



ARTICLE 1.

GENERAL PURPOSES

The general purposes of the Beaverton High School Booster Club, a tax exempt 501 (a) (3) charitable organization, hereinafter referred to as "BHSBC" shall be:

- To promote parental support of the activities affecting the welfare and education of students; and
- To supply parental and educational support and to enhance school spirit by sponsoring extracurricular activities; and
- To recognize students and staff who have achieved special honors and awards; and
- To financially assist all recognized student programs and activities,

...in each case to the extent permitted by BHSBC's Articles of Incorporation.

ARTICLE 2.

POLICIES

Section 2.1. The programs of BHSBC shall be educational, fund raising or social, and shall be developed through conferences, committees and/or projects.

Section 2.2. BHSBC shall be noncommercial, nonsectarian and nonpartisan. The name of BHSBC and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose other than the regular work of the organization.

Section 2.3. BHSBC may not seek to direct the administrative activities of the school or to control its policies.

Section 2.4. BHSBC may cooperate with other agencies and organizations active in child welfare provided they make no commitments that bind BHSBC beyond the current year.

Section 2.5. No part of the activities of BHSBC will include electioneering in connection with ballot measures and under no circumstances shall BHSBC engage in political activity either for or against any candidate for public office.

Section 2.6. BHSBC will adhere to and follow all rules and regulations placed upon it by the Beaverton School District and the State of Oregon.



ARTICLE 3.

MEMBERSHIP

Section 3.1. Membership of BHSBC shall be open to parents, teachers, and staff of Beaverton High School and persons interested in the objectives of the organization.

Section 3.2. All members shall be voting members and agree to uphold the By-Laws and policies of the organization.

Section 3.3. The membership year shall coincide with the school year.

Section 3.4. Payment of dues shall be a condition for membership. Dues for the next school year will be determined by the membership no later than the last regular BHSBC meeting of the current school year.

ARTICLE 4.

OFFICERS

Section 4.1. Composition. The officers of BHSBC shall be the President, First Vice President, Co-Second Vice Presidents, Secretary, Alumni Liaison and Co-Treasurers. The membership may also elect such other officers and assistant officers and agents as it may deem necessary to perform such duties as the membership may prescribe.

Section 4.2. Election. The officers shall be elected by a majority vote of the membership present at the meeting of the election. The election of officers will generally occur at the regular meeting of BHSBC in May of each year. Such election will occur by secret written ballot unless, by unanimous consent of the membership, the President dispenses with written ballots for such election and does a hand count.

Section 4.3. Duties. Officers shall assume their official duties on July 1 or when elected if membership deems it necessary to elect officers outside normal voting periods; and serve a term ending the following June 30. Between the final membership meeting in May, where officers are elected, and the start of the new fiscal and administrative year on July 1, the outgoing board member(s) will work with their respective successor(s) to transition them into their new roles. The President, First Vice President and Co-Treasurers shall serve no more than two (2) consecutive terms in the same office. There shall be no term limits on the Secretary, Alumni Liaison and Co-Second Vice Presidents.

The President shall:

- Be principal executive officer of BHSBC and shall, in general, supervise and control its business and affairs;
- Prepare, distribute the agenda for, and preside at all meetings of the organization and the Executive Committee;
- Be a member ex-officio of all committees (except Nominating and Auditing) and when needed to break a tie;
- Convene monthly Executive committee meetings during the school year and/or when necessary;
- Review all requests for BHSBC funding before submission to the Executive committee for its review and recommendation to BHSBC general membership meeting; and
- Perform other duties as assigned by the Executive Committee.

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The First Vice President shall:

- Assist the President and perform the duties of the President in his or her absence, or in the event of the President's refusal or inability to act;
- Supervise and coordinate all activities of Standing Committees and ad hoc committees;
- Manage the communications plan and calendar for BHSBC, including issuing monthly email notices to general membership, updating BHSBC's web site, Facebook page and all other messaging related to BHSBC business;
- Perform other duties as assigned by the President or the Executive Committee

The Co-Second Vice Presidents shall:

- Supervise, coordinate all activities of concession operations during fall, winter and spring sports; and
- Perform other duties as assigned by the President or the Executive Committee.

The Secretary shall:

- Keep the minutes and records of all the meetings of BHSBC and other official business of BHSBC, including a list of members in attendance;
- Have on hand, for reference at each meeting, a copy of the By-Laws, Articles of Incorporation, Roberts Rules of Order, the agenda prepared for such meeting, the minutes of the previous meetings, and a list of all standing committees, fund raising committees, ad hoc committees and their chairpersons;
- Prepare a summary of each BHSBC meeting for distribution to the membership and for posting in a location accessible to any interested party;
- Keep the minutes for a minimum of 5 years and publish them on BHSBC's web site, where they shall be open to examination by the membership; and
- Perform other duties as assigned by the President or the Executive Committee.

The Alumni Liaison shall:

- Manage overall strategy and communications for engaging BHS alumni, including the Golden Grads;
- Serve as primary liaison for BHS class reunions; ensuring reunion information is published on the Booster Club web site and reaching out to reunion committees to encourage and facilitate group contributions to the Booster Club endowment fund; and
- Create a master database of contact information for Beaverton High School alumni.

The Co-Treasurers shall:

- Consist of two, non-related persons, not residing at the same address;
- Receive all monies of BHSBC;
- Keep an accurate record of all disbursement requests, receipts and expenditures;
- Pay out funds in accordance with the approved budget as authorized by the Executive Committee, with the provision that all checks must be cosigned by another member of the Executive Committee in the event there is not a co-treasurer;
- Present a financial statement at Executive Committee and membership meetings during the school year;

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- Compile and submit an annual fiscal report to the State of Oregon, per Dept. of Justice and/or IRS guidelines, working with an independent accountant hired by BHSBC;
- Ensure that all organization funds are maintained in a bank or savings and loan association insured deposit account as directed by the Executive Committee;
- Chair the budget committee to create the next school year's budget, members of which shall be appointed by the Executive Committee;
- Maintain financial records dating back a minimum of 7 years and they shall be open to examination by the members at all reasonable times;
- Relinquish the books to the new Co-Treasurer after an audit is made as explained under the Audit Committee Section; and
- Perform other duties as assigned by the President or the Executive Committee.

These duties will be divided between the two Co-Treasurers. The division of duties, but not limited to, will be one Treasurer responsible for reconciling all bank documents, maintaining the financial records, and preparing a financial statement to be presented at executive committee and membership meetings. The other Treasurer will be responsible for disbursement and receipt of funds along with providing cash for concessions stand sales. The purpose of dividing these duties is to ensure the safety and accountability of all funds of BHSBC.

Section 4.5 Executive Committee. The Executive Committee shall consist of the elected officers (President, First Vice President, Co-Second Vice Presidents, Co-Treasurers, Alumni Liaison and Secretary) of BHSBC. The Executive Committee shall transact necessary business in the intervals between executive and membership meetings and such other business as may be referred to it by the organization. They shall also create standing, fund-raising, budget, ad hoc and nominating committees.

The Executive Committee will approve the work plans and receive final reports of the committees. It will meet monthly during the school year, no more than one week prior to the monthly membership meeting, unless the President or a majority of the members of the Executive Committee determines that a meeting is not necessary. Decisions of the Executive Committee shall be carried by a majority vote of the committee members present.

When necessary due to urgency or summer break, the President may request a vote of the Executive Committee via email, with such votes being valid and binding. The Executive Committee may, with a majority vote of committee members, approve financial requests outside of general membership meetings for amounts equal to or less than \$500.

Section 4.6. BHSBC Representatives.

Each Beaverton High School sport and activity shall identify a representative who will serve as the liaison between that sport/activity and BHSBC. This rep shall be responsible for submitting fund requests and attending BHSBC meetings at which the fund request will be considered to answer any questions. The rep shall be responsible for communicating relevant Booster Club news and information to the coach/director of the sport/activity he or she represents.

Section 4.7. Vacancy of Office. Any officer may resign at any time by delivering written notice of such resignation to the President or Secretary of BHSBC. Provision for removal of officers will require a two-thirds vote of members present at a regular meeting providing there has been at least two weeks notification of the proposed removal to all members of the organization.

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Upon the resignation, removal, or death of any Officer or the creation by the BHSBC of a new officer position, BHSBC may elect an Officer to fill such office upon the nomination of any member at either a regular meeting or a special meeting of BHSBC or may allow such office to remain vacant until the regular election meeting the following May. If a vacancy occurs in the office of President, the First Vice President shall fill out the remaining term of office and a new First Vice President shall be elected to serve until the next election or the office may remain vacant.

Section 4.8. Powers and Responsibilities of Officers. The officers will have sole responsibility for the management of the business of BHSBC. In the management and control of the property, business and affairs of BHSBC, the Officers are vested with all of the powers possessed by BHSBC itself, so far as this delegation of power is not inconsistent with the Oregon Nonprofit Corporation Act, the Articles of Incorporation, or these By-Laws. BHSBC is not organized for profit, and no part of the net earnings shall insure to the benefit of any member. Each Officer is expected to attend all meetings of BHSBC and participate in all discussions and votes.

ARTICLE 5.

MEETINGS AND OPERATING YEAR

Section 5.1. Notice of Meetings. The number, dates, and time of meetings shall be determined by the Executive Committee with agreement from the Principal. There shall be no less than eight (8) regular meetings a year. The Secretary shall, at least two weeks prior to the May meeting, which features board elections and budget approval, give written notice of the date, place and time of the meetings generally provided to members on BHSBC's web site and via email notification.

Written notice stating the purpose or purposes of a meeting shall be given to members at least 48 hours prior to any regular or special meeting at which the members will be asked to consider approval of any amendments to BHSBC's Articles of Incorporation or these By-Laws.

Section 5.2. Conduct of Meetings. Meetings of BHSBC's members shall generally be conducted in accordance with Roberts Rules of Order, provided, however, that the President, or in the absence of the President, the presiding officer at the meeting, shall have the final decision on all matters of procedure.

Section 5.3. Voting. BHSBC members present at the membership meetings shall constitute a quorum. Motions shall be carried by a majority vote of BHSBC members present at a membership meeting. Quorum shall consist of no less than seven (7) members in order to vote on matters of business.

Section 5.4. Operating Year. The fiscal year of BHSBC shall begin on July 1 and end on the succeeding June 30. The administrative year shall coincide with the fiscal year.

Section 5.5. Attendance at BHSBC Meetings. Meetings of BHSBC are open to any person interested in the activities of BHSBC. However, the President or the presiding officer at the membership meeting shall have the power to order removal of any person who is disrupting the orderly conduct of business of the meeting. In addition, the Officers shall be entitled to go into executive session to consider any matter which the Officers believe to be of a sensitive nature.

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ARTICLE 6.

COMMITTEES

Section 6.1. Committees and Appointments. The Executive Committee may designate standing, fund raising, budget, audit, nominating, scholarship, graduation night, and ad hoc committees, which shall have such authority and responsibilities as may be delegated and assigned by the Executive Committee. Each committee shall consist of a chair appointed by the appropriate Vice President, except as otherwise provided herein, and such other persons who are interested in the activities of BHSBC and volunteer to become involved in the activities of the committee.

Any committee chair may resign at any time by delivering written notice of resignation to the President or Secretary. The Executive Committee may remove any committee chair from office by vote of a majority of Executive Officers then in office. A vacancy in any chair of any committee, for whatever reason, may be filled by the Executive Committee for the unexpired term. Committees will be inactive during any period in which the committee does not have a chair.

Section 6.2. Limitation on Powers of Committees. No committee shall have the authority to authorize distributions, approve dissolution, merger or the sale, pledge or transfer of all or substantially all of BHSBC's assets, adopt, amend or repeal BHSBC's Articles of Incorporation or By-Laws or take any other action prohibited by the Oregon Nonprofit Corporation Act or contrary to the policies or actions of the members. Each committee chairperson shall be asked to compile a committee notebook in which they shall file a written report of all activities including a summary of expenses.

These notebooks shall be returned to the Vice President no later than the last regular meeting of BHSBC. Committee chairs shall report to BHSBC on activities of their committees upon the request of the President, First Vice President or the Second Vice President. The chair of each Standing Committee or Ad Hoc Committee shall present a work plan to the Executive Committee; no Committee work shall be undertaken without approval of the Executive Committee. Unbudgeted or over budget expenditures must be approved by a majority vote of the membership in attendance at a regular BHSBC meeting.

Section 6.3. Nominating Committee. The Nominating Committee shall consist of at least three (3) members with not more than two (2) from the Executive Committee. The Nominating Committee shall be appointed by the Executive Committee. The Chair shall be selected by a majority vote of the Nominating Committee once formed. The Nominating Committee will, prior to the regular meeting of BHSBC in May, prepare and submit a list of the names of persons who are willing to serve as officers of BHSBC.

The Nominating Committee shall select at least one nominee for each office to be filled. The consent of each candidate must be obtained before their name is placed in nomination. Additional nominations may be made from the floor by BHSBC members at the election meeting, provided that consent from each candidate has been obtained before their name is placed in nomination. If practical, the nominee for President shall have served on the Executive Committee during the previous year.

Section 6.4. Grad Night Committee. The Grad Night Committee shall consist of parents who currently have a student in their senior year and will be graduating in June of that year. The Chair shall be selected by a majority vote of the Grad Night Committee once formed. The Chair shall report to the First Vice President and attend regular BHSBC meetings, giving reports when requested. Meetings shall be as often as necessary.

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Any and all fund raising shall be separate from those of BHSBC and will be handled by a representative treasurer from the committee through an account set up for the sole purpose of funding Grad Night. The Grad Night Committee shall invite junior parents to join their meetings in April to promote an informative transition from year to year.

Section 6.5. Scholarship Committee. The Scholarship Committee shall be responsible for reviewing potential scholarship recipients as per established guidelines and selecting those that will be awarded scholarship money from BHSBC. This Committee shall be appointed by the First Vice President by the March BHSBC meeting. The Scholarship Committee shall consist of four or five BHSBC members who are non-senior parents. The amount of scholarship funds to be awarded will be determined by BHSBC membership with the recommendation from the Executive Committee.

Section 6.6. Fund Raising Committee. The Fund Raising Committees shall plan and coordinate fund raising activities of BHSBC. However, no fund raising activity for the benefit of BHSBC shall be conducted without the prior approval of BHSBC. All Fund Raising committees will report to the First Vice President and shall consist of a chair appointed by the Executive Committee and any other persons who are interested in the activities of BHSBC and volunteer to become involved in the activities of the Fund Raising Committee.

Section 6.7. Audit Committee. The accounts of BHSBC shall be examined annually by an audit committee of not less than three persons, a majority of whom shall not be current Officers and chaired by the Treasurer. Upon completion of its review, the audit committee shall sign a written report to the Executive Committee either stating that it discovered no reason to question any of the transactions on BHSBC's accounts or stating the nature of any questions or concerns that arose during its review. In lieu of this committee, an outside certified auditor may be used.

Section 6.8. Budget Committee. A proposed budget shall be presented annually by the Budget Committee, chaired by a Co-Treasurer and consisting of all Executive Committee members. They shall meet and review the last year's budget and prepare a proposed budget for the coming year to be available to members at least seven (7) days prior to the May BHSBC meeting where the annual budget for the coming year shall be voted on for approval.

Section 6.9. Other Ad Hoc Committees. The Executive Committee may from time to time designate one or more ad hoc committees with such responsibilities as the Board may determine. Each ad hoc committee will have either a specified duration or, if no duration is specified, shall continue indefinitely until it becomes inactive.

Each ad hoc committee will consist of a chairperson appointed by the Executive Committee and any other persons selected by the chairperson who are interested in the activities of BHSBC and who volunteer to become involved in the activities of that particular ad hoc committee. The chairperson will report to the First Vice President.

ARTICLE 7.

AMENDMENTS

These By-Laws may be amended or repealed by BHSBC members at any regular membership meeting or at any special meeting called for that purpose, provided that the notice of any such meeting shall state that the purpose or one of the purposes of such meeting is to consider a proposed amendment to these By-Laws accompanied by a copy or summary of the proposed amendment or state the general nature of the amendment. Any proposed amendment must be approved by two-thirds of the voting members present.

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ARTICLE 8.

SEVERABILITY/DISSOLUTION

If any provision of these By-Laws is found, in any action, suit or proceeding, to be invalid or ineffective, the validity and the effect of the remaining provisions shall not be affected. In the event that BHSBC is dissolved, all of its assets shall be distributed in accordance with the decisions or plan made by the previous year's Executive Committee and consistent with the provisions in the Article of Incorporation.

These By-Laws were amended and restated by the members of the Beaverton High School Booster Club , approved by a unanimous vote, on October 14, 2014.

Signed by:

Nancy Wargo
Secretary of BHSBC

Date