



LAINGSBURG WOLFPACK SPORTS BOOSTERS  
BYLAWS

**Adopted: November 7, 2011**

# LAINGSBURG WOLFPACK SPORTS BOOSTERS BYLAWS

## Article 1. Organization

### Section 1.01 Name

The Laingsburg Wolfpack Sports Boosters<sup>1</sup> has been formed and is registered as a 501-3(c) with the State of Michigan and the Internal Revenue Services.<sup>2</sup>

### Section 1.02 Mission Statement

Be it known that the Laingsburg Wolfpack Sports Boosters has been formed for the following purposes:

- To promote and further the athletic programs of the Laingsburg Public School system,
- To encourage the involvement of youth, parents, and members of the community in the above mentioned programs,
- To assist where possible in the improvement, advancement, and expansion of these programs, both financially and morally.

### Section 1.03 Objectives

All members shall promote, through a positive attitude in the community, the Laingsburg Wolfpack Sports Boosters and shall encourage the enlistment of new members from the community whether they have children in the Laingsburg Public School system or not.

All members shall promote, through a positive attitude in the community, the Laingsburg Wolfpack Sports Boosters and shall encourage the enlistment of new members from the community whether they have children in the Laingsburg Public School system or not.

The Laingsburg Wolfpack Sports Boosters shall encourage the involvement of any of our youth in club activities, where this involvement is deemed appropriate.

The Laingsburg Wolfpack Sports Boosters will remain a non-profit organization forever.<sup>3</sup>

### Section 1.04 Fiscal Year

The fiscal year of the Laingsburg Wolfpack Sports Boosters is from August – July.<sup>4</sup>

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<sup>1</sup> Article 10, Section 10.01 – Revised 2011 – Change name as needed for consistency

<sup>2</sup> Article 10, Section 10.01 – Revised 1/08 & 2011 – NEW addition of language 2011

<sup>3</sup> Article 10, Section 10.01 – Revised 9/04

<sup>4</sup> Article 10, Section 10.01 – Revised 1/08 & 2011 – Change throughout document for consistency

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## **Section 1.05                    Membership Year**

The membership year and calendar year shall be synonymous and shall be from September – August.<sup>5</sup>

## **Article 2.            Membership**

### **Section 2.01                    General Membership Member**

Membership in the Laingsburg Wolfpack Sports Boosters shall include: Parents, Legal Guardians and Grand Parents of any current or former student and Alumni, Administration, Staff and Coaches of Laingsburg Community Schools as Non-Voting Members of Laingsburg Wolfpack Sports Boosters.

### **Section 2.02                    Voting General Membership Qualifications**

Voting Membership is defined as any member who has paid the one dollar annual dues and who has attended 50% of the meetings from the date they joined during each Laingsburg Wolfpack Sports Boosters calendar year.

If a paid member has been a continuous member from a previous year, the secretary shall take into account their attendance during the previous year for voting privileges at the September meeting and for email votes<sup>6</sup>. It shall be the secretary's duty to keep a log of each member's attendance and the date each member joined the Laingsburg Wolfpack Sports Boosters for each calendar year and have an updated copy available at each meeting and for the president to utilize in the event of an email vote.<sup>7</sup>

### **Section 2.03                    General Membership Privileges**

Any member of the Laingsburg Wolfpack Sports Boosters may be removed from the membership "for cause," by a 2/3 majority vote of the General Membership only after he/she has been allowed to present his/her arguments at a special meeting called for this sole purpose\*\*\*

## **Article 3.            Meetings**

### **Section 3.01                    General Membership Meetings**

The presiding officer at a General Membership meeting shall have the authority to place a motion on the floor.

The President or Co-Presidents shall have the authority to table any matter to the next regularly scheduled meeting.

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<sup>5</sup> Article 10, Section 10.01 – Revised 2011 – NEW, define and clarify terms

<sup>6</sup> Article 10, Section 10.01 – Revised 2011 – Email voting

<sup>7</sup> Article 10, Section 10.01 – Revised 2011 – Updated copy of roster and email voting

\*\* See minutes of Special Membership meeting of March 17, 1994

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The President or Co-Presidents, in conducting meetings of the General Membership, shall have no voting authority except in the case of a tie vote, in which case the President or Co-Presidents may cast the deciding vote.

### **Section 3.02 Notice of Meetings**

The dates of regular meetings during various sports seasons shall be determined by an act of the General Body.

The President or Co-Presidents shall have the authority to call any special meetings of the General Membership, Executive Committee, or special committees, deemed necessary, with of course, reasonable notice. (Usually a minimum of 24 hours.)

### **Section 3.03 Order of Business**

The regular order of business at all General Membership meetings shall be as follows:

Approval<sup>8</sup> of previous meeting minutes.

Report from Treasurer.

Reports from committees.

Old business.

New business.

Good of the organization.

### **Section 3.04 Executive Board Meetings**

The Executive Committee shall consist of the President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary and Treasurer.

### **Section 3.05 Special Meetings**

The bylaws grant the authority to the President or Co-President to “call any special meeting of the General Body, Executive Committee, or Special committees, deemed necessary” and with reasonable notice, which is usually a minimum of 24 hours.<sup>9</sup>

### **Section 3.06 Voting**

All decisions voted by the General Body shall be decided by a simple majority

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<sup>8</sup> Article 10, Section 10.01 – Revised 2011 – Rescind “reading”

<sup>9</sup> Article 10, Section 10.01 – Revised 2011 - define

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vote of members present and in “good standing”<sup>10</sup>.

The Secretary shall maintain a list of the names of all current “members in good standing,” and add the names of newly acquired members, which will be available at each monthly meeting<sup>11</sup>.

In the event that there is an issue that is presented to the president prior to the next scheduled meeting that they believe requires immediate action or vote they may put the question to a vote via email. The maximum value of the vote shall not exceed \$1,000 dollars. The email is to be sent to only members in good standing.<sup>12</sup>

## **Section 3.07 Quorum**

A quorum shall be established when at least two (2) officers are present and a minimum of two (2) “members in good standing” are present.<sup>13</sup>

## **Section 3.08 Robert’s Rules of Order**

All meetings shall be conducted in accordance with good parliamentary procedures and in compliance with the “Roberts Rules of Order for General Meetings.” (Appendix 1)<sup>14</sup>

# **Article 4. Officers & Committees**

## **Section 4.01 Officers**

The following offices in the Laingsburg Wolfpack Sports Boosters shall be filled by election from the General Membership once per year, at the beginning of that year, which is the first meeting in September:

President or Co-Presidents  
Vice President or Co-Vice Presidents  
Secretary  
Treasurer

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<sup>10</sup> Article 10, Section 10.01 – Revised 2011 – add “and in good standing”

<sup>11</sup> Article 10, Section 10.01 – Revised 2011 – rescind “publish, once per year” for “maintain” and rescind “periodically throughout the year” and add “which will be available at each monthly meeting”

<sup>12</sup> Article 10, Section 10.01 – Revised 2011 – add entire paragraph

<sup>13</sup> Article 10, Section 10.01 – Revised 2011 – define quorum

<sup>14</sup> Article 10, Section 10.01 – Revised 2011 – add appendix for copy or overview of “Robert’s Rules”

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## Section 4.02 Responsibilities

### **President or Co-Presidents**

The President or Co-President (Vice President or Co-Vice Presidents in the President's or Co-President's absence) shall preside at all meetings of the Laingsburg Wolfpack Sports Boosters.

All committees deemed necessary shall be appointed by the President or Co-Presidents and remain active as long as deemed necessary.

The President or Co-Presidents shall be an "ex-officio" member(s) of all committees and shall have a voice, but no vote.

The President or Co-Presidents, in conducting meetings of the General Body, shall have no voting authority except in the case of a tie vote, in which case the President or Co-Presidents may cast the deciding vote.

The President or Co-Presidents shall have the authority to call any special meetings of the General Body, Executive Committee, or special committees, deemed necessary, with of course, reasonable notice. (Usually a minimum of 24 hours.)

### **Vice-President or Co-Vice Presidents<sup>15</sup>**

The Vice President shall preside at all meetings in the absence of the President and act with the full authority of the President.

In the event that the General Membership elects to have a Co-President, the position of Vice President or Co-Vice Presidents will not be filled.

### **Secretary**

The Secretary shall be responsible for recording the minutes of all meetings of the General Body, whether they be regular or special meetings and shall be responsible for maintaining all official meeting records.

### **Treasurer**

The Treasurer shall be responsible for the receipt and disbursement of all funds and shall keep appropriate records of all transactions in accordance with recognized methods of record keeping.

These financial records shall be available for any member to inspect upon his/her request within a reasonable time of notice (7 days).

The Treasurer shall publish a financial statement itemizing all receipts and disbursements at each regularly scheduled monthly meeting and an annual statement September 1 through August 31 of each year.

The Treasurer will bring forth all expenditures to the monthly Executive Board meeting for review, approval, and payment by the Executive Board.

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<sup>15</sup> Article 10, Section 10.01 – Revised 2011 – NEW, define role

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## **Section 4.03 Nominations**

Nominations for all officer positions shall occur at the first meeting of each membership year, September, of those members present and only after annual dues have been paid.<sup>16</sup>

## **Section 4.04 Elections**

Elections shall proceed immediately after nominations and only members in good standing. (See Membership - Section 2.02)<sup>17</sup>

## **Section 4.05 Removal & Replacement**

### **(i) Resignation**

In the event that an officer resigns or becomes unable to fulfill the position the General Membership will be notified as soon as practical. At the next scheduled meeting the Nomination and Election process will occur. In the event that no one expresses interest in filling the position the President or presiding officer may make an appointment followed by a confirmation vote of members in good standing present.<sup>18</sup>

## **Article 5. Committees**

The bylaws of the Laingsburg Wolfpack Sports Boosters provides for the appointment of committees by the President or Co-President as deemed necessary.<sup>19</sup>

### **Section 5.01 Standing Committees<sup>20</sup>**

The following committees shall be considered standing committees and will be filled by members of the General Membership at the first meeting each membership year, September/.

Concessions

School Liaison

Audit Committee – To be selected at the June monthly meeting (See Finances -Section 5.01)

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<sup>16</sup> Article 10, Section 10.01 – Revised 2011 – NEW, define

<sup>17</sup> Article 10, Section 10.01 – Revised 2011 – NEW, define

<sup>18</sup> Article 10, Section 10.01 – Revised 2011 – NEW, address and define

<sup>19</sup> Article 10, Section 10.01 – Revised 2011 – NEW, address and define

<sup>20</sup> Article 10, Section 10.01 – Revised 2011 – NEW, address and define

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## Article 6. Finances

### Section 6.01 General

The Laingsburg Wolfpack Sports Boosters checking account and savings account shall have at least four (4) authorized signatures, those of the President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary and Treasurer. It shall require a minimum of two (2) of these signatures to produce a valid check. It shall require a minimum of two (2) of these signatures to make withdrawals from the savings and checking accounts.

A donation made to the Laingsburg Wolfpack Sports Boosters with a specific intent in mind, and accepted by the Laingsburg Wolfpack Sports Boosters with the specific intent in mind, shall be presented to the Board of Education for approval. Upon acceptance by the Board of Education, this agreement shall become an official part of the Laingsburg Wolfpack Sports Boosters record for future reference for all new officers and members. The Board will also be requested to include their approval of said agreement in their official meeting minutes.

At the June monthly meeting of the Laingsburg Wolfpack Sports Boosters, an audit committee shall be established consisting of three to four (3 to 4) members for the purpose of reviewing the Treasurer's books at the completion of the Treasurer's term of that respective year.

### Section 6.02 Appropriations

All fund raising projects that require any advance money from the Laingsburg Wolfpack Sports Boosters will come before the General Membership for approval. Any fund raising project that does not require any upfront money must get approval from the Executive Board.

## Article 7. Restrictions & Limitations

It shall be the policy of the Laingsburg Wolfpack Sports Boosters to leave all matters concerning school policies to the School Board and school authorities and all discipline to the respective coaches.

## Article 8. Amendments

The General Membership only on a 2/3-majority vote can amend these Bylaws.



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Any proposed amendments must be placed on the floor for consideration at a given meeting and voted upon, after reading, at a subsequent meeting.  
Minimum of two (2) meetings required to pass an amendment.

If an amendment is defeated, it shall be necessary to repeat the amendment procedure again, if it is to be considered at a future date.

A defeated amendment cannot be again proposed for a period of at least six (6) months.

### Article 9. Dissolution

If the Laingsburg Wolfpack Sports Boosters organization dissolves, all the money and assets will revert to the City of Laingsburg.<sup>21</sup>

### Article 10. Adoption of Bylaw

#### Section 10.01 Revisions

Revised 6/94

Unknown changes, section 2.03, Special meeting minutes.

Revised 9/04

- R. If the Laingsburg Wolfpack Sports Boosters organization dissolves, all the money and assets will revert to the City of Laingsburg.
- S. The Laingsburg Wolfpack Sports Boosters will remain a non-profit organization forever.

Revised 1/08

Bylaw changes to the Laingsburg Wolfpack Sports Boosters  
The Laingsburg Wolfpack Sports Boosters will make name changes on all future correspondence to reflect correct name registered with the State of Michigan and to be registered with the IRS to be consistent.

Revised 7/11

Major revision of bylaws regarding form and structure. Refer back to footnotes for specific changes or additions.

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<sup>21</sup> Article 10, Section 10.01 – Revised 9/04

## APPENDIX 1

### <sup>22</sup>RobertsRules.org | Robert's Rules of Order - Summary Version **For Fair and Orderly Meetings & Conventions**

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!  
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

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<sup>22</sup> Article 10, Section 10.01 – Revised 2011 – NEW, addition of Appendix

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- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

### The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated

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- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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## *Parliamentary Motions Guide*

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

## *Parliamentary Motions Guide*

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request for information	Point of information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority