



Cougar Boosters By-Laws

“Promoting Academics, Athletics, and Activities at PSHS”
7800 West Caton Farm Road
Plainfield, Illinois 60586

Established July, 2006

Article 1 – Name

The name of the organization shall be the Cougar Boosters.

Article 2 – Mission Statement

To promote and support curricular and extracurricular programs benefiting all students at Plainfield South High School.

Article 3 – Objectives

- To increase student achievement and overall school quality.
- To assist with the cost of running programs and provide input concerning the needs of the high school community.
- To promote and support policies and programs of the high school community.
- To endorse activities that generate school spirit and school pride.
- To improve communication and promote cooperative relationships between the high school and parents / community.
- To increase parental / community involvement and participation in school functions and governance.

Article 4 – Basic Policies

Section 1: The basic policies of the organization are as follows:

- A. The organization shall work in cooperation with the school to promote programs for all students. Any program of the organization shall have the consent of the Principal and the Athletic Director or person(s) designated by them.
- B. The organization shall be non-commercial, nonsectarian, and nonpartisan.
- C. 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.
- D. The organization may cooperate with other organizations and agencies concerned with student welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- E. The name of the organization or the names of any 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.
- F. The organization shall work with the school to provide quality education for all students and shall seek to participate in decision-making processes, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education. No attempt shall be made by members of the organization to exert pressure or influence upon school personnel or school activities.
 - G. The Executive Board has the option to table requests for monetary distribution in order to further discuss / research the availability of funds and the benefit to our school and all students.
 - H. Upon dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code or corresponding provision of any future tax code.

Article 5 – Membership and Dues

- Section 1: Membership of said organization shall consist of all interested parents, community members, teachers, students, and administrators, regardless of race, color, creed, age, gender, or national origin who has paid the annual 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 the entire year.
- Section 4: All offices and voting privileges of said organization shall be for members only.
- Section 5: Chairperson positions of all committees shall be held by members only.
- Section 6: Membership dues for the organization shall be set by the Executive Board and shall be reviewed and/or modified on an annual basis.
- Section 7: Honorary life memberships may be given as determined by the organization. This newly formed organization will recognize all past recipients of honorary memberships from both original organizations.

Article 6 – Officers and Their Election

- Section 1: Each officer of the organization shall be a member in good standing. The officers of the organization shall be President, Vice-President, Secretary, and Treasurer.
- Section 2: The term of each office shall be two (2) years. Holding of an office can be no more than (2) consecutive terms unless a successor cannot be found.

Section 3: Nominations and Elections

- A. There shall be a nominating committee composed of the Vice President and three members appointed by the organization at a board meeting at least two months prior to the election of officers.
- B. The nominating committee shall present nominations at the meeting previous to the election. Additional nominations can be received from the floor at the nominating meeting.
- C. Officers shall be elected by ballot prior to June 30th. 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 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. Resignations prior to end of term should be in writing to the Executive Board.

Article 7 – Duties of Officers

Section 1: The President shall:

- A. Actively promote all activities of the organization.
- B. Preside at all meetings.
- C. Provide a written agenda for each regular meeting.
- D. Appoint chairpersons and committee members of standing committees and special committees as needed.
- E. Act as ex-officio member of all committees except the nominating committee.
- F. Have authority to sign checks in the absence of the Treasurer.
- G. Conduct all general business as directed by the vote of the organization membership.
- H. Be responsible for smooth transition of offices upon completion of term(s).

Section 2: The Vice President shall:

- A. Actively promote all activities of the organization.
- B. Preside in the absence of the President.
- C. Perform duties of absent or vacant officers until a new officer is appointed.
- D. Be the chairperson of the nominating committee.
- E. Serve as an aide to the President.

Section 3: The Secretary shall:

- A. Actively promote all activities of the organization.
- B. Keep accurate minutes of all meetings of the organization.

- C. Have charge of official correspondence.
- D. Keep an accurate roster of the names and phone numbers of members.

Section 4: The Treasurer shall:

- A. Actively promote all activities of the organization.
- B. Collect and have charge of all funds of the organization.
- C. Be responsible for maintaining accurate financial records of all receipts and disbursements and completing and filing all required IRS forms.
- D. Have the authority to sign checks and to pay out funds as approved by the members.
- E. Provide a written report on the financial status of the organization at the regularly scheduled meetings.
- F. Deposit all monies in a local bank with Treasurer and President's signatures on file.

Article 8 – Executive Board

Section 1: The Executive Board shall consist of:

- A. Officers of the organization.
- B. Committee chairpersons of membership, concessions, and fundraising.
- C. School principal.
- D. School athletic director.
- E. School activities director.

Section 2: The Executive Board shall:

- A. Transact the necessary business of the organization.
- B. Create and appoint standing or special committees.
- C. Fill vacancies in office.
- D. Approve plans of work of the organization's committees.
- E. Present reports to the organization.
- F. Approve routine bills within the limits of the budget.
- G. Transact business of the organization in an emergency; however, no action shall be in conflict with that taken by the voting body.

Section 3: Executive Board meetings shall be called as needs and events require.

Article 9 – Voting Body

The voting body shall consist of all current members present, with the exception of the President, who shall act as the tie-breaking vote, when necessary.

Article 10 – Meetings

Section 1: General Meetings will be held monthly at PSHS and are open to all interested parties.

Section 2: Robert's Rules of Order shall govern the organization's meetings in all cases in which they are applicable and in which they are not in conflict with these by-laws.

Section 3: A majority vote of the members present at a regularly scheduled meeting shall constitute passage of any issues other than amendments of these by-laws.

Article 11 – Standing and Special Committees

Section 1: Standing and Special Committees shall be created and appointed by the Executive Board as may be required by the organization to promote the objectives and interests and carry on the work of the organization. Standing Committees may include but are not limited to those listed below. The recommended Standing committees and duties of these committees are:

- A. Membership and Publicity (Communication) – organization mailings, seeking additional members, information pieces for registration packets, membership form and list maintenance, and publicity for activities and events.
- B. Scholarships and Awards – coordinating the administration and awarding of academic and athletic scholarships as well as volunteer awards given by the organization.
- C. Fundraising – coordinating all fundraising activities, i.e., Golf outing, Bowling, Homecoming Activity, Auctions, etc. (Excluding concessions, CougarWear, promotions, and bookstore.).
- D. Concessions, Cougar Quickie Mart and Hospitality – overseeing all concessions needs, quickie mart activity and hospitality opportunities.
- E. CougarWear and Promotions – coordinating the ordering and selling of all promotional clothing and items.
- F. Homecoming – coordinating all homecoming activities, including alumni events and community awareness.

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

Section 3: If there is more than one interested party for the duty of Committee Chairperson, the Executive Board shall determine the Chairperson or appoint Co-Chairpersons.

Section 4: Standing and special committees shall not undertake action without approval of the Executive Board.

Article 12 – Amendments

These by-laws may be amended by a two-thirds vote of the members present at any regularly scheduled meeting, provided the proposed Amendment was submitted in writing at the previous regularly scheduled meeting.

Article 13 – Loss of Membership

- Section 1: Any member of said organization who has associated himself / herself 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(s) or any other individual will be subject to loss of membership in the organization.
- Section 2: If any member attempts to use any Cougar Boosters Meeting as a forum to openly criticize or demean any school official or organization member, that member shall be declared out of order and subject himself / herself 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 members present at any meeting, provided a member of the organization makes a motion that such action shall be taken and it shall be seconded by an additional member.

ADOPTED: July 17, 2006