

**Spencer Community Boosters**  
**By Laws**  
**Approved 11/22/2015**

**Mission Statement:** To unite the Spencer area by offering activities and fundraising opportunities for community projects.

**Vision:** To rekindle the sense of community and make Spencer the desired place for growing businesses and raising a family.

**Guiding principles:** There were a number of founding fathers within the village that are no longer with us. With the loss of these individuals also lost were many of the events that fostered a community atmosphere. Spencer Community Boosters was formed by a group of individuals excited about moving the community forward and creating events and programs to bring people to the community. We will operate with complete transparency and make sure that there is an open line of communication to all stakeholders including those that have never donated before. We will talk about the goals and vision with the community and support those goals.

**Group Membership:** Any interested individual may participate in activities where age appropriate. Membership is unlimited and only individuals that break the code of conduct, prove that they do not support the Boosters mission and goals, or have legal issues that may damage the reputation of the booster club will not be allowed to participate or removed from the board of directors. In order to remove members a motion must be made by a board member and there must be a vote by the board with a 3/4 majority over two separate meetings. In addition, to the previous list voting members that fail to fulfill their obligation can be voted out by other members of the board of directors with a 3/4 majority vote if they don't step down. Members must attend 50% of board meetings and volunteer 30 hours per year to maintain member status. A letter will be sent advising of the board decision.

**Board of Directors:** The board will be limited to no more than 12 voting board members (unlimited non-voting members). The goal is to pull membership from area organizations as this project benefits many and communication is the ultimate endeavor to make it a success. Voting members must be voted in on a rotating basis in the month of January as their term lapses. A term will last 4 years. Initially, the members re-election periods will be staggered so that the rotation happens in a way that we aren't replacing all officers at the same time. Current voting members can choose to be re-elected if they wish. The nomination committee will select individuals to nominate for elections and if the individual is interested they will bring those names to the board for a vote. Elections to fill open spots will occur as interested individuals are found.



**Officers:**

Spencer Community Boosters will hold officer elections in January of each year for officers whose term is set to expire, with the term to begin immediately following the election. An officer will be elected for four years and can hold unlimited terms. Officers will be nominated by the board of directors by a motion and a second. Multiple members of the board can be nominated for the same position. In the event there is more than one individual nominated the board will move to a ballot vote for the position. Special elections may be held at any regular meeting in order to fill a vacant officer position with that elected officer to complete the original term of the vacant position.

Following are the officers:

President-Elected in odd years

Vice President- Elected in even years

Secretary- Elected in odd years

Treasurer – Elected in even years

**Structure and Lines of Authority:** The Board of Directors is the primary governing body for the Spencer Community Boosters. The board will have final decision in all matters. The Board determines the goals and direction for the Boosters.

**Officers:**

**President:** Acts as the spokesperson for the Board and sets the agenda after discussing with other officers. The President will lead the meetings, complete paperwork, create the agenda, and serve on the executive committee.

**Vice President:** Will lead the Board meetings when the President is not available and will serve on the executive committee. The vice president will be the liaison to the Village of Spencer and provide updates and a report at board meetings.

**Treasurer:** Will oversee all of the financial responsibilities to include the receipt and deposit of income, payment of invoices, maintenance of checking/savings accounts, reporting the monthly and year to date financial status of the organization. The treasurer will approve budgets along with the executive committee.

**Secretary:** Will record the meeting minutes for all meetings, maintain records of meetings. Will serve on the executive committee and will maintain/coordinate calendar of events.



## **Standing Positions:**

**Operations Coordinator:** The operations coordinator will maintain inventory for the concession stands for regular events.

**Sponsorship/Marketing Coordinator:** Will create and coordinate all marketing efforts including advertising, newspaper articles, and work with area organizations to promote our mission and events. In addition, they will build and maintain a list of donors, and make sure donors are properly recognized (thank you notes and signage).

**Removal of Board Members:** In order to remove members a motion must be made by a board member and there must be a vote to remove with a  $\frac{3}{4}$  majority. The issue will be noted as a Closed Session topic on the agenda with the topic of Board of Director Review. For a motion to be made it must be evident that the member has failed to fulfill their attendance/participation obligations, are found to not support the mission of Spencer Community Boosters, or those that are experiencing legal issues making it a liability to continue on the board or those that no longer pass a background check. If a motion is to be made the board member that would like to make the motion will notify the President or Vice President that the topic should be added to the agenda.

**Meetings and Quorum:** Scheduled meetings will be held bi-monthly at a minimum. Meetings will be open to the public. A quorum will be established when 4 or more members are present. Meetings can be called and materials sent via email. Members must attend at least 50% of regular scheduled board meetings.

Voting for emergency via email is acceptable the deadline must be provided in subject line of the email with a minimum of 48 hours. A majority of the board must respond but it expected that all voting member will respond.

**Committees:** The board will have the following standing committees appointed by the president with consent of the board:

### **Adult leagues (Kickball/Softball/Volleyball others added as needed):**

Responsibilities: Finding teams, umpires, stats/scoreboard workers, collecting the sign-up fees and paying out winners, displaying rules, creating game schedules and brackets.

### **Concession Stand/Beer Stand:**

Responsibilities: Work with organizations to staff the concession stand on nights that SCB is not staffing, keep track of liquor licenses for members/bar tenders, inventory for concession/beer, and menu planning.

### **Marketing and Public Relations:**

Responsibilities: Maintaining the Facebook Account, working with all committees to make sure proper marketing is taking place. Work with area newspapers, create press



releases, and a regular newsletter. Use public forums to promote the group and its goals, mission, and vision.

**Finance and Administrative:**

Committee: Decide on budgets, work with public works on park maintenance and or additions/upgrades to the park and/or facilities. This committee is responsible for oversight and maintaining communication with the Village Board, stakeholders, ect.

**Nomination and Sponsorship:**

Responsibilities: Send annual notice/letter, make sure thank you notes are sent, and signage at events. They will coordinate the Buy-A-Ball program and is responsible for annual membership drives and maintaining sponsorship records and contact information. In addition to the above this group will seek out grants, and alternative funding mechanisms available, and seeking out corporate sponsors with the help of the executive committee.

**Youth Leagues and Youth Events:**

Responsibilities: Finding teams, coaches, umpires, stats/scoreboard workers, collecting the sign-up fees and paying out winners, displaying rules, creating game schedules and brackets, ordering shirts/hats, trophies, ect.

**Temporary committees:** Temporary committees for events or special fundraisers can be added as needed and members will be appointed by the President.

**Dues:** There will be no membership dues to participate in this group. There may be participation fees for specific events, to be determined as needed.

**Conflict of Interest:** If an issue presents a conflict of interest for any member of the board, they must indicate that they will abstain from voting on the issue. If an issue is determined to be a conflict of interest for a particular member, by the other members, they will ask that person to abstain from voting.

**Dissolution of the organization:** If at any time the group cannot find members and the voting members fall beneath 6 members the remaining 8 can vote to dissolve the group with a three-fourths (75%) of vote of the Board of Directors in two successive meetings which are at a minimum 30 days apart shall be required.

Upon dissolution of Spencer Community Boosters for any reason, none of the assets shall be distributed to any member, officer or director; and in the event of voluntary dissolution, the assets shall be transferred in accordance with Wisconsin Statute 181.50, requiring assets to be transferred to one or more corporations or organizations engaged in activities substantially similar to those of the dissolving corporation. To satisfy this requirement, any assets at the time of dissolution will be transferred to another organization (s) throughout the Spencer Community.



**Revised dates: 2.19.17 and 9.30.18**

**President's Signature**\_\_\_\_\_