

**MARENGO INDIANS BOOSTER CLUB**  
**OPERATING BYLAWS**

Revised, Fall 2005

## **ARTICLE I – ORGANIZATION**

This organization shall be a not-for-profit, unincorporated association.  
The name of this organization shall be:

Marengo Indians Booster Club  
Marengo Community High School, District 154  
110 Franks Road  
Marengo, Illinois 60152-3498

## **ARTICLE II – PURPOSE**

The Booster Club (Club) exists for the purpose of broadening the involvement of parents and families and the school through support of all male and female activities of the inter-school athletic programs, including cheerleading. The Club works to achieve this through active participation of as many parents as possible in Club programs and in concentrated support for individual sports, working closely with the coaches, athletic director, activities director and the administration of the school.

- a. To support, promote and maintain a high standard of integrity and good sportsmanship in all athletic programs of Marengo Community High School.
- b. To promote and encourage young men and women to get involved in the athletic programs, either as an active participant or as a volunteer.
- c. To raise funds to assist all athletic programs. The Club members may support programs through revenue producing activities. The Club committees may support each coach's program by providing workers for operation of concession stands, selling of advertisements, tickets, donations and other fund-raising events as established by the Executive Committee.
- d. Budgets are to be established annually at a time designated by the school administration. The coaches will present to the athletic director their list of items for consideration by the Club. The athletic director, having reviewed the budget with the chief financial officer of the district and the principal, shall prioritize the list before addressing the Club. The Club President will then present to the membership the final list of items for consideration and approval. A simple majority vote of the general membership in attendance shall determine approval of funding for items listed for consideration.

## **ARTICLE III – MEMBERSHIP**

### **Section I – Eligibility**

Parents and friends of all past or present student athletes, cheerleaders, and such other sports-interested and acceptable persons, shall be eligible for membership in the Club.

### **Section II – Dues**

There will be annual membership dues of \$5.00 per household for regular active members. Dues are payable at the beginning of each school year. Dues may be increased or decreased by the Executive Committee and a majority vote of the general membership in attendance.

### **Section III – Special Memberships**

A special membership is available for persons unable to volunteer their efforts but wish to support the school's athletic programs through a donation. There are three levels of contributions:

1. **Chief** level – attained by an annual donation of \$500 or more.
2. **Warrior** level – attained by an annual donation of \$100 to \$499.
3. **Indian** level – attained by an annual donation of \$10 to \$99.

### **Section IV – Ex-Officio Members**

All active head coaches, the athletic director, and the district administrators shall automatically be considered ex-officio members of the Club.

## **ARTICLE IV – OFFICER ELECTIONS**

### **Section I – Officers**

Officers shall consist of the President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary.

## **Section II – Nominating Committee**

The nominating committee shall consist of three (3) to five (5) members appointed by the Executive Committee. One member shall be an administrator of the School (Superintendent or Principal). At the March meeting, the Nominating Meeting, The Nominating Committee shall present to the general membership the slate of officers for the upcoming year. The Nominating Committee may nominate more than one person for each office. The proposed nominations may be accepted by the attending membership for their sole consideration or the membership may make nominations from the floor. The full slate, as approved by the general membership, must be accepted by the Executive Committee before being presented and voted upon at the Election Meeting.

## **Section III – Election of Officers**

Election of officers shall take place each year at the April meeting of the Club (the Election Meeting). The slate of officers will be presented to the membership by the Nominating Committee.

## **Section IV – Term**

Officers shall serve for one year.

## **Section V – Eligibility**

Only members in good standing shall hold office.

## **Section VI – Voting**

Only members in good standing, and present at the Election Meeting, shall have the right to vote. Voting shall be by secret ballot. There shall be an Election Committee of three (3), appointed by the President of the Club on the day of the election of officers. The duty of the Election Committee shall be to pass out the ballots, collect the ballots, and count them. The chairperson of the Election Committee is to read the final count to the Club. In the event there is more than one person nominated for any one office, whoever wins the majority of votes cast shall be deemed winner of the election. In the event there is but one nominee for any particular office, and that nominee does not receive the

majority of votes of the members present, then the Executive Committee shall appoint an eligible member to serve in that office until the next regular election. The Executive Board, at its discretion, may determine to hold a special election for that particular office. The President, with consent of the Nominating Committee, may forego the secret balloting and call for election by voice vote if he deems that the electors are clearly in favor of such a procedure.

### **Section VII – Installation**

Installation of officers shall be at the Annual Meeting. At that time, the new officers shall take over their duties in all matters affecting the Club.

### **Section VIII – Annual Meeting**

The Annual Meeting of the Club shall be the last meeting of the school year, which, ordinarily, will be held in May. At that time all annual reports shall be received, reviewed and accepted by the members present. At the Annual Meeting, the retiring and newly elected officers and the retiring and newly elected board members shall hold a joint session. At the joint session, the retiring officers and board members will transfer all books and papers in their possession, and belonging to the Club, to the new officers, and advise the new officers as to the status of affairs of the Club.

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section I – President**

It shall be the duty of the President to preside at all regular meetings, special meetings, Executive Board and Executive Committee meetings. The President shall be an ex-officio member of all committees, except the nominating committee. The President shall have the right to appoint special committees as needed. The President shall sign all contracts, checks and disbursements, subject, however, to the approval or ratification of the Executive Committee. The President shall be able to authorize the disbursement of funds, for general operating purposes, of up to \$1,000.00 with the approval of one (1) other Executive Board member. The President shall insure an end-of-the-year audit of the financial records of the Club. The President shall have regular meetings with the school administration (Superintendent or Principal) and the athletic director.

## **Section II – Vice President**

The Vice President shall preside over all meetings in the event of the absence of the President. In the event of the President's resignation, incapacity or death, the Vice President shall assume all of the duties of the Office of President for the balance of the current term.

## **Section III – Recording Secretary**

The Recording Secretary shall keep a record of all regular meetings, special meetings, Executive Board and Executive Committee meetings. The Recording Secretary will maintain a procedure manual, which is a record of the activities of the Club compiled into permanent form.

## **Section IV – Corresponding Secretary**

The Corresponding Secretary shall conduct the correspondence of the Club. These duties include, but are not limited to, sending out all notices and special correspondence. A current membership list shall be maintained by the Corresponding Secretary and regular reports shall be given to the Treasurer.

## **Section V – Treasurer**

The Treasurer shall receive all moneys due to the Club and deposit same in a place approved by the Club. The Treasurer shall disburse the funds of the Club only for purposes approved by the Club. The Treasurer shall present a statement of account at all regular meetings and at other times when requested to do so by the President. The Treasurer shall present a full report of the Club's finances at the annual meeting.

## **ARTICLE VI – EXECUTIVE BOARD**

### **Section I – Members**

The Executive Board shall consist of the elected officers, the immediate past president and the Superintendent. The Superintendent may, at any time, designate the school Principal as his duly authorized representative to sit in his chair on the Executive Board.

## **Section II – Duties**

The Executive Board's duties shall be to transact emergency business in the interval between Executive Committee meetings.

## **Section III – Quorum**

The majority of the Executive Board shall constitute a quorum.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

### **Section I – Members**

The Executive Committee shall consist of the Officers of the Club, the Chairpersons of standing committees, and the Superintendent or Principal of the school.

### **Section II – Duties**

The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between Club meetings and such other business as may be referred to it by the Club.
- b. To create standing committees.
- c. To approve the plans of work of the standing committees.
- d. To present the reports of the Treasurer, the Corresponding Secretary, the Recording Secretary, the standing committees and others, as deemed necessary, at the regular meetings of the Club.
- e. To prepare and submit to the Club for approval, a budget for the fiscal year.
- f. To approve any disbursements within the limits of the budget.

### **Section III – Meetings**

Regular meetings of the Executive Committee shall be held monthly during the school year, the time to be fixed by the committee at its first meeting of the year. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee.

## **Section IV – Quorum**

A majority of the Executive Committee members shall constitute a quorum.

## **ARTICLE VIII – MEETINGS**

### **Section I – Regular**

Regular meetings of the Club shall be held on the 2<sup>nd</sup> Monday of each month during the school year.

### **Section II – Special**

Special meetings may be called by the Executive Committee. A 48-hour notice is required.

### **Section III – Annual**

The annual meeting shall be in the month of May.

### **Section IV – Quorum**

Five (5) members in attendance shall constitute a quorum for the transaction of business in any general meeting of this Club.

## **ARTICLE IX – STANDING COMMITTEES**

### **Section I – Creating**

The Executive Committee may create such standing committees as it may deem necessary to promote the objectives and carry on the activities of the Club.

### **Section II – Chairperson**

The chairpersons of the standing committees shall be selected by a majority vote of the members of that committee. The term of each chairperson shall be one year or until election of a successor.

### **Section III – Activities**

The chairperson of each standing committee shall present a plan of activities to the Executive Committee for approval. No committee activities shall be undertaken without the consent of the Executive Committee.

### **ARTICLE X – PROPERTY RIGHTS**

Membership in this Club shall not title or vest any of its members with any property rights or rights having monetary value of any kind whatsoever, including, but not limited to, property rights or monetary rights in the school or in the Club.

### **ARTICLE XI – AMENDMENT**

The by-laws of the Club may be amended by a two-thirds vote of the members present at any regularly-called meeting. Such amendments must be submitted in writing to the Executive Committee. Proposed amendments must be published, for general membership viewing, at least fourteen days (14) prior to the meeting scheduled for voting on the amendment.

### **ARTICLE XII – RELATIONSHIP WITH SCHOOL ADMINISTRATION AND ATHLETIC DEPARTMENT**

The Club shall operate in full support of the school administration, athletic director and coaches. At no time should the Club make recommendations or become directly involved in the day-to-day operation of the school athletic programs. The Club serves only to support the school athletic programs and shall not direct the policies established by the Administration of the Marengo Community High School.

### **ARTICLE XIII – FUND RAISING EVENTS**

All money raised by special fund raising projects to meet the athletic department's requests, will be presented to the school administration in a manner agreed upon between the school administration and Club officers.

**The agreed plan is as follows:**

1. All revenue and donations raised shall be for the common well-being and support of all athletic programs under the auspices of Marengo Community High School, District #154. No fund raising event (concessions, 50/50, articles, souvenir, etc.) shall be earmarked for any one particular athletic program.
2. With the approval of the Executive Committee, monetary donations can be accepted for the sole benefit of a specific athletic program or a specific athletic team.
3. No Club member, parent, fan, administrator, athletic director, or coach is to personally, or cause another to, request special funds, equipment or considerations to benefit any individual programs. The Executive Committee may hear any special requests or considerations.