Wausau West Hockey Booster Club Bylaws

Article 1-Name

The name of this organization shall be Wausau West Hockey Booster Club, hereinafter referred to as "the Club."

Article 2-Objective and Purpose

A. The organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code. The Club shall provide funding to the Wausau West High School in support of its Boys Varsity and Junior Varsity ice hockey program.

B. The purpose of the Club shall be to:
   a. Operate, manage, and maintain itself in such a way as to provide for the objective in A above.
   b. Solicit contributions and raise funds necessary to run the Wausau West High School ice hockey program.
   c. Act as a liaison and facilitate communication between the Club membership and the ~~Activities~~ Athletic Director and Coaches.

C. The Club shall not be used by the membership as a forum for addressing coaching problems, policies or player placement or play time. Parents should address their concerns with the coach privately, and if necessary, the ~~Activities~~ Athletic Director.

Article 3-Membership

A. Membership shall be open to the parents or legal guardian of a student who is on the team roster of Wausau West High School Hockey team.

B. All members are encouraged to attend meetings of the Club.

Article 4-Officers

A. The officers of the Club shall consist of a President, Vice President, Treasurer, and Secretary.

B. All officers, by virtue of their office, shall be members of the Executive Board, hereinafter referred to as "the Board".

C. The term of office shall be one year.

D. Only one member from a ~~family~~ household may serve as an officer at the same time.

E. An officer shall not take an action, nor attempt to influence or vote upon any decision, regarding any subject in which he/she is deemed by the remainder of the Board, and/or the Club membership, to have a conflict of interest.

~~E.~~F. It is recommended and preferred that the role of President be filled by the preceding year Vice President. If that person in unable or uninterested, preference will next be given to candidates who have previously served in one of the other Board positions or as a Committee Lead. If there are no nominees or volunteers in any of the above categories, consideration will be given to other Club members.

4.1-Duties of the Officers

A. The **President** shall:
   a. Attend and preside at all meetings of the Club and Board.
   b. Be chairman of the Board by virtue of his/her office as ~~p~~President.
   c. Appoint all chairpersons of standing or special committees.
   d. Be an ex-officio member of all committees.
   e. See that all books, records, and certificates required by law are properly kept and filed.
   f. Be one of two officers authorized to sign all checks or drafts of the Club.
   g. Annually present a report of the accomplishments of the ~~c~~Club to the Club membership.
   h. Be responsible for~~-~~ keeping Club members informed, either directly or via delegation, of schedule changes from the coach as needed.
   i. Act as a liaison to the ~~Activities~~ Athletic Director and coaches, either directly or via delegation.
   j. Supply the ~~Activities~~ Athletic Director with an annual list of important dates and proposed fundraisers so any potential conflicts can be determined by the Director.
   k. Serve the year following retirement from office as an advisor to the Board as necessary for a smooth transition of officers.

B. The **Vice President** shall:
   a. Assume all duties the President gives him/her.
   b. Preside at general meetings and assume the President's responsibilities in the absence of the President.
   c. Attend all ~~b~~Board meetings.
   d. Be the coordinator of all committees, collect monthly committee reports for the President, and report on committee activities when the committee chairmen are unable to attend meetings.
   e. Coordinate end of the year reports with the President and committee chairs. Committees within oversight responsibility include, but are not limited to, the Annual Golf Outing Committee, Annual Home Tournament Committee, and Annual Banquet Committee.

C. The **Treasurer** shall:
   a. Have care and custody of all monies or securities belonging to the Club and shall be responsible for such monies or securities.
   b. Be one of the two officers authorized to sign all checks or drafts of the Club.
   c. Render a written account of the financial status of the Club for each general meeting or when directed by the Board. Such reports shall be affixed to the permanent minutes of each meeting.
   d. Exercise all other duties incident to the office of the Treasurer.
   e. Arrange for an independent audit of the Club books annually, or more often as deemed necessary by the Board. The independent reviewer may be a CPA or may be an organizational review committee that is comprised of at least three Club members and should not be an officer or related to an officer or a coach or

liaison. At least one other member of the organizational review committee should be someone from outside the booster/parent club.

f. Attend all ~~bo~~Board meetings.

D. The **Secretary** shall:

a. Keep minutes and records of each official meeting of the Club.
b. Keep a record of meeting attendance.
c. Keep and file any certificates required by any federal or state statute.
d. Be responsible for all correspondence and communications addressed to the Club.
e. Be responsible for distribution of any written communications to the Club membership, such as meeting notices, notices of elections or any communications requested by the coaching staff or President to the Club membership. Email communications requested from non-Board members must be approved by the Head Coach or Club President.
f. Be responsible for scheduling a facility at which the meetings of the Club will be held.
g. Present a draft of the minutes of the General Meeting to the Board for its review ~~at least two weeks prior to the next scheduled~~within one week following each Board meeting date.
~~g.~~h. Attend all Board meetings.

4.2-Officer Vacancies

A. In the event of the President's absence or failure to exercise his/her office, the Vice President shall become acting President of the Club with all the rights, privileges, and powers of the President for the remainder of his/her existing term. If the Vice P~~R~~resident declines the office, the Board shall fill the position of the President for the remainder of his/her existing term by a vote of approval of a majority of the Board members.
B. If, in the estimation of the Board, an officer has not performed the duties required as per these bylaws, or exhibits conduct unbecoming of an officer, he/she shall, after being notified at least two weeks in advance by the Board, be removed. The Board shall appoint a replacement.
C. If any office becomes vacant before the end of its term, the remaining officers shall fill that position for the remainder of the term by a vote of approval of a majority of the remaining officers.
D. Upon any change in the office of the Treasurer, there shall be an audit of the records by the incoming Treasurer.

Article 5-Executive Board

A. The business of the Club shall be managed by an Executive Board (herein referred to as "the Board") consisting of its four officers. These officers are elected by the Club membership.

B. The Board shall guide and manage the business and control the assets of this Club, and has the responsibility and authority to oversee all matters pertaining to the best interests of the ~~c~~Club.
C. The term of office of all Board members shall be one year from the date of election or appointment.
D. Only one member from a ~~family~~ household may serve on the board at the same time.
E. Board members shall not receive compensation for their services, with the exception of a $50 credit per season applied to the Booster Club fees for his/her player.
F. The President of the Club, by virtue of his/her office, shall preside as Chairman of the Board and the Vice ~~p~~President shall perform this duty if the President is absent during a meeting.
G. The Secretary shall function as Secretary of the Board.
H. Meetings of the Board shall be held as required (see Article 6).
I. The Board shall report to the Club membership at all general meetings.
J. The Board is subject to the decisions of the Club membership and none of the Board's acts shall conflict with decisions made by the Club membership.

Article 6-Meetings

A. Meetings of the ~~b~~Board shall be held as necessary on a date agreed upon by the ~~b~~Board. Additional ~~b~~Board meetings may be called by the President should the occasion arise, and provided the Board is so notified.
B. General meetings of the ~~c~~Club membership shall be held on the first Monday of each month from October through May, unless otherwise decided by the ~~b~~Board.
C. Special meetings of the ~~c~~Club may be called by the President, or by a majority vote of the officers of the Board. Notices of special meetings shall be delivered by the ~~s~~Secretary, indicating the time and place, the purpose of the special meeting and by whom it is being called.
D. A quorum, consisting of at least three ~~b~~Board members must be present at a meeting to conduct any official business of the C~~c~~lub.
E. The order of business at any regular scheduled General Meeting shall be:
    a. Call to order
    b. Taking of attendance
    c. Reading or voting to accept the minutes of the last meeting
    d. Reports of the officers
    e. Reports of committees
    f. Old business
    g. New business
    h. Adjournment
F. The order at meetings of the ~~c~~Club shall maintain parliamentary procedures rules (motions, seconding, voting). The rules contained in the current edition of Roberts Rules of Order shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these by-laws.
G. Meeting agendas and minutes shall be made available to the ~~c~~Club membership via email by the ~~s~~Secretary.

Article 7-Finance

7.1-Fiscal Year

A. The Club's fiscal year shall run from May 1st to April 30th.
B. At the end of each fiscal year, the ~~t~~Treasurer shall present the Club membership with a summary of the financial standing of the Club. The presentation shall be made at the season-ending meeting of the Club or as decided by the Board.
C. The Board shall arrange for an independent audit of the Club books annually, or more often as deemed necessary by the Board. The independent reviewer may be a CPA or may be an organizational review committee that is comprised of at least three Club members and should not be an officer or related to an officer or a coach or liaison. At least one other member of the organizational review committee should be someone from outside the booster/parent club.
D. The Board shall ensure that all necessary tax~~es~~ documents are filed as required. The Parent Booster USA organization that the Club is a member of shall provide guidance in this process.

7.2-Budget

A. At the beginning of each fiscal year, the Board shall work with the head coach to develop a budget for the following hockey season. The budget shall, at a minimum, include all anticipated major expenditures required to run the teams for the current fiscal year, for example, extra ice time, new jersey~~'~~s, new equipment, anticipated tournaments and travel expenses, and other Club-sponsored events.
B. The Board shall finalize the budget no later than August, and shall present the budget to the Club membership at the October general meeting. The budget must be approved by a majority of the members in attendance at the meetings. If the budget is rejected by the general membership, the Board shall reconvene to amend the budget and shall present a revised budget to the general membership for its approval at the November general meeting. The general membership must reach a budget consensus with the Board by the end of the November meeting.

7.3-Player Payments

A. Upon approval of the budget, the Board shall, at its sole discretion, determine the "player booster ~~donation~~fee" amount to be paid by each team member. The Board shall notify the general membership as to the player ~~donation amount~~ fee no later than the November general meeting.
~~A.~~B. The Board may award annual player credits to Club members serving in the following roles, up to the following amounts: 1) Golf Outing Chair - $150, 2) Golf Outing Registration Committee Lead - $50, 3) Golf Outing Sponsorship Committee Lead - $50, 4) Golf Outing Raffles Committee Lead - $50, 5) Golf Outing Day Of Committee Lead - $50, and 6) Home Tournament Chair - $100

~~B.~~C. Should the cost required to run the Varsity program be substantially different than those required to run the Junior Varsity program, the Board may, at its sole discretion, determine that player booster fees for Varsity or Tweener participation may be different than those for Junior Varsity participation.

~~C.~~D. Each member shall provide the ~~t~~Treasurer with an initial deposit for player booster fees in an amount to be determined by the Board, by the 1st official scrimmage or game of the season.

~~D.~~E. The Club shall not be obligated to refund any player~~s' contributions~~fees. This includes, but is not limited to, a player getting injured, quitting the team, an athletic code violation that precludes play time, and/or moving out of the area.

~~E.~~F. Extenuating circumstances regarding booster fee payments shall be addressed by the Board on an individual basis.

7.4-Expenditures

A. All non-budgeted expenditures up to $1000.00 must be approved by a quorum (3 or more members) of the Board, and do not require approval of the Club membership.
B. All non-budgeted expenditures in excess of $1000.00 must be approved at a general membership meeting by a majority vote (by voice vote) of the Club membership in attendance.
C. The Treasurer shall not be obligated to reimburse any member for any non-approved expense or any expense for which no invoice or receipt is provided.
D. All bills of the Club shall be mailed to or received by the ~~t~~Treasurer, so he/she can keep proper records.

7.5-Contracts, Checks/Drafts, Deposits, Gifts, Scholarships

A. The Board has the sole authority to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Club, subject to the provisions of Article 7.5.
B. All funds of the Club shall be deposited to the credit of the Club in such banks, trust companies, or other depositaries as the Board shall authorize.
C. The Board may accept, on behalf of the Club, any contribution, gift, bequest, or devise for the general, or any special, purposes of the Club.
D. The Club must monitor any items presented or "gifted" to players. Any item with a value of $25.00 or more is not allowed to be given to any player. Acceptance of such items may constitute a "professional payment" and would jeopardize the players' amateur status and could be career-ending (examples: senior night gifts).
E. The Board, at its sole discretion and subject to its financial ability to do so, shall award one or more graduating player(s) a scholarship at the end of the season. The amount of the award shall be determined solely by the Board. The presence of the scholarship program is in no way intended to establish any past practice, obligation, or precedent for succeeding years and is subject to being modified, suspended, or withdrawn by the Board. Scholarships, if awarded, are based on criteria as follows:
    a. A player must be on the team for at last three years.

b. A player must have no~~t~~ athletic code violations over their high school athletic career. If they have incurred one violation, any potential scholarship amount will be reduced by half. There will be no scholarship awarded to any player with two or more athletic code violations over their high school athletic career.
c. A player must have a cumulative grade point average of 2.5 or better at graduation time to qualify for any scholarship amounts.
d. A player must be enrolled in a 2- or 4-~~-~~year institution of higher learning within two years following graduation and must present the Board with a copy of their university or technical college first semester transcripts and the next semester registration to collect their allotted scholarship amount. Exceptions the timeline include military service or Junior Hockey participation. A minimum 2.5 cumulative GPA is required on the university or technical college transcript to be considered eligible for the scholarship.

Article 8-Nomination and Election of Officers

A. Nominations of Club officers shall be made at the May meeting. If necessary, the ~~s~~Secretary shall make up a ballot of the nominees who ~~that~~ accept their nominations. In order to vote, a member must be in good standing and must be in attendance at the general meeting. Each such member may complete a single ballot. Results from all voting will be determined by the majority of the votes cast. In the case of a tie, there will be one re-vote of those two candidates followed by a coin toss if another tie is again counted.
B. The newly elected officers shall assume their offices at the start of the fiscal year, May 1st.

Article 9-Committees

A. The Board may establish ad hoc committees under the supervision and control of the ~~b~~Board~~,~~ and may assist the Board in its performance of its duties. Such ad hoc committees shall be comprised of one or more officers, and shall report to the Board as appropriate or as requested by the Board. Committee examples might be: Summer team events, Alumni game, etc.

Article 10-Amendments

A. The Board shall determine whether any by-law amendments are needed~~,~~ and may appoint a committee to discuss proposed amendments.
B. All proposed changes to existing by-laws must be presented to the membership at the General Meeting and must be made available in writing via email or as otherwise determined by the Board at least five days before the expected voting date.
C. Existing by-laws may be amended or repealed only by the affirmative vote of the majority of the Club membership in good standing present at a general or special meeting.

Article 11-Dissolution

Upon the dissolution of the Club, the ~~t~~Treasurer shall, after paying or making provision for the payment of all the liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the members shall determine.

Modified ~~10/02/17~~10/04/2021