BY-LAWS
HOLMEN BOOSTER CLUB, INC.
PO Box 363
Holmen, WI 54636-0363

ARTICLE I

NAME

Section 1: The name of the organization shall be “HOLMEN BOOSTER CLUB, INC.” hereinafter call “The Booster Club.”)

ARTICLE II

PURPOSE

Section 1: The principle purpose of The Booster Club shall be to promote and support the athletic programs and co-curricular activities of the Holmen School District.

ARTICLE III

ORGANIZATION

Section 1: The Executive Board shall consist of the following:

President
Past President
Vice President
Secretary
Treasurer
At least 2 Additional elected Board Members with a maximum of up to 5 additional Board Members (2 elected 3 appointed by the President).

And other such officers as The Executive Committee shall determine. All officers will work without compensation.

Section 2: Candidates for office shall be nominated at the May meeting, elected in June, assume office in July 1st and hold office for a term of two years.

Section 3: All other officers not otherwise provided for shall be appointed by The Booster Club President, subject to approval of the Executive Committee. They shall hold office for the balance of the term, or until successors are appointed and qualified.

Section 4: The Booster club Executive Committee shall be composed of the President, Vice-President, Treasurer, Secretary, and Past President as available. The Secretary of The Booster Club shall be secretary of the Executive Committee.

ARTICLE IV

AMENDMENTS

Section 1: These By-Laws may be amended at any regular meeting of the Club by a two-thirds vote of the membership present, provided that the proposed amendment shall have been submitted in writing and read at the preceding regular meeting.

ARTICLE V

MEETINGS

Section 1: General meetings are to be held each month of the year on the third Wednesday at 6:30 p.m. Written notice of the time and place shall be published each month by the Secretary. Any change in schedule will be communicated to all members.

Section 2: The Executive Board will meet each month of the year immediately following the General meeting. Any change in schedule will be communicated to all members.

Section 3: Special meetings may be authorized:

a) Upon request of the Booster Club President.
b) Upon request of a majority of the Executive Board.

Section 4: All meetings shall be conducted under the *Robert's Rules of Parliamentary Procedure*.

ARTICLE VI

FISCAL YEAR

Section 1: The fiscal year shall commence on July 1st and end on June 30th.

Section 2: The membership year shall commence on July 1st and end on June 30th.

Section 3: Dues shall be $25.00 Annual or $200 Lifetime and may be changed by a two-thirds vote of the membership present at the July meeting for the current year.

ARTICLE VII

DUTIES OF OFFICERS

Section 1: The Booster Club President shall be the Chief Executive Officer of The Booster Club and shall be the presiding officer at all General, Executive Board, and Executive Committee meetings. He/She shall see that the provision of the By-Laws and all regulations and policies established hereunder shall be observed. He/She shall fill appointed positions and other duties usual to such office to promote the general welfare and success of The Booster Club.

Section 2: The Vice-President shall, in the absence or disability of the President, assume the duties of The Booster Club President.

Section 3: The Booster Club Secretary shall keep a record of all General, Executive Board, and Executive Committee meetings and prepare same for permanent record in a book or file kept for that purpose, shall at each regular Booster Club meeting, at the direction of the Booster Club President, provide the minutes of the previous meeting, and make such additions or corrections as may be allowed. The Secretary shall have custody of all minute books, files, records, and other property and equipment used in performance of his/her duties. Such records will be provided to the succeeding elected Secretary.

Section 4: The Booster Club Treasurer shall collect from all members the annual dues and assessments levied on such members and deposit the same to the credit depository designated by The Booster Club, and keep a record of all receipts and disbursements. The Treasurer shall prepare and sign checks and vouchers for all approved disbursements of Booster Club funds. Treasurer's report shall be provided monthly to the Executive Board. Such records will be provided to the succeeding elected Treasurer.

ARTICLE VIII

EXECUTIVE COMMITTEE

Section 1: The Booster Club Executive Committee shall exercise general supervision of The Booster Club in addition to duties delegated in the By-Laws. It shall be the duty of the Committee to consider questions of policy affecting the activities of the organization and to make such recommendations as deemed necessary for the general welfare of the organization.

Section 2: The Booster Club Executive Committee shall meet at least three times a year. Special meetings may be called by The Booster Club President or by request of three other members of the Committee.

Section 3: Time and place of all meetings shall be determined by The Booster Club President and notice shall be given to all members of the Committee.

Section 4: Two thirds or more members of the Executive Committee shall constitute a quorum. In the event Executive Committee members are not available in person, voting will be take electronically through email.

ARTICLE IX

STANDING COMMITTEES

Section 1: At the beginning of each fiscal year, the Booster Club shall establish committees based on the needs, priorities, and strategic goals of the year. Committee titles, purposes, and structures may be adjusted annually by the Executive Board to ensure alignment with current organizational demands.

Examples of committees that may be formed include, but are not limited to: Membership, Concessions, Scholarship, Tournament Support, Strategic Planning, Communications, Fundraising, or any other committee deemed necessary.

Section 2: Each committee shall consist of a chairperson—an Executive Committee member or designated delegate—and up to four appointed members. Committee members serve a one-year term unless otherwise determined by the Executive Board.

Section 3: The duties of each committee shall be defined annually and communicated to the general membership in the form of a written charter. Committees are responsible for carrying out tasks assigned by the Executive Board and for supporting Booster Club operations and goals.

ARTICLE X

ELECTION OF OFFICERS

Section 1: The elective officers of The Booster Club shall be elected by a secret ballot at the June meeting from candidates nominated from the floor at the May meeting.

Section 2: Vacancies occurring in any of the elective offices of The Booster Club, except for that of President, shall be filled by appointment by the Club Executive Committee.

ARTICLE XI

POLICY AND CODE

Section 1: Each new officer shall be presented with a copy of the By-Laws when he/she takes office.

Section 2: It shall be the policy of The Booster Club to maintain a minimum balance of one thousand dollars ($1,000.00) for operating capital.

Section 3: Requests for donations must be coordinated through the Activities Director's office and Booster Club Secretary.

Section 4: The Booster Club may make voluntary legal donations at its discretion.

Section 5: The Booster Club will consider program support for athletics/co-curricular activities. A representative of the team or club must be present at the general membership meeting to present any formal requests.

Section 6: Requests greater than $500.00 must be approved by the Executive Board and then presented to the general membership for approval at the meeting following the initial request.

Section 7: The Booster Club shall not pay salaries of coaches or other individuals assisting the coaching staff of a team.

Section 8: Any Holmen organization, co-curricular activity or athletic program that requests and receives a financial donation from The Booster Club will be expected to provide volunteer workers at a future Booster Club fund raising event or assistance in other activities deemed acceptable by the Executive Board.

Section 9: In the event The Booster Club disbands and discontinues its operation, all supplies, equipment and financial assets will be donated to the Holmen School District Activities Department.

Section 10: Any teams or individuals achieving highest level of their sport or activity that is not supported by the District will be considered for support once they have presented a formal request. The maximum donation by the Booster Club will be $200 per student with a combined maximum per group of $2000.

EXECUTIVE COMMITTEE:

_____
Mike Durnin, President

_____
Sarah Rossman, Vice-President

_____
Annie Jepson, Treasurer

_____
Becky Dehli, Secretary

_____
Denise Downing, At Large Board Member

_____
Megan Coots, At Large Board Member

_____
Dan Allind, At Large Board Member

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Melissa Barth, At Large Board Member