

BYLAWS OF THE LZHS BEARS ATHLETIC BOOSTER CLUB

ARTICLE I

Name

The name of the organization shall be the Lake Zurich High School ("LZHS") Bears Athletic Booster Club of Lake Zurich, Illinois, herein after referred to as "The Club" or "The Booster Club". Booster Club Members may also be referred to as Sport Reps (or Reps). Any Club Member who holds an Executive Position is considered an Executive Officer and on the Executive Committee.

ARTICLE II

Purpose

Section A.	The primary purpose of The Booster Club is to foster and promote the general welfare of the athletic and school affiliated programs at LZHS, as well as ensure compliance with Lake Zurich CUSD 95 ("School District") Board of Education policies, and state and federal law (including Title IX), and equitable experiences across sports and genders for district athletes. The primary objective of The Club is to enhance students' experiences by providing additional resources to student athletes through either additional financial support or parent and community volunteers. A consolidated program with representation from each sport and gender helps to ensure each student athlete has the opportunity to receive an enhanced experience. The Booster Club will provide leadership and oversight to all athletic program volunteers, as well as maintain consolidated, centralized finances, ensuring that all programs are operating consistently according to these Bylaws, as well as applicable state and federal laws. Booster Club Members/Sport Reps will provide oversight to parent volunteers in activities that include, but are not limited to: fundraising, concessions, student scholarship funds, and any other activities as they relate to enriching the athletic programs. Each Booster Club Member/Sport Rep will be responsible for the oversight of volunteers, finances, and other applicable activities within their represented sport.
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ARTICLE III

General Policies

Section A.	The Booster 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 Booster Club's programs and activities shall be subject to the approval of the Club Members/Reps, along with the oversight of the appropriate school advisor/administrator.

Section C.	The Booster Club shall meet monthly unless otherwise determined by the President. The Executive Committee shall try to meet quarterly, but no less than once a semester. The meeting season begins in August and runs through May. Meetings may be held in the months of June and July if determined necessary by the President and current business. However, summer month meetings will not count against required participation. Meetings can be conducted in person or electronically (eg. Zoom), provided the technology utilized permits all persons participating in the meeting to hear each other. The public may attend the meetings of the Booster Club unless the Club Members or Executive Committee, by a majority vote of those present, decides to hold a closed hearing on issues permitted by law. Notice of all meetings (time, place and manner) shall be communicated at least seven (7) days in advance of the meeting. However, regular monthly board meetings will be held on the second Tuesday of the month, unless otherwise scheduled by the President. Final meeting agendas should be sent to Booster Club members no later than 48 hours prior to the meeting. A special meeting of the Booster Club may be called by the President or three (3) Club Members/Reps in accordance with the notice requirements set forth in these Bylaws.
Section D.	Bear Booster Club communications to Club Members/Reps will preferably be done electronically by email. Only the Bear Booster general email address will be posted on the LZ95 Web page for parents and administration to communicate with the Club President. Individual email addresses will be published once a year on the general roster which is distributed to all members of the Club. No member of the Booster Club shall distribute the individual email addresses to any organization outside LZ95 without the consent of the Bear Booster Club. If a request is made for the email list, the Club President shall be informed and the matter discussed at the next regularly scheduled meeting.
Section E.	Robert’s Rules of Order are guidelines for conducting the Bear Booster Club meetings. In the event there is a conflict between these Bylaws and Robert’s Rules of Order, these Bylaws control.

ARTICLE IV

Bear Booster Club Members, Executive Officers, and Elections

Section A.	The Booster Club shall consist of the Club Members/Sport Reps and Executive Officers. It is preferred that all Club Members/Reps and Executive Officers have a child currently enrolled at Lake Zurich High School and playing a sport. A Club Member/Rep makes a commitment to fulfill the needs of The Booster Club as a whole. To accomplish this, they must show leadership and make a positive experience for the children and their families. Club Members/Reps are committed to working as a team and showing respect for each other and all volunteers and parents in The Booster Club.
Section B.	The property and affairs of The Booster Club shall be managed by the Club Members/Reps shall exercise all of the powers that may be exercised or performed by non-profit corporations under the statutes of the State of Illinois, the Articles of Incorporation and these Bylaws.

	<p>There shall be at least twenty-five (25) Club Members/Reps, which includes the Executive Officers so that each sport is fairly represented. The Booster Club shall consist of at least one (1) representative per gender sport. At the time of adoption of these Bylaws, there are twenty-five (25) school sponsored and Illinois High School Association (IHSA) sanctioned athletic teams: thirteen (13) for girls and twelve (12) for boys. A sport may have up to two identified Reps, however, one must be established at the Head Rep (assumes first voting rights) and the other as the Co-Rep. No sport will be allowed more than one vote. If the Co-Rep attends a meeting in place of a Head Rep, the Co-Rep may be granted voting rights.</p> <p>A Club Member/Rep position will be added for each LZHS sponsored and IHSA sanctioned sport offered by the District. LZHS athletic coaches and athletic administrators are precluded from serving as a Club Member/Sport Rep. There is no compensation paid to any Club Member/Rep or Executive Officer because they all are volunteers.</p> <p>Minimum participation, defined below, is required and could possibly affect funding for that sport. If a Club Member/Rep is absent for three (3) meetings in a school year (August-May), the Head Coach and Athletic Director will be notified and they can choose to replace their sport representative. Each month the Athletic Director will send head coaches the monthly minutes and attendance following the monthly booster meeting.</p> <p>If a Club Member/Sport Rep sends a non-Booster Club member in their place to a meeting for purposes of representation and keeping that sport informed, the Club Member will not have that absence count against them. However, the non-Booster Club member may not vote on any business and that sport is not counted in the eligible quorum.</p> <p>A Club Member/Rep or Executive Officer may resign at any time by delivering written notice to any member of the Executive Committee, or by giving oral notice at any Booster Club meeting. Any such resignation shall take effect at any subsequent time specified, or if the time is not specified, upon delivery of the resignation.</p>
Section C.	<p>The Executive Officers of the Booster Club shall consist of the President, Vice-President, Secretary and Treasurer. The Executive Committee shall consist of the above mentioned Officers and another Club Member, known as the Director at Large. The Director at Large is to serve on the Executive Committee is selected every two years by a majority vote of the voting quorum. No more than one (1) single gender sport can be represented on the Executive Committee at one time. The Executive Committee shall possess and exercise all powers and authorities of The Booster Club in the management of the affairs of The Club between meetings.</p>

Section D.	<p>The term of office for all Club Members/Reps and Executive Officers shall be a minimum of two years served, with no limit on the number of terms served.</p> <p>The Booster Club shall elect Executive Officers by majority vote of the eligible quorum. Nominations for any Executive Officer position shall occur at the annual April meeting of The Club Board, which is held at a time, place and manner determined by the Executive Committee. Elections for any Executive Officer position will take place in May, the last official meeting of the school year. Each Executive Officer shall hold office until his/her successor has been duly elected, until he/she resigns or has been removed from office. If an Executive Office position has become available unexpectedly, elections for new member candidates can take place at any regular Club meeting.</p>
Section E.	<p>Each LZHS sport specific head coach shall nominate at least one team parent to serve on The Booster Club for a two (2) year term. If there is more than one (1) candidate nominated by the head coach or there is interest from a second parent, a sport may have two Club Members/Reps. A sport may have up to two identified Reps, however, one must be established at the Head Rep (assumes first voting rights) and the other as the Co-Rep. No sport will be allowed more than one vote. If the Co-Rep attends a meeting in place of a Head Rep, the Co-Rep may be granted voting rights.</p> <p>In the event of a Sport Rep vacancy on The Booster Club, the LZHS sport specific head coach shall nominate an individual to serve for the remaining term. However, only The Booster Club reserves the duty to fill any vacancy of an Executive Officer.</p>

Section F.	<p>Any individual Club Member/Sport Rep may address The Booster Club with proposed business during meetings with prior approval from the President. It is suggested that topics are added to the meeting agenda and are discussed at that time along with supporting documents and distributed with the agenda within 48 hours prior to the meeting.</p>
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ARTICLE V

Additional Committees

Section A.	<p>In addition to the Executive Committee, the following Committees are created: (1) Finance, (2) Fundraising, (3) Concessions, (4) Hospitality and Communication. In addition to their identified sport, each Club Member/Rep should serve on a committee, either as a Lead or to assist. Committee members may be appointed by the President. Each of these Committees is overseen by a Club Member/Rep. The President and/or Executive Committee may establish special committees as may be necessary.</p>
Section B.	<p>The Booster Club shall review the duties and responsibilities of these Committees annually and make any necessary adjustments.</p>

Section C.	Parents who do not serve on the Booster Club may still participate on a committee as a Lead or to assist.
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ARTICLE VI

General Budget and Restricted Funds

Section A.	The fiscal year of The Booster Club shall end on June 30 of each year.
Section B.	An annual budget for The Booster Club will be voted on and approved by Club Members/Reps prior to the start of the fiscal year.
Section C.	The annual budget shall identify the allocation for each sport and committee to be spent for the fiscal year.

Section D.	Any surplus funds from the fiscal year will be carried over to the following year.
Section E.	The Booster Club may restrict funds by sport as necessary, including the restriction of funds raised prior to the adoption of these Bylaws. The Club will not accept donations or other funding that is restricted to a specific sport and violates applicable law, including the LZHS's Title IX obligations.
Section F.	The Booster Club shall not accept restricted funds from a donor that does not meet the purposes of this Club. The Club will not accept a donation that is restricted for a specific sport or purpose by the donor unless it exceeds \$5,000. Any restricted funds (donations) received by the Club that exceed \$5,000 must benefit a minimum of 2 gender sports. All funds received must be given/used in accordance with the applicable State and Federal laws, including Title IX. The Club ultimately determines the distribution of funds and any donor agreement cannot provide otherwise.

ARTICLE VII

Duties of Club Members/Sport Reps and Executive Officers and Voting Privileges

Section A.	The President shall preside at all meetings of The Booster Club and Executive Committee. The President shall have the power to call meetings of the Executive Committee and to call special meetings of the Board as the need arises. The President may approve expenditures up to \$500 without prior notice to The Club. The Executive Committee may approve expenditures between \$500-\$1000 without prior notice to The Booster Club. The President, along with the Executive Committee, will manage the day to day affairs of The Booster Club.
Section B.	The Vice-President shall perform the duties of the President in the President's absence. The Vice-President will maintain the Bylaws and perform any other assignments deemed necessary by the President or the Executive Committee.

Section C.	The Secretary shall keep a record of the proceedings of all meetings of The Booster Club. The Secretary shall provide minutes of the previous meeting to all Club Members/Reps by the next meeting. In addition, the Secretary will handle any official correspondence necessary for The Club.
Section D.	The Treasurer shall be the custodian of all the funds of The Booster 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(s) determined by the Club. The Treasurer shall pay all invoices by check and submit monthly reports. The Treasurer will provide an annual report in September to The Booster Club members on the financial condition of The Club.

	An audit required under state or federal law to include all checking accounts must be performed under the direction of the Treasurer and/or Finance Committee. 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. Any checks disbursed from The Booster Club's accounts must be signed by the Treasurer and/or President.
Section E.	At the conclusion of each fiscal year, the Treasurer, with assistance from the Finance Committee and Board approved legal and accounting services, will prepare and file all legally required documents, including but not limited to the Booster Club's Illinois Charitable Organization Annual Report (Form AG990-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.	<p>All Club Members/Reps are required to fulfill the responsibilities of their position. Specifically, Club Members/Reps will provide oversight to parent volunteers in activities that relate to enriching the athletic programs. Each Club Member/Rep will be responsible for the oversight of volunteers, finances, and other applicable activities within their represented sport, as well as in their identified committee, as may be permitted by The Booster Club.</p> <p>All Executive Officers shall have transferable and relative experience to the position. Attending and participating in the meetings of The Booster Club is expected. As mentioned, minimum participation is required and could possibly affect funding for that sport. If a member is absent for three (3) meetings in a school year (August-May), the Head Coach and Athletic Director will be notified and they can choose to replace their sport representative. Each month the Athletic Director will send head coaches the monthly minutes and attendance following the monthly booster meeting.</p> <p>Other infractions that go against the purpose or integrity of The Booster Club could result in removal from The Club. The Executive Committee will review and establish a process for any violations of these Bylaws or other procedures and conduct any hearings to impose any</p>

	disciplinary action. The Booster Club can expel a Club Member/Rep or Executive Committee member by vote of 2/3 of the voting members of The Club.
Section G.	Any committee Lead or Chairperson who signs a contract must submit a copy to the Treasurer. Any contract over the amount of \$500.00 must be reviewed and approved by the Executive Committee.
Section H.	All Members/Sport Reps of The Booster Club are voting members, unless voting rights have been suspended. However, the President shall vote on matters requiring a majority vote only to break a tie vote.

Section I.	<p>All votes will be taken at a regularly scheduled meeting or properly noticed special meeting, or by electronic communication in accordance with State law. In order to vote, a quorum of The Booster Club must be present or respond.</p> <p>Voting process: a Club Member/Rep must make a motion stating their proposal (I move that ____). Another member must second the motion. If no member seconds the motion, the motion is lost. After a second motion, further discussion and debate can take place. From there, voting among club members may commence. Each member with voting rights must state yes or no. A motion passes or fails by a majority vote of eligible voting Club Members responding unless provided otherwise under these Bylaws.</p>
Section J.	All Club Members/Reps and Officers shall permit LZHS personnel to conduct a background screening check similar to one performed on any school district volunteer.
Section K.	All Club Members/Reps and Officers shall act in the best interests of the general membership.

ARTICLE VIII
Miscellaneous

Section A.	The Booster Club shall have the power to indemnify any and all persons who serve as Club Members/Reps or Officers against any and all expenses including attorneys' fees, judgments, fines and settlements actually and reasonably incurred by reason of the person being an Officer or Member of The Club. The power to indemnify shall apply only if the Officer or Director acted in good faith, in accordance with all local, state and federal laws and in a manner reasonably believed to be in or not opposed to the best interests of The Booster Club.
Section B.	The Booster Club shall purchase the necessary policies of insurance to protect The Club and its Members/Reps and Officers. This includes, but is not limited to, commercial general liability insurance, directors and officers liability insurance and crime/embezzlement insurance coverage.

Section C.	LZHS and the School District are responsible for providing essential facilities, equipment and uniform needs. The Booster Club recognizes that there will be enhancements requested by sports teams. These requests will be made by the team specific coach and submitted to the Athletic Director for consideration. The Athletic Director will submit any requests to The Club Board for consideration and approval. Individual teams, upon approval from the Athletic Director, may conduct a fundraiser strictly for team enhancements, as long as it does not conflict with a Booster Club fundraiser. Any funds from such a fundraiser will be deposited into the team’s activity account that is maintained by LZHS.
Section D.	At least a majority of The Booster Club (greater than fifty percent of voting members) shall be present to constitute a quorum for the purpose of voting. If a quorum is not present, business can be transacted, however, items which require a vote must be tabled until the next regular meeting until a quorum is present or may be moved to an electronic vote over email.
Section E.	Conflicts of interest have the potential to cause legal problems as well as cause embarrassment for The Booster Club. No Club Member/Rep, Executive Officer or member of a committee shall be interested in a transaction with The Booster Club that shall cause a conflict of interest under the policies of LZHS or the School District.
Section F.	Club members/Sport Reps, Executive Officers and committee members may be reimbursed for verified expenses submitted to the Treasurer. Approval of such expenses shall follow the procedure set forth in any financial procedures policy.

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.	The power to adopt, alter, amend, or repeal the Bylaws is vested in The Booster Club Members/Reps. Bylaw amendments may be voted at any meeting that meets the quorum standard of eligible voters or may be conducted electronically (Email, Google Form, etc.) with a quorum of eligible voters responding. Bylaw amendments require a 2/3 vote of the quorum of The Booster Club. A written notice of the proposed changes must be given at least seven (7) days prior to the meeting.
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