

By Laws of Jefferson Eagles Athletic Booster Club, INC

Article I The name of the corporation shall be: Jefferson Eagles Athletic Booster Club, Inc.

Article II **Purpose:** In addition to the purpose set forth in the Articles of Incorporation, the purpose of this organization is primarily to support the senior high school athletic & band programs in the school district of Jefferson, city of Jefferson, county of Jefferson, state of Wisconsin, and to this extent: Jefferson.

- A. Support, promote and maintain a high standard of integrity, and good sportsmanship and safety in all athletic activities.
- B. Promote and encourage better attendance at all sports activities by parents, friends, students, faculty, and the community.
- C. Promote and encourage student's involvement in athletics on all levels.
- D. Raise funds to be disbursed in accordance with the decisions of the voting JEABC members in support of the aforesaid athletic programs.
- E. Coordinate the activities of this corporation, its members and committees with the needs of the overall athletic program.
- F. Organize volunteer services where practical.
- G. Avoid political issues involving coaching personal matters.
- H. Utilize the school Athletic Director in an advisory capacity.

Article III Membership

Section 1 Voting adult membership in this corporation shall be open to all persons interested in supporting the purposes and activities of the corporation, and who individually, or by their family, make the minimum annual membership dues payment.

Section 2 The dues of membership fees shall be payable annually. Only those adult members having paid their annual dues shall be eligible to vote at the meetings. Initial membership dues of fees shall be as hereinafter set forth, reviewed and adjusted, and may be changed annually by a majority vote of the Board of Officers.

Section 3 All persons who make at least the minimum membership contribution annually shall be considered members of this association for the term in which their contributions is made.

Section 4 All persons in grades 9-12 will be a student member.

Article IV Meetings of Members

Section 1 Monthly meetings of the members of this corporation shall be held on the second Wednesday of the month from August to May at 6pm within the School District boundaries of the Jefferson School District. Sufficient notice of monthly meetings may be given by publication, on the district website at least one week prior thereto.

Section 2 Special meetings may be called by any officer by mailing, email, or telephone notice to all members not less than five days prior to the time set for the meeting.

Section 3 Sixty percent(60%) of the officers shall constitute a quorum for transaction of business at the monthly or special meetings. Members may vote by proxy in the event of their absence.

Section 4 Each individual member who is a paid-up member at the time of a monthly or special meeting shall be entitled to one vote at the meeting of the membership.. The supporting or sustaining membership, either by, individual or corporation, will likewise have only one vote at said meetings.

Section 5 Officers missing 3 consecutive meetings without excuse may be replaced by appointment of the remaining officers to finish the current term of the officer.

Section 6 A membership lasts one fiscal year July 1st to June 30th. Memberships can be paid anytime during the fiscal year.

Section 7 Corporation, student, & adult memberships are entitled to one vote.

Article V Officers

Section 1 The officers shall be a President or Co-Presidents, Vice President, Secretary, Treasurer, and a member at large. The officers will serve as the Board of Officers.

Section 2 Nomination and Election of Officers. The Officers of this corporation shall hold an election of Officers in September. At the August meeting, the voting members shall appoint a nominating committee who shall submit to the Secretary the nominations for persons to be elected to the five offices. There may be nominations in addition to the ones made by the nomination committee and majority of the officers present and voting will be required to vote in favor of an officer for their election. All Officers must be members of this corporation.

Section 3 The term of the officers shall commence upon their election and they shall serve until their successors are elected. Each term is for two years.

Section 4 Coaches, administrators, students and school officials are not eligible to hold office.

Section 5 Two persons (adults) from the same immediate family cannot hold an office during the same term.

Article VI Officer Duties

President role: Shall preside at all regular and special meetings of the JEABC; Responsible for the over all day to day activities of the corporation, some of which are often delegates to other officers.

Vice President: Fills in when the president is unavailable or when the board assigns specific duties.

Treasurer: Shall be responsible for the financial matters of the corporation; Maintaining the financial records and or preparing and presenting the financial reports to the board and members at monthly meetings. When a new member is voted into this role the checkbook and any other paperwork needs to be turned over to the new treasurer when they take over the position.

Secretary: Shall maintain the records for the JEABC, record the monthly meeting minutes, and send monthly minutes to active members. When a new member is voted into this position the presiding member needs to inform the new secretary of all passwords for accounts, gmail, and hand over binders with previous information.

Member at Large: Shall assist in subcommittees and be a voting member for board decisions.

Article VII Board of Officers

Section 1 The Board of Officers will run concurrent with the position of each officer and consist of five or more individuals.

Section 2 The Officers may hold special meetings at the call of any officer upon at least five days' notice which may be by phone, personal contract, mail, or by email. If notice is by mail, it shall be mailed at least 4 working days prior to the meeting. Meetings shall be held at locations within the Jefferson School District unless agreed upon by all Officers to be in a different location.

Section 3 The affairs of this corporation shall be managed and controlled by the Board of Officers as to general policy and procedures. The business of the corporation will be administered by Officers.

Section 4 Any Officer may resign by notifying the secretary in writing.

Section 5 The board of Officers, by majority vote, shall fill the vacancy created by the death or resignation of any officer until the next election meeting.

Article VIII Committees

Section 1 The Officers, by resolution, may designate one or more committees, either standing or special, consisting of officers and/or members of the corporation for such general or specific projects as may be designated. If the chairman and membership of the committee are not designated by the Officers in the resolution creating said committee, then they shall be appointed by the President or Co-Presidents. The committee shall be responsible to and report to the officers.

Section 2 **Subcommittees:**

- a. **Concession Stand:** Shall be run as a co-chair. They take care of Signup genius, Running and ordering for the concession stands
- b. **Social Media:** Will be in charge of schedule of events, score updates and membership drive.

- c. **Merchandising/fundraising:** Shall take care of apparel at the mobile station, homecoming fundraisers, Craft shows, and any other fundraising opportunities.
- d. **Funding Requests:** Any requests from coaches for funds to help offset costs for any of the individual sports for equipment.

Article IX Funding Requests

Section 1 Operational funding requests can be made by subcommittees to the board not to exceed \$250 for board approval. Requests over \$250 will go to a membership vote at the next monthly meeting.

Section 2 All funding requests can come from active JEABC members only. Funding requests that are open to be voted on will have five days to respond. The requesting members will have notification of decision of vote 14 days after the monthly meeting.

Article X Fiscal Year

Section 1 The fiscal year of the corporation shall begin on the 1st day July and end on the 30th day of June of each year.

Article XI Amendments to the ByLaws

Section 1 These Bylaws may be amended by a majority vote of the members present at the monthly meeting of the members at which meeting there is a quorum present or at a special meeting called for the specific purpose.

Section 2 These Bylaws may also be amended by the vote of at least 60% of the Officers that are elected at the time, which vote shall be held either at an annual meeting or at a special meeting called for such purpose.

Article XII Dissolution

Section 1 If this organization ceases operation, all monies, equipment, supplies, etc, shall be earmarked toward the athletic program leaving no remaining assets. Appropriate minutes will be kept with the Athletic Director being responsible to ensure that all transactions are fulfilled as directed.

Article XIII Indemnification

Section 1 The Jefferson Eagles Athletic Booster Club, Inc, shall indemnify officers, agents, or employees on a case by case basis, pursuant to 181.045, Wisconsin Statutes from suits or threats thereof, either criminal, civil, administrative or investigative, if the person was serving at the request of the corporation and was acting in good faith or with the reasonable belief that such acts were in the best interest of the corporation. This indemnification provision shall not extend to unlawful acts or willful misconduct while in the performance of one's corporate day.