

H I L L M E N • P R I D E



Platteville Sports Boosters



**Purpose, Objectives, Guidelines
& By-laws**

Adopted May 6, 2015

Platteville Sports Boosters Club

PRIMARY PURPOSE

The primary purpose of the Platteville Sports Booster Club is to foster and promote the welfare of education by supporting the athletic program of the Platteville Public School System; and to inform the public in regard to the importance of athletics for students who attend the Platteville Public Schools.

CLUB OBJECTIVES

To function as a non-profit organization.

- Comply with WIAA rules and regulations.
- To maintain our affiliation with the Platteville School District by complying with all school policies rules and procedures set forth by the Platteville Board of Education.
- To communicate between the Booster Club, the School and the community.
- To sponsor various projects designed to raise money for the operation of the club.
- To provide equipment or needs for the Platteville Public School Athletic Program.
- To promote public interest in and support of all Platteville Athletics.

CLUB EXPENDITURE GUIDELINES

1. To work with the School District and each sport's head coach to provide equipment or needs not supported by the school budget. These contributions are intended to provide assistance in developing our student athletes and/or to enhance sports programs. Sports Boosters will consider contributing to the purchase of uniforms-and warm-ups. Excluded are shoes which are expected to be provided by the student athlete, coach or school district.
2. To provide a refreshment donation for end-of-season programs. Sport participation will be considered when determining the maximum allowable amount which will not exceed \$75.
3. To provide a \$10 donation to each coach and event participant for the purchase of meals at State competitions.
4. For planning purposes, all head coaches should submit any potential purchase requests for the next school year by June 15th.
5. Any approved expenditure greater than \$2500, or 10% of the club's unencumbered account balance, whichever is less, will be subject to approval of a majority vote of the Executive Board.

Exceptions can be made to the above but must be consistent with the guideline's intent.

Even though a specific request may meet the above guidelines.it should never be assumed that the request will be funded. Each request will be judged on its own merits and the financial position of the club.

LENDING OF SPORTS BOOSTERS CLUB EQUIPMENT

Requests to use any equipment owned by the Platteville Sports Boosters Club, outside of concession stand use, need to have prior approval by the Sports Booster President. Misuse and destruction of club equipment will not be tolerated and any expenses to fix or replace will be the responsibility of the person or organization borrowing the equipment.

By-Laws of Platteville Sports Boosters Club

BY-LAW 1: MEMBERSHIP

Section 1: QUALIFICATION OF A MEMBER

A **Member** is any person wishing to support the outlined purpose of the Platteville Sports Booster Club. A Member does not have voting privileges however can contribute to the organization' discussion at meetings.

A **Voting Member** is defined as a person, business or family who has paid the appropriate annual dues established by the club quorum.

Section 2: MEETINGS

The regular monthly meeting will be the 1st Wednesday of every month, excluding July. Meeting cancelations, changes or special meetings can be called by the President, in his or her sole and absolute discretion, with 10 day notice to all members, as needed.

Section 3: PLACE OF MEETINGS

Meetings will be held at the Platteville High School unless otherwise designated by the President.

Section 4: QUORUM OF MEMBERS

Any two officers and two other voting members shall constitute a quorum for the transaction of any and all business.

Section 5: VOTING

Voting shall be via voice vote unless the President determines that a ballot or email vote is needed. Additionally, any voting member may request a ballot or email vote.

BY-LAW II: EXECUTIVE BOARD AND OFFICERS

Section 1: POSITIONS AND BOARD

The officers of the club shall consist of a President, Vice-President, Secretary and Treasurer. The Executive Board will be the officers and the Platteville High School Athletic Director. The President shall serve as the Chairperson of the Executive Board.

Section 2: ELECTION AND TERM OF OFFICE

The officers of the Club shall be elected for a one year term by Majority vote of the voting members present at the last meeting of the fiscal year. Elections shall be held by ballot or other method determined by the voting membership present at the election meeting. Vacancies due to death, resignation or removal may be filled, and new offices created and filled at any regular meeting of the club. Such vote shall occur at the next regularly scheduled meeting, with notice being given to all members that a vote will be held. Each officer shall hold the office until a successor has been duly elected.

Section 3: REMOVAL

Any officer may be removed from the Executive Board if the officer has violated any club purpose or objective or knowingly failed to comply with any rule or regulation outlined in the Relations with Boosters and Other School Support Group Policy set forth by the Platteville Board of Education. Such removal shall be without prejudice to the person removed and by majority vote of the Executive Board, excluding the offending officer.

BY-LAW III: DUTIES OF OFFICERS

Section 1: PRESIDENT

The President shall be the principal executive officer of the club and chairperson of the Executive Board. The President may appoint committees and shall have general supervision and control over all of the business and affairs of the Club. The President shall preside at all meetings. The President will serve as the liaison between the Club, coaches, and Athletic Director. The President may perform all duties of any club officer and Executive Board.

Section 2: VICE PRESIDENT

In the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall have the power to perform all duties of the President. The Vice President shall also perform additional duties that may be assigned by the President or Executive Board. The Vice President shall also have the authority to appoint committee chairs.

Section 3: SECRETARY

The Secretary shall keep the minutes of all regular and special meetings of the club and of the Executive Board. Within two weeks after a meeting, minutes shall be emailed to all voting members. At club meetings, the Secretary shall present the prior month's minutes for changes or clarifications before approval. Any corrections or changes shall be made within a week following the club's approval, and e-mailed to the Platteville High School Main Office to be posted on the Sports Booster section of the Platteville School District Website. All meeting minutes shall be safely and systematically kept in books provided for that purpose. The Secretary shall be the custodian of the club records and keep a register of the post office addresses as well as email addresses of each voting member including all business members. The Secretary shall also perform additional duties that may be assigned by the President or Executive Board.

Section 4: TREASURER

The Treasurer shall have charge and custody of, and be responsible for all funds of the club. The Treasurer shall receive and deposit all monies in the name of the club in the financial institution selected by the Executive Board. The Treasurer shall receive and pay all bills of the club and work with the Platteville School District to ensure all approved purchase orders get reimbursed back to the school district in a timely manner. At club meetings, the Treasurer shall present the prior month's bank activity as well as outstanding and projected deposits and expenses before approval. The Treasurer shall safely and systematically keep all bank statements, monthly checkbook audits, financial reports, income statements (current and historical) and all approved purchase order requests in books provided for that purpose. The Treasurer shall also perform additional duties that may be assigned by the President or Executive Board.

BY-LAW IV: COMMITTEES

Section 1: THE COMMITTEES

The Platteville Sports Booster Club shall consist of three standing committees. Each committee shall have an appointed chairperson who is a voting member or club officer and will serve as the committee chairperson for a one year term. The chairperson for each committee will be responsible for recruiting additional committee members who are not required to be a voting member. Other committees shall be formed as required and shall be created by the authority of the Executive Board, by majority vote. The committees shall also perform other activities or duties as designated by the President or Executive Board.

Section 2: THE MEMBERSHIP AND PUBLICITY COMMITTEE

This committee shall be in charge of membership drives and publicity for the activities of the club. This committee is responsible for coordinating (includes soliciting business memberships), printing, and distributing the annual sports calendar, sporting events program and club brochure. The committee is also responsible for maintaining the information posted on the Sports Boosters Web section of the Platteville School District's website.

Section 3: THE CONCESSIONS COMMITTEE

This committee shall be in charge of all concession stand operations which include solicitation and coordination of volunteer workers. Concession stands shall be open for business at all home football, basketball and track events. Operating a concession stands at other sporting events will be the decision of the Concessions Committee.

Section 4: THE PROJECT AND PROGRAMS COMMITTEE

This committee shall coordinate all non-concession fund raising activities which includes the solicitation and coordination of volunteer workers. This committee is responsible for the Four Year Recognition Banquet.

BY-LAW V: AMENDMENTS

Section 1: AMENDMENTS

The Executive Board may from time to time amend, alter or repeal any By-law, club objective or expenditure guideline by majority vote of the Executive Board.

Section 2: ADOPTION

Before effective, all amendments recommended by the Executive Board will be discussed and voted on for approval at any regular meeting or at a special meeting called for that purpose.

BY-LAWS VI: FISCAL YEAR

The fiscal year of the club shall begin on the first day of July and end on the last day of June each year.

BYLAWS VII: DISSOLUTION

On dissolution of this club all assets of the club shall be delivered and paid over unconditionally to the School District of Platteville Athletic Fund.

Joel S. Graham

President

Platteville Sports Boosters Club

Michelle L. Thomson-Henry

Treasurer

Platteville Sports Boosters Club

