

Mustang Booster Club Constitution and By-Laws

Article I (Name)

Sec. 1 The organization shall be known as the "Mustang Booster Club", Little Chute High School, Little Chute, Wisconsin 54140

Article II (Purposes)

Sec. 1 The Mustang Booster Club is a non-profit service organization, which is formed to promote interest in and assist in sponsorship of activities in athletic and other co-curricular school activities at Little Chute High School.

Sec. 2 No part of the net earnings of the Mustang Booster Club shall inure to the benefit of or be distributable to its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes herein set forth.

Sec. 3 Services of all members, officers and directors shall be gratuitous

Sec. 4 The administrative policy of the school shall not be determined by the Mustang Booster Club regarding coaches, staff, or tenure.

Article III (Membership)

Sec. 1 All adults, male and female, eighteen (18) years of age or over, or high school graduates agreeing to support the purpose of the organization are eligible for membership.

Article IV (Board of Directors)

Sec. 1 The Board of Directors shall have full charge of the property and affairs of this association subject to the instructions of the membership.

Sec. 2 The Board of Directors shall consist of not more than sixteen (16) members of the association. The new members are to be approved by the membership in September of each year, to serve for one (1) year or until their respective successors have been elected and shall have qualified.

Sec. 3 The Board of Directors shall consist of the principal or activities director of Little Chute High School, and one (1) representative member of each of the following activities: pom and dance, boy's soccer, girl's soccer, football, volleyball, cross country, wrestling, girl's basketball, boy's basketball, baseball, softball, girl's track, boy's track, boy's golf, and girl's golf.

Sec. 4 Nomination and election of members of the Board of Directors shall be made by the membership at the annual membership meeting each August. However, nominations for unfilled positions may be made from the floor by the membership at any legal meeting at which a quorum is present.

Article V (Executive Officers)

Sec. 1 The executive officers include: President, Vice-President, Secretary, and Treasurer.

Sec. 2 The Vice-President, Secretary and Treasurer shall be elected by and from the Board of Directors in August of each year to serve for one (1) year or until their respective successors have been elected and shall have qualified. The President shall be elected from the previous year's Board.

Article VI (Duties of the Officers)

Sec. 1 The President shall be the Chief Executive Officer of the club and presided at all meetings of the club.

Sec. 2 The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve.

Sec.3 The Secretary shall record the minutes of all meetings of the organization and of the Executive Board and will conduct the correspondence of the organization and perform such duties as may be assigned. The Executive Board may appoint a recording secretary to assist the Secretary.

Sec. 4 The Treasurer shall receive all monies of the organization, keep accurate records and present a financial report at every organizational meeting and at other times when so requested.

Article VII (Meetings of Board of Directors)

Sec. 1 The monthly meetings of the Executive Officers, Board of Directors & general membership of this organization shall be held on the first Wednesday of each month, (August-May) at the Little Chute High School.

Sec. 2 Special meetings of the Executive Officers and Board of Directors of this organization shall be held at the call of the President, or upon a call of any other five (5) members of the Board of Directors after proper notice of meetings is given.

Sec. 3 The Secretary, at least fifteen (15) days prior to the date of any special meeting, shall cause written notice to be emailed to each Executive Officer and Director entitled to vote at the meeting at the email address that appears on the records of the organization. Such notice shall state the date, time, location and purpose of the meeting. Only the item(s) appearing on the pre-published notice will be acted upon at the special meeting.

Sec. 4 No meeting of the Executive Officers and Board of Directors or of the membership of the Mustang Booster Club shall be valid unless a quorum of eight (8) members are in attendance. If a quorum is not present on the date of the meeting, the meeting shall be adjourned for at least one (1) week and a notice shall be sent to all Executive Officers and Directors entitled to vote at the meeting at the address that appears on the records of the organization. The notice shall state the date, time and location of the next meeting. The number of members present at the place and time specified in the notice of the adjourned meeting shall constitute a quorum for the transaction of all business appropriate to the purpose of the meeting.

Sec. 5 All meetings of the Executive Officers and Board of Directors of this organization shall be conducted according to "Robert's Rules of Order".

Sec. 6 All meetings of the Executive Officers and Board of Directors shall be open to the membership. Executive Officers and Directors are authorized to vote on all motions. In addition to Executive Officer and Directors being authorized to vote on motions, other members as defined by Article III, who are on record as attending one or both of the two most recently conducted regular monthly meetings shall be authorized to vote on motions brought before the membership at the currently convened meeting. The vote of the majority of the members present at such meetings, shall determine all questions voted upon. However, votes dealing with expenditures of one thousand dollars (\$1,000.00) or more require both the majority of the authorized members in attendance, plus a similar majority of the Executive Officers and Directors present.

Article VIII (Expenditures)

Sec. 1 All expenditures shall be approved by the Executive Board and Board of Directors and are subject to restrictions noted in Article VII Sec. 6.

Sec. 2 All funds of the association shall be deposited in a separate bank account, from which withdrawals and/or disbursements shall be made only upon signature of the Treasurer.

Sec. 3 An annual audit by an independent party shall be conducted prior to the September meeting, with the results of the audit being made known at such meeting.

Article IX (Dissolution)

Sec. 1 Upon dissolution or abandonment of this organization for any reason (inactivity for a space of one (1) year shall be considered such abandonment) title to all property and assets of any nature shall immediately vest in the Little Chute Area School District.

Article X (Amendments)

Sec. 1 This constitution and by-laws may be amended or revised at regular or special meetings of the membership upon a majority vote of all Executive Officers and Directors present at such meetings. However no vote me be taken at the same meeting that the motion to amend has been made.

Adopted: May 27, 1968

Amended: May 18, 1993

Amended: January 7, 1998

Amended: October 4, 2000

Amended: May 2, 2018

Policy #1: Duties/Responsibilities of Directors

1. Attend regularly scheduled meetings.
2. Promote Little Chute High School activities to student body and community.
3. Act as liaison between represented sport/coach(es) and the boost club.
4. Develop and carry out policy pertaining to activities of the club.
5. Act upon proposed monetary expenditures.
6. Schedule and coordinate ticket takers when required for their respective sport's events.
7. Assist with Director replacement/recruitment.

Adopted: February 4, 1998

Amended: August 5, 1998

Amended: May 2, 2018

Policy #2: Authorized annual expenditures

1. Flowers for homecoming coronation. (\$100)
2. Sports Banquets: meals for coaches, school board, LCHS representatives and guests; three (3) engraved 6" x 8" award plaques for each men's/women's sport. (\$1,000)
3. Post Prom prizes. (\$100)
4. Post Graduation Party prizes. (\$100)
5. Senior's Awards Night – four (4) \$500 cash awards.
6. Wall of Fame photos. (\$50)

Adopted: March 4, 1998

Amended: August 5, 1998

Amended: January 6, 1999

Amended: November 3, 1999

Amended: May 2, 2018

State Qualifiers – Booster Club Contacts

Marquees & Contacts

Bank of Little Chute (788-4141)

Steve Rutten
Jerry DeBruin

Capital Credit Union (731-3195)

Al Zieler
Tom Santkuyl

F&M Bank (788-9106)

Cathy Wurdinger
Mike Resch

Fire Department

Jim VanGrinsven
Jerry DeBruin
Marty Marasch

Police 788-7505

Duties for Booster Club Sport Representative:

1. Contact marquee contacts when team/individual qualifies for State. Request that at “Good Luck” message be displayed. (Contacts-listed in order of who is to be called first, second, etc.)
2. Two days prior to actual event, contact marquee contacts to remind them they may be asked to display a “Congratulations message”. If applicable, inform them that it’s very possible the message would need to be put up during the upcoming Saturday or Sunday.
3. Two days prior to the actual event, contact the Fire Department contacts and remind them they may be asked to provide a fire engine for a welcome back/celebration parade.
4. (Optional) Make arrangements with someone who would be in Little Chute during the actual State Event. This person could then be contacted in the event the marquee contacts and the fire department needed to go into action. This could eliminate multiple long distance phone expenses and accelerate the informing of necessary persons.
5. Mail out Thank You cards to marquee businesses and to the Fire Department.