

# Chilton



# Booster Club

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# **CHILTON BOOSTER CLUB BYLAWS**

“TIGER Pride”

## **Article 1: NAME**

### **1.1 NAME**

The name of the organization is the Chilton Booster Club Incorporated, from herein also to be known as CBC.

## **Article 2: PURPOSE**

### **2.1 PURPOSE**

The primary purpose of the CBC is to provide support and encouragement to those students associated with Chilton School Athletic Programs in grades 7-12 for Chilton Public School sanctioned sports; to support the standards of W.I.A.A. and to recognize the established rules, Interpretation, and regulations of this agency; to establish and maintain a working relationship with the Chilton Athletic Department and to maintain a regular liaison with their office in order to promote the goals of CBC.

## **Article 3: PHILOSOPHY**

### **3.1 PHILOSOPHY**

We believe that all students, parents and the community benefits from participation in co-curricular activities and contributes to the success of Chilton Public Schools. Our efforts will be to promote and strive for improvements in athletics and academics by encouraging and recognizing high standards of sportsmanship. In that spirit, to ethically support the athletic programs with contributions of goods, services and/or monetary support to augment the Athletic Program at Chilton Public School

### **3.2 SCOPE**

CBC shall not attempt to dictate change, coerce or interfere with the policies set down by the athletic department or school administration. CBC will promote goodwill and fellowship among its members. CBC does not serve as a substitute for the financial/legal obligations and responsibilities of the State of Wisconsin, County of Calumet and/or the Chilton School District to provide the basic needs of the Athletic Program(s) at Chilton Public Schools.

CBC shall, however, be recognized by the Chilton School Administration/Athletic Director/Faculty as a provider of support for co-curricular activities at Chilton Public Schools. This role as a provider is not an attempt to restrict other organizations from holding events that support athletic activities at Chilton Public Schools. The role of CBC as primary provider is granted to CBC by the Chilton Public School Administration/Athletic Director/Faculty as a matter of safe and efficient operation of support activities for athletic events and facilities. Safeguarding requirements exist today with important controls for food preparation, serving, storage and equipment maintenance to ensure proper health and safety practices be followed. Chilton Public Schools and CBC share equipment and facilities that can be made available to other groups. The proper health and safety of all participants and attendees in co-curricular activities is paramount in sharing equipment and facilities.

## **Article 4: MEMBERS**

### **4.1 MEMBERS**

The CBC will be organized as a non-profit organization. It shall be governed by elected officers and directors. Members of the organization will be any individual who agrees to be an active participant, any parent who has student(s) in Chilton Public School 7-12 athletics, and will volunteer and support the organization in its purpose, who is at least 18 years of age, and not a current member of high school.

General Membership meetings of CBC shall be held once a month with specific dates and time to be determined by the CBC President.

Each member, as outlined in Section 4.1, shall be entitled to one vote and seek to hold office.

Volunteering for specific activities will be expected of all members. Members should realize they represent the school in their capacity as boosters and fans and their support of school co-curricular activities is important. It is recommend that parents with students in school sanctioned sports volunteer throughout the year in at least two CBC sponsored activities per student involved.

In order to conduct official business there must be a minimum of (7) seven members present who are eligible to vote. Of these seven, (2) two must be officers, of the officers; at least (1) one must be either the President or Vice President.

## **Article 5: GOVERNMENT**

### **5.1 GOVERNMENT**

Elected officers and directors will govern the CBC. The officers will consist of at a minimum a President, Vice President, Secretary and Treasurer. The officers shall be authorized to name any standing committee or special committee as it shall judge necessary. The officers may adopt such rules and regulations for the conduct of its meetings and the supervision of the organization, as it may judge proper. A quorum of the duly elected officers and members shall act on issues presented by or to the officers by a majority vote. At no time will any CBC officer be entitled to more than one vote.

There shall be a board of directors consisting of (11) people, each representing a said sport or area. Each director will hold a three year term, with terms rotating. Representing sports shall be:

1-Football, 2-Volleyball, 3-Swimming, 4-Boys Basketball, 5-Girls Basketball, 6-Wrestling, 7-Track/Cross County, 8-Baseball/Softball, 9-Golf, 10-Clothing Sales, 11-Concession

## 5.2 DUTIES

The officers shall have such authority and perform such duties in the management of the organization's activities as usually pertain to the offices they hold. An officer shall be the liaison with the Chilton Public School Administration/Athletic Director/Faculty. Attendance at a minimum of 8 of the 11 CBC meetings per year is required. Duties assigned by the officers or a vote of the voting members, or as may be otherwise provided by these Bylaws including but not limited to the following:

*Past President:* After being President for one year, shall assume the duty as Past President. The Past President will support the President in an as needed basis for one year. The Past President is not a voting member.

*President:* The President shall be the active head of the organization and subject to the decisions of the officers shall have general control and management of all its activities and affairs. The President shall preside at all meetings, fill by appointment all Officer Vacancies, make all other appointments that are required, and assign chairmanships for standing or special function committees. The president is not a voting member, unless in case of a tie. The President shall move up to Past President at the conclusion of the next year.

*Vice President:* The Vice President shall assist the President at all times with respect to special assignments or committees. In the absence, inability or resignation of the President, the Vice President shall assume the duties of the President. The Vice President shall assume the duties of President at the conclusion of the next year. This is a three year consecutive term, moving up to President and then Past President.

*Secretary:* The Secretary shall keep an accurate permanent record of all proceedings of the meetings and shall keep all non-financial records of the organization, issue notices of meetings and submit minutes of the previous meeting to the officers and members for approval.

*Treasurer:* The treasurer shall assume direction of all CBC financial matters. The Treasurer shall keep a record of and have custody of all funds of the organization. The Treasurer shall keep a record of all monies received and paid out and all vouchers and receipts thereof. The Treasurer shall keep books of accounts of the financial condition of the organization and shall prepare a monthly financial report for approval by the officers, directors, and members at its regular monthly meetings. The treasurer shall be responsible to keep financial reports and other information that is deemed necessary. The Treasurer may be consulted by a licensed accountant.

*Sport Directors:* (9) football, volleyball, swimming, boys basketball, girls basketball, wrestling, track/cross country, baseball/softball, and golf. The Sport Director will act as a liaison between their sport coaching staff and parents and CBC with duties to include: attendance and presentation at pre-season sport meeting, update parent team roster, communicate CBC events and request for volunteers to parents, communicate with concession director to ensure proper volunteers for home games and/or tournaments, obtain coaching requests for tournament fees, obtain coaching request for material items and present independently or with the coach to CBC at the Sept and March meetings, actively participate in a minimum of two CBC fundraisers per year (concession stand, tournament, golf outing, other). Sport directors are voting members of CBC receiving one vote per person.

*Director of the Clothing Sales:* The Director of the Clothing Sales shall be in charge of purchasing merchandise for or individual sports in conjunction with the clothing sport director and/or coach. The Director of Clothing Sales is responsible for reporting monthly at board meetings. The Director of Clothing Sales is responsible for reporting all sales and filling out proper paperwork for the treasurer. This director is a voting member of the CBC Board of Directors.

*Director of Concessions:* The Director of Concessions shall be in charge of purchasing merchandise for the concession stand and/or CBC sponsored tournaments. The Director of Concessions shall be in charge of setting up the concession stand and obtaining volunteer workers to man the stand. The Director of Concessions is responsible for the inventory and reporting monthly at board meetings. The Director of Concessions is responsible for reporting all sales and filling out proper paperwork for the treasurer. All collected revenue will be handed to CBC treasurer no less than two times per month utilizing CBC revenue form. The Director of Concessions may hold another director position, but only has one vote per person, not per position held. The Director of Concessions may choose to work independently or recruit a team of volunteers to divide the required duties. This director is a voting member of the CBC Board of Directors.

### 5.3 ELECTION OF OFFICERS/DIRECTORS

At the meeting in May, or other designated date by the officers and members, a slate of nominees for officers/directors shall be presented. The election shall be by majority vote of the members present. The candidates may also include open nominations from the floor.

Consent of the candidate(s) up for nomination(s) shall be obtained prior to placing his/her name on the ballot. Elections of officers/directors will take place with a verbal or written ballot. The Secretary is elected on odds years. The Treasurer is elected on even years.

Election of Officers/Directors:

Yearly- Vice President (Vice President is the next President)

Odd Years: Secretary

Even Years: Treasurer

Group 1: 2012, 2015, 2018, 2021, 2024.....

Group 1: Baseball/Softball, Volleyball, Cross Country/Track, Girls Basketball

Group 2: 2013, 2016, 2019, 2022, 2025.....

Group 2 Football, Golf, Swimming, Clothing Sales

Group 3: 2014, 2017, 2020, 2023, 2026.....

Group 3: Wrestling, Boys Basketball, Concession Stand Rep

(Note-The Secretary and Treasurer are a two year term)

No contracted district employee (teacher, administrator or tech director), no contracted volunteer, no school board member or no contracted coach shall serve as an officer or board member of CBC.

Officers and directors must be a resident of the Chilton School District or have children enrolled in the Chilton Public School System.

The newly elected CBC Officer/Director shall assume their official duties at the close of the June meeting and shall continue in office for two years as treasurer or secretary or three years as a director until their successors have been duly elected. The Vice President shall assume the duties of President at the conclusion of the next year; this is a three year consecutive term, moving up to President and then Past President.

Each officer/director shall be in good standing with the organization known as CBC.

Each officer/director upon the expiration of his /her term of office or in the event of resignation shall without delay turn over to the newly elected officer or President, all books, records, funds or other material pertaining to his/her office. It may also be requested that a written description of the functions he/she performed be submitted. All exiting CBC Officers shall orient the newly elected Officers to the prospective position(s).

When an Officer/Director fails to attend three (3) general meeting of the CBC, within in a 12-month period, without an adequate excuse, the membership may declare his/her post vacant. In this event, the President shall appoint, subject to the approval of the membership, an interim Officer for the balance of the term. In case a vacancy occurs in the office of President, the Vice-President shall serve the remaining term. The President shall have 60 days to make any appointments.

#### 5.4 REMOVAL OF THE OFFICERS AND DIRECTORS

The officers and a majority vote of CBC membership may remove any officer or member appointed or engaged with proper notice after a hearing.

#### 5.5 COMMITTEES

The President shall appoint Special Committees as necessary to conduct the business of the CBC.

Committees created and appointed for a specific program will cease to exist upon completion of the assigned work.

All Committees shall follow guidelines and responsibilities put forth by the Officers.

All Committees shall make written and/or verbal reports to membership monthly and at the completion of assigned committee.

*Auditing Committee*, when appointed by the President shall audit the books of the Treasurer. The Auditing Committee shall render, as required, appropriate written or verbal findings, including generation of documentation.

*Scholarship Committee* – Is responsible for providing scholarship forms and selecting students for scholarships. The scholarship amount will be determined by the funds available at its February meeting and would be awarded to each applicant at the May senior scholarship banquet held at CHS. No more than three scholarships shall be offered in one year. Persons on this committee may not be a parent(s) of a senior child. The President will select members to serve on this committee and will be approved by voting membership, to include the Athletic Director. Any tie vote in the selection process will be determined by President, Vice President, Secretary and Treasurer: in order of position and who does not have a senior child. Scholarship applicants and their families must be an active member in good standing with CBC.

## **Article 6: DISTRIBUTION OF FUNDS**

### **6.1 DISTRIBUTION OF FUNDS**

Distribution and use of funds will be determined by a majority vote of the officers and directors present. Priority funds will be based on the need, student use or activity, how soon the activity is to take place, practicality, immediate need for funds and long-term effect.

### **6.2 WISH LIST**

Requests are due by September 1<sup>st</sup> and March 1<sup>st</sup> and will be voted on at the October and April monthly CBC meetings. This excludes tournament requests which will be voted on monthly.

- Athletic Director – would request a list from all coaches within the CHS for any athletic equipment / items needed for the upcoming school year. Not limited to 1 item. The AD would serve as the liaison to CBC.
- Coaches – requesting athletic equipment / items to Athletic Director. Must have supplied picture of item, price of item, place to purchase item and any other information that would assist in the approval and ordering.
- Booster club – after receiving request from Athletic director, will review all requests. Based on financial situation, the officers and board of directors will determine which item(s) will be purchased.
- Approval - The Booster Club will get approval from the Athletic Director
- Gift Presentation - an appointed CBC officer(s) or director(s) will present gifts to the School Board for acceptance.

### **6.3 CONCESSION PROCEEDS**

Sales of concessions affiliated with Chilton and WIAA Athletic Programs are the responsibility of the CBC for agreed upon events with Chilton Public Schools.

#### 6.4 ATHLETIC CONTIGENCY FUND

Chilton Booster Club established an athletic contingency fund in the amount of \$500 on June 13, 2012. The CBC Board agrees to and requests from Chilton Public Schools the following parameters for management of the fund:

- A specific amount of money will be given directly to the school from CBC.
- Families who qualify for reduced or free lunch qualify to apply to this fund.
- Funds are available for athletic fees and/or required athletic equipment – namely sport required shoes or swim apparel for Chilton High School or Chilton Middle School sanctioned sports.
- The application process is completed through the CPS administration. Anonymity is honored. CBC will not have access to applicant's name.
- Applicants may apply for each sport season for equipment funding
- Equipment fund is limited to \$50 per child per year or \$100 maximum per family per year.
- A receipt returned to the CPS administration is required upon completion of purchase. Failure to provide a receipt will result in denial of future fund requests.
- CBC requests a written report from the CPS Administration three times per year (October, January and April) indicating how many students were provided funds and the remaining balance of the fund.
- Additional donations to the fund must be made by CBC Board of Director vote.

### **Article 7: ACTIVITY FUNDS/YOUTH ACCOUNTS**

#### 7.1 FUNDS

Said funds and accounts shall be governed by the Chilton Booster Club (CBC) and the affiliate coach, CPS Athletic Director and/or affiliate youth director. CBC will hold and disburse all funds along with keeping financial records and proper recording of transactions. CBC will serve as an advisory board to the affiliate coach, CPS AD and/or affiliate youth director. All funds within the activity or youth accounts must be used to benefit the entire program and/or benefit all athletes within that program. No athletes/coaches/directors shall benefit individually from these said accounts.

#### 7.2 INCOME

Proper collection of fees shall be communicated and turned over to the CBC treasurer with deposit form within 10 working days. All checks must be made out to CBC

#### 7.3 DISBURSEMENTS/REIMBURSEMENT OF FUNDS

All invoices must be made out to CBC.

All requests must be made by completing the funds reimbursement form and submitting the form with supporting documentation to the CBC treasurer.

Tax exempt forms should be requested from the treasurer.

All funds within the activity or youth accounts must be used to benefit the entire program, not individuals.

#### 7.4 COMMUNICAITON

Communication at regular monthly CBC board meetings is required during said sport season regarding happenings, and events from the director or coach.

## Article 8: MISCELLANEOUS PROVISIONS

### 8.1 FISCAL YEAR

The fiscal year of the organization will be from July 1st to June 30th.

### 8.2 EXECUTION OF CONTRACTS

The President and Treasurer shall be authorized to sign all legal and financial agreements, contracts or statements as authorized by the officers. Except as authorized by these by-laws, no officer, director or member shall have the power to bind the organization by any contracts or engagements, or to pledge its credit or to render it liable for any purposes or in any amount. The CBC officer(s) will select member(s) of the Purchasing Committee and authorize them to sign for purchases.

### 8.3 OWNERSHIP OF EQUIPMENT/ASSETS

The title to any property, equipment or apparatus hereafter acquired shall be owned by the CBC. If it is deemed advisable and prudent, certain items may be donated to the Chilton School District.

### 8.4 EARNINGS

No part of the earnings of the organization shall inure to the benefit of, or be distributed to its officers or other persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services and costs.

CBC shall be non-commercial, non-sectarian and non-partisan and shall not endorse political candidates or commercial enterprise.

### 8.5 DISSOLUTION OF THE ORGANIZATION

Upon the dissolution of the organization, the officers shall, after paying all of the liabilities of the organization, dispose of all assets of the organization exclusively for the purpose for which the organization was organized. Any unused funds will go into the CHS Athletic Budget.

### 8.6 ORDER OF BUSINESS

At meetings of CBC, the following shall be the order of business unless otherwise ordered.

- A. Call to order
- B. Minutes of the preceding meeting
- C. Treasurer's Report
- D. Committee Reports
- E. Athletic Director
- F. Unfinished business
- G. New business
- H. Other
- I. Next meeting
- J. Adjournment

### 8.7 RULES OF ORDER

The President's use of **Robert's Rules of Order Newly Revised in Brief** shall be the authority on all points not covered by the by-laws.

## 8.8 CHANGES TO THE BYLAWS

By-law changes may be requested by a written request to the membership. A special committee assigned by the President and approved by the membership will review any requested changes. Any changes recommended by the committee require a majority vote from membership. Membership must consist of a minimum of (7) seven members present at a CBC meeting who are eligible to vote. Of these seven, (2) two must be officers; of the officers at least (1) one must be either the President or Vice President. Notice of By-law changes must be available in writing and E-mailed to all members 15 days before meeting.

At the beginning of his/her term of office, each officer of the CBC shall be presented a copy of the by-laws and shall be responsible for making thorough study of it.

A copy of these by-laws shall upon request, be made available to any member in good standing of the CBC.

### RECORD OF AMENDMENTS

These Chilton Booster Club Incorporated By-Laws were originally adopted on May 4, 2009.

By-law amended on the following dates:

May 19, 2009: modified the official name of the club to include "Incorporated" in order to comply with regulations regarding 501c3 status.

May 7, 2012: modified to explain membership status, length of elected terms, and wish list funds request.

November 14, 2012: redefined roll of President and Vice President, split boys and girls basketball director to two positions, added Director of School Store and Director of Concessions.

October 14, 2015: Added Youth/Activity Accounts to Article 7, updated election of officers/directors, removed school store director, added director of clothing sales

September 11, 2016 – Removal of dance and tennis director

March 8, 2017 – added athletic contingency fund parameters under Article 6, Distribution of Funds