

Nathan Hale High School Athletic Booster Club By-Laws

2/9/2011 (approved)

Article I – Name

Section 1: The Name of this organization shall be *Nathan Hale High School Athletic Booster Club*

Article II – Objectives

Section 1: To support *athletics and athletic events* of West Allis Nathan Hale High School

Section 2: To encourage participation in athletic activities of *West Allis Nathan Hale High School*

Section 3: To promote school spirit by encouraging friendship, support, and cooperation between students, parents, staff and friends of West Allis Nathan Hale High School

Article III – Policies

Section 1: This organization shall not at any time act to influence members of the coaching staff of West Allis Nathan Hale High School

Section 2: The assets of the organization shall be dedicated to the attainment of the objectives of the Nathan Hale High School Athletic Booster Club as stated in these by-laws and will be used only for such purposes.

Section 3: In the event of dissolution of the organization, then: The Booster Club money is to be turned over to the Principal and the Athletic Director of Nathan Hale High School and deposited in a savings account for a maximum period of 18 months. If no successor athletic organization is formed, the money would be divided equally between all sports.

Section 4: In the event a new Nathan Hale High School Athletic Booster Club for sports activities is formed within this period, the monies held by the trustees would be turned over immediately to the officers of this organization.

Article IV – Membership and Dues

Section 1: All persons interested in supporting the objectives of this organization shall be eligible to purchase either an individual or family annual membership from the Hale Booster Club The membership dues shall be determined annually at the May meeting.

Section 2: In order to vote on any organization business and individual has to be a Hale Booster Club member. The Board of Directors reserves the right to make a final decision on votes that are split.

Article V – Management

Section 1: The management of the organization shall be vested in the officers of the organization consisting of a President, Vice-President, Secretary and Treasurer, all of whom shall constitute the Board of Directors. For voting purposes the membership coordinator/chairperson will be the 5th member of the Board of

Directors.(odd number to prevent split decisions)

Article VI – Officers and how elected

- Section 1:** The President, Vice-President, Secretary and Treasurer shall be elected by a vote of the members present in April or May of each year and shall hold office for year beginning August 1st of each school year. A candidate for office must be a member in good standing.
- Section 2:** No member of the West Allis Nathan Hale High School faculty shall hold an office in this organization. Such persons may however serve in an advisory capacity.
- Section 3:** In the event of any vacancy in any office for any reason, the Board of Directors shall appoint some member in good standing to fill the unexpired term until the next general election.

Article VII – Coordinators/Committees

- Section 1:** The following Coordinators/committees shall be positions appointed by the President.
- Section 2:** The following committees shall present status reports at monthly meeting.
- **Membership Coordinator** To promote membership, collect dues, record membership, distribute membership cards and accountability of monies to the treasurer.
 - **Wearable’s Coordinator** To coordinate the purchase and sales of spirit wear throughout the school year and accountability of monies to the treasurer. Purchases of \$500 or more needs to be approved by one either the Treasurer or President of the Booster club before proceeding. Anything outside the standard apparel needs approval.
 - **Concessions Coordinator** To coordinate scheduling of volunteers, purchase of stock, sales at sports events and accountability of monies to the treasurer
 - **Sports Booklet Coordinator** To coordinate the promotion of ad sales, team pictures and printing of sports programs for distribution at Nathan Hale sports events and accountability of monies to the treasurer.
 - **Flower Sale Coordinator** To coordinate the annual flower sale – the scheduling of volunteers, purchase of stock, sales and accountability of monies to the treasurer.

Article VIII – Meetings

- Section 1:** Membership meetings shall be held the first Wednesday of each month during the school year and/or as otherwise announced in the event of conflicting dates; or as needed. Meetings shall be scheduled by the Board of Directors and shall be announced in the Nathan Hale High School Newsletter and website when possible.

Any member of the Board of Directors can call an emergency meeting of the Board as needed for immediate executive decisions.

Section 2: The annual meeting of the organization shall be held in May for the election of officers.

Article IX – Duties of Officers

Section 1: **Board of Directors:** The Board of Directors shall have the power to manage all the affairs of the organization on any and all questions relating to any manner whatsoever thereto, and to approve all contracts necessary for the proper transaction of all business. The Board of Directors shall meet monthly for the transaction of all business, or an emergency meeting upon the call of the President or one of Board of Directors. It shall transact necessary business in the intervals between organizational meetings and approve the plans of work of the standing coordinators/committees.

Section 2: **President:** The President shall preside at all membership meetings of the organization and shall set the agenda and lead the meeting. The President shall coordinate the work of the officers and the coordinators/committees. The President shall endeavor to coordinate all work and decisions so that they best follow the objectives and policies of the organization. The President shall be a member of all standing committees.

Section 3: **Vice-President:** The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve. The Vice-President shall help with all committees when and where they are needed.

Section 4: **Secretary:** The Secretary shall record the minutes of all meetings of the organization and of the Executive Board. These minutes shall be kept in a bookbinder file for ready reference. The Secretary shall conduct the correspondence of the organization and perform such other duties as may be assigned. The secretary will provide minutes prior to the next meeting for review to the executive board via email

Section 5: **Treasurer:** The Treasurer shall receive all monies of the organization. The Treasurer shall keep an accurate record of receipts and expenditures and shall pay out funds in accordance with the budget or approved by the membership. The Treasurer shall present a financial statement at every organizational meeting and Executive meeting and at other times when so requested by the Executive Board. A budget shall be developed with the Board of Directors prior to the start of the school year. The Treasurer's account are to be examined annually by a committee of three selected by the President at the end of each fiscal year (August 1st – July 31st). This audit should be completed by September 1st each year with results submitted to the Board of Directors and then a copy maintained with the Treasurer and Secretary for the record.

Section 6: Standing committee Coordinators.

- a. Membership
- b. Concessions
- c. Wearable's
- d. Flower Sale
- e. Sports Booklet

Shall conduct their business in their areas of interest to best facilitate and expedite the organizations objectives. Coordinators are to report to and be responsible to the President. Coordinators are to solicit their help from general membership and are requested to attend all board meetings. It is requested that coordinators maintain a handbook of activities for that committee which then can be transferred to the next coordinator taking over the following year.

Article X – Finances

Section 1: All funds are to be deposited in a bank approved by the Board of Directors and shall be withdrawn on the signatures of any two of the following officers: Treasurer, President or Vice-President; or the coordinators.

Section 2: Expense forms are to be submitted for reimbursement to Treasurer (if credit card is used, submit form for recording keeping not reimbursement)

Section 3: Hale Booster Club credit card is available for Concession committee or other committee as deemed necessary and with prior approval.

Article XI – Parliamentary Authority

Section 1: Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

Article XII – Amendments

Section 1: These By-Laws may be amended annually. The proposed changes must be presented and posted at the April meeting and voted on at the May meeting.