

**CONSTITUTION AND BY-LAWS  
OF  
VICTOR J. ANDREW HIGH SCHOOL  
ATHLETIC BOOSTER CLUB**

**(AN ILLINOIS NOT FOR PROFIT CORPORATION)  
E.I.N. #36-6008307  
NOT FOR PROFIT #2536517**

**INCORPORATED STATE OF ILLINOIS 1979  
REVISION: JULY 1, 2002; NOVEMBER 11, 2010; AUGUST 8, 2012; OCTOBER 14,  
2015**

**Victor J. Andrew High School Athletic Booster Club**  
**Constitution**

**Article I – Name**

The name of the organization shall be the “Victor J. Andrew High School Athletic Booster Club.” The organization is hereinafter referred to in this Constitution as Booster Club.

**Article II – Purposes**

The purpose of the Booster Club shall be:

- A. To support, encourage, promote, and raise funds for all athletic programs at Victor J. Andrew High School for the benefit of all students, the school, and the community.
- B. To support coordination of the athletic programs of the elementary schools located in High School District 230, with the athletic programs at Victor J. Andrew High School.
- C. The Booster Club shall cooperate with the program of the Athletic Department and the Athletic Director and his staff.
- D. The Booster Club is organized exclusively for charitable, education, or scientific purposes within the meaning of Section 501(c )(3) of the Internal Revenue Code. Under no circumstance should any member use the club to further their own personal gain in any way or form.
- E. Insurement of Income: No part of the net earnings of the Booster Club shall insure to the benefit of, or be distributed to, its members, directors, officers, or other private persons except that the Booster Club shall be authorized and empowered to pay reasonable compensation for services/products rendered as deemed necessary for the betterment of a particular project.
- F. Operational Limitations: Notwithstanding any other provisions of these articles, the Booster Club shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from Federal Income Tax of the Internal Revenue Code 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions which are deductible under Section 170(c )(2) of the Internal Revenue Code 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- G. Dissolution Clause: Upon the dissolution of the Booster Club, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the Booster Club, dispose of all assets of the Booster Club exclusively for the purpose of the Booster Club in such manner. If the Booster Club should ever disband, all assets remaining after the payment of all incurred liabilities in effect, shall become the property of Victor J. Andrew High School. It shall be disposed of by the office of the Athletic Director.

**Article III – Membership and Dues**

**Section 1**

Any person 18 years of age or older, or High School graduate, may become a member of the Booster Club upon payment of such dues as may be established from time to time by the Executive Board. All paid members are entitled to cast a vote on each matter submitted to a vote of the members.

**Section 2**

The Executive Board may from time to time establish the annual dues to be paid by each member, to wit will be deemed a fair amount for membership. Membership’s dues will expire August 1 of following school year.

## **Article III – Membership and Dues (cont'd)**

### **Section 3**

- A. The annual meeting of the Booster Club will be held at 7:00 P.M. on the third (3<sup>rd</sup>) Thursday of May at Victor J. Andrew High School (subject to verification by the Executive Board). Sealed absentee ballots must be handed into the Secretary three (3) days before the election to be held. The main order of business will be to elect the Board of Officer for the next school year.
- B. There will be monthly regular meetings of the Booster Club membership held from August through April. The monthly meeting will be held on the second Wednesday of each month. The meetings will be held at Victor J. Andrew High School. The meeting will be held at Andrew High School with the specific date, time, and location to be determined by mutual agreement with the Athletic Director and Executive Board. Notice will be made to the members not less than three (3) days prior to the designated meeting.
- C. Special meetings of the Booster Club membership may be called at any time by the Executive Board and/or Athletic Director if the Executive Board is null and void, upon notice to the members not less than five (5) days prior to the date designated for the special meeting. The notice of any special meeting shall set forth the purpose for calling such meeting.
- D. Fifty-one percent (51%) of the Executive Board members shall constitute a quorum at any regular or special meeting of the members. If at any regular or special meeting of the members there is no quorum present, the presiding officer shall adjourn the meeting to a later date and time within the succeeding five (5) days and promulgate proper notification to set forth purpose of such meeting.
- E. At all meetings of the members, the President of the Booster Club, or if not present, a Vice-President or other officer of the Booster Club, shall preside.

### **Section 4**

#### Scholarship Eligibility

Eligibility requirements for Athletic Scholarships awarded by the Booster Club are as follows:

- A. Applicant's parent or guardian must be a Booster Member and have Booster membership dues paid by December 1<sup>st</sup> of applicant's senior year;
- B. Applicant must have a minimum G.P.A. (Grade Point Average) of 2.5;
- C. Applicant must attend a post graduate accredited academic or vocational school;
- D. Applicant must complete the entire season participation in at least one sport of his/her senior status;
- E. Applicant must have satisfied all requirements for graduation by July 1<sup>st</sup> of their senior year;
- F. Completed applications must be submitted to the Guidance Office by April 1<sup>st</sup> of applicant's senior year.

Scholarship winners will be chosen by random drawing at the regular spring season meeting.

## **Article IV – Executive Board**

### **Section 1**

The Executive Board shall have charge of the general affairs and business of the Booster Club, subject to membership approval of all major, formal, and policy matters which shall be referred to it.

### **Section 2**

Special meetings of the Executive Board may be called by the President, or if absent the Vice-President or other officers of the Booster Club, shall upon notice to each member of the Executive Board not less than three (3) days notice prior to the date and time designated for such special meeting. The notice of any special meeting shall state the purpose for which such meeting has been called. Fifty-one percent (51%) of the Executive Board members shall constitute a quorum at any meeting of the Executive Board.

**Article IV – Executive Board (cont’d)**

**Section 3**

Attendance at the Board meeting is to be taken and recorded by the Secretary. Any elected officer missing three (3) consecutive meetings without presenting acceptable excuses to the Board, will, by the Executive Board, be judged as unwilling to serve, and after being duly informed by the Secretary on the advice of the Board action, his or her place on the Board shall be declared vacated. The membership in regular meeting shall nominate and elect a replacement from the membership as an interim appointee to function for the remainder of the term, in place of member relieved or Board duties, according to election guidelines described in Article V.

**Section 4**

The Executive Board shall consist of the officers of the Booster Club and board of directors.

**Section 5**

The treasurer’s report must be approved.

**Article V – Officers**

**Section 1**

Officers of the Booster Club shall be the President, Vice-President, Secretary, and Treasurer.

**Section 2**

The President, Vice-President, Secretary, and Treasurer shall be elected at the regular meeting of the membership in the month of May to assume office June 1<sup>st</sup>, length of term is equal to one (1) year.

**Section 3**

In order to be elected to an office which consists of President, Vice-President, Secretary, and Treasurer, you must currently be serving as a Director in good standing.

**Section 4**

The Directors shall be elected at the regular meeting of the Membership in the month of May, to assume officer June 1. Each Director’s term is for a period of two (2) years. Half of the Director’s term will end in an odd year and the other half of the Director’s term will end in an even year. This creates a continuity within the Executive Board of at least two (2) directors.

**Section 5**

The President shall be the Chief Executive Officer (CEO) of the Booster Club. In the absence or in the case of a vacancy in the office of the President, the Vice-President shall be the CEO. The President, or in case of absence, the Vice-President or other officer, shall preside at the meeting of the Executive Board. The officers of the Booster Club shall have duties and responsibilities as may be established from time to time by the Executive Board.

**Article VI – Duties of Executive Board Members**

**Section 1**

Presidential Duties:

- A. Shall preside at all meetings.
- B. Shall approve the signing of all contracts and all documents when ordered by the membership.
- C. Create and appoint committees as the need arises.
- D. Sign warrants, along with the Treasurer or one other signatory officer for payment of money from the Booster Club treasury.

## **Article VI – Duties of Officers (cont'd)**

### **Section 2**

#### Vice-Presidential Duties:

- A. Shall assume the duties of the President in his/her absence.
- B. In the event the President is unable to complete his/her term, the Vice-President automatically becomes President for the unexpired part of the term.
- C. Responsible for keeping accurate records of membership.
- D. Oversee scholarship distribution.
- E. Sign warrants, along with the Treasurer or one other signatory officer for payment fo money from the Booster Club treasury.

### **Section 3**

#### Secretarial Duties

- A. Shall keep the minutes of the meetings of the Booster Club in a book which shall be the property of the Booster Club and be available at all reasonable times for the reading of any paid member.
- B. Shall provide the previous month's minutes to each Booster Board member at each meeting of the Booster Club, to be read aloud and approved by the Booster Club membership at said meeting.
- C. Provide a membership sign-in sheet at every meeting and keep on file for any further need that may be required of such sign-in sheets.
- D. Keep accurate records of minutes pertaining to each meeting of the Booster Club, including all subjects of discussion, all approved/deleted plans, all officer reports, including the report of the treasurer of the Booster Club.
- E. The above mentioned records of the Secretary of the Booster Club shall be kept safely for a period of not less than five (5) years. The disposal of yearly records shall be presented to the Executive Board for approval.
- F. Sign warrants, along with the Treasurer or one other signatory officer for payment of money from the Booster Club treasury.

### **Section 4**

#### Treasurer Duties

- A. Shall collect all dues and care for all the Booster Club funds.
- B. Shall keep accurate record of receipts and disbursements.
- C. Pay mandatory bills promptly and other bills upon receipt of Board approval.
- D. Submit a financial report to each Booster Board member at each monthly meeting, a copy of which will be entered into the minutes by the Secretary.
- E. File an Annual Financial Report required by Section 4 of the Illinois Solicitation Act (I.L.C.S., 1987, ch. 23, sec.) for the period of July 1 through June 30 of each and every fiscal year. Non-compliance with this ruling will result in the cancellation of the Booster Club registration with the State of Illinois.
- F. Submit an annual audited report at the September meeting, to be read aloud for approval. Refer to Section 6 below.
- G. Sign warrants, along with the Treasurer or one other signatory officer for payment of money from the Booster Club treasury.
- H. The above mentioned records of the Secretary of the Booster club shall be kept safely for a period of not less than five (5) years. The disposal of yearly records shall be presented to the Executive Board for approval.

### **Section 5**

#### **Directors' Duties**

Shall be supportive of the above officers and give direction, assistance and chair select programs/events as required by the Executive Board.

### **Section 6**

- A. The Executive Board at its annual meeting in the month of May, shall elect two (2) members to audit the records of the Treasurer.
- B. Upon completion and acceptance of such audit, both auditors are to initial and date the register of the checking account.
- C. Give written notice to the Treasurer of such acceptance for the Treasurer to read aloud at the fall meeting.
- D. Auditing the books shall require Auditors to completely check and assure the recording of every deposit and warrant made throughout the current fiscal year.

## **Article VII – Committees**

### **Section 1**

The President at the regular April meeting shall appoint a Nominations Committee of two (2) members of the Booster Club to prepare and submit at the annual meeting in May, a recommended slate for the Executive Board for the ensuing year. The Executive Board should not include two (2) officers of the same immediate family.

### **Section 2**

The Executive Board at its annual meeting in the month of May shall select an Auditing Committee of two (2) members to audit the records of the Treasurer; Reference Article VI, Section 6 above.

### **Section 3**

The President, with the approval of the Executive Board, shall from time to time appoint from the membership such committees and the chairman of each committee as may be necessary or appropriate to carry out the purposes and business of the Booster Club.

## **Article VIII – Fiscal Year and Finances**

### **Section 1**

The fiscal year of the Booster Club shall begin on the first day of July and shall end on the last day of June of the following year.

### **Section 2**

All funds of the Booster Club shall be deposited into a designated bank account to the credit of the Booster Club. All withdrawals shall be signed by two (2) elected signatory officers.

### **Section 3**

All expenditures and all fundraising projects shall be approved by the Executive Board

## **Article IX – Amendments**

The Constitution of the Booster Club may be amended at any time and from time to time at any regular meeting of the Booster Club. They must be read at one (1) meeting, prior to the vote. Any amendments must be approved by 2/3 majority of voting members present.

**Article X – Parliamentary Authority**

The Parliamentary Authority shall be by Robert’s Rules of Order.

**Article XI – Executive Board**

The Executive Board shall have authority to transact business between meetings of the regular membership, provided a quorum of at least fifty-one percent (51%) is present. Minutes are taken and reported to the Booster Club at the next regular membership meeting and none of its actions shall conflict with actions instituted by the membership at a regular meeting.

**Article XII – Revisions**

Any revisions made within the above articles are, after approval, to be added in, re-typing of the entire Constitution, with the date shown on the cover page and also on the last page of said Constitution. All pages will be properly numbered in sequence, with each page showing the total number of pages included within the Constitution with the cover page being considered Page 1. The date mentioned will be the actual date in which any revisions are to become valid.