BY-LAWS OF

MADISON WEST ATHLETIC BOOSTER ASSOCIATION

ARTICLE I

Name and Objectives

Section 1. Name. The name of the organization shall be the Madison West Athletic Booster Association (MWABA).

Section 2. Objectives. The purpose of MWABA is to support and promote a general public and school interest in the athletic endeavors of Madison West High School and maintain status as a 501(c)(3) charitable organization as defined in the Internal Revenue Code.

ARTICLE II

Meetings of the Board of Directors and the Executive Committee

Section 1. Place and time of meetings. All meetings of the members of the MWABA Board of Directors and Executive Committee will be held at a place and time designated by the President.

Section 2. Order of business. The order of business at all meetings of members shall be published in an agenda sent by the President in advance of each meeting.

Section 3. Meetings. The regular meetings of the Board of Directors shall be held every other month during the school year with the first meeting occurring at the start of the fall season each year, unless the President shall designate other times. The Executive Committee shall meet every month, unless the President shall designate other times.

Section 4. Organization. The President, and in her/his absence, the Vice-President, will call the meetings to order and shall act as chairperson of such meeting. The Secretary, at all meetings, shall record the minutes, but in the absence of the Secretary, the presiding official may appoint any member to act as Secretary of the meeting.

ARTICLE III

Membership

Section 1. Membership. Membership in MWABA is open to all individuals having an interest in the Madison West High School athletic program. All members make a minimum annual donation of $5 to MWABA. At least one member of the Board of Directors will be a member or designee of the Madison West High School administration.

Section 2. Fiscal Year. MWABA's membership year and fiscal year will be August 1st thru July 31st.

ARTICLE IV

Board of Directors

Section 1. Board of Directors. The Board of Directors shall consist of the elected officers, chairs of the Standing Committees, and a sports liaison for each sport. Only members of the Board of Directors will be allowed to vote on MWABA business.

Section 2. Powers and duties. The Executive Committee, which includes the elected officers and the chairs of the Standing Committees, overseen by the Board of Directors, shall have responsibility for the general supervision, management and control of the affairs and business of MWABA. The Board of Directors shall designate the bank or banks in which the funds of MWABA shall be deposited and determine the manner in which checks, drafts, and other instruments for the payment of funds of MWABA shall be executed. Either the signature of the Treasurer or the President is required for all checks, all savings withdrawals, and all transfers of funds from MWABA accounts.

Section 3. Resignation, removal and vacancies. A Director may resign at any time by filing a written resignation with the Secretary or President. Unless an earlier date is fixed by its terms, said resignation shall be effective upon the filing thereof, or at a later agreed upon date. Whenever a vacancy shall occur on the Board of Directors from due cause, it shall be filled by nominating committee selection. Such selected directors shall serve the balance of that term.

Section 4. Quorum. A simple majority of the Board of Directors present shall constitute a quorum for the transaction of business.

ARTICLE V

Officers

Section 1. Officers and Election. The elected officers of MWABA Board of Directors shall consist of a President, Past President, Vice-President, Secretary and Treasurer, who shall be elected annually from the membership. Any MWABA member is eligible to serve as an officer. The vote shall take place annually at the last Board of Directors meeting of the school year, no later than June 1st.

Office of the President. The President is the legal representative of the organization. Only the President and the Treasurer may sign contracts on behalf of MWABA. The President of MWABA shall preside at all meetings of the Board of Directors and its members. The President is the chief executive officer of MWABA, charged with its general supervision and management, subject to the control of the Board of Directors. The President shall have such other duties as may be prescribed or delegated to him/her by the Board of Directors. The President, along with the Treasurer, will make and endorse checks. He/she shall appoint each chairperson, subject to the confirmation of the Board of Directors, to all standing committees, and create all special committees as may be directed.

Office of the Past President. The Past President shall move into the position for a minimum period of one year after retiring as President. The Past President shall act as a resource for past MWABA affairs, support the President, and have such duties as may be prescribed by the President.

Office of the Vice-President. The Vice-President, along with the Treasurer, shall have access to the bank account(s). The Vice-President shall perform quarterly audits of the bank account(s). The Vice-President shall discharge the duties of the President in his/her absence or disability and, in addition, have such other duties as may from time to time be prescribed or delegated to him/her by the President.

Office of the Secretary. The Secretary shall keep a complete and permanent record of all meetings of the Board of Directors. The Secretary will have charge of the books and records of the MWABA. The Secretary will issue notices of meetings and will perform all other duties as may from time to time be prescribed or delegated by the Executive Committee or the Board of Directors.

Office of the Treasurer. The Treasurer is a legal representative of the organization. Only the President and the Treasurer may sign contracts on behalf of MWABA. The Treasurer shall be the fiscal and disbursing agent of MWABA. The Treasurer will keep and account for all monies, credits, and property; make and endorse checks and evidences of indebtedness; shall deposit funds in such proper depositories as designated by the Board of Directors; and shall, in addition, perform such other duties as prescribed or delegated by the Executive Committee or the Board of Directors.

The Treasurer shall have the authority to disburse funds up to a maximum amount per occurrence. Disbursement of funds over $3000.00 must be approved by the Executive Committee. The Treasurer will also make a report of all income and disbursements at each Executive Committee meeting.

The Treasurer shall coordinate the recruiting of members and maintain a membership database.

It is the responsibility of the Treasurer to prepare, review, and present to the Board, at least on an annual basis, the income statement and balance sheet of MWABA. In addition, the Treasurer shall work with an outside accounting firm in review or audit of MWABA financial records and in preparation of an annual non-profit income tax return.

Section 2. Delegation of duties and filling of vacancies. In the case of the temporary absence or disability of any officer of MWABA, the Board of Directors may delegate her/his duties to one of the other officers or to a member of the Board of Directors, until the return or recovery of the absent or disabled officer. In case of permanent vacancy, the Board of Directors may elect the successor to fill the balance of that term, in accordance with Article IV, Section 3.

Section 3. Executive Committee. Executive Committee shall consist of the five officers and the Chairpersons of each standing committee.

ARTICLE VI

Standing Committees

Section 1. Designation of standing committees. The standing committees shall consist of Concessions, Fundraising, Marketing/Special Events, Marketing/Website, and Team Liaison-Volunteer. There shall be a Chair of each committee who shall be responsible for selecting sub-chairs or replacements as needed.

Concessions. The concessions chair shall coordinate and operate concessions at West High school athletic events. He/she will work with Team Liaison-Volunteer committee or volunteers.

Fundraising. The fundraising chair shall coordinate special events such as: the winter evergreen wreath sale and restaurant or local business fundraising events. He/she shall review and make recommendations regarding new fund raising projects; assist as needed with fundraising including concessions and the parking lot fundraiser; review and report on the profitability of existing team fund raising projects; and provide articles for the Regent Reporter regarding MWABA fundraising activities.

Marketing/Special Events. The Marketing/Special Events chair shall coordinate ongoing special events such as: Code of Conduct meeting, Rally for Regents, and the annual golf outing. He/she shall provide MWABA donors and members with written acknowledgement of their donation so that donors and members may claim a tax deduction. He/she shall review and report on the profitability of existing special event projects, and provide articles for the Regent Reporter regarding MWABA special events.

Marketing/Website. The Marketing/Website chair shall be responsible for publishing the MWABA newsletter, maintaining and updating the website for the organization, providing articles for the Regent Reporter regarding MWABA activities, and any other necessary communications related to these activities.

Team Liaison-Volunteer Coordinator. The Team Liaison-Volunteer Coordinator confirms that each sport has a liaison and encourages liaisons to attend all full Board meetings. The Team Liaison-Volunteer Coordinator's duties shall include: maintenance of an updated list of team liaisons, annually updating the MWABA liaison handbook in advance of the school year, providing each liaison with an updated MWABA handbook, and acting as a resource for liaisons. In addition, he/she coordinates volunteers for sporting and fund raising functions, compiles a list of MWABA members who have indicated a willingness to volunteer, and provides that information to standing committee chairs.

Section 2. Team Liaisons. Team Liaisons from each sport shall also be members of the Board of Directors. Team Liaisons are expected to attend all scheduled full Board meetings. They must follow the guidelines of the Team Liaison Handbook. The Team Liaisons shall ensure that booster club presentations are made to each team at parent meetings; shall be the line of communication between MWABA, team coaches, players and parents; shall communicate all MWABA fundraisers to their respective sports for the entire academic year.

ARTICLE VII

Liability Insurance

Section 1. Insurance. MWABA shall secure adequate liability insurance in accordance with the Madison Metropolitan School District. The liability insurance shall provide coverage for all activities approved by the Board of Directors of MWABA.

ARTICLE VIII

Amendments and Books

Section 1. Amendments. By a two-thirds vote of the full Board of Directors, the By-Laws may be enacted, amended or repealed at any regular or special meeting of the Board of Directors.

Section 2. Right of members to examine books. The accounts and records shall, at all reasonable times, be open to inspection by the members of the organization.

Section 3. Place and keeping of the books. The general and principal books of account shall be kept in the custody of the Secretary and the Treasurer of MWABA.

ARTICLE IX

Miscellaneous

Section 1. Special events. The President, upon the concurrence of the Board of Directors, may appoint various committee chairpersons to plan and organize events necessary to carry out the purposes of MWABA.

Section 2. Committee Chairpersons. Upon appointment as a committee chairperson, the member of the Board of Directors may organize a committee from the membership to effectively carry on the responsibilities of that committee.

Section 3. Disbursements. Monetary support and financial disbursements of MWABA funds will follow guidelines adopted by the Board of Directors (see APPENDIX A “MWABA Contribution Guidelines” attached). Approvals for disbursements will be voted on at regular MWABA Board of Directors meetings. Emergency requests may be approved by an e-mail vote with a quorum of at least one half of all MWABA Board of Directors. The Executive Committee has the authority to approve reasonable expenditures of up to $3000.00 between regular meetings of the MWABA Board of Directors. All funding disbursements must be noted in MWABA Board of Directors meeting minutes.

Section 4. Dissolution. In the event of dissolution of MWABA, whether voluntary or otherwise, the assets of MWABA shall be applied as follows:

1. First, to the payment or provision for all debts and liabilities of MWABA and all other obligations of MWABA respecting its property, and;
2. Second, any remaining assets shall be donated to the athletic department of Madison West High School.

APPENDIX A: MWABA Contribution Guidelines

1. The purpose of monetary contributions from MWABA is to provide supplemental resources to those sports that experience budget limitations. Consideration will be given to all requests deemed reasonable by the Madison West High School Athletic Director, MWABA Executive Committee and MWABA Board of Directors.

2. Requests for funds will only be honored for items identified in the MWABA Board minutes. Any changes in either items or funds requested must be approved by the MWABA Board.

3. MWABA will consider requests for:
    a. Equipment, all or parts, that shall remain the property of West High School.
    b. Uniforms, all or parts, that shall remain the property of West High School.
    c. Any other material, supplies, equipment or reasonable requests not identified above.

4. All items should be purchased through the school whenever possible. Purchases must be coordinated through the Madison West High School Athletic Director and meet School Board policy.

5. In order to be considered for funding, the following sequential process must be followed.
    a. Perceived needs due to budget constraints must be submitted in writing by the coach to the Athletic Director.
    b. The Athletic Director reviews the request and works to prioritize the needs of the sport.
    c. The request is submitted via the MWABA Google Doc Request Procedure (or other designated procedure) and then presented to the MWABA Executive Committee for review and recommendations according to the following criteria.
        i. Availability of MWABA funds
        ii. Needs of the sport
        iii. Prior funding support form MWABA
        iv. Level of membership participation and support of MWABA activities
    d. MWABA Executive Committee recommendations are then presented to the MWABA Board for further review and approval.