

## Bylaws Of The Altoona Athletic Booster Club, Inc

Mission Statement: The Altoona Athletic Booster Club's mission is to support, maintain, and enhance the athletic programs at Altoona High School by: 1) fundraising to support athletic programs, 2) promoting school spirit throughout the school district and community at large, and 3) supporting student athletes to achieve excellence in academics, athletics and sportsmanship.

### Name and Objectives

#### Section 1. Name

The name of the organization shall be the Altoona Athletic Booster Club (Booster Club).

#### Section 2. Objectives

The purpose of this Booster Club is to promote and support athletics at Altoona High School. This support will be through volunteering time, raising money, and contributing funds to enhance our student athletes experience and athletic program opportunities.

### Meetings of the Members

#### Section 1. Place of Meetings

All meetings of the members of the Booster Club will be held in the Altoona School District, Eau Claire County, Wisconsin at a place and time designated by the Booster Club officers, including a virtual meeting.

Section 2. Order of Business. The order of business at Booster Club monthly membership and specially called meetings shall be as follows:

- a) Roll call of officers
- b) Review and approval of minutes or previous meeting
- c) Coaches time
- d) Officer reports
- e) Special events or committee reports
- f) Funding requests and opportunities
- g) New business
- h) Election of officers (if at proper time)
- i) Adjournment

#### Section 3. Organization

The President or Vice President, and if neither is present any officer that is present will call the meeting to order and act as the chairperson of the meeting. The secretary will record minutes at all meetings of the members. If the secretary is not present, the chairperson can appoint any member to act as secretary of the meeting.

#### Section 4. Membership

Any person wanting to support the purpose of the Booster Club can attend the Booster Club meetings and become a registered member. Membership is necessary to become a voting member. Once registered, the member can vote at the next held general meeting.

## Officers and Officer Election

Section 1. The general membership will vote for the officers by a majority vote by ballot, raised hand, or verbal. Each member gets one vote. Officer elections will be held no later than June 30th of the current activity year. Elections can be held at either the general meeting or at a specially called meeting.

Section 2. President: Elected to a two-year term, total maximum as President is 4 years. The President shall preside at all meetings of the Booster Club and is charged with its general supervision, oversight of club activities, and monthly meeting agenda preparation. The President shall appoint chairpersons to oversee special events or committees.

Section 3. Vice President: Elected to a two-year term, total maximum as VP is 4 years. The Vice President shall discharge the duties of the President in his/her absence or disability. The Vice President oversees the Bylaws by assuring the Booster Club adheres to, as well as bringing any suggested changes for consideration to the officers annually, and no later than May of the current activity year.

Section 4. Secretary: Elected to a two-year term, total maximum as Secretary is 4 years. The Secretary shall keep full and permanent records of all Booster Club meetings. The secretary will present the minutes of the previous meeting in advance for general membership approval. At the time of transition to a newly elected or appointed secretary, all previous minutes or other records will be passed to the next approved secretary.

Section 5. Treasurer: Elected to a three-year term, total maximum is 2 terms. The Treasurer shall be the fiscal agent of the Booster Club. The Treasurer will keep an account of all monies, expenditures, deposits, and be the authorized financial signature for the Booster Club. The Treasurer will also be responsible for filing necessary forms to the IRS, WI Dept of Revenue, WI DOR, and other requirements in association to the Booster Club's not for profit 501(c)(3) eligibility and responsibilities. Upon departure, the Treasurer will pass on all available previous records/documentation for this position to the next elected individual.

Section 6. At Large: Two positions elected to a two-year term, total maximum is 4 years. There will be two officers elected by a majority membership vote. The At Large roles are members of the Booster Club board and will serve a two-year term.

Section 7. Appointed Board Members: As necessary, subject to no more than four positions. The President may appoint board positions to oversee and direct the various needs of the Athletic Booster Board. The appointed positions may include concessions management, fundraising director, membership and communications, as well as others given consideration of need and necessity by the Board prior to the appointment. The appointments will last for two years, except for the concession manager, which is three years.

Section 8. Filling of Vacancies: In the case of a temporary absence or disability of any Booster Club officer, the duties may be assigned to one of the other officers until the return, but for no longer than the absent officer's term. In the case of a permanent vacancy, an election will be called for with a membership vote taken to fill any such vacancy.

## Bylaws, Right of Members, Custody of Books

### Section 1. Amendments to Bylaws

By a two-thirds vote of officers, current bylaws may be enacted, amended or repealed at the annual or specially called meeting of the Booster Club officers.

### Section 2. Right of Members to Examine Books

The accounts and records of the Booster Club shall be made open for review within a reasonable time after a request by a member or members of the organization.

### Section 3. Place a Keeping of Books and Bylaws

The minutes, correspondence, and Booster Club documents shall be kept in the custody of the Secretary. The bylaws shall be in the custody of the Vice President, while the financial records will be in the custody of the Treasurer.

## Miscellaneous

### Section 1. Contributions

Fundraising activities, monetary donations, and financial distributions of the Altoona Athletics Booster Club will follow the guidelines utilized by the Booster Club.

## Altoona Athletic Booster Club Guidelines

### Section 1. Purpose of Contributions

The purpose of the donating and contributing of volunteer time and Booster Club monies is to come alongside the School District of Altoona and assist with opportunities and development of Altoona's High School sports teams. Consideration will be given to any request for funds deemed reasonable by the Booster Club officers.

- Disbursements of \$1000 or greater will be brought to the membership for discussion and can be approved by a majority vote.
- Disbursement requests less than \$1000 may be approved by a majority vote, in person or via digital means, of the board members, with no less than three officers available at the time of vote.

### Section 2. Equipment Purchases

The Booster Club will work with the School District and coaches as much as possible to obtain quality merchandise that is acceptable to the needs and space availability of the program and district.

### Section 3. Requests for Purchases

- Requests for purchases from team coaches must be submitted via Altoona Athletic Booster Club website, "[www.altoonaboosterclub.com](http://www.altoonaboosterclub.com)" by the 10<sup>th</sup> of each month in order to be considered at that month's Booster Club meeting. Any request received after the 10<sup>th</sup> of the month will be held for the following month's meeting.
- Online website requests will be automatically forwarded to the President and Vice President via the website. Requests will be brought to the board for voting based on date received.
- Board members will vote to accept, reject, or modify requests.
- Funding of requests will be determined by budget availability, as well as deemed reasonable and necessary by the Booster Club officers and membership.

#### Examples of Eligible Requests

- a) Equipment, whether total or partial funding.
- b) Facility or grounds improvements, in conjunction with approval of the School District's administration.
- c) Team activities, whether total or partial funding, including off-season team competitions and off-season training opportunities.
- d) Other materials, supplies, equipment, promotions or opportunities not included above but deemed reasonable and appropriate by the Booster Club.

#### Examples of Typical Ineligible Requests

- a) Uniform purchases, including warm ups and other practice or game day worn articles.
- b) Hotel stays and lunch/dinner funding.
- c) The Booster Club supports team based needs over an individual athlete's personal support.
- d) Parent's Night, Senior Night, or similar event recognitions.

#### Dissolution of the Altoona Athletic Booster Club

In the event of the dissolution of the Altoona Athletic Booster Club, whether or not voluntary, the assets of the Booster Club will be distributed as follows:

- a) Payment for any outstanding debt or otherwise legal liability of the Booster Club will be made to the appropriate entity.
- b) Any remaining funds shall be donated to an athletic fund of the School District of Altoona, Eau Claire County, Wisconsin.

Altoona Athletics Booster Club  
Normal and Customary Operating Procedures

Section A: Procedures and Operations

This section details those procedures to be followed by the Booster Club and are subject to the ongoing normal activities and operations of the club. These items are not considered a part of the bylaws; however, the use and amendment of any item listed below should be reviewed, updated and reported to the Officers of the Board by the VP prior to the annual meeting.

- The Activities Director, or AD, will hold a board officer seat and act as a liaison between the Booster Club and District Administration, and report pertinent information to the Booster Club. The AD will not have voting rights.
- Coaches of high school athletics are not eligible to hold board positions. The coach will also need to abstain from voting on any item brought to the board and membership that directly affects their particular team or season.
- The Concessions Manager oversees concessions operations, with input by the Treasurer. The Concession's Manager without a vote can make pricing, product, and general concession operational decisions by the board.
- The use of our State of Wisconsin Tax Exempt CES is not to be used by any individual, club, association, or similar unless it is in conjunction with a Booster Club event.
- Teams who collaborate with the Booster Club on a regular basis, helping with fundraising, concessions, general volunteer needs, and other asks for help or resource will generate good will between the Booster Club and their respective programs.

Section B: Meeting Expectations and Funding Directions

This section outlines the hopes of Booster Club participation in general meetings.

- Officers of the Board will prioritize to be present at each monthly meeting and any special-called meetings.
- Coaches, or team representatives, are encouraged to attend meetings throughout the year to highlight their programs and student athletes to the Booster Club.
- Meetings should be limited to discussions on agenda items only and resist discussions on issues or topics not associated with the published agenda.
- The Booster Club should always act in the best interests of the student athletes, athletic programs, coaches, and Booster Club members.