

# Neuqua Valley High School Booster Club By-Laws

## Article I- Name and Seal

### Section 1

The name of this Corporation/Club shall be the Neuqua Valley High School Booster Club.

### Section 2

The seal of this Club shall contain the words: Neuqua Valley High School Booster Club

### Section 3

The Club colors shall be Navy Blue and Gold

### Section 4

The place in the state of Illinois where the principle office of the Club is to be located is 2360 95<sup>th</sup> Street, Naperville, in Will County.

## Article II — Purposes

### Section 1

The purpose of this Club shall be to support, encourage, and aid the student athletic activities and all IHSA activities (excluding band) of the students of Neuqua Valley High School.

### Section 2

Said Club is organized exclusively for the purpose of making distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## Article III – Membership

### Section 1

- a) Any person(s) may become an active member of the Club upon payment of such dues as the Board of Directors may, from time to time determine.
- b) Any person who becomes a member of this Club shall be bound by the Bylaws and the Rules and Regulations of the Club then in force and those, which may thereafter be adopted.
- c) Any member considered guilty of violating the purposes of the Club by a majority of the Board in attendance at any meeting duly convened, shall be requested to terminate his/her affiliation with the organization.

## Article IV – Board of Directors

### Section 1

The Board of Directors shall consist of the officers of the Club, the appointed Committee Chairpersons and the Athletic Director.

### Section 2

The Board of Directors must be active members and shall have general charge of the business affairs and policies of the Club and shall have the power to fill, for the unexpired portion of the term, any vacancies occurring in the offices or on the Board.

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## Section 3

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Athletic Director.

## Section 4

Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the Board of Directors to use email to approve actions, as long as a quorum of board members gives consent.

## Article V- Meetings

### Section 1

A special Executive Board meeting shall be held in March or April of each year for the nomination of officers for the succeeding fiscal year.

### Section 2

An annual meeting of the Club shall be held in the spring of each year, but no later than the last week of April, at such time and place is designated by the Executive Board.

### Section 3

The order of business at the Annual Meeting shall be:

- a) Minutes of the previous Annual Meeting
- b) Reports of President, Treasurer and Athletic Director
- c) Unfinished Business
- d) Election of officers for the current fiscal year as defined in Article IX, Section 1
- e) New business
- f) Adjourn

### Section 4

Seven (7) members (which includes Board members) shall constitute a quorum for the Annual meeting. If no quorum is present, the President shall adjourn the meeting for one week.

### Section 5

Other meetings of the Board of Directors and/or Executive Board shall be held, when necessary, at the call of the President, Secretary or of any two (2) Directors. Five (5) members, in person, shall constitute a quorum for any meeting of the Board of Directors, or three (3) members, in person, shall constitute a quorum for any meeting of the Executive Board.

### Section 6

The Annual Meeting of the Club and other meeting of the Board of Directors shall be called by the President or Secretary who shall give not less than five (5) day notice to the members of the Club.

### Section 7

The Monthly Meeting of the Club shall be held on a pre-determined date each month, and is subject to change when

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determined by the Executive Board.

## Section 8

All meetings shall be conducted using Roberts Rules of order.

## Section 9

Any active member of the club, who by their presence at a monthly, annual or special meeting is entitled to one vote per membership on any motion, brought to a vote. A motion shall be passed by a majority of all members voting.

## Article VI—Elections

### Section 1

The election of Officers shall take place at the Annual Meeting except as provided in Article IV, Section 2 of these By-Laws.

### Section 2

All members who have paid their dues for the current fiscal year, (Active Member) shall be entitled to one vote per membership at the Annual Meeting.

### Section 3

Newly elected Officers and Directors shall enter upon their duties July 1<sup>st</sup>, following their election; however, they will work with the existing officers from the time of their election to guarantee a smooth transition. They shall hold office for one year, or until their successor's are chosen and qualified.

## Article VII -Officers and Duties

### Section 1

The Officers of the Club shall be President, Vice President, Secretary, and Treasurer. Not more than one office may be held by the same person Co officers may exist. If so, both parties must meet the responsibilities of their office and entitled to a vote as described in Article 5, Section 9.

### Section 2 –President

The President shall preside at all Board and Executive Board meetings and at meetings of the membership of the Club. The President shall contact each officer, prior to the meeting, and prepare the agenda.

### Section 3 -Vice President

The Vice President shall, in the absence or disability of the President, or upon his/her request, perform the duties of that office. The Vice President shall ex officio, be a member of all standing and special committees, and ensure that each committee has a designated chairperson.

### Section 4 – Secretary

The Secretary shall attend the meetings of the Board of Directors and Executive Board of the Club, Monthly Club meetings and record their proceedings. The Secretary shall issue notices of special meetings, and provide copies of the prior month's meeting minutes at each meeting.

### Section 5 – Treasurer

The Treasurer shall keep accurate accounts of the Club, receive all monies, and pay all bills approved by the Board of Directors and preserve vouchers. The Treasurer shall prepare, for each meeting a report of the financial condition of

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the Club. The Treasurer at the Annual Meeting shall submit a Balance Sheet detailing the financial condition of the Club for the current fiscal year and the results of the third party financial review from the previous year's activities (Starting at the Annual meeting in the Spring and shall prepare such other statements as are required by the Board of Directors. The Treasurer shall also purchase insurance for the Club each year, and insure that all rules for non-for-profit organizations are followed.

## **Section 6 — Executive Board**

The Executive Board shall establish the annual budget, goals and time schedules, while making recommendations to the Board of Directors and general membership. They can appropriate funds within the budget guidelines. The By-Laws and the Financial Rules and Regulations need to be reviewed, revised if necessary, and re-approved each year.

## **Section 7 – Non-Director Officers – Chairpersons of Committees**

The Board of Directors may designate additional officer positions of the Club and may appoint and assign duties to other non-director officers of the Club.

## **Article VIII – Committees**

### **Section 1**

The Executive Board shall appoint such standing and special committees, as it considers necessary to carry out the principles of the Club. Such standing committees could include, but not be limited to:

- |                          |                                |
|--------------------------|--------------------------------|
| a. Membership            | g. Awards Night / Hall of Fame |
| b. Concessions           | h. Bowling Fundraiser          |
| c. Wildcat Wear          | i. Golf Outing                 |
| d. General Fundraising   | j. Newsletter                  |
| e. Volunteer Coordinator | k. Scholarship Program         |
| f. Social Media          | l. Website                     |

## **Article IX - Fiscal Year**

### **Section 1**

The fiscal year of the club shall begin on the first day of July of each year and shall terminate on the 30th day of June the following year.

## **Article X – Amendments**

### **Section 1**

These By-Laws may be altered, modified or added to at any time by affirmative vote of not less than seven (7) members of the Board of Directors at any regular or special meeting thereof; provided however, that no amendment of any of these By-Laws shall be valid unless written notice of proposed amendments shall be mailed or sent electronically to each member of the Board not less than ten (10) days prior to the date of the meeting.

## **Article XI – IRS Requirements**

### **Section 1 - Earnings**

No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in

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Article II hereof.

## Section 2 - Conduct

No substantial part of the activities of the Club shall be the carrying on of propaganda or influence legislation, and the Club shall not participate in, or otherwise attempting to intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the Club shall not carry on any other activities not permitted to be carried on;

- a) By a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code, or
- b) By a corporation, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## Section 3 – Dissolution

Upon the dissolution of the Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principle office of the Club 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 XII– Financial Review

### Section 1

The Treasurer shall arrange for a third party financial review at the conclusion of each fiscal year and report back to the Board of Directors and Membership.

Approved at the Board of Directors Meeting held February 15, 2018

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John Berglind  
President

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Denise Calzaretta  
Vice President

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Laura Keefer  
Secretary

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Greg Costigan  
Treasurer

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Branden Adkins  
Athletic Director

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Ann Berglind  
Active Member

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Tracy Modaff  
Active Member

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Aleka Ernst  
Active Member

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Courtney Rathell  
Active Member

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Ellen Drake  
Active Member

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Laura McCarthy  
Active Member

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Martha Conway  
Active Member

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J.R. Gray  
Active Member

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