

Outline for By-laws for Individual Activity Groups

The following needs to be included, but needs not be limited to the following. The By-laws of an Individual Activity Group may not conflict with the By-laws or policies of the Bartlett High School Booster Club.

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BY-LAWS FOR THE **BARTLETT HIGH SCHOOL *club-name* BOOSTER CLUB**

ARTICLE I - PURPOSE STATEMENT

SECTION 1. NAME The name of this organization shall be the Bartlett High School *club-name* Booster Club, and hereinafter be referred to as the Club or the *club-name* Booster Club.

SECTION 2. PURPOSE The purpose of this Club is to support and promote ALL educational activity groups at Bartlett High School by uniting students, parents, coaches, faculty, staff, and community in a way that enhances the sharing of school spirit, and provides moral as well as financial support.

SECTION 3. ORGANIZATION

A) This Club shall be formed as an Illinois Not-For-Profit Corporation and will maintain Internal Revenue Code Section 501 (c) (3) tax status.

B) In addition to the policies and procedures of the Bartlett high School Booster Club, the *club-name* Booster Club shall conform to the administration of Bartlett High School and the policies of School District U-46.

ARTICLE II - MEMBERSHIP

SECTION 1. MEMBERSHIP Anyone with an interest in furthering the School's *club-name* program may become a member of the *club-name* Booster Club.

SECTION 2. REQUIREMENTS OF VOTING MEMBERSHIP Membership in good standing of the Bartlett High School Booster Club.

SECTION 3. ENTITLEMENTS Members in good standing are entitled to all benefits and privileges of this Club, including voting privileges at all meetings.

SECTION 4. TERMINATION OF MEMBERSHIP Any member of this Club may be removed by a 3/5 (60%) vote of this Club at any regular scheduled meeting, or at a special meeting called for that purpose, for conduct deemed prejudicial to this Club, provided that such member shall first have been served with written notice of the conduct deemed prejudicial to this Club, and shall be given the opportunity to be heard at the meeting at which such vote is taken.

SECTION 5. MEMBERSHIP YEAR The membership year shall be defined as between July 1 and the following June 30.

SECTION 6. DUES AND ASSESSMENTS No dues or assessments shall be assessed for membership in the *club-name* Booster Club. (Note: membership in the *club-name* Booster Club requires membership in the Bartlett High School Booster Club, which may assess dues.)

ARTICLE III-CLUB OFFICERS

SECTION 1. No person shall hold more than one Officer position. The Officers of this Club shall consist of the following:

- A) President
- B) Board of Director to the General Club (can, but is not required to, hold another Officer position within the club-name Booster Club.
- C) Vice-President
- D) Secretary
- E) Treasurer
- F) Past President – The most recent past President of this Club

SECTION 2. DUTIES OF THE OFFICERS The duties of the Officers shall be described as follows.

- A) **President-** To call meetings of the general membership and preside at such meetings; represent this Club at meetings of any other group(s) where the purposes and actions of this Club have pertinence; Perform other duties as prescribed by the Officers of this club.
- B) **Board of Director to the General Club –** To represent the interests of this Club as a member of the Board of Directors of the General Club with all of the duties, privileges, and responsibilities that position entails, including voting rights; to communicate the happenings of the General Club to this club.
- C) **Vice-President-** To serve as the first backup officer to the President, and perform the duties of President at such times as the President is unable to serve at any Club function; Perform other duties as prescribed by the Officers of this Club.
- D) **Secretary-** To maintain and keep records of this Club, its officers, directors, and direct support groups as it pertains to this Club; handle all correspondence for this Club; perform other duties as prescribed by the Officers of this Club.
- E) **Treasurer-** To collect, deposit and disburse the funds of this Club as directed by the Officers; keep all financial records of this Club; At the direction of this Club will present for examination all records pertaining to the office. Make such further reports and perform other duties as prescribed by the officers of this Club.
- F) **Past President-** To assist the President in assuring a smooth and orderly transition of office; Serve as advisor to the officers and directors on parliamentary procedures and on the historical affairs of this Club.
- G) These Officers shall have the right to meet as a group, on an as-needed basis, to plan the agenda and the strategy of this Club.

SECTION 3. ELECTION OF OFFICERS Election of Officers shall be held annually. Nominations will be accepted from the floor providing prior approval has been obtained from the nominee to serve in the office for which he/she is nominated. Voting shall be reserved to member in good standing.

SECTION 4. TERMS OF OFFICE The terms served by all Officers shall coincide with the membership year as described in Article II, Section 5. No individual may be elected to more than “X” consecutive terms in any office, not to exceed the General Club Consecutive Terms of Office.

SECTION 5. VACANCIES Vacancies of Officers shall be filled by appointment made by the remaining officers, the new appointee shall serve until the vacant term expires. Appointees shall be made from the ranks of members in good standing of this Club.

SECTION 6. BARTLETT HIGH SCHOOL BOOSTER CLUB REPRESENTATION

PRIVILEGES In the case of the Director not being able to be present at a regular meeting of the General Club, another member of this Club shall perform their duties after presenting a proxy form, signed by the Director, to the General Club’s Secretary.

ARTICLE IV-MEETINGS

SECTION 1. REGULAR MEETINGS Regular meetings shall be held monthly at such places as designated by the Officers. Notice of any change in time, date, or place shall be given to the membership by the Secretary at least ten days before the scheduled meeting.

SECTION 2. SPECIAL MEETINGS Special meetings may be called by the President or by a majority vote of the Officers or Directors. The Secretary shall give notice of these meetings to the membership.

SECTION 3 . CONDUCT OF MEETING All membership meetings shall be conducted as follows:

- A) In accordance with Roberts Rules of Order, except where they are in conflict with the by-laws of this document, in such event, these by-laws shall govern.
- B) EQUAL TIME. It shall be the policy of this club to allow equal time to all persons wishing to be heard on a specific issue. In order to fairly administer this policy, the President shall be empowered to determine the amount of time allowed to each Club member to speak on that issue insofar as that amount of time is identical to limitations put on any member of this Club wishing to be heard.

ARTICLE V-FUNDS

SECTION 1. DEPOSIT OF FUNDS All funds of this Club shall be deposited with the General Club Treasurer.

SECTION 2. DISBURSEMENTS

- A) Disbursements shall be made in the following manner:
 - 1. amounts up to \$50.00 by any Officer of this Club in good standing.
 - 2. amounts exceeding \$50.00, but not exceeding \$500.00, by a 2/3 majority of the Officers of this Club.
 - 3. amounts exceeding \$500.00 need to be approved by this Club and by the General Club Board of Directors.
- B) All disbursement shall be made by the General Club Treasurer at the direction of this Club's President or the Representatives of this Club, in accordance with a motion passed by this Club.

ARTICLE VIII-AMENDMENTS

SECTION 1. AMENDMENT PROPOSALS Amendments to these by-laws may be proposed in the following manner:

- A) By majority of the Officers of this Club.
- B) By written request of the membership, submitted to the Officers, and a petition signed by a minimum of 10% of the members in good standing.

SECTION 2. PRIOR NOTICE OF VOTE Copies of all proposed amendments shall be made available to the Officers and Members at the regular meeting preceding the meeting at which the amendment proposals are on the agenda.

SECTION 3. AMENDMENT VOTE Amendments to the By-laws shall be made by a two-thirds majority of the Members casting an affirmative vote at a scheduled meeting. All amendments to the By-laws must also be approved by a 2/3 majority of the Board of Directors of the General Club.