

THE ORIOLE NATION BOOSTER CLUB BYLAWS



“Working together for the success of all”

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Article I. Organization Name

Section 1:

The name of the Organization is the Oriole Nation Booster Club (hereinafter referred to as Oriole Nation).

Section 2:

The official address of the Oriole Nation will be designated to the School District of North Fond du Lac (hereinafter referred to as the District), 1115 Thurke Ave, North Fond du Lac, WI 54937.

Article II. Purpose and Objectives

Section 1:

The Oriole Nation is a not-for-profit, volunteer organization within the meaning of Section 501(c)(3) of the Internal Revenue Code working in conjunction with the District. The Oriole Nation exists for the purpose of broadening the involvement of students, student families, and the community through support for all students (grades K – 12) participating on athletic teams, academics, clubs, and arts. The Oriole Nation works to achieve this through active participation of all supporters in Oriole Nation activities and fundraising events while working closely with the advisors, coaches and school administration.

Section 2:

The Oriole Nation participates in and/or sponsors numerous activities to generate funds to support programs affiliated with the Oriole Nation. The funds raised by the Oriole Nation will be used to benefit student programs related to improving student involvement and help students develop general and leadership skills that will help the student succeed in our schools and community.

Section 3:

The objective of the Oriole Nation is to support the growth and development of students in the District. This includes helping to develop an atmosphere that encourages student involvement, promotes positive school spirit, support of all participants and programs.

Article III. Adoption and Amendments

Section 1:

The following are hereby adopted as the bylaws of the Oriole Nation. They shall be reviewed whenever deemed necessary or a minimum of annually after election; be subject to amendment, alteration and revision in accordance to the Chapter 181 of the Wisconsin State Statutes.

Section 2:

These bylaws may be amended by a two-thirds vote of the members present at any monthly meeting. Any proposed amendment shall first be placed on the agenda for consideration and debate at the monthly meeting preceding the meeting at which the vote on the amendment occurs.

Section 3:

The Organization members and the public of the District adopted said bylaws of the Oriole Nation on October 14, 2015 to be effective immediately. Adoption of bylaws is recorded in the official minutes of October 14, 2015 meeting.

Section 4:

The Organization's revisions to this document can be viewed in Addendum 1 "Revision History".

Article IV. General Guidelines

Section 1:

The Oriole Nation must have approved bylaws. A copy of these documents must be on file with the District.

Section 2:

The Oriole Nation is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3:

All meeting minutes and other related documents must be supplied to the District as requested. Documents may be destroyed only after they are no longer needed in compliance with the Internal Revenue Service.

Section 4:

No part of the net earnings of the Oriole Nation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for professional services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Oriole Nation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Oriole Nation shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 5:

This Oriole Nation shall follow all rules and regulations according to the Wisconsin Interscholastic Athletic Association (WIAA) and the District Policies, while promoting a receptive and respectful atmosphere for all students, advisors, coaches, officials, and community.

Section 6:

Any program directly associated with the District, shall be eligible for affiliation with the Oriole Nation upon approval by a majority of voting members present at monthly meetings. Upon affiliation and at all times throughout, each group shall require a Representative as described in Section 1 of Article VII. At the time of affiliation, the newly affiliated program may have their current account balances transferred to the Oriole Nation account, listed under the encumbered fund (a commitment within the organization to use funds “ earmark ” for a specific program) within that program’s name. Expenditures from these encumbered funds do not require Executive Board approval but may be expended on behalf of these programs at the discretion of the Program’s Representative.

Section 7

At least two executive board members shall have full access to all social media accounts and participate in the social media account. When a board or committee member leaves ON or social media committee the password shall be changed.

Article V. Membership

Section 1:

The Oriole Nation membership shall be comprised of interested adult community members.

Section 2:

No members of the Oriole Nation shall be expected to pay annual membership dues. Each member will be expected to help support activities and fundraising efforts that benefit the Oriole Nation community and the goals set forth by the Oriole Nation.

Section 3:

Any individual, organization, or business interested in supporting Oriole Nation may participate in the meetings and scheduled events at no membership cost or obligation.

Section 4:

All participants involved or affiliated with the Oriole Nation at any level should subscribe to the goals, objectives, and policies.

Section 5:

To be considered a voting member, each shall either hold a current position on the Executive Board or a Program Representative (or designee), or one Teacher Representative (from each District school) within the organization.

Article VI. Executive Board

Section 1:

The Executive Board shall consist of the elected Officers and up to three at-large representatives (Community, and Alumni). All of these individuals shall have a connection to the District and not employed by the District. These elected members shall be selected by nominations of members from the community at the April monthly meeting and majority vote by the voting population of Oriole Nation at the May monthly meeting. Executive board members shall hold office for two years commencing on the first day of June. Each Executive Board Officer may hold the same position for consecutive terms if re-elected.

Term of offices of the Executive board positions will expire on a split basis with the Vice President and Treasurer and At Large Representatives being elected in May of even numbered years.

Offices of President, Secretary, and Activities Director will be elected in odd numbered years.

Section 2:

The function of the Executive Board shall be to manage and direct the affairs of the Oriole Nation, fulfill the responsibilities approved and directed by the membership, and take such actions as may be required within the scope of these bylaws for the good of the Oriole Nation between regular meetings.

Section 3:

A simple majority of the Executive Board members present shall constitute a quorum for the transaction of business.

Section 4:

Duties of the executive board positions are:

A. President Shall:

1. Preside at meetings.
2. Carry out the decisions of the general membership expressed by a majority vote of those present at vote.
3. Vote only in the event there is a tie during a vote by the members.
4. Serve as primary spokesperson for the Oriole Nation, except as otherwise specified.
5. Direct goals and budget performance.
6. Be responsible for Biennial review of facilitating bylaw revisions as deemed appropriate.
7. Be responsible for the general overall functions of the Oriole Nation.
8. Set agenda for monthly meetings.
9. Sign checks.

B. Vice President Shall:

1. Support all responsibilities of the President and perform all the duties of the President in his/her absence.
2. Be responsible for guiding and mentoring assigned director positions.
3. Chair budget committee
4. Chair the annual bylaws review
5. Sign checks

C. Secretary Shall:

1. Keep all Oriole Nation records including bylaws, meeting minutes, and all necessary reports.
2. Keep and maintain all documents related to the function of the organization. This includes keeping all master copies.
3. Distribute monthly agenda and any special meeting notices.
4. Maintain an up-to-date list of affiliated programs.

D. Treasurer Shall:

1. Receive, deposit, and give account of the current Oriole Nation assets.
2. Have charge of all funds, securities, and all Oriole Nation financial records.
3. Maintain appropriate records.
4. Make payments for all Oriole Nation liabilities.
5. Submit a financial statement at each monthly meeting.
6. Submit a fiscal year-end statement.
7. Obtain proper State, Federal, and IRS approval of the 501(c) (3) Non –Profit status.
8. Sign checks.

E. Activities Director Shall:

1. Be responsible for planning and organizing activities such as concessions and fundraising events.
2. Maintain a list of community, organizational, and company contacts.

F. At Large Members (3): Community Member; Alumni Member

1. Attend Oriole Nation meetings
2. Volunteer or accept duties as assigned
3. Be a vocal leader and champion of the Oriole Nation

Article VII. Representatives

Section 1:

The advisor or coach of each program and Principal of each District School shall select a Representative and the duties are:

1. Representatives are encouraged, but not required to attend all Oriole Nation monthly meetings.
2. Representatives are required to attend those meetings in which they have requested an item on the agenda.
3. Representatives shall disseminate information from the monthly Oriole Nation meetings to the coaches, advisors, students, and parents.
4. Representatives shall review the monthly financial report issued by the Treasurer. Any points requiring clarification should be raised as soon as possible or within a reasonable time frame with the Executive Board and/or the advisor or coach.
5. Representatives are responsible for collaborating with the Oriole Nation Committees to find volunteers/students for contributing to projects and fundraising activities.

Section 2:

Each program affiliated with the Oriole Nation shall at all times have a designated Representative to serve as the spokesperson for that program in all matters coming before the Oriole Nation, whether related to that particular program or otherwise. The Representative shall be selected by the advisor, coach, or Principal of each program who shall notify the Oriole Nation President of his or her designated Representative and any changes or substitutions occurring during the school year. No person may serve as the Representative for more than two programs. Each Representative shall be entitled to cast a single vote.

Section 3:

All requisitions of funds submitted on behalf of a particular program shall be presented to the Oriole Nation by the designated Representative. If the designated Representative is not present at the meeting, Oriole Nation will not be able to vote to approve the funds.

Article VIII. Committees

Section 1:

The Executive Board shall create committees as deemed necessary to properly execute all of the Oriole Nation programs.

Section 2:

The Executive Board shall appoint Committee chairpersons as deemed necessary.

Section 3:

Committee chairperson will recruit volunteers from the general membership.

Section 4:

Examples of committees include:

- Finance Committee
- Fundraising Committee
- Marketing Committee
- Concession Committee
- Scholarship Committee

Section 5:

Committee meetings shall be held as needed. Committees shall report out at the monthly Oriole Nation meetings.

Article IX. Nominations and Elections

Section 1:

Nominations to serve as an Executive Board Member will be opened at the April monthly meeting. All nominations must be accepted and consented by the nominees. Elections will take place at the May monthly meeting immediately after nominations have been closed. Newly elected Officer's will assume the duties of their office on July 1.

Section 2:

If there are two or more nominees for the same position, an election by ballot will take place during the May meeting. A quorum having been established; election decisions shall be made by a majority vote of the voting members present at the meeting.

Section 3:

If there is one nominee unopposed for a position, the President shall deem the nominee duly elected at the meeting.

Section 4:

Vacated Board positions will be filled as needed. All nominations must be accepted and consented by the nominees. Elections will take place immediately after nominations have been closed.

Section 5:

No coaches, advisors or program leads with a paid position within the District shall hold an Executive Board position.

Section 6:

Spouses shall not hold positions concurrently within the Executive Board.

Article X. The Oriole Nation Year

Section 1:

The business year for purposes of fiscal and tax reporting shall run for 2020 school year it will be August 1st to June 30th. For 2021 school year and going forward it will be July 1st to June 30th.

Article XI. Meetings

Section 1:

Monthly meetings shall be held on the 1st Wednesday of each month unless the Executive Board deems a change necessary.

Section 2:

The President, or the majority of the Board, may call special meetings as deemed necessary.

Section 3:

All meeting minutes must be maintained with copies to the District administration as requested.

Section 4:

Decisions at meetings should be handled using Robert’s Rules of Order. This process should include a motion “I move that…” describing the desired action, a second “I Second” by a different member, followed by a debate and voting process. Although a voice vote may be the simplest and most common method of voting, Oriole Nation topics relating to elections shall be voted upon by using the ballot vote method. Any vote may be chosen by a member to be conducted using the ballot vote by stating “I move that the vote be taken by ballot.”

Section 5:

Executive Board meetings shall be held as deemed necessary by the President. These meeting will be held at a convenient location per agreement of all Executive Board meetings and may change as deemed necessary.

Article XII. Recording and Filing**Section 1:**

All records created by the members of the Oriole Nation including master membership lists, concession records, etc. must be continually updated and submitted to the President and Secretary for filing each monthly meeting.

Section 2:

All documents requested by the District will be communicated only through the President of the Oriole Nation. No other members or public volunteers will be asked to facilitate this communication.

Section 3:

All funds and donations will be filed and recorded by the treasurer and dispersed as seen fit through the Executive Board and members. Donations may be earmarked into encumbered funds for a specific program in the Oriole Nation.

Section 4:

The Oriole Nation program will keep an inventory of all purchases and donations. Any donations made by the Oriole Nation for equipment, uniforms or other apparel shall become property of the District and not the property of the individuals.

Article XIII. Projects and Activities**Section 1:**

All proposed projects and activities through the Oriole Nation should be approved at monthly or special meetings prior to the event.

Section 2:

All proposals for projects shall include the following plan of action:

1. Detailed Description of the Plan of action
2. Estimate of expense and/or income from the project
3. Personnel responsible for the project.

Section 3:

All projects and activities held on school property shall be cleared with the District through a facility request.

Article XIV. Finance

Section 1:

The Oriole Nation shall be empowered to receive, hold and expend funds acquired by the organization in compliance with these bylaws.

Section 2:

No person shall serve the Oriole Nation with compensation. Reimbursement shall be provided for assigned duties or accrued expenses, granted prior approval by a majority vote was established. This pre-approval process must include a detailed written description of assigned duties or list of planned expenses including specific service, usage, mileage, etc.

Section 3:

In no event shall the revenues of the Oriole Nation be used to pay, reimburse, or defray fines or penalties incurred by the District coaching staff, advisors, teachers, administration, board of education or any member of any affiliated program.

Section 4:

All payments of funds need to be authorized by the Oriole Nation Executive Board before disbursement.

Section 5:

All monies received by the Oriole Nation shall be deposited into the Oriole Nation Activity Account held by the School District of North Fond du Lac or into an account in a financial institution identified by resolution of the Executive Board.

Any funds received expressly for a particular activity will be tracked separately and denoted as restricted or funds encumbered (also known as legacy) for the sole benefit of the specific program for which they were received until such time as those funds are transferred into the activity account for the designated program.

Section 6:

The Treasurer shall close the books for the fiscal year and prepare a budget report to be presented at the September meeting.

Article XV. Budget

Section 1:

The Finance Committee shall meet at the end of July to determine the following Fiscal yearly operating budget, amount for each tier, which tier groups are in, and allowable expense list. This proposal shall be presented at the August meeting to be voted on by the voting members. If the proposal is passed, it shall become the official guideline for budget. If the budget proposal is denied, discussion on a new budget will take place immediately. The voting members will vote separately on all budget requests until the budget is set.

Section 2:

Budget items above the tier amount must be submitted for review by May 1st.

Section 3:

Once the budget has been approved, groups can start using the approved budget amount. Funds need to be used within 30 days of the end of their season/program. If funds are left over they will be transferred back to the Oriole Nation general funds. If the group will be using their funds for summer league, they should notify ON to keep the funds available. The group shall then follow disbursement policies contained in Article XVII Section 1

Section 4:

The participating groups within Oriole Nation are expected to work fundraising events sponsored by Oriole Nation which include but not limited to: concessions, brat fries, Walleye Weekend etc...

Article XVI. Requisitions of Funds Outside of the Budgeting Process

Section 1:

To request monies outside of the budgeting process, the representative must submit a requisition for funds for a specified purpose benefiting the program. All requisitions for funds submitted to the Oriole Nation shall be presented using the standard requisition form accompanied by at least two quotes for items over \$5000. Requisitions shall not be approved by any individual member of the Oriole Nation, but rather be approved by a majority vote of the voting members. All expenditures must be listed on the Treasurer's Report.

Section 2:

Funds requisitions shall be submitted to the Oriole Nation President for placement on the agenda at least 7 days prior to the monthly meeting at which the requisition is first presented. A verbal presentation shall be made at the meeting by the Representative, during which the nature, purpose, amount, and other details relating to the requisition shall be explained to the membership. The presentation may be supplemented by any advisor or coach requesting the funds, and the membership shall have the opportunity to ask questions of the Representative, advisor or coach and discuss the proposed requisition. No action shall be taken on any requisition at the meeting at which it is first presented if the amount exceeds \$5,000 according to Section 3 of this article. The requisition shall then be placed on the agenda for the next scheduled meeting, at which time the Representative, advisor or coach shall be present to answer any further questions of the membership. The requisition shall then be discussed and acted upon by the voting members, which may vote to approve, deny or approve with modifications.

Section 3:

Any requisition for funds exceeding \$5,000 must be discussed at two consecutive meetings, one of which must be a monthly meeting. A majority vote of the voting members present at the second meeting 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, a quorum as defined in Article VI Section 3 must be present to hold a vote.

Section 4:

Factors to be considered by the Oriole Nation in regard to any requisition of funds include, but shall not be limited to:

1. The Oriole Nation's yearly budget and current financial condition.
2. The amount of any funds contributed from their encumbered funds by the particular program toward the total cost of the requested item(s).
3. The amount and frequency of previous requisitions from the particular program in relation to other programs.
4. The compatibility of the requested item(s) with the mission, bylaws and policies of the Oriole Nation.
5. The participation of the program's members in Oriole Nation fundraisers.

Article XVII. Distribution of Funds

Section 1:

For major purchases (over \$5,000) and for funds requested outside of the budget process:

Funds shall not be disbursed to the requesting program until such time as a purchase order or written quote for the approved item(s) has been provided to the Treasurer or the District Business Manager. Once the Oriole Nation

approves the funding, a disbursement request will be signed by the president or treasurer and forwarded to the School District Business Manager. Funds will then be transferred into the proper activity account for use by the requesting program. Requisitions shall be limited to items proposed to be acquired following approval by the Oriole Nation, and the Oriole Nation shall not assume the liability, nor approve the reimbursement of any person or program, for any items previously purchased or contracted for by the person or program prior to obtaining the Oriole Nation's approval. If requested by the executive board, the requesting program shall provide a status report to the Oriole Nation at each monthly meeting following the approval of the requisition with respect to the completion of the purchase, delivery and installation of any approved item(s), until the Oriole Nation is satisfied that the terms of the requisition have been fulfilled. The Oriole Nation may vote to rescind its approval if the requesting program has not completed the purchase of the approved item(s) in a timely manner or otherwise complied with the intent or terms of the approval. The District will then keep track of purchase receipts for its auditing purposes and will at the request of the board, provide any needed information related to purchases.

Section 2:

For regular program expenditures funded by Oriole Nation through the budget process:

Funds shall be transferred to the requesting program's activity account at a time determined by the Oriole Nation Executive Board in time for the program to use the funds as they planned. Funds must be spent in accordance with the budget that was approved by Oriole Nation. If requested by the Oriole Nation Executive Board, the requesting program shall provide a status report to the Oriole Nation. Any unused funds will be returned to Oriole Nation or be carried over to next year as determined by Oriole Nation. The District will track purchase receipts for its auditing purposes and will at the request of the Oriole Nation Executive Board, provide any needed information related to purchases.

Article XVIII. Dissolution

Section 1:

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the internal revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2:

In the event of dissolution of the Oriole Nation organization, all liabilities and obligations shall be paid in full. Each program will withdraw their designated or encumbered monies according to the "encumbered funds" within the General Fund. The remainder of the General Fund (monies not designated) shall be divided and donated to the athletic, academic, and arts programs affiliated with the Oriole Nation club of the District as determined by the voting membership. The dissolution shall take place only in the following manner:

1. Voting member requests dissolution in writing to the Oriole Nation president at least 30 days prior to the vote of dissolution.
2. Oriole Nation President will notify members of the vote of dissolution at the first monthly meeting following receipt of the request for dissolution.
3. A vote of dissolution will take place at the monthly meeting following the notification from the president. If the majority vote is in favor of dissolution at the monthly meeting, the Treasurer must proceed with final disbursement of funds and file forms of dissolution with the State of Wisconsin and the Internal Revenue Service.

Section 3:

In the event that an affiliated program decides to dissolve their relationship with Oriole Nation, they must communicate that desire to the Oriole Nation president in writing at least 10 days prior to the next monthly meeting so the item can be added to the agenda for the next monthly meeting. The Representative and the advisor or coach of the program must be present at the next monthly meeting to explain why they wish to dissolve their affiliation with Oriole Nation.

If the majority vote is in favor of dissolving the affiliation, the Treasurer will proceed to transfer any encumbered monies to the program's activity account and will move to withdraw any unspent Oriole Nation funds in the program's activity account at the District. The Representative of that program will be relieved of their Oriole Nation duties and responsibilities and the program will be removed from the list of affiliated programs.

SINCE THE ORIOLE NATION IS AN UNINCORPORATED ASSOCIATION, THIS DOCUMENT
MUST BE PROPERLY FILED AND APPROVED BY THE GOVERNING BODY OF THE
ORGANIZATION AND BE SIGNED AND DATED BY AT LEAST TWO EXECUTIVE BOARD
MEMBERS.

Print Name:

Title:

Date:

Signature:

Print Name:

Title:

Date:

Signature:

Addendum 1. Revision History

Revision History:

04/01/2015	Original Constitution Committee	N/A	Initial draft
05/18/2015	Revision Committee (open to all ON)	N/A	Initial draft revised and submitted
10/14/2015	Revision Committee (open to all ON)	1.0	Revised and approved at ON general mtg
04/06/2016	President - Joe Maramonte	1.2	Revision to bylaws approved at general mtg; 501c3 wording needed amendments per state of WI
06/01/2016	Revision Committee (open to all ON)	1.3	Annual review w/revisions submitted; general request to ON for members to review bylaw change proposal
07/06/2016	Revision Committee (open to all ON)	1.3	Pending vote - Annual review w/revisions approved at general ON mtg
09/05/2018	Revision Committee (open to all ON)	Article 15 Budget	Pending vote - Annual review w/revisions approved at general ON mtg
4/4/2019	Revision Committee (open to all ON)	1.4	Annual review w/revisions approved at general ON mtg
8/3/2021	Revision Committee (open to all ON)	1.5	Annual review w/revisions approved at general ON mtg

Addendum 2. Executive Board Members

Addendum 3. Current List of Committees, their Mission and Members

Oriole Nation Officers (2015/2016):

President	Joe Maramonte
Vice President	Dean Witkowski
Treasurer	Ken Stephani
Activities Director	Rob Giese
Secretary	Jodi Giebel
Alumni Member	Matt Rashid

Oriole Nation Officers (2016/2017):

President	Joe Maramonte
Vice President	Dean Witkowski
Treasurer	Open
Activities Director	Rob Giese
Secretary	Jodi Giebel
Alumni Member	Matt Rashid

Oriole Nation Officers (2017/2018):

President	Joe Maramonte
Vice President	Dean Witkowski
Treasurer	Angie Nitz
Activities Director	Rob Giese
Secretary	Jodi Giebel
Alumni Member	Matt Rashid

Oriole Nation Officers (2018/2019):

President	Joe Maramonte
Vice President	Matt Rashid
Treasurer	Angie Nitz
Activities Director	Rob Giese
Secretary	Jodi Giebel
Community Member	Nikki Willner
Alumni Member	Jessica Niemuth

Oriole Nation Officers (2019/2020):

President	Joe Maramonte
Vice President	Matt Rashid
Treasurer	Dawn Niemuth
Activities Director	Rob Giese
Secretary	Erin Andrews
Community Member	Nikki Willner
Alumni Member	Jessica Niemuth

Oriole Nation Officers (2020/2021):

President	Joe Maramonte
Vice President	Matt Rashid
Treasurer	Dawn Niemuth
Activities Director	Rob Giese
Secretary	Erin Andrews
Community Member	Nikki Willner
Alumni Member	Daryl Zupke

Oriole Nation Officers (2021/2022):

President	Matt Rashid
Vice President	Nikki Willner
Treasurer	Dawn Niemuth
Activities Director	Rob Giese
Secretary	
Community Member	Heather Goetsch
Community Member	Heather Klien
Alumni Member	Daryl Zupke