

## **Plymouth Wrestling Booster Club, Inc.**

### **BYLAWS**

#### **ARTICLE I – NAME & PURPOSE**

Section 1.01 – The name of the organization shall be the Plymouth (Wisconsin) Wrestling Booster Club Inc. and shall hereinafter be referred to as “PWBC”.

Section 1.02 – The purpose of the PWBC shall be:

- To support and encourage community interest in and growth of the Plymouth Wrestling Program.
- To recognize the endeavors and achievements of student athletes participating in the Plymouth Wrestling Program.
- To assist the Plymouth High School (PHS) Athletic Department, coaches, and related staff in the growth and development of wrestling at both the elementary and secondary school levels.
- To provide additional financial support in order to facilitate a supportive athletic experience for those students desiring to wrestle.

Section 1.03 – The PWBC exists as a Wisconsin nonprofit organization. In the event any conflict arises between these bylaws and the Articles of Incorporation, the Articles of Incorporation shall govern.

#### **ARTICLE II – MEMBERSHIP**

Section 2.01 – There will be four membership categories in the PWBC:

- Board of Directors:
  - PHS Head Wrestling Coach
  - Youth (PAW) Representative
  - Officers
- Representatives
  - 2 current PHS Wrestling Team Members may be chosen by PHS Head Coach to represent the PHS Wrestling Team
  - Middle School (Riverview) Head Wrestling Coach or designee (as deemed necessary) by the Head Coach

- Family
  - All parents, guardians, and other persons who have children in the Plymouth High School Wrestling Program, PAW and/or Middle School Program(s)
  - A family membership gives one legal guardian in each family a vote and a voice at all PWBC meetings.
  - The family membership fee is \$25.00 per year per family per household to be collected at the first parent meeting of the high school wrestling season or any time September through April of the present wrestling season. This fee will be used for PWBC operating expenses which include but are not limited to: treasurer software, accounting fees, website, PO Box of the PWBC. It also entitles the member to receive electronic PWBC monthly meeting minutes.
  - Upon receipt of the membership fee, each member shall receive a copy (paper or electronic) of the PWBC bylaws and will be required to sign (paper or electronically), stating they have read, understand, and will abide by these bylaws. By signing the Bylaws Acknowledgement Form, the member agrees to the provisions of the electronic vote.
  - Name will be listed in the seasonal Wrestling Program if fee is received by October 1.
- General
  - Individuals from the greater community interested in supporting the PWBC.
  - The general membership fee is \$10.00 per year to be collected at any time. This fee will be used for PWBC general expenses.
  - Name will be listed in the seasonal Wrestling Program if fee is received by October 1.
  - Nonvoting

Section 2.02 – Members may be expelled from the PWBC by a two-thirds vote of the Board of Directors present at a regular or specially called meeting where a quorum is present.

Section 2.03– If expelled, member cannot be present or participate in any PWBC meetings for 12 months from date of expulsion.

### **ARTICLE III – BOARD OF DIRECTORS**

Section 3.01 – The governing body of the PWBC shall be the Board of Directors (BoD) which shall have the final approval of the PWBC’s activities and business affairs.

Section 3.02 – The Board of Directors shall consist of:

- PHS Head Wrestling Coach
- Youth (PAW) Representative
- President
- Vice President
- Secretary
- Treasurer
- Parent Leader

Section 3.03 – In the event of any vacancy on the BoD, the President shall appoint a replacement who will serve the unexpired portion of the term subject to the ratification by a two –thirds vote of the voting members.

Section 3.04 – A member of the BoD may be removed by two-thirds vote of the Board at a regularly or specifically called meeting where a quorum exists.

Section 3.05 – Proxy voting for absent BoD members shall not be allowed.

Section 3.06 – Resignation. A Board Member may resign at any time by giving written notice of such resignation to the President. Unless otherwise specified in such written note, such resignation shall take effect upon receipt thereof by such Board Member, and the acceptance of such resignation shall not be necessary to make it effective.

Section 3.07 – No director of the PWBC shall be entitled to receive any compensation or salary for any service which he/she may perform as a director.

#### **ARTICLE IV – OFFICERS AND DUTIES**

Section 4.01 – The Officers of the PWBC shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Parent Leader
- Youth (PAW) Representative

Section 4.02 – Nominations of Officers

- Electronic letters shall be sent by the Secretary to all PHS, and Middle School, and PAW wrestling families in February (no later than the monthly PWBC meeting) letting people know the positions that are up for election and asking for nominations.
- Nominations will be accepted until the first Tuesday in March. The Secretary shall send an electronic notification to the nominees no more than 48 hours from time of said nomination.
- Candidates will be announced at the March meeting. If multiple candidates are nominated for the same position they can address the club at this meeting.

Section 4.03 – The Officers of the PWBC shall be elected at the Annual Meeting of the Organization in April to a two-year term with no restriction for running for subsequent terms and shall assume their duties after this meeting.

- President, Secretary, and Parent Leader shall be elected to term in odd calendar year.
- Vice President, Treasurer, and Youth (PAW) Representative shall be elected to term in even calendar year.

Section 4.04 – The BoD shall have the ability to create appointed positions and vote on the person to fill the appointed position by a simple majority of directors present.

Section 4.05 – The duties of the PWBC Board Members shall include, but are not limited, to the following:

- President-
  - Shall work directly with the PHS Wrestling Head Coach
  - Shall chair regular and call special meetings as necessary
  - Shall assign all committees and determine associated members
  - Shall represent the majority of the PWBC and its' interests
  - Shall see that all provisions of the bylaws and rules and regulations of the Organization are enforced
  - Shall be an ex-officio member of all committees
  - Shall assist in the preparation of the annual budget of the PWBC
  - Shall be the sole administrator, or appoint a designee, to manage the PWBC website [plymouthpantherwrestling.com](http://plymouthpantherwrestling.com)
  - Shall be responsible for the spare P.O. Box 32 key
  - Shall oversee [plymouthpantherwrestling@gmail.com](mailto:plymouthpantherwrestling@gmail.com)
- Vice President –
  - Shall be under the direction of and report to the President
  - Shall assume duties of the President in his/her absence
- Secretary –
  - Shall maintain current contact list of Plymouth High School wrestlers, coaches, and managers, and family information to include wrestler name, parent (guardian) names, mailing address, email address, and phone numbers
  - Shall prepare monthly meeting agenda in consultation with the President and electronically distribute not less than 48 hours prior to meeting. A paper copy will be available at the meeting in the event that the agenda was not electronically available within 48 hours of the meeting.
  - Shall prepare September Parent meeting agenda in consultation with the President and electronically distribute not less than 48 hours prior to meeting

- Shall keep records of the PWBC and perform other duties customary to the office to include maintaining accurate minutes of the actions of the Board
- Shall send a copy of such minutes to each PWBC voting member of the Board not more than 7 days after each general meeting or as soon as reasonably possible
- Shall record the results of the Annual Officer Elections in the April monthly minutes
- Shall preserve all documents including papers, letters and transactions of the PWBC, including a copy of the current bylaws, together with the President
- Shall execute such papers, documents or instruments as authorized by the Executive Board and deliver to his/her successor within ten (10) days after the election of said successor, all PWBC and Board documents within his/her possession
- Treasurer –
  - Shall serve as Chief Financial Officer of the PWBC and supervise the custody and disbursements of PWBC funds by maintaining the Treasurer's Briefcase program [www.treasurersbriefcase.com](http://www.treasurersbriefcase.com)
  - Shall present a financial statement at every PWBC meeting, providing copies, upon request, to the Board members, and at other times when so requested
  - Shall provide financial statement to Plymouth High School Athletic Director annually (March)
  - Shall assist in the preparation of the annual budget of the PWBC
  - Shall provide cash boxes and change for PWBC sponsored events as requested
  - Shall have BoD audit books within one (1) month of the election meeting. If a discrepancy is found, the books will be moved to a third party for an additional audit
  - Shall maintain PO Box 32 address and be responsible for contents received
  - Shall "hold" receipts for three years
- Parent Leader –
  - Shall communicate with parents about special events and happenings

- o Shall recruit and coordinate volunteers for various special events and happenings
  - o Shall oversee electronic sign up (i.e. volunteer spot, sign up genius)
- PHS Head Coach or designee --
  - o Shall represent the PHS Wrestling Program at meeting
  - o Shall assist in the preparation of the annual budget of the PWBC
  - o Shall hold an annual Parent Meeting at the high school level early in the school year (mid-September) and prepare Parent meeting agenda in consultation with the President
  - o Shall oversee the PAW Program
  - o Shall maintain communication with the PAW representative
- Youth (PAW) Representative--
  - o Serve as representative for the K-8 PAW youth program
  - o Shall assist in the preparation of the annual budget of the PWBC

Section 4.05 – The officers may not hold more than one office, i.e., President, Secretary or Treasurer at the same time. However, an officer may also be a committee chair.

Section 4.06 –Any person with a paid membership and a student in the PAW, Middle School, and/or High School Wrestling Programs may be nominated and elected to serve as a PWBC Officer (paid membership for the upcoming year/season is required of elected officer). Memberships coincide with the Fiscal year, July 1 to June 30.

Section 4.07 – Officers shall be elected at the annual meeting of the Organization in April. All PWBC Members eligible to vote must be present to exercise the right to vote.

- Elections shall be by secret ballot if multiple candidates are nominated for the same position.
- Officers whose high school wrestler graduates from PHS during their elected term may fulfill their commitment, as determined by a majority vote of the PWBC BoD.

Section 4.08 – All officers shall deliver (electronic and paper) to their successors all official material no later than ten (10) days following the election of their successors.

Section 4.09 – Middle School Coach or designee may be invited to the PWBC meetings to report on their program, and if unable to attend, shall communicate directly with the PHS Head Coach.

Section 4.10 – PHS Wrestling Team representatives may be invited at the discretion of the Head High School Wrestling Coach to the monthly PWBC meetings and be responsible for bringing requests and questions to the board from all other Wrestling team members. If unable to attend the meeting, requests and questions can be submitted electronically prior to the scheduled PWBC meeting so said communication can be added to the Agenda

#### **ARTICLE V – MEETINGS**

Section 5.01 – Members of the BoD shall be notified by President of meetings at appropriate times during the year. A director must attend a minimum of 4 regularly scheduled meetings per year. The PWBC President may call additional meetings of the BoD or other committees at his/her discretion.

Section 5.02 – The vote of the majority of the members present at any meeting where a quorum is present shall constitute the action of the BoD. A quorum shall be present if a majority of all voting members are present. If a quorum cannot be assembled after two successive regular or special meetings of the BoD, the by-laws may be suspended by a two thirds vote of the members present.

Section 5.03 – Regular meetings will be held on the second Tuesday of the month October through April. Electronic communication to the wrestling families and BoD shall take place if the meeting date needs to be changed.

Section 5.04 – Order of Business:

- Call to Order
- Review Agenda
- Secretary's Report



- Treasurer's Report
- Coaches' Report
- Youth Representatives' Report if applicable
- Old Business
- New Business
- Next Meeting
- Adjourn

#### Section 5.05 –Annual meeting of the Organization

- Is to be held in April.
- Officers for vacant directorships shall be elected at the meeting. New directors shall assume their duties after this meeting.
- The following year budget will be approved at this meeting.

### **VI-- ELECTRONIC VOTING**

Section 6.01--In the event that an issue arises that requires action before the next scheduled meeting, an electronic vote may be requested by the President or other Board Member.

- The President shall email the proposal to all voting members requesting their vote and giving time frame that electronic voting is open (Sat., Feb 1st at noon thru Tues. Feb 4th at 5pm for example).
- The President shall email all voting members, not less than 24 hours after the initial proposal, asking for any opposition to said proposal.
- The President shall email the voting members, not less than 24 hours after the request for any opposition, whether or not the motion passed.

Section 6.02--The vote of the majority of the members present at any meeting via email where a quorum is present, shall constitute the action of the BoD. A quorum shall be present if a majority of all voting members are electronically present.

- The date of the proposal, date of decision, and the final number of "yes" vs "no" votes shall be recorded in the minutes of the next monthly PWBC meeting.

- The member requesting an electronic vote shall communicate with the Secretary to tally the “yes” vs “no” votes, forward the results to the President, and the secretary shall report the final results at the following PWBC meeting.

## **ARTICLE VII – COMMITTEES**

Section 7.01 – The President may create committees. Committees shall maintain contact information (name, phone number, email address) and electronically forward information to the Secretary not more than ten (10) days after annual meeting of the organization in April. These formed committees shall designate their own chairperson(s) whom shall report to the President.

Section 7.02 – Committee Chairperson will begin their term upon appointment and will hold their position for one year.

Section 7.03 – The Committee Chairperson shall present their committee plans to the BoD and no work shall be undertaken without the approval of the BoD.

Section 7.04 – Budget. The BoD shall determine the budget available for each Standing Committee. Requests for additional resources or funds above \$100.00 must be made to the BoD. Submitted receipts for all expenditures shall be reviewed and approved by the Treasurer prior to the disbursement.

Section 7.05 – Authority. The Standing Committee Chairperson shall not enter into any contract or incur any indebtedness or financial obligation of any kind, except under the authority of the BoD.

Section 7.06 – Standing Committees. Standing committees shall consist of, but are not limited to:

- Communication to include website/social media
- Major Fundraising
- Tournaments
- Team Spirit
- Concessions

- Home Dual Socials
- Wrestler Nourishment for Away Duals/Tournaments
- Home Dual/tournament Entertainment
- PAW Night
- Parent Night
- Senior Night
- Scholarship(s)
- Year End Banquet

Section 7.07– All postal correspondence shall use PWBC designated PO Box 32.

### **ARTICLE VIII – FISCAL YEAR**

Section 8.01 – The fiscal year of the PWBC shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

Section 8.02 – Annual PWC Budget

- The PHS Head Wrestling Coach, President, Treasurer, and Youth Representative shall meet annually (March) to prepare budget for the following fiscal year.
- Budget will be voted on at the Annual Meeting of the Organization in April after election of new officers.

Section 8.03 – Funds are to be raised through any suggestions that the BoD approves as needed for the running of the PWBC. Suggestions may be submitted to the Board for consideration by all members of the PWBC.

Section 8.04 – Funds shall be separated into two accounts to include Operating Expenses and General Expenses that are to be used only for wrestling programs.

### **ARTICLE IX - AMENDMENTS**

Section 9.01 – Bylaws will be reviewed no less than once per fiscal year in the month (April) immediately following election of new officers (April). Notice and explanation of any proposed changes must be (e)mailed or delivered to the Board and PWBC voting members seven (7) days prior to the meeting at which changes to these bylaws are scheduled to be voted upon.

Section 9.02 -- These Bylaws may be amended, repealed or altered, by a two-thirds vote of the voting members when a quorum is present at a regular or special meeting. Notice and explanation of any proposed changes must be(e)mailed or delivered to the Board and PWBC voting members seven (7) days prior to the meeting at which changes to these bylaws are scheduled to be voted upon.

Section 9.03-- Proposed changes to the Bylaws may be referred to a special committee by the President, which said committee shall make recommendations to the BoD.

#### **ARTICLE X – DISSOLUTION**

Section 10.01 – Upon dissolution of the PWBC all remaining assets will go to a charitable and/or educational entity to be determined by the PWBC BoD.

#### **ARTICLE XI- INDEMNIFICATION**

Section 11.01 – The PWBC shall indemnify and hold harmless its Directors against any and all liabilities and advance any and all reasonable expenses (including attorney’s fees) incurred thereby in any proceeding to which any Director is a party because such Director is a Director of the Booster Club. The rights to indemnification granted hereunder shall not be deemed exclusive of any other rights to indemnification against liabilities or the advancement of expenses to which such person may be entitled under any written agreement, Board of Director resolution, stature or otherwise.





