



Mosinee Community Athletic Association

By-Laws

A. Mission. The mission of the MCAA is to promote cooperation for the benefit of community sports' activities and to provide charitable assistance and support through our non-for-profit organization for the planning, building, and maintenance of sports facilities in the Mosinee area.

B. Board of Directors. The MCAA shall be governed by a board of directors consisting of members appointed by the governing body of the represented entity.

- 12 Members from Community Athletic Organizations
- 4 Representatives from the Mosinee School District (Athletic Director, 3 Coaches)
- 1 Representative from the City of Mosinee – (Municipality)
- 3 Representatives from Municipalities within the Mosinee School District
- 1 Representative from the Mosinee School District – School Board
- 2 At-Large Representatives (Elected by the Board of Directors @ annual meeting)

1. Requirements of the At-Large Representative:
 - a. The individual must live within the Mosinee School District boundaries.
2. Length of Term:
 - a. The term for an At-Large position on the MCAA board is one year starting with the February meeting and running through the last day in January of the following year.
3. Method of Electing:
 - a. The individuals interested in being elected to one of the At-Large seats must submit their name, address, and phone number to the Secretary of the MCAA prior to February 1st.
 - b. The information will be submitted by the secretary to the MCAA board on February 1st.
 - c. Board members are to review the information prior to the February meeting.
 - d. An election will take place at the February meeting.
4. Election Procedure:
 - a. Board members will be given the opportunity to comment on the candidates prior to the election. Candidates are not to be present at the February meeting.

- b. If there are two or less candidates, the president shall call for a verbal vote on each of the candidates, requiring a majority vote of the present members for approval.
 - (1). If the open seats are not filled after the verbal vote, then the President will open up additional discussion on the candidates and at the end of said discussion, call for a secret ballot on each of the candidates.
 - (2). A majority vote of the present members is required to fill an At-Large board position.
 - (3). If an At-Large board position remains unfilled after the second vote or due to lack of a candidate, it shall remain unfilled until the next term starting the following year.
 - c. If there are three or more candidates, a secret ballot shall take place with the board members in attendance.
 - (1) The two candidates with the highest number of votes, will be awarded the open seats on the board.
 - (2) In the event of a tie:
 - (a) If the top two candidates have an equal number of votes, they will each be awarded one of the open At-Large board positions.
 - (b) If the second and third most vote getting candidates have the same number of votes, then a second secret ballot will take place between those two candidates to determine which one will fill the second At-Large board position.
5. Notification of At-Large Board Members:
- a. All candidates are to be notified of the election results by the Secretary of the MCAA Board.
 - b. The two elected members are to be notified of the next scheduled meeting of the MCAA Board.
6. Vacancy:
- a. At-Large board member vacancies caused by death, resignation, removal, disqualification, or otherwise, will not be filled until the current term ends.

C. Annual Meeting. The annual meeting of the Board of Directors of the association shall be held on the second Wednesday of January of each year, at such time and place as may be designated by the Board of Directors, for the purpose of elections and for the transaction of such other business as may come before the meeting.

D. Executive Officers. The Executive Officers of the MCAA shall be elected by the Board of Directors at the annual meeting in January and shall serve a term of 2 years. Executive Officers shall consist of a President, Vice President, Secretary, and a Treasurer, who shall have the following duties:

1. **President** – The President shall be the chief executive officer of the MCAA. When present, the President shall preside at all meetings of the Board of Directors, and shall be a member of all standing committees. Subject to the Board of Directors of the MCAA, the President shall have general charge and supervision over the business affairs of the MCAA and shall have such other duties as may from time to time be assigned by the Board of Directors.

2. **Vice-President** – The Vice-President shall act as aid to the President and shall perform the duties of the President in the absence or inability of the President.

3. **Secretary** – The Secretary shall keep or cause to be kept a record of the proceedings of all meetings of the Board of Directors, shall have custody of all books and records of the MCAA, except for those books and records of the Treasurer, and shall perform such other duties as may be delegated by the President and/or the Board of Directors.

4. **Treasurer** - The Treasurer shall have custody of all funds of the MCAA and shall keep an accurate record of all receipts and expenditures of the MCAA.

5. **Qualifications** – Board of Directors members must serve on the Board of Directors at least one year before being nominated to an office.

6. Election Procedures for Executive Offices –

- a. All Executive Officers terms shall be 2 years in length. There is no limit on the number of consecutive terms an officer may serve.
- b. Nomination procedures:
 1. A potential candidate is nominated by a current board member.
 2. That nomination is seconded by another current board member. (If there is no second, the nomination is cancelled)
 3. The nominee accepts the nomination (if the nomination is not accepted by the nominee, it is cancelled).
- c. Procedure continues until all nominations have been made, seconded, and accepted.
- d. Board members will be given the opportunity to comment on the nominations. The duration of this discussion will be at the incumbent President's discretion.
- e. If there is a single nominee, the President will call for a verbal vote of approval. The motion will carry or fail.
- f. If the process yields two nominees:
 1. A secret ballot vote will be taken with each present board member casting one vote.
 2. Votes will be counted and the candidate with the most votes will be declared the winner.
 3. If the two nominees are tied, a coin toss will determine the winner.
- g. If the process yields more than two nominees:
 1. A secret ballot vote will be taken with each present board member casting one vote.
 2. Votes will be counted and the candidate with the most votes will be declared the winner.
 3. If two or more nominees are tied, the nominee with the fewest number of votes will be eliminated and the process will start again at step f (if two nominees remain) or step g (if more than two nominees remain).

7. **Vacancy** - A vacancy in an Executive Office of the MCAA because of death, resignation, removal, disqualification or otherwise, will be filled by the same procedure in Step 6 of the Election Procedures for Executive Office and filled for the duration of the term.
8. **Removal of Office** - Any officer elected or appointed by the Board of Directors may be removed by a 2/3 vote of the Board of Directors whenever in the Board's judgment it is in the best interest of the MCAA. Any officer who is absent from 3 consecutive meetings of the Board of Directors without reasonable cause may be removed from office by a 2/3 vote of the board of Directors.

E. Committees- There shall be the following standing committees:

1. Finance committee- This committee shall over see the Finances of the MCAA and shall be composed of the Treasure, and 5 other board members. The treasure shall be the chairperson of this committee.
2. Public relations committee- This committee shall over see the public relations of the MCAA and shall be composed the President and 5 board members.
3. Facilities plan committee- This committee shall over see the planning of the athletic facilities in the MCAA and shall be composed of the Vice President and 5 board members.

The board of directors shall designate the organization of any other committees of the MCAA as they see needed. This shall be done by a majority vote. These committees shall stay in existence until the board has a majority vote to dissolve them. These committees shall meet when needed.

F. Meeting Requirements- No meeting of the MCAA Board of Directors shall take place with out ½ of the Board of Directors in attendance at the meeting.

G. Fiscal year- The fiscal year shall be from January 1 until December 31st.

H. Rules of Order- Robert's Rules of Order Revised shall govern the proceedings of all meeting of the board of Directors and MCAA committees with the exception of specially adopted rules in the by-laws.

I. Dissolution - Should the MCAA dissolve, the remaining assets will be donated to a Mosinee Area Non-for-Profit organization as designated by the majority of all remaining board members of the MCAA. Said assets will be donated to the selected Non-for-Profit organization with the clause that the funds shall be used exclusively for tax exempt purposes.

J. Amendments- The bylaws of the MCAA of any section thereof may be amended or repealed by a majority vote of the Board of Directors.

Adopted this 9th day of August, 2006.

APPENDIX A. - LONG TERM / SHORT TERM FACILITY GOALS

RANK	SHORT TERM GOALS	RANK	LONG TERM GOALS
	Edgewood Park – Make Usable		Rubberized Track
	Pole Vault / Pit		Field House / Fitness Center
	Athletic Facilities Plan		Additional Indoor Ice Rink
	Upgrading Existing Green Space		Edgewood Soccer Field
	Outdoor Storage Space		Swimming Pool Bleachers
	Community Signs recognizing Athletic Accomplishments		
	Outdoor Batting Cage		
	Communication between Booster Clubs and MCAA		