

LUTHERAN HIGH SCHOOL ATHLETIC BOOSTER CLUB – Bylaws
A Non-Profit Organization

ARTICLE I - NAME

The organization will be known as “Lutheran High School Athletic Booster Club.”

ARTICLE II – PURPOSE

The Saints Athletic Booster Club is a parent-run organization whose goal is to enhance the experience our student/athletes have while participating in the sports programs beyond what the school budget can provide. In addition, the Booster Club does some of the following:

- A. Provides additional financial support based on needs for school athletics outside of the school’s athletic budget.
- B. Provides encouragement and helps to maintain existing athletic programs.
- C. Aids in the development of new athletic programming when appropriate.
- D. Promotes both team and individual achievement through support for awards and programs.

ARTICLE III – MEMBERSHIP

Membership is open to parents, legal guardians, and family members of student/athletes who attend Lutheran High School. Those wishing to join who do not meet the forementioned criteria may do so if approved by a majority vote of the Executive Board. Membership is valid **ONLY** for the calendar **SCHOOL YEAR** in which it is purchased. The Executive Board shall determine pricing prior to Saints Sign Up Day each year. The following membership levels are available:

- A. **Gold level** - One vote per family. One free popcorn at all home games. One “Fan Gear Pack.” (The “pack” will be pre-approved by the Executive Board each year before Saint’s Sign-Up Day)
- B. **Maroon level** - One vote per family. One free popcorn at all home games.
- C. **Louie level** - NO VOTING RIGHTS. One free popcorn at all home games.

ARTICLE IV – MEETINGS

Meetings shall be held monthly, usually on the second Tuesday of the month, at 6 p.m. in the ACE Lab at Lutheran High School. The Booster Club Secretary shall publicize any special meetings called by the club President. Officers and members of the Lutheran High School Athletic Booster Club shall be entitled to vote on club matters, provided they are a voting level member. Informed voters are the best decision-makers. The Athletic Director and coaches are highly encouraged to attend meetings when possible. All meetings should be conducted as follows:

- A. Open with a prayer.

- B. Take of attendance of those present.
- C. The Secretary shall read/review the minutes from the previous meeting. These minutes shall then be sent out to the club's membership via email the next day, after being approved by the Executive Board.
- D. New business begins.
- E. Treasurer's report is given.
- F. Agenda items for the meeting begin.
- G. The floor becomes open for any further items of discussion.
- H. Closing with a prayer.

ARTICLE V – OFFICERS

The officers will be elected by the membership and shall include a President, Vice President, Secretary, and Treasurer. These four elected officers shall make up the club's EXECUTIVE BOARD. Only Booster Club members are eligible to serve as officers. The term of office is one year. One year shall be from June 1st to May 31st. An officer may not serve more than two consecutive terms in the same position.

- A. Vacancies – In the event that an officer cannot perform or chooses not to perform their duties for their entire term, the remaining officers may appoint a replacement. The person(s) appointed shall hold the office until the end of the term. Time spent filling a vacancy shall not count as time served in a position. This means that an individual who fills a vacancy may run again for another two-year term in the next election.
- B. Election – Officers shall be nominated at the April meeting and elections held at the May meeting. New officers shall assume their duties at the following meeting in June.
 - 1. Officer Duties – See list of officers below:
 - a. President – The President shall perform the following duties:
 - 1. Preside over all booster club meetings.
 - 2. Call special meetings as needed.
 - 3. Prepare the agenda for meetings.
 - 4. Perform other duties that pertain to the office.
 - b. Vice President – The Vice President, in the absence of the President, shall perform the duties of that office and shall discharge other duties as may be required or otherwise assigned by the President. In the event of the President not being able to finish out their term, the Vice-President shall finish out the remainder of that term as President.

- c. Secretary – The Secretary shall perform the following duties:
 - 1. Keep attendance records.
 - 2. Handle correspondence as necessary.
 - 3. Publish meeting notices. (after Executive Board approval)
 - 4. Take minutes at meetings.
 - 5. Monitor Club mail in the school office.

- d. Treasurer – The Treasurer shall perform the following duties:
 - 1. Collect and record funds.
 - 2. Issue receipts and request checks for necessary payments as voted on.
 - 3. Give a report of accounts at each club meeting.

ARTICLE VI - COMMITTEES

Committees can be formed as determined necessary by the Board.

ARTICLE VII – CLUB FINANCES

Fundraising

All fundraising must be approved by the Executive Board. The Executive Board should work in conjunction with the school’s Director of Development on the timing of fundraisers. The following fundraisers have been implemented and executed by the Lutheran High School Athletic Booster Club:

- 1. Booster Club memberships
- 2. Spirit wear sales
- 3. Fall, Winter and Spring sports programs/advertising
- 4. Kroger community rewards
- 5. Taco Tuesday
- 6. Student Yard Signs
- 7. Other fundraising ideas

Expenditures

All requests for financial support from the Booster Club should be presented at a regular meeting. The request must include the following:

1. A minimum of two estimates of cost.
2. A listing of rationale or narrative of why this expenditure is important and should be considered.
3. Voting Procedure

Voting on an item shall take place using the following guidelines:

1. The club President or presiding Officer shall ask for a motion to be called.
2. A different member shall call the motion.
3. A third member shall second the motion.
4. The club President shall then put the motion to a vote using the ALLOCATION OF FUNDS policies laid out in section D below.

D Allocation of Club Funds

1. Any single item of business with a cost of less than \$500 can be approved at a monthly meeting by a simple majority of those present at that meeting. Any item of business with a cost greater than \$500 must be sent out via email to the entire membership for a vote by the club Secretary. All members of the Executive Board along with the Athletic Director shall be copied. The club Secretary will report back on all NO or OPPOSING votes to the Executive Board and the Athletic Director. Anyone who does not reply to the email shall be considered a YES vote. The majority shall prevail.
2. All votes sent out to the entire membership shall remain open for a period of forty-eight (48) hours from the time the first email is sent. At the end of the forty-eight (48) hours the votes will be tallied, and the vote will either be considered passed or failed.

E Available Funds

The Booster Club must always maintain an available operating balance of \$2500.00.

ARTICLE VIII – AMENDMENTS

- A. Power to amend – A motion to amend the club’s bylaws may be brought by an officer of the Board.
- B. Vote – Voting on a motion to amend the bylaws will be held at the next regularly scheduled meeting after the
- C. Amendment was brought before the club. A majority vote of the club’s entire membership shall prevail.