

Waterford Wolverine Shooting Team, Inc.

Bylaws

Article I -Name

The legal title for this organization is the Waterford Wolverine Shooting Team, Inc.

Article II – Purpose, Mission and Founding Principals

Purpose: The purpose of the WWST is to 1) promote educational opportunities for resident scholastic athletes of the greater Waterford area within the State of Wisconsin with a particular emphasis on firearm safety, education, training, development and competition for amateur athletics and target shooting sports. 2) The general promotion of the amateur sports of target shooting and to provide materials to educate the public on how to safely pursue these activities. WWST activities are designed to incorporate two indispensable elements – SAFETY & FUN. Safety is incorporated into all facets of our activities. Team practices and competitive shoots include the element of FUN for all participants. Team participants learn the safe and responsible handling and use of firearms. They discover the joy of contributing to a shared team goal and the commitment that goes along with it. During this self-discovery process team members develop proficiency in a sport that can be shared and enjoyed with family and friends for a lifetime.

Mission: The Waterford Wolverine Shooting Team (WWST) mission mirrors that of the SCTP which is to instill in young people a set of personal values and character traits that teaches fair play, compassionate understanding, individual responsibility, sportsmanship, self-discipline, and personal commitment – qualities necessary to become successful and contributing members of society.

Competition is an important part of the SCTP and WWST, but is not the program's underlying principle. The "win-at-all-costs" philosophy has no place in WWST. Striving to win while playing by the rules does. It is the duty of everyone involved in the WWST (coaches, parents and adult volunteers) to be role models for team members to emulate, by upholding high moral and ethical standards of personal conduct.

Vision: WWST seeks to help all student athletes reach their individual potential as competitive target shooters.

Values: WWST values:

Safety – Demonstrating an unrelenting commitment to thinking, acting and behaving in a manner that prevents errors, damage, accidents or harm.

Scholarship – A commitment to life-long learning by making academic pursuits the first priority among all personal responsibilities.

Integrity – A commitment to being forthright, ethical and honest in all that we say and do.

Sportsmanship – A commitment to respect the game and our competitors, win or lose and to demonstrate behavior that others consider admirable.

Excellence – A commitment to pursuing the best we are capable of and embracing continuous improvement in our performance.

Respect – A commitment to treating people as we would like to be treated; celebrating the diversity of individuals and skills of those who enjoy shooting sports.

Teamwork – A commitment to work cooperatively in order to achieve results through shared goals, values and objectives.

WWST embraces and upholds all of the rules, guidelines and standards of conduct that are listed in the Scholastic Shooting Sports Foundation's SCTP Handbook, Coaches Guidelines and its Sportsmanship Contract. All WWST coaches, volunteers, and athletes shall be registered members of the Scholastic Shooting Sports Foundation and shall strictly adhere to the rules and regulations of the SCTP.

Article III - Structure

The Waterford Wolverine Shooting Team is a not-for-profit, volunteer-managed youth sports organization chartered as a 501(c)(3) entity. This organization is governed by a Board of Directors and operated by a staff of certified coaches and registered volunteers.

Article IV – Governing Body

WWST shall be governed by a Board of Directors comprised of eight members: five officer, two members at large, and one non-voting student team member who is eligible to shoot for the team during the current season. Officers include the President, Vice President, Secretary, Treasurer and Head Coach, while members-at-large represent organizational stakeholders such as Parents, Registered Volunteers, and/or Benefactors. This body shall have the power to establish rules and regulations that are necessary to accomplish organizational goals and objectives. The Board of Directors shall use established SCTP/ATA rules and guidelines as the basis for team rules and regulations.

All members of the Board of Directors must be elected by a majority vote of active members, and shall serve terms of office described in Article VII. Each member carries one vote. No votes may be made by proxy, and a quorum of members must be present to conduct official business of the team. Official business may be conducted in-person or through alternative methods if coordinated and managed by the Secretary; specifically discussion and votes taken through electronic forms of communication.

Article V – Officers and Members-at-Large

The **President** shall preside over all duly called Board meetings. He/she is charged with the general supervision and management of business and administrative matters of the WWST, as well as any other duties as delegated by the Board of Directors. The President shall be responsible for appointing committees as needed for the efficient operation of team activities. The President shall be elected by a simple majority vote of active Board members in good standing.

The **Vice-President** shall preside over all duly called meetings of the Board in the event of the absence of the President. The Vice-President shall also discharge the duties of the President in the event of the President's absence or disability. He/she may assist the President as requested, and performs other duties as delegated by the Board of Directors. The Vice President shall be elected by a simple majority vote of active Board members in good standing.

The **Secretary** shall be responsible for: 1) recording the minutes of all duly called meetings of the Board; 2) publishing the agenda of all official Board meetings in advance of the meeting; 3) maintaining all organizational documents and records except those assigned specifically to the Head Coach; and 4) performing other duties as delegated by the Board of Directors. In the event the Secretary is unavailable to attend the meeting, the President or Vice-President shall designate a member of the Board to substitute as the acting-secretary for the Board until the Secretary is able to resume the normal duties of the office. The Secretary shall be elected by a simple majority vote of active Board members in good standing.

The **Treasurer** is responsible for all activities associated with the financial operations of the organization. The Treasurer shall provide a report on the financial status of WWST at each duly called regular meeting of the Board, and at the close of each calendar quarter. The Treasurer shall be elected by a simple majority vote of active Board members in good standing.

The **Head Coach** is responsible for all operational activities of WWST and reserves special rights and decisions as noted in Article VIII. The Head Coach shall provide a report on the operations of WWST at

each duly called regular meeting of the Board. The Head Coach shall be selected by a simple majority vote of active Board members in good standing, but the Head Coach may not vote in his or her selection process.

The **Members-at-Large** shall be responsible for performing other duties as delegated by the Board of Directors. Members-at-Large shall be elected by a simple majority vote of active Board members in good standing.

The **Student Team Member** shall be responsible for performing other duties as delegated by the Board of Directors. Student Team Members may self-nominate for this position and shall be elected by a simple majority vote of active Board members in good standing.

Board of Director Member responsibilities:

- Ensure the financial and operational viability of the organization
- Attend Board meetings and functions of the organization
- Develop and monitor an annual budget for the organization
- Stay informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to Board and committee meetings
- Serve on committees and offer to take on special assignments
- Promote the organization and engage stakeholders as necessary
- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements, budgets, etc.
- Be a role model for WWST's Purpose, Mission, Vision and Values

Board of Director Members are expected to make a reasonable effort to attend all official Board meetings and functions. Should a Board Member fail to notify an officer of their inability to attend a regularly scheduled meeting or function in advance (an excused absence) twice during a year, the Board Member will relinquish their seat, and a new election will be held to fill the vacancy.

Member Election Method:

- 1) A quorum of Members must be present for an election to take place.
- 2) Candidates must be nominated. Candidates may nominate themselves. Candidates need not be present in order to be nominated.
- 3) Each candidate nominee must receive a second endorsement from a Member in attendance.
- 4) The candidate must accept their nomination.
- 5) After all nominees have been recorded, the vote will be conducted. Members must be present to vote.
- 6) The nominee with the highest number of votes will serve the balance of an existing term in the event of a vacated Member, or the subsequent eligible full term of their Member role.
- 7) In the event of a tie vote, each nominee will have a few moments to address the Members and earn their votes. A re-vote will be taken. Should the vote result in a second tie, a coin flip (or equivalent unbiased method) will determine the outcome.

Article VI - Committees

Standing Special Committees may be appointed by the President from time to time as deemed necessary to carry on the work of WWST or support the operational needs of the Head Coach. Officers shall be an ex-officio member of all committees. Duties, responsibilities and goals are assigned by the President and recorded by the Secretary. Committees have no prescribed terms of existence or membership, and may be initiated or disbanded at the will of the President.

Article VII - Vacancies

A vacancy occurring within the office of President shall be filled by the Vice-President. The Board of Directors shall convene a special meeting of voting members of the Board and follow the Member Election Method in order to fill any remaining terms of outgoing Members. Should Board of Director membership reach 4 or fewer members due to Member resignations or departures, the President reserves the right to appoint individuals to serve as Members until a special meeting can be held to conduct elections using the Member Election Method. Should the President and Vice President depart or resign, this right will first revert to the Secretary; next to the Treasurer; and finally to the Head Coach.

Article VIII – Terms of Office

Terms of Office for the Officers and Members-at-Large as follows:

President: The duration of the President's term in office shall be two years with elections being held in December of even years.

Vice President: The duration of the Vice President's term in office shall be two years with elections being held in December of odd years.

Secretary: The duration of the Secretary's term in office shall be two years with elections being held in December of even years.

Treasurer: The duration of the Treasurer's term in office shall be two years with elections being held in December of odd years.

Head Coach: The Head Coach shall be named in August of each year by a majority vote of the Board of Directors. The existing Head Coach may not participate in his or her own election process (*i.e. may not vote*). The Term of Head Coach shall be a 12 month period from September 1 – August 31.

Members-at-Large: The duration of the Members-at-Large term in office shall be one year, with elections being held in December each year.

Student Team Member: The Student Team Member shall be named in August of each year by a majority vote of the Board of Directors. In the event of a tie, the President shall break the tie and name a Student Team member from the individuals tied for the most votes. The existing Student Team Member may not participate in his or her own election process (*i.e. may not vote*). The Term of Student Team Member shall be a 12 month period from September 1 – August 31.

There are no term limits for any Member.

Article IX – Authority and Responsibility Vested in the Head Coach

The Head Coach is given broad authority to make operational decisions fitting with the mission and purpose of the organization, subject to the budget allocated for each area. These responsibilities include:

- Recommending the size and make-up of the coaching staff and volunteers to the Board
- Determining coaching and volunteer functions
- Make recommendations for dismissing coaches and volunteers from the staff. The Board is responsible for all hiring and firing equivalent actions.
- Determining the schedule of competition
- Representing WWST in SCTP, Conference, and related functions or the Head Coach's designee
- Ensuring the eligibility of athletes to participate/compete on an on-going basis

- Collecting and filing all required documents as specified by governing bodies such as the SCTP, ATA, Conference, etc.
- Supervising the team's equipment/property and ensure it remains accounted for in good working order
- Facilitating all necessary communication to sustain the orderly business of the team
- Ensuring the safety and enjoyment of the sport by all athletes, parents and other stakeholders.

The Head Coach may not enter into financial commitments or other obligations on behalf of the team without the preauthorized consent of the Board.

Article X - Meetings

Regularly scheduled meetings of the WWST Board of Directors shall be determined prior to adjournment of the current meeting. Coaching staff and registered volunteers of WWST may attend meetings however only Board Members have voting rights for the purpose of conducting team business. The Board President reserves the right to go into closed session if coaching staff and/or registered volunteers interfere with the regular conduct of team business.

Regularly scheduled meetings shall follow the order of business as outlined on the meeting's written agenda as provided by the President or Secretary. Notice of a pending meeting and a written agenda for the meeting shall be distributed to all Board Members a minimum of 5 days prior to the scheduled date of the meeting. Each Member shall only cast one vote per item of business.

Special meetings may be scheduled to address urgent unforeseen business needs. Advance written notice shall be provided to all voting Board Members at least 24 hours prior to the scheduled time of the special meeting. Such notice shall include an agenda of the items to be discussed and acted upon by the Board.

A **quorum** is necessary to conduct official WWST business and shall consist of a simple majority the voting members of the Board of Directors.

The Parliamentary authority for meetings shall be **Robert's Rules of Order** in the event that procedural questions arise on matters not contained within the WWST by-laws.

The **annual meeting** of the WWST will be held each year in December.

Any **dispute or allegation of wrong doing** by Board Members, coaching staff or registered volunteers regarding team functions, membership, ethics, athletic code or any other violation of SCTP rules or guidelines shall be submitted in writing to the President. After review of the facts, the President shall refer the matter to the full Board of Directors if he/she deems the matter warrants formal review before the entire Board. The President shall then call for a special meeting of the Board of Directors where all parties will be allowed to present the pertinent facts.

Any Member, coach, or volunteer who is deemed to have violated these principles may be removed from any further participation in the WWST by a simple majority vote of the Board. Any voting on corrective or disciplinary actions by the Board of Directors shall be by secret ballot in a closed session.

The WWST fiscal year shall be from January 1st to December 31st.

The President will appoint a committee to conduct a bi-annual audit of the organization's financial records in August. The findings of this audit will be presented at the annual meeting in December.

Article XI – Membership and Dues

Participation on, and membership of the WWST is comprised of individuals with affiliation to Waterford Union High School district schools as well as private schools and homeschoolers geographically located within the greater Waterford/Racine County area of the State of Wisconsin. SCTP rules supersede WWST team participation rules, and all decisions about team eligibility rest solely with the SCTP.

Athletes wishing to compete on behalf of WWST shall comply with the SCTP guidelines for team membership eligibility and will compete in a division appropriate to their grade level in school. Each School Division must correspond to his/her SCTP American classification. The Head Coach must ensure that athletes' school division classification are entered correctly in the conference scoring program. All WWST athletes, coaches, and volunteers must be registered members of the SCTP, an affiliate of the Scholastic Shooting Sports Foundation. Membership is open to all athletes without regard to gender, race, color, age, disability, religion or national origin.

Verification of school enrollment shall be the responsibility of the Head Coach. The WWST supports a no-cut policy meaning any eligible shooter will be allowed to participate, subject to the conditions stated within these by-laws as well as the academic code.

Athlete registration fees shall be determined by a vote of the Board of Directors prior to January 1 of each subsequent season. Registration fees shall be paid to the team in full no later than March 1st of each season. Athletes who have failed to pay their registration fees in full will not be allowed to practice or compete. Athletes who withdraw from the team prior to the first official competition of the season may be eligible for a full refund. Athletes who withdraw from the team on or after the first official competition may be eligible for a refund up to no more than half of their registration fee. Registration fees are used to fund normal operating expenses of the team; many of these expenses require early, non-refundable financial commitments to future competitive events. The team has no obligation to individual team members for their eligibility to competitive events. Furthermore, the registration fees collected do not entitle any individual to compete in any event of their choosing. A schedule of competitions underwritten by the team will be determined by the Head Coach. The Head Coach may present additional competitive and developmental opportunities to individuals on the team where the costs must be borne by the individuals themselves.

The WWST **competition season** commences in February and concludes at the end of August. The schedule of competition is determined by the Head Coach with input from the coaching staff and Board as warranted. Competitions consist of both home and away events during the season. It remains the responsibility of the athlete to secure transportation to and from each event, and to provide all of their own equipment (including shells where required) for each event. The Board, on behalf of the Head Coach may underwrite the cost of fees, equipment and shells for competitive events. These decisions will be undertaken as part of the annual budgeting process, and are subject to change without notice as situations occur. There may be no punitive consequence to athletes who are unable or unwilling to undertake the travel or financial commitments they may face in determining if they will compete in a particular event. The athlete's participation with the team is an "at-will" relationship.

Rules for competition may vary by hosting club, team or venue. Rules/guidelines for any particular event supersede WWST rules.

Article XII – Dissolution of the Organization

In the event that the Board of Directors for the WWST votes to dissolve the organization, any funds remaining in the WWST treasury, after all debts or financial obligations have been met and property has been sold, shall be contributed to the team's MidwayUSA Foundation account.

Article XIII – Amendments to Organizational Bylaws

These bylaws shall not be amended, altered, or repealed without official action by the voting members of the WWST Board of Directors. A voting member of the WWST Board of Directors may submit a written proposal at a regular meeting to change or amend these by-laws. The Secretary shall provide written notice of the proposed by-law amendments to the Board of Directors. A subsequent vote on the amendments may take place not less than 14 days afterwards. A two-thirds majority vote will be necessary to change or amend the by-laws.

Article XIV – Organizational Policies

Travel and Expense Policy: WWST will reimburse Board Members, Coaches, and registered Volunteers for the pre-approved, direct expense incurred for the following events:

- 1) SCTP/ATA Registration or Membership fees
- 2) SCTP sponsored Coaching classes
- 3) Fees associated with annual SCTP required background checks
- 4) SCTP sponsored training/education events
- 5) Purchases made at the explicit direction of the team for the team's sole use and benefit where the Treasurer was unable to arrange or fulfill payment ahead of time.

Expenses undertaken without pre-approval from the President, Vice President or Treasurer may be ineligible for reimbursement in part or in full. Absolutely no reimbursement will be made without a receipt.

Members, coaches and volunteers are encouraged to track their unreimbursed travel and expenses (such as mileage) undertaken while on official team business, as these expenses may be deductible under your personal income taxes.

Financial Transparency: As a not-for-profit organization, WWST exists because of the contributions of its community underwriters and benefactors. The Board of Directors will demonstrate strong fiduciary responsibility for the proper use of funds to advance the mission and purpose of the organization. To that end, the books of the organization will be kept up to date by the Treasurer for inspection by any authorized Member of the organization at any time. Financial records will be managed during the current fiscal year by the Treasurer. At the conclusion of the fiscal year, records of the team's finances will be transferred to the Secretary, and retained for no less than 7 years.

Cash Policy: It is the policy of the WWST to undertake financial transactions by check or other forms of accountable financial methods such as debit cards, electronic payments, etc. When cash purchases or payments are conducted, receipts for such transactions should be obtained. Some types of "pass-through" cash transactions may be undertaken without receipt. The most obvious example is practice round fees collected on behalf of Burlington Conservation Club.

Personal Conduct Policy: The Board of Directors, coaching staff and registered volunteers shall make every effort to promote the organization in a positive way through their personal conduct and demonstrate appropriate behavior consistent with a scholastic youth program during team functions. Absolutely no consumption of alcohol is permitted during a team function. Furthermore, no member of the Board, coaching staff or registered volunteer may transport any team member to or from an event under the influence of alcohol or any controlled substance. Failure to uphold this requirement will result in immediate permanent dismissal from the team as a Board member, coach or registered volunteer. Service to the organization is held at an "at-will" basis. Any conduct unbecoming of a Board member, coach or registered volunteer may result in suspension or dismissal from the team by a simple majority vote of the Board.

WWST Academic Performance Policy: Each student athlete participating on the WWST must agree to the WWST Academic Code before becoming eligible to participate. WWST believes that each student athlete

must place their academic pursuits above all else in order to be successful as an individual, as an athlete, and as a valuable member of society. WWST Board members, coaches and registered volunteers are expected to reinforce the importance of academic commitments and create an environment that values life-long learning.

Ethics Policy: Should a question arise of an ethical nature, the Board of Directors will commit to act in the following way: 1) Make themselves available to hear or obtain a statement directly from the individual(s) with an ethics concern. Should the subject of an ethical concern be a member of the Board of Directors, that member must recuse themselves from this process. 2) The Board will seek to gather all the facts of the matter. 3) The Board will evaluate the information it has available to it and render a decision, taking action where appropriate. 4) The individual(s) who raised their concern will be informed of the Board's decision/action. 5) The Board will adhere to a "no retribution" policy for any and all ethical issues raised.

Grievance Procedure: All grievances related to WWST or its operations shall be addressed by the Board of Directors. This includes appeals of operational decisions made by the Head Coach.

Participant Anti-harassment Policy: The WWST Board is committed to an environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or removal of students and disciplinary action against any other individual in the WWST community or other team members in competition. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our participants.

For purposes of this policy, "WWST community" means individuals subject to the control and supervision of the Board including, but not limited to, students, staff, volunteers, and Board members. "Third party" means individuals outside the WWST community who participate in activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the program.

Harassment means behavior toward a participant or group of participants based, in whole or in part, on their sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the participant's performance or creates an intimidating, hostile, or offensive environment. Harassment may occur participant-to-participant, participant-to-staff, staff-to-participant, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes, or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic;
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Sexual Harassment Policy: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;

B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's participation;

C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's participation, or creating an intimidating, hostile, or offensive environment.

Sexual harassment may include, but is not limited to:

A. unwelcome verbal harassment or abuse;

B. unwelcome pressure for sexual activity;

C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

F. unwelcome behavior or words directed at an individual because of gender.

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;

2. rating a person's sexuality or attractiveness;

3. staring or leering at various parts of another person's body;

4. spreading rumors about a person's sexuality;

5. letters, notes, telephone calls, or materials of a sexual nature;

6. displaying pictures, calendars, cartoons, or other materials with sexual content.

G. inappropriate boundary invasions by a WWST volunteer or other adult member of the WWST community into a student's personal space and personal life.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the team's activities.

Disability Harassment Policy: Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's participation; of creating an intimidating, hostile, or offensive environment; or of interfering with one's ability to participate in or benefit from a program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reporting Procedures

The Board shall prepare written guidelines for individuals to report alleged harassment prohibited under this policy to appropriate personnel. The reporting procedures shall, at a minimum, provide as follows:

A. Any participant who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to an appropriate official as designated under guidelines developed by the Board.

B. Any parent of a student who believes the participant has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to an appropriate team official as designated under the guidelines developed by the Board.

C. Coaches, volunteers, and other team officials who have knowledge or received notice that a participant has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to an appropriate team official as designated under the guidelines developed by the Board.

D. Any other person with knowledge or belief that a participant has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate team official as designated under the guidelines developed by the Board.

E. The reporting party or complainant shall be encouraged to use a report form available from the coach, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, board shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Investigation Procedure: The Board shall prepare written guidelines for investigating complaints of harassment. These procedures will, at a minimum, provide as follows:

A. The Complaint Coordinator or another individual designated by the Board (the "Investigator") shall conduct an investigation immediately. The Board, or Board designee, shall oversee the investigation. The Board will also take immediate action, as may be appropriate, to prevent further violations of this policy while the investigation is being conducted.

B. The investigation shall consider all relevant facts, documents, witness accounts, and other relevant information.

C. The investigation should be completed as soon as possible, but no later than thirty (30) calendar days from receipt of the complaint, unless additional time is needed to conduct a thorough and objective investigation and the complainant is informed of the need for additional time. The Investigator shall make a written report to the Board upon completion of the investigation. If the complaint involves a board member, the report shall be filed directly with another member of the board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Investigator may conduct the investigation whether or not a criminal investigation involving the same or similar allegations is also pending or has been concluded.

WWST Board Action: Upon receipt of a report that a violation has occurred, the Board will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent conferences, warning, suspension, exclusion, transfer, remediation, termination, or discharge. Board action taken for violation of this policy shall be consistent with the requirements of State and Federal law, and Board policies for violations of a similar nature or similar degree of severity.

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the Board shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

To the extent consistent with State and Federal laws regarding privacy and other rights, the Board shall provide the complainant and other parties with a written answer to the complaint as quickly as possible, but not more than thirty (30) calendar days from receipt of the Investigator's report, unless the Board determines that additional investigation is justified, in which case the complainant will be informed of the need for further investigation.

Formal Complaint Investigation: The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Reprisal Policy: Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's participation. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

526 The Board will discipline or take appropriate action against any member of the WWST community who
527 retaliates against any person who reports an incident of harassment prohibited by this policy or participates
528 in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited
529 to, any form of intimidation, reprisal, or harassment.

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531 Miscellaneous: Complaint coordinator is Vice President: Dan Foster.

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533 The Board shall make available to participants and families notice including this policy against harassment.
534 This notice shall also include the name, mailing address and telephone number of the Complaint
535 Coordinators, the name, mailing address and telephone number of the State agency responsible for
536 investigating allegations of discrimination in educational opportunities, and the mailing address and
537 telephone number of the Office for Civil Rights.

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539 A summary of this policy and any related guidelines shall appear in the participant handbook and shall be
540 made available upon request of parents, participants, and other interested parties.

541
542 The Board will develop a method of discussing this policy with the WWST community. Training on the
543 requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to
544 the WWST community on an annual basis, and at such other times as the Board in consultation with the
545 coaching staff determines is necessary or appropriate.

546
547 This policy shall be reviewed at least annually for compliance with local, State, and Federal law.
548 The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed,
549 and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take
550 appropriate action, and to conform with any discovery, disclosure, or other legal obligations as part of:

- 551 48.981, Wis. Stats.
552 118.13, Wis. Stats.
553 P.I. 9, 41 Wis. Admin. Code
554 Fourteenth Amendment, U.S. Constitution
555 20 U.S.C. 1415
556 20 U.S.C. 1681 et seq., Title IX of Education Amendments Act
557 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
558 29 U.S.C. 794, Rehabilitation Act of 1973
559 42 U.S.C. 1983
560 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
561 42 U.S.C. 2000d et seq.
562 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
563 34 C.F.R. Sec. 300.600-300.662
564 Vocational Education Program Guidelines for Eliminating Discrimination and Denial
565 of Services, Department of Education, Office of Civil Rights, 1979
566 National School Boards Association Inquiry and Analysis - May 2008

567
568 Dated _____, 2016 (This is the date the bylaws are accepted or were revised.)

569
570 Signed

571 _____
572 Name Title
573

Bylaw amendment history:

January, 2015: Bylaws adopted.

October, 2016: Participant Anti-harassment Policy added.

November, 2016: WWST competition season definition changed from ‘mid-March through July’ to ‘February through the end of August.’

January, 2017: Removed contradictory language related to the election of a head coach: ‘In the event of a tie, the President shall break the tie and name a Head Coach for the subsequent period.’ The election process already prescribes a method for breaking a tie.