

**Ridgefield Boosters**  
**BY-LAWS 2024/2025**



**ARTICLE I. Name**

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- a) The name of this organization shall be called the Ridgefield Boosters. The organization provides volunteer parent/guardian support to Ridgefield High School located at 2630 S Hillhurst, Ridgefield, WA 98642. Primary email address is: [rhspudboosters@gmail.com](mailto:rhspudboosters@gmail.com). Website address is: [ridgefieldboosters.com](http://ridgefieldboosters.com)

**ARTICLE II. Purpose and Mission**

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- a) **Purpose:** The Ridgefield Boosters is a volunteer driven organization that proudly invests in our students and staff at Ridgefield High School.
- b) **Mission:** The organization's mission is to encourage, enhance and support **ACADEMICS, ACTIVITIES** and **ATHLETICS** while promoting community involvement. We work in partnership with the Ridgefield School District (RSD), Ridgefield High School (RHS) Administrators, Staff, Coaches and Advisors in providing financial assistance for items/opportunities that are not funded by our District or School.
- c) We encourage full inclusion and participation, through volunteerism and membership, from all families, friends and Ridgefield community members to support Ridgefield High School.

Our goal is to encourage sustainable funding through Ridgefield Boosters Membership, Merchandise Sales, Business Fundraising and Concessions Sales.

**ARTICLE III. Policies**

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- a) Ridgefield Boosters was incorporated as a non-profit 501(c)(3) corporation in the State of Washington on May 26, 1983 and assigned Corporation Number 2.332992 and UBI Number 601.805.836. The organization will use an independent accounting services firm, responsible for filing Washington State annual taxes, and will serve as the registered agent RCW 23.95.410 for this corporation. The Employer Identification Number is 91.1175537.
- b) This organization is registered under the Charitable Solicitations Act, registration number 4471. An independent accounting services firm, is responsible for filing the annual registration by May 31<sup>st</sup> to avoid penalties.
- c) This organization was granted tax-exempt status under section 501(c)(3) of the IRS Code on May 26, 1983. A copy of the Letter of Determination is filed with the Ridgefield Boosters Treasurer and stored on the organization's Google Drive.
- d) Primary Legal Documents shall be in the custody of the Ridgefield Boosters President, the Ridgefield Boosters Treasurer and Google Drive.

- e) The organization will use an independent accounting services firm, for filing the appropriate federal tax return 990 or Form 990 EZ or Form 990-N by designated due date. Copies of the current and past years' returns are on file with the Ridgefield Boosters Treasurer and Google Drive.
- f) The President recommends and purchases, on behalf of the organization, general liability insurance. Consideration shall be given to purchase additional insurance upon review of the organization's yearly activities and events. Association Insurance Management Inc. (AIM) is the current carrier for Ridgefield Boosters insurance; Insured #WA196262.
- g) Upon dissolution of this organization, after paying or adequately providing for the debts and obligation of the Ridgefield Boosters, the remaining assets of the organization shall be given to a charitable organization dedicated to furthering a cause compatible with the purpose and goals of this organization.

**ARTICLE IV. Membership**

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- a) Ridgefield Boosters Membership shall be open to all individuals without discrimination. Membership is open, but not limited to all parents, community members, staff, alumni, grandparents, guardians, and any other persons that support and encourage the purpose of this organization.
- b) All current students of Ridgefield High School are automatically given complimentary membership into the Ridgefield Boosters.
- c) All members shall be entitled to voice and vote, however elected positions will be held only by those eighteen (18) years of age and older, parent(s), legal guardian(s) or active staff members.
- d) Ridgefield Boosters Membership Levels are offered: Individual, Staff, Alumni, Family, and Spud Club. Amounts will be set each year by the board.
- e) Corporations and businesses shall be represented under Business Fundraising and Sponsorship.

**ARTICLE V. Officers and Elections and Appointed Members**

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- a) The Ridgefield Boosters Board shall be composed of the Executive Board Officers, Committee Chairs and Members-at-Large.
- b) The Executive Board for the Ridgefield Boosters shall consist of the President, Vice-President, Secretary and (non-voting) Treasurer. Executive Board Members are nominated and elected by the Ridgefield Boosters Membership Body.
- c) The Committee Chairs shall consist of the following positions: Assistant Treasurer, Business Fundraising and Sponsorship Chair, Concessions Chair, Hospitality Chair, Marketing Chair, Membership Chair, Merchandise Chair, and Volunteer Chair. All remaining board members are considered Members-at-Large.
- d) To be eligible to serve on the Boosters Board you must be a member in good standing.
- e) Any elected board position may be held jointly by two (2) people. Each co-position is entitled to voice and vote and the position title shall be changed to Co-Chair. If both

Co-Chairs are present at a Boosters board meeting, each shall be granted a half (1/2) vote. However, if one Co-Chair is present at a board meeting, he/she will be granted one (1) vote.

- f) Any paid position is exempt from voting.
- g) At the discretion of the Executive Board, any member of the Board who has been absent from three (3) consecutive meetings may be removed.
- h) Board members can be removed by the Executive Board for failure to perform duties of their office.
- i) A member of the board will be assigned to conduct the election process.
- j) The proposed Executive Board shall be presented and voted upon prior to the May meeting. Elected Offices hold no term limits. Each officer shall assume office on July 1<sup>st</sup>.
- k) Voting for Executive Board positions may take place via written ballot or electronic vote. The name of each candidate shall be written on the ballot in addition to having the opportunity for a fill-in candidate.

#### **ARTICLE VI. Board of Directors Responsibilities and Job Descriptions**

- a) The following job descriptions are to be utilized in terms of generalization as each contains a broad description of each position. It shall be noted that these descriptions shall not be used to limit one's elected or appointed responsibilities, participation and assistance when and where needed.
- b) Ridgefield Boosters Board Members (elected or appointed) should exhibit the following:
  - Commitment to attend and participate in meetings.
  - Desire to serve the organization, the school(s), district, community, parents and students.
  - Understand the organization's mission.
  - Good listening skills. Effective communication skills.
  - Strong organizational skills. Task oriented. Good follow through skills.
  - Flexibility and ability to adapt to change.
  - Work well in a team setting. Creative and innovative.
- c) Keep a log of responsibilities and duties.
- d) Executive Board Members (elected positions)

President: The President shall be the Chief Executive Officer of the Ridgefield Boosters. Their duties shall include but are not limited to:

- Preside at all meetings (monthly or otherwise) and to have general and active management of the business of this organization. This shall include the insurance policy, government filings, etc.
- General supervision and direction of the Boosters Board and Athletic/Activity groups to ensure guidelines and duties are properly performed.
- Ensure that all orders and resolutions are carried into effect.

- Oversee and execute contracts, agreements, check signing privileges and other obligations of this organization.
- Retain all official records of the parent organization.
- Keep the Vice-President up-to-date on tasks and business.
- Appoint with the guidance of the Executive Board all non-elected board members to committee chair or at-large positions.
- Serve as the primary contact for RSD and RHS Administrations.

The President shall be granted an annual discretionary fund based on the annual budget as determined and voted upon by the board.

The President shall be granted autonomy to make financial decisions in the best interest of the Ridgefield Boosters up to the amount of \$500.00. All decisions and autonomous activity shall be presented at monthly Boosters Board meetings.

Vice-President: The Vice-President duties shall include but are not limited to:

- Maintain clear and frequent communication with the President.
- Oversee projects, events or specific duties as outlined by the President.
- Serve as primary contact for Parent Group Representatives and Coaches/Advisors.
- Present grants at monthly meetings, and communicate with recipients.

In the event of absence, inability or resignation of the President, the Vice-President shall assume all duties for the remainder of the school year unless otherwise replaced by Board majority vote.

Secretary: The Secretary duties shall include but are not limited to:

- Record all the proceedings and business transacted at monthly and Executive Board meetings.
- Conduct and maintain meeting attendance.
- Communicate meeting reminders and share meeting agenda and minutes.
- Manage RHS Booster gmail account.

Treasurer: The Treasurer duties shall include but are not limited to:

- Oversee and coordinate finances for the organization.
- Create and maintain historical data.
- Present a financial review at monthly meetings.
- Shall be responsible for weekly mail pick up from P.O. Box, and RHS drop box.
- Chair the Finance Committee.
- Maintain communication and share duties with the Assistant Treasurer.

e) Committee Chairs and At-Large Members (appointed)

Assistant Treasurer: The Assistant Treasurer duties shall include but are not limited to:

- Ensure event monies are adequate for start.
- Ensure event accounting forms are accessible in each concession stand.
- Pick up tills at the end of events and deposit money.

Business Fundraising and Sponsorship: The Business Fundraising and Sponsorship Chair duties shall include but are not limited to:

- Solicit and maintain business fundraising and sponsorships.
- Create and develop a marketing strategy and pricing structure that mutually benefits Boosters as well as our business partners. Be responsible for media board (Daktronics) sponsorship opportunities at RHS gym.
- Build new business partnerships while managing current business relations.
- Manage, direct and communicate with Members At-Large appointed to Business Fundraising and Sponsorship.

Sponsorship signs shall be supported and maintained at RHS fields, gym, and tennis courts as well as the designated baseball field located at the Ridgefield Outdoor Recreational Complex (RORC).

Concessions (Stadium and Gym): The Concessions Chair duties shall include but are not limited to:

- Maintain concessions inventory, pricing and menu ideas.
- Ensure proper inventory for each concession stand.
- Train parent volunteers and On-Duty Managers.
- Be responsible for an annual budget as determined by the Board.
- Ensure proper security measures are practiced while managing and using banking and debit card information.
- Ensure all operations maintain proper health codes.
- Coordinate with the volunteer chair to oversee needs and schedules.

Hospitality: The Hospitality Chair duties shall include but are not limited to:

- Provide generous and friendly outreach to our RSD/RHS community.
- Be responsible for an annual budget as approved by the board.
- Coordinate student and staff appreciation activities and events approved by the board, that can include, but not limited to, staff meals, new teacher welcome bags, senior night treat bags, staff appreciation week and occasional staff room treats.

Marketing: The Marketing Chair duties shall include but are not limited to:

- Work at gathering and publishing information related to Boosters.

- Manage, update and maintain the Ridgefield Booster website, social media accounts and google forms.
- Ensure shared information is from a trustworthy source (i.e. RSD, RHS, Booster Board members).
- Create and distribute monthly newsletter for high school and general membership.
- Create an awareness and promotion of Booster activities.

Membership: The Membership Chair duties shall include but are not limited to:

- Work to build and maintain Ridgefield Boosters membership.
- Create clear and innovative membership marketing strategies to promote participation.
- Be available to assist and manage, but not limited to, membership drive at the following events: City of Ridgefield events (4<sup>th</sup> of July, Hometown Celebration), RHS Athletic Meetings/Presentations, RHS Freshman Orientation, RHS Student Orientation, and RSD Convocation.
- Manage membership database and ensure members receive appropriate benefits based on membership level participation.

Merchandise: The Merchandise Chair duties shall include but are not limited to:

- Work to create, order, manage and sell merchandise while ensuring products meet all RSD/RHS guidelines.
- Work with vendors to design and manage products. Vendor choice is determined by the chair.
- Track and log inventory.
- Be responsible for an annual budget as determined by the Board.
- Ensure proper security measures are practiced while managing and using banking and credit card information.
- Manage online stores and merchandise stands during all events and ensure inventory is available. These events can include, but are not limited to, City of Ridgefield Events (4<sup>th</sup> of July, Hometown Celebration), RHS Athletic Meetings/Presentations, Freshman Orientation, RHS Student Orientation, and RSD Convocation.
- Manage, direct and communicate with Members-at-Large appointed to Merchandise.

Volunteer: The Volunteer Chair duties shall include but are not limited to:

- Create, distribute and manage volunteer sign ups for all events.
- Communicate with Coaches/Advisors and Booster Parent Representatives.
- Work to ensure all volunteer concession shifts are filled and appropriately managed by an On-Duty Manager (ODM).

- Ensures and keeps records of Washington Food Workers Cards from each approved ODM.
- Work to ensure all event volunteer shifts are filled.

Members-at-Large: The Members at-large duties shall include but are not limited to:

- Work on projects as appointed by the Executive Board. This can include working on committees or individual projects.
- f) All officers and chairs, at the expiration of their term of office, shall turn over all information, passwords and documents, monies, records or property of this board to their successor.
- g) The number of Ridgefield Boosters Board Members shall be no less than five (5) and no more than twenty (20).
- h) Any officer or chair, elected or appointed, may be removed for just cause by the President and/or voting members of the Executive Board.
- i) A board vacancy because of resignation or removal, disqualification or otherwise, may be appointed by the President and/or Executive Board for the unexpired portion.

#### **ARTICLE VII. Meetings**

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- a) Ridgefield Boosters Board shall meet every 3<sup>rd</sup> Wednesday of the month at 7 pm. Each Board Chair shall present a monthly update at every meeting.
- b) There shall be an annual meeting of the General Membership as determined by the Board of Directors (recommended in May). There shall be at least thirty (30) days notice of the annual meeting. The agenda will include, but not limited to, election of officers, review of By-Laws and yearly reports.
- c) Monthly Board Meetings shall be open to all who wish to attend. The President reserves the right to conduct closed meetings for topics deemed to be confidential.
- d) Robert's Rules of Order shall be enforced. Decorum and common courtesy shall be practiced at each meeting.
- e) Voting privileges are limited to the Board of Directors and current members present at monthly Board Meeting. The organization will enforce and abide by Washington Legislation (ESB 6188) effective June 10, 2004 which allows voting decisions via "electronic transmission" (e-mail) for the following circumstances: Quorum is not achieved at the Board meeting(s) or in circumstances when decisions must be made between said meetings or Executive Board annual election(s). Quorum is 50% plus one (1).

#### **ARTICLE VIII. Finances**

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- a) The organization's fiscal year shall be July 1<sup>st</sup> to June 30<sup>th</sup>.
- b) The treasurer will organize a finance committee consisting of the executive board and self-appointing members at the June meeting. The finance committee will review the annual operating budget by the end of August.

- c) Upon review, the annual operating budget shall be presented at the September meeting for approval.
- d) The Vice President and two other self-appointed board members will conduct an annual audit of the previous year's finances by the end of August.
- e) The board may reallocate funds budgeted for one purpose to another purpose by majority vote.
- f) All reimbursement requests for authorized expenses must include a receipt and be submitted within 30 days of purchase and no later than June 30th.
- g) The Ridgefield Boosters shall establish one or more accounts in financial institutions as determined by the Board of Directors. The President, Merchandise Chair and Concessions Chair shall be allowed a debit card.
- h) The Primary Bank Signatures shall be the President, Treasurer, and Assistant Treasurer. If two members of the Board live in the same household, they cannot both be signers on the account.
- i) The President, Vice-President or Treasurer shall address all banking concerns and/or discrepancies and reconcile the books under the direction of an independent accounting services firm.
- j) Should the Ridgefield Boosters receive a Non-Sufficient Funds (NSF) check, a service fee in the amount of \$10.00 will be charged in addition to any fees imposed by the organization's bank. If the NSF check(s) are not paid for by June 30<sup>th</sup>, the organization will not accept any checks from this individual in the future.

**ARTICLE IX. Parent Groups and Parent Representative**

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- a) All RHS teams and clubs shall be given equal opportunity to apply for Parent Group status under the Ridgefield Boosters.
- b) Ridgefield Boosters Parent Groups must have a coach/advisor appointed Booster Parent Representative.
- c) Parent Groups and Parent Representatives shall abide by guidelines and regulations as outlined in the Parent Representative Handbook and all Parent Group Forms.
- d) All Parent Representatives must be members of the Boosters organization.

**ARTICLE X. Grants/ Discretionary and Scholarships**

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- a) The Ridgefield Boosters shall provide a predetermined Discretionary Fund to the Ridgefield High School Principal and Ridgefield High School Athletic Director. The Discretionary Fund amount shall be determined during this organization's review and approval of its annual budget.
- b) This organization shall create a Boosters Grant Fund. This amount shall be determined during annual budget review. Grant preference will be given to those requests that benefit the overall program both present and future.
- c) RHS Student Scholarships shall be awarded annually to Senior students that apply for consideration. Scholarships shall be reviewed, and conclusions drawn by a Scholarship Committee appointed by the President.



## **ARTICLE XI. Funding**

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- a) Ridgefield Boosters primary sources of funding are as follows:
  - 1) Merchandise Sales
  - 2) Concessions Sales
  - 3) Business Fundraising and Sponsorship
  - 4) Membership
  - 5) Donations
- b) This organization provides concessions and merchandise sales at most RHS Home games. These may include: Football, Volleyball, Girls and Boys Soccer, Girls and Boys Basketball, Track & Field and Wrestling.
- c) Ridgefield Boosters participates through the provision of concessions and/or merchandise and/or membership at various events hosted by the Ridgefield School District ( i.e. Experience Ridgefield, Convocation), Ridgefield High School (Freshman Orientation, Back to School Orientation), City of Ridgefield (4<sup>th</sup> of July, Hometown Celebration).

## **ARTICLE XII. Miscellaneous**

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- a) Ridgefield Boosters mail shall be sent to P.O. Box 129, Ridgefield, WA 98642. All mail received shall be considered property of the organization and therefore can be opened by any member of the board.
- b) Keys are distributed to board members for annual use by the President.
- c) This organization holds access to Ridgefield Boosters Classroom/Portable/Office, Gym and Stadium Concessions Stands, Merchandise Stand, Storage Cage and Closets and the P.O. Box located at the Ridgefield Post Office on Main Street.
- d) The master list of who holds keys is located on Google drive.
- e) It shall be noted and acknowledged that the information outlined in this document is subject to change at any time. All changes shall be reviewed, discussed and voted on by the Board.
- f) It shall be additionally noted that the contents of this document do not limit nor shall it prevent or impede upon this organization's duties and responsibilities based on circumstances that may not specifically be covered.

## **ARTICLE XIII. By-Law Review and Submission and Approval**

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- a) The Ridgefield Boosters By-Laws shall be reviewed annually by an appointed committee and presented at a General Membership meeting by April. The President shall appoint the By-Law committee and should include an Executive Board Member to help review and/or recommend any changes. These By-Laws may be amended at any time by 50% plus one vote of the Ridgefield Boosters board.

**ARTICLE XIV. Waiver of Notice**

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- a) Whenever any notice is required to be given under the provisions of the Washington Non-Profit Corporations Act, presently codified as Title 24 of the revised Code of Washington, or under the provisions of the Articles of Incorporation or the By-Laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to giving of such notice.

**Revision Date:** October 16, 2024

**Written By:** 2024-25 By-Laws Committee

**Presented to and Approved by Ridgefield Boosters Board:** October 16, 2024 Board Meeting