

BYLAWS of
MENOMONEE FALLS BOOSTER CLUB, INC.

ARTICLE I: GENERAL

The name of the organization shall be the Menomonee Falls Booster Club, Inc. ("Booster Club") The Booster Club exists as an incorporated non-stock organization.

ARTICLE II: BASIC POLICIES

The following are the basic policies of the Booster Club.

- a. The organization shall be non-commercial, non-political, and non-sectarian.
- b. The organization or representative of the organization shall in no way interfere, pressure or attempt to influence teachers, coaches or administrators with their responsibilities.
- c. The name of the organization or the names of the members in their official capacities shall not be used in connections with a commercial concern or with any partisan interest of any purpose not appropriately related to the objectives of the organization.
- d. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- e. Persons representing the organization shall make no commitments that bind the organization, unless otherwise authorized by the Board of Directors.
- f. In the event of the dissolution of the organization, the assets shall be distributed to the Menomonee Falls School District in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.
- g. In the event Booster Club activities are held away from school properties, liability insurance will be secured when deemed necessary.

ARTICLE III: MEMBERSHIP AND DUES

- a. Membership in the Booster Club shall consist of any Menomonee Falls High School parent, interested adults, alumni of Falls High Schools, and staff members.
- b. The newly elected Board of Directors at the first meeting shall determine annual dues for membership in the organization.
- c. Only those who have paid their required membership dues may vote at the board meetings.

ARTICLE IV: OFFICERS AND THEIR ELECTION

- a. The Board of Directors shall consist of a minimum of twenty members who shall be elected at the annual May (or other meeting designated by the Board of Directors) meeting, by voting of the members present and will hold office for one year until the successors are elected. Vacancies or Board expansion will be filled as the need may require.

- b. The officers of the organization shall consist of the President, Vice President, Secretary and Treasurer to be elected at the first board meeting by the board members.
- c. Officers must be members in good standing and have a son or daughter enrolled in the Menomonee Falls school system (grades 9-12) during the term of office.
- d. In the event of any vacancy in any board position for any reason, the Board of Directors shall elect a member in good standing to fill the unexpired term until the next general meeting.
- e. No individual may be elected to more than three consecutive terms in any one office.

ARTICLE V: STANDING AND SPECIAL COMMITTEES

- a. The Officers with the approval of the full Board shall appoint the chairpersons of each committee.
- b. Chairpersons will begin their terms upon appointment and will hold their positions for one year or until their position is no longer deemed necessary.
- c. Standing Committees shall include:

- Membership Committee
- Communications and Website Committee
- Scholarship Selection Committee
- Purchasing/Inventory
- Capital Improvement Committee

Membership Committee

This committee shall be responsible for securing new members, maintaining current membership, and issuing a paid-up membership list. The committee will ensure that Board members participating in voting have paid annual dues.

Communications and Website Committee

This committee shall be responsible for posting minutes of the Booster Club meetings. The committee will update forms that are posted on the Booster Club website and work with the School to post pertinent and relative information in newsletters or in social media.

Scholarship Selection Committee

The Booster Club shall award scholarships to members of the graduating class in the number and monetary amount as the Booster Club Board shall determine. This committee shall be responsible for advertising, collecting, reviewing and selecting the recipients. Parents, legal guardians, or relatives of a graduating senior are not allowed to chair or serve on this committee. Selection of winning applicants shall include activity participation, demonstrated leadership abilities and service to the School, Booster Club (concessions) and community volunteerism during the applicant's term of enrollment at Menomonee Falls High School.

Purchasing Committee

This committee shall be responsible for the purchasing and maintenance of food and beverage inventory for the Booster Club concession stands.

Capital Improvement Committee

This committee shall be responsible for coordinating efforts to raise funds necessary for the improvement of Menomonee Falls School District facilities to benefit athletic teams, physical education classes and Community Recreation Department programs.

- d. The President may appoint special committees when the Board deems such committees necessary (examples: Bylaws, Review, Nominating).
- e. Review Committee consisting of at least one Board Member or qualified accountant shall be appointed each spring and present a report to the membership in printed form at the August or September board meeting.
- f. The President shall fill a vacancy in any chairmanship until the next meeting of the Board.
- g. The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VI: FISCAL YEAR

The fiscal year of the Booster Club shall begin June 1st and end May 31st.

ARTICLE VII: DUTIES OF OFFICERS

- a. The Board of Directors shall have the power to manage the affairs of the organization. The Board of Directors shall meet for the transaction of business upon the call of the President or any two board members provided written notice is given to each member of the board. The board may delegate any of the above duties of officers or committees of the organization.
- b. The President shall preside at all board meetings of the organization. He/she shall coordinate the work of the officers and the committees and shall endeavor to coordinate all work and decisions so that they best follow the objectives and policies of the organization. The President shall be ex-officio member of all committees except the Nominating Committee.
- c. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence of or inability of that officer to serve.
- d. The Secretary shall record the minutes of all meetings of the organization and of the Executive Board. He/she will conduct the correspondence of the organization and perform such duties as may be needed.
- e. The Treasurer shall receive all monies of the organization and keep accurate records. He/she shall present a financial statement at every meeting and at other times when so requested. As a requirement of the Booster Club fidelity bond coverage, the accounts are to be reviewed annually by a Review Committee or qualified accountant. From the annual financial summary, the Treasurer will cause the tax returns of the organization to be prepared. He/she shall issue a

budget for the current fiscal year for approval by the board no later than the regular June meeting.

ARTICLE VIII: FINANCE

All funds are to be deposited in bank(s) approved by the Board and may be withdrawn on the signature of the Treasurer and/or President.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert Rules of Order Revised shall govern the organization in all cases where they are applicable and in which they are not inconsistent with the Bylaws.

ARTICLE X: AMENDMENTS

Any member or members may propose an amendment to the Bylaws providing amendments are submitted to the Board of Directors thirty days prior to a general meeting.

ARTICLE XI: ADVISORS

The Athletic Director, also representing the Administration of Menomonee Falls High School, will serve as an ex-officio member of the Board of Directors.

ARTICLE XII: MEETINGS

Board meetings will be held on the second Wednesday of each month.

Established: June 1984

Amended in its entirety: February 2017