

# **BY-LAWS FOR THE**

## **Woodstock North High School Booster Club**

**“Supporting the Student Athlete”**

### **NAME**

This organization shall be known as the Woodstock North Booster Club (WNBC).  
The WNBC shall be established as an organization operating under the auspices of the Board of Education but with its own elected officers.

### **PURPOSE**

- To support all phases of athletic programs in order to enhance the learning opportunities for students
- To assist in the identification and development of program needs in order to maximize the opportunities for students' to promote within the community a greater awareness of the accomplishments and needs of the school's athletic programs
- To develop closer ties between the parents, students, and staff members
- To increase the participation level of parents and students in athletic programs
- To lend assistance and support, where needed to staff members as they carry out various athletic functions
- To continue to improve the image of Woodstock North High School and Illinois School District 200's athletic programs
- To continue to make Woodstock North High School a desirable place for students and staff members
- To provide financial support to IHSA sanctioned athletic programs, and to help with financing of facilities needed for public during athletic activities, and as proposed by the athletic department
- Not to engage in the following:
  - Being a pressure group to the coaches or school
  - Interfering with the athletic program of the district
  - Interfering with the hiring or firing of the coaches
  - Contributing financial support for political action groups

## **EXECUTIVE BOARD**

The Executive Board of the organization shall be the President, Vice-President, Secretary, and Treasurer.

## **BOARD OF DIRECTORS**

The Executive Board and the three (3) Trustees shall make up the Board of Directors. The Trustees shall be elected in the general election. If a Trustee position is unfilled in the election or becomes vacant, a Trustee shall be appointed by the Executive Board by simple majority vote.

## **QUORUM**

A quorum of the Executive Board for the conduct of business shall consist of at least three (3) Executive Board members in attendance.

## **VOTING**

Motion and second must come from the Executive Board and then voting shall be carried by the Board of Directors, by a simple majority vote. The President shall only vote in case of a tie following the initial vote of an approved motion.

## **DUTIES OF THE OFFICERS**

### **PRESIDENT:**

The President shall be a member of the Executive Board and shall preside at all meetings of the organization, establish the agenda for the monthly meetings and shall appoint, with the approval of the Executive Board, the Chairman of all standing committees.

In the absence of the President, the Vice-President shall perform the duties of the President.

### **VICE PRESIDENT:**

The Vice President shall be a member of the Executive Board and shall be present at all meetings of the organization and in the absence of the President, shall perform the duties of the President.

### **SECRETARY:**

The Secretary shall be a member of the Executive Board and shall be present at all meetings of the organization and in the absence of the President and Vice President shall perform the duties of the President. The Secretary shall keep accurate minutes of business transacted at each regular meeting and shall notify all officers of their election and handle all correspondences.

### **TREASURER:**

The Treasurer shall be a member of the Executive Board and shall be present at all meetings of the organization and in the absence of the President, Vice President and Secretary shall perform the duties of the President. Receive all organization monies from the promotion programs approved by the organization and deposit them in the organization account. The Treasurer shall keep accurate records of all monies received and disbursed by the organization and present the treasurer's report for approval at each monthly meeting.

### **TRUSTEES:**

The Trustees shall be present at all meetings of the organization. The Trustees will oversee the following 3 areas: Concessions, Membership/Sponsorship and Spiritwear.

## **MEETINGS**

The annual meeting will be held in May of each year. All meetings shall be governed by Robert's Rules of Order.

Regular meeting dates and times shall be set in June after the new Board of Directors has been elected.

Emergency meetings may be called by any member of the Executive Board.

## **EXPENDITURES**

All expenditures of funds by the organization must directly benefit, assist, supplement and/or further Woodstock North High School Athletics. A WNBC member may not financially benefit from a WNBC expenditure, funds or fundraisers, unless they can under bid others.

Electronic (phone, text or email) voting on an expenditure is permissible if the expenditure must be paid for or ordered prior to the next scheduled WNBC meeting.

- All Team/Coaches requests for expenditures (except IHSA Postseason) shall be forwarded to the President and WNHS Athletic Director for inclusion on the agenda 10 days prior to the meeting being held. This must be done so that the Board of Directors may review the request prior to the meeting. These requests shall be approved by a motion of the Executive Board. Such a motion is approved by a simple majority vote of the Board of Directors.
- IHSA postseason expenses shall include travel, lodging and meals for coaches, teams or individual participants only, who are involved in a postseason state competition. A request is made by the Athletic Director to the President for approval of these expenditures. If these expenditures are not approved by the President, they may be submitted as a motion by the Executive Board at the next scheduled WNBC meeting. Such a motion is approved by a simple majority vote of the Board of Directors.
- All WNBC requests or operating expenses of less than \$100.00 may be approved by either the Treasurer or the President and then reported to the membership at the next WNBC meeting.
- All WNBC requests or operating expenses of \$100.00 or greater shall be forwarded to the President and Treasurer for inclusion on the agenda 3 days prior to the next WNBC meeting. These requests shall be approved by a motion of the Executive Board. Such a motion is approved by a simple majority vote of the Board of Directors.

## **ELECTIONS**

The President shall accept nominations at the regular scheduled April meeting for the purpose of submitting names of candidates for office to be voted upon at the annual May meeting. Additional nominations for officers may be made from the floor at the May meeting prior to the voting of the Board of Directors. The elected Board of Directors shall take office at the June meeting.

All Board of Directors shall be elected for a one-year term. If there are any vacancies, the position shall be appointed by vote by the Executive Board by a simple majority vote at any regular scheduled meeting.

The President shall have the final vote only in case of a tie.

## **GENERAL MEMBERSHIP**

Booster Club membership is open to the public and starts at the beginning of each new school year.

Membership forms are available online and also mailed with each student's registration material in May.

Members are allowed to attend meetings and functions but they do not have voting rights at WNBC meetings.

**INDEBTEDNESS**

The organization will not be allowed to enter into indebtedness.

**INDEMNIFICATION**

Every member of the Board of Directors may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board is entitled.

**INSURANCE**

The Board of Directors should consider carrying four different types of insurance: general liability coverage, directors & officers insurance, property insurance and fidelity bonding. General liability insurance covers things like trips, falls, burns and other injuries at booster club events. Directors and Officers insurance covers liability of the parents and others who are serving as officers and volunteering to help the booster club. Property damage insurance covers loss of property, including items such as concession stand product, concession trailer, or items purchased for a fundraiser that may get damaged prior to delivery to the buyers. Fidelity bonding provides coverage for the organization of its cash and other assets that are handled by volunteers.

**AMENDMENTS**

No alternations or amendments to these By-Laws shall be made unless proposed in writing to the Secretary. The Secretary shall then have them entered into the minutes for reading at the next regular meeting for an affirmation vote by the Board of Directors, by simple majority vote. The President shall have the final vote only in case of a tie.

**DISSOLUTION CLAUSE**

If the organization were to dissolve or not meet for a period of one year, all WNBC remaining funds would be placed in the Woodstock North High School Athletic Fund and all equipment would revert to Woodstock North High School and District 200. If an individual sport were to dissolve, all remaining funds from that sport would revert to the WNBC General Fund.

Date Drafted: \_\_\_\_\_ Date Approved: \_\_\_\_\_

President \_\_\_\_\_

Vice Pres. \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_