

The Wesclin Athletic Booster Club

Bylaws

Effective as of August 28, 2013

Mission Statement

To provide financial assistance to all school-sanctioned sports and those activities that directly support the sport programs of the Wesclin Unit School District. Hereinafter the Wesclin Athletic Booster Club will be referred to as the “Booster Club”.

1) ELECTION OF OFFICERS

- a) Elected offices shall consist of President, Vice President, Secretary, and Treasurer, and Project Coordinator.
- b) Officers shall be elected to a position for a period of one year. They may be re-elected to the same office.
- c) Officers must be elected by a simple majority vote at the October meeting.
- d) All “Booster Club” officers will be ineligible to hold office in a sub-booster club.

2) OFFICES AND DUTIES

- a) President
 - i) Preside at all of the Booster Club meetings.
 - ii) Serve as contact person between the programs supported, the Booster Club and the schools.
 - iii) Shall be able to sign checks and have full access to “Booster Club” accounts with the Treasurer.
 - iv) Call special meetings if necessary
 - v) Be advised of all business pertinent to the Booster Club. The President must sign all contracts entered into by the Booster Club. The President may only sign said contract upon approval by a majority of those in attendance.
- b) Vice President
 - i) Shall preside in the absence of the President or Secretary at all of the monthly meetings.
 - ii) Shall provide organizational assistance for activities.
 - iii) Shall assume the duties of the President if and when the elected President is no longer able to perform in that capacity.
- c) Secretary
 - i) Record and protect all correspondence of the Booster Club.
 - ii) Shall present the minutes at the monthly meetings.
 - iii) Shall provide the President with a copy of the minutes from each meeting on a timely manner.

- iv) Shall be responsible for records of attendance by the programs supported by members and/or family members and Booster Club members at fund-raising events and Booster Club meetings.
- v) The Secretary shall prepare all meeting agendas and try to e-mail them to all members.

d) Treasurer

- i) Shall keep a written record of all club assets
- ii) Shall maintain a petty cash fund of \$100.00 that will be used as change at fund raising activities and for minor expenses.
- iii) Shall maintain and present an updated record of the Booster Club's accounts.
- iv) Shall present the financial report at each meeting. In addition, will provide a copy of the report for the President, Secretary, and for general approval.
- v) Responsible for the monetary affairs of the booster club.

e) Project Coordinator

- i) Shall maintain a log of all sub-booster fundraising projects.
- ii) Will not be an allow/disallow person for fundraising requests. Shall only say no if there is a conflict between sub-groups in regard to a fundraiser being identical. Fundraising projects will be allowed on the first come/first serve basis.
- iii) Shall maintain information of dates and times of all fundraising events/projects.
- iv) Shall coordinate with the High School office monthly about activities being carried on.
- v) Shall publish an event calendar showing dates applied for and by which group.

3) MONETARY CONCERNS

- a) All supported programs requesting money from the Booster Club will be required to have a representative present at monthly meetings. This representative will present their request. As much accompanying documentation as possible should be included. All requests will require a dollar amount estimate.
- b) A minimum of \$2,000.00 will be maintained in the checking account at all times. Only funds that are available in the Booster Club checking account will be used for expenses incurred.
- c) All supported programs requesting money must provide proof that they have gone through the Wesclin School Athletic Director with their request and have been disapproved. We do not supply funds for expenses that can be covered by budgeted operating funds.
- d) All supported programs requesting money from the Booster Club must have 75% of the parents of program members as Booster Club members in good standing. (Good standing to mean: Dues are paid through currently.)
- e) All supported programs requesting money need to have provided support to the Booster Club fund-raising activities. This can be either program members or parents/family. At least 50% must have contributed in a least one activity.
- f) Uniforms or the likes purchased partially or in whole by the Booster Club must remain school property and be turned in to the school at the end of the season.
- g) All decisions \$500.00 or less will require a simple majority approval vote of those present at the scheduled monthly meeting. Expenditures in excess of \$500 will require a majority vote of those in attendance. Under \$500 emergency expenditures, voting privilege allowed to officers.

- h) No money will be dispensed without prior approval of a simple majority during a monthly meeting.
- i) Upon dissolution of the Booster Club, see Endowment Amendment.

4) MEMBERSHIP

- a) Membership dues will be assessed for each member of the Booster Club. The dues to be collected will be \$5.00 per voting member. There will be no pro rationing of dues.
- b) Collection of the dues will be the first month in the school year.
- c) A member in good standing is one whose membership dues are paid and their account is up to date and not delinquent.
- d) A member in good standing will have the right to vote in all membership meetings.
- e) A member that is Not in good standing will be denied any of the above until their membership status is restored.
- f) Membership is open to anyone interested in the advancement of Wesclin athletics.
- g) Anonymous members are those members whom for one reason or another wish to monetarily or otherwise contribute to the success of the organization and remain anonymous. Upon their request, an absentee ballot will be provided to them for their vote on specific issues raised at membership meetings.

5) INDIVIDUAL SPORT BOOSTER GROUPS

- a) Each sport has the option of having their own booster group (hereinafter referred to as sub groups).
- b) Each sub group is responsible for establishing their own by-laws and having in place their own set of officers and their own bank accounts.
- c) Each sub group will submit their by-laws to the “Booster Club” for filing (not for approval). Approval will be within each sub group.
- d) Each sub group has sole discretion over their individual bank accounts subject only to having a positive account balance.
- e) After a sub group provides the “Booster Club” with their by-laws, the sub group will be provided the Federal ID Number (FEIN) of the Wesclin Athletic Booster Club.
- f) Sub groups will submit financial information (Revenue and expenses and bank account balances) every other month to the treasurer for inclusion in the “Booster Club” annual tax return.
- g) Each sub group will provide a listing and other pertinent information of the fundraisers/events to project coordinator.

6) AMENDMENTS

- a) Amendments to these bylaws must be presented as new business. Discussion will be held during one meeting and a vote will be taken at the following meeting. Amendments will be passed by a simple majority.

7) MISCELLANEOUS

- a) Meetings are scheduled on the fourth Wednesday of each month at 7:00 pm location to be determined by the membership at the August meeting for the new school year.

8) ENDOWMENT

Endowment Account Regulations:

- 1. 25% of fundraising net profits and 100% of all memorials must be put into endowment account. Until Endowment account reaches fully funded level.

All interest earned from the endowment account will be accrued within the endowment account. Endowment interest will be transferred to the general spending account on January 1 each year unless executive board deems necessary to keep interest in the endowment fund.

- 1. All monies must remain in FDIC insured investments until \$5,000.00 balance is achieved.
- 2. Once endowment reaches \$5,000.00 balance, an Endowment Board of Directors, consisting of member of the Executive Board of the Wesclin Athletic Booster Club will be established. This board will have a minimum of 3 members (or any odd number above 3 members). One member will be the current Wesclin Athletic Booster Club Treasurer and one must be a non-current officer of the Wesclin Athletic Booster Club.
- 3. Endowment Board of Directors, once established, can invest a maximum of 100% of the endowment balance in CD's as determined by the Endowment Board of Directors.

In the case that the Wesclin Athletic Booster Club organization dissolves, general funds will be divided evenly among the sports at the high school level.. The endowment will continue to be monitored as determined by the existing Wesclin Athletic Booster Club Endowment Board of Directors. The endowment must remain intact and in current structure and form until such time a new Wesclin Athletic Booster Club is formed. Upon distribution of funds the Endowment Board of Directors will notify the Superintendent , Principal, Activity Director, and Coaches of the disbursement of the monies at Wesclin School District.

As Entered into the By-Laws of the Wesclin Athletic Booster Club, Section 3, Monetary Concerns, Subsection i on this date **28th of August 2013** by the Executive Board of the Wesclin Athletic Boosters

