

**BY-LAWS
FOR
THE GSW ATHLETIC BOOSTER CLUB**

Article I Name

The name of this organization shall be *The GSW Athletic Booster Club*.

Article II Objectives

- A. To promote interest and participation in the athletic programs
- B. To foster principles of good sportsmanship, high moral standards, and communication among the parents, athletes, coaches, and administration.
- C. To assist in providing services and contributions to athletic programs.
- D. To provide financial resources, equipment, and other athletic needs for students in need of financial assistance.
- E. This organization shall not hinder or interfere with the duties of the school board, administration, or the coaching staff in the administration of their duties.
- F. This organization will adhere to school board policies and administrative procedures directly relating to monetarily subsidizing sports programs.

Article III Policies

- A. This shall be a non-profit, non-sectarian, and non-partisan organization under the direct authority of the Gardner-South Wilmington School District #73.
- B. Action originating from the Booster Club (i.e. events, purchases, programs, awards...) shall follow all GSW policies regarding approval and expenditure procedures. (i.e. purchase orders, authorizations, etc.)
- C. This organization shall cooperate with the GSW Athletic Department.
- D. Individuals who volunteer to work at an athletic event are to be admitted to that event free of charge. For IHSA sponsored events, a list will be provided to the athletic director so volunteers are able to get in free of charge.
- E. Voting on any issue shall be accomplished by a majority vote of active members in attendance including officers.
 1. Any active member who attends the meeting shall have a right to vote.
 2. If a person joins the Athletic Boosters the night of the general meeting, they do not have the right to vote. They will be eligible to vote at their second attended meeting.
 3. Athletic Directors, as administrators and official representatives of the school district to this body, shall be considered voting members. The Athletic Directors shall not make motion, nor 2nd a motion presented for the expenditure of any funds for the procurement of equipment, or any other expenditure, which shall have direct impact on any athletic program.
 4. Any business of the club may be transacted by a majority vote of the active members present at any regular or special meeting.

Article IV Membership and Meetings

- A. All parents, legal guardians, and Grandparents of GSW students enrolled in Gardner-South Wilmington High School athletic programs, any resident living in the GSW school district, or GSW staff member who pledges to uphold the objectives and policies of this organization shall be accepted for membership as an active member.
- B. An **active member** shall be defined as a pledged member who has volunteered and attended at least two (2) meetings during the current fiscal year.
- C. The fiscal year shall be from July 1st to June 30th.
- D. The regular monthly meetings shall be the second Wednesday of every month to be held at the high school. If a holiday should occur the board shall schedule accordingly.
- E. No special notice for meetings shall be required.
- F. Special meetings may be called upon notice by the Club President. Such notice shall be by phone, text, or e-mail to those on the active members roster.

Article V **Officers**

- A. Officers of this organization shall be President, Vice-President, Secretary, and Book keeper.
- B. Eligibility of officers
 1. Any person seeking an officer's position must live in the Gardner-South Wilmington School District.
 2. Only active members are eligible to be nominated for or seek an officer's position.
 3. New (non-active) members may be voted into office if there are not enough active members willing to take office, but will be unable to vote until they have attended two (2) meetings.
- C. Election of officers – officers shall be elected at the June general meeting and be seated on July 1st.
- D. Officers shall hold a position for a period of one (1) year and may run for an officer's position again the following year.
- E. A resignation shall be presented to the board in writing.
- F. If a vacancy should occur, the remaining officers shall appoint an active member to fill the position with the exception of president.
- G. Duties of officers
 1. **The President**
 - a. Shall preside at all meetings.
 - b. The president shall oversee all aspects of this club.
 - c. He/she shall serve as the liaison between the Booster Club and the Administration.
 - d. Agendas
 - i. Prepare agendas for all General Membership and Special meetings
 - ii. Agendas should include information regarding anticipated expenditures
 - iii. Agendas for General Membership meetings will be distributed to active members 48 hours prior to the meeting
 - iv. Agendas for Special meetings will be distributed to active members 48 hours prior to the meeting whenever possible
 - e. By-laws – Provide a copy of the by-laws to each member and make any necessary changes to the by-laws during the year
 - f. Shall have the authority, in cooperation with (or by direction of) GSW administration, to negotiate contracts on the behalf of the Booster Club, when approval of such contracts has been given by membership.
 2. **The Vice-President**

Shall be an aid to the President and shall perform the president's duties in his or her absence.
 3. **The Secretary**
 - a. Shall keep an accurate record of all meetings and ready for inspection by any member in a reasonable time frame.
 - b. Minutes - Record the minutes of all General Membership or Special meetings.
 - c. Post General Membership meeting minutes on the School District website.
 - d. Keep a permanent copy of all minutes.
 - e. Membership
 - i. Update and make copies of blank membership pledge forms to distribute.
 - ii. Keep copies of completed forms.
 - iii. Post a current copy of members on the School District website
 - f. Updates to website & Facebook page
 - i. Forward all current information to the Athletic Director for posting to the Athletic Boosters tab of the School District website.
 - ii. Keep current any pertinent information or news on the GSW Panther Nation Facebook page.
 4. **The Bookkeeper**
 - a. Shall receive all money of the Booster Club and forward to the District representative.

- i. He/she shall keep an accurate record of all money brought in, receipts, and expenditures.
 - ii. The Bookkeeper shall request dispensing of funds when authorized.
 - iii. He/she shall give a financial report at all monthly meetings and a year-end report at the May meeting.
 - b. **Financial reports**
 - i. Prepare and give a financial report at all meetings.
 - ii. Prepare a budget for the new school year.
 - iii. Keep track of all expenses and income
- 5. **The Members at Large**
 - Shall help with any or all duties as needed to help the organization run smoothly.
 - a. Orange and Black Night Chair
 - b. Hospitality Room Chair

Article VI **Funds**

- A. All expenditures must be approved by the GSW High School administration via the current district expenditure / purchase order system.
- B. Any officer has the authority to request a purchase order for up to one hundred dollars (\$100), when needed, for the Athletic Booster Club without member vote and board approval.
- C. Any single expenditure in excess of \$1,000 must be presented for discussion at the monthly Booster Club meeting and may not be voted on until the following meeting.
- D. End of year fund balance must remain sufficient to enable Club operations for the following fiscal year.
- E. If additional monies are procured by the School District through other means (grants, private donations, etc.) to pay for a project or item the Booster Club has already funded, it is the responsibility of the School District to apply those monies to the Booster Club fund.

Article VII **Team Requests**

- A. The GSW Athletic Boosters Club will entertain requests for financial support for the procurement of equipment, supplies, and materials that are sought to enhance the athletic programs and overall athletic experience at GSW High School.
- B. Coaches must fill out a GSW Athletic Booster Request form with two (2) quotes for the requested items and return to the Athletic Director.
- C. All requests are to be presented to the Booster Club via the Athletic Director for consideration by the voting membership.
- D. Coaches are encouraged to attend general meetings to give presentations to support their requests.

Article VIII **Criteria for Project Selection**

Criteria used by this organization in selecting and approving projects include, but are not limited to, the following:

- A. The project will be recognized as a worthwhile venture and has been researched as to meeting safety, regulatory, and sanctioning requirements.
- B. Benefit of the proposal will reach the greatest number of student athletes possible.
- C. Projects shall be undertaken on a gender-neutral basis.
- D. Consideration will be given to projects recommended by the athletic directors, based on their needs assessment process, with input from the coaches.
- E. It is the belief of the organization that the school district has committed budgetary allowances for the fiscal responsibility of funding the basic elements of a sport including the costs of salaries, uniforms (practice or competitive), basic equipment, and basic transportation. The Booster Club goals will be to enhance the Athletic programs through non-essential purchases.

Article IX **Athlete Recognition**

- A. It is the practice of the organization to recognize the outstanding accomplishments of GSW teams and individuals who qualify for Illinois High School Association (IHSA) State Tournament Competition. The definition of “State Qualifier” is as follows:
 - 1. Individual sports – IHSA recognized/sponsored individual competitions (i.e. 3-point shoot-out, individual track event, etc.). Appearance at State Tournament.
 - 2. Team Sport – Qualifying for “State” will require an appearance as one of the last 8 teams to remain in competition for a State Title.
- B. Awards
 - 1. Individual athletes
Individual student athletes that earn the distinction of being a State Qualifier in an IHSA recognized sport will receive a plaque recognizing their accomplishment.
 - 2. Team Athletes
 - a. Student members of an IHSA recognized competitive team that advance to an appearance in the State Tournament at the “Elite-8” level, or better shall receive a plaque recognizing their accomplishments.
 - b. Team members shall include only those individuals, including managers, identified on the official roster submitted to the IHSA.
 - 3. It is agreed that the Booster Club will recognize the individual efforts of a student athlete who participates in a cooperative team/sport event fielded by GSW High School, but is a student participant from either school (i.e. Cross Country)
 - 4. Recognition awards (i.e. “Regional Championship” T-Shirts), in the form of apparel, will be purchased for the student athletes and coaching staff only. Other individuals (parents, staff, etc.) may order the same item with the Booster club order, however payment shall be the responsibility of the individual.
- C. School Awards
Plaques for the GSW trophy case may be purchased to recognize the outstanding achievement for competitive teams that advance through the State Series, but may have not earned the State Champion Title.
- D. Individual plaques shall not exceed \$35.00 each (amount must be revisited annually)

Article X **Hosting Athletic Events**

- A. Hospitality rooms are important components in hosting multi-team tournaments. It is the expectation that donations for hospitality rooms will be sought from parents first.
- B. In the event that the parent/community donations are not adequate to cover the anticipated attendance, the Booster Club will provide assistance as follows:
 - 1. The level of monetary support will be limited to \$10 per team for each meal served. (example a: 4-team one evening tournament = \$40 example b: 8-team tournament starting at 8am and finishing at 3pm – two meals = \$160)
 - 2. Original receipts must be submitted for reimbursement

Article XI **Amendments**

- A. These by-laws may be amended by the affirmative vote of a majority at any regular meeting of this organization with an approved motion.
- B. Any proposed changes will be placed on the official agenda prior to any vote on said changes.
- C. The motion shall be reviewed and discussed and then voted on.
- D. The amended by-laws must receive approval by the GSW Board of Education.

Approved by the General Membership Board

Date _____

Athletic Booster President

Athletic Booster Vice President

Secretary

Bookkeeper

Approved by the GSW High School District 73 Board of Education Date _____

GSW Board President

GSW Board Secretary