

BY-LAWS OF THE BEAR BOOSTER CLUB

ARTICLE I

Name

The name of the organization shall be the Lake Zurich High School Bear Booster Club of Lake Zurich, Illinois, herein after referred to as "The Club".

ARTICLE II

Purpose

Section A.	To sponsor and support Bear Booster Club and school activities with financial and volunteer resources.
Section B.	To promote and boost spirit and pride within our high school.
Section C.	To encourage attendance and participation at all school affiliated events.
Section D.	To enhance school affiliated programs and projects with financial assistance.

ARTICLE III

Policies

Section A.	The Club is an Illinois not-for-profit corporation and exempt organization under Internal Revenue Code Section 501(c)(3). It is organized exclusively for charitable and educational purposes only and is to be nonsectarian and non-partisan. No commercial enterprise and no candidates shall be endorsed.
Section B.	The Club's programs and activities shall be subject to the approval of the school principal.
Section C.	The number of meetings shall be determined by the officers of the Club and occur between the months of August-May.
Section D.	Bear Booster Club communication to Club members shall be done electronically by e-mail. Only the Bear Booster general e-mail address will be posted on the LZ95 Web page for parents and administration to communicate with the Club President. Individual e-mail addresses will be published once a year on the general roster which is distributed to all members of the Club. No member of the Club shall distribute the individual e-mail addresses to any organization outside LZ95 without the consent of the Bear Booster Club. If a request is made for the e-mail list, the Club President shall be informed and the matter discussed at the next regularly scheduled meeting.

Section E.	Roberts Rules of Order are guidelines for conducting the Bear Booster Club meetings.
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ARTICLE IV
Officers and Bear Booster Board Members

Section A.	All Club members must have a child currently enrolled at Lake Zurich High School.
Section B.	The Club shall consist of the officers of the Club and the committee heads. Committees include, but are not limited to: Activity Passes, School Store, Pre-Prom, Booster Liaison, Volunteers and Joanie’s Closet.
Section C.	The officers of the Club shall consist of the President, Vice-President, Secretary and Treasurer.
Section D.	The term of office for all Club members shall be a minimum of two years served, with no limit of terms served.
Section E.	The Club for the subsequent school year shall be nominated by a Nominating Committee consisting of at least 3 current members of the Club, including the Vice President. The Nominating Committee will present a proposed slate of recruits no later than August 1, prior to start of school year. All Club members are entitled to suggest nominations for Club positions. Transition and / or shadow terms are encouraged.
Section F.	The proposed slate shall be elected by a majority vote prior to the first club meeting. The term begins no later than September 1 st .
Section G.	Any individual may address the Club during board meetings with prior approval from the President. It is suggested that topics are added to the meeting agenda and are discussed at that time.

ARTICLE V
Activity Pass

Section A.	Any individual or family is eligible to purchase an activity pass sold exclusively by the Booster Club.
Section B.	An Activity Pass entitles each cardholder admission to regular season home football and basketball (girls and boys) events and discounted tickets to the

	fall, winter and spring theater productions. Activities may change year-over-year and are determined by the Club and School Administration.
Section C.	Activity Pass cost shall be reviewed and determined yearly by the Club.
Section D.	Activity Passes shall be donated to students receiving aid from district service organizations helping families in need as determined by the Club.

ARTICLE VI Purchasing

Section A.	All committees may purchase items as the committee deems necessary within their purchasing budget. The purchasing budget is determined by the Club annually.
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ARTICLE VII Duties of the Officers and Board Members and Voting Privileges

Section A.	The President shall preside at all meetings of the Club. The President can call special meetings as the need arises. The Vice President shall appoint Committee Heads and fill vacancies on the Club, should the need arise. The President may approve expenditures up to \$100 without prior notice to the Club. The President will review grant requests, along with administration, obtain clarification of the request, and present to the entire Club at the regular and / or monthly meetings.
Section B.	The Vice-President shall perform the duties of the President in the President's absence. The Vice-President will maintain the by-laws and lead the recruitment of new members and club value.
Section C.	The Secretary shall keep a record of the proceedings of all meetings of the Club. The Secretary shall provide minutes of the previous meeting to all Club members by the next monthly meeting. In addition, the Secretary will handle any official correspondence necessary for the Club and submit monthly minutes to district office to be included on website.
Section D.	The Treasurer shall be the custodian of all the funds of the Club and shall disburse all funds as directed by the Club. The Treasurer shall deposit all funds in the name of the Club in a bank determined by the Club. The Treasurer shall pay all invoices by check and submit monthly reports and an

	annual report by September to the Club members on the financial condition of the Club. A yearly audit to include all checking accounts must be performed by a committee of at least one Club member and one non-Club member. The audit shall be submitted for consideration and approval at the first Club meeting of the school year. A copy of the approved audit report will be sent to the School Administration. The School Store Treasurers shall submit monthly and end of season financial reports, respectively to the Treasurer and a copy to the President.
Section E.	At the conclusion of each fiscal year, the Treasurer will prepare and file all legally required documents, including but not limited to the Club's Illinois Charitable Organization Annual Report (FormAG990-IL) and Federal Tax Return (Form 990-EZ). The annual report and tax return will be submitted for Club approval prior to filing with the Illinois Attorney General and the Internal Revenue Service. The Not-For-Profit Annual Report will also be filed with the Illinois Secretary of State.
Section F.	All Club members are required to fulfill the responsibilities of their position. Attending and participating in a minimum of 5 meetings per school year is expected. Failure to do so could result in removal from the club.
Section G.	Any committee who signs a contract must submit a copy to the Treasurer. Any contract over the amount of \$500.00 must be approved by the Club, with the exception of contracts entered into by the School Store committee and Concessions committee.
Section H.	All members of the Club are voting members with the President voting to provide any tie-breaking vote only.
Section I.	All votes will be taken at the regularly scheduled monthly meeting, or in the event of unforeseen circumstances, by electronic communication. A motion passes or fails by a majority vote of the Club members responding.
Section J.	Any By-Law may be over ridden by a 2/3 vote of the Club members present at the meeting.
Section K.	All officers and Club members shall act in the best interests of the general membership.

**ARTICLE VIII
Grant Process**

Section A.	Grant request forms will be made available to all teachers, sponsors, coaches and staff by the President of the Club and through the school office

Section B.	Grants will be considered at monthly Club meetings between the months of October and April, at the discretion of the President, if funds are available after funding Prom busses.
Section C.	Individuals may explain their grant request to the Club at a monthly meeting, but shall not be present during the subsequent discussion and vote.
Section D.	Grants will be paid when receipt is received. If funds need to be advanced for the purchase, the grantee will provide the Treasurer with a purchase order in the amount of the requested purchase.
Section E.	All grants will expire 90 days from the date they are accepted by the Club. The expiration of the grant can be extended by a vote of the Club at a regular meeting.
Section F.	All grant requests shall be reviewed and acted upon referencing the current Bear Booster Club Grant Guidelines.

**ARTICLE IX
Dissolution of the Club**

Section A.	Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
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**ARTICLE X
Amendments**

Section A.	These By-Laws may be amended at any regular meeting of the Club by a 2/3 vote of the voting members present. A written notice of the proposed changes must be given at least one week prior to the meeting.
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Revised 10/19/98, 4/21/99, 10/20/02, 1/21/04, 2/18/04, 1/19/05, 2/15/06, 11/15/06, 2/13/08, 5/20/09, 5/18/11, 9/9/13, 11/14/14, 1/8/16, 10/14/16