

Kaneland Sports Boosters By-laws Kaneland High School, Maple Park, IL.

ARTICLE I: ORGANIZATION

The name of the organization is the Kaneland Sports Boosters, also referred to as KSB. The KSB is an organization of individuals organized under Kaneland CUSD #302 and is a state-chartered, non-profit organization held accountable to all local, state and federal regulations, policies and laws.

ARTICLE II: PURPOSE

The purpose of this organization is to provide positive support, encourage interest, and cooperate with the Athletic department and school administration in the promotion of all athletics sanctioned by District #302. Organizations under the governance of the Athletic Department and any other Kaneland organization at the discretion of the Executive Board will be included in these provisions. All fund raising shall be for the purpose of funding Kaneland Sports and other purposes deemed appropriate by the KHS board including athletic activities, equipment, services, facilities, and supplies. The KSB fundraising shall NOT cover the cost of athlete uniforms.

ARTICLE III: MEMBERSHIP

Membership shall be open to any adult interested in the purpose or programs of the KSB. Membership is established with the completion of a KSB Membership Application and payment of dues. The regular dues of the KSB shall be fixed annually by the Executive Board prior to the opening of the fall term at Kaneland High School. New or renewed membership begins at the Annual Meeting which is defined as the first scheduled meeting following the start of a new fiscal year.

ARTICLE IV: GOVERNING OF THE CLUB

The governing body of the club shall be the Executive Board. The Executive Board should be comprised of: President, Vice President, Treasurer, Secretary, the Athletic Director and the Elect, if any, of the above positions which are shadowing. It is strongly desired to have the Executive Board, especially the President, serve a 2 year term. The elect positions shadow that office and then serve the following year.

The remaining board is Executive Board chosen and is called the Board of Directors which should number a minimum of 4 be selected from existing membership. There is no limit on the terms served for offices of directors. The voting body for the KSB is thus comprised of the Executive Board, the chosen Board of Directors and those dues paid members present at the meeting. Note: The Athletic Director is a non-voting member of the Executive Board.

All funding requests are forwarded to the boosters through the Athletic Director's office by completing and following the funding request policy and procedure. All expenditures of funds must be approved by voting members (except for goods or services rendered).

ARTICLE V: GUIDELINES

President: The President should preside at all Board and KSB meetings, prepare and post an agenda one week prior to the next scheduled meeting, appoint additional committees/ subcommittees subject to approval of the Executive Board. The President Elect should shadow the president for one year, can perform President duties in the event of absence of both the President and the Vice President, and becomes the president the following year.

Vice President: The Vice president should assist the President when called upon, and act for him in his absence or by his direction, and become the chairman of the membership committee.

Treasurer: The treasurer should keep the accounts of the KSB, receive all moneys, pay all bills approved by the Executive Board, and preserve vouchers. (S)he makes a statement at each regular meeting of the financial condition of the KSB and at the Annual Meeting submits a detailed report of the financial condition of the Club. All association funds shall be kept in local depositories as approved by the Executive Board. Two (2) signatures are required for all checks written over \$500.00 and for withdrawal or transfer of funds. All monies collected at fund raising events or concessions shall be counted on site by Treasurer or designated representative and one other Board member for verification of deposit. The Co-treasurer should shadow the treasurer for one year and become treasurer the following year.

Secretary: The secretary should record proceedings of the Executive Board and KSB meetings. (S)he should be responsible for the issuance of notices of meetings and assist heads of committees in the manner prescribed by the Board. The Co-secretary should shadow the secretary for one year and become secretary the following year.

Directors: The directors should act as liaisons with the communities, promoting membership and volunteers.

Athletic Director: The Athletic Director or designated representative should be the liaison to the school and coaching staff. All requests to KSB shall be made through the AD and submitted to the boosters after completing the Funding Request Form. The AD shall be a non- voting member of the Board.

The Executive Board shall be responsible for conducting an annual audit for the fiscal calendar year of July 1st to June 30th.

ARTICLE VI: ELECTIONS

The election of new officers should take place at the May meeting, with new officers taking office at the end of “old business” at the Annual Meeting.

A vacancy in the office of President during the term of office shall be filled by a President-elect with succession following to a Vice President. The vacancy of any other office shall be appointed by the Executive Board.

Executive Officers should hold office for two years or until qualified successors are chosen, whichever is less. No officer may hold more than one office at a time. Directors have no limit on how many years they may serve.

The President, President-Elect, Vice President, Secretary, Secretary-Elect, Treasurer and Treasurer-Elect should ideally be nominated from the existing Board.

ARTICLE VII: MEETINGS

The meeting of the KSB should be held monthly at Kaneland High School or a designated location. The items of business at the monthly meetings will be: 1. Minutes from previous meeting, 2. Treasurers report, 3. Standing committee reports, 4. Old business, 5. New Business, 6. Athletic Director Report, and, 7. Funding Request Presentations

Executive Board meetings should be called by the President, as deemed necessary. The Annual Meeting should be held during one of the summer months.

ARTICLE VIII: VOTING RIGHTS

Two-thirds of the current voting Board (Executive Board and Directors) shall constitute a quorum at any meeting to approve expenditures. In the event that a quorum is not met and the expenditure is prudent, the President may, at their discretion, conduct a straw poll by phone/e-mail.

All due paying members for the current year are entitled to vote. Majority rules shall constitute passage.

ARTICLE IX: COMMITTEES

The KSB consists of the following standing committees: 1. Product (Spirit-Wear), 2. Membership, 3. Concessions, 4. Fundraising, 5. Website and 6. Scholarship

The President may appoint additional committees, as required or needed to promote the objectives and interests of the KSB.

ARTICLE X: BY-LAW CHANGES

The By-Laws may be amended at the Annual Meeting during Old Business by a two-thirds vote of the members present at the meeting.

Revised- 9/12/11