

# **BYLAWS of the REAGAN ATHLETIC BOOSTER CLUB, Inc.**

*Originally Drafted 9/12/18*

*Revised 3/1/2022*

## **Preamble**

The following bylaws shall be subject to, and governed by, the laws of the State of Wisconsin and the Articles of Incorporation of Reagan Athletic Booster Club, Inc. In the event of a direct conflict between the herein contained provisions of these bylaws and the mandatory provisions of the laws of the State of Wisconsin, state law shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these bylaws and the Articles of Incorporation of Reagan Athletic Booster Club, Inc., it shall then be these bylaws which shall be controlling.

## **Article I: Name**

a) The name of the organization shall be the Reagan Athletic Booster Club, Inc. (herein referred to as the "Organization").

## **Article II: Mission**

a) The mission of the organization is to promote and support student athletic teams of Ronald Wilson Reagan College Preparatory High School in Milwaukee, WI (herein referred to as "Reagan")

## **Article III: Voting Membership**

a) Memberships in the organization are open to all parents, coaches, alumni, and community members having an interest in supporting the Reagan Athletic programs.

b) Any individual shall become a voting member of the organization, after completing a membership form and submitting annual dues of \$5 or an appropriate amount set by the Board. Dues should be paid by April 30<sup>th</sup> of each year to be eligible to vote in the Annual Meeting in May.

## **Article IV: Place of Meetings and Order of Business**

a) All meetings of the members of the Organization shall be held in Milwaukee Public School District, Milwaukee County, Wisconsin at places designated by the Organization officers. Virtual meetings are acceptable.

b) Meetings are held once per month (typically on Mondays or as otherwise designated). Meeting dates shall be established by the Board during the first meeting of each year and communicated to the membership at the first meeting of the year.

- c) The order of business at all meetings of the members shall include following:
  - a) Roll call of officers
  - b) Review of minutes of previous meeting
  - c) Election of officers (if at proper time)
  - d) Reports of officers' reports (financial is required)
  - e) Reports of standing or special committees
  - f) New business
  - g) Adjournment

### **Article V: Annual Meeting**

- a) The Organization shall conduct an Annual Meeting in May of each year.
- b) Notice of the Annual Meeting shall be given at least 10 days before the meeting through the method of contact indicated on membership forms.
- c) Voting Members (as established in Article III) shall have the power to vote at the Annual Meeting of the Organization.
- d) Voting members shall annually elect the Board of Directors, which shall govern the organization.
- e) The number of voting members present at the Annual Meeting shall constitute a quorum.
- f) The Annual Meeting shall be conducted according to Robert's Rules of Order (latest edition).

### **Article VI: Executive Board**

- a) Executive Board ("Board") members shall be elected for a term of one year and may stand for re-election annually at the annual meeting. A board member may serve for only four consecutive years. After at least one year off the board, an individual who has served four consecutive years may be eligible for re-election.
- b) Nomination for Board positions must be submitted in writing by April 30<sup>th</sup> and elections conducted at the Annual Meeting in May of each year.
- c) The Terms of those elected to serve shall commence on July 1<sup>st</sup> following their election.

- d) The Board shall be elected by the majority of voting members present and voting at the Annual Meeting. Voting shall be by ballot. Proxy and absentee voting will not be permitted. If the meeting is held virtually, voting shall occur virtually.
- e) A minimum of three Board members, including two officers, shall be required to constitute a quorum and conduct business. Majority vote shall rule in all matters. Meetings shall be conducted according to Robert's Rules of Order (latest edition).
- f) In the event that a Board member vacates his or her position in mid-year, the Board may select a member to fill the vacant position.
- g) A Board member, including any officer, may be removed from the office with or without cause at any meeting of the Board by vote of 80% of the Board membership.

## **Article VII: Officers**

- a) The Board shall consist of four officers: President, Vice-President, Secretary, and Treasurer.
- b) The officers shall be elected for a term of one year and attend all meetings.
- c) In the event that an officer vacates a position, the Board may fill the position by majority vote and the officer shall serve until the next Annual Meeting. If vacating, all official materials shall be delivered to their successors or the President within fifteen (15) days following the date at which their successors assume their duties.
- d) Members of the Board shall transact necessary business and be involved with activities in support of the purpose of the booster club on behalf of the booster club general membership. Board members are encouraged to propose ideas, activities, and programs in support of the purposes of the booster club in order to keep the booster club actively involved with all sports programs for Reagan.
- d) *President:* The president shall:
  - 1. Preside over all meetings of the Board and the Organization and have general and active management of the affairs of the organization.
  - 2. Be responsible for creating the agenda of Board and Annual Meetings in consultation with the Executive Committee.
  - 3. Act at the direction of the Board, as reflected by its voted actions.
  - 4. Provide authorization on any disbursements that exceed \$1,000.
  - 5. Approve team fundraisers.
- e) *Vice-President:* The Vice President shall:
  - 1. Perform the duties of the President when the President is absent or unable to serve.
  - 2. Act as an aide-to-the-president.

3. Oversee all committee work.
4. Serve as a member of the Executive Committee.

f) *Secretary*: The Secretary shall:

1. Record, distribute, and maintain a file of all minutes of the Organization and Board Meetings.
2. Monitor progress for all action items.
3. Be responsible for all correspondence; draft responses as needed and communicate efforts to the President.
4. Maintain a current membership list.

g) *Treasurer*: The Treasurer shall:

1. Be responsible for the accounting of all funds held by the organization.
2. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks for five years.
3. Make disbursements in accordance with the budget adopted by the organization.
4. Record deposits and deposit checks.
5. Reconcile all approved fundraisers.
6. Sign on bank accounts. Acquire authorization on any disbursements that exceed \$1,000. Approvals can be provided electronically.
7. Produce and present monthly financial reports (both written and verbal) at every meeting for the Board
8. Present a full Annual financial report at the Annual Meetings.
9. Submit books to the audit committee as requested.

h) *Delegation of Duties and Filling of Vacancies*

In the case of the temporary absence or disability of any officer of the organization, duties may be delegated to one of the other officers until the return or recovery of the absent or disabled officers. In the case of permanent vacancy, the Board may fill the position by majority vote.

## **Article VIII: Committees**

- a) Committees shall be formed or dissolved by majority vote of the Board.
- b) *Executive Committee* - The Executive Committee shall consist of the elected Board, the Reagan Athletic Director(s), and the Reagan principal. Meetings of the Executive Committee shall be held as needed. The majority of the Executive Committee shall constitute a quorum. The duties of the Executive Committee shall be to transact necessary business in the intervals between booster club meetings, consider the implementation of processes and improvements to the financial accountability and transparency of the booster

club, and conduct such other business as may be referred to by the Booster Board or members of the booster club.

- c) Audit Committee - The Board shall appoint an audit committee of three members (one who is a current member of the Board other than the treasurer). The Audit committee shall perform a yearly audit of the financial records of the organization. The Audit Committee shall provide a report to the Organization at the Annual Meeting.
- d) Team Liaison Committees—Each team sport with designated funds held by the organization may establish a committee of up to three individuals. The Team Liaison Committee shall submit fundraising requests to the Board. Expenses shall be submitted to the Treasurer. Members of the Team Liaison Committee shall be approved by majority vote of the Board in consultation with the team coach at Reagan.

## **Article IX: Financial Accountability & Transparency**

The collection and disbursement of members' funds and the financial activities of the booster club shall be conducted within generally accepted accounting practices. It is intended that there be complete transparency as to the financial activities of the booster club and that any member of the Executive Committee, Executive Board, and general membership shall have full and complete access to all financial activities of the booster club.

The Executive Committee shall meet from time to time to ensure the financial accountability and transparency and if deemed necessary, it shall implement processes and procedures to support the intended goals of financial accountability and transparency. In furtherance of these objectives, the following procedures are adopted:

- a) This organization shall maintain its 501(3)(c) status according to state and/or federal renewal requirements.
- b) All fundraisers involving funds managed by the Organization must be approved by two members of the Board and comply with the organization's process on conducting a fundraiser.
- c) Any conflicts of interest, including a member transaction with the booster club, or the payment for services by the booster club to anyone that is a member, shall be immediately brought to the attention of the Executive Board with a full disclosure of all relevant facts. The Board upon the majority vote (not including the vote of any person involved in the potential conflict, if applicable) will determine how to handle the potential conflict of interest. If deemed necessary, any Board member or Booster Board member can decide to bring the situation to the attention of the Executive Committee.

## **Article X: Amendment of Bylaws**

a) The Board shall have the power to amend these bylaws by majority vote of the Board membership. Current Bylaws shall be made available to all voting members at the Annual Meeting.

b) Any voting member can propose an amendment at the Annual Meeting of the Organization provided that the member supplies the amendment in writing to the President of the Board by April 30<sup>th</sup> prior to the Annual Meeting.

## **Article XI: Dissolution**

In the event of the voluntary dissolution of the Organization, all available assets of the Association shall be given to Reagan.