



**By-Laws for
Harry D. Jacobs Golden Eagle Athletic Booster Club, Inc.
Accepted 10/19/2009**

ARTICLE I - NAME

Section 1: The official name of this non-profit organization shall be the HARRY D. JACOBS GOLDEN EAGLE ATHLETIC BOOSTER CLUB, INCORPORATED (herein know as the Booster Club).

Section 2: It shall be the responsibility of the Vice President of this Booster Club to cause to be filed, recorded and/or registered and maintained in a current status such statements of certification and whatever steps necessary to preserve the rights of the corporation in the name of the HARRY D. JACOBS GOLDEN EAGLE ATHLETIC BOOSTER CLUB, INC.

ARTICLE II - PURPOSE

Section 1: (a) The purpose and intent of this Booster Club shall be to promote, support, encourage and financially assist the Athletic Department of H. D. Jacobs High School. (b) To generate public awareness of, and promote participation for the athletic programs of H. D. Jacobs High School, consistent with school policy.

ARTICLE III -MEMBERSHIP

Section 1: (a) General Membership is open to any individual who is interested in the athletic programs of H. D. Jacobs High School. (b) Voting membership is extended to any parent/guardian whose child currently attends or will be attending H.D. Jacobs High School within the next Booster Club year.

Section 2: To be eligible to have voting rights on issues for the Jacobs Athletic Booster Club, you will have needed to attend a minimum of five (5) of the last ten (10) Booster Club meetings. This will equal to a minimum of 50% attendance over the previous ten (10) meetings. If the issue of attendance comes up at a Booster meeting, that current Booster meeting will count as one (1) of the (10) eligible meeting in which five (5) attendance's are required to have voting rights. At any point going forward, the ten (10) meetings will be thought of as a moving window of Booster meetings. This window can and will span the Booster Club year.

Section 3: The Booster Club year shall run from July 1st to June 30th of each year.

ARTICLE IV - THE BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the four officers, and the chairpersons of standing committees (i.e. committees that conduct the on-going business of the Booster Club). The officers of this Booster Club shall include President, Vice President, Secretary, and Treasurer.



Section 2: The Principal, the Athletic Director of H.D. Jacobs High School (or their representatives), and the immediate Past President shall act as advisors to the Board for the Booster Club year.

Section 3: The Board of Directors shall be the final arbitrators in any conflict arising within the Booster Club, and shall be members ex-officio of all committees seeking assistance

Section 4: Vacancies in the Board shall be filled by appointment by the Board of Directors.

Section 5: The President shall only vote in the event of a tie vote at board meetings.

Section 6: The Board of Directors may require an officer or agent to file a satisfactory bond conditioned for faithful performance of his or her duties. The cost of such bonds shall be borne by the Booster Club.

ARTICLE V - MEETINGS

Section 1: The Booster Club shall hold monthly meetings for the purpose of carrying out the business of the Booster Club. These meetings will be held on a pre-determined schedule to be set by the President.

Section 2: By order of the President or a majority vote of the Board of Directors, a special meeting can be called. An officer of the Booster Club shall assume responsibility to give notice to the membership.

Section 3: The Board of Directors shall meet as a group whenever deemed necessary.

Section 4: At any Board Meeting there must be two (2) officers and four (4) chairpersons of standing committees to constitute a quorum for the transaction of business.

Section 5: a. At any General Meeting, a minimum of one (1) General Members, two (2) Officers and three (3) Chairpersons of Standing Committees shall be present to constitute a quorum for the transaction of business. b. At any General Meeting, a minimum of one (1) Voting Members, two (2) Officers and three (3) Chairpersons of Standing Committees shall be present to constitute a quorum for voting measures.

Section 6: All meetings will be governed by Robert's Rules of Order, Revised, where they are applicable and not in conflict with these by-laws.

ARTICLE VI - VOTING

Section 1 (a) Requests for an amount not reflected in the Presidents Financial Plan exceeding \$500.00 requires a vote, or a ballot vote if requested by a single voting member. (b). Requests for an amount not reflected in the Presidents Financial Plan exceeding \$1,000.00 require a ballot vote.

Section 2: The Secretary will acknowledge all voting members.



Section 3: In the event of a ballot vote, one ballot will be given directly to each eligible voter as outlined in Article III, by the Secretary of the Booster Club.

Section 4: Voting Members must be present to vote on a measure, no other voting methods will be accepted.

Section 5: Two tellers appointed by the President will be responsible for counting the ballots.

Section 6: The President will announce the vote.

Section 7: All Booster Club purchases proposed for the April vote must be presented on a single sheet (ballot), with each item to be voted on shown as an individual line. Forms are available from the Booster Club.

ARTICLE VII - ELECTION OF OFFICERS AND STANDING COMMITTEE CHAIRPERSONS

Section 1: A Nominating Committee shall present a slate of candidates at the April meeting. The board members shall be elected by ballot from the slate presented by the Nominating Committee and/or from nominations made from the floor at the May meeting.

Section 2: Permission must be secured from the nominees before their names may be placed on the ballot. A board member must have a child who is attending or will be attending Jacobs High School within the next calendar year.

Section 3: All voting members may vote at the May meeting.

Section 4: A voting quorum must exist to conduct the election of officers for the Booster Club. Those candidates receiving the plurality of votes cast shall be elected to the board position for which they were nominated. (Plurality is defined as the largest number of votes obtained in a situation when three or more choices are possible).

Section 5: The newly elected officers shall be introduced and take office at the end of the regular meeting in June.

Section 6: (a) The term of a board member shall consist of one (1) year. (b) Any officer cannot be elected for a fourth consecutive term. (c) If the Nominating Committee is unable to locate a candidate for any office, the current Officer may be elected to a fourth term.



ARTICLE VIII - DUTIES OF OFFICERS

Section 1: PRESIDENT

- (a) The **President** shall preside at all meetings of the Booster Club and be an ex-officio member of all committees.
- (b) The **President** shall provide a written agenda for all meetings and shall exercise general supervision of the affairs of the Booster Club.
- (c) The **President** shall be prepared to speak about Booster Club activities at Awards Nights and Special Events.
- (d) The **President**, in collaboration with the Booster Club Treasurer, shall prepare a Financial Report yearly, including anticipated expenditures and revenues, to be used as a guide for the next Booster Club year.
- (e) The **President**, shall review checking account transaction activity at least monthly. Unusual activity will be brought to the attention of the executive team and the full board

Section 2: VICE-PRESIDENT

- (a) The **Vice-President** shall assume all duties of the President in his or her absence or as directed by the President.
- (b) The **Vice-President** shall be responsible for all official correspondence of the Booster Club (i.e., Certification of Incorporation, Insurance, and Bonding).
- (c) The **Vice-President** shall coordinate the administration of the Booster Club Scholarship, including forming a scholarship committee. The Scholarship Committee shall consist of at least 3 voting members who do not have a child eligible for the scholarship in the current year. The Scholarship Committee shall recommend the number and amounts of the scholarships as well as the selection criteria.
- (d) Public Relations is the duty of the **Vice President**. They shall send press releases to local newspapers and otherwise work to publicize the events of the Booster Club, keeping membership and the community aware of the Booster Club functions.



Section 3: SECRETARY

- (a) The **Secretary** shall take the minutes at each meeting and present them for approval at the following meeting.
- (b) The **Secretary** shall maintain attendance records for all meetings, including a record of all eligible voting members.
- (c) The **Secretary** shall maintain records, including any documents distributed during a regular or special meeting, in permanent form and will assist in the preparation of correspondence when requested or required.
- (d) The **Secretary** shall write thank you letters for the Booster Club.

Section 4: TREASURER

- (a) The **Treasurer** shall be responsible for all funds of the Booster Club; shall receive all monies and shall deposit same in a bank approved by the Board of Directors; shall pay promptly all financial obligations; shall have the authority to counter-sign checks to carry out the duties outlined above; shall preserve and maintain records and vouchers for the purpose of audit and preparation of financial reports; shall report at all meetings.
- (b) The Treasurer, in collaboration with the Booster Club President, shall prepare and present an annual budget to the Executive Board prior to the August meeting.
- (c) The **Treasurer** shall be bonded for a minimum of \$ 100,000 (or the average balance in the checking account) if required by the Board of Directors.
- (d) The **Treasurer**, President, Secretary, and Vice-President are authorized to sign checks.
- (e) The **Treasurer** will prepare an end-of-the-year financial report to be presented at the August meeting.
- (f) The **Treasurer** shall arrange for a financial review to be conducted in the month of July by a qualified representative who has been approved by the Board of Directors. The Treasurer must be available to the representative conducting the financial review and supply all requested information. The findings of the financial review should be signed by the representative and a copy submitted to each of the members of the Board of Directors prior to the August meeting and reported to the membership at the August meeting.
- (g) The **Treasurer** shall turn over all funds and accounting records to the incoming Treasurer upon completion of the audit in July.
- (h) The **Treasurer** shall keep all annual reports and financial records archived for 7 years or as recommended by the auditor.



ARTICLE IX - STANDING COMMITTEES

Section 1: The following are the Standing Committee Chairperson positions. Each shall be responsible for their respective functions and keep documentation regarding the operation and activities of their respective committee. All documentation shall be turned over to the new chairperson(s) at the June meeting.. All Chairpersons shall present a report at each monthly meeting, and submit a written detailed end-of-the-year report in June to the incoming chairperson(s) and the Secretary for the year in review document.

Manpower
Concessions
Fund-Raising - Fall, Winter, and Spring
Apparel/Spiritwear
Team-Parent Coordinator
Communications Coordinator

Any of these above stated positions may be held by more than one general member, and one general member may hold more than one of these positions, as determined by the voting members.

Section 2: **MANPOWER**

The Manpower Chairperson(s) shall coordinate its activities with those of other committees to provide volunteers for Booster Club activities (i.e., scheduling concession workers, calling members to help out at specific functions, etc.) and shall keep centralized records of volunteers.

Section 3: **CONCESSIONS**

(a) The Concessions Chairperson(s) shall be responsible for operation, maintenance, and clean-up of the concession stands for the Fall, Winter, and Spring seasons.

(b) The Concessions Chairperson shall be responsible for maintaining inventory lists and for ordering all supplies.

(c) The Concessions Chairperson shall train and assign volunteers to open and close the concession stand at each event.

(d) The Concessions Chairperson shall coordinate with the Manpower Committee to ensure that volunteers are available.

(e) The Concessions Chairperson shall maintain records of dates, events, and supplies.

(f) The Concessions Chairperson(s) shall be required to fulfill the requirements of the County Board of Health.

Section 4: **FUNDRAISING**

(a) The Fundraising Chairperson(s) shall coordinate all fundraising events (such as the \$5,000.00 Dinner, Basketball Tournament and Golf Outing).



Section 5: APPAREL/SPIRITWEAR

- (a) The Apparel Chairperson(s) shall coordinate all purchases and sales of apparel at sporting events and other opportune times during the year.
- (b) Purchases of inventory items must not exceed the Spiritwear assigned yearly budget.
- (c) Each seasons inventory line must be approved by the Booster Club Executive Board prior to submitting initial order to vendors.

Section 6: TEAM PARENT

- (a) The Team Parent Chairperson(s), in conjunction with the coach, shall appoint Team Parents to represent each sport/team, who in turn shall serve as liaison between the coach and parent of each team.
- (b) The Team Parent Chairperson(s) shall recruit and find ways to increase membership and promote participation of the Booster Club.
- (c). The Team Parent Chairperson(s) shall inform each sport's Team Parent what has been purchased by the Booster Club within the past year.

Section 7: COMMUNICATION

The Web-Site Chairperson shall be responsible for coordination of the maintenance for the Booster Club web-site, and keeping the Booster Club web-site current with news and information on a timely basis. All web-site information needs to be approved by the Vice-President or other board member prior to publication.

ARTICLE X - LEGAL COUNSEL

Section 1: Legal counsel shall be obtained if deemed necessary by the Board of Directors.

ARTICLE XI - DISSOLUTION

Section 1: In the event of dissolution or termination of this Booster Club, all funds on hand shall be used to first pay debts and expenses, and the remaining funds shall be transferred to the H. D. Jacobs High School Athletic Department in accordance with District 300 Board Policy.

ARTICLE XII - AMENDMENTS

- Section 1: (a) These by-laws may be changed or amended at any regular meeting of the Booster Club by a two thirds vote of the voting membership present provided that the proposed amendment has been submitted in writing at a regular meeting, and then to be voted on at the next regular membership meeting of the Booster Club.
- (b). Approved amendments to the by-laws shall become effective upon adjournment of that same meeting.



ARTICLE XIII - REQUESTS FOR BOOSTER CLUB FUNDING

Section 1: (a) Varsity coaches, or designee, must submit the appropriate “Annual Request for Booster Club Funding” form for all levels of their sport no later than the second Friday in February. Requests for funding must be submitted to the athletic director for review. Coaches must submit, in writing, a request for funding no later than the April meeting. Requests for funding must be presented to the Booster Club by the appropriate coaching staff.

(b). Only athletic director reviewed and validated requests may be presented to the Booster membership for funding consideration. The validated requests will be submitted to the Booster President no later than one week prior to the scheduled April Booster meeting. Purchases for all approved items must be purchased within the upcoming/current school year. After that, a one (1) year extension may be allowed. Specific reasons why this is necessary will be required for approval.

(c) Booster approved items to be ordered through D300 will be submitted for order/purchase prior to the close of D300 current year budget deadline to allow for timely delivery prior to the start of the next school year. In the event that an approved purchase is no longer needed, a Booster Club Relinquishment of Approved Funds form must be filled out and submitted.

(d) A one year funding extension may be requested, in writing, by the appropriate coaching staff. Specific reasons why the extension is necessary will be required for extension consideration. This request must be submitted to the Booster Club President by January 15 of the following school year.

(e). Funding requests from organizations not related to athletics, may be submitted by written request to the Booster Club President. A public presentation must be made to the Booster Club at a regularly scheduled meeting. The Booster Club will vote on the funding request at the following regularly scheduled meeting.