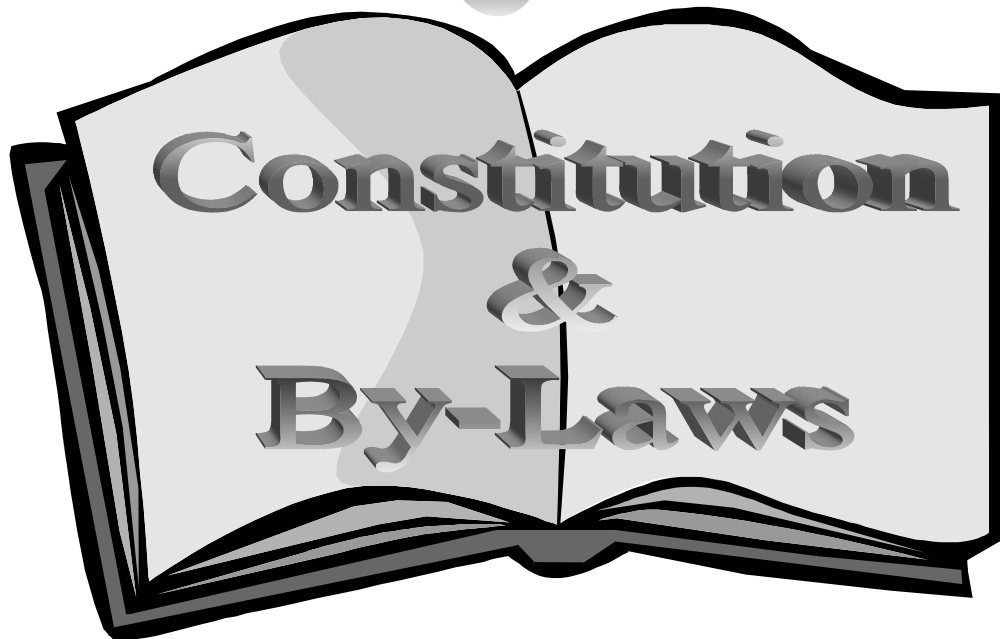


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Adopted January, 2005

# Lisle Booster Club



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UPDATE 1.1

2/25/05

UPDATE 1.2 11/08/06

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**CONSTITUTION**

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Note: Changes from the previous version are highlighted.

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**LISLE ATHLETIC BOOSTER CLUB**  
**BY-LAWS**

**Lisle Community Schools**  
**Lisle, IL**

**Article I - Name**

The name of this organization shall be the Lisle Community Schools Athletic Booster Club. (Hereafter referred to as the Booster Club).

**Article II - Purpose**

The purpose of the Booster Club is to support all competitive student programs, and their support programs (i.e. Drill Team and Cheerleading), at Lisle Junior and Senior High Schools. The Booster Club will operate as a not-for-profit organization.

**Article III - Membership**

Any person or persons (family) above the completion age of high school, or any business entity residing in or located within the Lisle Community School District perimeter shall be eligible for membership.

**Article IV - Dues**

**Section I**

Active membership dues shall be payable in August for the current Booster Club year unless otherwise authorized by the board of directors.

**Section II**

New membership dues will be payable at the time of joining the Booster Club.

**Section III**

No refund of dues will be made if a member finds it necessary to leave the area or resign from the Booster Club.

**Section IV**

Dues for the following year will be determined by a majority vote of members attending the May general meeting.

**Article V - Meetings**

**Section I**

General meetings of the Booster Club will be held once a month. The meeting schedule for the year will be established at the July meeting. Notice of the time, date, and place of the regular meetings shall be posted prior to the meeting. The committee chairpersons will present their reports at the monthly meetings. The board of directors has the option of canceling or postponing a monthly meeting as long as notice is given in the same manner as the meeting notice.

**Section II**

Special meetings of the Booster Club may be called at the discretion of the President.

- Section III** The officers may conduct business between meeting dates in order to keep the organization in good standing. Any action taken shall be presented for discussion and formal approval at the next regular meeting.
- Section IV** The May meeting will be designated as the election meeting.
- Section V** The August meeting will be designated as the Budget and planning meeting. A proposed budget will be presented which will be approved at the September meeting.
- Section VI** All members present have voting privileges. Passage of a motion requires a majority vote. Meetings will be conducted in accordance with the Robert's Rules of Order. References available at:
- <http://www.robertsrules.org>
  - <http://www.roberts-rules.com>

## **Article VI – Officers**

- Section I** The Board of Directors (i.e. Officers) shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, and Secretary.
- Section II** The Board of Directors shall take office at the June meeting. They will have the power to fill vacancies during the year and shall appoint Chairpersons of Committees. All officers have the responsibility of upholding the board's constitution and bylaws.
- Section III** Duties of the President shall consist of:
- Presiding at Booster Club meetings,
  - Serve as the principal officer of the Booster Club and guide its functions,
  - Serve as the liaison between the Booster Club, Senior High, Junior High schools, the school board, the athletic director, and community organizations,
  - Perform such other duties as are incident to the office.
- Section IV** Duties of the 1<sup>st</sup> Vice President shall consist of:
- Assist the President and act in his/her absence or by his/her direction.
  - Chair the nominating committee, and
  - Chair the fundraising committee
- Section V** Duties of the 2<sup>nd</sup> Vice President shall consist of:
- Chair the publicity committee, and
  - Chair the concessions committee
- Section VI** Duties of the Treasurer shall be to:
- Take care of all funds and assets and pay out all monies,
  - Keep books and accounts of receipts,
  - Keep records of expenditures of funds,
  - Provide financial statements at each meeting,
  - Deposit all money received in an account in the name of the Booster Club,
  - Ensure that two officers sign all checks.

- Obtain board approval for all unbudgeted expenditures in excess of \$100.
- Establish an annual budget to be approved by the board of directors.

## **Section VII**

Duties of the Secretary shall be to:

- Act as custodian of the records of the Booster Club, except for the accounts of the Treasurer,
- Conduct the official correspondence of the Booster Club and maintain a file for all such correspondence,
- Perform other duties as the president may direct, including written notice of meetings,
- In the absence of the secretary, the president shall designate a member of the board of directors to take the minutes of the meeting
- Maintain and update the Booster Club's website.
- Handle records, correspondence, and publicity.
- Take and distribute the minutes for all Booster Club meetings.

## **Section VIII**

In the event of a vacancy of the president, the 1<sup>st</sup> vice-president shall serve the remainder of the term as acting president. In the event of a vacancy of the treasurer, the president or his/her appointee shall assume the duties of the treasurer until the board of directors approves a new appointment. Vacancies occurring in the board of directors may be appointed by the officers and approved by the board of directors at the next regular monthly meeting or a special meeting may be called for the purpose of electing that director.

## **Section IX**

A director of the board may resign by written notice to the Booster Club. The resignation is effective upon receipt by the Booster Club or a subsequent time as set forth in the notice of resignation.

## **Article VII – Elections**

### **Section I**

The Booster Club members shall elect a nominating committee. It is suggested that the committee be comprised of two (2) board members and three (3) members from the floor. This committee shall meet, select at least two (2) persons (unrelated) for each office and present it to the Booster Club members. Past or present board members may be nominated for the same or another position. The committee shall ascertain the willingness of a candidate to assume office before submitting their name. At the nomination meeting, individual nominations from the floor may also be made. Nominations will be closed by a two-thirds vote of those members present. Nominees must meet the following qualifications:

- Current directors of the board must have attended at least fifty percent of regularly scheduled meetings within their term of office to be eligible for re-nomination
- General members of the Booster Club must be in good standing.

### **Section II**

The election shall be held by ballot. A majority vote of those members present will elect the officers. Members must be present at the meeting to vote.

### **Section III**

All officers shall serve for two (2) years and no officer shall succeed to consecutive terms for more than four (4) years in the same office unless there are no candidates for the position.

**Section IV** The immediate Past President shall act as the installing officer for newly elected officers.

## **Article VIII – Group Committees and Special Activities and Their Functions**

**Section I** The Booster Club shall be divided into Committees. Each Chairperson shall direct the activities of his or her committee.

**Section II** The committees shall be Membership, Fundraising, Publicity, Concessions and others as deemed necessary by the Board of Directors. Committee members are selected by Committee Chairpersons.

**Section III** Special functions will include auditing of the Booster Club's books by the incoming officers or a temporary auditing committee and the election of a temporary Nominating Committee.

**Section IV** The functions and responsibilities of the committees as well as others deemed necessary by the Board of Directors are as follows:

- a. Membership – It shall be the responsibility of the Chairperson of Membership to keep accurate membership lists, conduct membership drives, and collect dues and fees.
- b. Fundraising – It shall be the responsibility of the Chairperson of Fundraising to oversee all fund raising activities. The Chairperson of Fundraising shall select coordinators for the various fundraising activities (e.g. Golf Outing, Candlelight Bowling, Concessions). The Chairperson will work closely with the Treasurer to determine the funds needed to support the budget
- c. Publicity – It shall be the responsibility of the Chairperson of Publicity to disseminate information about Booster Club activities and High School and Junior High athletic activities.
- d. Concessions – It shall be the responsibility of the Chairperson of Concessions to oversee all concession activities including staffing, menu selection, and purchasing.

## **Article IX – Amendments**

**Section I** These By-Laws may be amended at any meeting of the Booster Club by a two thirds vote of the members present provided that the proposed amendments have been presented previously to the Board of Directors and have been read at a prior Booster Club meeting.

## **Article X – Fiscal Year**

**Section I** The fiscal year for the Booster Club shall begin July 1<sup>st</sup> of each year and end June 30<sup>th</sup> of the following year.

## **Article XI – Quorum**

**Section I** A quorum must be present in order to transact business. A quorum shall be defined as a majority of the Board of Directors and any number of general members.

## **Article XII – Dissolution**

**Section I** Upon dissolution of the Booster Club, all funds on hand after payment of all legal obligations, shall be distributed to the Lisle High School Athletic Department.

## **Article XIII – Funds**

**Section I** The Booster Club will raise funds through various fund raising activities.

**Section II** Funds will be disbursed by the treasurer upon request of the coach or coordinator and approval of the Booster Club.

**Section III** All fund requests must be documented on the Request for Funds form (See Attachment B) and approved by the Athletic Director after which the requestor must present the request at a Booster Club meeting.

**Section IV** The voting members of the Booster Club, when making decisions on fund requests, will take the following items into consideration:

- o Whether funds are available,
- o Whether expenditures are in line with budgeted amounts,
- o Whether the request will benefit multiple sports,
- o Whether the request covers items, services, or equipment, which are not covered by the school.
- o Emergency needs,
- o Special Awards (Scholarships),
- o Whether the funds are to be used in connection with Lisle Park District facilities

**Section V** Spirit funds will be available to each team based on the amount of funds available for the financial fiscal year. The funds must be requested by the coach on a “Request for Booster Club Funds” form and must be used in a manner that directly benefits the athletes.

## **Article XIV – Uncovered Situations**

**Section I** All situations not covered by the constitution/bylaws shall be dealt with by the officers.

# Yearly Timeline

The Booster Club activities fall roughly into the following timeline:

<b>Date</b>	<b>Activity</b>
July	<ul style="list-style-type: none"> <li>• Beginning of Fiscal Year</li> <li>• Set meeting schedule for year</li> </ul>
August	<ul style="list-style-type: none"> <li>• Golf Outing Fundraiser</li> <li>• Raffle Fundraiser</li> </ul>
September	<ul style="list-style-type: none"> <li>• Treasurer provides proposed budget</li> <li>• Fall Newsletter distributed</li> </ul>
October	<ul style="list-style-type: none"> <li>• Approve proposed budget</li> <li>• Decide what to sponsor</li> </ul>
November	<ul style="list-style-type: none"> <li>• Winter Newsletter distributed</li> </ul>
December	<ul style="list-style-type: none"> <li>•</li> </ul>
January	<ul style="list-style-type: none"> <li>• Super Bowl Party Fundraiser</li> </ul>
February	<ul style="list-style-type: none"> <li>•</li> </ul>
March	<ul style="list-style-type: none"> <li>• Candlelight Bowling Fundraiser</li> <li>• Spring Newsletter distributed</li> </ul>
April	<ul style="list-style-type: none"> <li>• Nomination of new Officers</li> </ul>
May	<ul style="list-style-type: none"> <li>• Election of new Officers</li> </ul>
June	<ul style="list-style-type: none"> <li>• New Officers installed</li> <li>• Order Value Cards for next year</li> <li>• End of Fiscal Year</li> </ul>

# Request for Booster Club Funds

DATE: \_\_\_\_\_

Organization Requesting Funds: \_\_\_\_\_

Coach/Sponsor: \_\_\_\_\_

Amount of Money Requested: \_\_\_\_\_

Is this a part of your group's sprit money?     Yes     No

Please give a detailed explanation as to why this money is needed and supply any documentation necessary to help reach a decision.

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**Signatures required.**

Coach: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

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**Booster Response**

Approved: \_\_\_\_\_      Not Approved: \_\_\_\_\_

Booster Signature: \_\_\_\_\_      Date: \_\_\_\_\_