

GUILFORD HIGH SCHOOL BOOSTER CLUB BY-LAWS

September 2004 (Revised)

ARTICLE I

Name

The name of this association is the Guilford High School Booster Club, Inc. of Rockford, Illinois, a not-for-profit corporation organized under the laws of the State of Illinois.

ARTICLE II

Objectives

- 2.1. To help promote and encourage active interest in the academic and athletic program at Guilford High School
- 2.2. To promote, support, and assist the students and faculty of Guilford High School in those extra curricular activities not normally controlled by the Rockford Board of Education.
- 2.3. To sponsor fund raising activities for providing equipment and improving facilities at Guilford High School which would not otherwise be readily obtainable from the Rockford Board of Education.
- 2.4. To encourage the Rockford Board of Education to expand and develop facilities at Guilford High School to the maximum degree and to offer them help wherever possible.
- 2.5. To increase student and parent participation in all activities related to Guilford High School for the maintaining of high student morals.

ARTICLE III

Basic Policies

- 3.1. This organization shall be non-profit, non-sectarian and non-partisan. No commercial enterprise and no political candidate shall be endorsed by it. The name of this organization or the names of its officers and chairmen in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose other than the regular work of this organization.
- 3.2. Assistance and support by this organization in events normally arranged by the Rockford Board of Education shall be in strict compliance with policies set forth by the Rockford Board of Education and shall preferably be established before such assistance is offered.
- 3.3. In considering procurement of equipment or improvement of facilities by this organization, an inquiry shall first be made to see if Board of Education funds are available for this expenditure. This shall be done preferably through the staff at Guilford High School although it is proper to make such inquiry directly to the Rockford Board of Education if necessary.
- 3.4. When proceeds are raised for a specific purpose and so stated during the fundraising

campaign, those proceeds shall be given to the support of that activity and not diverted to other purposes.

- 3.5. In the event of a dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 C 30 of the Internal Revenue codes of 1965 as from time to time amended.

ARTICLE IV

Membership

- 4.1. Membership in this organization is open to anyone interested in being a Guilford High School Booster and is not limited to parents, staff, fans and alumni of Guilford High School students.
- 4.2. Membership is valid after registration and receipt of donation as hereinafter stated.

ARTICLE V

Officers and Their Election

- 5.1.1. The Officers of this organization shall consist of a President, two Vice-Presidents, Secretary, Assistant Secretary and Treasurer.
- 5.1.2. The Officers shall be nominated by the Executive Committee. The slate of Officers shall be presented to the Board of Directors at the April meeting.
- 5.1.3. Officers shall be elected at the May meeting of the Board of Directors. Election may be by voice vote following a motion from the floor if there is only one nominee for each office. Election shall be done by ballot if there is more than one nominee for each office.
- 5.1.4. Officers shall assume their official duties at the close of the meeting in June and shall serve for one year.
- 5.1.5. A person shall not be eligible to serve more than two consecutive terms in the same office.
- 5.2.1. A vacancy occurring in any office, except the President, Treasurer, or Secretary shall be filled for the unexpired term by a person elected by a majority vote of the remaining Officers.
- 5.2.2. A vacancy occurring in the office of President shall be filled by the 1st Vice President; in the office of the Secretary by the Assistant Secretary; and in the office of the Treasurer by the 2nd Vice President.

ARTICLE VI

Duties of Officers

- 6.1.1. The Executive Committee shall consist of the elected Officers.
- 6.1.2. The Executive Committee shall have all the powers and authority of the Board of Directors between monthly business meetings. It may transact business of the organization however; no action shall be in conflict with that taken by the Board.

- 6.2.1. The President shall preside at all meetings of the organization, the Board of Directors and the Executive Committee. The President shall be a member ex-officio of all committees except the Nominating Committee; appoint special committees; perform such other duties as may be assigned him/her by the organization, the Board of Directors or the Executive Committee; and coordinate the work of the officers and the committees in order that the objectives may be achieved.
- 6.3.1. The 1st Vice President shall act as aid to the President and shall perform the duties of the President in the absence or inability of that officer for the remainder of that term.
- 6.3.2. The 1st Vice President shall become President at the end of his/her term.
- 6.3.3. The 1st Vice President shall serve as liaison to such committees as determined by the Executive committee.
- 6.4.1. The 2nd Vice President shall assume the duties of the President in the absence of the President and the 1st Vice President.
- 6.4.2. The 2nd Vice President shall serve as liaison to such committees as determined by the Executive Committee.
- 6.4.3. The 2nd Vice President shall become the Treasurer at the end of his/he term.
- 6.5.1. The Secretary shall record the minutes of all meetings of the Board of Directors and the Executive Committee; conduct correspondence of the organization as directed and perform such other duties as may be designated.
- 6.5.2. The Secretary shall serve as liaison to such committees as determined by the Executive Committee.
- 6.6.1. The Assistant Secretary shall assume the duties of the Secretary in the absence of the Secretary.
- 6.6.2. The Assistant Secretary shall become the Secretary at the end of his/her term.
- 6.6.3. The Assistant Secretary shall serve as liaison to such committees as determined by the Executive Committee.
- 6.7.1. The Treasurer shall receive all monies of the organization, keep accurate records of receipts and disbursements and pay out funds in accordance with the approved budget as authorized by the organization.
- 6.7.2. The Treasurer shall present the proposed budget at the first meeting of the school year of the Board of Directors. The Treasurer shall present a written financial statement at every meeting of the organization and at other times as requested by the Board of Directors, making a full report at the final meeting of the school year.
- 6.7.3. The Treasurer shall be the Chairman of the appropriations committee.
- 6.7.4. The Treasurer's books shall be reviewed annually at the end of the fiscal year.
- 6.7.5. The Treasurer shall serve as a liaison to such committees as determined by the Executive Committee.

ARTICLE VII
Board of Directors

- 7.1.1. The Board of Directors shall consist of a minimum of 30 members to serve 3 year terms with a minimum of 10 retiring members and a minimum of 10 new members each year.
- 7.1.2. The term of office for incoming board members shall begin at the close of the June meeting. Outgoing board member's terms shall end at the close of the June meeting.
- 7.1.3. Board members who have served two or more years must wait one year before rejoining the board in the normal election process.
- 7.2.1. The Board of Directors shall:
 - A. Transact business at regular monthly meetings
 - B. Create standing committees and approve their plans of actions
 - C. Review and approve the proposed budget
 - D. Ask each standing committee to complete an annual report (summary of the outcome of the plan of action for the committee) for submission to the Board.
- 7.3.1. The President will appoint a Nominating Committee chaired by the 1st Vice President in January. The Nominating Committee shall present the list of nominees for the 3 year terms and any non expiring terms that exist at the time to the Board one month prior to election.
- 7.3.2. The final slate of nominees shall be presented to the Board in April
- 7.3.3. Vacancies on the Board occurring prior to the appointment of the nominating committee shall be appointed by the Officers and approved by majority vote for the unexpired term.
- 7.4.1. Regular meetings of the Board of Directors shall be held monthly during the school year. at least 3-5 day notice shall be given if there is a change of the regular meeting day.
- 7.4.2. A majority, including at least two officers, shall constitute a quorum.

ARTICLE VIII
By-Laws

- 8.1.1. The By-Laws may be amended at any regular board of Directors meeting by a 2/3 vote pending a quorum is present and prior written notice has been given.
- 8.2.1. The By-Laws shall be reviewed every three years by a committee appointed by the President.

ARTICLE IX
Dissolution

- 9.1.1 The organization may be dissolved by a 2/3 vote of the membership present at a special meeting called by the Officers. Written notice of the vote on dissolution must be sent to all members fifteen days prior to the meeting.