

# By-Laws

## Pewaukee High School Booster Club

### Article I. Purpose and Objectives

The purpose of the Pewaukee High School Booster Club is to encourage parents and local businesses to support athletics, fine arts and academic extracurricular activities within the High School. The objective of the Pewaukee High School Booster Club is to raise funds and provide volunteers to help support the purpose of the club.

### Article II. Membership

#### Section 1. Eligibility

Any person having an interest in the objectives of the organization shall be eligible for membership. A person enrolled upon completion of the membership form and payment of annual dues. Membership dues shall be at such a rate as voted on by the Board of the organization. Membership will expire on June 30<sup>th</sup> each year and a member must re-enroll to maintain membership status.

#### Section 2. Voting

All purchases and/or donations are required to be presented to the Board, and discussed among members. Members in good standing are encouraged to attend meetings and voice their opinion concerning purchases and/or donations presented to the Board. The Board will meet at another time to discuss said purchase or donation and how it will affect the budget and mission statement of the club as deemed necessary. The Board will prepare an answer for the next General Meeting where the General Membership may bring motions to the floor concerning such items. Each member of the Organization is entitled to cast one vote. No member will be entitled to vote by proxy.

### Article III. Meetings

#### Section 1. Annual Meeting

The annual meeting of the Organization shall be held in June at a time and place designated by the Officers of the Organization and notice thereof will be given at least ten (10) days before said meeting. The purpose of this meeting is two-fold; to set a slate of officers and board members, and upon installation of the new board, to discuss and vote on membership categories and fees for the following school year.

## Section 2. Additional Meetings

- A. General meetings of the organization may be called at any time by the President at the request of the Board or at the request of not less than one-tenth (1/10) of the general membership of this organization. Normally scheduled meetings are to be held monthly from September to May as scheduled by the President in conjunction with the Athletic Director prior to the start of the school year for inclusion in the high school's calendar of events. Meetings should not be scheduled on the same day as school board meetings usually held the first Monday of the month.
- B. The President may call Board Meetings at any time. Notice (including the purpose of the meeting) shall be given to each Board Member at least one (1) day prior to said meeting. Notice may be in the form of a letter by mail, email, or phone message.

## Section 3. Quorums

A quorum of the Board representation shall consist of five (5) members of the Board.

# Article IV. The Board

## Section 1. The Board

The Board will consist of five (5) officers who shall be elected annually to serve a one (1) year term and four (4) additional members who shall be elected to serve a two (2) year term. In addition, to the duly elected Board Members, the Pewaukee High School Athletic Director shall serve as an Advisory Board Member, or delegate a person within the school's administration to take said position. The Board is responsible for formulating the policies of the Organization.

## Section 2. Selection and Election of the Board

The President shall appoint a nominating committee of three (3) members of the Organization. The nominating committee shall present a slate of candidates at the annual meeting in June. A member in good standing at the annual meeting may also present nominations from the floor. The officers will be elected by the membership, inducted and will take office at the annual summer meeting for the term of one (1) year.

## Section 3. Vacancies

Any Board Member who shall be absent from three (3) consecutive meetings shall automatically be dropped from membership on the Board, unless the absence is excused. Vacancies on the Board shall be filled from the General Membership by a majority vote of those members and Board Members present and voting at any meeting thereof.

## Article V. Board Members

### Section 1. Officers and Duties of said Officers

#### A. Past President.

Shall serve as an advisor to the President. Attends meetings of the membership and the Board as deemed necessary.

#### B. President.

Shall serve as the executive head of the organization and direct and oversee the management and operation of the Booster Club.

He/She shall preside over all meetings of the membership and the Board.

He/She will appoint chairpersons as needed to fulfill additional committees that are required and deemed necessary throughout the year.

The President may call special meetings.

The President shall sign all contracts, deeds and other legal documents as necessary.

The President shall serve as board historian and manage reports and records.

#### C. Vice President.

In the absence of the President, the Vice President will carry out the duties of that position.

The Vice President shall serve as liaison to the committees as assigned by the President.

In cooperation with the President and Past President, the Vice President shall manage Board organizational development and succession planning.

The Vice President shall in normal course succeed the President.

#### D. Treasurer.

The Treasurer shall be responsible for the safeguarding of all funds received by the organization and for proper disbursement. Such funds will be kept on deposit in a Financial Institution approved by the Board.

The Treasurer shall make a monthly financial report to the Board.

#### E. Secretary.

The Secretary shall record the minutes for all meetings of the Board and the general membership.

The Secretary will keep on file a current roster of the membership.

F. Four additional board members shall serve as General Members. The Membership and Concession Chairmen shall fill two of these positions for voting purposes and committee updates.

## Article VI. Finances

### Section 1. Fiscal Year

The Fiscal Year of the Organization shall close on June 30<sup>th</sup> of every year.

### Section 2. Annual Review

The accounts of the Organization shall be reviewed at the end of the fiscal year by all Board Members based on a summary report prepared by the Treasurer. An independent Accounting Firm appointed by the Board of Directors may audit the Treasurer's books, if deemed necessary.

### Section 3. Grants

Grants forms shall reflect a deadline date of the end of October, and all grant requests shall then be reviewed, discussed and voted upon at the third meeting in November so as to best distribute funds.

## Article VII. Concessions

The Organization shall not loan any concession equipment to other clubs or teams under any circumstances. The sole purpose for the equipment owned by the Booster Club is to raise funds for the teams and clubs who volunteer. It is felt that loans/rentals will add additional wear and tear to the equipment.

## Article VIII. Dissolution

The Organization shall use its funds only to accomplish the objective and purpose specified in the By-laws, and no part of said funds shall be distributed to the members of the Organization except for reimbursement of personal funds used to purchase Board approved purchases. On dissolution of the Organization, any funds remaining shall be distributed to one or more school activities to be selected by the Board.

## Article VIII. Parliamentary Authority

All General meetings, Board only meetings, Annual meetings and any special-called meetings will be conducted in accordance with Robert's Rules of Order.

## Article IX. Revisions

The Organization will adopt the By-laws and thereafter the By-laws can be amended by a quorum at General Meetings.

Amended: May 5, 2009