

# **CONSTITUTION AND BY-LAWS CHANNAHON ATHLETIC BOOSTERS**

## **ARTICLE ONE – NAME**

**SECTION 1** This organization shall be known as the Channahon Athletic Boosters of the Channahon School District #17.

## **ARTICLE TWO – OBJECTIVE**

**SECTION 1** To lend all possible support, both moral and financial, to the improvement and betterment of the Channahon School Athletic programs.

**SECTION 2** To support student participation in school athletic programs as an addition to scholastic achievement.

**SECTION 3** To promote friendly relationships between the home and school.

**SECTION 4** To operate under the policies of the School Administration and Board of Education.

## **ARTICLE THREE – MEMBERSHIP AND DUES**

**SECTION 1** Any adult resident of Channahon School District #17, or any adult having a student enrolled, or affiliation in said district, interested in the progress and development of the athletic programs is eligible for membership.

**SECTION 2** Persons will be considered a member upon payment of annual dues.

**SECTION 3** Dues for membership of this organization shall be designated on an annual basis.

**SECTION 4** All offices and committee chairmanships will be held by members.

**SECTION 5** Voting privileges of said organization shall be for members only. Each adult member present at a regular meeting, whether a single, family, or business membership has a voting privilege.

**SECTION 6** Life or honorary memberships can be given when approved by a majority vote of the officers.

## **ARTICLE FOUR – ELECTION OF OFFICERS**

**SECTION 1** There shall be an Executive Board consisting of officers of the association and the immediate past president, or designated past Executive Board member. The offices shall consist of President, Vice-President, Secretary, and Treasurer.

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**SECTION 2** The officers shall be nominated at the March meeting, elected at the April meeting, and installed at the May meeting for a term of one year.

**SECTION 3** Nominations of the officers for the organization will be selected and/or Presented by a nominating committee consisting of members of the Executive Board. Additional nominations for all the offices will be solicited from the floor at election time.

**SECTION 4** No person shall be nominated as a candidate for any office without their consent, verbal or written.

**SECTION 5** Vacancies occurring in any of the above mentioned offices shall be filled by appointment of the Executive Board.

### **ARTICLE FIVE – MEETINGS**

**SECTION 1** General monthly meetings of the organization shall be held as determined by the Executive Board.

**SECTION 2** Special meetings of the organization may be called by the Executive Board, and at least seven (7) days of advance notice should be given to the membership.

**SECTION 3** Meetings of the Executive Board shall be determined by the Executive Board Members.

**SECTION 4** Five (5) members, with a minimum of two Executive Board Members, of said Association shall constitute a quorum for the transaction of business matters.

**SECTION 5** A two-thirds majority vote of the members present on any issue shall constitute the passage of the proposed motion.

### **ARTICLE SIX - DUTIES OF OFFICERS AND EXECUTIVE BOARD**

**SECTION 1** The President shall preside at all meetings of both the association as a whole and the Executive Board. He or she shall be an ex-officio member of all committees and perform such other duties usually pertaining to the office of the President.

**SECTION 2** The Vice-President shall perform the duties of the President in the absence of the President and shall assist the President when called upon.

**SECTION 3** The Secretary shall keep the minutes of all meetings in a book regularly provided for such purposes and shall perform such other secretarial duties as assigned by the President. The Secretary will be responsible for obtaining and distributing Athletic Booster mail from the Channahon School District #17 Administrative Office.

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- SECTION 4** The Treasurer shall have charge and keep a record of all moneys or funds of the association and keep an accurate record of all receipts and disbursements. The Treasurer and/or President shall have the authority to sign checks and to pay out in such a manner as authorized by the Executive Board. The Treasurer shall submit a written monthly financial report to the Executive Board.
- SECTION 5** The Executive Board shall be responsible to review all disbursements of funds.
- SECTION 6** The Executive Board shall approve the appointment of auditor and disbursements of such funds to ensure the annual Audit of the Accounts of the Treasurer. The audit may be completed by the school district.
- SECTION 7** The Executive Board shall be responsible to ensure the appropriate implementation of approved motions and evaluate the utilization of monetary or material donations made by the organization.

### **ARTICLE SEVEN – MONEY**

- SECTION 1** All moneys of the organization shall be kept in a financial institution within the school district.
- SECTION 2** All moneys collected as fund-raisers for the said organization are to be counted and co-signed by two members.
- SECTION 3** The executive board can approve disbursement under \$500 by a majority vote. Any disbursements over \$500.00 must be approved by the entire Executive Board.
- SECTION 4** Moneys collected shall be made available to the Treasurer for deposit, or deposited by a designated member, on the day of transaction or as soon as reasonably possible.
- SECTION 5** Moneys may be placed in the School Administration Safe for overnight security. It is the responsibility of a member utilizing the safe to make the moneys known or available to the Treasurer.
- SECTION 6** All receipts of deposits and statements of expenditures should be provided to the Treasurer in a timely manner.
- SECTION 7** All records of financial transaction should be maintained in a bound ledger that is the property of the Athletic Boosters. This ledger should be turned over to the school after the May meeting, or such meeting in which there is an election of new officers.

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**SECTION 8** There will be a yearly audit of the organization's financial ledger by an independent auditor and/or the school's auditor.

**SECTION 9** The fiscal year will be from July 1-June 30 in order to coincide with the district's fiscal year.

## ARTICLE EIGHT – COMMITTEES

**SECTION 1** Chairpersons and members of committees shall be voluntary or by appointment of the President.

**SECTION 2** No person shall be appointed to serve on a committee without their consent.

**SECTION 3** Committee chairpersons are responsible to attend all monthly meetings and report on their committee's activities. Committee Chairpersons are responsible for maintaining a notebook of their records.

**SECTION 4** Committees to promote the objective and interests of the association will be:

**Ways and Means Committee** shall be in charge of various fundraising activities.

**Publicity/Spirit Committee** shall promote and inform the community of the activities sponsored by this organization and promote a positive school spirit.

**Concessions/Hospitality Committee** shall be in charge of the arrangement and sales of concessions at Channahon athletic events.

**Membership Committee** shall be responsible for the registration of members and collection of annual dues.

**SECTION 5** Committees may be adopted or deleted upon approval of the Executive Board.

## ARTICLE NINE – ATHLETIC DIRECTOR

**SECTION 1** The Channahon Public School Athletic Director, or designate, shall be an ex-officio member of all committees along with the principals of Three Rivers and Channahon Junior High. Disbursements of Booster funds for Athletic purchases shall be coordinated through the Athletic Director, and these purchases will be designated as Channahon School property.

## ARTICLE TEN – LOSS OF MEMBERSHIP

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**SECTION 1** Any member that attempts to use a Booster Club Meeting to openly criticize or demean a coach or school official shall be declared out of order and subject to loss of membership.

**SECTION 2** The execution of Section 1 and 2 of Article Ten shall be by a two-thirds vote of the members present at a meeting of the organization, providing a member of said association moves that such an action shall be taken and is seconded by another member.

**ARTICLE ELEVEN – DISSOLUTION OF ORGANIZATION**

**SECTION 1** In the event of a dissolution of the Channahon Athletic Boosters, all assets become the property of the Channahon School District.