

## BY-LAWS

Plainfield North White Tiger Athletic Boosters Club  
Plainfield, Illinois

Established: May 19, 2005

### **ARTICLE 1 – NAME**

Section 1: The name of the organization shall be Plainfield North White Tiger Athletic Boosters Club.

### **ARTICLE 2 – MISSION STATEMENT AND OBJECTIVES**

Section 1: Mission Statement

Our mission is to promote all athletic programs and support the student athletes at Plainfield North High School by:

- a. Acting as representatives for the student athletes, the coaches, and the parents.
- b. By helping to offset the cost of running athletic programs by sponsoring various fundraising events.
- c. By assisting as much as possible, to insure that the Plainfield North White Tigers have the opportunity to become the best student athletes they can be.

Section 2: The objectives of the Plainfield North White Tiger Athletic Boosters Club are:

- a. To promote athletic programs in relation to the school curriculum.
- b. To promote friendly relations between home and school.

Section 3: The objectives of this organization are promoted through a program directed towards parents, staff, and the general public; are developed through committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article 3.

Section 4: This association is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on: (a) by an association exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law) or (b) by an association contributions to which are deductible under Section 170 (c) (2) of the

Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

Upon dissolution of this association assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), or shall be distributed to a State or Local Government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **ARTICLE 3 – BASIC POLICIES**

- Section 1: The basic policies of the Club are as follows:
- a. The organization shall work with the school to promote athletic programs for all youth. Any project of the organization shall have the consent of the Athletic Director and the School Principal or person designated by them.
  - b. The organization may cooperate with other organizations and agencies concerned with athletic programs, but persons representing the organization in such matters shall make no commitments that bind the organization.
  - c. The organization shall be noncommercial, nonsectarian, and nonpartisan.
  - d. The name of the organization or the names of the members, in their official capacities, shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
  - e. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
  - f. No attempt shall ever be made by members of the organization to exert pressure or influence upon school personnel or school activities.
  - g. The president shall annually appoint an Audit Committee, subject to approval by the Executive and Voting Boards, for the purpose of reviewing and auditing the organization's books.

### **ARTICLE 4 – MEMBERSHIP AND DUES**

- Section 1: A member of said organization shall constitute any person eighteen (18) years of age or over, regardless of race, color, creed, or national origin who has paid the membership dues.

- Section 2: This organization shall conduct an annual enrollment of members but may admit persons to membership at any time.
- Section 3: The membership year shall be from August 1 through July 31. Persons who join during the membership year shall pay dues for that year.
- Section 4: All offices and voting privileges of said organization shall be for members only.
- Section 5: Only members will hold Chairmanships of all committees.
- Section 6: Membership dues for this organization shall be set by the Executive Board and will be reviewed on an annual basis.
- Section 7: Honorary Life Memberships can be given when approved by a majority vote of the Executive Board and Voting Board. The President of the organization will issue certificates of Life Membership.

#### **ARTICLE 5 – OFFICERS AND THEIR ELECTIONS**

- Section 1: Membership Requirement and Position Names:
- a. Each officer of this organization shall be a member of this organization.
  - b. The officers of this organization shall be: President, Vice-President, Secretary, and Treasurer.
- Section 2: The term of office shall be two (2) years with the President and Treasurer being elected in odd-numbered years and the Vice-President and Secretary being elected in even-numbered years. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.
- Section 3: Nominations and Elections:
- a. The Executive and Voting Boards shall appoint a nominating committee consisting of four members of the Executive and Voting Boards.
  - b. The nominating committee shall present nominations at the meeting previous to the election. All nominees must consent to having their names placed in nomination. Additional nominations may be received from the floor at the election meeting.
  - c. Officers shall be elected by ballot prior to June 30<sup>th</sup>. All members of the organization who have paid dues are eligible to participate in the election. Where there is but one candidate for office, election may be done by voice.

- d. Officers shall assume their duties immediately after the last meeting of the school year and shall serve for a term of two years or until their successors are elected and assume their duties.
- e. A vacancy in any office during the school year shall be filled by appointment by the Executive Board. One who serves one-half or more of a term shall be credited with having served that term.

## **ARTICLE 6 – MEETINGS**

- Section 1: Meetings will be held on the second Wednesday of the month at 7:00 P.M. at Plainfield North High School.
- Section 2: A majority vote of the Executive and Voting Boards members present at a regularly scheduled meeting shall constitute passage of any issues other than amendments of the by-laws.
- Section 3: Roberts Rules of Order shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.

## **ARTICLE 7 – DUTIES OF OFFICERS**

- Section 1: The President shall:
- a. Preside at all meetings.
  - b. Provide a written agenda for each regular meeting.
  - c. Act as ex-officio member of all committees except the nominating committee.
  - d. Appoint chairpersons and committee members of standing committees and special committees as necessary.
  - e. Have authority to sign checks in the absence of the Treasurer.
- Section 2: The Vice-President shall:
- a. Preside in the absence of the President.
  - b. Perform duties of absent or vacant officers until a new member is appointed.
  - c. Serve as an aide to the President.
- Section 3: The Secretary shall:
- a. Keep accurate minutes of all meetings of the organization.
  - b. Have charge of all official correspondence.
  - c. Keep an accurate roster of names and phone numbers of the Executive and Voting Board members.
- Section 4: The Treasurer shall:
- a. Collect and have charge of all funds of the organization.
  - b. Keep an accurate record of all receipts and disbursements.

- c. Have the authority to sign checks and to pay out as approved by the Executive and Voting Boards to a limit of \$499.99. Any check over \$499.99 will require the signature of both the President and the Treasurer.
- d. Submit a report at each meeting or at the request of the Executive Board.
- e. Keep all monies in a local bank with Treasurer's and President's signatures on file.

## **ARTICLE 8 – EXECUTIVE BOARD**

Section 1: The Executive Board shall consist of:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Concession Manager
- f. Membership Committee Chairperson

Section 2: The Executive Board may transact business of the organization in an emergency. However, no action shall be in conflict with that taken by the voting body.

## **ARTICLE 9 – VOTING BOARD**

Section 1: The Voting Board shall consist of:

- a. One representative from each sport. This representative shall act as liaison between the organization, coach, and parents.
- b. This representative cannot also be an Executive Board member.
- c. Only one member from each of the sports will be allowed to vote on issues along with the Executive Board members. If a representative cannot be present at a meeting, voting authority may be delegated to another person by notifying the President or Vice-President prior to said meeting.
- d. This representative shall be a member of this organization.

## **ARTICLE 10 – STANDING COMMITTEES**

Section 1: Standing Committees shall be appointed by the President as may be required by the organization to promote the objectives and interests of the organization. The recommended committees are:

- a. Membership – Mailings, looking for ways to attract members, letter for registration packets, membership list maintenance, and application form.
- b. Promotions – Ordering and selling of promotional clothing and related items.

- c. Fundraising – Oversee all fundraising activities outside of concessions.
- d. Scholarship – Oversee the administration and awarding of all scholarships designated by the organization.
- e. Concessions – Oversee the concessions. The Concession Manager will select volunteers to fill the following committee member positions: Finance, Inventory, Staffing, and Assistant Concession Manager.

Section 2: Each member of a standing committee must be a member in good standing.

Section 3: Standing committees shall not undertake action without approval of the Executive Board.

Section 4: The Chairperson of each standing committee shall maintain an up-to-date procedure book and shall submit the procedure book to the Executive board at the end of the school year.

#### **ARTICLE 11 – AMENDMENTS**

Section 1: These by-laws may be amended by a two-thirds vote of the Executive and Voting Boards members present at any regularly scheduled meeting, provided the proposed amendment was submitted in writing at the previous regularly scheduled meeting.

#### **ARTICLE 12 – LOSS OF MEMBERSHIP**

Section 1: Any member of said organization that has associated with or becomes a party to any pressure group to exert influence upon any of the school officials for the selfish motivation of the advancement of his or her student or any other participant will be subject to being dropped from membership of this organization.

Section 2: If any member attempts to use any Plainfield North White Tiger Athletic Boosters Club meeting as a forum to openly criticize or demean a coach, that member shall be declared out of order and subject themselves to loss of membership in the organization.

Section 3: The execution of Sections 1 and 2 of Article 12 shall be by a two-thirds vote of the Executive and Voting Boards members present at any meeting, providing a member of this organization will make a motion that such action shall be taken and a member shall second it.

These By-Laws have been approved and adopted by the membership of the Plainfield North White Tiger Athletic Boosters Club.

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Signature of Club President

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Date

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Printed Name of Club President

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Signature of Club Secretary

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Date

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Printed Name of Club Secretary

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Signature of Athletic Director

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Date

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Printed Name of Athletic Director