

DUNDEE-CROWN ATHLETIC BOOSTER CLUB BY-LAWS

ARTICLE I – NAME

The official name of this non-profit organization shall be the DUNDEE-CROWN ATHLETIC BOOSTER CLUB (herein known as Booster Club).

ARTICLE II – PURPOSE/OBJECTIVE

Section 1: (a) The objective of this Booster Club is to financially assist the Athletic Department's needs and to supply equipment and articles as recommended by the Athletic Director (AD) or the Board. (b) To promote attendance and awareness of the sports activities of Dundee-Crown High School ("Dundee-Crown") consistent with school policy. (c) To recognize the accomplishments of the Dundee-Crown athletes within the guidelines of the IHSA.

ARTICLE III -MEMBERSHIP

Section 1: (a) General Membership is open to any individual who is interested in the athletic programs of Dundee-Crown. (b) General Voting membership is extended to any parent/guardian whose child currently attends Dundee-Crown.

Section 2: To be eligible to have general voting rights for elections at the annual meeting, you will have needed to attend a minimum of five (5) of the previous ten (10) Booster Club meetings. At any point going forward, the ten (10) meetings will be thought of as a moving window of Booster Club meetings. This window can and will span the Booster Club year.

Section 3: The Booster Club year shall run from July 1st to June 30th of the following year.

ARTICLE IV - THE BOARD OF DIRECTORS

Section 1: The Board of Directors (Board) shall consist of the four officers, and the elected chairpersons of standing committees (i.e. committees that conduct the on-going business of the Booster Club). The officers of this Booster Club shall be: President, Vice President, Secretary, and Treasurer. The elected committee chairpersons shall be: Communications, Concessions, Spirit Wear and Volunteer/Team Rep Coordinator.

Section 2: The Principal, the AD of Dundee-Crown or their representatives shall act as advisors to the Board.

Section 3: The Board shall be the final arbitrators in any conflict arising within the Booster Club and shall be members ex-officio of all committees seeking assistance.

Section 4: Vacancies in the Board shall be filled by appointment by the President.

Section 5: The President shall only vote in the event of a tie vote at Board meetings.

Section 6: Board members shall not reside in the same household.

ARTICLE V- ELECTED OFFICERS

Section 1: The elected officers of the Booster Club shall be: President, Vice President, Secretary and Treasurer.

Section 2: **Duties of the President-** The President shall preside at all board and general meetings; shall appoint committees subject to the approval of the Board; and have overall leadership and management responsibility for the organization. The president shall serve as liaison between the Booster Club, the Principal and the AD.

Section 3: **Duties of the Vice President** - The Vice President shall perform duties assigned by the President, assist the President in performing his/her duties, and shall implement and support the purposes of the organization. The Vice President shall act as President in the event of the Presidents absence or incapacity.

Section 4: **Duties of the Secretary** - The Secretary shall record proceedings of all Board and Club meetings, prepare meeting and distribute minutes within 72 hours, send out agenda and lead designated Club activities as prescribed by the Board, and shall implement and support the purposes of the organization.

Section 5: **Duties of the Treasurer** - The treasurer shall receive all monies due to the Booster Club, disburse funds approved by the Booster Club, and maintain all financial records. At each regular meeting, the Treasurer will make a statement of the financial status of the Booster Club. The Treasurer shall have the option to share the duties with an Assistant Treasurer, who shall be approved by the Board. At the end of each Booster Club year, the Treasurer shall submit a detailed report of the Booster Club's financial activities for the preceding year.

ARTICLE VI – ELECTED COMMITTEE CHAIRS

Section 1: The elected Committee Chairs shall be: Communications Chair, Concessions Chair, Spirit Wear Chair and the Volunteer Chair.

Section 2: The **Communications Chair** shall be in charge of all publicity of the Booster Club and its projects. They will maintain the Booster Club website, social media avenues and coordinate any communications approved by the Board.

Section 3: The **Concessions Chair** is responsible for managing concessions for the various athletic activities (and other activities as requested) that occur throughout the Booster Club year. This includes purchasing, inventory management and working with the Volunteer Chair to make sure volunteer positions are adequately filled. The Concessions Chair/elected board member/approved closer shall balance the cash box on school premises after each event within 4 days and promptly deposit these funds in a financial institution approved by the Board. Monies/cashbox shall only leave school premises to be deposited.

Section 4: The **Spirit Wear Chair** is responsible for managing the spirit wear store including purchasing, inventory management, and sales. The Chair will work with the Communications Chair to promote the Spirit Wear items on the Booster Club website.

ARTICLE VII – ELECTED COMMITTEE CHAIRS (cont'd)

Section 5: The **Volunteer Chair** is responsible for posting volunteer opportunities on designated Board approved application, identifying parent reps for each sport and working with parent reps to fill volunteer positions as needed.

Section 6: Committee Chairs will identify their committee members as needed, subject to the approval of the Board.

Section 7: Other ad hoc committees shall be established by the Board as needed to accomplish the activities of the Booster Club. The Chairs of these ad hoc committees shall not have a vote on the Board.

ARTICLE VIII - MEETINGS

Section 1: The Booster Club shall hold monthly meetings for the purpose of carrying out the business of the Booster Club. These meetings will be held on a pre-determined schedule to be set by the Board and published on the Booster Club website.

Section 2: All general meetings are open to the public. Voting at meetings is limited to Board members only.

Section 3: A quorum for a meeting shall exist if a majority of the Board is present.

Section 4: The Board shall meet as a group whenever deemed necessary.

Section 5: All meetings will be governed by Robert's Rules of Order, Revised, where they are applicable and not in conflict with these bylaws.

ARTICLE IX - VOTING

Section 1: (a) Requests for items in support of the Booster Club operations require a vote of the Board. (b) An exception may be made for emergency capital purchases to replace or repair an item in an amount not to exceed \$1,000.00. An emergency capital purchase must be approved by the agreement of at least three of the four officers without the approval of the members and can be made via electronic communication. (c) Items under \$250.00 to be purchased for Booster Club operations may be made by the President without the approval of the rest of the Board once within a 30 day period.

ARTICLE X - ELECTION OF OFFICERS AND COMMITTEE CHAIRPERSONS

Section 1: A Nominating Committee shall be appointed by the President and present a slate of candidates at the April meeting. The Board members shall be elected by ballot from the slate presented by the Nominating Committee and/or from nominations made from the floor at the May meeting.

Section 2: Permission must be secured from the nominees before their names may be placed on the ballot. A Board member must be a parent/guardian of a child who is currently attending Dundee-Crown.

Section 3: All general voting members may vote at the annual May meeting for election of the Board members.

Section 4: A voting quorum must exist to conduct the election of officers for the Booster Club. Those candidates receiving the plurality of votes cast shall be elected to the Board position for which they were nominated. (Plurality is defined as the largest number of votes obtained in a situation when three or more choices are possible).

Section 5: The newly elected officers shall be introduced and take office at the end of the regular meeting in June.

Section 6: The term of a Board member shall consist of one (1) year.

ARTICLE XI - DISSOLUTION

Section 1: In the event of dissolution or termination of this Booster Club, all funds on hand shall be used to first pay debts and expenses, and the remaining funds shall be transferred to the Dundee-Crown High School Athletic Department in accordance with District 300 Board Policy.

ARTICLE XII - LEGAL COUNSEL

Section 1: Legal counsel shall be obtained if deemed necessary by the Board.

ARTICLE XIII - AMENDMENTS

Section 1: (a) These bylaws may be changed or amended at any regular meeting of the Booster Club by a two thirds vote of the board present provided that the proposed amendment or change has been submitted in writing at a regular Booster Club meeting, and then to be voted on at that meeting.

(b) Approved amendments and changes to the bylaws shall become effective upon adjournment of the meeting in which they were approved.

(c) Bylaws shall be reviewed on an annual basis by the Feb meeting.

ARTICLE XIV - REQUESTS FOR BOOSTER CLUB FUNDING

Section 1: (a) Varsity coaches, or designee, must submit the request for all levels of their sport to the AD for review. This request must include a cost estimate. The AD must submit, in writing, an itemized request for funding prior to the meeting. Requests for funding must be presented to the Booster Club by the AD with the varsity coach or designee in attendance to answer questions.

(b) Only AD reviewed requests may be presented to the Booster Club membership for funding consideration. The requests will be submitted to the Booster Club President no later than one week prior to the scheduled Booster Club meeting. The requests will be discussed and prioritized between the AD and the Booster Club President prior to the meeting. All approved items must be purchased within the upcoming/current school year.

(c) The AD is responsible for placing the orders for Booster Club approved items following D300 policies. In the event that an approved item is no longer needed, the AD will notify the Booster Club at the next regularly scheduled meeting.

(d) A one time, one-year funding extension may be requested by the AD. Specific reasons why the extension is necessary will be required for extension consideration. Booster Club President must be notified by the April meeting of the following school year.

(e) Other funding requests, including those from organizations not related to athletics, may be submitted to the Booster Club President. A presentation must be made to the Booster Club at a regularly scheduled meeting. The Booster Club will vote on the funding request at the following regularly scheduled meeting unless the President feels there is a time constraint. In the case of a time constraint the vote may be taken at the meeting in which the presentation occurs.

(f) The Booster Club may not approve purchases to exceed unencumbered funds at any time. In the case that approved purchases exceed unencumbered fund, the items receiving the least number of votes will be removed from the approved list.

Effective this _____ day of _____, 2020. These bylaws shall replace any previously issued and authorized bylaws of the Dundee-Crown Athletic Booster Club or it's predecessor clubs.