

Effective as of July 23, 2010

**Vernon Hills High School
Community District 128**

**BY-LAWS OF THE COUGAR ATHLETIC BOOSTER
AMENDMENTS TO THE COUGAR
ATHLETIC BOOSTER BY-LAWS**

Article I - Name

The name of the organization shall be Cougar Athletic Boosters of Vernon Hills High School.

The organization, known under the stated name, shall be duly registered under the Cougar Council umbrella, with the state of Illinois and chartered under all the laws governing not-for-profit organizations.

Article II- Objectives

- To promote and assist the interscholastic athletic program at Vernon Hills High School.
- To foster student, staff, parent and community involvement at Vernon Hills High School.
- To work jointly and cooperatively with the athletic department and administration of Vernon Hills High School in achieving their objectives.
- To boost participation and school spirit at athletic events and activities at Vernon Hills High School.

Article III - Membership

- Any person interested in the objectives of the organization and willing to uphold its policies and to subscribe to its bylaws may become a member upon payment of dues.
- Membership year begins July 1 and terminates on June 30.
- The annual membership fee amount shall be determined by the Board of Directors at its annual meeting.
- Only members in good standing who are in compliance with VHHS policies and regulations shall be eligible to vote.

Article IV - Officers and Duties

The officers of this organization shall consist of a President, Vice President, Treasurer, Secretary and Membership Chairperson.

1. **PRESIDENT** – shall be the executive officer and preside at all meetings of the organization, shall have the power to appoint all committee chairpersons, shall be an ex-officio member of all committees and each spring the President shall appoint an auditing committee to audit the funds of the club.
2. **VICE PRESIDENT** - shall assist the President and shall preside at all meetings in the absence of the President. If the office of President is vacated during the current term, the Vice President shall assume the position of President. The Vice President shall coordinate the Volunteer Parent Representative's for each sport at each level. The Vice President will maintain an effective line of communication between the CAB Board, athletic director, coaches, parents and students.
3. **SECRETARY**- shall keep the minutes of all meetings and shall distribute minutes of each meeting to each officer. The Secretary shall also keep records: i.e. inform coaches of approved 'Wish-list items', be responsible for getting the minutes posted on the website, send thank you notes and any correspondence as delegated by the President.
4. **TREASURER**- shall be the custodian of all funds belonging to the organization, shall pay all invoices of the organization and make all deposits in a bank account under the name of the organization. The President shall approve all invoices for payment. All checks drawn on the organization shall be signed by the Treasurer, and if greater than \$500 must also be counter signed by the President and/or Vice President. The Treasurer shall submit a monthly financial report at each meeting. The treasurer will be responsible for managing the annual tax filings to be managed separately by a CPA firm. The treasurer shall have the authority to set up an account for special projects. These accounts will require two or more signatures.
5. **MEMBERSHIP CHAIRPERSON** - shall send out all membership applications and keep an accurate roster consisting of the names of current and past members of the organization and shall submit a quarterly membership report at the meetings. The membership chairperson shall maintain the master volunteer lists and shall keep open lines of communication with the CAB members via email.

Article V - Elections/Officers

1. A nominating committee consisting of no more than three members shall be appointed by the President at the March meeting. This committee shall accumulate a list of members in good standing who are interested in running for one of the offices of CAB. Said committee shall present the list of all candidates for each office from the membership at the regular April meeting. Nominations will be closed at the adjournment of the April meeting. The consent of any candidate shall be obtained before his or her name is put in nomination. If no member steps forward to accept the appointment by the conclusion of the March meeting, the Membership Chair will send out an email to all CAB members requesting volunteers to run for officer positions. The Membership Chair will notify all members of good standing by email of the list of candidates prior to the May meeting. Election by use of a secret ballot shall occur at the May meeting.
2. The term of office shall be one year. Each officer may succeed him/herself for one additional term in that specific office. In the event no one has sought nomination for that particular office, the officer may choose to succeed him/herself for additional terms as the board deems necessary. Any officers who are unable to serve the next term should declare their intent by the December meeting.
3. A quorum that consists of a simple majority of members in attendance at the May meetings shall elect the officers.
4. The elections shall be held at the May meeting. The newly elected officer's terms shall begin July 1.
5. Any vacancy in the elective offices shall be filled by appointment of the President with the consent of the majority of officers until filled by nomination and election at the May meeting of the organization.

Article VI- Meetings

A regular meeting shall be held monthly September through May, unless there are good and sufficient reasons for not holding a meeting, in which case such reasons shall be given by the President at the next regular meeting.

The President upon giving due notice to all members may call special meetings.

Article VII – Amendments

These bylaws may be amended, not more than four times per year and no sooner than three months after previously being amended, by a majority vote, provided that all members have been notified in writing or by email, no less than two weeks prior to such meeting.

Article VIII - Funds Disbursement Policy

Mission Statement:

This policy has been developed following the intent of the CAB mission statement to support VHHS athletic programs.

1. DEFINITIONS

- A. Hard or Tangible Items -i.e. athletic equipment, rain gear, computer programs, etc. that remain with the program.
- B. Uniforms or warm-ups are not to be considered for purchase by CAB.
- C. Team Activities formerly identified as Soft Items - everything that is not considered a hard or tangible item. TEAM ACTIVITIES may be funded up to 75% of the \$2500.00 annual cap, or an amount identified each year at the September board meeting, for each level. No funds will be allocated for an individual or group of individuals. These funds are intended for team activities including, but not limited to, off - season camps, clinics, and league participation.

2. FUNDING PROCEDURE

- A. By August the Treasurer presents the Athletic Director with the available budget for the upcoming year.
- B. Twice annually the Athletic Director receives a "wish list" from the coaches and works with the CAB board to review and approve coach's requests in accordance with the bylaws.

3. ATHLETIC DIRECTOR'S CONTINGENCY FUND

- A. A \$1000.00 discretionary contingency fund will be funded annually. This fund will be maintained at the \$1000.00 level year to year. Funds not used will be allowed to rollover, but not be allowed to accumulate.
- B. With the approval of the majority of the executive board, funding may be set aside in a special account for specific capital improvement projects as identified by the Athletic Director and intended to advance interscholastic sports.

4. PROMULGATION OF THE FUNDING DISBURSEMENT LISTS

Final funding lists will be presented to the general membership of CAB at the December and May meetings and should be posted on the CAB website.

Article IX - Fiscal Year

The Fiscal Year shall run from July 1 through June 30.