

**BY-LAWS OF THE LA FOLLETTE HIGH SCHOOL BOOSTER CLUB**  
**LOCATED IN MADISON, WISCONSIN**

**Article I            Name, Purpose and Objectives**

**Sect. 1.1        Name**

The name of this organization shall be the La Follette High School Booster Club, and will do business as the "La Follette Booster Club" and will hereafter be referred to as the Booster Club.

**Sect. 1.2        Purpose**

The purpose of the La Follette Booster Club is to stimulate and promote a general public and school awareness and interest in all extracurricular and educational activities of La Follette High School, consistent with the school's educational philosophy as defined in the La Follette High School mission statement.

**Sect. 1.3        Objectives**

- Develop and sustain an organization with an active and involved membership that supports educational and extracurricular activities and their participants regardless of sex, race, socio-economic status, or sexual orientation.
- Promote school spirit and sportsmanship and encourage attendance at events.
- Raise funds for the purchase of property and services which exceed the Madison Metropolitan School District budget, for all recognized student programs and activities at La Follette High School, to be used by students and faculty at La Follette High School.
- Provide volunteers for educational and extracurricular activities.
- Serve as a partner with the high school in the total education of the student (including but not limited to supporting the Athletic Code and other Codes of Conduct as they apply, and promoting awareness of AODA issues).

**Article II    Structure**

**Sect 2.1**        The La Follette Booster Club is organized exclusively for charitable, literary, and educational purposes as defined in Section 501 (c)(3) of the Internal Revenue Code. The La Follette Booster Club shall be self-governing and nonpartisan, and shall not seek to direct the administrative activities of La Follette High School, or to control its policies.

None of the net earnings of the Booster Club shall inure to the benefit of any director, or officer of the La Follette Booster Club, or any private .

The La Follette Booster Club shall not participate in any political campaign on behalf of any candidate for public office.

The Booster Club, and its directors shall observe all local, state and federal laws which apply to non-profit organizations.

## **Article III                      Membership**

### **Section 3.1    Membership**

Membership in the Booster Club is open to all individuals 18 years of age and over, having an interest in La Follette High School.

### **Section 3.2    Annual Membership Dues**

The Board of Directors shall annually establish membership dues for the school year. Dues are payable upon joining during the school year. Upon payment of dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership for the term of the current Booster Club fiscal year as defined in section 8.1.

### **Section 3.3    Member Privacy**

Any personal information gathered by the La Follette Booster Club may not be sold or used for a secondary purpose.

## **Article IV                      Board of Directors**

### **Section 4.1    Qualification**

Any member in good standing is eligible to serve on the Board of Directors.

### **Section 4.2    Make up of the Board of Directors**

The Board of Directors shall consist of a minimum of 12 members:

- The officers (President/Vice President/Secretary/Treasurer)
- Standing Committee Chairs
- At-Large Board Members– (sufficient number to fill board to 12 ,if available.)

At- Large members shall be members who are neither an officer, nor Standing Committee chair. The At -Large Member is expected to participate on and assist with the operations of at least one Standing or Ad -Hoc Committee.

### **Section 4.3    Elections**

The annual election of members to the Board of Directors shall be held at the La Follette High School Booster Club Annual Business Meeting in May. Nominations will be accepted from the floor. The candidates receiving the highest number of votes shall be considered duly elected. The new Board will take effect after the May meeting is adjourned and serve for a term of one year.

### **Section 4.4    Powers and Duties**

The Board of Directors shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

The Board of Directors shall designate the bank or banks in which the funds of the Booster Club shall

Sect. 4.4 con't:

be deposited and determine the manner in which checks, drafts and other instruments for the deposit and payment of funds of the Booster Club shall be executed. The Board of Directors shall always require one officer sign all such checks, drafts and other instruments for the payment of money drawn in the name of the Booster Club.

The Board of Directors shall have the authority to approve funds for the payment of necessary items that do not exceed \$2500 by a 2/3 majority approval of the Board of Directors by electronic or paper ballot. All other funding decisions will be made by a majority vote of those members in attendance at regular membership monthly meetings.

#### **Section 4.5 Resignation, Removal and Vacancies**

A Director may resign at any time by filing a written resignation with the Secretary or any other officer and unless a later date is fixed by its terms, said resignation shall be effective upon the filing thereof.

A Director may be removed by the Board, with cause, for:

- failure to meet membership requirements per Sect. 3.2
- violation of state or federal law or rules resulting in impact to the Booster Club .

Whenever a vacancy shall occur on the Board of Directors from any cause, it shall be filled by election of the Board and such Director shall hold office until the next May meeting of the members or until his/her successor shall be elected . Any Director who shall cease to be a member shall be automatically removed from the Board of Directors.

#### **Section 4.6 Summer Meeting of Board of Directors**

An annual meeting of the Board of Directors shall be held in the summer months at the time and place designated by the President.

### **Article V Meetings**

#### **Section 5.1 Meeting Place**

All meetings of the La Follette Booster Club will be held at a location, date and time designated by the Club President.

#### **Section 5.2 Order of Business**

Order of business at all meetings of the members shall be as follows:

- A. Call to order.
- B. Roll call of members present. (establish that a quorum is present to conduct business)
- C. Secretary's Report-approval of minutes from previous meeting
- D. Treasurer's Report- approval of financial statement
- E. Reports of standing and special committees

Sect. 5.2 con't:

F. Requests for funding (if a request meeting)

G. Old Business

H. New Business

I. Election of Officers (if at proper time)

J. Next Meeting Date

K. Adjournment

### **Section 5.3 Conduct of Meetings**

The President, or in their absence, the Vice President, and in their absence any member voted by the members shall act as chairperson of such meeting and the Secretary of the Booster Club shall act as Secretary at all meetings of the members, but in the absence of the Secretary the presiding official may appoint any member to act as Secretary of the meeting.

### **Section 5.4 Quorum**

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Booster Club.

### **Section 5.5 Annual Business Meeting**

The Annual Booster Club Business Meeting will be held at the May membership meeting.

### **Section 5.6 Voting**

Each La Follette Booster Club current member shall have the right to cast one vote on any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require greater vote.

## **Article VI Officers**

### **Section 6.1 Officers**

The President :

- Shall preside at all meetings of the Board of Directors and of the members.
- Shall be the chief executive officer of the Booster Club, charged with its general supervision and management, subject to the control of the Board of Directors and shall have such other duties as may from time to time be prescribed or delegated to them by the Board of Directors.
- Shall appoint, subject to the confirmation of the Board of Directors, all ad-hoc committees, designating the chairman thereof and all special committees as may be directed. The President will also be, ex-officio, a member of all committees.

Sect. 6.1 con't:

- Will meet with and coordinate with school and district representatives, as needed, on behalf of the Booster Club.
- Will schedule audits of records if the need should arise during the year.
- Perform any other specific duties as outlined in the bylaws or as necessary.

The Vice President:

- Shall preside at meetings in the absence or disability of the president, and in addition, have such other duties as may from time to time be prescribed or delegated to them by the Board of Directors.
- Perform any other specific duties as outlined in the bylaws of the Booster Club

The Secretary:

- Shall keep a complete and permanent record of all meetings of the members and of the Board of Directors. She/he will have general charge of the books and records of the Booster Club, shall attend to the giving of notices of meetings of the members and of the Board of Directors; and shall, in addition, perform all such duties as may from time to time be prescribed or delegated to them by the Board of Directors.
- The secretary will keep and maintain an electronic mail listing of Booster Club members, and those other LHS volunteers as committee chairs provide them, and will occasionally disburse information to those on this list
- The secretary shall be responsible for forwarding all minutes of meetings and other notices to the website coordinator.
- Perform any other specific duties as outlined in the bylaws of the Booster Club.

The Treasurer:

- Shall be the fiscal and disbursing agent of the Booster Club. They shall keep and account for all monies, credits and property; shall make and endorse checks and evidences of indebtedness; shall deposit funds coming into their possession in such proper depositories as may from time to time be designated by the Board of Directors; and shall, in addition, perform such other duties as may from time to time be prescribed or delegated to them by the Board of Directors. . Shall issue receipts for all monies received and deposit said amounts as needed.
- Reconcile all bank statements on a monthly basis and resolve any discrepancies with the bank immediately.
- Present a current financial report to the Board of Directors at each Booster Club meeting, and prepare a year end statement to be presented prior to the start of the new school year.
- Perform any other specific duties as outlined in the bylaws of the Booster Club.

### **Section 6.2 Absence or Disability**

In case of the absence or disability of any officer of the Booster Club, the Board of Directors may delegate their 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.

### **Section 6.3 Vacancies**

Whenever any vacancy shall occur among the officers or board members from resignation, removal, death or disability, the Board of Directors may elect a successor to hold office until the next May meeting of the Board of Directors when their successor shall be elected and qualified; or the duties of any officer may be delegated to one of the other officers or board members by resolution of the Board of Directors.

## **Article VII Standing Committees**

### **Section 7.1 Concessions Committee**

Is responsible for coordinating a schedule for concession volunteers, overseeing the purchasing of required items to be sold, and developing the procedures for concessions operations. With the aid of the Treasurer, a standard book-keeping method will be established.

Work with school and district academic and athletic officials to identify events and create a concessions schedule for the year. Plan menus for events, purchase food, beverages and materials needed for the operation of concessions in Lussier Stadium, inside the school, and at outside venues as necessary. Schedule volunteers for all events. Oversee the use and maintenance of Booster Club equipment and appliances and recommend repairs and replacements. Make sure that methods and preparations comply with State Health requirements in food preparations. Communicate with custodial staff regarding custodial support, use of tables/chairs, set ups for concessions events.

Present a monthly update report at Booster Club Meetings.

Maintain an accurate accounting of all transactions; purchases/receipts, sales revenues, and confer with the Treasurer to make sure that records agree.

Provide a complete annual report of concessions costs/revenues for the current fiscal year at the Summer Board of Directors meeting .

### **Section 7.2 Membership Committee**

Develop and implement a plan for attracting new members to the booster organization. Maintain an annual membership list with mailing address, and contact information, phone, email. Keep an ongoing record of memberships by year. Update the membership at the monthly meeting about membership news or events.

Create and distribute membership information, plan and coordinate membership drives. Collect contact information to be added to the Booster Club electronic mail listing and permanent files, collect membership dues and deposit with the Club treasurer within a reasonable time period. Keep a current listing of members for the purpose of validating voting privileges/athletic passes- have this present at each booster club meeting for reference.

### **Sect. 7.3 Clothing Committee**

Plan, purchase and sell spirit wear items . Keep detailed financial records of purchases, sales, and overall sales each year.

Present an update at monthly Booster Club meetings.

Maintain an accurate accounting of all transactions ( purchases/receipts, sales revenues) and confer with the Treasurer to make sure that records agree.

Provide a complete annual report of the year's clothing operations, expenses and proceeds at the Summer Board of Directors meeting.

### **Sect. 7.4 Special Events and Public Relations Committee**

Manage any fund raising events (ex. Boston Store Capacity Days, new events) by bringing information about each to the monthly meetings and planning sub-committees as needed. Advertising development including letterhead ideas, promotional ads, and ideas for the Lancer Leap, website stories and development; and any other support to the other committees or membership at large to promote the La Follette Booster Club and its events.

Present an update at monthly Booster Club meetings.

## **Article VIII General Provisions**

### **Section 8.1 Fiscal Year**

The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

### **Section 8.2 Keys**

Keys issued for Booster Club areas or other school areas must be returned and paperwork signed at the conclusion of one's term as an Officer or Committee Chair of the Booster Club. The President, or their designee, shall keep a record of which keys were distributed, dated and signed by each recipient. Keys can then be checked out to new Officers or Committee Chairs for the next term. In no circumstances shall such keys be duplicated or shared with non-Booster Club members. Key issuance shall be in cooperation with school designee for keys accountability.

### **Section 8.3 Committee/Event records**

All committees or individuals of the Booster Club who are engaged in raising funds, will maintain a current accounting of all expenses & proceeds, which will become part of the Booster Club's Financial record. A complete accounting of each fund raising event will be kept and committees will present a full and accurate report at the completion of their event/season, or no later than the conclusion of the Annual Business Meeting.

### **Section 8.4 Special Events**

The President from time to time, and with the concurrence of the Board of Directors shall appoint

Sect 8.4 con't:

various committee chairs to plan and organize events necessary to carry out the purposes of the Booster Club. Such events may include sports events, fund raising, membership drives, game programs, student directories, sponsorships, concessions special events, radio broadcasts, obtaining special equipment and any other approved and sanctioned activities.

### **Section 8.5 Committee Chairperson**

Upon appointment as a committee Chairperson the member may organize a committee from the membership to effectively carry on the responsibilities of that committee. The Chairperson is responsible to the Board of Directors.

### **Section 8.6 Accessing Booster Club funds**

- A. Individual membership in the Booster Club is required to request funding.
- B. Requests for funds shall be submitted in writing using the designated Booster Club Request Form. Two bids are preferred as well as justification for the request, and approval and signature of the Principal, or the Athletic Director. The Request Form must be submitted to the President, or placed into the Booster Club mailbox, at least one week before the chosen Booster Club Request night. The requester or a designated representative Booster Club member should be present at the request meeting to explain the request to the membership, and to answer any questions.
- C. Monetary disbursement shall be determined at scheduled request night Booster Club meetings by a vote of the membership present. A simple majority of votes in favor is required for approval.
- D. Groups requesting funds are expected, in the spirit of cooperation, to provide volunteers for Booster Club concessions or other events.

### **Section 8.7 Right of Members to Examine Books**

The accounts and records shall at all reasonable times be open to inspection by current members of the Booster Club.

### **Section 8.8 Place and Keeping of Books**

The general and principal books of account shall be kept in the custody of the Officers of the Booster Club.

## **Article IX Amendments to these By-laws**

By a two thirds (2/3) majority vote of the members present and voting, by-laws may be enacted, amended or repealed at the Annual Business Meeting of the members or any special meeting of members called for that purpose. Two weeks notice must be made to all members for special meetings called for that purpose.

Amendments are to be submitted in writing at a regular Board meeting prior to the Annual Business Meeting. Notice and copy of amendments shall be publicized to the membership at least two weeks prior to the Annual Business Meeting (May) or any meeting called for the purpose of amending these by-laws.



**Article X            Dissolution**

In the event of dissolution of the Booster Club, whether voluntary or otherwise, the assets of the Booster Club shall be applied as follows:

First, the payment or provision for all debts and liabilities of the Booster Club and all other obligations of the Booster Club respecting its property.

Second, any remaining assets shall be applied to the La Follette High School Endowment Fund and the La Follette High School Athletic Endowment Fund .

---

These By-Laws of the La Follette Booster Club were revised and approved by members of the La Follette Booster Club on \_\_\_\_\_ 2011.

Signed by the Secretary of the La Follette Booster Club: \_\_\_\_\_

Date: \_\_\_\_\_

## Ad Hoc Committees

### 1- Lancer Leap Committee

Responsible for coordinating the planning of the Lancer Leap Silent Auction and Dance Fund Raiser; date, locations, committees needed, sponsorships, advertising and anything else needed to make this a successful fund-raiser. Reports to the membership in the months leading up to the event.

### 2- Teacher Appreciation Committee

Plan a once a year event to honor the teachers and staff at La Follette High School by planning a meal at the school. Plan any sub-committees that are needed to carry out the event. Pick the date, time, location, and menu for some time in spring. Report to the membership at monthly meetings when appropriate.

### 3- Website Committee

Plans, updates, and maintains the La Follette Booster Club website –currently:  
[www.lafolletteboosterclub.com](http://www.lafolletteboosterclub.com)

### 4- “Booster Boomerang” Committee

Plans an annual party to celebrate the contributions of parents, staff and community members who have donated time and resources to the betterment of La Follette High School and its students. Invites all Booster Club members and alumni, and any individuals to be honored, and provides for a gift for departing boosters.

### 5- Athletic Code Night Committee

Plans the Booster Club participation in Athletic Code Night. Coordinates with the Athletic Director in planning this event. Plan a meal/cookout/picnic, if desired, and provide sales for memberships and Booster Cards, spirit wear, and any other fund raising as desired.