

BYLAWS

BARTLETT HIGH SCHOOL BOOSTER CLUB

AN ILLINOIS NOT-FOR-PROFIT ORGANIZATION
ADOPTED AS OF SEPTEMBER 2004
AMENDED AND RESTATED March 1, 2022

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ARTICLE I-PURPOSE STATEMENT

SECTION 1. NAME

The name of this organization shall be the Bartlett High School Booster Club, and hereinafter be referred to as "Main Boosters" or the "Main Booster Club".

SECTION 2. PURPOSE

The purpose of Bartlett High School Booster Club is to support and promote activity groups at Bartlett High School (BHS) by uniting students, parents, coaches, faculty, staff and community in a way that enhances school spirit and provides financial support. The purpose is also to facilitate the ongoing improvement to all Bartlett High School activity group programs. Main Boosters shall recognize and work in conjunction with individual activity booster groups to ensure compliance with the Bartlett High School Booster Bylaws.

SECTION 3. ORGANIZATION

The Main Booster Club shall be formed as and continue to be an Illinois 501 (c) (3) Not-For Profit Corporation. Each activity booster group that is agreed upon by the administration of Bartlett High School and the policies of School District U-46 shall be governed and represented by the Main Booster Club.

- A. Main Boosters will be noncommercial, nonsectarian and nonpartisan.
- B. School district U-46 is not responsible for Main Booster decisions or conduct of its members.
- C. Main Boosters shall follow the conduct code for 501(c)(3) organizations as stipulated by the Internal Revenue Service
 - a. No part of Main Boosters earnings or activities can unfairly benefit any member.
 - b. All Main Booster assets are permanently dedicated for charitable purposes. In the event that Main Boosters ceases operations, all assets remaining after debts are paid must be distributed for charitable purposes.
 - c. Lobbying, propaganda or other legislative activity shall not represent more than 20% of Main Boosters activities, nor consume more than 20% of Main Booster resources.
 - d. Main Boosters will reapply for 501(c)(3) status annually at the federal level by providing an annual report and completing IRS form 990. At the state level, Main Boosters will reapply for 501(c)(3) status annually by completing the Illinois charitable solicitations registration and renewal.

ARTICLE II - MEMBERSHIP

Membership in the organization shall be open to all who share an interest in furthering the purposes of the organization. Membership shall be established and renewable by payment of the annual membership fee. Membership is not transferable or assignable. The membership year shall be April 1 through July 31 of the following year.

SECTION 1. MEMBERSHIP CLASSES

Membership in the Main Booster Club shall be in three classes.

- A. Family/Individual Membership
- B. Bartlett High School Alumnus Membership
- C. Ex Officio Membership

SECTION 2. DESCRIPTION OF MEMBERSHIP CLASSES

The membership classes shall be described as follows:

A. FAMILY/ INDIVIDUAL MEMBERSHIP

Family/ Individual Membership shall be any person or family paying full Family/ Individual Membership dues. This allows a single vote at the individual activity group level.

B. ALUMNUS MEMBERSHIP

Booster Club Bartlett High School Alumnus membership shall be any person who has graduated or is a family member of a graduate from Bartlett High School and who pays full Bartlett High School Alumni dues. This allows a single vote at the individual activity group level.

C. CLUB DIRECTOR MEMBERSHIP

Each Club Director will be issued a free Green membership. Club directors can upgrade to the Blue membership at the difference in cost. The club director represents their specific activity group and is allowed one vote on their behalf at the Main Booster meetings. Directors are chosen based on guidelines and procedures specific to that activity.

D. EXECUTIVE BOARD MEMBERSHIP

Each Executive Board member will be issued a free Blue Membership.

E. EX OFFICIO MEMBERSHIP

A Main Booster Club Ex Officio Member shall be a dues free Member given to the following persons:

1. Athletic Director, Bartlett High School
2. Principal, Bartlett High School
3. Varsity Head Coaches of all interscholastic sports at Bartlett High School
4. Sponsors/Teachers of all activity groups at Bartlett High School
5. Past Executive Board Members of Main Boosters
6. Superintendent, School District U46

This membership classification does not allow voting rights.

SECTION 3. ENTITLEMENTS

Members in good standing are entitled to all benefits and privileges of the Main Booster Club.

Members in good standing are those who:

- A. are not prohibited by Bartlett High School, U-46 or the IHSA from participation or attendance to any Bartlett High School activity
- B. are current on their membership dues
- C. support the purpose of the Main Booster Club as defined in Article I, Section 2
- D. work collaboratively to strengthen the Main Booster Club
- E. do not engage in activities that put the Main Booster Club in financial, structural, or reputational jeopardy or engage in activities that bring discredit to the Main Booster Club

All members shall be governed by the Bylaws of the Bartlett High School Booster Club, as amended from time to time.

SECTION 4. TERMINATION OF MEMBERSHIP

- A. Any member of the Main Booster Club may terminate his/her own membership by submitting a request in writing, addressed to the secretary, requesting that their name be stricken from the membership roll.
- B. Any member may be removed from membership by a majority vote of the Executive Board and activity group Directors in attendance for conduct deemed prejudicial to this organization.
- C. Prior to termination, the member in question and all members in good standing shall receive notice of the accusations against the member. The member in question shall be given an opportunity to make a statement at the meeting before the vote to determine whether or not termination of membership is warranted.
- D. At the time a membership is terminated, all entitlements and privileges of the Main Booster Club shall be immediately revoked. Termination of membership in the Main Booster Club shall terminate membership in all activity groups.
- E. Termination or suspension of an individual by Bartlett High School, U-46 and or the IHSA for any reason shall have the same result applied to their Bartlett High School Booster Club membership status.

SECTION 5. MEMBERSHIP YEAR

The membership year shall be defined as April 1 through July 31 of the following year.

SECTION 6. DUES AND ASSESSMENTS

- A. Membership dues are established and assessed on a fiscal year basis. The fiscal year shall be concurrent with the Main Booster Club's membership year. The amount of membership dues shall be determined by a vote of the Main Booster Club Executive Board for the ensuing membership year no later than the regularly scheduled May meeting of the current membership year. Annual dues are tax deductible due to Main Boosters 501(c)(3) status.
- B. All Main Booster Officers of the Executive Board and Directors of activity groups must pay dues before the first Main Booster Board meeting of the fiscal year to propose a motion or vote on any item. If an Executive Board Officer or activity Director pays dues (membership fee) after the first Main Booster Club meeting, he or she will be unable to propose a motion or vote on any item for 30 days.

SECTION 7. MEMBERSHIP LEVELS

- A. **STANDARD FAMILY/ INDIVIDUAL MEMBERSHIP (GREEN): \$35**
Annual fee includes (card for up to 4 people to 6 separate home athletic events) Post season games are excluded.
- B. **STANDARD FAMILY/ INDIVIDUAL MEMBERSHIP (BLUE): \$100**
Annual fee includes unlimited admission for member and family (unlimited number of immediate family members) to any BHS home athletic event. Post season games are excluded.
- C. **VOTING MEMBERSHIP: \$20**
Annual fee includes voting rights and eligibility for Booster Scholarship.

D. **ALUMNI LIFETIME: \$400**

A one-time donation from a BHS alum entitles the donor to lifetime membership.

ARTICLE III – EXECUTIVE BOARD

SECTION 1. EXECUTIVE BOARD

The affairs of the Main Booster Club shall be managed by its Executive Board, hereinafter called the "Board", and which shall consist of the following: President, Vice-President, Secretary, Treasurer and Assistant Treasurer (optional).

SECTION 2. DUTIES OF THE EXECUTIVE BOARD

The duties of the Executive Board shall be described as follows:

A. **PRESIDENT**

The President shall preside at all meetings, ensure state and local government requests and renewals are properly completed and submitted (specifically the 501 (c) 3 and the Illinois State Tax Exempt renewals), and have supervision over all matters pertaining to the Bartlett High School Booster Club. The President shall not be a Director of any individual activity group. The President may not hold more than one Executive Board position.

B. **VICE PRESIDENT**

The Vice President shall assist the President and in the absence of the President, preside at meetings. The Vice President succeeds the office of the President if the President is unable to fulfill his/her term. The Vice President will be kept informed of all committee activities. The Vice President will review the financial reports of the Treasurer. The Vice-President is allowed to be the director of other individual activity groups. The Vice-President may hold more than one Executive Board position.

C. **SECRETARY**

The Secretary will take minutes of all Main Boosters and special Main Boosters meetings. The Secretary will handle all correspondence for the Bartlett High School Booster Club. The secretary will publish the draft minutes no less than one week prior to the next scheduled meeting. After draft minutes are approved at a meeting, the secretary will publish the approved minutes no more than 10 days after the meeting. The Secretary is allowed to be the director of other individual activity groups. The Secretary may hold more than one Executive Board position.

D. **TREASURER**

The Treasurer shall maintain the records, books, files, etc., necessary to justify all the receipts and disbursements of the Main Booster Club funds, and at the direction of the Board, will present for examination all records pertaining to the office. The Treasurer shall not be a Treasurer of any individual activity group. The Treasurer is allowed to be the director of other individual activity groups. The Treasurer may hold more than one Executive Board position.

- a. The Treasurer shall receive all monies and shall pay all bills after the proper approval.

- b. The Treasurer shall serve as the "Bank" for the individual activity Booster groups to simplify audit of all the individual activity Booster groups. No individual activity booster group may have a bank account in its own name or have funds maintained in the name of an individual.
- c. At each regular monthly Main Booster Club meeting, the Treasurer will present a statement summarizing the current status and changes in the Main Booster Club funds. Individual activity group balance statements will be given monthly after bank reconciliation and as requested.
- d. Annually, the Treasurer will submit the financial records of the Main Booster Club to an impartial, unprejudiced, certified and accredited accountant for review.
- e. The Treasurer shall issue a budget for the current fiscal year for approval by the Directors no later than the regular August meeting.
- f. The Treasurer will provide financial reports to the Vice-President for review.

E. ASSISTANT TREASURER

The Assistant Treasurer shall assist and back up the Treasurer as directed, which may include reviewing financial reports and preparing the budget. The Assistant Treasurer shall not be the treasurer of any individual activity groups. The Assistant Treasurer is allowed to be the director of other individual activity groups. The Assistant Treasurer may hold more than one Executive Board position.

These Officers shall have the right to meet as a group on an as-needed basis to plan the agenda and the strategy of the Main Booster Club.

SECTION 3. ELECTION OF OFFICERS OF THE EXECUTIVE BOARD

Election of Officers shall be conducted at the May meeting of the Main Booster Club. Volunteers for a nominating committee, consisting of two or more Booster members not on the Executive Board, will be recruited no later than the regular March meeting. The nominating committee is only necessary when more than one candidate is running for any position. The nominating committee will then submit a slate of candidates at the regular April meeting. Additional 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. All nominees must be members in good standing of the Main Booster Club. Voting shall be reserved to Directors in good standing who are in attendance at the April meeting. Proxy votes are not allowed.

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 four consecutive terms in any one office. In the instance where no other individuals step forward to fill the (soon to be vacant) officer role(s), additional terms will be allowed based on a unanimous vote of the Directors present at the meeting.

SECTION 5. VACANCIES

In the event of a vacancy of the Presidency, the Vice President shall serve until the vacant term expires. If the Vice President is unable to fill the vacancy, then the Executive Board will appoint an interim President until the next election. Vacancies on the Board shall be filled by

appointment made by the President and approved by a simple majority of the Board. Everyone so appointed to fill a vacancy shall complete the remainder of that term of office.

ARTICLE IV - MEETINGS

SECTION 1. REGULAR MEETINGS

Regular meetings shall be held monthly at such places as designated by the Executive Board. Notice of any change in time, date, or place shall be given to the membership by the Secretary at least three business 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. Notice of these meetings shall be given to the membership by the Secretary.

SECTION 3. CONDUCT OF MEETINGS

All Club meetings shall be conducted as follows:

- A. Utilizing Robert's Rules of Order or any Main Booster Club documents, except where they conflict with the Bylaws of this document, in such event, these Bylaws shall govern.
- B. When requesting disbursements of amounts greater than \$1,500.00, each individual activity group Director, having first received majority approval from their specific club membership in the form of an open vote, shall make a request in writing (or email) to the Executive Board for the appropriate amount necessary and provide an explanation of the request. The amount requested must not exceed funds available for that specific activity group. The Executive Board will vote on approval of the request at any time either in person or via virtual communications.
- C. Equal representation shall be given to all existing activity groups of the Main Booster Club. The concept of ONE ACTIVITY - ONE VOTE shall prevail and is to be administered in the following manner:
- D. Each Director, having been selected by the membership through an open election of the activity group they are requesting to represent, shall at the time of their nomination declare the specific activity group that he/ she represents. The Club Director need not be the President of that activity.
- E. Each activity group having a Director (who is a paid member and in good standing) present at any Main Booster Club meeting shall have one vote on any business put to a vote at that meeting. If the Director is not able to attend, he /she must delegate to an officer or representative (who is a paid member and in good standing) of the individual activity group by written notice to the Main Booster Club Secretary prior to the meeting.
- F. A simple majority of Directors present is required to pass a motion.
- G. The President of the Main Booster Club will vote only in the case of a tie vote by the Directors.
- H. It shall be the policy of the Main Booster 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 activity group to speak on that issue insofar as that amount of time is identical to limitations put on any other group wishing to be heard. The number of speakers from a specific activity group shall

not be limited, but their total time to speak shall not exceed the amount of time predetermined by the President.

ARTICLE V - COMMITTEES

SECTION 1. COMMITTEES

There shall be two types of committees: Operational committees and Special committees. Special committees are appointed to accomplish special objectives and tasks and will generally expire as soon as those objectives and tasks are completed.

SECTION 2. COMMITTEE CHAIRPERSONS

Committees may be chaired by Officers or Directors of the Main Booster Club. The roles and responsibilities of the committee chairperson includes the following tasks:

- A. Establish a committee with at least 2 members. Members of the committee need to be verified as members in good standing in order to be part of the committee.
- B. Set time for regular meetings, either in person or virtually, with a set agenda of items to complete.
- C. Ensure notes are taken at meetings and submitted to the Main Booster Executive Board following each meeting.
- D. Represent and report on the committee's activities at the Main Booster meetings. If unable to attend in person, either send a report or another committee member to speak on behalf of the Chair.

SECTION 3. OPERATIONAL COMMITTEES

Operational committees may include but not be limited to the following:

A. MEMBERSHIP COMMITTEE

This committee shall be responsible for securing new members, maintaining current membership, and issuing a paid-up membership list.

B. NOMINATING COMMITTEE

The Nominating committee shall oversee the election process. This committee shall consist of at least two Booster members not on the Executive Board and present a slate of candidates for the Executive Board to all members for approval at the April meeting. Officers shall be elected at the May meeting with all the Directors who are present. Additional nominations for Officers of the Board may be presented at the May meeting. The election shall be by ballot when there are two or more nominees for a specific position. Otherwise, a verbal vote of all members present shall suffice, unless a member requests a ballot vote. Eight Booster members, at least three of which are Executive Board members, must be present to constitute a quorum for the purpose of voting at a general meeting. Those candidates receiving the highest number of votes shall be declared the winners. Tie votes shall be decided by a run-off ballot, which shall be distributed to all current Directors present at the May meeting. Proxy votes are not allowed. Each nominee must acknowledge acceptance to run and serve in the office for which she/he is nominated.

C. FUNDRAISER COMMITTEE

The Fundraiser Committee shall be responsible for researching and presenting fundraising opportunities to the Board of Directors. Once a fund-raising opportunity is

approved by the Board, the committee will set up these fundraisers for the purpose of raising funds for the organization. The funds raised will go into the general Booster fund.

D. COMMUNICATIONS AND WEBSITE COMMITTEE

This committee will be responsible for posting minutes of the Main Booster Club meetings and special events (including fundraisers) of activity groups. The committee will update forms that are posted on the Booster website and work with other groups to post pertinent and relative information for the good of the Main Booster Club.

E. WALL OF FAME/ RECOGNITION COMMITTEE

This committee shall work in conjunction with the Office of the Athletic Director to assist in exploring and recommending needs relative to recognition upgrades and shall assist in determining the best method to achieve those needs.

F. MERCHANDISE AND APPAREL COMMITTEE

This committee shall be responsible for the selection of "Official Bartlett High School Booster Club" merchandise and apparel. Additionally, this committee shall purchase inventory and sell these items, with profits going to the general Booster Club account.

G. SCHOLARSHIP COMMITTEE

This committee shall be responsible for advertising, collecting, reviewing, and selecting the recipients. The Main Booster Club shall award a maximum of three scholarships each year to members of the graduating class in the number and monetary amount as determined by the Executive Board. Parents, legal guardians, or relatives of a graduating senior are not allowed to chair or serve on this committee. Selection of winning applicants shall include activity participation, demonstrated leadership abilities, and service to the school and community during the applicant's term of enrollment at Bartlett High School. Monies awarded as scholarships must be used for tuition and/or books for post-high school study. All scholarship checks shall be made payable to the institution providing said post-high school study unless separate arrangements are made with the Club.

H. BOOSTER AWARDS NIGHT COMMITTEE

This committee shall plan and host an awards ceremony/event for the school year.

I. CLUB/ ACTIVITY FUNDING COMMITTEE

This committee is responsible for the review, prioritization and presentation of funding requests for approval by the BHS Main Booster Executive Board. The committee will be chaired by the BHS Booster Club Treasurer.

J. BYLAWS COMMITTEE

As noted in the bylaws, this committee will meet every three years, or at the call of the Executive Board, to review and suggest revisions to the bylaws of the Main Boosters. The group will have at least 2 members and will submit the recommended changes to the bylaws to the Main Booster Executive Board.

SECTION 4. SPECIAL COMMITTEES

This committee shall plan and host special objectives or tasks that will disband as soon as the event or task is completed.

ARTICLE VI - FUNDS

SECTION 1. DEPOSIT OF FUNDS

All funds of the Main Booster Club (including individual activity groups) shall be deposited within seven business days after receipt in a qualified depository or depositories within the community of Bartlett under the name of Bartlett High School Booster Club as the Officers and Directors may designate by resolution. No funds should be deposited into a Bartlett High School account, a Bartlett High School coach's account, or an individual account. Funds (revenue) include but are not limited to:

- A. Dues. 100% of the Main Booster Club dues/membership fees
- B. Interest. 100% of the interest paid on Main Booster Club bank accounts
- C. Fundraisers. 100% of the net proceeds of a Main Booster Club fundraising event (not an individual activity group event) or buyout of an event will be retained by the Main Booster Club.

SECTION 2. DISBURSEMENTS

Single disbursements for an individual activity group up to and including \$1,499.99 can be approved by a majority vote of that individual activity group. Disbursements equal to and over \$1,500.00 must be approved by a majority vote of the Executive Board. Requests for disbursements should be submitted via the BHS Booster website.

- A. All original receipts must be received along with the completed check request form before a disbursement is completed.
- B. After proper documentation is submitted and verified by the Executive Board Booster Club Treasurer, a disbursement will be made and will be available for pickup within seven business days.
- C. Disbursements shall be made by check or Booster Debit Card. If the amount is over \$999.99, the check must be signed by two Executive Board members. Checks for \$999.99 or less may be signed by one Executive Board Officer if properly documented. If the Payee is an Executive Board Officer, then two Board Officers other than the Payee must sign the check.
- D. When two signatures are required, the Treasurer and Assistant Treasurer will not be allowed to be the only two signatures. Any member of the Executive Board is a signatory. All signatories shall be required to be bonded and the cost, thereof, shall be borne by the Main Booster Club.

SECTION 3. EXPENDITURES

Expenditures by an activity booster group will be paid by a check or Debit Card issued by the Main Booster Club.

- A. **MAIN BOOSTER CLUB EXPENDITURES**
Current standing and ongoing expenditures including but not restricted to supplies, postage, licenses, insurance, etc., required for the continuing operation of the Booster Club. Expenditures \$1,500.00 and greater must be approved by all members of the Main Booster Club Executive Board.
- B. **PROPER DOCUMENTATION**
All expenditures will be supported by a check request submitted electronically using the

Check Request Form found on the Booster website and sent to the Treasurer. Invoices and supporting documentation should be e-mailed or attached with the check request and original receipts received before receipt of the disbursement. By checking a box on the Check Request Form, the individual activity group officer requesting the disbursement certifies that the required approval from the activity's booster members has been obtained.

C. LOANS FOR FUNDRAISERS

With the approval of the Main Booster Club Executive Board and Directors, no more than \$2,500.00 may be advanced to an activity group. The advance allows for expenses or purchases for an upcoming fundraising activity. The advance will result in a negative balance in the activity group's fund, with the income from the fundraiser offsetting that negative balance.

D. LOAN TO AN ACTIVITY GROUP

For the timely completion of a project or purchase, an activity group may request a loan from the Main Booster Club. The loan must:

- a. be approved by the Directors; through a majority vote where a quorum is present
- b. cover no more than the difference between the purchase price and the activity group's fund balance (i.e., the activity group must expend all its funds before requesting a loan)
- c. not exceed 50% of the total purchase price
- d. result in a negative balance in the activity group's fund, with future fundraising income offsetting that negative balance

The term of loan will be determined by the Directors at the time of loan approval.

SECTION 4. SPONSORSHIPS AND DONATIONS

- A. Sponsorships and any agreements required as part of the sponsorship must be approved by the Executive Board prior to acceptance of any funds.
 - a. All terms and conditions associated with the proposed sponsorship must be provided in writing and signed by an authorized representative of the entity intending to enter into a sponsorship agreement with the Bartlett High School Booster Club or any of its activity groups.
 - b. An authorized representative is defined as an Executive Board member or designated representative of the proposed sponsor entity who has authority to enter contracts on behalf of the organization.
 - c. Sponsorships may be entitled to public acknowledgement in the form of press release, banner or website presence as stipulated in the Sponsorship Agreement.
- B. Donations are defined as monetary funds or goods, or services directed to the Bartlett High Booster Club or one of its activity groups.
 - a. All terms and conditions associated with the donation must be provided in writing.
 - b. Donors may be entitled to public acknowledgement in the form of press release, banner or website presence as stipulated in the terms and conditions of the donation.

ARTICLE VII - UNCOVERED SITUATIONS

All situations not covered by the Bylaws shall be addressed by the Executive Board of the Main Booster Club.

ARTICLE VIII - AMENDMENTS

SECTION 1. AMENDMENT PROPOSALS

Amendments to these Bylaws may be amended, altered, changed, added to or repealed by the affirmative vote of a simple majority of the Directors and Executive Board members at a Main Booster Club meeting. Quorum will be at least eight members, at least three of which are Executive Board members. Amendments will be proposed and approved in the following manner:

- A. At a Main Booster Club meeting a Director makes a proposal to amend the Bylaws. If the motion is seconded and approved by a simple majority of Directors, the proposal continues.
- B. The approved proposal will be distributed to the Directors and Executive Board in writing or e-mail at least 10 days before the date upon which a vote is taken at a Main Booster Club meeting.

SECTION 2. PRIOR NOTICE OF VOTE

Copies of all proposed amendments shall be made available to the Executive Board and Directors at least 10 days prior to the time at which they will be considered. The Main Booster Club Secretary shall be responsible for providing notice to the membership and sending copies of the proposed amendment to any member upon request.

SECTION 3. AMENDMENT VOTE

Amendments to the Main Booster Club Bylaws shall be made by a simple majority of the Directors, where a quorum is present, casting an affirmative vote in-person at a scheduled meeting.

SECTION 4. REVIEW OF BYLAWS

A committee will be formed every three years, or at the call of the Executive Board, to review and amend (if necessary) the existing Bylaws in their entirety. This committee will consist of at least 2 active members in good standing.

ARTICLE IX -INDIVIDUAL ACTIVITY GROUPS

SECTION 1. ACTIVITY GROUP MEMBERSHIP

Any individual activity group that is recognized by the Bartlett High School Booster Club and abides by these Bylaws may participate in the Bartlett High School Booster Club.

- A. An election must be held during each Booster Club fiscal year at which the members of each activity group shall elect a President, Secretary, Treasurer, and Director if they deem necessary to have all those positions.
 - a. The Director is the activity group's representative at Main Booster Club meetings and may be any of the other elected positions.

- b. Appointment of a board or individual positions of the board by the U-46 employee in charge of that activity is strictly prohibited and such appointment will not be recognized by the Bartlett High School Booster Club.
 - c. Dates of activities elections must be shared with the Executive Board at least 30 days prior to the election.
 - d. If an activity group board position is unopposed a vote to ratify that position or positions shall be held to certify the selection(s).
 - e. Results of the election must be submitted via email to the Secretary of the Bartlett High School Booster Club for recording.
- B. The President of each activity group shall be responsible for organizing monthly meetings for the group. If there are any vacancies in other positions (Secretary, Treasurer, Director to represent to the Main Boosters), the President will assume these additional responsibilities until a candidate to fill that role is identified and elected to the position. The President will also forward all appropriate communication from the Main Boosters to the activity group members.
- C. The Secretary of each activity group shall maintain and keep records of the group, including minutes of all group meetings and a list of all student and parent members of the group, and shall handle all correspondence of the group, and perform other similar duties as prescribed by the group.
- D. The Treasurer of each activity group shall log and maintain the group's financials (cash flow activities) to be able to justify and reconcile with the Main Booster Club Treasurer. The activity group Treasurer will be responsible for promptly collecting and transferring all funds raised to the Main Booster Club Treasurer or Assistant Treasurer or as directed.
- E. All decisions, including the election of the President, Secretary, Treasurer, and Director, of each activity group shall be by the majority vote of all members of that activity group attending the meeting at which the vote is taken. Members must be a paid member of the Main Booster Club and have a student that participates within the activity.
- F. Activity Groups are required to schedule meetings and publish that schedule to its membership (meetings can be in person gathering of members, conference call or group email).
 - a. If there are no agenda items for a scheduled meeting, then the President of the activity group may cancel that month's meeting via written notice to all members no less than 48 hours prior to the scheduled meeting start time.
 - b. All meetings of each activity group shall utilize Robert's Rules of Order, except where they conflict with the Main Booster Club Bylaws. In such event, the Main Booster Club Bylaws shall govern.
- G. Individual activity groups can have their own separate Bylaws and procedures if they do not violate, lessen, void or conflict with the Main Booster Club Bylaws. Booster Club Bylaws will supersede any club level rule(s) in the event a club rule conflicts with a Booster Club Bylaw.
- H. Activity Groups are prohibited from entering into any contractual agreements. Any agreement that an activity group wishes to enter must be signed by the President of the Bartlett High School Booster Club after having been approved by a majority vote of the Executive Board.

SECTION 2. VACANCIES.

Vacancies of individual activity group Directors (President, Secretary, or Treasurer) shall be replaced in a timely manner consistent with the Bylaws of the Main Booster Club. The Main Booster Club Secretary shall be notified of any vacancies or replacements as soon as possible.

SECTION 3. INDIVIDUAL GROUP FUNDRAISING.

Each fundraiser by an individual activity group must be approved, in advance, by the Main Booster Club Executive Board. This is to ensure that conflicts of date and/or types of fundraisers are minimized.

SECTION 4. COACH'S FUNDRAISING.

A coach's fundraiser is to support the coach's discretionary account, which is kept with the Bartlett High School Treasurer.

Profits from a coach's fundraiser are utilized solely at the discretion of the coach or activity sponsor. The Main Booster Club and the individual activity groups have no jurisdiction over how these funds are spent. Approval for a coach's fundraiser is granted and approved by the Athletic Director. The Booster Club has no authority in approving or denying these requests. Coaches are encouraged to limit their fundraisers to one per season.

- A. A coach's fundraiser should be between the coach and the student participants.
- B. If a coach requests the activity group's assistance with a coach's fundraiser, the individual activity group can participate, but should inform the Main Booster Club accordingly.

ARTICLE X –DISSOLUTION

Main Boosters may be dissolved with previous notice (30 calendar days) to all members and a majority vote of the Board and Directors when a quorum is present. Upon dissolution, Main Boosters Executive Board will make provisions for payment of all liabilities of Main Boosters, including the return of borrowed assets. All remaining Main Booster assets and funds will be handed over to the school/coach account for that specific activity. If no specific school/coach account exists or the remaining funds are not attributed to a specific group/activity/sport, those funds will be handed over to the administration of Bartlett High School in Bartlett, IL for the express use of improving Bartlett High School. This document was adopted by a quorum of the Bartlett High School Booster Club members on February 28, 2022.

Nathan Gac
President

Brian Sanders
Vice President

Adena Hedeem
Treasurer

Lisa Medendorp
Assistant Treasurer

Erika Nelson
Secretary