

Ellsworth High School Softball Booster Club

Bylaws

Adopted: October 25, 2022

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Article I. Name, Mission, and Objectives

Section I.01 Name

- (a) The name of this organization shall be Ellsworth High School Softball Booster Club, commonly known as "EHS Softball Boosters" and hereafter referred to as the "Booster Club".

Section I.02 Mission Statement

- (a) The Ellsworth High School Softball Booster Club is a volunteer organization of parents and other adults in the community dedicated to supporting, encouraging, and advancing the Ellsworth High School softball program and all the benefits the softball program provides for the students of Ellsworth High School.

Section I.03 Objectives

- (a) Promote, support, and provide volunteer assistance to the team and their activities.
- (b) Provide financial assistance to the Ellsworth High School Softball program by purchasing items not provided for in the School District budget yet deemed beneficial to the program as recommended or requested by the School Athletic Director or the Softball Coaching staff and approved by the Booster Club.
- (c) The Booster Club shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the Ellsworth High School athletic program. The Booster Club will function within the framework, policies and rules of the overall Ellsworth School District philosophy and policies, and those of the Wisconsin Interscholastic Athletic Association. Individual members shall not use their official capacity or titles to suggest they represent the Booster Club without prior approval from the Board.
- (d) The Booster Club will be organized with the structure as outlined below to:
 - (i) *ensure roles are clear*
 - (ii) *provide the opportunity for many people to be involved*
 - (iii) *ensure a smooth transition from year to year.*

Article II. Membership

Section II.01 Members

- (a) Membership is open to any Ellsworth School parent/guardian of current and prospective EHS softball players, staff member, coach, Alumnus, or community resident interested in support the Ellsworth High School softball program.

Section II.02 Board of Directors

- (a) The business and operation of the Booster Club shall be managed and controlled by a Board of Directors who shall be elected by a plurality of votes of the members.

- (b) The Board of Directors shall be made up of Officers (President, Vice President, Secretary and Treasurer), and any Committee Chairs.

Article III. Officers and Duties

Section III.01 Term

- (a) The term of office for Officers shall be for one year, beginning after the end of the softball season and run July 1 to June 30.

Section III.02 President

- (a) Provides leadership and organizes and guides the Board of Directors toward the objectives and goals of the Booster Club.
- (b) Presides over all meetings of the Booster Club.
- (c) Coordinates with the Secretary in the creation of Agendas for the meetings.
- (d) Appoints Committee chairpersons, as necessary, with majority vote.
- (e) Appoints/dissolves Committees, as necessary.
- (f) Authorized to sign on bank accounts.

Section III.03 Vice President

- (a) Assumes the duties of the President or Secretary in their absence. Typically, this person is scheduled to be the President the following year; however, this is not mandatory.
- (b) Annual review of the Bylaws.

Section III.04 Secretary

- (a) Assist President in preparation and distribution of Agendas and notices.
- (b) Keeps accurate minutes of all meetings, and records those in attendance at each regular Booster Club meeting.
- (c) Maintain record of Booster Club minutes and Bylaws.
- (d) Maintain a current Membership list.
- (e) Responsible for correspondence.
- (f) Manage all electronic media authorized by the Board.

Section III.05 Treasurer

- (a) Keeps an accurate accounting of the funds through the management of the receipts, expenditures, and disbursements of the Booster Club. Requires receipts for all reimbursements of expenses.
- (b) Responsible for the Booster Club checking account and issues payment for expenses.
- (c) Provide a record of income and expenses at each Booster Club meeting.
- (d) Upon request, prepare cash boxes for Booster Club events.
- (e) Authorized to sign on bank accounts.

Section III.06 Varsity Coach

- (a) The EHS Softball Head Varsity Coach will provide significant guidance and direction as a member of the EHS Softball Booster Club. The coach will NOT be a voting member of the Board of Directors.

Article IV. Election of Officers

Section IV.01 Election Timing

- (a) Election of officers will take place each year during the June meeting, for the following season's activities.

Section IV.02 Voting

- (a) Nominations will be accepted at the April and May meetings or via email during this time period. Nominations need to be accepted by the nominee to be considered for vote.
- (b) Voting members shall consist of the 4 elected officers and regular members of the Booster Club.
- (c) The new Board will be formed by electing the four officer positions. If there is more interest than there are positions, a vote will be taken.
- (d) Voting shall either be by voice or by ballot at the discretion of the President.

Section IV.03 Vacancies

- (a) Should a vacancy occur in the office of president, that office shall then be assumed by the Vice President.
- (b) In the event of a vacancy in any other office, the Booster Club will appoint someone from the general membership to fill the unexpired term.

Section IV.04 Removal of an Officer

- (a) If an Officer of the Ellsworth High School Softball Booster Club (President, Vice President, Secretary, or Treasurer) does not fulfill duties required as above, that Officer will be notified in writing of the meeting at which removal from office will be discussed and voted upon.
- (b) At that meeting, the Officer may present statements to the Booster Club in an effort to retain the position.
- (c) Removal will occur if voted for by majority of the members present at the meeting.

Article V. Committees

Section V.01 Committee Establishment

- (a) Committees shall be established by the Board to meet the needs of the Ellsworth Softball Booster Club. Committees will be designated and appointed by a motion at a regular meeting of the Board to include a description of their purpose and guidelines, including any budget, necessary to carry out the purpose of the Committee. Committees may include any member of the Booster Club or interested party.

Section V.02 Committee Chairs

- (a) Committees will be organized as determined by the Booster Club each year and Chairs appointed as needed.

Article VI. Meetings

Section VI.01 Regular Booster Club Meetings

- (a) will be scheduled each month, as needed. A minimum of 4 meetings will be held each year. Notice of meetings will be emailed or messaged to all Board members and any interested members via electronic media, as available.
- (b) A quorum of at least 3 of the 4 Officers will be required to conduct a meeting.

(c) The President will prepare an agenda and run the monthly meetings. A typical agenda will include:

- *Review and approval of the previous meeting's minutes*
- *Treasurer's report*
- *Old business*
- *New business*
- *Committee updates*

Section VI.02 Special Meetings

(a) The President has authority to call special meetings of a quorum of the Board of Directors as necessary.

Section VI.03 Committee Meetings

(a) Committee meetings will be scheduled by the Chairs as necessary.

Article VII. Finances

Section VII.01 The fiscal year of the Booster Club will run from July 1 through June 30 of each year.

Section VII.02 A Treasurer's report shall be provided at each regular Booster Club meeting.

Section VII.03 Annually, the Booster Club will set forth a budget for expenditures, and recommend fundraising efforts to support these expenditures. Any funds remaining at the end of the season will remain with the Booster Club for future years.

Section VII.04 The Board of Directors shall approve all fundraising projects.

Section VII.05 Any Ellsworth High School Softball Booster Club member in charge of Booster Club funds must make a report to the Board at the next meeting as to the amount and source of funds collected, any expenses involved, and the net amount of funds to be provided to the Booster Club.

Article VIII. Expenditures

Section VIII.01 The Treasurer shall disburse funds upon approval of the Board of Directors. If the proper receipts are not available for documentation, the Booster Club can decide to not reimburse the expense.

Section VIII.02 The President shall have the authority to authorize expenditures up to \$500 each month from the Booster Club's funds when it is not feasible to call a special meeting of the Board of Directors. Communication of the expense will be reported at the next general meeting for formal approval.

Section VIII.03 In the event an expense of greater than \$500 is needed prior to the next regular meeting, approval from the Board can obtain via email and recorded at the next meeting.

Article IX. Revision Process

Section IX.01 The Bylaws may be amended or repealed by a majority vote of the Board members. Issues should be presented at a regular meeting and noticed the agenda. They will then be voted on at the next regular meeting.

Article X. Rules of Order

Section X.01 The rules found in the current edition of Robert's Rule of order (Newly Revised) shall govern this organization in all cases to which they are applicable and in which they are not consistent with these bylaws and/or standing rules or special rules of order the organization may adopt.

Article XI. Dissolution

Section XI.01 Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the Ellsworth High School Softball Booster Club, the remaining assets shall be distributed to the Ellsworth High School Athletic Department. If Ellsworth High School Athletic Department ceases to exist, remaining Booster Club assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

