

The following document is a reference to the Constitution and Bylaws used by the Lutheran High School North Athletic Booster Club. This was updated June 3, 2013.

Constitution and Bylaws

Constitution and Bylaws of the "Lutheran High North Athletic Booster Club"

Article 1 – Name The name of this Booster club is "Lutheran High North Athletic Booster Club"

Article 2 – Purposes The purposes of this Athletic Booster club are:

Section 1 – This Athletic Booster Club shall function as a support wing of Lutheran High North to actively sponsor fund raising activities for financial support of all interscholastic and intramural athletic programs including the LHN Marching Band and to improve the facilities for the athletic programs, which are supported by the Administration of Lutheran High North.

Section2 – Funding of projects in support of the LHN athletic programs as approved by the Board.

Article 3 – Membership All adults who are not current students at Lutheran High North are eligible for membership. Membership shall entitle a person to certain benefits and the right to attend meetings and provide input for the Board's consideration and approval. The LHN Head of School, Athletic Director and Marketing Director shall be honorary members of the Booster Club and shall provide guidance and support as needed.

Article 4 – Dues

Section 1 – Booster Club memberships/dues are available at a variety of levels with benefits which shall be determined by the Board at its sole discretion as appropriate to support the needs of the Booster Club and to recognize and encourage donors of varying levels. Dues and membership packages shall be payable and renewable on an annual basis

Article 5 - Meeting of Members

Section 1 – Regular meetings – The Members of the Athletic Booster Club shall meet regularly at 6:00 p.m. on the first Monday of every month of the calendar school year or upon proper notification to all members. Meeting dates may be adjusted due to the school/holiday schedule.

Section 2 – Annual Meeting – The Annual Meeting of the Athletic Booster Club held on the first Monday of May shall be considered the annual meeting of the Booster club, in which school is in session, each calendar year at 6:00 p.m. , and must be held at Lutheran High North. The officers for the ensuing year shall be elected at the annual meeting. The new officers elected shall be inducted into office at the regular meeting of the first Monday of the following June and shall immediately hold office and commence performing their duties until respective successors are elected and duly qualified.

Section 3 – Special meetings – The President of the Athletic Booster Club or the Athletic Director may call a Special Meeting of the Members at any time by directing the Secretary or Administrative Representative, to mail, e-mail or fax a notice not less than seven (7) days prior to the meeting, which notice shall set forth the purpose of such meeting.

Section 4 – Quorum – The Attendance of a majority of the Board shall constitute a quorum for the purposes of voting on any official action of the Athletic Booster Club.

Section 5 – Voting and Procedure – Officers, as defined herein, are the only persons who are eligible to make motions, second motions and vote on any motions.

Article 6 – Officers

Section 1 – The officers of the Club Shall Be President, Vice President, Treasurer, Concessions Coordinator, Merchandise Coordinator, Communication/Secretary, Membership Coordinator and Team Parent Coordinator.

Section 2 – Election of Officers – All officers shall be elected at the Annual Meeting as provided in Section 2 of Article 5 of the Constitution and Bylaws and shall commence performing their duties as provided therein. The term of office shall be one year, not to exceed three (3) consecutive terms.

A. Nominating Committee. Within ten (10) days after the regular meeting in April each year, The President shall nominate and the Club shall elect a Nominating Committee which shall consist of a minimum of three (3) members who are not elected officers of this Athletic Booster Club plus two (2) current officers.

B. It shall be the duty of the Nominating Committee to submit at least one (1) nominee for each office and at least one (1) nominee for chairmanship of standing committees and shall obtain the consent of each person to be nominated to serve, if elected.

C. Any member may make such nominations as he/she desires at the Annual Meeting, which nomination must be second by an officer, providing he has the consent of any such nominee or nominees to serve, if elected.

D. The election shall be conducted by ballot, the results of which shall be tabulated by the Secretary and the Treasurer.

E. If, at any time, an officer is unable to continue in his/ her elected post, the President shall nominate and the Club shall approve/ appoint a member to fill the incomplete term.

Section 3 – Duties of the Officers

a. President – The President, if present, shall preside at all meetings of the Athletic Booster Club. The President shall call Special Meetings when he or she deems same to be necessary,. The President shall, with the assistance of the Secretary, preserve decorum, conduct all meetings in accordance with the Constitution and Bylaws, and Roberts Rule of Order; shall see that all officers perform their duties; shall neither make nor second any motion, but he or she is entitled to vote, particularly in the event of a tie vote of the voting members present. The President shall be an ex-officio member of every Committee. The President shall do and perform any all other duties as appropriate.

b. Vice President - Reports directly to the Booster Club President and shall be responsible for assisting the President in the day to day operations of the Athletic Booster Board. The Vice President would also support committee and sub-committee to prepare for the enactment of their committee role and preparation for Athletic Booster meetings. The Vice President will act in the role of President in the time that the President is unable to fulfill that role. To run meetings, call for roll call and govern the board in the place of the President when not available.

c. Secretary/Communications – Reports directly to the Booster Club President and shall be responsible for maintaining the records of the Athletic Booster Club (information provided by Membership Chairs et al) and shall be responsible for e-mailing all notices to the board and ABC members regarding Board and Monthly meetings, minutes and other information, etc. The Secretary will prepare a sign-in sheet for meetings, take Minutes for all meetings, and maintain a Meeting minutes binder. Final draft of the completed Minutes will be e-mailed to the Board and the LHN faculty advisors for review. Lutheran High School North meeting rooms will be requested and reserved (at LHN) for special meetings, when necessary, will assist on other committees when needed and will assist the presiding officer, of all meetings, in keeping order and rule on all points of order, of which said ruling shall be binding. The Secretary shall be responsible for the implementation of the communications plan as determined and approved by the Board.

d. Treasurer – The office of the Treasurer shall be held by an active member of the Booster Club, nominated by the Nomination Committee and voted on by the majority of the active membership in quorum. The Treasurer will work with the Lutheran High School's Administrative Representative to collect monies and disbursements made by the Athletic Booster Club at each regular meeting and at the Annual Meeting. In the event the Treasurer is unable to continue serving as Treasurer , then the Treasurer shall be appointed by the President.

e. Membership Chair – Is responsible for conducting an active campaign and promoting and processing business to build the membership of the Athletic Booster Club through the organizing, processing, sale and

distribution of annually issued membership packages, along with various promotional items. The purpose of this activity is to raise money for the LHN Booster Club in support of the LHN Athletic Department.

f. Neither the President nor the Treasurer of this Athletic Booster Club shall hold any other office in this Athletic Booster Club during his or her respective tenure.

Article 7 – Funds

Section 1 – The Athletic Director and Treasurer shall be responsible for all receipts and disbursements of funds of this Athletic Booster Club.

Section 2 – The Athletic Booster Club shall maintain an account administered by the Lutheran Education Association and overseen by the Administration and Athletic Director of Lutheran High School North. All monies received by this Athletic Booster Club, from whatever source, shall be deposited in said account as soon as practical.

Section 3 – At each regular meeting, the Treasurer shall be prepared to, and shall report on, the Athletic Booster Club's financial condition. If the Treasurer knows that he/she cannot attend a meeting, the Treasurer shall submit a written financial report to the President, and the Officer who presides at the meeting shall read said report at the meeting.

Section 4 – Any request for expenditure of funds from the Athletic Booster Club shall be submitted in writing and reported to the Club at a regular or Special Meeting. All expenditure request shall be referred to the President and LHN Faculty advisor. The expenditures request shall also be reported in the Minutes and distributed to the Club membership before the next regular meeting. At the next regular meeting, the report of the Treasurer on the expenditure request, shall be made to the Club and voted on or ratified following any discussion.

Section 5 – Booster Club Project Reserve. The Treasurer will present, on an annual basis to the Athletic booster Club Board, the upcoming year's budget. Upon approval of the budget, at least 20% of the budgeted revenue will be set aside for future projects or emergency need.

Section 6 – Emergency Expenditures. In the event of an emergency that would require the immediate consideration of the expenditure of the Club's funds, the Club may, upon the prior approval of the Executive Committee and the Athletic Director., undertake to vote for the immediate expenditure of funds for the emergency. Prior to any such vote, there must be a finding of the majority of the Club that:

- A. An emergency exists;
- B. The normal procedure for referral of the expenditure request would cause undue hardship to Lutheran High North or its facilities or athletic programs; and
- C. The expenditure of the emergency expenditure is the only practical means to prevent the emergency.

Article 8 - Amendments

The Constitution and Bylaws may be amended as follows: Any proposed amendment shall be submitted in writing at any regular or duly called Special Meeting. Such proposed amendment or amendments shall then be mailed to all members at least two (2) weeks. Fourteen (14) days prior to the next meeting held. After a two (2) week period, such proposed amendment or amendments shall be voted upon if a quorum exists and if any (1) or more proposed amendments be adopted by two-thirds of the voting members present, such proposed amendment or amendments shall immediately become effective and if any provision of the Bylaws is in conflict with such amendment or amendments, said Bylaw provision or provisions shall ipso facto be amended to comply.

Article 9- Team Parent Representative

A. Every team benefiting from boosters funding is required to have an "active" team parent representative present at each 30 minute opening Parent Booster Review Meetings. This Representative would be the first

requirement to help that team qualify under the "team's active participation" clause of the funding questionnaire.

B. Each benefiting team must meet a concession stand requirement. This will be set at the start of each seasonal sporting time period.

C. During the course of the year, other fund raising requirement maybe asked from the Lutheran High School North Athletic Boosters. These will also directly benefit team sports. These provisions are to assure fair and equitable funding to each "active" team sport and axillary needs.