

## **OABC BYLAWS**

### ARTICLE I – ORGANIZATION

NAME: Old Abe Booster Club (OABC). ADDRESS: 2225 Keith Street, Eau Claire, WI 54701.

FISCAL STATUS: Not for profit organization that commences annually on the first day of July.

### ARTICLE II – PURPOSE

SECTION 1 - GENERAL: The purpose of the OABC is to broaden the involvement and support of students, alumni, families, and other interested persons for approved inter-school athletic programs. The OABC shall work to achieve this through the active participation of those parties in OABC programs and in concentrated support for the individual sports, and by working closely with the coaches, Athletic Director and Principal of Eau Claire Memorial High School (MHS).

#### SECTION 2 - SPECIFIC OBJECTIVES:

- A. To promote a high standard of integrity, character, and good sportsmanship in all MHS athletic activities.
- B. To foster and promote good will and fraternal spirit among OABC members.
- C. To promote and encourage increased attendance at all sporting activities by parents, friends of athletes, and the students and faculty of MHS.
- D. To promote and encourage more young men and women to become involved in MHS athletics, as an active participant or as a volunteer assistant.
- E. To raise funds and provide financial support through the operation of concession stands, selling of advertisements, tickets, soliciting donations, or any other legitimate method as determined by the Executive Board.
- F. To provide volunteers to serve as concession stand workers and other services as requested and approved by the Athletic Department.
- G. To prepare a fiscally sound and manageable budget that will benefit approved athletic programs at MHS. Funds raised by the OABC will be submitted to the OABC Treasurer for deposit into the OABC's bank account. A record of all funds earned by special fund-raising programs to meet OABC approved Athletic Department budget requests will be

presented by the OABC Executive Board to the MHS Principal and the Athletic Director.

### ARTICLE III – MEMBERSHIP

SECTION 1 - GENERAL: Persons and businesses interested in MHS athletics shall be eligible for membership in the OABC. All members shall make at least a minimum annual monetary donation. The amount of the minimum annual membership monetary donation shall be determined by the Executive Board with a majority vote required by the general membership. Such minimum annual monetary donation shall be payable at the beginning of each school year. Members delinquent in their minimum annual monetary donation shall not hold executive office or be eligible to vote in elections.

### ARTICLE IV – EXECUTIVE BOARD

SECTION 1 - GENERAL: The Executive Board shall consist of: elected officers of the OABC, chairpersons of the Concessions, Membership, Fundraising and Spirit / Public Relations Committees, and the Athletic Director. In the event committees have co-chairs, only one vote per committee is permitted. The members of the Executive Board shall serve until the election and qualification of their successors. All members of the Executive Board shall be members of the OABC.

#### SECTION 2 – EXECUTIVE BOARD DUTIES:

A. To transact necessary and emergency business during the intervals between OABC meetings and conduct other business as may be referred to it by the general membership.

B. To create standing and special committees.

C. To approve the work plans of the standing and special committees.

D. To submit a budget reflecting athletic teams' "wish lists", in writing, to the general membership during the Spring general meeting each year. To that end, the following sequence of events for budget preparation shall take place.

1. A prioritized list of athletic equipment and/or supplies requested by each head coach shall be given to the Athletic Director. The Athletic Director can also prepare such a list.

2. The lists shall be prepared by the Athletic Director and given to the OABC President prior to the April Executive Board meeting. Requests submitted after the April Executive Board Meeting might not be considered.

3. The Executive Board members shall recommend to the general membership the approval of all budget items based upon need, affordability, and fairness, in accordance with the following general guidelines:

- a. All requests will be reviewed without bias;
- b. the size of the program will be taken into consideration;
- c. the requested item must stay with the athletic program or be used in support of an athletic program;
- d. the requested item must be one that the Eau Claire Public School Board cannot or will not provide;
- e. the previous year's budget requests will be reviewed to assure equitable distribution of funds among approved MHS athletic programs. Special exceptions to this bylaw can be made by the discretion of the board members only through a majority vote of the entire board; and
- f. amount of participation by a sport in fundraising may be considered.

The OABC will not provide funds for: transportation, lodging, food, camps, and items prohibited under WIAA rules.

- 4. The general budget shall be prepared and approved annually by the Executive Board and then approved by the majority of the membership in attendance during the Spring general meeting.
- 5. Any unspent funds at the end of the fiscal year shall revert back to the OABC general fund.

SECTION 3 - EXECUTIVE BOARD MEETINGS: Regular meetings of the Executive Board shall be held each month during the calendar year, the time to be fixed by the Executive Board members at its first meeting of the year. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board.

SECTION 4 - ELECTION OF OFFICERS DUE TO VACANCY: In the event that an officer position is vacant during a normal officer term and a candidate is available to fill such a vacancy and the Executive Board deems it reasonable and beneficial to the OABC to fill the vacancy at that time, the Executive Board may elect to fill such vacancy through a majority vote of the entire board. Subsequent terms of service will be dictated by the normal election process.

SECTION 5 - EXECUTIVE BOARD VOTING:

A. GENERAL

1. Decisions at meetings shall be made by majority vote, unless another margin is stated by these bylaws.

2. Decisions by email

a. All action required or permitted by these bylaws to be taken by the Board members at an Executive Board meeting may be taken via email should the President determine that voting via email is warranted. To take such action the following procedure shall be used:

1. A question or motion shall be presented via email to all Board members entitled to vote on the subject.

2. The Board members shall be asked to vote "yes" or "no" via email by a set deadline.

3. All votes received by the set deadline shall be counted with the required amount of votes (majority or otherwise) deciding the outcome.

#### ARTICLE V - DUTIES OF OFFICERS

SECTION 1 - OFFICERS: Officers shall consist of a President, Vice President, Secretary and Treasurer.

SECTION 2 - PRESIDENT: It shall be the duty of the President to preside at all regular and special meetings and at all Executive Board meetings. The President shall prepare the Agenda for the meetings of the OABC. The President shall perform all of the duties of the office, shall recommend all committees and committee chairpersons, and shall be an ex officio member of all committees except the Nominating Committee. Committee chairs must be approved by the Executive Board. The President shall also sign all contracts. The President shall have regular meetings with the MHS Principal and the Athletic Director as determined by the Executive Board.

SECTION 3 - VICE PRESIDENT: The Vice President shall act as President in the event of the President's absence, death or incapacity and, if necessary, shall assume the President's duties for the balance of his/her term unless replaced by the Executive Board. The Vice President's term shall be one (1) year automatically followed by a one (1) year term as President. The Vice President will acquire and maintain a listing of all Sports Representatives and serve as a liaison between them and the Executive Board.

SECTION 4 - SECRETARY: It shall be the duty of the Secretary to keep a record of all regular and special meetings and all Executive Board meetings. It shall also be the duty of the Secretary to maintain the correspondence of the OABC, and see that all notices and reports authorized by the Executive Board are posted on the OABC website. In the absence of the Secretary, a temporary Secretary shall be named by the President.

SECTION 5 - TREASURER: It shall be the duty of the Treasurer to account for all monies due the OABC. The Treasurer can delegate to others the task of depositing these monies in a banking institution approved by the Executive Board. The Treasurer shall disburse funds promptly and only for purposes approved by the Executive Board. The Treasurer shall present a statement of account at all regular meetings and at other times when requested to do so by the President and shall make a full report at the annual meeting. The accounts of the Treasurer shall be formally reviewed annually by a committee appointed by the President. The Treasurer will ensure that the appropriate state and federal forms are timely filed each year.

#### ARTICLE VI – ELECTION OF OFFICERS

SECTION 1 - SELECTION OF OFFICERS: It shall be the duty of the Nominating Committee to select nominees for the positions of Vice President, Secretary, and Treasurer. Additionally, the Executive Board may request the Nominating Committee to secure individuals willing to serve as committee chairpersons. The Nominating Committee members shall be selected and announced at the Winter general meeting. At that meeting, the Nominating Committee may ask for volunteers from the floor to fill the vacant officer positions. Any volunteers shall be considered by the Nominating Committee along with any nominees generated by the Nominating Committee members.

The selection process shall be completed prior to the April Executive Board meeting, during which the names of the candidates are to be presented and approved. The names of the approved candidates shall be presented at the Spring general meeting where the final proposed slate of officers shall be voted on by the general membership. The list of approved candidates may include more than one nominee for each office.

SECTION 2 - NOMINATING COMMITTEE: The Nominating Committee shall consist of five members: three (3) shall be selected by the Executive Board and two (2) shall be selected from the floor at the Winter general meeting. The Vice President shall serve as ex officio member of the Nominating Committee.

SECTION 3 - TERM: Terms for officers shall run from July 1 to June 30.

SECTION 4 - ELIGIBILITY: Only members that have made an annual monetary donation to the OABC shall hold office or vote in elections, unless this provision is waived by the Executive Board.

SECTION 5 - VOTING: Each member that has made an annual monetary donation to the OABC shall be allowed one (1) vote. Voting shall be conducted by written ballot at the Spring general meeting. The President, with the consent of the Nominating Committee, may waive the written ballot and call for election by voice vote if he/she deems that the electors are clearly in favor of such procedure.

If a written ballot is used, the duty of the Nominating Committee shall be to pass out ballots to each member that has made an annual monetary donation to the OABC, collect the ballots, and to determine the count. The Chairperson of the Nominating Committee is to read the final count to the membership. A majority vote is required.

SECTION 6 - TERM LIMITS: No officer shall serve more than 2 consecutive terms in the same capacity.

SECTION 7 - TRANSFER OF POWERS: At the June Executive Board meeting, the retiring officers shall transfer all books and papers in their possession and belonging to the OABC to the officers-elect and shall advise the new officers as to the affairs of the OABC.

#### ARTICLE VII – GENERAL MEMBERSHIP MEETINGS

SECTION 1 - REGULAR MEETINGS: One regular meeting of the OABC shall be held during each sporting season of the school year, unless otherwise decided upon by the Executive Board.

SECTION 2 - SPECIAL MEETINGS: Special meetings may be called by the Executive Board, ten days notice having been given to the general membership.

SECTION 3 - ANNUAL MEETING: The Spring meeting shall constitute the annual meeting. At this meeting, all annual reports shall be submitted by the Executive Board. During this meeting the officers shall advise the general membership as to the status of affairs of the OABC.

SECTION 4 - GENERAL MEMBERSHIP VOTING: Five general members in attendance at any OABC general membership meeting shall constitute a quorum for the transaction of business in any general membership meeting of the OABC. Each member who has made their minimum annual monetary donation shall be allowed one (1) vote. Decisions shall be by majority vote of the general membership in attendance. Items that the general membership votes on include election of officers, approval of the budget, and other items as determined by the Executive Board.

#### ARTICLE VIII - STANDING AND SPECIAL COMMITTEES

SECTION 1 - GENERAL: The Executive Board may create standing committees as it may deem necessary to promote the objectives of the OABC. The term of each chairperson shall be a maximum of three (3) years consecutively. All committee work shall be presented and is subject to approval by the Executive Board. The President shall be an ex officio member of all committees except the Nominating Committee.

SECTION 2 - LIABILITY: The OABC members shall not be liable for any debts, liabilities or obligations incurred by a standing committee, unless approval for such is

given in advance by proper vote of the membership and the Executive Board. Standing or special committees may only sponsor and/or support special functions, programs, or fund-raisers with prior approval of the Executive Board.

### SECTION 3 - COMMITTEE RESPONSIBILITIES:

#### A. CONCESSIONS

1. Responsibilities include oversight of concessions at a variety of sporting events, buying products to be sold at the concession stands, and seeing that each concession stand is adequately staffed.

#### B. FUNDRAISING

1. Responsibilities include oversight of most fundraising activities and events to support approved MHS Athletics. Examples of possible fundraisers could include, but are not limited to, discount coupon booklets, raffles, and sales of old uniforms.

#### C. MEMBERSHIP

1. Responsibilities include contacting prospective members through a variety of means and helping them become members of the OABC. Membership also maintains a current database of members and prepares and distributes a folder showing member names at various sporting events. Further, Membership is responsible for keeping members and others informed about the OABC's activities.

#### D. SPIRIT / PUBLIC RELATIONS

1. Responsibilities include encouraging enthusiasm for MHS Athletics and recognizing accomplishments of athletes. Spirit / Public Relations also keeps the public informed about news of what is occurring with the OABC and maintains the OABC website.

### ARTICLE IX - PROPERTY RIGHTS

Membership in the OABC shall not title or vest any of the members with any property rights or rights having monetary value of any kind whatsoever, including but not limited to, property rights or monetary rights of MHS or of the OABC.

### ARTICLE X - AMENDMENT

These bylaws shall be approved at a regular meeting of the general membership by a majority vote of those members eligible to vote and actually casting their vote at said meeting. The bylaws may be amended by a majority vote of the members present at any regularly called meeting. Such amendments may only be recommended by the Executive Board and shall be presented in writing and read at the regular meeting prior to the time of voting.

## ARTICLE XI - RELATIONSHIP WITH MEMORIAL HIGH SCHOOL (MHS)

SECTION 1 - GENERAL: The OABC serves only to support the MHS athletic program as determined by the Eau Claire Public School Board in cooperation with the MHS Principal and Athletic Director. At no time shall the OABC make recommendations or become directly involved in the day-to-day operation of the MHS athletic program.

SECTION 2 - CHAIN OF AUTHORITY: The chain of authority shall be from the MHS Principal to the Athletic Director to the OABC President to the Executive Board to the general membership.

## ARTICLE XII - INDEPENDENT FUND-RAISING

Fund-raising by individual sports groups at MHS is strongly discouraged. Such efforts detract from the overall purpose of the OABC in its objective to benefit and support all athletic programs at MHS.

However, if independent fund-raising events are held, the following procedures must be strictly adhered to by the head coach of the participating sport prior to the fund-raising event:

A. A written request form is to be obtained from the Athletic Director for an independent fund-raiser and must be submitted to the Executive Board of the OABC for approval.

B. After approval is granted and following the fund-raising event, one hundred percent (100%) of the profits from the independent fund-raiser will be turned into the Treasurer of the OABC where fifty percent (50%) of those funds will be accounted for in the "Coach's Fund" for the particular sport. The money held in the "Coach's Fund" for the particular sport may be used at the discretion of the head coach with approval of the Executive Board's Treasurer and either the President or Vice President. The remaining fifty percent (50%) of the funds will be accounted for in the OABC general fund.

In the case of special events or special circumstances, such as where these bylaws do not permit the OABC to fund a purchase, the Executive Board of the OABC may vote to suspend the requirement for the 50/50 split. Requests for suspension, however, must be made in writing by the head coach a minimum of 30 days in advance of the special event.

## ARTICLE XIII - DONATIONS & SPONSORS

SECTION 1 - MONETARY: Monetary donations given to the OABC will be deposited into the general fund. All donations are tax deductible to the extent allowed by law. Deductibility requires that no goods or services be provided in exchange for the financial donation. If any goods or services are provided in exchange for a financial contribution, such contribution will be considered to be an independent fundraiser, subject to the



guidelines in Article XII of these bylaws. A donor may direct a specific percentage of a non-membership donation to one or more specific sports by putting such directive in writing to the OABC along with and at the time of the donation. Any specifically directed donations will be accounted for separately within in the OABC general fund. These funds may be taken into consideration relative to the coach's wish list and any other expenditures requested by that sport.

SECTION 2 - NONMONETARY: All prospective nonmonetary donations shall be discussed by the Executive Board and receive prior approval.

SECTION 3 - SPONSORS: All prospective sponsors shall be discussed by the Executive Board and receive prior approval.

These bylaws were approved by the general membership at their meeting on February 25, 2013.