



Chippewa Falls Senior High Athletic Booster Club

735 Terrill Street, Chippewa Falls, WI 54729

CHIPPEWA FALLS SENIOR HIGH SCHOOL ATHLETIC BOOSTER CLUB BY-LAWS

Meetings:

The date of regular meetings of the Chippewa Falls Senior High School Athletic Booster Club: Second (2nd) Wednesday, August through June, or as otherwise directed by the Board.

Article I – Organization

The organization shall be a non-profit Athletic Booster Club. The name of this Booster Club shall be Chippewa Falls Senior High School Athletic Booster Club, hereinafter referred to as “Booster Club”.

The address of this Booster Club shall be: 735 Terrill Street, Chippewa Falls, WI 54729.

Article II – Purpose

The Booster Club exists for the purpose of broadening the involvement of students, student families and the school, through support for all male and female activities of the inter-school athletic programs. The Booster Club works to achieve this through active participation of as many parents as possible in Booster Club programs and in concentrated support for individual sports, working closely with the coaches, athletic director and principal of the school.

- a. To support, promote and maintain a high standard of integrity and good sportsmanship in all athletic activities of high school.
- b. To foster and promote good will and fraternal spirit among the members.
- c. To promote and encourage better attendance to all sports activities by the parents, and friends of athletes, the students, and faculty of the high school.
- d. To promote and encourage more young men and women to get involved in athletics, either as an active participant or as a volunteer assistant, such as statistician, etc.
- e. To raise the funds to assist all athletic programs and support volunteers working for the operation of concession stands, selling of advertisements, tickets, donations or any legitimate method that the Board of Directors shall determine.
- f. To assist in holding down expenses to the athletic department by volunteering services as needed.
- g. All money raised are to be used to benefit all athletes. The Booster Club works in harmony with the school administration in goals and purpose. They will follow the guidelines listed in Article III-Funds.
- h. Eligibility to participate in the Booster Club is not determined by sex, race, creed, or color. The Booster Club does not discriminate against any person based upon sex, race, creed, color, or financial circumstances as determined by the Board of Directors.

Baseball
Dance
Hockey (men & women)
Tennis (men & women)
Equestrian Team

Basketball (men & women)
Football
Soccer (men & women)
Track (men & women)

Cheerleading
Golf
Softball
Volleyball

Cross-Country (men & women)
Gymnastics (women)
Swimming (men & women)
Wrestling



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Article III – Funds

The Booster Club raises funds to support all Chippewa Falls High School Athletics. The funds raised ensure the programs have sufficient funding with little impact on the School District Budget.

Annually the head coaches submit a request to the Athletic Director for items needed for the next year. The Athletic Director reviews and presents a request to the Booster’s Executive board. The Executive board reviews the requests and approves funding amounts. This funding approval is presented to the general members for awareness and approval.

The full funding request as requested by the Athletic Director should be approved as long as the Booster Club has enough funds remaining to cover expenses for operation of fundraisers the start of next year, i.e. concessions, raffle, Extravaganza, etc.

The standard fundraising operating revenue is \$20,000 in the Booster accounts and \$10,000 in the Extravaganza account. If these two accounts have the minimum required funds and the Athletic Director’s request has been approved, then all surplus funds should be contributed to the Chippewa Falls High School Athletic Booster Club Endowment Fund. Annually any funds above the Athletic Director’s request and the \$30,000 for the Booster accounts and Extravaganza account should be contributed to the Endowment, if possible.

The Endowment fund was created in December 2015. These funds are there for large projects that arise or if annual fundraising takes a dramatic reduction.

All memorials and unexpected outside monetary donations should be put into the Endowment fund.

Article IV - Membership

Section 1 – Member Qualifications

Parents and friends of all present and past student athletes, and such other sports interested and acceptable persons who desire membership, shall be eligible for membership in the Booster Club. A member does not have to have a child in athletics to be a member. A member may join at any time throughout the year. All Executive Board members shall be members of the Booster Club.

Each coach shall be required to secure parent representatives to become members of Booster Club. Number of parent representatives per team shall be determined by the Booster Club Board. It is advisable to have representation from various grade levels, so that each year there will be experienced representatives.

Baseball	Basketball (men & women)	Cheerleading	Cross-Country (men & women)
Dance	Football	Golf	Gymnastics (women)
Hockey (men & women)	Soccer (men & women)	Softball	Swimming (men & women)
Tennis (men & women)	Track (men & women)	Volleyball	Wrestling
Equestrian Team			



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Section 2 – Dues

There will be a \$5.00 yearly membership dues per active voting member. Dues shall be payable by the October Athletic Booster Club meeting. Dues may be set, increased or decreased by the Executive Board and a majority vote of the general membership. Dues will be over and above the Contributing Cardinal donation. A Lifetime membership is available for \$50.

Section 3 – Ex-Officio Members

All active coaches, the Principal, and the Activities Director shall be considered ex-officio members of the Booster Club.

Article V – Officers Election

Section 1 – Officers

Elected Officers shall consist of a President, Vice President, Treasurer, Secretary, and Concession Coordinator(s). There shall be such additional officers, committee chairperson, and other officials, as the President shall appoint from time to time.

Section 2 – Selection of Officers

It shall be the duty of the nominating committee to select nominees for the positions of Vice President, Secretary, Treasurer, and Concession Coordinator(s). 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 March meeting. At that meeting the nominating committee may ask for volunteers from the floor to fill the vacant officer positions. The nominating committee along with any nominees generated by the nominating committee members shall consider volunteers identified at the meeting.

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 candidates shall be presented at the May general meeting. The final proposed slate of offices shall be voted on by the general membership. The proposed slate may include more than one nominee for each office.

Section 3 – Nominating Committee

The nominating committee shall consist of five (5) members: The Vice President, who will Chair the Committee, one (1) Executive Board Member, two Booster Club members, selected from the floor at a general meeting, and one school administrator.

Baseball	Basketball (men & women)	Cheerleading	Cross-Country (men & women)
Dance	Football	Golf	Gymnastics (women)
Hockey (men & women)	Soccer (men & women)	Softball	Swimming (men & women)
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Section 4 – Term

Officers shall serve for two years and not more than two terms consecutively in the same office. Terms shall run from July 1 to June 30. Installation of officers shall be at the June meeting or the final meeting of the school year, at which time the new officers shall take over their duties in all matters affecting the next subsequent school year.

Section 5 – Eligibility

Only members in good standing shall hold office or vote in elections, unless the Executive Board waives this provision. Coaches will not be eligible to hold the positions of vice president or president.

Section 6 – Voting

Voting shall be by written ballot at the election meeting. This voting shall be conducted by the nominating committee referred to in Section 3 above.

The duty of the nominating committee shall be to pass out the ballots, collect the ballots, count them, and the chairman of that committee is to read the final count to the Booster Club. In the event there is more than one person nominated for any one office, then whoever wins the majority of votes cast shall be deemed winner of the election.

In the event there is but one nominee for any particular office, and that nominee does not receive the majority of votes cast, then the Executive Board shall appoint an eligible member to serve in that office, and hold that office until the next regular election, or in the alternative, the Executive Board may determine to hold another election for that particular office. The President, with the consent of the nominating committee, may forego the written balloting and call for election by voice if he deems that the electors are clearly in favor of such procedure.

Section 7 – Past Presidents

Past presidents who are still members of the Booster Club of its prior association may remain on the Executive Board as an ex-officio member.

Baseball
Dance
Hockey (men & women)
Tennis (men & women)
Equestrian Team

Basketball (men & women)
Football
Soccer (men & women)
Track (men & women)

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Golf
Softball
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Article VI – Duties of Officers

Section 1 – President

It shall be the duty of the President to preside at all regular and special meetings and all Executive Board meetings. 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. The Executive Board must approve committee chairpersons. In the event that the President is unfit or unwilling to be the President, the Executive Board shall be notified by the March Executive meeting.

* See Appendix A for additional detail regarding the duties of the President

Section 2 – Vice President

The Vice President shall act as president in the event of his/her absence, death, or incapacity and shall assume his/her duties for the balance of his term unless replaced by the Board.

The Vice President shall become the President. In the event that the Vice President is unfit or unwilling to be the President, the Executive Board shall be notified by the March Executive meeting.

* See Appendix B for additional detail regarding the duties of the Vice President

Section 3 – 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 a current membership list, send out all notices and special letters.

* See Appendix C for additional detail regarding the duties of the Secretary

Section 4 – Treasurer

It shall be the duty of the Treasurer to receive all monies due to the Booster Club and to deposit these monies in a banking institution approved by the Executive Board. The Treasurer shall disburse the funds only for purposes approved by two Executive Board members. The Treasurer shall be one approval and any of the other officers will serve as the second approval. The Treasurer shall present a statement of account and bank reconciliation 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 meetings. The financial records of the Booster Club shall be audited annually.

* See Appendix D for additional detail regarding the duties of the Treasurer

Section 4 – Concession Coordinator(s)

Coordinating all aspects of concessions stand operations. Including scheduling workers, ordering and maintaining proper amounts of inventory. Maintain financial records of sales and deposits of all concessions. Work collaboratively with the treasurer.

* See Appendix E for additional detail regarding the duties of the Concession Coordinator

Baseball	Basketball (men & women)	Cheerleading	Cross-Country (men & women)
Dance	Football	Golf	Gymnastics (women)
Hockey (men & women)	Soccer (men & women)	Softball	Swimming (men & women)
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Article VII – Executive Board

Section 1 – Members

The Executive Board shall consist of all elected officers of the Booster Club, Raffle Committee Chair, Contributing Cardinal Committee Chair, Extravaganza Committee Chair, Activities Director, and Principal. The Activities Director and Principal will be ex-officio standing. The Executive Board shall include two members, appointed at large (see Appendix F for duties) by the general membership, to serve a two (2) year term, with a maximum of two (2) consecutive terms.

Section 2 – Duties

The duties of the Executive Board shall be:

- a. To transact the necessary and emergency business in the intervals between Booster Club meetings and other business as may be referred to it by the Booster Club.
- b. To create standing and special committees.
- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meetings of the Booster Club.
- e. To fill Officer positions in the event of a vacancy

Article VIII – Meetings

Section 1 – Meeting

Regular meetings of the Booster Club shall be on the second Wednesday of every month during the school year August through June, unless otherwise provided by the Booster Club or by the Executive Board.

Section 2 – Special Meeting

The Executive Board may call special meetings, upon 24 hour written or electronic notice to the Executive Board, all committee chairs, sports representatives, and head coaches.

Section 3 – Annual Meeting

The annual meeting of the Booster Club shall be the last meeting of the school year that will be held on the second Wednesday in June. At the annual meeting, all annual reports shall be received and the new officers, retiring board, and the newly elected officers and new board, if organized, shall hold a joint session. At the joint session, the retiring officers and board shall transfer all books and papers in their possession and belonging to the Booster Club to the new administration, and otherwise advise the new administration as to the status of affairs of the Booster Club.

Baseball	Basketball (men & women)	Cheerleading	Cross-Country (men & women)
Dance	Football	Golf	Gymnastics (women)
Hockey (men & women)	Soccer (men & women)	Softball	Swimming (men & women)
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Section 4 – Executive Board Meetings

Regular meetings of the Executive Board shall be held on the 2nd Wednesday of every month during the school year, the time to be fixed by the Board 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 Board. Upon notice, when action is needed and an Executive Board meeting cannot be held in time to take action, the executive board may convene via email, social media or other electronic technology to take up required action and vote upon urgent matters. An affirmative vote of at least the majority of the members is needed to pass any business or motions. Executive Board Members are afforded at 24 hours to vote by email, social media or other electronic media.

Section 5 – Meeting Quorum

A majority vote by the membership in attendance at any Booster Club meeting shall constitute quorum for the transaction of business in any meeting of the Booster Club. Each dues-paying member shall be allowed one (1) vote.

Article IX – Standing and Special Committees

Section 1 – Creation and Dissolution of Standing Committees

The Executive Board may create and/or dissolve standing committees, as it may deem necessary to promote the objectives and carry on the work of the Booster Club.

Section 2 – Committee Plan

The chairman of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 3 – President and Ex-Officio Member

The President shall be a member ex-officio of all committees, except the nominating committee.

Section 4 – Booster Club Liability of Standing Committees

The Booster Club 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 either the membership or Executive Board. Standing or special committees may sponsor and/or support special functions, such as programs or fundraisers only with said prior approval.

Baseball	Basketball (men & women)	Cheerleading	Cross-Country (men & women)
Dance	Football	Golf	Gymnastics (women)
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Article X – Property Rights

Membership in this association 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 in the school or the association.

No part of the net earnings of Booster Club shall inure to the benefit of any member, trustee, director, officer, of Booster Club, or any private individual, and no member, trustee, director, officer of the Booster Club or any private individual shall be entitled to share in the distribution of any of Booster Club’s assets on dissolution of Booster Club.

In the event of dissolution, all of the remaining assets and property of the Booster Club shall, after necessary expenses thereof, be distributed to another entity exempt under IRC Sec. 501 (C) (3) or corresponding provisions of any subsequent federal government, or state, or local government for a public purpose. This distribution must also be consistent with the Statues of the State of Wisconsin as determined by the sole discretion of the Board of Directors.

Article XI– Amendment

These By-Laws shall be approved at a meeting of the regularly called general membership by a majority vote of those members eligible to vote and actually casting their vote at said meeting. The By-Laws may be amended by two-thirds 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 XII – Relationship with School Principal and Athletic Department

Section 1 – General

The Booster Club shall operate in full support of the School Principal, Activities Director, and coaches. At no time should the Booster Club make recommendations or become directly involved in the day-to-day operation of the school athletic program. The Booster Club serves only to support the school athletic program as determined by the Chippewa Falls Public School Board, in conjunction with the School Principal or Activities Director. The Booster Club may suggest to the School District how the Booster Club’s donation be applied to the Chippewa Falls Senior High School Athletic Budget. The School District has the final decision on how the Booster Club donation is applied to the Chippewa Falls Senior High School Athletic Budget.

Section 2 – Contracts

All legally binding contracts must be approved by the Booster Club Executive Board.

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Dance	Football	Golf	Gymnastics (women)
Hockey (men & women)	Soccer (men & women)	Softball	Swimming (men & women)
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APPENDIXES

Appendix A

President

- Attend and preside at all Booster executive board and general meetings.
- Be a member ex officio of all committees with the exception of the nominating committee.
- Provide Secretary with agenda detail for all meetings 7 days prior to meeting.
- Maintain list/control of keys for booster storage rooms etc. and who has them.
- Oversee all positions to ensure duties are being completed.
- Review financial reconciliation from treasurer on a monthly basis.
- Establishes sub-committees as needed for specific functions.
- Call special meetings as needed.
- Be main liaison between administration and Booster Club Board
- Performs other duties as necessary.

Appendix B

Vice President

- Attend monthly executive board and general meetings.
- Preside over monthly executive board and general meetings in the absence of president.
- Coordinate with the President to display/information table at Fall/Winter/Spring code meetings and freshman walk through night.
- Member of the membership committee.
- Chair the nomination committee

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Appendix C

Secretary

- Attend monthly executive board and general meetings.
- Email meeting notices to distribution 5 days prior to all meetings.
- Record minutes at executive board and general meetings.
- Maintain list of sports/coaches/parent representatives complete with email addresses.
- Maintain attendance records of coach's and parent representatives for stipends payments.
- Submit Booster information to be posted on athletic website to district employee designated to maintain the school web site.
- Maintain copy of committee/committee members and responsibilities.
- Maintain descriptions of all elected positions and committees.
- Assemble and box for storage all secretary reports – June of each year. This should be stored in the booster room of the high school
- Maintain membership list.

Appendix D

Treasurer

- Attend monthly executive board and general meetings.
- Prepare treasurer's report for presentation at monthly meeting.
- Reconcile bank statements.
- Deposit money from program donation box. Program box is displayed at events and stored in athletic director's office
- Pick up mail weekly at the high school.
- Pick up concessions billings weekly located in booster room.
- Maintain charitable organization license.
- Coordinate completion of tax return.
- Maintain all bill payments/deposits.
- Maintain raffle license and reports.
- Assemble and box for storage all treasurer reports – June of each year. These records are stored in the booster room of the high school

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Dance
Hockey (men & women)
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Appendix E

Concessions Coordinator(s)

- Attend monthly executive board and general meetings.
- Print out list of all home sporting events needing concessions. Create a Master Schedule of events.
- Schedule specific sports to work each event.
- Before the first meeting of the year- Email President and Parent at Large concession work dates and Concession introduction Letter for Parent Representative folders that are distributed at the first general meeting of the year to all representatives.
- Inventory and order all needed supplies, product and maintain needed inventory on hand.
- Maintain concessions equipment, recommend or replace as required.
- Remind (e-mail) parent reps when their sport works. Children of parents are allowed to work with parent if age 16 or older. No children allowed helping at football games due to volume of activity.
- Get start up cash from Booster Club treasurer.
- Make deposits after each sporting event, maintain needed start up cash, and give all deposit slips to the treasurer.
- Maintain records of all concession stand sales.
- Work with the Activities Director through the year on new or changed events- assign accordingly.
- Work with various groups and teams wanting concessions for events the Booster Club do not normally run concessions for.
- Arrange for offsite concessions when requested.
- Work with McDonnell on shared outdoor resources and any product they may buy from our Club.
- Keep track of any stipends occurred for cleaning bleachers, report back to Treasurer for payouts needed after the Football season.

Appendix F

Parent at Large (2 positions available)

- Attend all executive board and regular meeting.
- Help committee member with their duties when they are available.

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Dance
Hockey (men & women)
Tennis (men & women)
Equestrian Team

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Golf
Softball
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Gymnastics (women)
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COMMITTEES

Contributing Cardinal/ Public relation

- Solicit Advertisements for Sports Programs
- Oversee correspondence and Thanks You Notes to donors
- Other duties as directed by the President

Raffle

- Organize the Annual Raffle
- Gather and propose the raffle prizes
- Order Class A Raffle tickets to be printed
- Distribute tickets to team parent representatives for athletes
- Track the returned tickets from the students
- Attend the Extravaganza to sell tickets and draw winners
- Prepare report for Executive Board

Nomination

- This committee to be Chaired by the Vice President.
- Solicit and secure individuals to run for executive positions

Membership

- Committee headed up by Secretary to grow Booster Club Membership

Extravaganza

- The President and Vice President are standing members of this committee
- Plan, organize and stage the annual fundraiser. This includes getting donations both cash and merchandize, obtaining food and drink for attendees along with all licenses and raffle permits required by law.

September 2004

Amended 9-2006

Amended 5-2007

Amended 3-2010

Amended 5-2015

Amended 2-2016

Baseball

Dance

Hockey (men & women)

Tennis (men & women)

Equestrian Team

Basketball (men & women)

Football

Soccer (men & women)

Track (men & women)

Cheerleading

Golf

Softball

Volleyball

Cross-Country (men & women)

Gymnastics (women)

Swimming (men & women)

Wrestling