

**BY-LAWS FOR  
THE COAL CITY UNIT 1 ATHLETIC BOOSTERS CLUB**

**Article I Name**

The name of this organization shall be the Coal City Unit 1 Athletic Boosters Club.

**Article II Objectives**

- A. To promote, assist, provide services and contributions to athletic programs.
- B. To encourage good sportsmanship, high moral standards, and communication among the athletes, coaches, and administration.
- C. To provide financial resources, equipment, and other athletic needs for students that are in need of financial assistance.
- D. To adhere to all Coal City School Board policies and administrative procedures.

**Article III Policies**

- A. This organization shall cooperate with the Athletic Department. The Coal City School District is not, and will not be, responsible for the Coal City Athletic Boosters business or the conduct of its members.
- B. Individuals who volunteer to work at an athletic event are to be admitted to that event free of charge. For IESA/IHSA sponsored events, a list will be provided to the athletic director so volunteers are able to get in free of charge.
- C. Voting on any issue shall be accomplished by a majority vote of members in attendance including officers (except for the President). Any member who attends the meeting shall have a right to vote, however only one vote per family is allowed.

**Article IV Membership**

- A. Any person who pledges to uphold the objectives and policies of this organization is eligible for membership and may become a member.
- B. The amount of five dollars (\$5.00) shall be paid for dues per family per year.
  - a. A **member** shall be defined as a dues paying member who paid their annual \$5.00 dues during the current school year.
  - b. Membership will be listed on the Coal City Athletic Boosters webpage (<http://coalcityathleticboosters.weebly.com/>).
- C. The fiscal year shall be from June 1 to May 31.

**Article V Meetings**

- A. Monthly meetings will be scheduled and posted on the Athletic Boosters webpage (<http://coalcityathleticboosters.weebly.com/>). If a holiday should occur the board shall schedule accordingly.

**Article VI Officers**

- A. Executive Officers of this organization shall be President, Vice-President, Secretary, and Treasurer and up to four (4) Members at Large.
- B. The voting officers of this organization shall be the Vice-President, Secretary and Treasurer and Members at large. The President shall have the final vote only in case of a tie.

- C. Eligibility of officers – any person seeking an officer’s position must live in the Coal City School District, and has a student participating on an athletic team. Only members are eligible to be nominated for or seek an officer’s position.
- D. Election of officers – officers shall be elected at the May meeting and take charge on June 1<sup>st</sup>
- E. Officers shall hold a position for a period of one (1) year and may run for an officer’s position again the following year.
- F. A resignation shall be presented to the board in writing.
- G. If the President position becomes vacant, the Vice President will assume the President’s responsibilities. If a vacancy should occur the remaining executive board shall appoint a member to fill the position.

**Article VII: Officer Responsibilities**

The **President** shall preside at all meetings. The president shall oversee all aspects of this club. He/she shall serve as the liaison between the Boosters Club and the Athletic Director.

**Agendas** – Prepare agendas for all Executive Board and General Membership meetings

**By-laws** – Present any necessary changes to the by-laws during the year

**Scholarship Night** – Attend annual scholarship night with the Vice-President to present scholarships

The **Vice-President** shall be an aid to the President and shall perform the president’s duties in his or her absence or vacancy.

**Scholarships** - Provide yearly to the high school guidance office an updated annual scholarship application.

Manage and oversee the Scholarship Committee

Keep track of who claimed scholarship money

Make certificates for winners

Attend annual scholarship night with the President to present scholarships

The **Secretary** shall keep an accurate record of all meetings. He/she shall record the minutes of all regular meetings and any executive meetings.

**Minutes**

Record the minutes of all Executive and General Membership meetings

Post General Membership meeting minutes on the website

Keep a copy of all minutes in a binder

**Membership**

Update and make copies of blank membership forms to distribute

Keep copies of completed forms in a binder

Post a current copy of members on the website

**Updates to website & Facebook page**

Keep current all information on the Coal City Athletic Boosters’ website

Keep current any pertinent information or news on the Coal City Athletic Boosters’ Facebook page.

The **Treasurer** shall receive all money of the Boosters Club. He/she shall keep an accurate record of all money brought in, receipts, and expenditures. The Treasurer

shall dispense funds when authorized. He/she shall give a financial report at all monthly meetings and a year-end report at the May meeting.

**Bookkeeping**

Prepare all checks and distribute as necessary  
Prepare bank statements  
Make deposits at bank  
Provide materials to Unit Office for audit  
Monthly shares distribution  
Bank statements/invoices  
Year-end report

**Financial reports**

Prepare and give a financial report at all meetings  
Prepare a budget for the new school year  
Keep track of all expenses and income

**Money boxes**

Prepare money boxes for concession stands for both the high school and middle school.

The **Members at Large** shall help with any or all duties as needed to help the organization run smoothly.

**Concession Stand Chair and co-Chair**

Concession stands shopping  
Stock the stands with candy and drinks  
Be in charge of keys to the concession stands

**Pick Night Chair**

Organize “pick night” dates and times  
Make “pick night” sign-up sheet  
Email coaches & team parents about meeting and get team parent names  
Run “pick night” night  
Send reminder emails to team parents a week before schedule to work  
Make sign in sheets for all events  
Keep team parent list up to date

**Advertising/Marketing Chair**

Responsible for sending letters to solicit advertisements in the fall and winter programs.  
Design and organizing the program booklet  
Take photos of sporting events and promote on the Coal City Athletic Boosters’ social media outlets

**Article VIII Executive Board**

A. The Executive Board shall consist of the officers and also up to four (4) members at large. Nominations will be taken at the April meeting. The election shall take place in May. If only four (4) nominations are received, no vote will be necessary. If no nominations are made, the Executive Board may appoint up to four (4) Members At Large at their own discretion.

- B. The Executive Board shall transact the necessary business between regular monthly meetings.
- C. The Executive Board shall have the authority to approve without general membership vote any expenditure of up to \$250 to any one organization. Any expenditure of general funds over \$250 shall require an advance approval vote by the Executive Board and then be presented and approved at a General Membership meeting with the exception of concession stand supplies, allocated shares, and scholarships.
- D. The Executive Board and Concession Stand Coordinator shall be covered under a liability policy and fidelity bonded.

**Article IX      Funds**

- A. Any officer has the authority to spend up to one hundred dollars (\$100) when needed for the Athletic Boosters Club without member vote and board approval.
- B. The Treasurer, President, and Concession Stand Chair shall have signatory authority.
- C. In the event of an emergency and for convenience, the president and concession coordinator shall be issued debit cards, if desired by the board. These debit cards shall be used when payment is necessary and the treasurer is not available. Prompt detailed notice shall be given to the Treasurer within 24 hours with a receipt to follow.
- D. A balance in the amount of twenty-thousand (\$20,000) shall be set aside for the next year startup funds for concession stands, scholarships, and prior share commitments.
- E. All money collected from any concession shall be counted and signed by an adult prior to leaving the stand.
- F. The Executive Board has authority to allocate the 50/50 money collected towards scholarships
- G. Mileage accrued by a board member needs to be turned in on their personal taxes and are not eligible for reimbursement from the Booster Club.
- H. The Athletic Booster is responsible to maintain and protect its own finances.
- I. Any monetary donation made to the school cannot be earmarked for any particular expense. The Athletic Booster Club may make a recommendation, but cash or other valuable consideration must be given to the District to use at its discretion.
- J. Monthly financial reports are submitted to the Coal City Unit 1 School District's Business Manager.

**Article X      Amendments**

- A. These by-laws may be amended by a majority vote at any regular meeting of this organization with an approved motion. The motion shall be reviewed and discussed and then voted on.

Amended by the General Membership Board on November 14, 2012

Amended by the Executive Board & General Membership Board on March 20, 2013

Amended by the General Membership Board on May 18, 2016

Amended by the General Membership Board on August 22, 2016

Amended by the General Membership Board on April 24, 2017

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Secretary

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President