

# East Troy All Sports Booster Club

## By-Laws

### ARTICLE I – ORGANIZATION

This organization shall be a non-profit, unincorporated association, unless state laws require differently. The name of this organization shall be **East Troy All Sports Booster Club** at East Troy High School, 3128 Graydon Avenue, East Troy, Wisconsin 53120.

### ARTICLE II-PURPOSE

#### *Section 1*

The Booster Club exists for the purpose of broadening the involvement of students, student families and the school, through support for all student activities of the inter-school athletic programs. The Booster Club works to achieve this through active participation of as many parents as possible in the Booster Club programs and in concentrated support for individual sports, working closely with the coaches, athletic directors, and the principals of the school. The East Troy All Sports Booster Club supports the following objectives:

- a) To support, promote, and maintain a high standard of integrity and good sportsmanship in all athletic activities of high school.
- b) To foster and promote good will and fraternal spirit among members.
- c) To promote and encourage better attendance to all sports activities by the parents, friends of athletes, and the students and faculty of the high school.
- d) To promote and encourage more students to get involved in athletics, either as an active participant or as a volunteer assistant such as statistician, etc.
- e) To raise funds to assist all athletic programs through the high school athletic fund. The athletic directors may help to create smaller booster club committees to support a strong revenue producing program assisting all athletic programs.

#### *Section 2*

Fundraising to support the athletic program in East Troy is a primary task of the Booster Club. The following framework will guide handling funds:

- a) Money raised by the Booster Club to support athletic programs may be raised through a variety of methods such as annual dues, advertisements, concession stands, social events and other activities which are approved by the Booster Club officers and meet with the general agreement by the school administrator.
- b) Requests for money must be related to the athletic programs within East Troy Community Schools.
- c) Requests for money must be made by school coaches, athletic directors, club advisors, Director of Buildings and Grounds, or building principals who must

make these requests in writing and have them presented at a Booster Club meeting.

- d) Decisions about requests for money will be made at monthly meetings. These will be decided by a majority vote by the officers and active members in good standing who are present.
- e) Payment of the approved funds will be made in a manner mutually agreed upon by the Booster Club officers and the recipient. In case of a conflict, the officers of the Booster Club will make the final decision for method of disbursement.

## **ARTICLE III-MEMBERSHIP**

### ***Section 1***

Parents and supporters of student athletes who desire membership shall be eligible for membership in the association.

### ***Section 2***

There will be yearly membership dues of \$10.00 per family for regular active members, or \$50.00 for a family lifetime membership. Dues shall be paid by April 1<sup>st</sup> of the school year. Dues may be increased or decreased by the officers and a majority vote of active members in good standing present at the annual meeting.

### ***Section 3***

An active member in good standing shall be anyone who has paid annual dues or a family lifetime membership and attends at least two meetings and/or works concessions twice per year for each year that the student participates in athletics. A voting member is anyone that both pays the annual dues and attends at least two meetings. Voting privileges begin during the second meeting that he/she attends.

### ***Section 4***

The Executive Committee reserves the right to alter membership criteria.

### ***Section 5***

All active coaches, the school principals, and the athletic directors shall automatically be considered ex-officio members of the Booster Club.

## **ARTICLE IV-OFFICER ELECTIONS**

### ***Section 1- Officers***

Officers shall consist of a President, Vice President, Treasurer, Secretary and Membership Chair. There shall be additional officer, committee chairpersons, and other officials as the President may appoint or nominate from time to time.

### ***Section 2- Nomination and Election***

The President shall appoint a nomination chairperson who will in turn develop a slate of nominees for the officer positions. Election of officers shall take place at the annual meeting in May.

### ***Section 3-Term***

Officers shall serve for one year.

#### ***Section 4-Eligibility***

Only active members in good standing shall hold office or vote in elections unless the Executive Committee waives this provision.

#### ***Section 5-Voting***

Voting shall be by show of hands. In the event there is more than one person nominated for any one office, then whoever wins the majority of votes cast shall be deemed winner of the election.

In the event there is but one nominee for any particular office and that nominee does not receive the majority of votes cast, then the Executive Committee shall appoint an eligible member to serve in that office and hold that office until the next regular election, or in the alternative, the Executive Committee may determine to hold another election for that particular office.

#### ***Section 6-Installation***

Installation of officers shall be at the June meeting at which time the new officers shall take over their duties in all matters affecting the next subsequent school year.

#### ***Section 7-Annual Meeting***

The annual meeting of the Booster Club shall be held in May. The secretary will notify all active members in good standing in writing of this meeting. At the annual meeting all annual reports shall be received. Between the annual meeting in May and the first meeting of the subsequent school year in June the retiring officers and the newly elected officers shall hold a joint session of the Executive Committee. At the joint session, the retiring officers shall transfer all books and papers, and belongings of the Booster Club in their possession to the new officers and otherwise advise the new officers as to the status of affairs of the Booster Club.

### **ARTICLE V-DUTIES OF OFFICERS**

#### ***Section 1-President***

It shall be the duty of the President to preside at all regular and special meetings and all Executive Committee meetings. The President shall perform all of the duties of the office; may appoint or nominate all committee and committee chairpersons; and shall be an ex-officio member of all committees, except the nominating committee. The President shall also sign all contracts and have approval authority over checks and disbursements, subject, however, to the approval or ratification of the Executive Committee. The President shall present the ETCS D with an annual letter outlining all donations given to the school district each school year.

#### ***Section 2-Vice President***

It shall be the duty of the Vice President to preside at all regular and special meetings and all Executive Committee meetings. The Vice President shall act as President in the event of the President's absence, death, or incapacity and shall assume the President's duties for the balance of his/her term unless replaced by the Executive Committee.

### ***Section 3-Secretary***

It shall be the duty of the Secretary to preside at all regular and special meetings and all Executive Committee meetings. It shall be the duty of the Secretary to keep a record of all regular and special meetings. The Secretary shall also maintain a procedure book, which is a record of the activities of the Booster Club. It shall also be the duty of the Secretary to conduct the correspondence of the Booster Club, keep a list of the membership's current addresses, send out all notices required and notify members of the annual meeting.

### ***Section 4-Treasurer***

It shall be the duty of the Treasurer to receive all moneys due to the Booster Club and deposit them in a place approved by the Booster Club. The Treasurer shall disburse the funds of the Booster Club only for purposes approved by the Booster Club. The Treasurer shall present a statement of account at all regular meetings and at other times when requested to do so by the President and shall make a full report at the annual meeting. A committee approved by the President may audit the accounts of the Treasurer.

### ***Section 5-Membership Chair***

The Membership Chair attends all pre-season team parent meetings as well as all Life of An Athlete meetings. The Membership Chair will represent and promote the East Troy All Sports Booster Club at each of these meetings and explain the benefits of joining the club and the importance of volunteerism as well as detail all that the club does to help our student athletes and coaches. The Membership Chair is responsible for keeping an up to date and accurate new member sign up form. The Membership Chair receives all new membership applications and appropriately notes them on a shared Google spreadsheet, then forwards the checks to the Treasurer and the applications to both the Treasurer and the Secretary. The Membership Chair also tracks all volunteer hours, updates the Booster Club website as well as the Lifetime Membership plaques and the SignUpGenius for fall and winter sports.

## **ARTICLE VI-EXECUTIVE COMMITTEE**

### ***Section 1***

The Executive Committee shall consist of the elected officers.

### ***Section 2***

The duties of the Executive Committee shall be to transact emergency business in the interval between regular monthly club meetings.

### ***Section 3***

The majority of the Executive Committee shall constitute a quorum.

### ***Section 4***

Meetings of the Executive Committee shall be held as needed.

## **ARTICLE VII-MEETINGS**

### ***Section 1***

Regular meetings of the Booster Club shall be held at 7 P.M., the first Monday of each month-August through June, unless otherwise provided by the Booster Club or by the Executive Committee.

### ***Section 2***

The Executive Committee may call special meetings.

### **Section 3**

The annual meeting shall be in May.

### **Section 4**

At least three officers shall constitute a quorum for the transaction of business in any meeting of the Booster Club.

## **ARTICLE VIII- PROPERTY RIGHTS**

Membership in this Booster Club shall not title or vest any of the members with any property rights or rights having monetary value of any kind whatsoever, including, but not limited to, property rights or monetary rights in the school or in the Booster Club.

## **ARTICLE IX-AMENDMENT**

These by-laws shall be approved by a meeting of the regularly called general membership, by a majority vote of those active members in good standing and actually casting their vote at said meeting. The by-laws may be amended by a two-thirds vote of the active members in good standing present at any annual meeting. Such amendments may only be recommended by the Executive Committee, and shall be presented in writing and read at the regular meeting prior to the time of voting.

## **ARTICLE X-RELATIONSHIP WITH SCHOOL PRINCIPALS AND ATHLETIC DEPARTMENT**

### ***Section 1***

The Booster Club shall operate in full support of the school principals, the athletic directors and coaches. At no time should the Booster Club make recommendations or become directly involved in the day-to-day operation of the school athletic program. The Booster Club serves only to support the school district's athletic program and has no direct input into the establishment of policy by the school principals or athletic directors.

### ***Section 2***

Funds that exceed \$100 as per Board Policy 840. The President shall present to the Board of Education, an annual report of funds that have been raised and donated to the school building or school district for specific purposes, or for general use.

## **ARTICLE XI-CONCESSION GUIDELINES**

High school students will be allowed to help with the opening and closing of the concession stand. They may work other duties except cooking when there is a supervising member of the Booster Club onsite. Concession equipment is for use exclusively in the concession stand or its authorized use outside the stands.