

West Allis Central Booster Club Bylaws

Article I: Name of Organization

SECTION 1: The Name of the organization shall be WEST ALLIS CENTRAL BOOSTER CLUB.

SECTION 2: The place in this state of Wisconsin, whereas the principal office of the WEST ALLIS CENTRAL BOOSTER CLUB is located is the city of West Allis, Milwaukee County.

SECTION 3: The name and address of the persons who are the initial trustees of the WEST ALLIS CENTRAL BOOSTER CLUB.

Colleen Kraker 1451 South 75th Street West Allis WI 53214

Terese Dressel 2476 South 80th Street West Allis WI 53219

ARTICLE II: Objectives

SECTION 1. The West Allis Central Booster Club shall Sponsor and support activities at West Allis Central High School through fundraising activities and to encourage school spirit.

SECTION 2. West Allis Central Booster Club is organized exclusively for charitable and educational under section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III: Policies

Section 1. This Organization shall be non-profit, non-political, non-sectarian, nondiscriminatory, and non-commercial. No commercial enterprise shall be endorsed and neither the name of the organization nor the names of its official capacities shall be used in connection with any commercial enterprise or partisan interest, or for any other purpose that the objectives of the organization.

Section 2: This Organization shall not at any time, act as a pressure group to the members of the Coaching staff of West Allis Central High School.

Section 3: The assets of the organization shall be dedicated exclusively to the promotion of athletics of West Allis Central High School and will be used only for such purposes.

Section 4: Upon dissolution of the West Allis Central 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

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public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Milwaukee, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

Section 5: No part of the net earnings of the Booster Club shall inure to the benefit of, or be distributed to its members, trustees, officers, or to other private persons, except that the Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. Upon consent of the membership in a majority vote at the June Meeting, the Booster Club may elect to compensate the positions of Concessions Chair and Treasurer a sum not to exceed \$599 in the next fiscal year. The Standing Rules Committee will update the standing rules with the fiscal year compensation for each position. No substantial part of the activities of the Booster Club shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Booster Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the Booster Club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(C) (3)of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by an organization, contributions, to which are deductible under section 170 (C) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article IV: Membership and Dues

Section 1: All persons interested in supporting the objectives of this organization shall be eligible for membership in the organization upon proper application being made by such person.

Section 2: The annual dues per family or individual per athletic year, shall be determined by the Booster Club board to the beginning of the athletic year. An athletic year shall be considered to be from August 1st of the current year, through July 31st of the flowing year.

Article V: Officers

Section 1: The management of the Organization shall be vested in the officers of the organization consisting of the President, Vice President, Secretary, and Treasurer.

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Section 2: Elected officers will serve as the Board.

Section 3: The Athletic Director of West Allis Central High School shall be an ex-officio member of the board.

Section 4: The term of all elected officials begins on August 1st.

Article VI: Election of Officers

Section 1: The President, Vice President, Secretary, and Treasurer shall be elected by a vote of the members present in May of each year and shall hold office for one year, or until the successors are elected and qualify.

Section 2: A candidate for office must be a member in good standing of this organization. (Dues must have been paid for the current year.)

Section 3: In the event of any vacancy in any office, for any reason, the remaining officers shall appoint a member in good standing to fill the unexpired term until the next general election.

Article VII: Committees

Section 1: The following committees shall be standing committees and the chairmen of each shall be appointed by the president. The committees shall include, but not limited to: Membership, Scholarship, Bulldog Bash, Pig Skin Palooza, Pancake Breakfast, Concessions, Raffle, State Fair parking, Bylaws, Nominating, Audit, and Youth Sports, Wall of Fame and Communications.

Article VIII: Meetings

Section1: Membership meeting shall be held monthly during the school year, beginning with August and ending with July, or as otherwise announced in the event of a conflict with dates.

Section2: Monthly Meeting dates and times shall be established by the Board.

Article IX: Nomination Committee

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Section 1: There shall be a nominating committee consisting of 3 to 5 members, of the organization, appointed by the President. The President shall appoint one of the committee members to act as Chairman. This Committee will be formed at the March Meeting

Section 2: The nominating committee shall select at least 1 nominee for each office to be submitted for election at the May meeting and shall offer a slate of nominees at the April Meeting.

Article X: Bylaws Committee

Section 1: The Bylaws Committee will consist of 3 members of the organization. This Committee will form at the May meeting.

Section 2: The Committee will present changes at the June meeting and voted on at the August meeting.

Article XI: Audit Committee

Section 1: The Audit Committee shall consist of 3 members and cannot include the President or Treasurer.

Section 2: The Audit Committee shall Audit both the Concessions, General Fund Accounts, Wall of Fame and Youth Sports.

Article XII: Standing Committees

Section 1: All Standing Committees will give a report at monthly meetings. All committees will include the President and Treasurer with the exception the Nominating Committee and Audit Committee. You must be a member in good standing of the Booster Club.

Section2: All expenditures must be preapproved by the Board and will not pay sales tax due to being a Non Profit 501 (C) (3) organization.

Article XIII: Duties of the Officers

Section 1: Elected Officers: The elected officers shall have the power to manage all the affairs of the organization on any and all questions relating in any manner what-so-ever

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thereto, and to approve all contracts necessary for the proper transaction of all business, subject to the approval of the general membership. Elected officers shall meet for the transaction of business upon the call of the President. The elected officers of the Organization shall transact necessary business in the intervals between organization meetings and approve the plans of the work of the committees. A report of any business transacted during this time shall be reported to the membership during the next organization meeting. A quorum shall consist of at least 6 people.

Section 2: President: The President shall preside over all membership meetings for the organization. The President shall endeavour to coordinate the work of the officers and committees. The President shall endeavour to coordinate all work and decisions so that they best follow the objectives and policies of the organization. The President shall be an ex-officio member of all standing committees, except the Nominating and Audit Committees. The President shall be the authoritative source for all communication pertaining to the business of the Booster Club.

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 coordinate all the work of committees and perform such duties as may be assigned. The Vice President shall also serve as the Parent Liaison between Coaches and The Booster Club.

Section 4: Secretary: The Secretary shall record the minutes of all meetings of the organization. These minutes shall be kept in a file for ready reference. The Secretary shall conduct the correspondence of the organization and perform such other duties as may be assigned.

Section 5: Treasurer: The Treasurer shall receive all funds of the organization. The treasurer shall keep accurate record of receipts and expenditures and shall pay out funds as approved by the membership. The treasurer shall present a financial statement at every organization meeting and at other times when so requested by the President. The treasurer's accounts are to be audited annually by a committee of 3 members in good standing selected by the president and will not include the President or Treasurer. The treasurer will be responsible for creating necessary forms for requesting change for events, check request forms, and money countdown forms.

Committees: Committees shall conduct their business in their areas of interest to best facilitate and expedite the organization's objectives. Individual Chairpersons of committees are to report to and be responsible to the President. Committees Chairpersons

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are to solicit their help from the general membership. All committees that have expenditures should use a copy of our tax exempt form for purchases. You must be a member in good standing of the booster club.

Article XIV: Finances

Section 1: All funds are to be deposited in a bank approved by the officers and shall be withdrawn on the signatures of the following officers: Treasurer or President.

Section 2: All disbursements will require a written request form and will need the President approval.

Section 3: Disbursements for Team Accounts must be approved by the President and requested by the Head Coach. These funds will also need the Athletic Director signature. All forms must be accompanied by receipts. (Reminder we are a Tax Exempt 501 (C) (3) organization and we do not pay sales tax.) If the check is written to the school for their athletic accounts we require a receipt from the school stating it went to that sports account.

Article XV: Parliamentary Authority

Section 1: Roberts Rules of Order, revised, shall govern this organization in all cases for which they are applicable and in which they are not inconstant with the Bylaws.

Article XVI: Amendments

Section 1: Amendments: These By-laws may be amended at any regular organization meeting by a majority vote of the members present, provided that notice of proposed amendments has been given at the previous meeting. The Proposed changes need to be published on the West Allis Central Booster website for 30 days.

Article XVII: Guidelines for Distribution of Funds to West Allis Central Athletic Team

1. Any donation by the West Allis Central Booster Club (BC) to West Allis Central (WAC) must be within the limitations as set forth by the WIAA.
2. All Funds raised, with the exception of concessions, from BC sponsored events, must be deposited into the general fund of WAC BC account.

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3. All funds raised from concessions, whether by a WIAA event, non-WIAA event or a fundraising event by an outside entity (such as M&M Gymnastics or NY2LA) must be deposited into BC concessions account. Of the total deposit, 5.6% is automatically allocated to pay state exposition tax.
4. All concession events, held in conjunction with the WIAA must use BC. All products will be supplied by BC. Events separate of The WIAA are not required to use the BC to run concessions.
5. All WAC teams that do not offer concessions at their home events must work a minimum of one BC concession WIAA fundraiser event time slots to help cover their share of the fiscal year trainer's fees. An average concession time is two hours slots. The concessions committee will provide ample opportunity for teams to work throughout the year. These staffed event hours do NOT qualify for the shared pool system as described below. Any concession event time slot worked above required two hours will qualify for shares from the pool.
6. Concession Team Payouts for WIAA Events: Teams participating in a BC concession fundraiser for a WIAA event will earn a share of the profits for the team's activity fund. This is will be accomplished through a pooling system. Shares will be divided based on the number of hours an event is staffed and credited to the team that worked the event. If Subs or Pizza are provided the cost is taken off the total deposit.
7. Events not pooled are Regionals, Sectionals, Fundraisers, and non-WIAA events. At the August Booster Club meeting the Concessions Committee will present to Booster Club the percentage distribution formula for the fiscal year. The Standing Rules Committee will update the standing rules with the fiscal year distribution formula. If Subs or Pizza are provided the cost is deducted from total profits.
8. Cleaning Fees of up to 150.00 will be charged to the sports program responsible if the concession room is not cleaned and restocked after each event.
9. Shares are credited to the teams BC activity fund at the end of the BC fiscal year.
10. All teams that offer concessions at their home events are required to staff their events at least 5 days prior to the sporting event. If the event is not staffed as required, BC concessions committee will offer opportunity to work the event to other WAC teams.

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11. Hospitality: Coaches may request tickets be used at their concession event for meals provided to Coaches. We will use each ticket as a meal ticket valued at \$4.00. These tickets will be counted and \$4.00 per ticket will be deducted from the teams funds raised prior to payout to cover the cost of food.