

B. To be held monthly from November to April.

1. Special meetings may be called at any time by any officer.

- a. An officer who calls a special meeting is responsible for phoning all voting members of the Booster Club at least three (3) days prior to the scheduled meeting.

C. To have a minimum of seven (7) voting members present before a vote on any action is taken. At least two (2) of the seven (7) members present must be elected officers.

IV. THE RESPONSIBILITIES OF THE OFFICERS of the Racine Washington Park Kids' Wrestling Booster Club:

A. PRESIDENT

1. To preside over all meetings.
2. To oversee the general operations of the Racine Washington Park Kids' Wrestling Booster Club.
3. To submit a proposed yearly budget to the Club's general membership for its approval at the first annual meeting in November.
4. To provide the Membership Director with a printed information sheet to be distributed to all wrestling families at Registration.
5. To transfer all Club records from the outgoing officers to the newly elected officers following the March elections each year.
6. To maintain Club files for five years.
7. To review and audit the Consolidated Report submitted by the Treasurer each April.

B. VICE-PRESIDENT

1. To oversee the general operation of the Racine Washington Park Kids' Wrestling Booster Club if, for any reason, the President is unable to fulfill the duties of his/her office.
2. To assist the President as requested in all designated duties.

C. SECRETARY

1. To record and submit the formal minutes of each Racine Washington Park Kids' Wrestling Booster Club Meeting.
2. To retain copies of these minutes for four years.

D. TREASURER

1. To submit an accurate and formal Treasurer's report at each monthly Booster Club meeting.
2. To retain copies of these reports for four years.
3. To maintain an accurate checkbook at an FDIC approved bank
4. To maintain an accurate and up-to-date Treasurer's Journal.
5. To submit a consolidated fiscal report to the President in April of each year.
 - a. This report is to include all Club expenses, incomes, and proceeds for the fiscal period specified.
 - b. This report is to be reviewed and audited both by the President and by a randomly chosen member-at-large.
6. To assist the President in preparing the proposed budget to be voted on at the first annual meeting in November.

E. JUNIOR DIRECTOR

1. To oversee the general operation of the Juniors' Club.
2. To submit a written report on the operations and activities of the Juniors' Club to the President at the conclusion of the Juniors' season.

V. The RESPONSIBILITIES OF DIRECTORS of Racine Washington Park Kids' Wrestling Booster Club:

A. UNIFORM DIRECTOR

1. To purchase and distribute RWPKWC uniforms.
2. To present an accurate verbal report on uniforms at each Booster Club meeting.
3. To collect all applicable monies and deposits for uniforms.
4. To collect all uniforms at the conclusion of the wrestling season.
5. To maintain written inventory records.
6. To authorize the return of deposits on uniforms only after the basis for the deposit has been satisfied.
7. To submit a general written report on the uniform situation to the President in April of each year.

B. MEMBERSHIP DIRECTOR

1. To either be personally present or to arrange to have a substitute present at all sign-up sessions and practices in order to enroll new members.

2. To present an accurate verbal report on membership at each monthly Booster Club meeting.
3. To submit a roster to all Officers and Committee Directors by January 20 of each year.
 - a. To update this roster every time the Club adds five new members
 - b. To resubmit this updated roster to all Officers and Committee Directors.
4. To distribute all membership cards, to collect all authorized membership fees, and to submit all monies collected to the Treasurer.

C. NEWSLETTER DIRECTOR

1. To issue the Racine Washington Park Kids' Wrestling Booster Club Newsletter (called the *Grappler Gazette*) on a bi-monthly basis.
 - a. The final Newsletter of the year is to be distributed at the Picnic in May.
2. To recruit reporters for each of the various age groups.
3. To collect the reporters' articles following each tournament.
4. To submit a written report summarizing the Newsletter situation to the President in April of each year.

D. TRANSPORTATION DIRECTOR

1. To provide a list of sanctioned Club tournaments to all Club members by January 1.
2. To insure accommodations for all Club members who qualify for Freestyle and/or Folkstyle State by reserving a sufficient number of hotel rooms in the areas and for the dates that these events are scheduled.
3. To help arrange rides for those who need them.
4. To provide directions to sanctioned tournaments to those who need them
4. To submit a written report on the Transportation situation to the President in April of each year.

E. TOURNAMENT DIRECTOR

1. To organize and direct ALL activities associated with the Club's annual tournament.
2. To assume responsibility for all tournament equipment.
3. To submit a written report on the year's tournament to the President by April of each year.

F. PUBLICITY DIRECTOR

1. To plan and coordinate publicity for all Club activities with the exception of the annual Tournament.
 - a. The publicity for the annual tournament is to be the responsibility of the Tournament Director.
2. To assist the Tournament Director as requested in planning and coordinating publicity for the Club's annual tournament.
3. To arrange for the regular publication of both individual and team tournament results in the *Racine Journal Times*.
4. To establish working relationships with members of the local media.
5. To propose wrestling and/or Club related article and program ideas to local newspapers and local radio and cabal stations.

G. WISCONSIN WRESTLING FEDERATION DISTRICT #3 REPRESENTATIVE

1. To represent the interests of the Club at Regional meetings.
2. To report all matters of significance discussed at these Regional Meetings to the general membership.

VI. The BOARD of the Racine Washington Park Kids' Wrestling Booster Club is to be comprised of:

- A. All of the Officers and Committee Directors of the RWPKWBC.
- B. The Head Coach of the RWPKWC.

VII. The GUIDELINES governing the Racine Washington Park Kids' Wrestling Booster Club are:

A. MEMBERSHIP

1. Membership is to be open to the parents and/or guardians of all children who are current members of the RWPKWC.
2. Membership fees are to be determined at the first regularly scheduled Club meeting in November.
3. Associate Membership is to be open to anyone who supports or promotes amateur wrestling.

B. ELECTION OF OFFICERS AND COMMITTEE DIRECTORS

1. The annual election of Officers and Committee Directors is to be conducted at the March meeting of the RWPKWBC.
 - a. Newly elected officers will not assume their positions until
2. Voting is to be conducted either by
 - a. a show of hands.