

# Prospect Knights Athletic Boosters Club

## By Laws

### Article I

#### Official Name of the Organization

- Section 1. The name of the organization shall be The Prospect Knights Athletic Booster Club (hereafter referred to as the Booster Club).

### Article II

#### Purpose of the Organization

- Section 1. The purpose(s) of the Booster Club shall be:
- a. To provide equitable support and assistance to the entire athletic program.
  - b. To help promote the purpose(s) of the athletic program.
  - c. To promote the demonstration of good sportsmanship by the participants and spectators of all athletic events.
  - d. To provide financial assistance to the entire athletic program.
  - e. To encourage the enjoyment of athletics by the student body.

### Article III

#### Objectives and Responsibilities

- Section 1. Objectives and responsibilities of the Board:
- a. Fund raise for the athletic program,
  - b. Provide, organize, and supervise hospitality at awards nights, invitational tournaments, meets and competitions, and other special events,
  - c. Selling Prospect spirit apparel,
  - d. Hosting the annual senior athletic dinner,
  - e. Provide funding for special awards for coaches and athletes,
  - f. Sell concessions at various athletic events,
  - g. Volunteer to help organize events (such as timers for swim and track meets),
  - h. Organize social events,
  - i. To assist in school program/events proposed by the athletic administration.

## Article IV Membership

- Section 1. Membership in the Booster Club shall be open to all parents, staff, alumni, and community members of Prospect High School.
- Section 2. The membership fee shall be fixed annually by the Board prior to the opening of the school year.
- Section 3. All members of the Governing Board shall be members of the Booster Club.

## Article V Governance

- Section 1. The governance of the Booster Club shall be by a Governing Board (hereafter referred to as the Board) consisting of the following individuals:
- a. President
  - b. Treasurer
  - c. Secretary
  - d. Immediate Past President
  - e. Assistant Principal for Activities
  - f. Membership Chairperson
  - g. Hospitality Chairperson
  - h. Apparel Chairperson
  - i. Website Chairperson
  - j. Sport Representative(s)
- Section 2. The Board of the Booster Club will hold a regular meeting on the second Monday of each month with the exception of the month of July. The Board will not meet during the month of July.

## Article V Officers and Members

- Section 1. Board officers shall consist of the President, Vice President, Treasurer, Secretary and Immediate Past President. All other Board positions shall be considered members of the Governing Board.
- Sections 2. President - The president shall preside at all board meetings, shall appoint committees subject to approval of the Board and conduct the election of Board officers for the subsequent year.

- Section 3. Vice President-The Vice President shall sit on the board for the year prior to assuming the role of President in the subsequent year and shall serve as President Pro Tem in the event the President is not able and/or available to carry out their duties and/or responsibilities.
- Section 4. Treasurer- The treasurer shall keep the accounts on all financial operations of the club. They shall make a statement of the financial condition of the club at each regular meeting of the Board. It is the responsibility of the treasurer to prepare the annual Financial Plan for the year and submit all documentation necessary to maintain the 501c3 status of the Booster Club.
- Section 5. Secretary- The secretary shall publish notice, take attendance, record the proceedings, and publish minutes of each Board meeting. The secretary shall also maintain a current roster of Board members and retain on file such documentation necessary to maintain the 501c3 status of the Booster Club.
- Section 6. Immediate Past President-The immediate past president shall sit on the board with privileges equal to the privileges of other voting members of the Club as defined in Article V, Section 9 and shall serve as President in the event that neither the President or Vice President are able and/or available to carry out their duties and/or responsibilities.
- Section 7. Committee Chairs - The standing committees shall be Membership, Hospitality, Apparel, and Website. These committee chair positions shall be appointed annually in June of the preceding year. From time to time, the President may appoint other such committee chairs as deemed necessary and/or appropriate to advance the purpose(s) of the Club.
- Section 8. Sport Representatives - The responsibilities of the Sport Representative(s) shall include:
- a. Attending and representing their sport at booster club meetings,
  - b. Acting as the communication link between booster club and the individual sport,
  - c. Coordinating fund raising projects between individual sports and the booster club,
  - d. Assisting with recruitment of volunteers for hospitality and/or other events.
- Section 9. Each member of the Board shall be allocated one (1) vote on all matters of interest to the Club. While there may be multiple representatives for an individual sport, each sport shall have no more than one (1) vote regardless of the number of representatives of that sport.

## Article VI Election of Officers

- Section 1: The president shall conduct the election of Board officers and appoint any other Board members as have been identified for the subsequent year at the June meeting of the preceding year.
- Section 2. Board Officers shall be elected by a majority vote of the Board members present at the June meeting of the year preceding their term of office.
- Section 3. Terms of office shall be for one year unless elected for a second, consecutive term by a two-third majority vote of the Board members present at the June meeting of the year preceding their second consecutive term of office.
- Section 4. Board members shall assume their duties and responsibilities starting with the June meeting of the preceding year.

## Article VII Financial Operation

- Section 1. Financial Plan- It will be the responsibility of the Treasurer to prepare a Financial Plan for consideration and approval by the Board that be reflective of the spending priorities for the upcoming year. That budget shall be subject to modification by a majority vote of the Board.
- Section 2. Fund Raising Projects – Booster Club fund raising projects shall be aligned with the purpose of the Board, reflect the objectives and responsibilities of the Club, and be established as needed to meet the demands of the budget.
- Section 3. The athletic administration will submit requests on behalf of the athletic program and/or individual sports. Any request for expenditures of club funds should follow the procedures listed below prior to presentation to the Board for consideration. Funding requests should be directed from individual coaches to the Athletic Director(s) to the Board to the Assistant Principal of Activities, to the Board. Additional input from the coach to the individual Board members may be added to the discussion at the meeting to clarify any outstanding issues, or concerns.
- Section 4. Approval of any expenditure of funds by the Club requires a majority vote of the Board.

## Article VIII – By Laws

- Section 1. These by-laws may be amended at the Board's May meeting by a majority of the Board members present at such meeting or by a two-thirds majority vote of the Board members at any other meeting where a quorum is present.