

# **Pewaukee High School Booster Club**

## **By-Laws**

### **Article I. Objective**

The objective of the Pewaukee High School Booster Club, hereafter referred to as the Organization, is to encourage parents and local businesses to support athletics, fine arts and academic extracurricular activities within the High School. The Organization will raise funds and provide volunteers to support that objective.

### **Article II. Membership**

#### **Section 1. Eligibility**

Any person having an interest in the objectives of the Organization shall be eligible for membership. A person is 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 July 31 each year and individuals must re-enroll to maintain current membership status.

#### **Section 2. Voting**

All purchases and/or donation requests are required to be presented to and approved by the Board. Members in good standing are encouraged to attend meetings and voice their opinion concerning purchases and/or donations presented to the Board.

The President, Vice President, Treasurer, Secretary, and all additional General Members and Officers are eligible to vote. In the event of a tie, the President, Vice President and Treasurer shall vote to determine the outcome.

If matters requiring Board approval arise between regularly scheduled meetings, the Board may vote by email. All actions taken or approved between regularly scheduled meetings shall be reflected in the minutes of the next scheduled Board meeting.

### **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. Notice may be given by posting the time, date and location of this meeting on the Organization's website.

The purpose of the annual 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 the Organization. Prior to the start of the school year, the President and Athletic Director shall determine monthly meeting dates for the Organization. The meetings shall be held from August to June on the second Monday of each month when possible. All meetings dates and times shall be added to the High School calendar of events.
- 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 mailed letter, email, or phone message. Notice of meetings also will be posted on the Organization's website. Board members may not have email or hallway conversations but must hold a special Board meeting if deemed necessary.

#### 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 four (4) Officers who shall be elected annually to serve a one (1) year term and eight (8) additional members who shall be elected to serve a one (1) 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 Board is accountable for nominating candidates. A member in good standing at the annual meeting may also present nominations from the floor. The Officers will be elected by the current Board, be inducted, and will take office at the annual summer meeting for a term of one (1) year.

Section 3. Vacancies

Any Board Member who is absent from three (3) consecutive meetings shall automatically be dropped from membership on the Board, unless the absence is excused or participation is agreed upon prior to position appointment. Vacancies on the Board shall be filled from the General Membership by a majority vote of Board Members present at any meeting thereof.

**Article V. Board Members**

Section 1. Officers and Duties of said Officers

A. 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.

B. 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, the Vice President shall manage Board organizational development and succession planning. The Vice President shall, in normal course, succeed the President.

C. 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.

D. Secretary.

The Secretary shall record the minutes for all meetings of the Board and the General Membership. The Secretary will keep a current roster of the Membership.

Section 2. General Members.

Eight additional Board Members shall serve as General Members. They shall be assigned by the President to Concessions, Fundraising, Spiritwear, Membership and Scholarship, or such other

assignments or committees as the President deems necessary. All General Members and Officers shall be eligible to vote on matters requiring Board approval.

## **Article VI. Finances**

### **Section 1. Fiscal Year**

The Fiscal year of the Organization shall close on July 31 of every year.

### **Section 2. Monthly Review**

The Board will review the bank statement on a monthly basis.

### **Section 3. 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 financial reviewer appointed by the Board of Directors may review the Treasurer's books, if deemed necessary.

### **Section 4. Grants**

All grant requests shall be reviewed, discussed and voted upon monthly so as to best distribute funds. Grant requests for competitor costs will be considered through the state level of competition for teams and individuals. Beyond state level competition, i.e., regional, national, global, etc., team costs will be considered, however, individual competitor costs will not be considered. Further, items that will be considered for grant requests include but are not limited to: hotel fees, transportation costs, meals and supplies. Items not considered include but are not limited to: equipment, registration fees, personnel, uniforms, and one-time use items that cannot be passed on.

### **Section 5. Check Signatures**

Two Officers' signatures are required on checks issued by the Board greater than or equal to \$500 in value. The Officers charged with the responsibility of signing checks shall meet monthly.

## **Article VII. Concessions**

Other clubs, teams, or organizations must complete and submit the Facilities or Equipment Usage Form found on the Organization's website to borrow concession equipment and/or supplies.

## **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 make 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 IX. Revisions**

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

Amended: June 12, 2023