

# **GLENBARD SOUTH BOOSTERS ORGANIZATION BY-LAWS**

## **Article I Name**

The name of the corporation shall be the Glenbard South Boosters Organization, hereinafter referred to as the Organization.

## **Article II Objectives**

Section A: To create, promote and maintain interest in all the programs and activities at Glenbard South High School, Glen Ellyn, Illinois.

Section B: To plan and hold activities for student, parent and community members which raise funds to support all academic, athletic and extra-curricular activities, including scholarships for graduating seniors, at Glenbard South High School.

Section C: To encourage and assist in communication between home, school and community.

Section D: To promote and enhance school spirit within the Glenbard South community.

## **Article III Basic Policies**

Section A: The Organization shall be a not-for-profit corporation organized under the laws of the State of Illinois. The organization also has received 501(c)(3) tax-exempt status from the IRS and is subject to those regulations.

Section B: The Organization shall be noncommercial, non-sectarian and nonpartisan. As such, the organization cannot provide active or monetary support of District 87 elections or referenda.

Section C: Cooperation with community agencies and organizations involved with the welfare of youth, which is consistent with the objectives of the Organization, is permitted and encouraged.

Section D: At no time should the Organization make recommendations or become directly involved in the day-to-day operations of the school's programs. The Organization serves only to support the school academic, athletic and extra-curricular programs established by the school administration.

Section E: In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future tax code.

## **Article IV Membership**

Section A: Membership shall be open to any household willing to support Glenbard South High School.

Section B: Membership shall run for the twelve-month period beginning July 1 and ending June 30 of the following year.

Section C: Subject to the provisions of Article IV, Sec. F, one vote will be allowed per household, which has paid its annual dues.

Section D: One must be a member of the Organization to serve on the Booster Board and participate in its business.

Section E: All members shall have access to the Organization's newsletter.

Section F: Applications for general voting membership will be accepted through January 31<sup>st</sup> of the school year. Any household with a newly enrolled student after the first semester may join with full voting rights. Any household joining after January 31 without a newly enrolled student may be an active participant in the Organization without voting privileges for the remainder of that school year.

Section G: Absentee ballots will be allowed only for the election of Executive Officers and must be requested in person from the 2<sup>nd</sup> Vice President between April 15<sup>th</sup> and April 25<sup>th</sup> and must be returned and in the hands of the 2<sup>nd</sup> Vice President by April 30<sup>th</sup>. No absentee ballots will be accepted after April 30<sup>th</sup>. No other form of proxies will be allowed for any purpose.

## **Article V Government**

Section A: The Executive Board shall consist of: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer (the Executive Officers) and an administrator of Glenbard South High School designated by the Superintendent. All Executive Board members shall be directors of the Organization. The duties of the Executive Board shall be to conduct all Booster Board meetings and transact business that must be dealt with prior to the next Booster Board meeting. Meetings of the Executive Board shall be held as needed.

Section B: The President shall preside at all meetings of the Organization; he/she shall be an ex-officio member of all committees; and shall perform other duties as may be prescribed in the by-laws, or assigned by the Executive Board. This position has one vote.

Section C: The 1<sup>st</sup> Vice President shall perform the duties of the President in his/her absence or inability to serve, shall be chair of the By-Laws Revision Committee, chair of the Nominating Committee and the Jerry Weinstein Award Committee. He/she shall prepare the Booster board committee list and set up and maintain the Booster Board electronic communication group. He/she shall also serve as Parliamentarian of the Organization and holder of all committee reports. This position has one vote.

Section D: The 2<sup>nd</sup> Vice President shall perform the duties of the 1<sup>st</sup> Vice President in the absence or inability to serve, and shall be Chair of the Membership Committee, the Alumni Committee and Scholarship Committee, as needed. He/she shall set up and maintain the general Booster electronic communications group. This position has one vote.

Section E: The Secretary shall keep a record of the proceedings of the Organization meetings, which shall be presented for approval; shall be custodian of the Organization records, policy and procedures and all other special papers; shall take care of all Organization correspondence. This position has one vote.

Section F: The Treasurer shall be custodian of all funds of the Organization, disbursing same at the direction of the Executive Board or Booster Board. He/she shall make reports as called for and coordinate all financial activities of all committees. This position has one vote.

Section G: The administrator of Glenbard South High School shall be the liaison to the Glenbard South Booster Board. This person is a non-voting member of the Executive Board.

Section H: The Executive Board will establish all committees and appoint all committee chairs.

Section I: The committee chairs shall provide preliminary plans of their committee for approval from the Executive Board, adhere to their fiscal year budget and provide a final report to the Executive Board in a timely manner.

Section J: The Booster Board shall consist of the Executive Board and all committee chairs. These shall be the voting members of the Booster Board, in accordance with Membership voting criteria.

Section K: The Executive Officers shall be elected by the voting membership for a term of one year. Term of office shall be from July 1 to June 30.

Section L: No person shall hold the same elective office for more than two consecutive terms.

Section M: Any member of the Executive Board must have served as a member of the Booster Board for at one term.

Section N: The President of the organization must have served on the Glenbard South Boosters Organization Executive Board one term or two terms on the Booster Board.

Section O: Any vacancy occurring in an office during the term of said office shall be fill by the Executive Board by appointment.

## **Article VI Meetings and Rules**

Section A: All meetings of the Organization and the Booster Board shall be held at the Glenbard South High School or at such other place as designated by the Executive Board, provided that at least ten (10) days written notice is given of a meeting location change.

Section B: The annual meeting of the Organization shall be held the first Monday in May. Election of Executive Officers for the following year will take place at the annual meeting. Subject to provisions of Article IV, and provided that a household with a newly enrolled student has paid its annual dues by the April Booster Board meeting, each household shall have one vote on matters at the annual meeting, including the election of Executive Officers. Telephone participation will not be allowed.

Section C: There shall be one Booster Board meeting per month. Booster Board meetings shall be open to all Organization members.

Section D: Special meetings of the Booster Board may be called by the President or by a written notice signed by not less than ten (10) voting members of the Booster Board. This must be mailed or delivered to all members of the Booster board not less than twenty (20) days prior to the proposed special meeting. Special meetings of the Organization may be called by the President, the Booster Board or by a written notice signed by not less than thirty (30) voting members of the Organization. This notice must be mailed to all members of the Organization not less than twenty (20) days prior to the proposed special meeting. The purpose and agenda for any special meeting shall be contained in the notice and only those items of business may be acted upon at the special meeting.

Section E: A quorum shall consist of not less than three (3) members of the Executive Board or eight (8) members of the Booster Board, or thirty (30) members of the Organization, respectively.

Section F: By-Laws may be amended by a two-thirds vote of the voting membership present at an annual or special meeting of the Organization, provided the proposed amendments have been presented to the membership in writing at least two (2) weeks prior to the meeting.

Section G: The Nominating Committee will be announced by the 1<sup>st</sup> Vice President at the January Booster Board meeting. This committee shall consist of the 1<sup>st</sup> Vice President and four (4) other voting members. The slate of officers will be presented at the March meeting, and any nomination from the floor will be taken at the April meeting only. Elections will be held in May.

Section H: No rules shall be adopted that are in conflict with the bylaws.

Section I: Annual meetings will be conducted according to Roberts Rules of Order.

**Article VII            Finances**

Section A:    The Executive Board shall prepare a budget for the fiscal year and submit it to the Booster Board for full approval on or before the second Booster Board meeting of the year.

Section B:    Annual dues will be determined by the Executive Board and approved by the Booster Board.

Section C:    The Treasurer's books and records will be reviewed, as required, by an independent auditor in accordance with tax authorities after the end of the fiscal year. If an external audit is not required, an internal audit will be performed by an audit committee appointed by the President.

Section D:    An operating fund of not less than \$3000.00 shall be maintained to cover initial expenses of the incoming Executive Board.

Section E:    The fiscal year shall be July 1 through June 30 of the following year.

Section F:    Any expenditure outside of the approved fiscal year budget in excess of \$100.00 must be approved at a Booster Board meeting (Article 6, Section 1).

**Bylaws adopted: 1975**

**Revised: 1994**

**Second Revision 2003**

**Third Revision 2006**

## **Policies of the Booster Board**

The following policies have been established as fundamental to the best practice of the Booster Board and should be followed by all Booster Board members.

1. If a Golf Outing activity is planned by the Executive Board, be advised that this is an adult only activity. Students are not allowed to participate due to the presence of liquor on premises of location.
2. The Spring Fashion Show and Luncheon is an established yearly event of the Booster Organization. Its primary function is to highlight the senior class. Due to the participation of numerous senior students, no senior parents will be allowed to volunteer for this committee. Every effort will be made to incorporate as many seniors as possible, however a general rule of no more than 25 girls or 25 boys modeling will be followed. Timeline limitations allow for no more than this level of participation.
3. The Annual Varsity Letter Award winner banquet is held to honor the accomplishment of athletic letter winners. The Booster Board will pay the expense of dinner for any student athlete attending, as well as invited guests on program. This shall include the Booster Presidents who are required speakers at this event.
4. The Executive Board may, no more than every two years, include a dinner dance fundraiser in its calendar of events. After soliciting ideas from the Booster Board, The Executive Board will establish the primary fundraiser effort for this event.
5. If a Dinner Dance/Auction fundraiser is held, in that same year, solicitation of items for the fashion show will be monitored and reduced.
6. All events that are listed in budget with income expectations are considered fundraisers for the Booster Board. Yearly standard fundraisers include Concessions, Raider Wear, Market Day, Pack the House night, and Fashion Show.
7. If Boosters sponsor fundraisers that are open to student groups to use as fundraisers, then any organized group of Glenbard South students may participate with the approval of the group's coach/advisor/manager. In addition the group must be recognized by the Glenbard South administration by having approval to post the group's materials at South. The funds raised should be used for the group's expenses. Boosters shall have the discretion to retain part of the profits to be added to the Booster General Fund.
8. If District 87 maintains a student assistance procedure to assist needy students with school related fees, the Boosters may vote to contribute a set amount of money to the student assistance fund on the following conditions;
  - a. The assistance fund is administered by a qualified agency such as PEP,
  - b. The designated funds are used for Glenbard South students.
  - c. The designated funds are retained by Boosters until required for payment.
  - d. Any remaining funds at the end of the fiscal year revert to the Booster general fund.