
3. This organization shall work with the school administration and all TRC members to:
 - a. Provide quality training and equipment for TRC members as necessary
 - b. Promote the welfare of the members of TRC
 - c. Maintain a well-informed membership regarding issues directly to the TRC
 - d. Bring a closer relationship between home and the team so the parents may be a part of the success of the student and TRC member
4. This organization shall not, directly, or indirectly, participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office (including publishing or distributing statements).
5. This organization may cooperate with other organizations and groups concerning the TRC members, but persons representing the organization in such matters shall make no commitments that will bind the organizations.
6. The records of this organization are open for public review. A Booster Club Book of Record will be maintained and made available upon request for public inspection. This book will contain:
 - a. The original bylaws, revised bylaws, and amendments to bylaws
 - b. Minutes of all meetings
 - c. Operating budget, approved revisions, annual financial reports
 - d. Current membership enrollment list of names

ARTICLE V Membership and Dues

Membership in the Bear Metal Booster Club shall be made available with the following terms:

1. All parents of TRC students and members of the TRC, willing to uphold the policies and subscribe to these by laws, shall be known as an enrolled member of this organization upon:
 - a. Registration of name, email address and telephone number with the Bear Metal Booster Club Board.
2. Membership in this organization shall be made available without regard to race, color, creed or national origin.
3. This organization shall conduct an annual enrollment of members but may admit persons to membership at any time.
4. Only enrolled adult members of this organization shall be eligible to vote in meetings of the Booster Club and the election officers.

ARTICLE VI Officers and their Election

1. Officers of the Bear Metal Booster Club will consist of elected offices of:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. Elective officers shall be elected by and voted on by members of the Bear Metal Booster Club. Elective officers are voted into office by a majority of the members of the Bear Metal Booster Club present at the meeting.
3. The term office shall be one year. A candidate can be elected to the same office for no more than two consecutive years
4. The election shall be held in the Spring and newly elected officers shall assume office on the next business day following the election.
5. If a vacancy occurs in the office of the President, the Vice President shall assume the office of the President. If a vacancy occurs in any other office, a person elected by the majority vote of the Bear Metal Booster Club members shall fill it for the unexpired term.
6. A member must appear in person to cast a vote. The officers will determine the voting process.
7. Any officer who resigns their position must do so in writing and deliver their resignation to the Bear Metal Booster Club President. If the President is the position resigned, then they must deliver their resignation to the Vice President.

ARTICLE VII Duties of Officers

1. The President shall:
 - a. Preside at all meetings of the Bear Metal Booster Club
 - b. Be versed and communicate the bylaws to the Bear Metal Booster Club
 - c. Coordinate the work of officers of the Booster Club so that objectives and policies may be promoted
 - d. Be one of the Board members authorized to sign the checks or use debit card of the Bear Metal Booster Club
 - e. Give presentations as needed, such as at the beginning of the season to inform new parents of the booster club
2. The Vice President shall:
 - a. Act as an assistant to the President and perform the duties of the President in the

- absence or inability of that officer to act
 - b. Commit to the duties of the President in the event the President vacates office for any reason
 - c. Will be responsible for ensuring support for sales and marketing activities
 - d. Perform other delegated duties as assigned
3. The Secretary shall:
- a. Keep an accurate record of the proceedings of all the meetings of the Bear Metal Booster Club
 - b. Distribute official minutes to the Officers
 - c. Maintain the Booster Club book of Record
 - d. Be prepared to refer to minutes of previous meetings
 - e. Conduct necessary correspondence for the Booster Club in cooperation with the Officers
 - f. Perform other delegated duties as assigned
4. The Treasurer shall:
- a. Establish and/or maintain checking, savings and/or financial account(s) of the Booster Club
 - b. Have custody of all financial records and funds of the Booster Club
 - c. Verify and be responsible for, along with another member of all monies received
 - d. Keep a full and accurate account of receipts and disbursements, as authorized by a TRC advisor and in accordance with the budget adopted by the Bear Metal Booster Club
 - e. Manage cash boxes where Booster Club is selling concessions apparel or any other items
 - f. Coordinate with advisors on invoices and expenses for the TRC team
 - g. Maintain business license, insurance payments, other payments as legally necessary and P.O. Box
 - h. Perform other delegated duties as assigned
5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time as deemed necessary by the membership of the Bear Metal Booster Club.
6. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII Meetings

1. The Officers of the Bear Metal Booster Club will determine the date and time of meetings.
2. A simple majority shall decide any issue voted upon. In the event of a tie vote, the President shall be entitled to cast the deciding vote.
3. Meetings shall be open to the public.
4. Members present shall constitute a quorum. A majority vote of members present shall be deemed adequate and acceptable to conducting or transacting business of the Booster Club.
5. The last meeting of the year in May or June shall be an annual meeting at which time new officers shall be elected.

ARTICLE IX Dissolution

1. Upon dissolution of the Organization, the Board of Directors shall after paying or making provision for payment of all liabilities of the Organization, dispose of the assets of the

Organization exclusively for the purposes of the Organization or organizations organized and operated exclusively for the charitable, educational, religious or scientific purposes as shall be at the time qualify as an exempt organization under Section 501(C)3 of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine according to the following guidelines.

2. Such organizations shall be identified as follows in order of priority:
 - a. The Tahoma High School Associated Student Body, to be kept unspent for a period of three (3) years and thereafter to be distributed to the Tahoma High School Student Body Organizations deemed appropriate by the school Principal, or in the event the Associated Student Body may not be organized or qualified, or any assets were not disposed of by the above procedure.
 - b. The Board of Directors shall dispose of the assets exclusively for such purposes to such organization as said Board of Directors shall determine to an organization or organizations that meet IRS 501(C)3 standards.

ARTICLE X Conflicts of Interest

1. Conflict of Interest Defined
 - a. A conflict of interest shall be deemed to exist whenever a individual is in a position to approve or influence policies or actions by Club which involve or could potentially involve financial harm or benefit to such individual, such individual's family (spouse, parents, children, siblings, and in-laws of similar degree or kinship), or any for-profit organization in which such individual or such individual's family member is a director, trustee, officer, member, partner or more than 10% shareholder.
2. Disclosure of Conflicts of Interest
 - a. An officer or member of the TRC shall promptly disclose a conflict of interest to the Board in writing or by email under the following circumstances:
 - i. Prior voting on or otherwise discharging such person's duties with respect to any matter involving a conflict in all matters which come before the Board
 - ii. Prior to entering any contract or transaction on behalf for TRC involving the conflict
 - iii. As soon as possible after such person learns of a conflict of interest that arises in the ordinary course of business of TRC
3. Abstention from Voting, Certain Actions Void – Indemnity
 - a. Any member of the Board shall abstain from voting on any matter involving a conflict of interest. The Board may void nay vote, resolution, or other action taken by the Board if they learn that a person with a conflict of interest participated in such vote, resolution, or other action. The Board may void the actions of any officer or member of the Bear Metal Booster Club if the Board learns that such person acted with respect to any matter involving a conflict of interest. The Board may seek indemnification from any person whose votes, actions, or other conduct involving a conflict of interest create a liability for Booster Club that cannot otherwise be cured by voiding the vote, action, or other conduct of such person.
4. Officers of the board or members with authority to access and distribute funds cannot write or distribute funds to themselves or family members.

5. Written approval from at least two (2) board members must be obtained PRIOR to writing funds or authorizing electronic payments.
6. A minimum of two (2) quotes will be provided to the board before selecting a vendor. At least two board members must approve, in writing, the acceptance of a quote and selection of a vendor BEFORE contracting with a vendor for services.
7. All officers will be required to sign an annual conflict of interest disclosure form after assuming their board position.
8. Any member of the Bear Metal Booster Club or TRC representative that has access to Bear Metal Booster Club funds, influence over decisions that affect the Booster Club or stated conflicts as outlined above, will be required to complete an annual conflict of interest disclosure form.

ARTICLE XI Discipline

1. Any member of the Bear Metal Booster Club may be disciplined or expelled for conduct, which in the opinion of the Board is derogatory to the dignity of, or inconsistent with, the purposes of the Booster Club. The expulsion of a member may be ordered only upon the affirmative vote of two-thirds of the membership present at a regular or special meeting, provided a quorum act, and only after such member has been informed of the charges preferred against him/her and has been given an opportunity to refute such charges before the Board.

ARTICLE XII Liability of Members

1. No officer or member shall be personally liable for any bills or obligations of the organization, past or present.
2. No officer, member, or employee of the TRC or Bear Metal Booster Club shall disburse any funds or monies in his/her possession and belonging to the Booster Club without authorization from at least two officers of the Board.

ARTICLE XIII Amendments

1. Amendments to the by-laws may be initiated by any member in good standing, via a proposal that is signed or electronically verified via email by at least two other members in good standing. Said proposal shall be delivered to the President in writing or electronically. A proposed change to the bylaws must be distributed to the membership at least one week prior to a regular meeting.
2. These By-laws may be amended at any regular or special meetings of the Bear Metal Booster Club or by mail, phone, or e-mail vote. Within seven (7) days thereafter, the votes are tallied, verified, and approved by two officers of the board. A favorable vote of two-thirds of the Bear Metal Booster Club membership shall be required for amendment.

DOCUMENT CERTIFICATION
CERTIFICATE OF PRESIDENT

I certify that I am duly elected, and acting President of the Bear Metal Booster Club and the bylaws constitute the organizations bylaws. The bylaws were duly adopted at the meeting of the Officers held on _____.

Date Signed: _____

Signature: _____

Printed Name: _____

CERTIFICATE OF VICE PRESIDENT

I certify that I am duly elected, and acting Vice President of the Bear Metal Booster Club and the bylaws constitute the organizations bylaws. The bylaws were duly adopted at the meeting of the Officers held on _____.

Date Signed: _____

Signature: _____

Printed Name: _____

CERTIFICATE OF SECRETARY

I certify that I am duly elected, and acting Secretary of the Bear Metal Booster Club and the bylaws constitute the organizations bylaws. The bylaws were duly adopted at the meeting of the Officers held on _____.

Date Signed: _____

Signature: _____

Printed Name: _____

CERTIFICATE OF TREASURER

I certify that I am duly elected, and acting Treasurer of the Bear Metal Booster Club and the bylaws constitute the organizations bylaws. The bylaws were duly adopted at the meeting of the Officers held on _____.

Date Signed: _____

Signature: _____

Printed Name: _____