

METEA VALLEY HIGH SCHOOL

1801 N. Eola Road - Aurora, IL 60502

Athletic Booster Club Bylaws

Revised April 24, 2017

The Metea Valley High School Athletic Booster Club (the "Booster Club") was officially formed in March of 2009 and consists of Executive Officers, an Executive Board, a Board of Directors, and other Committee Chairpersons and General Members.

Executive Officers: The five elected positions of President, First Vice President, Second Vice President, Secretary and Treasurer selected through a nominating committee process

Executive Board: Comprised of the five Executive Officers, the Athletic Director and the Past President.

Board of Directors: Comprised of the seven Executive Board Members and the lead chairperson for each of the standing committees listed in Article IX, Section 4.

This document details the bylaws of the Booster Club, as amended and accepted by the Executive Board on January 25, 2012.

ARTICLE I: Name, Colors and Fiscal Year

Section 1

The name of this organization is: Metea Valley High School Athletic Booster Club.

Section 2

The colors of this organization are Black and Athletic Gold. The mascot of Metea Valley High School (the "School") is the Mustang. All graphical representations of the School and its athletic teams and clubs which are used or explicitly approved by the Board of Directors of the Booster Club shall receive prior approval by both the Principal and the Athletic Director of the School.

Section 3

The fiscal year of the Booster Club shall begin on July 1 and end on June 30.

ARTICLE II: Purpose and Place

Section 1

The Booster Club shall support, encourage and aid all Illinois High School Association (IHSA) sport teams and athletic clubs at the School, with the purpose of enriching the high school experience of all students at the School, whether participants, spectators, or supporters of the School's athletic programs. The Booster Club shall engage as many parents and other community members as possible in pursuit of its purpose, without regard to age, ethnicity, nationality, religion, gender, or prior school affiliation.

The Booster Club shall not conduct activities or business, or make any verbal or written statements, in support of or opposition to candidates for public political office, nor shall any substantial part of the Booster Club's activities be devoted toward propaganda or other forms of influence with regards to

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public legislation. All activities of the Booster Club shall conform to local, state and federal laws governing non-profit corporations.

The principal place of business of the Booster Club is comprised by those portions of Aurora and Naperville within the boundaries of Indian Prairie School District (District 204) of the State of Illinois.

Section 2

The Booster Club is a non-profit service and fund-raising organization. The following are the activities encompassed by the Booster Club's purpose:

- Organize and administer activities to boost school spirit and improve community exposure for the School's sports teams and athletes.
- Organize volunteers to procure and sell concession/apparel, and to assist in other Booster Club-sponsored events and activities.
- Raise funds through various means as determined by the Board of Directors, including merchandise and food concessions sales.
- Contribute funds to IHSA sanctioned teams or clubs, and to some non-IHSA activities, organizations or events related to Athletics. Each sport season (Fall, Winter and Spring), individual coaches may submit a grant request form to the Athletic Director for funds to purchase items that will enhance their program. These requests will be reviewed for approval by the Board of Directors in accordance with the Bylaws.
- Grant scholarships and grants-in-aid to deserving athletes as determined by the Board of Directors and in accordance with the Bylaws.

ARTICLE III: Membership

Section 1

Any person may become an active member of the Booster Club for the current fiscal year upon payment of dues as determined by the Board of Directors on an annual basis. The Secretary of the Booster Club ensures that the name and contact information of each member are recorded.

Section 2

Any person who becomes a member of the Booster Club shall be bound by the Bylaws of the Booster Club then in force, and any which may thereafter be adopted. Any member in good standing may, at the time of nominations prior to the Annual Meeting, accept a nomination for an elected office of the Booster Club.

Section 3

Any member guilty of violating the purposes of the Booster Club, as determined by a majority of the Board Of Directors in attendance at any meeting duly convened, shall be asked to terminate his/her affiliation with the Booster Club.

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Section 4

Any person that is on the Board of Directors or a general member (meeting District-approved financial hardship criteria) may receive a pass that entitles them to free entry to all MVHS home athletic events. Such passes are not valid for entry to playoff or tournament games.

ARTICLE IV: Meetings

Section 1

The President of the Booster Club shall conduct all meetings in accordance with the Bylaws. Robert's Rules of Order Newly Revised 11th Edition shall govern in the conduct of all meeting business.

At a September general membership meeting, the Executive Board shall provide: 1) a schedule of Board of Directors and general membership meetings for the upcoming fiscal year; 2) a report on the financial condition of the Booster Club as outlined in the Bylaws, including an audit report; 3) a report by the President on the activities of the Booster Club for the current fiscal year; and 4) a Policy Statement for the upcoming fiscal year covering such items as membership dues, policies governing disbursements of funds, lists of supported teams and clubs, proposed activities for the upcoming fiscal year, and a budget.

Section 2

The Executive Board shall meet as necessary under the direction of the President to conduct business and to prepare for Board of Directors meetings. Other members of the Board of Directors may be invited to these meetings as needed.

Section 3

Regular Board of Directors meetings shall generally be held each month typically the last week of the month while School is in session. Meetings will typically be at the School unless it is a school holiday or the School is closed, in which case the Executive Board may make other arrangements for time and place within the boundaries of the School District.

Board of Directors meetings are open to all current members of the Booster Club.

Board of Directors meeting times and places shall be published on the School's athletic website and via email to all registered members who have provided a current email address to the Secretary.

There will be two general membership meetings each year; one in September and the Annual Meeting shall be held in April. The meeting time and place shall be published on the School's main and athletic websites, through the School's newsletter, and by email to all registered members who have provided a current email address to the Secretary.

Members of the Booster Club in attendance at Board of Directors meetings shall be allowed to provide input during the meetings.

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Board of Directors members in attendance at a meeting shall be the only persons allowed to vote on any voting issues, with the exception of elections for office at the Annual Meeting, in which all members may vote in the election of officers.

Section 4

The order of business at Executive Board and Board of Directors meetings shall be:

- Minutes from previous meeting
- Reports by the President, Treasurer, Athletic Director, and any other Board of Directors members needing to report Booster Club business
- Election of new officers (only at the Annual Meeting or a Special Election meeting)
- Unfinished business
- New business
- Adjournment

Section 5

The Executive Board or the Board of Directors may call special meetings as deemed necessary.

In attendance at such meetings must be the President, Secretary, Treasurer and any two other members of the Board of Directors.

Minutes of such meetings shall be recorded by the Secretary and reported at the following regular Board of Directors meeting.

ARTICLE V: Elections

Section 1

Nominations for Executive Officers for the upcoming school year shall take place during the March Board of Directors meeting.

Section 2

The election of Executive Officers shall take place during the April general membership meeting, which shall also be known as the Annual Meeting.

Section 3

All members who have paid their dues for the current fiscal year, and are not in violation of any of the Booster Club's Bylaws, shall be entitled to one vote at the election. A quorum shall be considered constituted if at least eight (8) members are present.

Section 4

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Any person who is directly profiting from activities sponsored by the Booster Club, or who may reasonably be expected to profit from Booster Club activities in the future, is not eligible to be an Executive Officer or member of the Executive Board or Board of Directors. That person may, however, participate as a member in good standing and vote in the elections for Executive Officers.

Section 5

For each position, the nominee receiving the majority of the voting members' votes in attendance at the Annual Meeting shall be elected as an Executive Officer, and shall serve in accordance with the Bylaws.

Section 6

Newly-elected Executive Officers shall enter upon their duties on the first day of July following their election (the beginning the next fiscal year).

New Executive Officers shall work with the existing officers of the Club from the time of their election to guarantee a smooth transition.

Terms of office shall be in accordance with the Bylaws.

Section 7

Chairpersons of Standing and Special Committees may be appointed from time to time by the Executive Board as necessary to fulfill the purposes of the Booster Club.

ARTICLE VI: Executive Board

Section 1

The Executive Board shall consist of the Executive Officers of the Booster Club, Athletic Director or his/her designee and the most recent Past President. Each member shall have one vote in Executive Board and Board of Directors meetings. The School's Athletic Director shall serve as a non-voting advisory member of the Executive Board.

Section 2

The Executive Board shall establish the annual budget, goals and meeting schedules after making recommendations to and gathering feedback from the Board of Directors.

Section 3

The Executive Board shall establish the Bylaws, which may be reviewed, revised and re-approved in accordance with Article XII.

Section 4

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The Executive Board shall meet at least four (4) times during the fiscal year. At least three (3) voting members (Athletic Director is excluded from voting) must be present to constitute a quorum for any matters requiring a vote.

ARTICLE VII: Board of Directors

Section 1

The Board of Directors shall consist of the Executive Board and all Committee Chairpersons, and shall have at least eight (8) but not more than sixteen (16) members.

Section 2

The Board of Directors shall have general charge of the business affairs and general policies of the Booster Club.

Section 3

The Board of Directors shall meet at least four (4) times during the fiscal year. At least five (5) voting members (Athletic Director is excluded from voting) must be present to constitute a quorum for any matters requiring a vote.

ARTICLE VIII: Officers and Duties

Section 1

The Executive Officers of the Booster Club are: President, First Vice President, Second Vice President, Treasurer, and Secretary. Officers shall be elected at the Annual Meeting of the general membership, as outlined in Article V.

The same person can hold only one office per fiscal year.

Each officer shall attend a minimum of two-thirds of the regularly scheduled Executive Board meetings and Board of Directors meetings in accordance with the Bylaws. An officer who does not meet this requirement, or who misses three (3) consecutive meetings, may be removed from office by a two-thirds vote of the other members of the Board of Directors.

An officer may be removed from office for cause as determined by a two-thirds vote of the other members of the Board of Directors.

Should the President vacate, the First Vice President automatically becomes President until the term of office for the next fiscal year begins.

Should any Officer besides the President need to be replaced and less than six (6) months remain in their term of office, the Board of Directors may appoint an interim replacement by a majority vote. That person shall serve the remainder of the term, and may then run for election to that office at the next Annual Meeting. If more than six (6) months remain in the term of office, then the Board of Directors

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shall conduct a special election at the next regularly scheduled Board of Directors meeting, and shall give at least fourteen (14) days' notice to the general membership. Nominations may be submitted from the time of announcement until the actual taking of the vote.

The President, Second Vice President, Treasurer, and Secretary shall have authority to sign checks and vouchers for disbursements of the Booster Club, provided they are duly authorized under the terms of the Booster Club's funds account. All checks and vouchers must originate with and be signed by the Treasurer; or, if the Treasurer is unavailable for an unreasonable amount of time, the President.

Section 2 - President

Shall be the executive head of the Booster Club with full power to enforce and uphold the Bylaws of the Booster Club.

Shall prepare an agenda for and preside over all Executive Board and Board of Directors meetings of the Booster Club.

Shall communicate and work directly with the Athletic Director and School Administration to ensure the success of the Booster Club.

Shall sign all contracts entered into by the Booster Club.

Shall deliver an annual report of the activities of the Booster Club to the general membership and to the Principal and Athletic Director of the School.

Shall be an ex-officio member of all Committees of the Booster Club, and shall ensure that all committees are functioning in accordance with the purposes of the Booster Club.

Section 3 – First Vice President

Shall assume the duties of the President in cases of absence or incapacity of the President.

Shall provide a copy of the Bylaws to each new Booster Club member upon request, and shall also lead, in cooperation with the President, the biennial review of the Bylaws.

Shall assist the Board of Directors in obtaining officers' and directors' liability insurance as the Board of Directors deems necessary.

Shall perform, with the assistance of two members at large, the annual audit of financial condition of the Booster Club at the end of each fiscal year, and shall present a report of the audit to the Board of Directors at the September general membership meeting. Any active Booster Club member may request a physical copy of the audit report, and it will also be published on the Booster area of the school's website.

Shall perform any additional duties requested by the President.

Shall not have authority to sign checks or vouchers.

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Section 4 – Second Vice President

Shall assume the duties of the First Vice President in cases of absence or incapacity of the First Vice President, and in such case will lose the authority to sign checks on behalf of the Booster Club.

Shall be the Co-chairperson of the Membership committee, and shall assist the Treasurer in preparation of statements and reports by the Booster Club, including annual reports to any governmental authorities required by law.

Shall perform any additional duties requested by the President.

Section 5 – Secretary

Shall keep accurate records of the proceedings of the Executive Board, Board of Directors and general membership meetings, and shall keep such records for at least five (5) years.

Shall maintain an accurate list of all active Booster Club members.

Shall read and appropriately re-direct all correspondence that comes to the Booster Club.

Shall receive and keep on file for at least five (5) years any and all correspondence pertaining to the Booster Club.

Shall keep on permanent file all active legal documents pertaining to the Booster Club.

Shall prepare written notification of all special functions as required by the Bylaws or as requested by the Board of Directors.

Shall prepare and distribute notifications of Booster Club Board of Directors meetings to the general membership.

Section 6 – Treasurer

Shall keep accurate accounts of the Booster Club's finances and shall present a report on the financial condition and activities of the Booster Club at the Annual Meeting. The Treasurer shall also produce an Annual financial report for each full fiscal year. Annual financial reports must be kept on file for at least five (5) years.

Shall receive and deposit all monies.

Shall pay all bills approved by the President, the Executive Board or the Board of Directors, and preserve all vouchers for at least five (5) years.

Shall prepare for each meeting of the Board of Directors a statement of the current financial condition of the Booster Club.

Shall ensure with the President that all activities of the Booster Club are in accordance with local, state, and federal tax laws governing non-profit corporations.

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Shall prepare other financial statements as requested by the Executive Board or Board of Directors.

ARTICLE IX: Committees

Section 1

The Board of Directors shall revise standing and special Committees as considered necessary to carry out the purposes of the Booster Club. The Board of Directors shall determine the purpose, scope and responsibilities of each committee.

Section 2

Membership for each committee shall consist of volunteers from the active members of the Booster Club.

Section 3

Each active committee shall have no less than one (1) and no more than two (2) Chairpersons selected by the Board of Directors to ensure the orderly and effective conduct of the committee's business.

Section 4

Committees may include but are not limited to:

- Membership (Standing Committee)
- Concessions (Standing Committee)
- Merchandise (Standing Committee)
- Publicity (Standing Committee)
- Scholarship and Grants-in-Aid (Standing Committee)
- Communications (Standing Committee)
- Spirit (Standing Committee)
- Volunteer Coordination (Standing Committee)
- Special Projects or Events

ARTICLE X: Fundraising and Distribution of Funds

Section 1

The Board of Directors shall approve all fundraising activities.

Section 2

All fundraising activities are optional and shall not be mandatory for a team or club to receive monies from the Booster Club. However, the Board of Directors may choose not to distribute monies to any team or club that refuses to participate in any events and activities of the Booster Club.

Section 3

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Any request from a team or club for monies or donations must be submitted to the Athletic Director using the proper grant request form.

Section 4

Requests for monies or donations under \$500.00 for any IHSA sanctioned team or club require a simple majority vote by the Board of Directors.

Section 5

Any request for monies or donations for an IHSA sanctioned team or club of \$500.00 or more shall require in writing an explanation of the reason for the request. Any such request shall be brought in front of the Board of Directors for simple majority vote.

Section 6

Any request for monies or donations for a Non-IHSA sanctioned team or athletic club shall require in writing an explanation of the reason for such request. Any such request shall be brought in front of the Board of Directors for simple majority vote.

Section 7

Any request for monies or donations that is not covered in Sections 1-4 shall be brought in front of the Board of Directors for simple majority vote. These include scholarship or grants-in-aid proposals.

Section 8

All checks and vouchers of \$500 or more shall require the signatures of two members of the Executive Board who are duly authorized under the terms of the Booster Club's funds account.

ARTICLE XI: Audit

Prior to the end of the school year, the First Vice President shall select two members at large to assist in performing an annual audit of the financials of the Booster Club, and shall report the findings of the audit to the Board of Directors on or before the September general membership meeting.

ARTICLE XII: Amendments

Section 1

These Bylaws may be altered, modified or added to at any time by affirmative vote of not less than two-thirds of all voting members present at any regular or special meeting, provided a quorum of eight (8) voting members (as defined in Article 5, Section 3) is present.

Section 2

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No amendment to any of these Bylaws shall be valid unless written notice of the proposed amendment(s) shall have been publicized to all members not less than ten (10) days prior to the date of the next meeting at which a vote on the amendment(s) is to take place.

Section 3

A thorough review of the Metea Valley High School Athletic Booster Club Bylaws shall be conducted biennially (every odd calendar year) within a month following the April Annual Meeting to assure that the Bylaws remain consistent with the mission and intent of the Booster Club. Any proposed changes are to be publicized to all members not less than ten(10) days prior to the date of the next meeting at which a vote on the amendment(s) is to take place.

Revision History

January 25, 2012 - Original Bylaws Approved by the Executive Board

April 21, 2014 - Revisions Approved by the Executive Board

- Revision to Article VI, Section 1 – Past President removed from the Executive Board.
- Article VIII Section 1 – Elimination of “Officers shall not hold the same office for more than two consecutive years”.
- Article X, Section 4 – Revised to require just a simple majority vote by the Board of Directors.

March 20, 2017 – Revisions Approved by the Executive Board

- Article X, Section 8 – Change the signature requirements limit for the treasurer from \$250 to \$500. “All checks and vouchers of \$500 or more shall require the signatures of two members of the Executive Board who are duly authorized under the terms of the Booster Club’s funds account.