**BYLAWS of the CONANT BOOSTERS**

(Conant Cougar Booster Club Inc.) An Illinois Non-Profit Organization

Founded October 19, 1969

Last Revision Adopted by the Board 05/12/15

*Current Revision Adopted by the Board 2/8/2022*

# ARTICLE I: NAME AND PURPOSE AND MEMBERSHIP

**Section 1: Name**

The name of this non-profit organization is Conant Cougar Booster Club Inc. (hereinafter referred to as Conant Boosters) of Hoffman Estates, Illinois (Tax Exempt #E9937-9333-01 and EIN #23-7043034) of High School District 211. Conant Boosters is incorporated under the laws of the State of Illinois and chartered under all the laws governing non-profit organizations. These Bylaws shall be deemed to be part of the Articles of Organization.

# Section 2: Purpose and Objectives

The purpose of Conant Boosters is to bring Conant High School parents, legal guardians, staff, students, alumni, and community together for the following objectives:

1. To support all student organizations and activities at Conant High School in ways consistent with school policy.
2. To encourage participation in all school activities in order to enrich the students' physical, social, and cultural experiences during their high school years.
3. To promote good school citizenship among the students and good sportsmanship on the part of the participants and spectators at all school sponsored events and activities.
4. To support school activities of Conant High School in partnership with staff and not interfere with school policy.
5. To provide a drug-free and alcohol-free Post Prom activity.
6. To raise funds in support of the Objectives of Conant Boosters.

# Section 3: Membership and Dues

1. Membership in Conant Boosters shall be open to those who subscribe to the Purpose and Objectives of Conant Boosters.
2. The membership year of Conant Boosters shall begin on July 1 and end on June 30.
3. Those joining during the membership year must pay dues for that year. The Board establishes membership dues.
4. Only a dues paying member of Conant Boosters may be eligible for election as an officer or appointment as a committee chair of Conant Boosters.

# Section 4: Termination of Membership

Any Conant Boosters member may be removed from membership by a majority vote of the Board for conduct deemed prejudicial to this organization, provided that such member shall first have been served with written notice of the accusations against them and shall have been given an opportunity to be heard at the meeting at which such vote is taken.

**Section 5: Voting**

Those who have established membership in Conant Boosters for thirty (30) days and are present at the May general meeting shall have a maximum of one vote in the Officers of the Conant Boosters election.

# ARTICLE II:

**EXECUTIVE COMMITTEE/OFFICERS AND NOMINATING COMMITTEE**

**Section 1: Executive Committee/Officers**

1. Executive Committee shall consist of the elected Officers: President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary.
2. Officer positions may be co-chaired, but there is only one vote per officer position.
3. Officers shall be elected annually at the May general meeting of the Board.
4. Special meetings shall be held at the call of the President or the majority of the officers. A quorum consists of three (3) officers.
5. Officers shall meet in July for the purpose of formulating tentative plans for their term of office.
6. Officers may transact business of the organization in an emergency; however, no action shall be in conflict with that taken by the voting body of the Board.
7. Officers shall assume their official duties at the beginning of the new fiscal year, which is July 1.
8. Officers shall serve for a term of one (1) year.
9. A member shall not be eligible to serve more than three (3) consecutive terms in the same office.

# Section 2: Nominating Committee and Election of Officers

1. The President shall ask for members to serve on the Nominating Committee for the forthcoming term’s Officers of the Board at the February meeting.
2. The Nominating Committee shall consist of (5) members, including one (1) officer, two (2) committee chairs, and two (2) general members.
3. The Nominating Committee shall meet after their approval by the Board at the March meeting.
4. The Nominating Committee shall choose its own Chair from its members.
5. The Nominating Committee shall select one (1) nominee for each office to be filled; unless office to be filled will be co-chaired.
6. The Nominating Committee shall report their slate of officer nominees for the forthcoming term at the April meeting and ask for a motion for acceptance of the slate.
7. The forthcoming term’s Officers of the Board shall be elected at the May general meeting where an opportunity shall be given for nominations of qualified members from the floor. The members present at the May general meeting shall then elect the Officers of the Board for the forthcoming term. If there is more than one nominee for an office the Australian ballot (secret written ballot) form of election shall be used.
8. Only those who have consented to serve if elected shall be eligible for nomination either by the Nominating Committee or from the floor.
9. Newly elected Officers of the Board term of office begins on July 1.
10. In the event a vacancy occurs on the Executive Committee/Officers, the President shall appoint a successor to complete the term of office within thirty (30) days, subject to Board approval. In the event that a vacancy occurs in the office of President, the Vice President shall complete the term.
11. The President cannot be a member of the Nominating Committee.

# ARTICLE III: DUTIES OF OFFICERS

**Section 1: President**

The President shall:

1. Serve as the Chief Executive Officer of Conant Boosters.
2. Preside at all Executive Committee/Officers, Board, and General meetings of this organization.
3. Sign checks within the confines of the approved budget with another authorized signer.
4. Sign all legal documents, including contracts.
5. Appoint Standing Committee Chairs, with Executive Committee/Officers approval.
6. Be a member ex-officio of all committees except the Nominating Committee and if authorized to sign checks, the Audit Committee.
7. Appoint Special committees, with Executive Committee/Officers approval, as the need arises.

# Section 2: Vice President

The Vice President shall:

* 1. Act as aide to the President, shall perform the duties of the President in the absence or inability of that Officer to serve.
  2. Sign checks within the confines of the approved budget with another authorized signer.
  3. Chair the Academics, Athletics, and Activities (AAA) Grants Committee annually.
  4. Chair the Bylaws Review and Standing Rules Committee every two years.

# Section 3: Recording Secretary

The Recording Secretary shall:

1. Attend all Board meetings and prepare and publish their minutes.
2. Determine a quorum of seven (7) members total; three (3) officers and four (4) committee chairs are present prior to any vote taken.
3. Possess a current roster of the Board.
4. Sign checks within the confines of the approved budget with another authorized signer.

# Section 4: Corresponding Secretary

The Corresponding Secretary shall:

1. Receive and maintain copies of all correspondence pertaining to Conant Boosters.
2. Be responsible for the purchase of gifts from Conant Boosters.
3. Review the bank statement on a monthly basis.
4. Perform the duties of the Recording Secretary in the absence of that officer.

# Section 5: Treasurer

The Treasurer shall:

1. Present a detailed report of Conant Boosters finances from the preceding year at the August meeting.
2. Chair the Budget Committee.
3. Chair the Excess Funds Committee if needed.
4. Present the tentative Budget at the August meeting for Board approval to be posted for thirty (30) days and conduct the vote at the September meeting.
5. Organize internal Audit Committee to conduct annual audit and provide access to all documents needed.
6. Keep in records, belonging to Conant Boosters, full and accurate accounts of all receipts and disbursements. Present an account of all transactions and the financial condition of Conant Boosters at every Board meeting.
7. Deposit all monies and other valuable effects in the name of Conant Boosters in such depositories as may be designated for that purpose by the Board within seven (7) days of receipt of monies.
8. Disburse the funds of Conant Boosters within a reasonable time frame from receipt of a written request for such disbursement with proper support attached.
9. Be responsible for filing the appropriate tax return documents to the Internal Revenue Service annually by the federally mandated due date.
10. Be responsible for securing Board insurance, as well as file the incorporation renewal forms.

# ARTICLE IV: BOARD

**Section 1: Establishment of a Board**

1. The Board shall consist of the Executive Committee/Officers, the Chairs of the Standing Committees, and in a non-voting advisory capacity, the Principal, Activity Director, and Athletic Director of the High School.
2. Each voting position on the Board shall be entitled to one vote. If an individual holds more than one position on the Board he/she will only have one vote.

# Section 2: Duties of the Board

The Board shall:

* 1. Be composed of Conant Boosters dues paying members in good standing.
  2. Approve allocations and expenditures and remain within the confines of the approved budget.
  3. Review and accept the audit report.
  4. Review, approve, and amend the budget.
  5. Prepare a plan of work and budget request report and end of year report for their committees.
  6. Be bonded by an insurance company with the policy being paid for by Conant Boosters.
  7. Transact necessary business in the intervals between meetings and such other business as may be referred to it by this organization.
  8. Serve without pay as volunteers.

# Section 3: Meetings of the Board

1. The Board shall meet the second Tuesday of the month during the school calendar year from August until May with no meetings in June and July. Subject to change with availability
2. Board meetings are open to Conant Boosters general dues paying members.
3. A meeting agenda shall be prepared by the President and distributed to all Board members prior to the meeting.
4. Special meetings of the Board may be called by the President or by the majority of the Board members at any time. Notice shall be given by means the Recording Secretary deems sufficient, provided that a reasonable attempt has been made to inform every member of the Board. Such notice shall give the meeting time, place, and purpose.

# Section 4: Quorum for Board Meetings

Seven (7) total voting members of the Board shall constitute a quorum for the transaction of voting business at all Board meetings provided the President and a minimum of two (2) other officers are present. If no quorum is determined, the President shall postpone voting business to the next regularly scheduled meeting.

# Section 5: Vacancies

Vacancies on the Board shall be filled by appointment made by the President, with Executive Committee/Officers approval.

# Section 6: Removal of Board Members

Any Board member failing to subscribe to the Bylaws of Conant Boosters may, following the recommendation of the Board, be removed from office or committee by the vote of two-thirds (2/3) of the voting quorum.

# ARTICLE V: DISSOLUTION

In the event of dissolution, the assets of this organization shall be distributed as follows:

* 1. All liabilities and obligations of Conant Boosters shall be paid, satisfied and discharged, or adequate provision shall be made therein.
  2. All remaining assets shall be transferred to Conant High School, High School District 211.

# ARTICLE VI: AMENDMENT OF BYLAWS

These Bylaws may be amended:

1. at any meeting of this organization by a two-thirds (2/3) vote of the members present;
2. provided notice has been given to all members thirty (30) days in advance of the meeting at which the amendment is to be considered.

# ARTICLE VII: PARLIAMENTARY AUTHORITY

The Rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern Conant Boosters in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ADOPTED

Date – February 8, 2022

Vice President Elizabeth Paveza

President

Traci Garcia

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Recording Secretary Heather Sharbaugh

# CONANT HIGH SCHOOL BOOSTERS STANDING RULES

1. Conant HS Boosters exist to support the Conant High School students, staff, and community.
2. Board members are required to maintain and uphold the reputation of Conant HS Boosters. through positiveconduct. Board members are required to be professional, respectful, courteous and polite at meetings and while representing Conant HS Boosters.
3. Participation by Board members in committee activities or voting shall be without conflict of interest. The first consideration of all Conant HS Boosters intentions will be honesty and fairness.
4. Board members are to attend all Board meetings and give a prepared report.
5. If a Board member cannot attend a meeting, the President and Recording Secretary shall be notified and provided with a committee report.
6. The Budget Committee will submit a proposed budget for consideration by the Board at the August meeting and the current year’s Budget must be approved no later than the September meeting.
7. If necessary, the Excess Funds Committee shall be chaired by the Treasurer.
8. Checks require two authorized signatures and must be drawn on the Conant HS Boosters account within the confines of the approved budget or with Board approval.
9. Recognition gifts, memorial gifts, and gifts of appreciation purchased by the Corresponding Secretary shall not exceed $100.
10. The Chair of each Standing Committee shall present a written plan of work complete with proposed budget estimating the expenses and revenues from the operation of that committee’s activities for the following term to the President by June 30.
11. The Chair of each Standing Committee is required to submit information to the Communications Chair for all newsletters by the defined deadline.
12. The Chair of each Standing Committee is required to document the procedures used to fulfill the responsibilities of that position and shall maintain written records and data pertaining to the events and activities associated with that position. A copy of these documents shall be given to the immediate successor in that Board position.
13. The Board shall create such Standing Committees as it may deem necessary to promote the Objectivesand carry on the work of this organization.

Current Standing Committees are:

* 1. Communications
  2. Concessions
  3. Conant Community Social
  4. Craft Fair
  5. Craft Fair Concessions
  6. Dances
  7. Fundraisers
  8. Hospitality
  9. Membership
  10. Post Prom
  11. Scholarship
  12. Social Media
  13. Spirit Store
  14. Volunteers