

# Constitution and By-Laws for the Rogers High School Wrestling Booster Club - Royals Wrestling

## Article I - Name

The name of the organization shall be the “**Rogers Wrestling Booster Club, Inc.**” located in the city of Rogers, State of Minnesota, hereinafter referred to as the “Club”.

## Article II - Purpose

The Club is a 501(c)(3) nonprofit corporation established to promote interest in the wrestling program at Rogers High School and Rogers Middle School; to lend moral and financial support to all phases of the wrestling programs in Rogers; to cooperate and work, in all possible ways with the Coaches and Staff and to promote excellence in all Scholastic and Athletic endeavors in Rogers High School and the surrounding community.

### **Mission Statement**

To sponsor and financially assist a disciplined and competitive program of wrestling. We will endeavor to develop in the members the ideals of good sportsmanship, honesty and respect for authority and to stress the concept of parents and children participating together in Club activities so the family and community will be strengthened in the process.

## Article III - Operating Authority

**The Club shall have no authority to dictate or interfere in any way with the Royals Wrestling Staff**, its policies or those of the School Administration. The Wrestling Staff includes (but is not limited to) the High School Head Coach, his Assistants, the approved Junior Varsity Coaches and Middle School Coaches.

## Article IV - Membership of Booster Club

Section 1. Membership: Membership shall be granted to all persons with wrestlers or managers participating in the Rogers High School, Junior Varsity and Middle School wrestling programs, any alumni or parents of alumni and corporate and community sponsors willing to abide by the rules of this Club. Membership period shall be from April 1 to March 31 of the next year.

Section 2. Corporate and Community Members: Individuals owning a business or community organizations within the Rogers area interested in the Royals wrestling program shall be eligible for membership based upon examination and approval by the Rogers Royals Wrestling Executive Board.

Section 3. Voting Members: Voting members shall be limited to the Officers of the Executive Board (defined in Article VII Section I), the Head Wrestling Coach, Assistant Wrestling Coaches and Junior Varsity Coaches. There is a qualification in order to be an active voting member as a requirement. Each member of the Executive Board is expected to attend 2/3” of all prescheduled (e. g., does not include impromptu or subcommittee meetings) meetings before a vote. There will be exceptions for special circumstances, (e.g.: Coaches missing due to wrestling business) however, in the event an executive member would be excluded from a vote, the Executive Board will vote to determine if special circumstances apply to allow the Executive Board member to vote. The Secretary will keep track of all attendance to prescheduled meetings.

Section 4. Rights of Voting Members: Voting Members, referred to in Section 3 above, shall be entitled to:

- A. Vote on all matters requiring a vote by Voting Members of the Club.
- B. Have eligibility for election or appointment to any office, committee of the Executive Board, excepting the restriction for the office of President, unless the prerequisite of service of as an officer of the Executive Board for one year has been met (discussed in Section 5 item B.).
- C. Be provided with notification of any board meeting including committee and subcommittee meetings.
- D. Such other rights as the Executive Board may from time to time determine.
- E. Have a vote for new, eligible, Executive Board positions to be held at the end of the “Clubs” fiscal year (discussed in detail below).

Section 5 Dues

- A. There are currently no dues collected for membership.
- B. The fiscal year for the Club will begin April 1 and end March 31 of the following year.

## **Article V - By-Laws Changes or Amendments**

- Section 1. The by-laws may be amended by a quorum of the Voting Membership with prior notification.
- Section 2. Any proposed changes or amendments to the by-laws must be presented to the Executive Board at a meeting. The Executive Board will have time to review the proposal before it is voted on at the next Meeting.

## **Article VI - Meetings**

- Section 1. Meetings: There shall be a minimum of six (6) Meetings of the Club during the fiscal year. The day, time and place shall be determined by the Executive Board and recorded by the secretary.
- Section 2. Annual Meeting: The Annual Meeting of the Club shall be held at the beginning of the fiscal year.
- Section 3. Meetings:
- A. Meetings will be scheduled as needed or required.
  - B. Special Meetings of the Executive Board may be called upon request of three (3) or more voting members of the Executive Board.
  - C. A quorum for the transactions of the Executive Board business shall be of eligible voting members present at the meeting. Voting may be done by proxy and a member represented by a written proxy shall be counted in achieving a quorum.
- Section 4. Procedure: The current editions of Robert's Rules of Order Newly Revised shall govern in all cases in which it is not consistent with these by-laws.

## **Article VII - Officers of the Organization**

- Section 1. Officers whom are elected from the General Membership are:
- |                            |                                    |
|----------------------------|------------------------------------|
| *President                 | *Vice President                    |
| *Treasurer                 | *Secretary                         |
| *Fund-Raising Chairperson  | *Concession/Tournament Chairperson |
| *Middle School Chairperson |                                    |
- Non-Elected Officers include:
- |                         |                              |
|-------------------------|------------------------------|
| *High School Head Coach | *Assistant High School Coach |
| *Junior Varsity Coaches |                              |

Each of these coaches shall constitute a member of the Executive Board and voting membership, not to exceed four (4) voting members.

- Section 2. Each of the voting membership has one (1) vote. In the event two (2) or more people are elected to serve in one position, their vote shall be divided into equal portions, not to exceed one (1) vote limit per position. In the event one (1) person holds multiple offices, their vote shall be counted as one (1) vote.
- Section 3. Officers shall be elected annually by the voting members at the end of the Fiscal Year. The President will be elected in odd years for a two (2) year term. The Treasurer and middle school chairperson will be elected for two year terms in even years and the remaining Officers for one year term.
- Section 4. Officers shall hold office until: (a) a successor is duly elected, (b) death or disability, (c) resignation or (d) by removal from office by a quorum of voting members with prior notification.
- Section 5. A vacancy for any reason shall be filled by appointment, via a majority vote of the remaining officers, until the next end of the Fiscal Year Meeting.
- Section 6. Qualifications: The President must have served at least one year on the Executive Board prior to election.
- Section 7. Nominations/Volunteers for Officers will be accepted from the floor and the voting members. Nominations will be taken in writing or via the website to an Executive Board member from March 1-10. Voting will take place before the end of the fiscal year. Elected Officers will assume their position at the close of the end of the Fiscal Year meeting.
- Section 8. Nominees must receive a majority vote of the Executive Board present to be elected to the office for which nominated.
- Section 9. Officers of the Executive Board may succeed themselves.

### **Article VIII- Duties of Officers**

- Section 1. Duties of President
- A. Preside at all Club meetings, possibly excluding some committee or subcommittee meetings.
- B. In the absence of the President and Vice President, a

designated representative will preside over the meeting. If no representative is designated, the membership present will select one of their members to preside.

- C. Appoint all committees necessary to reach the goals of the Club.
- D. Present an annual report of the affairs of the Club to the Board at the scheduled end of the Fiscal Year meeting.
- E. Provide leadership for the Club and work directly with the Coaches, Community and Committee Chairpersons to assure objectives of the Club are met.
- F. Serve as advisor to all committees.
- G. Cause all of the accounts of the Club to be audited if deemed necessary and voted on by the Executive Board.
- H. Any other duties deemed appropriate and approved by the Executive Board.

Section 2. Duties of the Vice President

- A. Preside at all meetings where the President is absent.
- B. Assist the President in general supervision over the affairs of the Club.
- C. Assist in any duties assigned by the President or Executive Board
- D. Assist the Treasurer with record keeping, depositing and proper disbursement of Club funds. Will be an additional signer on the checking account.
- E. Serve as Treasurer at Club meetings during the absence of the Treasurer.
- F. Any other duties deemed appropriate and approved by the Executive Board.

Section 3. Duties of the Secretary

- A. Report the minutes of all meetings.
- B. Prepare and mail or email all Club correspondence.
- C. Maintain the by-laws of the Club and assure distribution of the by-laws to members and prospective members.
- D. Any other duties deemed appropriate and approved by the Executive Board.
- E. Maintain contact with website manager.
- F. Collect and maintain parent email addresses.

Section 4. Duties of the Treasurer

- A. Receive and make proper disposition of all Club funds and be prepared to report at any meeting of the financial status of the Club.

- B. Keep accurate records of all financial transactions and make those records available for audit, upon request.
- C. Maintain check-signing authority for disbursement of Club funds.
- D. Serve as Secretary at meetings in the absence of the elected Secretary.
- E. Deposit funds in a bank approved by the Officers of the Club.
- F. Implementation of budget funds requires pre-approval of Treasurer in conjunction with the president.
- G. Prepare and submit annual taxes 990N. Annual State of MN Business renewal.
- H. Any other duties deemed appropriate and approved by the Executive Board.

Section 5. Duties of Concession/Tournament Chairperson:

- A. Responsible for operating and maintaining concession stand(s) before and after wrestling sponsored events.
- B. Responsible for facilitating activities surrounding wrestling tournaments and celebrating the accomplishments of senior wrestlers and managers.
- C. Organize annual banquet. Set up volunteers for events and parent parties.

Section 6. Duties of Fund-Raising Chairperson:

Responsible for all fund-raising activities.

Section 7. Duties of Middle School Chairperson:

- A. Act as liaison between the Middle School and High School Wrestling Programs.
- B. Work with Middle School coach and access what needs they have.
- C. Communicate with Varsity Head coach
- D. Form sub committees as needed.
- E. Submit pictures and other information regarding the middle school program to the website manager.

Section 8. All voting Executive Board members without prior notification may have access up to \$75.00(petty cash).

- A. Must turn in receipts and explanation of expenditures at the next board meeting.
- B. All voting Executive Board members must submit a budget or any changes to the budget.

**Article IX - Indemnification of Officers**

The Club shall indemnify and hold harmless each Officer of the Club from and against any and all claims and liabilities to which they may be or may become subject to by reason of acting as an Officer of the Club, or by reason or alleged acts or omissions as an Officer as aforesaid, and shall reimburse each Officer of the Club for all legal and other expense, reasonably incurred in connection with defending against such claims or liabilities, provided, however, no Officer shall be indemnified against or reimbursed for any expenses incurred due to negligence or willful misconduct. The foregoing rights of Officers shall not be exclusive of other rights to which they may be entitled lawfully.

**Article X - By-Laws**

The Club shall adopt and maintain by-laws and will provide a copy upon request.

Approved by a quorum and effective as of: Date: 6/1/10