

CONSTITUTION OF **THE PRAIRIE DU CHIEN ATHLETIC BOOSTER CLUB**

The Prairie du Chien Athletic Booster club exists for the purpose of broadening the involvement of students, student families, the community of Prairie du Chien and the school, through support for all male and female Prairie du Chien High School athletic teams (grades 9-12). The Prairie du Chien Athletic Booster Club works to achieve this through active participation of all parents and supporters in Booster Club activities and fundraising while working closely with the coaches, athletic director, and school administration.

The Prairie du Chien Athletic Booster Club will focus on promoting school spirit and respect for all within an atmosphere of pride and sportsmanship. We will uphold the SWC Conference Code of Sportsmanship, and promote a receptive and respectful atmosphere for all player, coaches, officials, families, and fans.

I. NAME:

Club shall be known as Prairie du Chien Athletic Booster Club.

II. OBJECTIVE:

To support and encourage all phases of the Prairie du Chien High School Athletic program is the objective.

III. MEMBERSHIP:

- A. Open to all persons interested in supporting the Prairie du Chien Athletic Program.
- B. Regular Membership shall be established by purchasing a Blackhawk Card at a cost of \$20.00 per family per year.
- C. The membership year shall be from September 1st to August 31st.
- D. Dues shall not be prorated.

IV. MEETINGS:

- A. Regular club meetings shall be held on the 2nd Wednesday of each month at 7:00 p.m. in the Prairie du Chien High School Cafeteria.

- B. **Public notice shall be given during the week previous to the meeting.**
- C. **Special meetings may be called by the President or any officer. No advance notice is required for special meetings.**

V. OFFICERS:

- A. **President**
- B. **Vice-President**
- C. **Secretary**
- D. **Treasurer**
- E. **Past-President**

VI. TERMS OF OFFICERS:

- A. **Terms of office shall be for one year up to 3 years.**
- B. **Nominations for officers will be taken at the May meeting.**
- C. **Election of officers shall take place at the June meeting.**
- D. **The Vice-President shall become President the following year if applicable.**
- E. **The Secretary may not succeed themselves in the same office for more than two years.**
- F. **Treasurer may not succeed themselves in the same office for more than two years.**

VII. DUTIES OF OFFICERS:

- A. **President: to call and conduct meetings. To appoint committees and chairpersons as needed. To be responsible for the general overall functions of the Booster Club. To maintain a copy of the Constitution, meeting minutes, financial reports, club policies, and project and activities reports.**
- B. **Vice-President: To assume the duties of the President in his/her absence. To succeed to the Presidency if applicable.**
- C. **Secretary: To keep records of the Booster Club and present them at the regularly scheduled meetings. To ensure public notice of meetings.**
 - 1. **Records Book**
 - A. **Constitution**
 - B. **Minutes and attendance of meeting, forwarded to A.D.**
 - C. **Club policies**
 - D. **Treasurer's reports**
 - E. **Project and activities reports**
- D. **Treasurer: To handle all items of monetary value on a timely basis in accordance with standard accounting procedures. To coordinate, review, and audit all transactions in cooperation with**

the district business office. To obtain a copy of the monthly financial records from the business office and present a detailed explanation of the financial activity that occurred during the month in the booster club accounts. To maintain records of concession stand workers so that the revenue may be prorated as earned according to booster club policy. To apply for raffle licenses for the club and prepare the state reports needed to maintain these licenses.

- E. **Past-President:** To attend meetings and advise the board on Booster Club operations. To help insure a smooth transition from President to President.

VIII. PROJECTS AND ACTIVITIES.

- A. **Proposed project and activities shall be approved at regular or special meetings.**
- B. **The proposal of the projects shall include:**
 - 1. **Plan of action**
 - 2. **Estimate of expense and income**
 - A. **Any expenditure on projects and activities over \$500 shall be governed by the general rules and guidelines of this constitution. Expenditures below this amount may be approved with a quorum.**
 - B. **A final summary of each project or activity shall be part of the Booster Club records.**
 - C. **Monies designated for specific coaches' club accounts shall be held by the Booster Club pursuant to the guidelines established by the Booster Club year ending June 30th, each club will be allowed a maximum of \$1,000.00 in their account. The only exception allowed to that will be a written plan presented to the Booster Club at the end of the athletic season for spending the money from the coach and approved by the Athletic Director.**

IX. GENERAL RULES AND GUIDELINES:

- A. **At no time is the Booster Club or any individual of the Booster Club to speak or act as a representative of the Athletic Program at Prairie du Chien High School.**
- B. **All projects and activities held on school property shall be cleared with the School Administration.**

C. The Booster Club's liaison with the Prairie du Chien High School and School Board shall be the Prairie du Chien High School Athletic Director. Annual reports or the minutes of each regularly scheduled meeting shall be forwarded to the School Board.

C. General membership concerns regarding athletics shall be referred to the PHS Athletic Department and Committees. It is not the intent of the Booster Club to formulate school athletic policy.

D. Nominations shall be accepted from the floor for a slate of officers for election.

E. Any person directly responsible for the organization, administration, or coaching (at the head varsity level) of the athletic program shall be allowed to vote but not hold elected office in the club. These persons shall include:

School Board Members

Fiscal Board Members

School Administration

Athletic Director

Coaches (at the head varsity level)

These people are welcomed and encouraged to be members and committee persons of the Booster Club.

F. Must be a card carrying Booster Club Member to:

1. Cast a vote on any Booster Club issue.

2. Hold any office.

G. Oral or written reports shall be given by any current appointed committees at each meeting.

H. Any unsolicited contributions may be directed to the Board of Directors for advisement.

I. Accounts Payable exceeding \$500 shall not be spent from the Booster Club fund unless approved by a majority vote of those present at regular meetings. All expenditures must be listed on the Treasurer's Report.

J. Any request for funds exceeding \$500 must be voted on at two consecutive meetings, one of which must be a regularly scheduled meeting. A majority vote of those present is necessary for approval. The two consecutive meetings must be held at least five days apart. If there is a need for a special meeting, at least 5 board members must vote at the meeting.

K. The Athletic director will submit a list of items over \$1,000 that are expected to be brought before the Booster Club during that year for budgeting purposes. (8-31)

L. Concession operating expenses may be paid upon the approval of the concession stand manager and the treasurer and shall be paid within 30 days of receipt.

- M. All requests for monies must have taken consideration of local businesses before presenting to the Booster Club. Local bids are required when a local business is able to present the service required. This bid process does not mandate the purchase be made local, but it does require that the opportunity be presented for consideration by local businesses and competitive bids are equally considered.
- N. Two scholarships, will be given to each year in the amount of \$500 each. A selection committee will be designated each year. No member of the selection committee may be the parent of a graduating senior. The selection committee will review applications and make a selection recommendation at the regular May booster club meeting.
- O. This constitution may be revised or amended by 2/3 vote of those present at any two consecutive regular meetings.
- P. For changes to be made to the constitution at a special meeting, they must be approved by a majority vote of those present. At least 5 Board members must vote at the special meeting.
- Q. The accuracy of this constitution and the rules and guidelines of the club shall be reviewed at least every two years or as needed. A Review Committee shall be appointed by the President.

IX PAST PRACTICES

- A. To be reviewed and/or added to at the end of each school year.
 1. All Star Athlete (WIAA affiliated): \$100 sponsorship
 2. State participant plaques are \$30 maximum each
 3. Conference winner plaques are \$20 each based on WIAA allotment.
 4. Past Practice is that the Booster Club typically pays for 30-50% of requested amounts, 100% if allowable for the weight room.
 5. Any sport requesting funds should have a representative present at regular meeting when requesting.
 6. Blackhawk Blast donations get 1 meal ticket. Students working the event get 1 meal ticket.
 7. Bussing – student/fan busses will be charged \$5 each and the Booster Club will pay the difference. This needs to be coordinated and approved through the school.
 8. Concession stand break down: 1 credit for up to \$1,000. 1.5 credits for over \$1,000. 2 credits for over \$2,000. Any stand not properly manned risks losing all or some of their share.

Rad Reilly

Junior Mikkelson

Maury Oehler

Jim Stutzman

Revision Committee - Ivan Heisz – President

Dennis Riebe – Vice President

Carolyn Ruschmeyer – Treasurer

Mike O'Brien – Secretary

(Revised Constitution Submitted September 30,1985)

Review Committee – Bob Sutton and Denise Krogman, winter, 1998

Revision Committee- Tom Frye-President

Kim Dickey – Vice-President

Monica Hemmer- Secretary

Bob Sutton

Connie Christoph

Jeff Sjoberg

Karen Sjoberg

(Revised Constitution Approved May 13/1998)

Review Committee- Lynn O'Kane – President

Spring, 2002

Megan Pedretti – Treasurer

Jeff Sjoberg

Mary Edwards

Mel Dow

Review Committee – Duane Fritz – President

Spring, 2007

Rose Ziel – Treasurer

Cathy Bierman – Secretary

Review Committee – Kati Forsythe, Treasurer

Winter, 2011

Jill Dressler, Secretary

Jennifer Gallagher, Athletic Director

Review/Revision Committee – Jenny Coleman, President

Spring 2017

Tracie Kruempel, Treasurer

Lonnie Achenbach, Past President

Revised Constitution submitted June 2017

