

BY-LAWS OF THE  
LA CROSSE CENTRAL BOOSTER CLUB, INC.



INCORPORATED UNDER THE LAWS OF  
THE STATE OF WISCONSIN  
Chapter 181 – The Wisconsin Nonstock Corporation Law

JULY, 1995

Corp ID# L028850

A 501 (c)(3) under IRS code of 1986

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## ARTICLE I

### *IDENTIFICATION*

#### **Section 1: Name**

The name of the organization shall be known as the La Crosse Central Booster Club, Inc.

#### **Section 2: Affiliation**

All adult parents, guardians, alumni or other persons interested in Central High School co-curricular activities. Geographic boundaries to include those prescribed by the La Crosse Board of Education.

## ARTICLE II

### *PURPOSE*

#### **Section 1**

To promote all co-curricular activities within Central High School and its boundaries stated in Article I, Section 2.

#### **Section 2**

To provide financial assistance to co-curricular activities within Central High School.

## ARTICLE III

### *MEMBERSHIP*

#### **Section 1: Members**

All dues paying persons interested in supporting the organization for the enhancement of Central High School co-curricular activities.

#### **Section 2: Membership fee**

A minimal fee is required for membership. Said fee is to be determined by the Executive Board annually. Dues must be paid in order for members to be on the membership roster. All voting members shall be dues-paying members; all officers, appointed committee coordinators and parent representatives must be dues paying members.

## ARTICLE IV

### **MEETINGS**

#### **Section 1: Business meetings**

Meetings shall be held monthly on the second Wednesday of each month. The Executive Board retains the power to change the meeting date and time and further reserves the right to not meet in particular months. All meetings shall be open to interested persons. Committee meetings may be held prior to the business meetings and at other times as required.

#### **Section 2: Quorum**

A quorum shall consist of those dues-paying members present for the transaction of business, and a simple majority vote is required for the approval of any resolution presented to the attendees. Any member or officer may request approval of a resolution calling for a ballot to be provided for dues-paying members prior to a vote on disbursement of funds or a matter of importance to the membership.

## ARTICLE V

### **ELECTIONS**

#### **Section 1: Nominating committee**

A nominating committee shall be chaired by the President and consist of two or more members who shall be appointed by the President. The nominating committee shall present a slate of nominees at the May meeting. The President shall call for nominations from the floor at the May meeting. A majority vote of those present shall elect.

#### **Section 2: Officers to be elected**

The elected officers of the organization shall be the President; Vice President; Secretary, Treasurer, Vice President Membership, School Store Coordinator and CANS Program Coordinator. Elected officers may also serve in an appointed position. Optional officers are President Elect.

#### **Section 3: Term of office**

The term of office for each officer shall be one year to become effective at the conclusion of the May business meeting. An individual is limited to nomination and election to the same office for two consecutive terms unless special considerations for exemption are approved by the Executive Board.

#### **Section 4: Voting**

Each officer shall be elected by a simple majority vote for that office. In the event of a tie vote, the President, who shall refrain from voting, shall cast the deciding vote if a candidate has not been elected after three successive votes.

#### **Section 5: Resignations**

Upon the resignation of any officer, the President may appoint a person to complete the term of office. Upon the resignation of the President, the Vice President shall assume the Presidency for the remainder of the term of office.

#### **Section 6: Removal of officer**

Should an officer fail to perform his/her duties or responsibilities, the Executive Board may remove the officer by a two-thirds vote of all Executive Board members and appoint a person to complete the term of office.

## **ARTICLE VI**

### ***EXECUTIVE BOARD OF DIRECTORS***

#### **Section 1: Number**

All elected officers shall be members of the Executive Board.

#### **Section 2: Meetings**

The Executive Board does not have to meet on a monthly basis. The President or any Executive Board member may call a meeting of the Board at any time by contacting all Executive Board members by letter, phone or email at least 24 hours prior to the time the meeting is to be held.

#### **Section 3: Authority**

The Executive Board may approve actions that are necessary for the functioning of the organization from June through August or in the event that immediate action is required due to special circumstances. The membership must be informed of such action at the next regular business meeting. A transaction of business at a meeting of the Executive Board requires majority approval with three or more officers present.

## **ARTICLE VII**

### ***DUTIES AND RESPONSIBILITIES OF OFFICERS***

#### **Section 1: President**

- Preside at all Executive Board meetings.
- Preside at all regular business meetings
- Appoint persons willing to serve as Committee Coordinators and Parent Representatives for each activity after soliciting recommendations from the Activities Director, Executive Board and members.
- Maintain effective communication with the Principal and Activities Director.
- Provide all officers with a copy of the By-Laws and other information necessary for effective performance of their duties.
- Be an Ex-Officio member of all committees.
- Transfer all records to the new President at the conclusion of the May meeting.
- Assist and help coordinate all of the obligations of the Vice President.

#### **Section 2: Vice President**

- In the absence of the President, perform any or all of the duties of the President.
- Other duties as designated by the Executive Board.
- Upon the resignation of the President, assume the Presidency for the term of office if there is no President Elect.
- Contact coaches and activity advisors to request their membership and active involvement in the Booster Club

### **Section 3: Secretary**

- Maintain minutes for Executive Board Meetings and regular monthly meetings
- Handle all bulk mailings.
- Provide all correspondence as requested by the Executive Board or President.
- Provide publicity notices to media and school newsletter about meetings, special events and other projects

### **Section 4: Treasurer**

- Maintain all financial records of the organization as required of a non-profit organization.
- Report on the financial status of the organization at each monthly meeting and provide officers with information on financial status in relation to fund balance.
- Deposit all revenues into the appropriate bank accounts.
- Maintain file of receipts and income-expense reports of projects as provided by officers.
- Maintain file of fund request forms submitted.
- Arrange for a second Executive Board member to sign a bank signature card as a second authorized signature in the event the Treasurer is unable to temporarily perform his/her duties.
- Transfer funds approved for various activities to Central High School activity fund and provide information on the approved use of funds.
- Treasurer may not be an employee of the School Store.

### **Section 5: Vice President Membership**

- Prepare annual membership letter to be included in the August "Link".
- Collect annual membership dues and maintain membership mailing list.
- Maintain membership records.
- Collect information from membership forms or activity rosters.

### **Section 6: School Store Coordinator**

- Oversee the management of the Booster Club sponsored school store.
- Order, maintain and monitor product and apparel inventory
- Recruit and coordinate volunteers to staff the school store.
- Keep and reconcile store order and sales records.
- Make bank deposits of school store income as necessary and notify the Treasurer and President when deposits are made and the amount of each deposit.

### **Section 7: CANS Program Coordinator**

- Oversee the Yes You CAN aluminum can recycling program
- Regularly monitor and maintain the collection trailer and collection sites.
- Organize and run the three CANS lottery drawings during the January, May and September meetings.
- Communicate as necessary with those activities that have signed up for cans collections

## **Section 8: Optional Officers**

### **a. President Elect**

- Learn all of the duties of the President.
- Become President the following year.
- Assume the office of President if the elected president for the term is unable to complete his term of office.
- Be an Ex-Officio member of all committees.

## **ARTICLE VIII**

### ***COMMITTEE COORDINATORS AND PARENT REPRESENTATIVES***

#### **Section 1**

Committee coordinators shall be appointed by the President or by other appropriate officers. Each committee coordinator will report at the monthly committee meeting on the activities of his/her committee(s)

#### **Section 2**

The Parent Representatives shall communicate with the coach / advisor of their respective activities and help coordinate activities.

#### **Section 3**

At the conclusion of any project that involves money, a committee coordinator or parent representative shall provide the appropriate officer and the Treasurer with an itemized income-expense report and receipt or bills.

## **ARTICLE IX**

### ***ACTIVITIES DIRECTOR***

#### **Section 1: Liaison Member**

The Activities Director is the integral representative of the Central High School activity program to the La Crosse Central Booster Club, Inc.

#### **Section 2: Responsibilities**

- a) Attend or have a representative available at each monthly business meeting.
- b) Request that each coach / advisor encourage the parents /guardians of his / her student participants to join the Booster Club and regularly attend its meetings.
- c) Request that each coach or activity advisor consider speaking at a monthly meeting.

#### **Section 3: Fund requests**

If and when a coach / advisor of a specific program requests funds for his / her program, said request shall be submitted in writing on the appropriate form to the Activities Director, who shall submit his / her recommendation and priority of the request to the President. Recommendations shall be based on guidelines provided by the Executive Board regarding available funds and procedures and policies established for a given year. Fund requests should be given to the President a minimum of one week prior to the meeting where action will be taken on the request. Exceptions may be considered by the Executive Board.

## ARTICLE X

Adopted July 1995

### **AMENDMENTS TO BY-LAWS**

#### **Section 1**

These By-Laws may be amended by a two-thirds vote of the members present at a monthly meeting of the organization. Amendments must be presented at a monthly meeting or in writing to the membership at least 20 days prior to a vote.

## Article XI

Adopted January 2001

### **SCHOLARSHIPS**

The organization shall fund such scholarships (for example, Dick Hackett Scholarship, Chris Jordan Spirit Scholarship) as are established from time to time, pursuant to guidelines, which shall be on file with the Secretary. Appropriate school or other committees shall make selection of scholarship recipients. Donations made to the organization may be designated for such scholarships, and the Treasurer shall identify such funds on the financial records of the organization.

#### **Section 1**

The La Crosse Central Booster Club, Inc. offers two types of scholarships for students continuing their education.

##### **Variable**

- The Booster Club determines the number and the amount of the scholarship(s) each year they are to be awarded.
- Traditionally, the amount is \$500 per scholarship.
- The Richard 'Dick' Hackett Scholarship is an example.

##### **Fixed**

- The Booster Club has agreed to permanently fund a fixed scholarship in the amount of \$500.
- The Chris Jordan Spirit Scholarship is an example. (It is part of the Yes you CAN recycling program.)

#### **Section 2**

Details of each scholarship can be found in their associated paperwork.

- History / purpose of scholarship
- Amount to be awarded
- Criteria for selection
- Who selects winner



## **The Richard ‘Dick’ Hackett Scholarship**

The Central Booster Club scholarship was first given to the graduating class of 1996. The original amount was \$300. The scholarship was renamed in honor of Mr. Hackett in 1997 when he retired from his position as the Central Athletic Director and the amount was raised to \$500.

The Booster Club determines the amount of the scholarship each year it is awarded. Traditionally, the amount is \$500.

The Central Scholarship Committee currently selects the winner of the scholarship using a set of criteria set by the Hackett Scholarship letter of intent.

The Central Booster Club represents efforts by its members to support Central High School and Central activities in a positive way. We would hope that the person that you select as the recipient of the RICHARD ‘DICK’ HACKETT SCHOLARSHIP be a student who consistently displays a very positive attitude in and around school, in class, at school functions, and in their co-curricular activity. The person does not need to have the top grade point nor does this person need to be in as many clubs, sports, activities, etc. as possible. We would like this recipient to simply be a **very positive person** who is involved in at least **one activity** at Central. The person should simply display the *integrity* of Mr. Hackett.

## **The Chris Jordan Spirit Scholarship**

This scholarship was first given to the class of 2001.

This is the scholarship that was agreed to by the Booster Club, when the Jordan family donated the startup money for the Yes you CAN aluminum can recycling program. The Jordans stipulated that the first \$500 raised each year would fund this scholarship.

The amount will be at least \$500 and is to be awarded every year, for as long as there is a Central Booster Club. The winner will be selected by a committee consisting of the AD, LC Club representative and Booster Club representative using a set of criteria provided by the Jordans.

Criteria for winning the scholarship:

1. Participation in one sport or activity (LC Club member)
2. A “TEAM” player, not necessarily the most talented
3. Average student, with a GPA between 3.0 and 3.5
4. Demonstrated school spirit and positive attitude
5. Respected by students and Faculty
6. An inspiring blend of free spirit, school spirit, positive attitude and good sportsmanship
7. Someone who made Central a better place to be, just by being a student here