

The Prospect Knights Athletic Booster Club

By-Laws

(Last Update May 2016)

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 the 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 may include the following:

- a. Fundraise for the athletic program (e.g., Golf outing, , Boosterpalooza, Apparel sales, 5K Run).
- b. Provide, organize and supervise awards nights, , and other special events deemed appropriate by the Executive Committee of the Board or the PHS administration
- c. Selling Prospect spirit apparel.
- d. Hosting the annual Senior Athletic breakfast.
- e. Provide funding for special awards for coaches and athletes.
- f. Organize social events.
- g. To assist in school program/events proposed by the athletic administration and approved by the Executive Committee of the Board.

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 Board shall fix the membership fee annually in January of the preceding school year (for the school registration package submission date).
Revised June 2005

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 (referred to throughout this document as the Board) consisting of the following individuals:

- a. President or Co-Presidents
- b. Vice President (unless governed by Co-Presidents)
- c. Treasurer
- d. Secretary
- e. Immediate Past President
- f. Assistant Principal for Activities
- g. Membership Chairperson/volunteer Coordinator
- h. Sports Representative(s)

Section 2. The Board of the Booster Club will hold a regular meeting on the second Monday every other month. The individual committees will meet on the alternating months. The individual committees will report back to the Board after each meeting. The Executive Committee will meet at their convenience prior to the first boards meeting for planning purposes.

Article VI

Officers and Members

Section 1. Board Officers shall consist of President, Vice President, (or Co-Presidents), Treasurer, Secretary and Immediate Past President or Co-Presidents. Board Officers compose the Executive Committee of the Board. All other Board positions shall be considered members of the Governing Board.

Section 2. President and/or Co-Presidents- The President and/or Co-Presidents 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 a year prior to assuming the role of President and shall serve as President Pre Tem in the event the President is not able or available to carry out his/her duties and/or responsibilities. The Vice-President is not needed if there are Co-Presidents.

Section 4. Treasurer- The Treasurer shall keep the accounts on all financial operations of the Booster Club. He/she shall make a statement of the financial condition of the Booster Club at each regular meeting of the Board. It 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(s)-The Immediate Past President(s) shall sit on the Board with privileges equal to the privileges of other voting members of the Board as defined in Article V, Section 9 and shall serve as President in the event that neither the President, Vice-President or Co-Presidents are able and/or available to carry out their duties and/or responsibilities.

Section 7. Committee Chairs – The standing committees shall be Apparel, Website/Communication, Golf Outing, 5k Race, Service, and Booserpalooza. These committee chair positions shall be appointed annually in June of the preceding year. The President or Co-Presidents will name Committee chairs. It is expected, but not required, that the Committee chairs come from the Executive Committee. From time to time, the President or Co-Presidents may appoint other such committee chairs as deemed necessary and/or appropriate to advance the purpose(s) of the Booster Club.

Section 8. Sports Representatives – The responsibilities of the Sports Representative(s) shall include:

- a. Attending and representing their sport at Booster Club meetings,
- b. Acting as the communication link between the Booster Club and the individual sport,
- c. Assisting with the recruitment of volunteers for hospitality and/or other events,

- d. Guiding the team coaches in the process to request funds for their sport.
- e. Participate as a committee member on one of the standing committees established by the Executive Board.

Section 8. Each member of the Board shall be allocated one (1) vote on all matters of interest to the Booster 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 VII

Election of Officers

Section 1. The President shall conduct the election of Board officers at the May meeting of the preceding year 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. They will assume their duties after the June meeting.

Section 3. Terms of office shall be for one (1) year unless elected for a second consecutive term by a two-third majority vote of the Board members present at the May meeting.

Section 4. The Treasurer shall be limited to three (3) years consecutive service.

Section 5. Board members shall assume their duties and responsibilities starting after the June meeting of the preceding year.

Article VIII

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. The approved budget is subject to modification by a majority vote of the Board.

Section 2. A financial audit will be conducted once a year to be staffed by a volunteer from the Board or other qualified volunteer with financial background as approved at a Board meeting. Revised 2005.

Section 3. Fundraising Projects – Booster Club fundraising projects shall be aligned with the purpose of the Board, reflect the objectives and responsibilities of the Booster Club, and be established as needed to meet the demands of the budget.

Section 4. The athletic administration will submit requests on behalf of the athletic program and/or individual sports. Any request for expenditures of Booster 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 Assistant Principal of Activities, to the sports representatives, then to the Board. Additional input from the coach to the individual Governing Board members may be added to the discussion at the meeting to clarify any outstanding issues or concerns. Grant forms will be required to be completed and submitted for consideration.

Section 5. Approval of any expenditure of funds by the Booster Club requires a majority vote of those present at the Board meeting.

Article IX

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.