

BYLAWS – Kettle Moraine High School Booster Club

Article I – Name, Purpose

Section 1: The name of the organization shall be Kettle Moraine High School Booster Club.

Section 2: The Kettle Moraine High School Booster Club is organized exclusively for charitable and educational purposes, more specifically to enhance the extra-curricular activities at Kettle Moraine High School with an emphasis on athletics and athletic related activities.

Article II – Membership

Section 1: Membership shall consist of parents of Kettle Moraine High School students and other interested members of the community.

Article III – Meetings

Section 1: Annual Meeting – The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place. Since the first item of business at the annual meeting is to elect the Board of Directors, it is suggested that the annual meeting be held just prior to the end of each school year, in May, to give all incoming parents an opportunity to gain a seat on the Board.

Section 2: General Meetings – The Booster Club shall meet monthly at an agreed upon time and place. All meetings shall be open to the public. One coach from each sport shall attend at least 75% (9 of 12) of scheduled meetings, from July 1 through June 30, of the prior school year. If a coach cannot attend, there must be a parent representative in attendance. Parent reps are strongly encouraged to attend all meetings.

Section 3: Special Meetings – The President may call special meetings.

Section 4: Meeting Notice – Notice of each meeting shall be given not less than ten days before the meeting date. Notice of general meetings shall be posted on the school calendar published by Community Ed. Changes to meeting dates or times shall be given not less than ten days before the meeting date.

Article IV – Board of Directors

Section 1: Board Role, Size and Compensation – The Board is responsible for overall policy and direction. The Board shall have up to five and not fewer than three members. The Board receives no compensation other than reasonable expenses directly related to Club activities. Any expense in excess of \$50 shall be approved in advance by a majority vote.

Section 2: Meetings – The Booster Club shall meet at least twice a quarter at an agreed upon time and place.

Section 3: Club Elections – Election of new directors or election of current directors to an additional term will occur as the first item of business at the annual meeting. Directors will be elected by a majority vote of the members.

Section 4: Terms – All Board members shall serve one year terms but are eligible for re-election.

Section 5: Quorum – A quorum must be attended by at least 25 percent (not less than two) of the Board members before business can be transacted or motions made or passed.

Section 6: Notice – An official Booster Club meeting requires that each Board member have notice ten days in advance.

Section 7: Officers and Duties – There shall be five officers of the Board consisting of a President, Vice-President, Secretary, Treasurer and Concessions Coordinator. Their duties are as follows:

The President shall convene regularly scheduled Booster Club meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-President, Secretary and Treasurer. The President is responsible for setting the meeting agenda and will act as the main point of contact for the Booster Club.

The Vice-President will chair committees on special subjects as designated by the Board.

The Secretary shall be responsible for keeping records of Booster Club actions, including overseeing the taking of minutes at all Booster Club meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member, and assuring that corporate records are maintained.

The Treasurer shall make a report at each Booster Club meeting. Treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Booster Club members and the public.

Concession Coordinator shall oversee operation of the concession stand during the school year. This includes interacting with all individual sports concession coordinators, ordering of food and other supplies and coordinating the stocking of the concession stands.

Section 8: Conflicts of Interest – Whenever a director or officers has a financial or personal interest in any matter coming before the board of directors, the board shall ensure that:

- The interest of such officer or director is fully disclosed to the board of directors.
- No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board of directors at which such matter is voted upon.
- Any transaction in which a director or officer has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of the organization.

- Payments to the interested officer or director shall be reasonable and shall not exceed fair market value.
- The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Section 9: Vacancies – When an unforeseen vacancy on the Board occurs, a special election will be held at the next meeting to fill the vacancy. Current board members will actively work to recruit nominees prior to the meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 10: Resignation, Termination and Absences – Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if he/she has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Article V – Financials

Section 1: The financial records of the organization are public information and shall be made available to the membership, Booster Club members and the public upon request.

Section 2: The Treasurer will track all financials, control the check book and present a Treasurer's Report at each meeting showing all Booster Club expenses and income.

Section 3: Requests for funds from the Booster Club shall be made in writing to the Athletic Director by the respective group, or group representative. These requests will be reviewed and voted on at each meeting. A majority vote in favor is required for a request to be approved. It is required that a head coach or event coordinator of the requesting group be present at the time the request is being reviewed in order to answer any questions.

Section 3B: From time to time "emergency" funding requests are made that need to be decided on before the next formal meeting. In these cases, the President will document the request in an email and forward for a vote. The email will contain the request details and a response deadline. A simple majority of those who respond will determine whether the request is approved or denied.

Section 4: Fundraising – The main source of fundraising for the Booster Club shall be concession sales at high school events and team participation in fundraisers. From time to time, other fundraising activities may take place. All suggested fundraising activities shall be reviewed by the Booster Club and approved or rejected by a majority vote. Specific fundraising committees will be formed as needed in response to the fundraising discussion/vote. A designated Board member will be responsible for getting school district approval of the desired fundraising activity once it has been accepted by the Booster Club.

Article VI – Committees

Section 1: The Board may create committees as needed, such as fundraising, etc. The Board Chair appoints all committee chairs.

Section 2: The five officers serve as the members of the Board.

Article VII – Dissolution Policy

Section 1: If KMHSBC proves unable to carry out the purpose for which it was created, KMHSBC shall be dissolved in accordance with law. In the event of the dissolution of KMHSBC, all of its assets, after payment of its debts and liabilities, shall be disposed of exclusively for the purposes of KMHSBC to such organization or organizations as the Board of Directors shall select.

Section 2: Such organization(s) shall be organized and operated exclusively for charitable purposes as an exempt organization under 501(c)(3) of the Internal Revenue Code.

Article VIII – Amendments

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements. Proposed amendments submitted and reviewed at one meeting will be approved or rejected at the next meeting.

These Bylaws were approved at a meeting of the Board of Directors of Kettle Moraine High School Booster Club on May 13, 2009.

Revised March 22, 2011.

Revised October 5, 2011

Revised August 14, 2013

Revised January 7, 2014