

Mission Statement of the Altoona Athletic Booster Club

The mission of the Altoona Athletic Booster Club is to enhance and support the athletic programs at Altoona High School by fostering community involvement, raising funds, and providing resources to enrich the student-athlete experience. Our commitment is to strengthen the spirit of teamwork and excellence within our athletic programs, ensuring every student-athlete has the support needed to reach their full potential.

Article I: Name and Objectives

Section 1: Name

The name of the organization shall be the *Altoona Athletic Booster Club* (hereinafter referred to as the “Booster Club”).

Section 2: Objectives

The purpose of the Booster Club is to promote and support athletics at Altoona High School by raising funds, volunteering time, and enhancing the experiences of Student-Athletes.

Article II: Booster Club Meetings

Section 1: Place of Meetings

All meetings will be held within the Altoona School District, Eau Claire County, Wisconsin, at a location and time designated by the Booster Club Executive Board members. Virtual meetings may also be held as needed.

Section 2: Order of Business

The order of business at regular and specially called meetings shall include, but is not limited to:

- Call to order
- Roll call of Executive Board members
- Review and approval of the minutes from the previous meeting
- Review and approval of the treasurer’s report
- Coaches' reports
- Executive Board member reports
- Special events or committee reports
- Funding requests and opportunities
- New business
- Election of Executive Board members (if applicable)
- Adjournment

Section 3: Organization of Meetings

The President or Vice President, or another Executive Board member designated by the Executive Board members, shall call the meeting to order and act as the chairperson. The Secretary will record the minutes of all meetings and post the minutes to the Booster Club website. If the Secretary is absent, the chairperson will appoint a member to serve as secretary for the meeting.

Article III: Executive Board Members and Executive Board Member Elections

Section 1: Election Process

Executive Board positions will be filled by the other members of the Executive Board and will occur no later than June 30th of each activity year.

Section 2: President

- Elected for a two-year term with a maximum of 4 years in office.
- Responsible for overseeing all Booster Club activities, preparing meeting agendas, and presiding over meetings.
- Appoints committee chairs for special events and initiatives.

Section 3: Vice President

- Elected for a two-year term with a maximum of 4 years in office.
- Acts as the President in their absence or incapacity.
- Ensures adherence to the bylaws and proposes amendments annually, no later than June of the current year.

Section 4: Secretary

- Elected for a two-year term with a maximum of 4 years in office.
- Keeps full and permanent records of all Booster Club meetings.
- Posts meeting minutes to the Booster Club website for member review and approval.

Section 5: Treasurer

- Elected for a three-year term with a maximum of 2 terms.
- Manages financial records, including receipts, expenditures, and deposits.
- Handles financial reporting and ensures compliance with 501(c)(3) status requirements.

Section 6: At-Large Members

- Two At-Large members are elected for a two-year term, with a maximum of 4 years in office.
- Serve as board members and assist in club activities as needed.

Section 7: Appointed Board Members

- The President may appoint up to four board members as necessary to manage specific roles (e.g., Concessions Manager, Fundraising Director, Communications).
- Appointments will last two years, except for the Concessions Manager, whose term is three years.

Section 8: Vacancies

In case of a temporary absence or disability of an Executive Board member, their duties may be reassigned to another Executive Board member for up to the remainder of the term. Permanent vacancies will be filled through a special election.

Article IV: Bylaws and Custody of Records

Section 1: Amendments to Bylaws

Bylaws may be enacted, amended, or repealed by a two-third vote of the Executive Board members at an annual or specially called meeting of the Booster Club Executive Board members.

Section 2: Custody of Records

- The Secretary will maintain the minutes, correspondence, and official records of the Booster Club.
- The Vice President will hold the current bylaws. The bylaws are also on the Booster Club website.
- The Treasurer will maintain all financial records and documents.

Article V: Altoona Athletic Booster Club Guidelines

Section 1: Contributions

- The Booster Club shall engage in fundraising activities and accept monetary donations to support Altoona High School athletics.

Section 2: Allocation of Funds

The Booster Club will allocate a designated amount of money, determined by the Executive Board, to the Athletic Department Fund on September 1st of the current year. The Executive Board will determine if additional money will be allocated to this fund on March 1st of the following year.

- All fund requests from high school team coaches must be submitted to the Activities Director
- All final funding decisions will be made by the Activities Director and will be based on budget availability and if the request is considered reasonable and necessary.
- The Activities Director will report on fund allocation to the Booster Club during monthly Booster Club meetings.
- Sponsorship requests brought to the Executive Board will be discussed and approved by the majority, with at least three Executive Board members present.

Article VI: Dissolution of the Altoona Athletic Booster Club

In the event of the dissolution of the Altoona Athletic Booster Club, whether voluntary or involuntary, the following steps will be taken:

1. Payment of any outstanding debts or liabilities.
2. Any remaining funds will be donated to an athletic fund for the School District of Altoona, Eau Claire County, Wisconsin.

Altoona Athletic Booster Club

Normal and Customary Operating Procedures

Section A: Procedures and Operations

This section outlines the standard operating procedures of the Booster Club. While these procedures are not part of the official bylaws, they guide the day-to-day operations and activities of the Booster Club. Any updates or amendments to these procedures should be reviewed and reported to the Executive Board members by the Vice President prior to the annual meeting.

1. Activities Director (AD) Role

The Activities Director (AD) serves as a non-voting member of the Booster Club Executive Board. As a liaison between the Booster Club and District Administration, the AD ensures that key information flows effectively between both parties, supporting transparency and alignment with school goals. This role helps maintain clear communication, fiscal responsibility, and consistent support for Altoona's athletic programs.

2. Coaches' Eligibility for Board Positions

Coaches of high school athletic teams are not eligible to hold a position on the Booster Club Board. Coaches must also abstain from voting on any matters that directly affect their specific team or season.

3. Concessions Manager

The Concessions Manager is responsible for overseeing all concessions operations, in collaboration with the treasurer and the Activities Director. The Concessions Manager may make operational decisions regarding pricing, product selection, staffing, and general concessions management. While Board input is welcomed, these operational decisions may be made independently by the Concessions Manager and do not require an Executive Board vote.

4. Use of Wisconsin Tax-Exempt Status

The State of Wisconsin Tax Exempt Certificate (CES) is strictly for use by the Booster Club and should only be used for Booster Club events. It is not to be used by individuals, other clubs, associations, or for personal purposes.

5. Team Collaboration and Goodwill

Teams that collaborate with the Booster Club—whether through fundraising, concessions, volunteering, or other initiatives—will help foster goodwill between the Booster Club and the respective athletic programs. This ongoing support strengthens both the club and the teams it serves.

Section B: Meeting Expectations and Funding Guidelines

This section outlines expectations for participation in Booster Club meetings and the guidelines for funding requests and allocations.

1. Executive Board Member Attendance

Executive Board members are expected to attend all regular monthly meetings and any specially called meetings. Active participation is essential to maintaining the organization's effectiveness.

2. Encouraging Coach and Team Participation

Coaches, or designated team representatives, are encouraged to attend Booster Club meetings throughout the year. This provides an opportunity for coaches to highlight their programs and Student-Athletes and helps the Booster Club stay informed about the needs of various teams.

3. Meeting Focus and Agenda

Meetings should remain focused on the items outlined in the published agenda. Discussions should be limited to these topics, with an emphasis on staying on track and respecting participants' time. Any new items that require discussion should be brought to the next meeting for inclusion on the agenda.

4. Best Interests of Student-Athletes and the Club

The Booster Club should always act in the best interests of the Student-Athletes, athletic programs, coaches, and Club members. All decisions, especially financial or program-related, must be made with these priorities in mind.

Conclusion

These procedures are intended to create a clear, efficient, and supportive framework for the day-to-day operations of the Altoona Athletic Booster Club. By adhering to these guidelines, we ensure that the Booster Club can effectively support Altoona High School's athletic programs and Student-Athletes while fostering a collaborative and respectful environment.