

BYLAWS  
OF  
BARTLETT HIGH SCHOOL BOOSTER CLUB  
(AN ILLINOIS NOT-FOR-PROFIT ORGANIZATION)

ADOPTED AS OF SEPTEMBER 2004

AMENDED December 17, 2018

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As amended December 17, 2018

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# **BYLAWS FOR THE BARTLETT HIGH SCHOOL BOOSTER CLUB**

## **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 the sharing of school spirit and provides moral as well as financial support. The purpose is also to assure 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 assure 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.

## **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 July 1 through the following June 30.

### **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 shall be any person or family paying full Individual/Family Membership dues. (a single vote at the individual activity group level)
- B. 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 Alumnus dues. (a single vote at the individual activity group level)
- C. A Main Booster Club Ex Officio Member shall be a dues free Member (with no voting rights) 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 U-46

### **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:

- are not prohibited by Bartlett High School, U-46 or the IHSA from participation or attendance to any Bartlett High School activity
- are current on their membership dues,
- support the purpose of the Main Booster Club as defined in Article 1, Section 2,
- work collaboratively to strengthen the Main Booster Club,

- 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 membership by submitting a request in writing, addressed to the secretary, stating that such member's name be stricken from the membership roll.
- B. Any member may be removed from membership by a majority vote of the Board of Directors and activity group Directors in attendance for conduct deemed prejudicial to this organization.
  - a. Prior to termination, such member and all members in good standing shall receive notice of the accusations against the member and the member shall have been given an opportunity to be heard at the meeting at which such vote is taken.
- C. 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.
- D. Termination or suspension of an individual by Bartlett High School, U-46 and or the IHSA for any reason shall have the same applied to the Bartlett High School Booster Club membership status.

#### **SECTION 5. MEMBERSHIP YEAR.**

- A. The membership year shall be defined July 1 through the following June 30.

#### **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 Directors for the ensuing membership year no later than the regularly scheduled May meeting of the current membership year.
- B. All Main Booster Officers of the Board of Directors 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 a Board of Directors' 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 admission to home regular season games, 1 football, 2 Boys & 2 Girls Basketball and Volleyball, for up to 4 people)
- B. Standard Family/Individual Membership (Blue): \$100 annual fee includes up to 40 entrance vouchers for any BHS home athletic event (excluding IHSA post season)
- C. Alumni Lifetime: \$200 One-time donation from a BHS alum entitles the donor lifetime membership.



## **ARTICLE III – BOARD OF DIRECTORS**

### **SECTION 1. BOARD OF DIRECTORS**

The affairs of the Main Booster Club shall be managed by its Board of Directors, hereinafter called the “Board”, and which shall consist of the following:

- A. President
  - B. Vice-President
  - C. Secretary
  - D. Treasurer
  - E. Assistant Treasurer
- No person shall hold more than one Board position. The President, Vice President, Secretary, Treasurer and Assistant Treasurer shall herein collectively be called Officers.

### **SECTION 2. DUTIES OF THE BOARD OF DIRECTORS.**

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

#### **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.

#### **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.

#### **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. Draft minutes to be published one week prior to the next scheduled meeting. Approved minutes will be published within 10 days following the meeting.

#### **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 Officers, will present for examination all records pertaining to the office. The Treasurer shall not be a Treasurer of any individual activity group.

The Treasurer shall receive all moneys and shall pay all bills after the proper approval.

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.

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.

Annually, the Treasurer will submit the financial records of the Main Booster Club to an impartial, unprejudiced, certified and accredited accountant for review.

The Treasurer shall issue a budget for the current fiscal year for approval by the Directors no later than the regular August meeting.

#### **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 a Treasurer of any individual activity group.

The Assistant Treasurer position will NOT have voting rights unless he/she was voting in lieu of the Treasurer who was not able to attend the meeting/vote.

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 BOARD OF DIRECTORS.**

Election of Officers shall be conducted at the May meeting of the Main Booster Club. The nominating committee shall 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. Voting shall be reserved to Directors in good standing. All nominees must be members in good standing of the Main Booster Club.

#### **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 of Directors 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 Officers and Directors. Notice of any change in time, date, or place shall be given to the membership by the Secretary at least five 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 MEETING.**

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. **HOW TO REQUEST DISBURSEMENTS.** For disbursements \$1,500.00 and over, each individual activity group Director, having first received majority approval from their specific club membership in the form of an open vote, shall verbally make a motion, during the regularly scheduled Main Booster Club meeting, for the appropriate amount necessary and provide an explanation of the request. The motion must be seconded by another activity group Director and then voted upon by the remaining activity group Directors present. All requests to make a motion and voting should be conducted in-person during a regularly scheduled Main Booster Club meeting.
  - a. In the event a club/group has a need for a check before the next scheduled meeting, the individual activity group Director may request an email vote by presenting the request/motion to the Booster President via email along with minutes from the club/groups meeting reflecting the passage of a vote at the club/group level as required. The President will then decide if the motion should be submitted and voted on via e-mail, or if a special meeting should be held.
- C. **EQUAL REPRESENTATION.** 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:
  - A. 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.

- a. Each activity group having a Director (who is a paid member) 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) of the individual activity group by written notice prior to the meeting to the Main Booster Club Secretary.
  - b. A simple majority of Directors present is required to pass a motion.
  - c. Officers of the Main Booster Club will vote only in the case of a tie vote by the Directors. Each Officer present will vote on the measure. If the vote of Officers is a tie, the measure fails. If the Director of an individual activity group is also an Officer of the Club and has voted as a Director, then that Director / Officer shall not participate in the tie-breaking vote.
- D. EQUAL TIME. 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:

1. 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.
2. Set time for regular meetings, either in person or virtually, with a set agenda of items to complete.
3. Ensure notes are taken at meetings and submitted to the Main Booster following each meeting.
4. 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 shall 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 present a slate of candidates for the Officers of the Board to the current Board of Directors for approval at the April meeting. Officers shall be elected at the May meeting with all the Directors who are present at such meeting. Additional nominations for Officers of the Board may be presented at the May 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. 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 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.** 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 the Main Booster Club Board shall determine. This committee shall be responsible for advertising, collecting, reviewing, and selecting the recipients. 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. **VARSITY AWARDS NIGHT COMMITTEE.** This committee shall plan and host an award ceremony/event for the school year. A budgeted amount to run the event(s) must be approved by the Directors no later than the regular March meeting for the next year’s event(s).
- I. **CLUB/ACTIVITY FUNDING COMMITTEE:** Responsible for the review, prioritization and presentation of funding requests for approval by the BHS Main Booster Directors. The committee will be chaired by the BHS Booster Club Treasurer who will be a non-voting member of the committee. The committee will be comprised of up to five (5) additional Booster Club Directors for a fiscal year term as set forth as the club fiscal year. There will be two (2) funding periods per fiscal year (July 1 to October 31 and December 1 to April 30) with voting to take place at the booster meeting following each period.
- J. **BYLAWS COMMITTEE:** As noted in the bylaw’s, this committee will meet every three years to review and suggest revisions to the bylaws of the Main Boosters. The group will be comprised of at least 2 members and will submit the recommended changes to the bylaws to the Main Boosters no later than January of the calendar year.

**SECTION 4. SPECIAL COMMITTEES.**

This committee shall plan and host special objectives or tasks such as Bingo or Top Golf 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 activity group membership and the Main Booster Club Directors.

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 Main 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 and or Booster Debit Card. If the amount is over \$500.00, the check must be signed by two Main Board Directors. Checks for \$499.99 or less may be signed by one Board Officer if properly documented. If the Payee is a Board Officer, then two (2) Board Officers other than the Payee must sign the check.



- D. When 2 signatures are required, the Treasurer and Assistant Treasurer will not be allowed to be the only two signatures. 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 made by a check or Debit Card issued by the Main Booster Club.

#### **A. Main Booster Club Expenditures**

1. Current standing and ongoing expenditures including but not restricted to supplies, postage, licenses, insurance, etc., required for the continuing operation of the Booster Club.
2. Expenditures \$1,500.00 and greater must be approved by the Main Booster Club Directors.

#### **B. Proper documentation:**

1. 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.
2. Invoices and supporting documentation should be e-mailed with the check request and original receipts received before receipt of the disbursement.
3. Email from the activity group officer requesting the disbursement certifying that the required approval from the activity group directors and or membership has been obtained.

- C. Loans for Fundraisers. With the approval of the Main Booster Club Officers and Directors, no more than \$2,500.00 may be advanced to an activity group. The advance allows expenses or purchases for a planned fundraising activity to be made. 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 the 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:

1. be approved by the Directors;
2. 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);
3. not exceed 50% of the total purchase price;
4. result in a negative balance in the activity group's fund, with future fundraising income offsetting that negative balance.
5. 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. Authorized representative is defined as an officer or designated representative of the proposed sponsor entity who has authority to enter into contracts on behalf of 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 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. Authorized representative is defined as an officer or designated representative of the proposed sponsor entity who has authority to enter into contracts on behalf of 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.

## **ARTICLE VII – UNCOVERED SITUATIONS**

All situations not covered by the Bylaws shall be addressed by the Board of Directors 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 at a Main Booster Club meeting if proposed and approved in the following manner:

- A. At a Main Booster Club meeting a Director makes a proposal to amend the Bylaws as revealed. 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 Officers in writing or e-mail at least 30 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 Officers 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 send 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 casting an affirmative vote in-person at a scheduled meeting.

### **SECTION 4. REVIEW OF BYLAWS.**

A committee will be formed every three years to review and amend (if necessary) the existing Bylaws in their entirety. This committee will be constituted by 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 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 a coach is strictly prohibited and such appointment will not be recognized by the Bartlett High School Booster Club.
  - c. In the event an open election is not held during each fiscal year, Bartlett High School Booster Club Board of Directors will hold an election in the month of June.
  - 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 into 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 and 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 Directors. This is to ensure that conflicts of date and/or types of fundraisers are minimized.

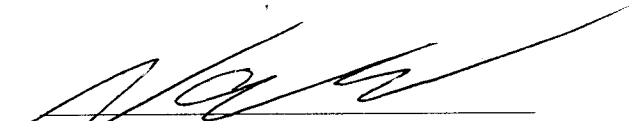
## **SECTION 4. COACH'S FUNDRAISING.**

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 are granted and approved by the Athletic Director. The Booster Club has not 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.

This document was adopted by the Bartlett High School Booster Club Board of Directors on the 17th day of December year 2018.




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Nathan Gac  
President



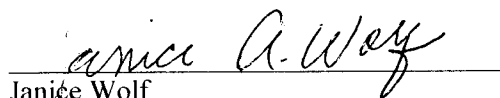
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Kelly Pancamo  
Vice President




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Ken Pavell  
Treasurer



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Janice Wolf  
Secretary



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Sheila Bednarke  
Assistant Treasurer