

# **Bylaws of Herron Island BOOSTERS**

Adopted by the Initial Officers

## **Article 1: Charter and Goals**

We are all members of Herron Island and all Herron Island members are encouraged to join. We foster community spirit, family, and goodwill throughout the community. We strive to keep the best interests of the Herron Island community at the forefront in our decision making process.

The Herron Island BOOSTERS is a nonprofit community organization.

### **BOOSTERS' CHARTER AND GOALS**

- Plan and facilitate community social events on the island.
- Contribute to the beautification and improvement of island facilities.
- Strive to improve the safety of all Island facilities.
- Provide support to volunteers whenever possible.
- Work hand-in-hand with the HMC Board, Island employees, and Island committees.
- Support island projects and environment.
- Invest fund raising proceeds for the benefit of our island community.
- Be self-supporting.
- Engage in any other lawful activity that may be authorized from time to time by the Herron Island BOOSTERS membership, consistent with Washington State law relative to non-profit organizations.

## **Article 2: Membership**

2.1. Membership shall run parallel to the BOOSTERS' fiscal year (June 1 – May 31) expiring annually in conjunction with the BOOSTERS' Annual Membership Meeting.

2.2. Each year the amount of dues will be recommended by the Herron Island BOOSTERS' Officers and placed for a majority vote by membership. Annual dues are non-refundable.

2.3. Any HMC member 18 years or older may become a BOOSTERS member by signing up and paying any annual dues that may be adopted.

### **2.5. Voting Rights**

2.5.1. Each paid member shall be entitled to one vote on each issue placed for vote.

2.5.2. In an election each paid member may cast one vote for as many persons as there are Officers to be elected.

2.5.3. All BOOSTERS Officers must vote on open ballot issues either in person or in writing.

## **Article 3: Membership Meetings**

3.1. **Annual Meeting.** The Annual Meeting of the membership shall be held in June of each year for the purpose of (a) electing Officers to succeed those whose terms expire, (b) acting on resolutions offered by the members, including amendments to the Bylaws proposed by the majority of voting members present, and (c) transacting any other business.

3.2. **Regular Membership Business Meetings** BOOSTERS meetings and/or potlucks are typically held on the 2nd Saturday of the month at the Community Center. Frequency of meetings may vary and will be publicized in

the *Beachcomber* and on the official Herron Island website: [www.herronisland.org](http://www.herronisland.org). Business meetings may occur separately or in conjunction with potlucks or other functions.

**3.3. Special Officers Meetings.** Special meetings of the BOOSTERS Officers may be called at any time, date, and place as they may prescribe. At least 2/3 of the Officers must be in attendance.

**3.4. Quorum.** At any Regular membership business meeting a simple majority vote of the attending paid members shall be required to pass any motion. All voting at Annual meetings shall be in person.

#### **Article 4: Governing Board**

**4.1. General Powers.** The affairs of the Herron Island BOOSTERS shall be managed by the elected Officers.

**4.2. Qualifications.** Officers shall be HMC and BOOSTERS members in good standing.

##### **4.3. Election of Officers**

**4.3.1. Initial Officers.** The Initial Officers named in the Articles of Incorporation shall serve at least until the first annual meeting of members.

**4.3.2. Successor Officers.** Successor Officers shall be elected each year at the Annual Meeting of members.

**4.4. Number and Term of Officers.** The Officers shall consist of an odd or even number of Officers, and no fewer than three Officers shall serve for a one or two year term, and may be elected to consecutive terms. It is the desire that Officers shall initially be elected for a one or two-year term, so that the Officers' terms are staggered. The Officers shall elect officers from BOOSTERS membership. At a minimum there must be a President, Treasurer and Secretary. There may be a President and Co-President, a Secretary and Co-Secretary, and a Treasurer and Co-Treasurer, in addition to any other positions desired by the Officers. The Officers may create committees or further offices from time to time as necessary. Whenever possible it is recommended that the Co-Officer Positions be maintained to promote the even distribution of the workload across the Officers.

**4.5 Duties of Officers.** To promote smooth operations the Officers are to at least perform the following duties. President and/or Co-President: prepare agenda for (see Atch 1: Suggested Agenda) and lead meetings and promote organizational growth. Treasurer and/or Co-Treasurer: maintain bank account; reporting of finances and maintain a membership log. Secretary and/or Co-Secretary: take meeting notes; maintain BOOSTERS calendar and communicate and correspond as necessary.

**4.5.1. Others suggested positions.** Helper positions require a one year term commitment and helpers are asked to attend membership meetings or at a minimum provide a report as appropriate. Suggested positions and duties are: **Activities Promoter:** prepares promotional signs or flyers for use on the website [www.herronisland.org](http://www.herronisland.org), the *Beachcomber*, or for email distribution, with the Approval of the Officers. **Sunshine:** extends kindness to individuals in the BOOSTERS membership in the event of but not limited to sickness or loss. This would be accomplished by sending a card on behalf of the BOOSTERS. **Materials Manager:** oversees sales and inventory of BOOSTERS clothing, merchandise and stocks and maintains the inventory of paper products at the Community Center. **Historian:** documents the activities throughout the fiscal year. This would be accomplished by use of photos taken and shared on the website [www.herronisland.org](http://www.herronisland.org).

**4.6. Nominations.** Nominations shall come from the Herron Island BOOSTERS membership. All nominated must be willing to make a one year commitment. A simple majority of those members present at the annual meeting is required to elect Officers.

**4.7. Resignation.** Any Officer may resign at any time by delivering written notice to the President or the Secretary, or by giving oral notice at any meeting of the Herron Island BOOSTERS. With the exception of personal

or family emergencies, it is preferred that the effective date coincide with a BOOSTERS Business meeting so that an election may transpire to fill the vacancy. Any such resignation shall take effect at the time specified in the notice, or, if the time is not specified, upon delivery of the notice. Unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

**4.8. Vacancies.** Any Officer vacancy arising from any cause such as death, resignation, removal, or incapacity, may be filled by a majority vote of the Herron Island BOOSTERS membership at any regular Membership Business meetings. Such appointee shall serve during the unexpired term of the member whose position had become vacant.

**4.9. Meetings.** The Officers shall meet at dates, places, and times to be decided by the Officers. Notice of a Herron Island BOOSTERS meeting shall be transmitted by email, posted in the *Beachcomber* newsletter, and/or posted on the Herron Island website ([www.herronisland.org](http://www.herronisland.org)).

**4.10. Non-compensation.** No Herron Island BOOSTERS Officer shall receive compensation for his/her service to the organization in that capacity. This provision shall not be construed as preventing the payment of compensation to such persons for valuable services performed in any other capacity, provided that the Officers shall approve such payments. Subject to the Officers' prior approval, receipted reimbursements may be claimed for actual expenses incurred in the performance of service or travel for the organization.

**4.11. Quorum.** A quorum for votes at BOOSTERS meetings is a simple majority of those active members present. All voting of the BOOSTERS membership shall be in person (see exception Article 2.5.3.).

## **Article 5: Finances**

**5.1. Fiscal Year.** The fiscal year of the Herron Island BOOSTERS shall begin on June 1 of each year and end on May 31 of the following year.

**5.2. Reporting.** An accounting of debits, credits and account balances shall be made at each BOOSTERS Business meeting for the period of time since the last BOOSTERS Business meeting. An annual reporting of the YTD expenditures and income is to be reported at the Annual Meeting in June.

**5.3. Disbursements.** Funds in excess of \$200 shall be disbursed or encumbered by the Treasurer only by authorization of a majority of the Herron Island BOOSTERS membership. Funds in amounts of less than \$200 may be disbursed or encumbered by the Treasurer only by authorization of at least 2/3 of the Herron Island BOOSTERS Officers.

**5.4. Reimbursements.** All expenditures must be approved as provided in Article 5.3. Requests for reimbursements must be submitted to the Treasurer within 30 days accompanied by receipts and a completed (Atch: 2) BOOSTERS' "Request for Reimbursement Form".

**5.5. Prohibition of Dividends.** No part of the net earnings of the organization shall be paid or transferred to the benefit of, or be distributable, as dividends or in any other manner, to its members, officers, or other private persons; except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, upon receipt of a statement of charges and receipts for reimbursement, and to make payments and distributions in furtherance of its purposes.

**5.6. I.O.U.s.** In accordance with good business practices, I.O.U.s will not be accepted in payment for merchandise, events, or annual membership dues.

**5.7. Prohibition of Loans.** No loans shall be made by the organization.

**5.8. Use of BOOSTERS' Monies.** BOOSTERS' monies arising from sales, donations, dues or any other means are to be used in furtherance of the organization's charter as described above, or for other reasons as

described herein. No BOOSTERS monies shall be delegated for any other purpose up to and including supplementing HMC budgets or to finance projects that are the fiduciary responsibility of HMC Management.

#### **Article 6: Limitation of Powers**

6.1. No substantial part of the activities of the Herron Island BOOSTERS shall be devoted to attempting to influence legislation by propaganda or otherwise, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements with respect to) any political campaign on behalf of or in opposition to any candidate for public office or on behalf of or in opposition to any HMC member who may be running for a officer position within HMC Management.

#### **Article 7: Amendments**

7.1. These Bylaws may be amended, altered, or repealed at any regular or special meeting of the Herron Island BOOSTERS Membership by a majority vote of members in good standing.

#### **Article 8: Final Disposition**

8.1. Upon dissolution of the Herron Island BOOSTERS organization, the officers, after paying or making provisions for the payment of liabilities of the corporation, shall distribute the remaining assets of the corporation to benefit the Herron Island Community as agreed, at a final membership meeting, by majority vote of the remaining Herron Island BOOSTERS members present. Following that, any remaining monetary assets of the corporation shall be distributed to the general accounting fund of HMC Management (a Washington State nonprofit organization).

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012

Herron Island BOOSTERS – Initial Officers

\_\_\_\_\_  
Janet Podell, Co-President

\_\_\_\_\_  
Carla Vierra, Co-President

\_\_\_\_\_  
Beth Wanzong, Co-Treasurer

\_\_\_\_\_  
Carolyn Anspach, Co-Treasurer

\_\_\_\_\_  
Judy Greinke, Co-Secretary

\_\_\_\_\_  
Terrill Chilson, Co-Secretary

Atch 1: Suggested Meeting Agenda

Atch 2: Request for Reimbursement Form

## BOOSTERS Suggested Meeting Agenda

Call to order.

Approval of Minutes.

Treasurer's Report.

Membership Report.

Event Calendar.

Activities Promoter.

Sunshine.

Materials Manager.

Historian.

New Business:

Old Business.

Action Items.

Adjournment.

Attachment 1: Suggested Meeting Agenda (set up to be copied and used as an outline.)

**B.O.O.S.T.E.R.S.**  
Band of Obviously Super Terrifically Enthusiast Recreation Supporters

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**REQUEST FOR REIMBURSEMENT**

**Name:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**\*BOOSTERS Officer signature:** \_\_\_\_\_

\*Required only if reimbursement exceeds \$200.  
Receipts must be attached to receive reimbursement.

Date	Description of Expense	Purpose/Event	Amount
<b>TOTAL:</b>			

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For Office Use Only:

Date Paid:

Check #:

Payment Issued by:

Attachment 2: Request for Reimbursement Form