

## BYLAWS OF THE ELK RIVER WRESTLING BOOSTER CLUB

### ARTICLE I NAME, PURPOSE

Section 1 – The name of the organization shall be “The Elk River Wrestling Booster Club”.

Section 2 – The mission statement of the Elk River Wrestling Booster Club is to provide both financial and nonfinancial support to the Elk River Wrestling Community through various fundraising and volunteering activities

Section 3 – The organization may at its pleasure by a vote of the membership body change its name.

### ARTICLE II MEMBERSHIP

Section 1 – Eligibility for membership: Membership in this organization shall be open to all wrestling families grades pre-K-12 that support the mission statement in Article I.

Section 2 – Rights of Members: Each member is welcome at booster club meetings. Each member is eligible to nominate and serve on the Board of Directors.

### ARTICLE III MEETINGS OF MEMBERS

Section 1 – Regular meetings: Regular meetings of this organization shall be held at a time and place to be determined by the board members and communicated to membership by the secretary.

Section 2 – Annual meetings: An annual meeting of the members shall take place in the month of April. At the annual meeting the members shall elect officers, receive reports on the activities of the organization, and determine the direction of the organization for the coming year.

Section 3 – Special meetings: The Board of Directors may call special meetings of this organization when they deem it necessary for the best interest of the organization. Notice of

such meeting shall be mailed or emailed to all members at least ten (10) days before the scheduled date for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. A special meeting may also be called at the request of at least (3) members but such request must be made in writing at least ten (10) days before the requested scheduled date. No other business but that specified in the notice may be transacted at such a special meeting.

Section 4 – Notice of meetings: All meetings will be posted on the organization’s website ([www.elkriverwrestling.com](http://www.elkriverwrestling.com)) and shall be given to each member by email, not less than two weeks prior to the meeting.

Section 6 – Quorum: Two-thirds ( $\frac{2}{3}$ ) of total board members (6 of 9) must be present at any properly announced meetings to constitute a quorum.

Section 7 – Voting: All issues to be voted on shall be decided by a simple majority of a quorum of board members in which the vote takes place. Voting privileges will only be for nine elected board members.

#### ARTICLE IV ORDER OF BUSINESS

1. Roll Call
2. Approval of the minutes. The minutes will be made available to all members via the organization's website a minimum of five days prior to the next meeting.
3. Treasurer's Report
4. Coaches reports
5. Old Business
6. New Business
7. Next scheduled
8. Adjournment

Note that order of business and topics can be edited or changed by the President. The President shall be responsible for providing copies of the agenda the day of the meeting.

## ARTICLE V BOARD OF DIRECTORS

Section 1 - Board role, size and compensation. The board is responsible for overall policy and direction of the organization, and may delegate the responsibilities of day to day operations to any additional volunteer. Board members may also serve as chairs for various committees as selected by the board. The board shall have not more than five (5) board member positions turning over at elections unless there is an unexpected vacancy. The board receives no compensation other than reasonable expenses. The board must approve the budget and any expenditure over \$500.00 must be included in the budget. The board must approve any change to the budget that is over \$500.00.

Section 2- Terms. All board members shall serve a two-year term with no limitation on service. The two-year term of service is intended to prevent a complete replacement of all nine (9) board members during any election year.

The President, Secretary, Volunteer Coordinator, Youth Coordinator, and High School Coordinator will end on the even years of the end of season.

The Vice President, Treasurer, Registration/Website Coordinator, and Middle School Coordinator will end on the odd years of the season.

Section 3 - Election procedures. At the April meeting, the Vice President shall open the floor for nominations and shall preside over the selection of nominees from the floor. Once nominations are closed, the Secretary will inform nominees through email at which time each nominee must accept or deny the nomination. During the elections in May, the Vice President will preside over the balloting process and announce election results. If the Vice President is up for elections the President will preside over nominations and elections

Section 4 - Officers and Duties. The board shall consist of a President, Vice President, Secretary, Treasurer, Volunteer Coordinator, Registration & Website Coordinator, Youth Coordinator, Middle School Coordinator and High School Coordinator.

Their duties are as follows:

### **President:**

- Lead group to uphold beliefs of the organization
- Lead Meetings
- Set Agenda
- Monthly Newsletter
- Coordinate additional wrestling practice opportunities
- Follow up on all communication and hold members accountable

**Vice President:**

- Assist President
- Sponsorships & Fundraising Lead
- Coordinate Golf Tournament
- Nonevent Fundraising (Pizza Ranch, Papa Murphy's, etc.)

**Secretary:**

- Take minutes for meetings
- Coordinate meeting communication
- Manage Google Drive
- Create & Manage Contacts List
- Support President and Vice President

**Treasurer:**

- Manages finances
- Taxes
- Insurance
- Annual Charitable Organization Report
- Monthly Income & Expense Reports
- Event Start Up Cash
- Facilitate Budget Conversations

**Volunteer Coordinator:**

- Set up volunteers for events and as requested by coaches.
- Assigns assistants at all levels as needed
- Manage DIBS
- Send reminders
- Set up pictures for all levels
- Coordinate with candid photographer for all levels as requested

**Registration & Website Coordinator:**

- Set up registration for all grades via Sports Engine.
- Test registration
- Answer registration questions
- Roster kids for all levels
- Re-design webpage
- Update regularly with pictures and events
- Add calendar events
- Keep updated Alumni lists
- Update sponsorship logos as needed
- Assist HS Coordinator with team banners and program

**Youth Coordinator:**

- Lead youth program
- Secure practice space
- Manage coaches
- Create practice schedule and matches
- Youth Budgeting
- Assist coach with communications
- Manage social media
- Youth Practice T-Shirts
- Input Sports Engine Schedules
- Plan/Delegate Season Events
- Update Handbook & Youth Documents on Webpage
- Advertise Program
- Support Families/Wrestlers
- Work with MS/HS on fan apparel
- Coordinate hotels & restaurant outings for out of town tournaments
- Manage & update team managers

**Middle School Coordinator:**

- Assist coach with communications
- Manage social media
- Manage singlet sign in and out
- Apparel-order warm ups for 6th graders & new wrestlers
- Enter events in Sports Engine
- Coordinate any hotel/restaurant outings as needed
- Coordinate team events
- Coordinate transportation to team duals/tournaments
- Work with Youth/HS on fan apparel
- Coordinate hotels & restaurant outings for out of town tournaments

### **High School Coordinator:**

- Assist coach with communications
- Coordinate and/or assign tasks & committees for Alumni Night, Take Down Cancer Night, Senior/Parent Night, End of Season Banquet, etc.
- Assist coaches with uniforms
- Order HS Practice T-shirts-organize distribution with HS managers
- Enter events in Sports Engine
- Assist with Social Media
- Coordinate any hotel/restaurant outings as needed
- Program
- Team Banners
- Work with Youth/MS on fan apparel
- Coordinate hotels & restaurant outings for out of town tournaments

Section 5 –Vacancies. When a vacancy on the board exists midterm, the secretary will take nominations for a replacement for a period of two weeks. The nominations will then be sent out with the next scheduled meeting announcement and the remaining board members will vote on a replacement to fill the remainder of the term.

Section 6 - Resignation, termination, and absences. Resignation from the board must be in writing and submitted to the Secretary. A board member may be terminated from the board due to excess absences. Board members are required to attend 75% of the meetings. A board member may be removed for other reasons by a two-thirds ( $\frac{2}{3}$ ) vote of the remaining directors.

## ARTICLE VI COMMITTEES

Section 1 - Committee formation:

All committees will be discussed and formed by the board of directors. Once a committee is formed that committee has a responsibility to report updates to the board of directors at a frequency that is agreed upon by the committee chair and the board of directors.

Examples of current committees

Concessions  
Girls Director  
Golf Tournament

## ARTICLE VII

## AMENDMENTS

Section 1 – Amendments. These bylaws may be amended or changed by a majority vote of the members present at the regularly scheduled meeting. Proposed amendments must be submitted in writing, to the secretary, two weeks prior to the next regularly scheduled meeting. The secretary will send the proposal out with the regular meeting announcements.

## ARTICLE VIII CERTIFICATION

These bylaws were amended and approved at a meeting of the board of directors.  
February 2024

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Signature

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Printed name and title

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Date