

BYLAWS

RAIDER ROOTER BOOSTER CLUB, INC

NOVEMBER 1993

ARTICLE I – NAME

The name of the club shall be the “Raider Athletic Booster Club, Inc.”

The name of the club shall be “The Raider Rooter Booster Club, Inc.” DBA “Raider Athletic Booster Club” or “Wauwatosa East Athletic Booster Club”

ARTICLE II - PURPOSE

The primary purpose of this club shall be to promote all athletic programs of Wauwatosa East High School. We will subsidize, at the club’s discretion, various aspects of the athletic programs which are not funded by other sources. Primary consideration will be given to those items which will serve the greatest number of students. Subsidies can take the form of club funds or other resources. ***All requests shall be made using the appropriate on line requisition forms prior to, the next meeting.***

ARTICLE III – MEMBERSHIP

Membership shall be open to all people 18 years and over in age who are not presently high school students and are interested in promotion and furtherance of the athletic programs at Wauwatosa East High School, who are current in their payment of dues. All members in good standing may vote on issues before the board. ***All active coaches shall be ex-officio members but will not have voting rights. All members personal information shall be kept confidential and used only for the purpose of communication and available specifically to the Board of Directors.***

ARTICLE IV – DUES

Dues shall be established annually by the Board of Directors. Single and family dues shall be established for annual and life memberships.

Dues shall be established annually by the Board of Directors. Family dues shall be established for annual memberships. Persons with Lifetime membership as of 6/ 1999 shall remain valid.

ARTICLE V – MEETINGS

Meetings will be held monthly. Directors will be notified of special meetings. The Annual Report shall be submitted at the Annual Meeting for submission to the Wisconsin Secretary of State, Corporation's Division.

Meetings will be held monthly. The Board of Directors will be notified of special meetings. The Board of Directors may authorize emergency disbursements between regular meetings that are immediate or urgent in nature. Emergency Disbursements will be reported at the next regular meeting. The Annual Financial Report shall be submitted within 90 days of the completion of the Fiscal Year.

ARTICLE VI - BOARD OF DIRECTORS

The Board of Directors shall be elected by the members in good standing at the Annual Meeting. The Board of Directors shall be comprised of the Officers of the club and the heads of the standing committees. A majority of the Board of Directors must be present at any meeting to vote on disbursement of funds and creation of new projects.

The Board of Directors shall be elected by the members in good standing at the Year End Meeting. The Board of Directors shall be comprised of the Officer of the club and the heads of the standing committees. A majority of the Board of Directors must be present at any meeting to vote on the disbursements of funds and creation of new projects.

ARTICLE VII - OFFICERS

The membership shall elect the following officers with these duties at the Year End Meeting.

1. The President: will preside over meetings.
2. President elect: will assist the president and preside over meetings in the

president's absence. It is expected that the president elect will succeed to the presidency.

3. Recording Secretary: will keep minutes of the meetings and all records of the club.

4. Treasurer: will handle all monies, keep financial records and prepare the Annual Report for the Club.

5. Corresponding Secretary will write letters and announcements as directed by the President.

6. P.T.A. Representative: will act as liaison with the PTA.

THE PRESIDENT: Is the chief executive officer of the club and is responsible for fulfilling the mission of the club.

VICE PRESIDENT: Will assume all powers and responsibilities of the President in their absence.

SECRETARY: Will keep minutes of the meeting and all the records of the club.

TREASURER: Will handle all monies, keep financial records and prepare the Annual Report.

A full description of each Board of Director Positions and responsibilities is attached to these articles of the Bylaws.

ARTICLE VIII – TERMS OF OFFICE

The terms of the members of the Board of Directors will be one year or until a successor is elected. Elected officers shall serve no more than two consecutive terms in one position.

The term of the members of the elected officers will be for one year. Elected officers shall serve no more than two consecutive terms except the Treasurer who shall serve no more than 4 consecutive terms. Members shall serve no more than four consecutive terms as an elected officer.

ARTICLE IX – STANDING COMMITTEES

Standing committees shall consist of interested members with a member of the Board of Directors serving as chairperson. The committees are Membership, Socials, Clothing, Concessions, and Programs.

Standing committees shall consist of interested members with the chairperson serving on the Board of Directors. Committee chairs shall be a club member who has been elected by the membership. The basic duty of a Committee Chair is to oversee a group of club members working together on a committee and will keep the President and members informed of the activity or special event as planning progresses. Ad-hoc committees are to be encouraged and may be proposed and voted on at meetings. Please refer to the Policies and Procedures form attached. Standing committees are:

**ALUMNI
CLOTHING
CONCESSIONS - WHITMAN
FUNDRAISING/PROGRAM BOOKLETS
MEMBERSHIP
SCHOLARSHIPS
WEBPAGE**

ARTICLE X - AMENDMENTS

Amendments to the articles must be presented in writing to the Board of Directors at or before a regular membership meeting where it will be read. It must be voted on at a later regular membership meeting. A two-thirds majority of the membership present and voting will be required to amend.

Amendments to the articles must be presented in writing to the Board of Directors at or before a regularly scheduled monthly meeting where it will be read to the attending members. It must then be posted for all members to view and voted on at a later regular membership meeting. A two-thirds majority of the membership present and voting will be required to amend.

ARTICLE XI – DISSOLUTION

Any physical property or money remaining upon dissolution shall be donated to Wauwatosa East High School and be stipulated that it be used for the athletic program.

ARTICLE XII - ELECTIONS

At the February meeting, the President shall appoint a Nominating Committee consisting of at least 3 people from membership. At a meeting, one month prior to the Year End Meeting, this committee shall present a slate of nominations to be

voted upon for the officer and committee chairperson positions. Nominations from the floor will also be accepted if the nominee expresses a desire to be elected. At the Year End Meeting voting will be done by written ballot, simple majority is needed to win. In the case of a tie, there will be a re-vote held. If there is only one nominee for that position, the secretary will cast the ballot for the nominee. Counting of the ballots shall be done by the presiding President, the presiding Secretary, and the Athletic Director if in attendance.

ARTICLE XIII - SPORT/TEAM REPRESENTATIVES

Each sport or team shall at all times have a designated parent or guardian representative who is a current member. The Sport Representative (the Sport Rep) shall be selected by the head varsity coach of each sport who shall notify the secretary of the designated Sport Rep and any changes or substitutions occurring during the membership year. A person may serve as the Sports Rep for more than one sport, but shall be entitled to cast a single vote irrespective of the number of sports he or she represents. Participation in the Organization of the part of coaches and all parents or guardians of athletes involved in each sport is welcome and encouraged.

Official copies of these Bylaws as well as Mission Statement, and the Policies and Procedures shall be kept by the current Athletic Director.

Board of Directors Definition of Duties

PRESIDENT Club President is the chief executive officer of the club and is responsible for fulfilling the Mission of this club.

- *Responsible for general supervision and operation.
- *Presides at club meetings and directs the club in a way that meets the growth and leadership needs of the members.
- *In cooperation with the Executive Team, the President establishes long and short term plans for club growth.
- *Acting as liaison between the school and club
- *Delegating authority to other officers
- *Monitoring club activities and events

VICE PRESIDENT The Vice President will assume all powers and responsibilities of the President in their absence.

- *Attends all emergency committee meetings
- *Chairing the nominating committee
- *Assuming the duties of the President on an term basis if the President is unable to complete his/her term
- *Carrying out duties assigned by the President

SECRETARY The Secretary shall keep the records for the club. Memory/History is essential to the effective operation of the club. It is important that we retain this information and pass it on to the successive generations of the club.

- *Record minutes of all meetings. Type up and email the minutes to the President within 48 hours of the meeting to be posted on the web page. Reads minutes at the next meeting
- *Keep attendance of all meetings
- *Shall assist the President as needed with monthly agendas
- *Keep all permanent and current records of the club, including Bylaws, Missions Statement and the Policies and Procedures.

TREASURER The Treasurer manages the club's financial health. The primary responsibilities of the role involve handling the club's finances, including the payment of the bills

*Responsible for development and execution of financial policies, procedures, audits and controls

*Advises other officers on budget preparation.

*All club accounts are managed by his office

*Keeps complete and accurate records of all financial transactions

*Presents a verbal or written financial report monthly