

BY-LAWS OF MEMORIAL SPARTAN ATHLETICS BOOSTER CLUB (MSABC)

ARTICLE I

Name and Objectives

Section 1. Name. The name of the organization shall be the Memorial Spartan Athletics Booster Club (MSABC).

Section 2. Objectives. The purpose of MSABC is to support and promote a general public and school interest in the athletic endeavors of Vel Phillips Memorial High School and maintain status as a 501(c)(3) charitable organization as defined in the Internal Revenue Code.

ARTICLE II

Meetings of the Board of Directors and Executive Board Members

Section 1. Place and time of meetings. All meetings of the members of the MSABC Board of Directors will be held at a place and time designated by the President.

Section 2. Order of business. The order of business at all meetings of members shall be published in an agenda sent by the President in advance of each meeting.

Section 3. Meetings. The regular meetings of the Board of Directors shall be held every other month during the school year with the first meeting occurring at the start of the fall season each year, unless the President designates other times. The Executive Board members shall meet every month, unless the President shall designate other times.

Section 4. Organization. The President, and in their absence, the Vice President, will call the meetings to order and shall act as chairperson of such meetings. The Secretary, at all meetings, shall record the minutes, but in the absence of the Secretary, the presiding official may appoint any member to act as Secretary of the meeting.

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ARTICLE III

Membership

Section 1. Membership. Membership in MSABC is open to all individuals having an interest in the Vel Phillips Memorial High School athletic program. All members pay dues or make a minimum annual payment of \$5.

Section 2. Fiscal Year. MSABC's membership year and fiscal year will be July 1st thru June 30th.

ARTICLE IV

Board of Directors

Section 1. Board of Directors. The Board of Directors shall consist of the elected officers (Executive Board) and general board members. Only members of the Board of Directors will be allowed to vote on MSABC business. The Board of Directors will be made up of no more than 14 members; 4 Executive Members and 10 Board Members. Length of term will be 2 fiscal years.

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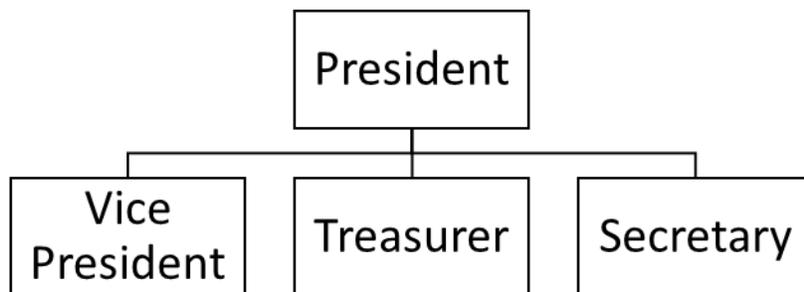
Section 2. Powers and duties. The Executive Board, which includes the elected officers, shall have responsibility for the general supervision, management and control of the affairs and business of MSABC. The Board of Directors shall designate the bank or banks in which the funds of MSABC shall be deposited and determine the manner in which checks, drafts, and other instruments for the payment of funds of MSABC shall be executed. The signature of the Treasurer, and or the Vice President, is required for all checks, all savings withdrawals, and all transfers of funds from MSABC accounts.

Section 3. Resignation, removal and vacancies. A member of the Board of Directors may resign at any time by filing a written resignation with the Secretary or President. Unless an earlier date is fixed by its terms, said resignation shall be effective upon the filing thereof, or at a later agreed upon date. Whenever a vacancy shall occur on the Board of Directors from due cause, it shall be filled by a nominating committee selection. Such selected directors shall serve the balance of that term.

Section 4. Quorum. A simple majority of the Board of Directors present shall constitute a quorum for the transaction of business.

**ARTICLE V
Organizational Structure**

Officers



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Section 1. Officers and Election. The elected officers of MSABC Board of Directors shall consist of a President, Vice President, Secretary and Treasurer, who shall serve a 2 year term. There are no limits to the number of terms an officer may serve. Any MSABC member is eligible to serve as an officer. There is no length of membership requirement before being eligible to be a member of the Board or Executive Board. The vote shall take place annually at the last Board of Directors meeting of the school year, no later than June 1st.

To stagger the terms of the four Executive Board Members, a one-year term will be applied to the Office of the Vice President and Treasurer at the end of the 2024/2025 Fiscal Year.

Office of the President. The President is the legal representative of the organization. Only the President and the Treasurer may sign contracts on behalf of MSABC. The President of MSABC shall preside at all meetings of the Board of Directors and its members. The President is the chief executive officer of MSABC, charged with its general supervision and management, subject to the control of the Board of Directors. The President shall have such other duties as may be prescribed or delegated to them by the Board of Directors. They shall appoint each chairperson, subject to the confirmation of the Board of Directors, to all standing committees, and create all special committees as may be directed.

Office of the Past President. The Past President shall move into the position for a period of one year after retiring as President. The Past President shall act as a resource for past MSABC affairs, support the President, and have such duties as may be prescribed by the President.

Office of the Vice President. The Vice President, along with the Treasurer, shall have access to the bank account(s). The Vice President shall perform quarterly audits of the bank account(s). The Vice President shall discharge the duties of the President in their absence or disability and, in addition, have such other duties as may from time to time be prescribed or delegated to them by the President.

Office of the Secretary. The Secretary shall keep a complete and permanent record of all meetings of the Board of Directors. The Secretary will be in charge of the records of the MSABC. The Secretary will issue notices of meetings and will perform all other

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duties as may from time to time be prescribed or delegated by the Executive Board or the Board of Directors.

Office of the Treasurer. The Treasurer is a legal representative of the organization. Only the President and the Treasurer may sign contracts on behalf of MSABC. The Treasurer shall be the fiscal and disbursing agent of MSABC. The Treasurer will keep and account for all monies, credits, and property; make and endorse checks and evidences of indebtedness; shall deposit funds in such proper depositories as designated by the Board of Directors; and shall, in addition, perform such other duties as prescribed or delegated by the Executive Committee or the Board of Directors.

The Treasurer shall have the authority to disburse funds up to a maximum amount per occurrence. Disbursement of funds over \$3,000.00 must be approved by the Executive Board. The Treasurer will also make a report of all income and disbursements at each Executive Board meeting.

The Treasurer shall maintain a membership database.

It is the responsibility of the Treasurer to prepare, review, and present to the Board, at least on an annual basis, the income statement and balance sheet of MSABC. In addition, the Treasurer shall work with an outside accounting firm in review or audit of MSABC financial records and in preparation of an annual non-profit income tax return, with the exception of the 1st year of MSABC's operation.

Section 2. Delegation of duties and filling of vacancies. In the case of the temporary absence or disability of any officer of MSABC, the Board of Directors may delegate their duties to one of the other officers or to a member of the Board of Directors, until the return or recovery of the absent or disabled officer. In case of permanent vacancy, the Board of Directors may elect the successor to fill the balance of that term, in accordance with Article IV, Section 3.

Section 3. Voting By Proxy. A member entitled to vote may do so by appointing a proxy, in writing, before the meeting at which the appointment is to be effective. If the appointment of proxy is given in electronic format, the appointment is effective only if an authorized agent of the Board (Executive Board Member) determines that the

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appointment is authorized by the member. If the appointment of proxy gives the proxy authority to vote on less than all the items of business considered at the meeting, the appointing member may vote by proxy only with respect to those items of business for which the proxy has authority to vote. Proxy appointment is only valid for one board meeting and needs to be reinstated for subsequent meetings, if needed.

ARTICLE VI

Standing Committees

Section 1. Designation of standing committees. The following are standing committees. The Chairperson (Chair) of each committee shall be a board member and be responsible for selecting sub-chairs or replacements as needed.

Concessions. The Concessions Committee shall coordinate and operate concessions at Vel Phillips Memorial High school athletic events. They will work with the Team Liaison-Volunteer committee or volunteers.

Fundraising. The Fundraising Committee shall coordinate fundraising events. They shall review and make recommendations regarding new fundraising projects; assist as needed with fundraising including concessions; review and report on the profitability of existing team fundraising projects; and promote fundraisers.

Special Events. The Special Events Committee shall coordinate special events for MSABC. They shall coordinate with the Treasurer to provide MSABC donors and members with written acknowledgement of their donation so that donors and members may claim a tax deduction. They shall review and report on the profitability of existing special event projects.

Marketing. The Marketing Committee shall be responsible for publishing the MSABC newsletter, maintaining and updating the website for the organization, providing updates for Spartan News regarding MSABC activities, and any other necessary communications related to these activities.

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Team Liaison-Volunteer Coordinator. The Team Liaison-Volunteer Coordinator confirms that each sport has a liaison and encourages liaisons to attend all full Board meetings. The Team Liaison-Volunteer Coordinator's duties shall include: maintenance of an updated list of team liaisons, annually updating the MSABC liaison handbook in advance of the school year, providing each liaison with an updated MSABC handbook, and acting as a resource for liaisons. In addition, they coordinate volunteers for sporting and fundraising functions, compile a list of MSABC members who have indicated a willingness to volunteer, and provide that information to standing committee chairs.

Member Engagement: The Member Engagement Committee is responsible for fostering and maintaining strong relationships with the club's members, parents, and supporters. Duties may include organizing membership drives to recruit new members and encourage existing members to renew their memberships; provide a warm welcome to new members and parents, and help them understand the club's mission, goals, and how they can get involved; connect with middle and elementary feeder schools; recognize and show appreciation for members who contribute significantly to the booster club's success; and collaborate with other committees to plan and execute events that engage members.

Student Athlete Engagement: The Student Athlete Engagement Committee is responsible for establishing resources for student athletes, and their families, who have a desire to play at the college level post high school. The committee will build upon what is already shared by VPM High School and identify opportunities to boost our student athletes within our community and region. In addition, the Student Athlete Engagement Committee will provide student athletes and their families an easy access solution to all things college recruiting using the MSABC website.

Donor Development/Sponsorship: The primary purpose of the Donor Development/Sponsorship Committee is to identify, cultivate, and steward donors who are willing to contribute money, resources, or time to support the MSABC and VPM's athletic department. The chairperson's duties may include identifying individuals, businesses, and organizations that have the potential and willingness to donate to the booster club, collaborate with other committees in planning and implementing fundraising campaigns and events, develop strategies for soliciting donations and

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sponsorships, researching and applying for grants, and maintaining a database of donors.

Section 2. Team Liaisons. Team Liaisons are expected to attend all scheduled full Board meetings. They must follow the guidelines of the Team Liaison Handbook. The Team Liaisons shall ensure that booster club presentations are made to each team at parent meetings; shall be the line of communication between MSABC, team coaches, players and parents; shall communicate all MSABC fundraisers to their respective sports for the entire academic year.

Team Liaisons do not have to be members of the MSABC. Each sport may only have one team liaison; however a parent may act as the team liaison for more than one sport.

ARTICLE VII

Liability Insurance

Section 1. Insurance. MSABC shall secure adequate liability insurance in accordance with the Madison Metropolitan School District. The liability insurance shall provide coverage for all activities approved by the Board of Directors of MSABC.

ARTICLE VIII

Amendments and Books

Section 1. Amendments. By a two-thirds vote of the full Board of Directors, the By-Laws may be enacted, amended or repealed at any regular or special meeting of the Board of Directors.

Section 2. Right of members to examine books. The accounts and records shall, at all reasonable times, be open to inspection by the members of the organization.

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Section 3. Place and keeping of the books. The general and principal books of account shall be kept in the custody of the Secretary and the Treasurer of MSABC.

ARTICLE IX Miscellaneous

Section 1. Special events. The President, upon the concurrence of the Board of Directors, may appoint various committee chairpersons to plan and organize events necessary to carry out the purposes of MSABC.

Section 2. Committee Chairpersons. Upon appointment as a committee chairperson, the member of the Board of Directors may organize a committee from the membership to effectively carry on the responsibilities of that committee.

Section 3. Disbursements. Monetary support and financial disbursements of MSABC funds will follow guidelines adopted by the Board of Directors (see APPENDIX A “MSABC Contribution Guidelines” attached). Approvals for disbursements will be voted on at regular MSABC Board of Directors meetings. Emergency requests may be approved by an email vote with a quorum of at least one half of all MSABC Board of Directors. The Executive Board has the authority to approve reasonable expenditures of up to \$3000.00 between regular meetings of the MSABC Board of Directors. All funding disbursements must be noted in MSABC Board of Directors meeting minutes.

Section 4. Dissolution. In the event of dissolution of MSABC, whether voluntary or otherwise, the assets of MSABC shall be applied as follows:

1. First, to the payment or provision for all debts and liabilities of MSABC and all other obligations of MSABC respecting its property, and;
2. Second, any remaining assets shall be donated to the athletic department of Vel Phillips Memorial High School.

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APPENDIX A: MSABC Contribution Guidelines

1. The purpose of monetary contributions from MSABC is to provide supplemental resources to those sports that experience budget limitations and VPM Athletic Department projects. Consideration will be given to all requests deemed reasonable by the MSABC voting members, and when applicable, in consultation with the VPM Athletic Director.
2. Requests for funds will only be honored for items identified in the MSABC Board minutes. Any changes in either items or funds requested must be approved by the MSABC Board.
3. MSABC will consider requests for:
 - a. Equipment, all or parts, that shall remain the property of Vel Phillips Memorial High School.
 - b. Uniforms, all or parts, that shall remain the property of Vel Phillips Memorial High School.
 - c. Any other material, supplies, equipment or reasonable requests not identified above that are not the sole property of the school.
4. Purchases made through the school should be coordinated through the Vel Phillips Memorial High School Athletic Director and meet School Board policy.
5. In order to be considered for funding, the following sequential process must be followed.
 - a. Perceived needs due to budget constraints must be submitted in writing by the coach or team liaison with coach endorsement. This should include the response from the Athletic Director on MMSD's ability/inability to cover costs of request.
 - b. The request is submitted via the MSABC Google Doc Request Procedure (or other designated procedure) and then presented to the MSABC Executive Board for review and recommendations according to the following criteria:
 - i. Availability of MSABC funds
 - ii. Needs of the sport

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- iii. Prior funding support from MSABC
 - iv. Level of membership participation and support of MSABC activities
 - v. Other potential funding sources
- c. MSABC Executive Board recommendations are then presented to the MSABC Board for further review and approval.