

Little Chute Mustang Booster Club, Inc.

Constitution and By-Laws

Article I (Name)

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



Article II (Purposes)

Sec. 1 The Little Chute Mustang Booster Club, Inc. is organized exclusively for charitable, educational, scientific, or religious purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. To the extent consistent with the above general purposes, the specific purpose of this corporation shall be to enhance and encourage educational and leadership opportunities, teamwork, sportsmanship and community involvement for students at Little Chute High School through participation in athletics and other extra-curricular school activities.

Sec. 2 No part of the net earnings of the Little Chute Mustang Booster Club, Inc. shall inure to the benefit of or be distributable to its members, officers, or other private persona, 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 Little Chute Mustang Booster Club, Inc. 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 principled 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 may 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

Amended: October 6, 2021

Amended: November 3, 2021

Policy #1: Duties/Responsibilities of Directors (Parent Representatives)

1. Attend regularly scheduled meetings. (1st Wednesday of the month at 6pm in the LMC)

2. Promote Little Chute High School activities to student body and community.



3. Act as liaison between represented sport/coach(es) and the booster 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.
8. All financial requests should be presented to the AD to determine whether it is something within the realm of the Booster Club. If it is, then the requesting party should make arrangements to approach the BC to make the request. The AD will follow up and let you know our decision.
9. Join a sub-committee to help with at least one of our fundraisers: discount cards, program sponsors, packer ticket scanning, homecoming tailgate party, booster bash and raffles.
10. All fundraisers will have signed contacts with the company they are working with.

Adopted: February 4, 1998

Amended: August 5, 1998

Amended: May 2, 2018

Amended: September 4, 2019

Policy #2: Authorized annual expenditures

1. We will give each team up to \$70 to be used to buy banquet award plaques.
2. Post Prom prizes. (\$300.)



3. Post-Graduation Party prizes. (\$300.)
4. Senior's Awards Night – four (4) \$500. cash awards and one (1) \$250. Stay classy cash award.
5. Wall of Fame photos. (\$50.)
6. Per athlete donation to that sport. (\$10.)
7. Per athlete for state meals or t-shirts. (\$20.)
8. All Star Athlete to support Macc fund (\$150.)
9. Project Starfish. (\$200)
10. Two (2) parent picture buttons per athlete per sport.
11. Funerals/First Wedding/First Baby: The Booster Club will partner with the LCHS Athletic Department to determine if a card and/or monetary gift, \$25 minimum to \$50 maximum will be given to any current Mustang Booster Club Executive Officer/Director/Coach for immediate family members who have passed away, has their first wedding or their first baby. Exceptions may be made within a few years after leaving the Board depending on circumstances. This would include any current athlete if they passed.
12. Summer weight lifting breakfast program. (Up to \$800.-Gridiron will let us know how much)
13. Yearly Attorney fees plus filing fees to keep club up to date with 501c3 status with State and IRS

Adopted: March 4, 1998

Amended: August 5, 1998

Amended: January 6, 1999

Amended: November 3, 1999

Amended: May 2, 2018

Amended: September 4, 2019

Amended: May 5, 2021

Amended: September 1, 2021

Amended: October 6, 2021

Amended: February 2, 2022

Amended: May 4, 2022

State Qualifiers – Booster Club Contacts - 3/4/2020

Sign Country 734-7446

Culvers 423-3393

Heiting Place 788-6697

East Wisconsin 759-0532

Unison Credit Union 687-6000

Bank of Little Chute 788-4141

Capital Credit Union 731-3195

VandeHey Landscaping 788-6344

Kobussen Bus 766-0606

Fire Department 788-7399



State Duties for Booster Club Sport Representative – talk to your coach first about their wishes with this guideline (program wishes over parent wishes) then find parent volunteer(s) in your sport to help:

**If needed set up block of rooms at hotel for parents? Set up buses for parents to and from state? School takes care of student fan buses.

1. Activities Director will send the treasurer an email stating the number of kids that qualified for state (and for which sport), the coaches name and the total dollar due - \$20 per athlete. A check is then made payable to the coach. The check is put inside a card and then given to the Activities Director, who will give to the coach. Inside the card we wish the athletes good luck at state (personalize it if there are only a few) and sign from the Booster Club.
2. Contact marquee contacts when team/individual qualifies for State. Request that a “Good Luck” message be displayed for that sport.
3. Make athlete signs for individual athlete houses display “Good Luck at State (athlete name and sport)” (butcher freezer paper and spray paint needed) Contact Tech Ed teacher to set time to use the spray booth at school.
4. Contact the Fire Department and ask them to provide a fire engine for a welcome back/celebration parade. Get a contact name and number to text/call if they place first or second at state. (Check with parents to see if anyone knows someone on the fire department, that can be your contact.
5. Call Kobussen Bus a week before to set up time before they leave for state to go to Kobussen bus decorate bus windows with, they set the time.
6. Pep Assembly at school (school takes care of) Either at lunch, after school or during half time of a game. Talk to coach as to when it is to let parents know.
7. If team places first or second at State, contact marquee contacts again that put good luck signs up and ask them to display a “Congratulations message” for that upcoming Saturday or Sunday for that sport.
8. If team places first or second at State, contact the Fire Department contact to let them know the team placed and then on Sunday when the team is coming home contact them again and set up a time to meet in the high school parking lot. Parents sign permission slip for parade from coach.
9. If team places first or second at State, contact VandeHey Landscaping for trailer for team for welcome back/celebration parade. Decorate with state banners that you get from Athletic Director at school then tie them on the sides of the trailer. Team parent is responsible for towing the trailer. It is kept outside so you may want to get ahead of time to put in someone’s garage/shed to melt ice off of it if needed (can pick up Thursday before you leave for state).
10. Mail out Thank You cards to marquee businesses, VandeHey Landscaping, Kobussen Bus and to the Fire Department.

Adopted: March 4, 1998

Amended: March 4, 2020