

BULLDOG FOUNDATION

By-Laws

Article I

Name of the Organization.

Section 1.

The name of the organization shall be the Woodburn High School Bulldog Foundation.

Article II

Object of the Organization

Section 1.

The Woodburn High School Bulldog Foundation is a group of parents, friends, and alumni at the school who are interested in all student activities at Woodburn High School. The purpose of the group is to promote interests of the school.

Section 2.

This group is not involved in and will not become involved in the administrative concerns of the school other than in an indirect manner by way of presenting concerns to the school administration and attempting to bring administrators and concerned people together to discuss the issues.

Article III

Membership

Section 1.

Any person interested in promoting the general welfare of Woodburn High School campus is eligible for annual membership. The Woodburn High Schools are WeBSS, AIS, WACA, WAAST, SUCCESS.

Section 2.

- a. The amounts of the membership dues, shall be established by the Executive Board.
- b. **Membership levels:**
 - \$25 fee, up to \$10 can be designated for a specific WHS group fund
 - \$50 fee, up to \$20 can be designated for a specific WHS group fund
 - \$75 fee, up to \$30 can be designated for a specific WHS group fund
 - \$100 fee, up to \$40 can be designated for a specific WHS group fund

Sponsorship levels:

- Bronze level \$250.00 donation – Includes mention on the WBF website, 5x7 business logo sign during concessions, and a thank you letter from the board.

- Silver level \$500.00 donation – Includes mention on the WBF website, 8x10 business logo sign during concessions, business logo on foundation forms, and a thank you letter from the board.
- Gold level \$1000.00 donation – Includes mention on the WBF website, 11x17 business logo sign during concessions, business logo on foundation forms, business recognition during varsity game half time, and a thank you letter from the board.

Section 3.

All members who are in “good standing” shall be eligible to vote for the Executive Board.

Section 4.

“Good Standing” is defined as regular meeting attendance and participation in Foundation activities.

Section 5.

Annual membership begins and ends on August 1st. At which time, the annual membership fee is required for the following school year.

Article IV

Officers

Section 1.

The officers of the organization shall consist of the President, Vice President, Secretary, and Treasurer.

Section 2.

The President, Vice President, Secretary, and Treasurer shall be elected by the membership.

Section 3.

Notice of the election of officers shall be given one month before the annual election takes place at the October meeting. The membership year shall commence on August 1st and end at the same time the succeeding year. Candidates receiving in plurality vote of the members in good standing present shall be considered elected.

Section 4.

- Term limits of the officers is two years.
- The Office of President and Secretary will begin the two-year term limit starting in 2017. The Vice President and Treasurer will be re-elected in 2018 and begin the two-year term.
- Nominations will happen during September. Elections will happen at the October meeting.
- Officers shall be limited to two consecutive terms.
- Elections for President and Secretary shall alternate years from the Vice President and Treasurer. If an Officer is elected in the same year then terms for that officer shall be only one year or the next election date whichever occurs first.

Section 5.

Duties of the President: To preside at meetings of the Foundation; shall have the powers, after consulting with the Executive Board, to call special meetings and to make special appointments requested by and upon the advice of the Executive Board; to prepare the meeting agenda; to appoint Committee Chairpersons; and to conduct meetings according to Robert's Rules of Order.

Section 6.

Duties of the Vice President: To assist the President and assume the regular Presidential Duties in case of the absence or inability to serve. The Vice President shall oversee Membership recruitment.

Section 7.

Duties of the Secretary: To keep minutes of general meetings and the meetings of Executive Board; to perform such other duties are responsibility of the office, including keeping the permanent record of the organization and ensure that these records are available to all board members and are given the incoming Secretary and President. To keep a current membership list.

Section 8.

Duties of the Treasurer: To be responsible to the Executive Board and general membership for the accounting of all funds received and disbursed, to present a treasurer's report at the monthly meeting, and to work with the membership to develop and annual budget.

Article V.

Executive Board

Section 1.

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Athletic Director.

Section 2.

Officers shall be elected for two year term. Only members in Good Standing are eligible for Election as members of the Executive Board and other Foundation Roles.

Article VI

Other Foundation Roles

Section 1.

Individuals who want to hold other foundation roles must be members.

Section 2.

Duties of the Concessions Coordinator: To be responsible for the organization of the Foundation running concessions during activities. This individual will coordinate with the WHS faculty to identify school activities in which the foundation can provide concessions. *Concessions is a key fundraiser for the foundation throughout the school year.*

Fundraising Coordinator: To be responsible for the organization of fundraisers for the foundation. This individual will coordinate with the foundation board to identify and organize various fundraising opportunities. *Fundraising is not yet a stable activity of the foundation and need assistance to further this task.*

Membership Coordinator: To be responsible for the administration of foundation membership. This individual will collaborate with the foundation board on ways to encourage and maintain membership in the foundation. *Membership is the key method individuals can support the foundation and its mission.*

Sponsorship Coordinator: To be responsible for the administration of foundation sponsorship. This individual will collaborate with the foundation board on ways to encourage and maintain sponsorship in the foundation. *Sponsorship is a great way to generate foundation funds and encourage community support of the WHS students and faculty.*

Article VII

Meetings

Section 1.

General Meetings shall be scheduled for inclusion on the School Activities Calendar. Meetings shall be held monthly.

Section 2.

Special meetings of the Executive Board may be called at the discretion of the President or at the request of ten percent of the members in good standing.

Section 3.

All Executive Board members must attend all regularly scheduled meetings to maintain their position on the board, The President or another Executive Board member must be notified of any necessary absence in advance. Excessive absences could result in loss of position.

Article VIII

Committees

Section 1.

At the May meeting or as needed, such committees as are needed for the functions of the Foundation may be appointed by the President of the Executive Board and may include, but are limited to (a) Concessions at designated events, (b) membership, (c) Publicity, (d) Auctions, (e) Scholarships.

Article IX

Rules of Order

Section 1.

(Robert's Rules of Order), Revised, shall be the authority when parliamentary questions arise.

Article X

Amendments

Section 1.

Proposed amendments to the by-laws must be submitted to the presiding officer one meeting before they are voted upon. The amendment(s) shall be read to the general session at that time. Also, notice of the balloting on amendments at the next meeting shall be given. Only members in good standing may submit amendments to the by-laws or have the privilege of voting.

Section 2.

After the previous notice under Article IX, Section 1, by-laws may be amended by two-thirds of the members in good standing present.

Article XI

Finances

Section 1.

The Treasurer shall deposit Foundation monies into a special account as promptly as practicable.

Section 2.

All disbursement checks shall bear two signatures of the following: President, Vice-President, or Secretary.

Section 3.

All grants, donations and other disbursements of the Foundation, other than general operation expenses shall be approved by the Executive Board. General Operating expenses may be authorized and disbursed by the Treasurer or President, who must account for said disbursements to the Executive Board.

Section 4.

The Treasurer's records shall be audited following each school year by a three-member committee appointed by the President. The records shall be submitted on or before May 15 and forwarded to the newly elected Treasurers on or before June 15. The auditing committee shall submit a report to the Executive Board for review, and the report shall be submitted to the membership at the first General Meeting Of the following school year. A similar audit may be required at any other time by the Executive Board or by ten percent of the members in good standing.

Article XII

Dissolution

Sections 1

If the Woodburn High School Bulldog Foundation should vote to dissolve the Organization, all assets, including funds and property, shall be transferred to the Associated Student Body Account.

President: _____ Date: _____

Vice President: _____ Date: _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____