

INDEPENDENCE ATHLETIC BOOSTER CLUB

CONSTITUTION

ARTICLE I – ORGANIZATION

Section 1

This organization shall be a non-profit incorporated association as set by state law.

Section 2

The name of the organization shall be: Independence Athletic Booster Club, LLC, herein after referred to as IBC.

Section 3

The official address of the IBC will be designated as Independence High School, c/o current Athletic Director.

ARTICLE II –PURPOSE

Section 1

The objective and purpose of the organization shall be to promote and encourage the total athletic program of the Independence Schools including:

- a) To support, promote, and maintain a high standard of integrity and sportsmanship in all athletic activities of the schools.**
- b) To raise funds to assist all athletic programs. All money raised by the club as special fund raising projects must be approved by the school administration in agreement with the club officers. All fund raising activities will conform to state and local ordinances.**

ARTICLE III – ADOPTION AND AMENDMENTS

Section 1

The following are hereby adopted as the Bylaws of the Independence Athletic Booster Club, LLC. They shall be reviewed whenever deemed necessary or a minimum of annually after election of the President; be subject to amendment, alteration and revision in accordance to the Chapter 181 of the Wisconsin State Statutes.

Section 2

These bylaws may be amended by a two-thirds vote of the voting members present, as outlined in Article V, Section 1, at any general meeting. Any proposed amendment shall first be placed on the agenda for consideration and debate at the general meeting preceding the meeting at which the vote on the amendment occurs.

Section 3

The Organization members and the public of the Independence School District adopted said Bylaws of the organization on September 8, 2013 to be effective immediately. Adoption of Bylaws is recorded in the official minutes of the October 6, 2013 meeting.

Section 4

The Organizations revisions to this document can be viewed at the end of this document under "Revision History".

ARTICLE IV – MEMBERSHIP

Section 1

Parents and friends of all past and present student athletes, and other sports interested persons who desire membership shall be eligible for membership in the Club.

Section 2

The head varsity coach of each sport or a representative appointed by the head varsity coach will be a member of the Club.

Section 2

The Independence High School Athletic Director or a representative of the Athletic Director shall automatically be considered an ex-officio member of the Club.

Section 3

Dues will be determined by the membership on a yearly basis.

Section 4

All participants involved or affiliated with the IBC at any level should subscribe to the goals, objectives, and policies without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of these Bylaws.

ARTICLE V – EXECUTIVE BOARD, OFFICERS and ELECTION OF OFFICIERS

Section 1 - Executive Board

The Executive Board shall consist of the elected officers and the current high school athletic director. These elected members shall be selected from the voting members attending the annual meeting held in June and shall hold office for one year commencing on the first day of July. To be considered a voting member, each person shall meet one or more of the following requirements. Each shall either hold a current position as Officer, Varsity Coach and/or Team Representative within the organization, be assigned a position on a Committee, or have been present for 50% or more of the general meetings in the past year. Each Executive Board Officer may hold the same position for consecutive terms if re-elected at the annual reorganization meeting.

The function of the Executive Board shall be to manage and direct the affairs of the IBC organization, fulfill the responsibilities approved and directed by the membership, and take such actions as may be required within the scope of these By-Laws for the good of the IBC organization between general meetings.

A simple majority of the Executive Board members present shall constitute a quorum for the transaction of business. A simple majority vote of the Executive Board members present shall be required in order to approve any business brought before the Executive Board during or outside of general meetings.

Section 2 - Officers

Officers shall consist of a President, Vice-President, Treasurer, and Secretary. There shall be additional officers, committee chairpersons, and other officials as appointed by the President from time to time.

A. President Shall:

- 1. Preside at meetings.**
- 2. Carry out the decisions of the general membership expressed by a majority vote of those present at vote.**
- 3. Vote only in the event there is a tie during a vote by the members and public.**
- 4. Serve as primary spokesperson for the Club, except as otherwise specified.**
- 5. Keep and maintain all documents related to the function of the organization. This includes keeping all master copies.**
- 6. Direct goals and budget performance.**
- 7. Be responsible for an annual review of facilitating By-Laws revisions as deemed appropriate.**
- 8. Be responsible for the general overall functions of the Club.**
- 9. Perform all other duties as usually pertain to office of President.**

B. Vice-President Shall:

- 1. Support all responsibilities of the President and perform all the duties of the President in his/her absence.**
- 2. Be responsible for guiding and mentoring assigned committee positions.**
- 3. Perform all other duties as usually pertain to office of Vice President.**

C. Secretary Shall:

- 1. Keep all Club records including By-Laws, meeting attendance, meeting minutes, and all necessary reports.**
- 2. Submit copies of meeting minutes to Independence School District administration.**
- 3. Perform all other duties as usually pertain to office of Secretary.**

D. Treasurer Shall:

- 1. Receive, deposit, and give account of the current Club assets.**
- 2. Have charge of all funds, securities, and all Club financial records.**
- 3. Maintain appropriate records.**
- 4. Make payments for all Club liabilities.**
- 5. Submit a financial statement at each general Board meeting**
- 6. Submit a fiscal year-end statement.**
- 7. Obtain proper State, Federal, and IRS approval of the 501(c) (3) Non -Profit status.**
- 8. Perform all other duties as usually pertain to office of Treasurer.**

E. Athletic Director Shall:

- 1. Be a liason between the Club and School administration.**
- 2. Assist in planning and organizing activities such as tournament and training events.**
- 3. Assist the Treasurer in maintaining Club financial records and preparing fiscal year-end report.**
- 4. Maintain a list of community, organizational, and company contacts.**
- 5. Prepare the meeting agendas and distribute to all officers one week prior to each meeting.**
- 6. Perform other duties as assigned.**

Section 3 - Election of Officers

Officers shall be elected annually at the June Annual Meeting. Robert's Rules of Order will be used for nominating officers and a simple majority vote of the voting membership, as defined in Section 1 of this Article, will be used to determine election results. The current President will preside over all election procedures.

Section 4 - Committees

Committees and their chairperson may be appointed by the President. Members of the committees should be recorded in the meeting minutes.

ARTICLE VI – CLUB YEAR

Section 1

The business year for purposes of fiscal and tax reporting shall run from July 1st to June 30th.

Section 2

The business year for purposes of the term of offices and elections shall run from July 1st to June 30th.

ARTICLE VII – CLUB MEETINGS

Section 1 - General Meetings

General Club meetings shall be held on the 1st Sunday of the months of October, December, January, March, and May at times determined by the Executive Board, at Independence High School. If any of these dates fall on a holiday, the meeting will be postponed to the second Sunday of that month. The Executive Board has the right to cancel a General Meeting if it feels there is a lack of business to act upon and gives at least three days advance notice of the cancellation. The Athletic Director in consultation with the Executive Board members will determine if a meeting is to be cancelled.

Section 2 - Reorganization Meeting

One general reorganization meeting shall be required for purpose of installing new officers. At this meeting, retiring officers will transfer all books and papers in their possession and belonging to the Club to the new officers. This meeting will be held in conjunction with the annual fall athletic code meeting.

Section 3 - Annual Meeting

One annual meeting will be held on the first Sunday in June at a time determined by the Executive Board, at Independence High School. At the annual meeting all fiscal year end reports will be presented and new officers will be elected.

Section 4 - Special Meetings

The President, or the majority of the Board, may call special meetings as deemed necessary.

Section 5 - Meeting Minutes

All meeting minutes must be maintained with copies to the Independence School District administration as requested.

Section 6 - Club Business

Club action and business becomes official when the voting procedures as outlined in Article V, Section 1 are followed. When electing officers or polling the general membership, provisions of Article V, Section 1 will also be followed.

Section 7 - Procedures

Executive Board meeting procedures will be governed by Robert's Rules of Order and the President is responsible for enforcing those procedures. The general membership is permitted to enter into discussions of Club business, but is only allowed to vote as outlined in Article V, Sections 1 and 3, and Article VII, Section 6.

ARTICLE VIII – FINANCE

Section 1

The IBC shall be empowered to receive, hold and expend funds acquired by the organization with the sole purpose of supporting the Independence School District athletic programs according to the purposes (see Article II) of the Club and/or the expressed wishes of the voting population through the actions of Executive Board.

Section 2

No officer shall serve the Club with compensations. Reimbursement shall be provided for assigned duties or accrued expenses, granted prior approval by a majority vote of the Executive Board was established. This pre-approval process must include a detailed written description of assigned duties or list of planned expenses including specific service, usage, mileage, etc. The Club may compensate clinicians, coaches, and other personnel directly related to fulfilling the purpose of the club.

Section 3

In no event shall the revenues of the IBC be used to pay, reimburse, or defray fines or penalties incurred by the Independence School District coaching staff, administration, or board of education.

Section 4 - Audit Committee

The Athletic Director and two other voting members as appointed by the President at the March general meeting will serve on the Audit committee. The Audit committee will present a report of their findings at the Annual meeting in June.

Section 5

All monies received by the IBC for any purpose shall be deposited to the credit of the IBC in a financial institution or institutions selected by resolution of the Executive Board. Currently the selected financial institution is the State Bank of Independence.

Section 6

Checks drawn on the club accounts shall be co-signed by the President and Treasurer.

Section 7 - Receipts and Disbursements

All monies receipted to the Club must be deposited in the Club's Checking Account within one week of receipt of the money by the Treasurer. All disbursements and invoices shall be paid by the Treasurer within 30 days of receipt or notification of expense. These payments should be reviewed by the President and Athletic Director. Only expenses pre-approved by the Executive Board should be paid.

Section 8 - Accounts and Sub Accounts

The IBC will establish a general checking account in which money will be deposited into and withdrawn from. With approval of the Executive Board other accounts such as Savings, Certificates of Deposits, and Bonds, may be established. Within the General Fund of the Club, the Treasurer may establish sub-accounts specific to individual activities or sports. **Funds accumulated through any fund raising efforts in accordance to Article IX, Section 1 shall be deposited in the Club's General Fund. Funds allocated to specific sports teams through either fundraising and business or private donations, although deposited in the Club's General Fund, shall be separately tracked as sub-accounts for each sports team. Expenditures from these sub-accounts do not require Executive Board approval but may be expended on behalf of these teams at the discretion of the team's Team Representative and/or varsity head coach. Expenditures over \$1,000 requires approval of the Athletic Director and Treasurer.** The Treasurer, as part of their financial statement at each general meeting, must report all balances, transactions, and transfers of funds of each sub-account.

Section 9

Notwithstanding any other provision in these articles, IBC shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IX – Fundraising and Requisitions

Section 1 - Fundraising

All requests for fund raising by the Club, must be made to the Athletic Director and placed on Club's general meeting agenda by the Athletic Director. These requests must follow the Independence High School fundraising policies. In addition to those policies the request should include the account or sub-account the funds should be deposited in.

Section 2 - Requisitions

Funds requisitions shall be submitted to the Athletic Director for placement on the agenda at least 7 days prior to the general membership meeting at which the requisition is first presented. A verbal presentation shall be made at the meeting by the Team Representative, during which the nature, purpose, amount, storage of the item, and other details relating to the requisition shall be explained to the membership. The presentation may be supplemented by any coach of the sport requesting the funds, and the membership shall have the opportunity to ask questions of the Team Representative, coach or Athletic Director and discuss the proposed requisition. No action shall be taken on any requisition at the meeting at which it is first presented if the amount exceeds \$1,000 according to Section 3 of this article. The requisition shall then be placed on the agenda for the next scheduled meeting, at which time the Team Representative or coach shall be present to answer any further questions of the membership. The requisition shall then be discussed and acted upon by the Executive Board, which may vote to approve, deny or approve with modifications.

Section 3

Any requisition for funds exceeding \$1,000 must be voted on at two consecutive meetings, one of which must be a regularly scheduled meeting. A majority vote of the Executive Board present is necessary for approval. The two consecutive meetings must be held at least five days apart.

Section 4

Factors to be considered by the Club in regard to any requisition of funds include, but shall not be limited to:

- (a) The Club's yearly budget and current financial condition.**
- (b) Participation by the particular sport in the fundraising and other membership activities of the Club.**
- (c) The amount of any funds contributed from their encumbered funds by the particular sport toward the total cost of the requested item(s).**
- (d) The amount and frequency of previous requisitions from the particular sport in relation to other sports.**
- (e) The compatibility of the requested item(s) with the mission, bylaws and policies of the Club.**

Section 5

Funds shall not be disbursed to the requesting team until such time as a purchase order or written quote for the approved item(s) has been provided to the Treasurer. Requisitions shall be limited to items proposed to be acquired following approval by the Club, and the Club shall not assume the liability, nor approve the reimbursement of any person or team, for any items previously purchased or contracted for by the person or team prior to obtaining the Club's approval. The requesting team shall provide a status report to the Club at each membership meeting following the approval of the requisition with respect to the completion of the purchase,

delivery and installation of any approved item(s), until the Club is satisfied that the terms of the requisition have been fulfilled. The Club may vote to rescind its approval if the requesting team has not completed the purchase of the approved item(s) in a timely manner or otherwise complied with the spirit, intent or terms of the approval.

Section 6

In addition to considering specific requisitions for the purchase of equipment and supplies, the Club may establish and adopt policies for the routine purchase of awards or memorabilia, such as patches, pins, apparel, etc., recognizing outstanding accomplishments on the part of a particular athlete or team including, but not necessarily limited to, participation in the State tournament or playoffs. The Club shall work with the Athletic Department and the head coaches in developing the standards to be applied for earning such awards and the procedures to be utilized for their timely purchase and delivery, and such standards and procedures shall be adopted at a business meeting and placed in the Club's minutes. The Executive Board shall review and approve all orders before they are placed with the vendor.

ARTICLE X – DISSOLUTION

Section 1

If at any time the Club should be dissolved, the distribution of all assets shall be determined by the Executive Board, after paying or adequately providing for the debts and obligations of the Club. The remaining assets shall be distributed to non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, and or scientific purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this organization which is organized and operated exclusively for the purposes specified in Section 501 (c) (3) of the Internal Revenue Code.

REVISION HISTORY

Adopted 10/6/2013

Revised 12/1/2013 (Article 8, Section 8)