

Mountain Lake Wolverine Boosters Mission Statement and By-Laws

Article 1.0: Mission Statement

The purpose of the Mountain Lake Wolverine Boosters shall be to broaden the involvement of the students, alumni, families and other interested persons by providing volunteer and financial support as a non-profit organization for all extra-curricular programs and to foster school spirit at Mountain Lake Public school.

Article 2.0: By-Laws

The Mountain Lake Wolverine Boosters will hereafter be referred to within the document as the “Boosters” or “Booster”.

Section 2.1: Booster Membership

- Any person 18 years of age or older and who is not a Mountain Lake Public School student shall receive a *voting* membership in the Boosters upon payment of the annual Booster membership dues.
- Annual membership dues will be set by the Board of Directors.
- Any personal information gathered or requested by the Boosters is for the sole use of the club and will not be made available to any other entity.

Section 2.2: Voting Rights

- For purposes of voting on issues subject to the approval of the Booster membership:
- Each membership shall have one vote.
- Voting rights may only be exercised in person. There will be no proxy or absentee ballots.
- Boosters may accept gifts of money or property from individuals or entities in support of the Boosters, however these individuals or entities do not possess voting rights unless they are also Booster members.

Section 2.3: Board of Directors and Booster Officers

The governing body of the Boosters shall be the Board of Directors (herein referred to as the “Board”).

- The Seven (7) person Board shall consist of three (3) officers and four (4) at-large Booster members.
- Board meetings shall occur on the third Wednesday of each month and at the discretion of the Booster President.
- All matters that are presented to the Board for action shall be decided by majority vote of the Board.
- Four (4) members of the Board shall constitute a quorum for the transaction of business.
- In the event that a vacancy occurs on the Board (whether due to resignation, removal, or otherwise), the other members of the Board shall elect a member of the Boosters to fill such vacancy during the remaining portion of the *term* in which such a vacancy occurs.
- All board members will be elected to three (3) year terms. Board members will elect the President, Vice President/Secretary, and Treasurer annually.
- All members of the Board are subject to removal and replacement by the majority vote of the other members of the Board. The member of the Board who is subject to removal and replacement may not vote on the question of his/her removal and replacement.

Section 2.4: Responsibilities of the Board of Directors

The responsibilities of the Board shall include, but not be limited to, the following:

- Identify Booster priorities and objectives
- Establish and coordinate the activities of the Booster committees
- Review and consider allocation requests
- Review and consider all issues subject to consideration and approval of the Booster membership.
- Annually review the Booster by-laws and recommend appropriate amendments as warranted.

Section 2.5: Officers

The officers shall be elected at the general meeting held in May. Nominations for officers may be made by any member of the Boosters. The presidential term shall be one (1) year. The Vice-Presidential/ Secretary term shall be one (1) year. The Secretary/Treasurer term shall be one (1) year. The At-Large board member terms shall be three (3) years. Any officer may be re-elected and no term limits will apply. Booster officers’ responsibilities shall be as follows:

President – Duties of the president shall include but not be limited to;

- Scheduling and conducting Booster and Board meetings.
- Serve as chief Booster liaison to school administration and faculty.
- Oversee developing budgets and business plans.
- Oversee the activities of officers, and maintain and review by-laws.

Vice-President/Secretary – Duties of the vice- president/secretary shall include but not be limited to:

- Assuming all responsibilities of the president in his/her absence
- Assist the President in carrying out his/her duties as needed
- Record proceedings of Board and General membership meetings
- Prepare the meeting agenda at least 1 week in advance of the meetings
- Publish meeting minutes as prescribed by the Board
- Serve as liaison with local media and press
- Attend to the day-to-day correspondence and business transactions of the Boosters.

Treasurer – Duties of the Treasurer shall include but not be limited to the following:

- Maintain the financial accounts of the Booster
- Prepare and present financial reports as prescribed by the Board
- Coordinate Cash disbursements as prescribed by the Board

Section 2.6: Meeting Procedures and Rules

- The Boosters shall hold board meetings on the 3rd Wednesday of each month throughout the year. The president may call other Booster or Board meetings at his/her discretion.
- The general meeting shall occur during the month of May, at which time officers of the Boosters for the next fiscal year shall be elected.
- The Board shall schedule and publicize general meeting of the Boosters at a reasonable time and place.
- All matters, which are presented to the Boosters for action at a general meeting, shall be decided by majority vote of the member of the Boosters who are present at such meeting. Four (4) members of the Boosters, at least one of which shall be a current officer of the Boosters shall constitute a quorum for the transaction of business by the Boosters at any general meeting.
- Agenda items will be submitted to the Vice President/Secretary at least two (2) weeks prior to any meeting except a special meeting called by the President.
- All requests for financial or volunteer assistance will be made in person by those requesting assistance at a regularly scheduled meeting.

Section 2.7: Amending the Boosters By-Laws

The Boosters will review the by-laws at the annual meeting in May of each year and amend as needed. Voting on the amendments will take place at the general meeting of all booster members in June of each year.

Section 3.0: Dissolution of Boosters

Should the Mountain Lake Wolverine Boosters cease to operate as a legal entity, all of the Boosters assets and cash will be distributed to the Mountain Lake Dollars for Scholars organization. Once distributed, the funds can be used at the discretion of the Mountain Lake Dollars for Scholars committee.

Approved by the following members of the Boosters Board of Directors on this date,

_____.

Board Members

Amended and enacted by vote of the Booster membership on this date,

_____.

President

Vice-President