

Wildwood Wildcat Booster Club Inc. Bylaws
Approved Date: 5/23/2022

ARTICLE I NAME & MISSION STATEMENT

Section 1. The organization shall be known as the Wildwood Wildcat Booster Club (WWBC).

Section 2. Mission Statement. The Wildwood Wildcat Booster Club's mission is to support and supplement the programs at the Wildwood Middle High School, including athletic, academic, arts\music and other activities through

- Cooperation and interaction with school administrators, faculty, coaches and staff
- Fundraising to provide financial support
- Volunteering for athletic contests, mentoring programs and extra-curricular activities
- Promoting school spirit and interacting with the Wildwood Middle High School parents and community to enhance a positive Wildwood Middle High School image.

ARTICLE II MEMBERSHIP

Section 1. The Wildwood Wildcat Booster Club shall be open to anyone, 18 years or older, who is interested in supporting the activities of the club, regardless of race, color, religion, gender, national origin, economic status or disability.

- All memberships are subject to Executive Board approval and Wildwood Middle High School and Sumter County School District policies.

Section 2. Annual dues and or donation may be required for membership in the Wildwood Wildcat Booster Club as determined by the executive board

- Annual memberships will run from July 1 through the end of June.

ARTICLE III MEETINGS

Section 1. General membership meetings shall be scheduled monthly by the Executive Board during the school year, unless school vacations or functions make meeting impractical. Notice of meetings will be sent at least 2 (two) weeks prior to meetings.

Section 2. Meetings shall be held at Wildwood Middle High School or at a place designated by the Executive Board.

Section 3. General membership meetings will be informational in nature except for the school year end meeting. At the school year end meeting, the general members will vote on

- Executive board elections
- By-laws or officer recall proposals if submitted

Section 4. Quorum at all meetings shall consist of those members in attendance.

Section 5. Members may vote either in person at the end of year meeting or by emailing the secretary their votes on candidates and bylaw or recall proposals no later than the day before the meeting.

ARTICLE IV - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of President, Vice-President, Secretary, Treasurer and 3 members at large.

Section 2. Executive Board vacancies

In the event a member of the Executive Board resigns or cannot fulfill their duties, that position will be filled as follows:

- If the office of the President is permanently vacated, the Vice-President shall become President.
- If an elected office other than the presidency is permanently vacated, the Executive Board shall appoint another club member to serve the remainder of the position's term.

Section 3. The Executive Board shall:

- Have general authority to conduct the affairs of the WWBC
- Fix the hour and date of meetings
- Ensure all club activities are conducted in accordance with WMHS and school district policies and state & federal laws.
- Authorize all fundraising activities and expenditures of the WWBC
- Allocate WWBC funds among club committees for specific uses
- Oversee elections
- Perform other duties as are specified in these bylaws.

ARTICLE V - MEMBERS OF THE EXECUTIVE BOARD

Section 1. The members of the Executive Board for the Wildwood Middle Booster Club are President, Vice-President, Secretary, Treasurer and 3 members at large.

- All positions shall be elected and take office at the end of the school year.

Section 2. Terms of office:

- Current President, Treasurer and Member at Large 1 & 3 still have one year remaining on their current terms. At the end of their terms these positions will be elected as follows:
 - President – 3 year terms
 - Treasurer – One 2 year term followed by 3 year terms thereafter.
 - Member at Large #1 – 3 year terms
 - Member at Large #3 – One 2 year term followed by 3 year terms thereafter.
- Currently, the terms of Vice President, Secretary and Member at Large #2 will expire in June 2022. Therefore, these positions will be elected as follows:
 - All three will be elected to one 2 year term followed by 3 year terms thereafter.
 - All terms of office will run through June of their elected term.

Section 3. Limits on holding elected positions

- No executive board member shall hold more than 1 (one) executive board position at the same time.
- No executive board member shall be eligible to serve more than 3 (three) consecutive terms in the same office.

Section 4. In the temporary absence of an Executive board member, the board may direct another member to fulfill the duties of the absent officer until absent officer becomes available.

Section 5. All elected officers must be current members of the Wildwood Wildcat Booster Club.

ARTICLE VI - RESPONSIBILITIES OF ELECTED OFFICES

Section 1. The elected officers shall:

- Have knowledge of parliamentary procedure.
- Attend meetings and school activities during their term.

- Desire to promote Wildwood Middle High School throughout the community.
- Be familiar with the Bylaws of the Club
- Act fairly and impartially towards all members
- Communicate all activity to other board members

Section 2. President - Duties will include:

- Preside at all meetings of the Club.
- Prepare and distribute the agenda with the help of the Secretary.
- Keep order by establishing and maintaining order of business.
- Be familiar with agenda and business at hand.
- Appoint committee chairpersons as needed
- Keep in contact with the Wildwood Middle High School Administration and school officials.
- Appoint a member of the Executive Board to conduct a general membership meeting in the absence of the President and Vice-President
- Oversee creation of a spending projection for the next year, update as necessary with consent of the Board.

Section 3. Vice-President. The Vice President's duties include:

1. Shall conduct business as delegated by the President.
2. Will preside at meetings in the absence of the President.
3. Become familiar with the duties of the President.
4. Keep in contact with committee chairpersons and inform Executive Board of committee business.

Section 4. Secretary - Duties will include:

1. Maintain records for the Club
2. Maintain membership records
3. Oversee ordering of membership attire and name tags.
4. Prepare meeting minutes of meetings and distribute to the membership.
5. Maintain a membership email distribution list for electronic distribution of the minutes and other notices to the membership.
6. Handle any necessary correspondence.
7. Keep a record of committee reports, assignments and appointments.

Section 5. Treasurer - Duties will include:

1. Keep accounting records of all monies of the club and provide a written report at each meeting.
2. Receive and deposit any dues and/or donations in a timely manner.
3. Timely pay the expenditures approved by the Executive Board.

4. Record club income and all club expenditures in orderly manner and make records available to the Executive board and audit committee.
5. Ensure that all expenditures and reimbursements have been appropriately approved by the Executive Board.
6. Dispense all Club property, equipment and monies to Wildwood Middle High School if the Wildwood Wildcat Booster Club ceases to function.

Section 6. 1st Director at Large - Duties will include

1. Oversight of WWBC Fund raising
 - a. Authorize club sub-units to run fund-raising at specific events
 - b. Ensure that all fundraising monies & expenses are reported to the treasurer.
2. Other duties as assigned by the Executive Board

Section 7. 2nd Director at Large -

1. Duties as assigned by the Executive Board

Section 8. 3rd Director at Large –

1. Duties as assigned by the Executive Board

ARTICLE VII – RECALL OF OFFICERS

Section 1. Any officer may be recalled by a vote of the members at the last meeting of the school year.

Section 2. A petition to recall an officer must be submitted to the Secretary with copy to the President by a member and the seconding of 10 members. Members may notify their support of the petition through email to the Secretary and President.

Section 3. Notice of the recall election will be given at the same time as the regular meeting notice, at least 2 weeks before the meeting.

Section 4. If an officer is recalled, he or she is ineligible to be re-appointed to the position recalled from.

ARTICLE VIII NOMINATION AND ELECTION PROCEDURES

Section 1. The Nomination & Elections committee will submit to the Executive Board at least one nominee for each office 2 weeks before the end of year meeting.

Section 2. Additional names may be nominated from the floor and added to the existing slate before the voting.

Section 3. The Nominating & Elections Committee shall conduct elections and announce the results to the membership at same meeting where elections are held.

ARTICLE IX - COMMITTEES & COMMITTEE CHAIRPERSONS

Section 1. Committees and/or committee chairs may be appointed as needed by the President. No committee will act, raise money or spend monies under the name of the Wildwood Wildcat Boosters Club without approval of the Executive Board.

Section 2. Committees duties

1. Submit periodic reports as requested of activity to the Executive Board.
2. Report all financial activity, fundraising or expenditures for WWBC approved purposes, monthly to the Treasurer.
3. Provide a year-end summary of activities to the Executive Board prior to the last general membership meeting in May.

Section 3. Standing Committees

1. Athletic
2. Music - Arts
3. Academic
4. Audit
 - a. An Executive Board member shall review Club bank and financial records annually to ensure Treasurer's reporting is accurate
5. Special Projects
6. Nominations & Elections
 - a. Shall have at least 1 executive board member
7. Scholarship Program

Section 4. The appointed chairpersons will be chosen by and serve at the pleasure of the executive board.

- Chairpersons will start their duties at the end of the school years.
- Chairs are expected to serve for a minimum of 1 to 2 years with no maximum number of years.

ARTICLE X PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be the parliamentary authority on all matters not covered by the Bylaws of the Club.

ARTICLE XI - AMENDMENTS OF BY-LAWS

Section 1. These by-laws may be amended, repealed, in whole or in part, at the end of school year meeting by a 2/3 (two-third) vote of the quorum of voting members present.

Section 2. Notice of proposed changes to the by-laws shall be sent in writing or via email to the membership at least 2 (two) weeks before the last meeting of the school year.

1. Failure to receive a board email sent to the email on record with the club will not be considered a lack of notice as the WWBC has no control over completion of electronic messages.

Section 3. By-law revisions will be submitted to the membership for approval after review by the executive board

Section 4: The executive board shall be authorized to submit a by-law amendment to the membership for vote at any time if the board determines such by-law is necessary to comply with state and Federal law.

1. Notice of this amendment shall be sent in writing or via email to the membership at least 2 (two) weeks before the scheduled meeting.
2. Approval of the amendment requires a 2/3 vote of the members present and those submitting votes via email.

Amendment XII. Dissolution of Club

Section 1. Process

1. The executive board shall pass a resolution by majority vote recommending dissolution of the WWBC.
2. After board recommendation, membership will vote at a regular monthly meeting or a specially called meeting.
3. Notice to the members will be sent 2 weeks before the date of the meeting.
4. Members may vote in person or by emailing their vote to the secretary no later than the day before the meeting.

- 5. If dissolution is approved, the executive board will complete all filings and notifications required by state and Federal law.

Section 2. In the event the WWBC is dissolved, all assets will be donated to the Wildwood Middle High School after club liabilities are paid.

Revisions Adopted

Date: 5/23/2022

Signature of the Wildwood Wildcat Boosters Club

President _____

Date: 5/23/2022

Signature of the Wildwood Wildcat Boosters Club

Secretary _____