



# Tiger Football Booster Club

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<https://www.tigerfootballboosterclub.org>  
(On Social Media as @BattleGroundTigerFootball)

EIN #: 45-5101261

## By-Laws and Articles of Incorporation

Adopted 3-28-2012  
Revised 4-8-2014  
Revised 9-10-2019  
Revised 04-13-2022

## ARTICLE I. NAME

Tiger Football Booster Club.

Our booster club can be found on social media @BattleGroundTigerFootball.

## ARTICLE II. PURPOSE

**Section 2.1:** The purpose of the organization shall be to provide encouragement and support to the football program at Battle Ground High School, help maintain, improve or expand the program, 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 opportunities continue to be available to the students of Battle Ground High School that participate in the High School Football Program. This organization will also encourage and promote school spirit and sponsor fundraising activities to provide additional funds for the Battle Ground Football program and booster club activities.

**Section 2.2:** Upon dissolution of the organization, the Tiger Football Booster Club Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all of the assets of the organization to the BGHS ASB Football Special Projects Account.

## ARTICLE III. NON-PROFIT STATUS & CONDUCT OF ACTIVITIES

**Section 3.1:** The Tiger Football Booster Club shall be a non-profit organization as described in Section 501c(3) and exempt from taxation under Section 501(a) of the Internal Revenue Code or corresponding section of any future federal tax code.

**Section 3.2:** This organization shall operate in accordance with established rules and policies of Battle Ground High School, Battle Ground School District and the Washington Interscholastic Athletic Association (WIAA).

## ARTICLE IV. MEMBERSHIP

**Section 4.1:** Membership in the Tiger Football Booster Club shall be opened to parents or guardians of students attending in the Battle Ground School District, faculty, coaches, community members, & extended family, who desire to support the Tiger Football Booster Club. All members will abide by the By-Laws of the Tiger Football Booster Club.

**Section 4.2:** Membership fees shall be set annually by the Executive Board. Payment of the annual dues entitles each member to one (1) vote in Booster Club business requiring membership approval, including but not limited to, Officer Elections and amendments to the By-Laws. Financial hardships will not result in membership denial.

**Section 4.3:** The term of membership shall run from Jan 1 until the last day of February of the following year, regardless of when one joins during the course of the year. Dues collected March 1 or after will serve as membership dues for the upcoming season.

**Section 4.4:** "General Member" shall be defined as a member who has paid dues for the current membership year and is in good standing with the Tiger Football Booster Club. Only current General Members may vote, hold office or chair committees.

**Section 4.5:** General Members to be in good standing and be eligible to vote must attend 2/3 of the General Membership meetings.

## **ARTICLE V: MEMBERSHIP TERMINATION**

**Section 5.1:** Membership shall terminate on last day of February, unless the member renews by paying the following year's dues.

**Section 5.2:** A member may be expelled or suspended, and a membership may be terminated or suspended before the end of the school year only when:

- It is determined by a 2/3 vote of the Executive Board that a member no longer subscribes to all of the policies and requirements of the Tiger Football Booster Club or is actively working against approved plans and activities of the Tiger Football Booster Club. Membership dues shall not be refunded.
- A member is given fifteen (15) days prior written notice of the expulsion, suspension, or termination of membership, and reasons for it.
- A member is given the opportunity to be heard by the Executive Board, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension or termination.
- The Executive Board, by a 2/3 vote, may decide that the expulsion, suspension, or termination not take place.

## **ARTICLE VI. MEETINGS**

**Section 6.1** General Membership meetings will be open to the public and conducted throughout the school year, on a minimum of three times or as needed by the Tiger Football Booster Club. The Football Booster Club will conduct an annual meeting in February to elect the officers for the next year, as well as, to begin organizing the Club's activities for the upcoming school year.

The Executive Board shall determine the dates for the general membership meetings. Notice of Tiger Football Booster Club meetings shall be posted on the Tiger Football Booster Club website, Social Media, or via the membership email list. The General Membership meetings are to be held at a Battle Ground High School location.

Special meetings may be called by the President or the majority of the members on the Executive Board. At least three (3) Executive Board officers must be in attendance. Executive Board meetings can be open and/or closed to the public and conducted as and where needed as determined by the Executive Board.

3 members shall constitute a quorum for the transaction of business in any meeting of the general membership. For voting purposes, approval will be defined as a simple majority vote of the active, voting members present at any general meeting.

**Section 6.2:** All questions of parliamentary procedure not provided the forgoing Bylaws shall be decided by the reference of Robert's Rules of Order.

**Section 6.3:** All committees, either standing or temporary may be established by the Executive Board.

## **ARTICLE VII. AMENDMENT PROCESS**

These By-Laws may be amended, in whole or in part any time by the favorable majority of the membership in attendance at any regular meeting.

Any proposed amendment will be read at a General Membership meeting and then voted on. All amendments must be in compliance with Washington State Booster Club Association (WSBCA) and Battle Ground School District (BGSD) rules or guidelines.

## **ARTICLE VIII. INCOME AND EXPENDITURES**

**Section 8.1.** Annual membership dues for the Tiger Football Booster Club will be determined at the annual meeting. Membership dues shall be used solely for Tiger Football Booster Club activities.

**Section 8.2.** Fundraising activities shall be those as determined by and approved by the Tiger Football Booster Club Executive Board. All funds raised in support of Tiger Football Booster Club activity shall be used in order to serve and support the Battle Ground High School Football Team.

**Section 8.3.** All funds donated to the support of football activities shall be expended only in accordance with these Bylaws and supplementary procedures established by the Tiger Football Booster Club Executive Board.

**Section 8.4.** Each fiscal year, the Executive Board shall accept budget requests from the BGHS Football Coach Liason. The budget requests shall be submitted to the Executive Board no later than March 30. The Executive Board will consider all budget request information, vote and then present approved budget to the Members at the General Membership meeting in August.

## **ARTICLE IX. FINANCIAL MANAGMENT**

**Section 9.1.** Finances belonging to the Tiger Football Booster Club will be deposited into a checking account established through a local bank.

**Section 9.2:** The Tiger Football Booster Club's fiscal year begins April 1st and ends last day of March. The current Treasurer will be responsible for closing the previous Tiger Football Booster Club Fiscal Year books along with providing information and updates to the newly elected Treasurer for the upcoming school year.

**Section 9.3:** At the end of the Football Booster Club's fiscal year, all financial documents will be compiled and submitted to the Executive Board, Coach liason and District Offices. They will also be presented at the next General Membership meeting.

## **ARTICLE X. OFFICERS & ELECTION PROCESSES**

### **Section 10.1: Officers**

The Tiger Football Booster Club's Executive Board consists of the following Officers:

- President
- Vice President
- Secretary
- Treasurer
- Publicity, Fundraising & Events Chair Person
- Merchandise Chair Person
- Coach Liason
- The Executive Board shall be comprised of each above elected Officer with the exception of the Coach Liason.
- All Officers, with the exception of the coach liason, will be elected at the general membership meeting in February. The new officers will assume their duties on March 1<sup>st</sup>, following the election, and their attendance will be required at all meetings following the election, to allow for proper transition.
- In the event of a resignation or vacancy in the office of the President, the Vice President will assume the Presidency. Any other office vacancy or resignation will be filled, by nomination of the Executive Board officers
- Inability by any officer to perform or lack of attendance at two (2) consecutive, regularly scheduled meetings may result in removal by majority vote of the Tiger Football Booster Club Executive Board.

- Officers can be removed from office for misconduct or neglect of duty by one of the following:
  - A two-thirds vote of the executive board with no notice of the vote at a special meeting
  - A two-thirds vote at a called membership meeting with no notice of the vote

**Section 10.2 Officer Eligibility**

Members who are interested in becoming an officer of the Tiger Football Booster Club must meet the following eligibility requirements:

1. Be an active member of the Tiger Football Booster Club (See Article IV), who is in good standing and actively participates in activities supported by the Tiger Football Booster Club.
2. Be willing to serve and abide by the Tiger Football Booster Club Bylaws if elected

**Section 10.3: Officer Nominations and Elections**

- Officer elections will be held at the February general membership meeting. With the exception of the coach liason.
- Any Active Member of the Tiger Football Booster Club may make additional nominations from the floor.
- A nomination must receive a second for the nomination to be valid. Nominations may not be from an immediate family member.
- Following nominations, each officer shall be elected for a two year term commencing March 1st by simple majority vote of the Active Members present at the meeting. If there are 2 or more nominations for an office, the vote will be taken by ballot.
- All officers will be eligible for re-election to the same or another position
- Only one member of a family/household may serve as an officer at the same time.

**Section 10.4: Coach Liason**

Coach Liason will be appointment by the Current Head Coach of the Battle Ground High School Football Team. The Coach Liason can be the Head Coach or any other appointed coach.

**ARTICLE XI. DUTIES OF THE OFFICERS**

Duties of the officers shall include, but are not limited to, the following:

**President:**

The President shall oversee the function of the Tiger Football Booster Club. This individual shall appoint all Chairpersons of Standing Committees and Special Committees and fill all vacancies that occur during the club year, as provided herein. The President shall supervise all activities of the Tiger Football Booster Club, including determining the meeting schedule and calling emergency meetings if necessary.

The President and Secretary shall have custody of the Tiger Football Booster Club Bylaws of the Organization. The President will automatically be an ex officio member of any and all committees. The President is responsible for the Tiger Football Booster Club compliance to all Booster Club guidelines. The President will also be a co-signer on the bank account and have access to all accounting programs.

**Vice President:**

The Vice President shall assist the President and perform all duties of the President in that person's absence. The Vice President should take over the responsibilities of the President in the event that office is vacated. The Vice President will coordinate the recruitment of committee chairpersons for the committees.

**Secretary:**

The Secretary shall record the minutes of all Tiger Football Booster Club Membership meetings and Executive Board meetings. The Secretary shall present minutes of the previous Football Booster Club meeting for approval and will be responsible for maintaining all non-financial documents for the Tiger Football Booster Club including the WSBCA Guidelines and Tiger Football Booster Club By-Laws. The Secretary shall also assist the President with membership activities. The Secretary shall issue notices of meetings and agendas, and perform other duties as assigned. The Secretary shall provide meeting minutes to the Tiger Football Booster Club webmaster to be posted, after approved, on the website.

The Secretary will also be required to pick up the mail from the PO Box and review all mail before distributing the mail to the proper person.

**Treasurer:**

The Treasurer shall have custody of all monies in the Tiger Football Booster Club's general operating fund and will sign all the Tiger Football Booster Club checks. The Treasurer will be empowered to make necessary disbursements of funds approved by the Executive Board. This individual will receive all dues, fees and monies for the Tiger Football Booster Club. This individual will keep a record of all receipts and expenditures including data logging and properly classifying expenditures. They will also render a statement of account at each meeting and make them available to Board members. The Treasurer will ensure that financial information including fundraising summaries, present a full written financial report upon the completion of the Fiscal Year and any information needed for federal, state or local taxes shall be provided.

The Treasurer shall be custodian on books, vouchers, and financial records of the organization. The Treasurer shall also, with the assistance of the Executive Board of the Tiger Football Booster Club, be responsible for developing an annual budget for the Tiger Football Booster Club. The Treasurer shall be a check signer on Tiger Booster Club bank account.

**Publicity, Fundraising & Events Chair Person:**

The Publicity, Fundraising & Events Chair Person will oversee sponsorship & fundraising activities and Special Events including, but not limited to, organizing fundraising committees, Team Meals, Team Breakfast, Friday Night Crew needs, Homecoming, Spirit activities, Banquets and any other special events. Other duties to include connecting with parents, engaging the community, Media Relations, Philanthropic Involvement, Elementary and Intermediate School Involvement, and coordinating with the Webmaster on updates/information to be posted on the Football Booster Club website.

**Merchandise Chair:**

The Merchandise Chair Person's primary duty will be to oversee the merchandise and program. They shall also assist the President as required and be responsible for all Tiger Football Booster Club gear and sales requirements related to the following committees, but not limited to, Merchandise, Sponsorship, Membership and all booster events.

The role includes working with various vendors to procure merchandise to be sold throughout the year, selling merchandise at all home games and special events, unless inclement weather makes it impossible, inventory management, merchandising reports and procuring merchandise included with the various booster membership levels sold.

This individual will report invoices and funds received to the Treasurer and/or President.

**Coach Liason:**

The Coach Liason will work together with the Coaching Staff and Booster Club in order for the Tiger Football Booster Club to best support the needs of the Battle Ground High School Football Team.

## **ARTICLE XII: FISCAL YEAR**

The fiscal year of the organization shall begin April 1st and shall end March 31st of the following year.

## **ARTICLE XIV: ADOPTION & AMENDMENTS**

The foregoing Bylaws were duly adopted on March 28th, 2012 and then revised on April 8, 2014 and September 10, 2019 by persons interested in forming and improving the Tiger Football Booster Club.

April 2022: These bylaws were updated on April 13, 2022 with the intention of making steps to move from a closed to an open booster club. All current officers and titles to remain in place through February 2023 elections where the new officers will commence as defined by the newly amended bylaws.

Membership fees along with collection and tracking methods will be set by the May 2022 Executive Board meeting and membership open to the public as defined within these bylaws beginning June 2022.