

**THE ATHLETIC BOOSTER CLUB  
OF NAPERVILLE CENTRAL HIGH SCHOOL**

Naperville, Illinois

**BY-LAWS**  
**Amended April 2010**

Article I  
NAME, SEAL AND REGISTERED AGENT

Section 1:

The name of this organization shall be "The Naperville Central High School Athletic Booster Club."

Section 2:

The seal of this organization shall contain the words: "THE N.C.H.S. ATHLETIC BOOSTER CLUB."

Section 3:

The Club colors shall be Red and White.

Section 4:

The Registered Agent of this organization shall be the Athletic Director of Naperville Central High School or as determined by the Board of Directors.

Article II  
PURPOSES

Section 1:

The purpose of this organization shall be to support, encourage, and enhance the athletic activities of the students of Naperville Central High School and to aid certain general activities of the students of Naperville Central High School.

Article III  
MEMBERSHIP

Section 1:

- a) Any person may become an active member of the Club, upon payment of such dues as the Board of Directors may, from time to time, determine.
- b) Any person who becomes a member of this Club shall be bound by the By-Laws of the Club then in force and those which may thereafter be adopted.
- c) Any member considered guilty of violating the purposes of the Club by a majority of the Board in attendance at any meeting duly convened, shall be requested to terminate such member's affiliation with the organization.

ARTICLE IV  
BOARD OF DIRECTORS

Section 1:

The Board of Directors shall consist of the officers of the Club, past ex officio officers of the Club, the Committee Chairpersons, up to four parent representatives from the freshman class, sophomore class, junior class, and senior class, and up to four at-large representatives from the community (preferably to include at least two alumnus from the school), and Athletic Director or school designee.

Section 2:

The Board of Directors shall have general charge of the business affairs and policies of the Club and shall have the power to fill, for the unexpired portion of the term, any vacancies occurring in the offices or on the Board.

Section 3:

The Executive Board shall consist of President, Vice President, Secretary, Treasurer, Past President, Athletic Director or school designee. The Executive Board shall meet or deliberate prior to the monthly Board meetings.

Article V  
MEETINGS

Section 1:

A special Executive Board meeting shall be held in March of each year for the nomination of officers for the succeeding fiscal year.

Section 2:

An annual meeting of the Club shall be held in the spring of each year, but not later than the last week of April, at such time and place as is designated by the Executive Board.

Section 3:

The order of business at the Annual Meeting shall be:

- a) Minutes of the previous Annual Meeting
- b) Reports of President, Treasurer, Athletic Director or designee
- c) Unfinished business
- d) Election of officers for the current fiscal year as defined in Article IX, Section I
- e) New business

Section 4:

Ten (10) members shall constitute a quorum for the Annual Meeting. If no quorum is present, the presiding officer shall adjourn the meeting for one week.

Section 5:

The Board of Directors shall meet once a month during the months of September through May.

Section 6:

Other meetings of the Board of Directors and/or the Executive Board shall be held, when necessary, at the call of the President, Secretary or of any two (2) Directors. Five (5) members, in person, shall constitute a quorum for any meeting of the Board of Directors. Three (3) members, in person, shall constitute a quorum for any Meeting of the Executive Board.

Section 7:

The Annual Meeting of the Club and other meetings of the Board of Directors shall be called by the President or Secretary who shall give not less than five (5) days notice.

## Article VI ELECTIONS

### Section 1:

The election of Officers shall take place at the Annual Meeting except as provided in Article IV, Section 2 of these By-Laws. Thereafter, the members of the Board of Directors for the next fiscal year shall be identified, appointed and approved as provided in Section 1, Article IV; Section 2, Article VII and Section 1, Article VIII.

### Section 2:

All members who have paid their dues for the current fiscal year, (Active Member) shall be entitled to one vote per membership at the Annual Election.

### Section 3:

Newly elected Officers and Directors shall enter upon their duties July 1<sup>st</sup>, following their election; however, they will work with the existing officers from the time of their election to guarantee a smooth transition team. They shall hold office for one (1) year or until their successors are chosen and qualified.

## Article VII OFFICERS AND DUTIES

### Section 1:

The Officers of the Club shall be President, Vice President, Secretary and Treasurer. Not more than one office may be held by the same person.

### Section 2 – President

The President shall preside at all Board and Executive Board meetings and at meetings of the members of the Club, and shall appoint standing and special committee chairpersons, parent representatives from each class and at-large representatives from the community to sit on the Board of Directors, and this shall be done in consultation with the Executive Board and subject to the approval of the Board of Directors.

### Section 3 – Vice President

The Vice President shall, in the absence or disability of the President, or upon the President's request, perform the duties of that office. The Vice President shall, ex-officio, be a member of all standing and special committees.

### Section 4 – Secretary:

The Secretary shall attend the meetings of the Board of Directors and Executive Board and of the Club, and record their proceedings. The Secretary shall issue notices of meetings, and perform such other duties as are usually performed by such an officer. The Secretary shall maintain ongoing, year to year records of the Club, including the By-Laws, Financial Guidelines, Articles of Incorporation, the minutes of meetings and financial records, and these records shall be kept on disc or other form in a Club safety deposit box.

Section 5 – Treasurer:

The Treasurer shall keep accurate accounts of the Club, receive all monies and pay all bills approved by the Board of Directors. The Treasurer shall prepare, for each meeting of the Board of Directors, a statement of the financial condition of the Club; shall, at the Annual Meetings, submit a detailed report of the financial conditions of the Club at the end of the current fiscal year; and shall prepare such other statements as are required by the Board of Directors. The Treasurer is also responsible for filing all regulatory filings on a timely basis, including, but not limited to the IRS Form 990, Attorney General form AG-990 and Illinois Secretary of State form C-54.

Section 6 – Executive Board:

The Executive Board shall establish the annual budget, goals, and time schedules, while making recommendations to the Board of Directors and general membership. The Executive Board can appropriate funds within the budget guidelines. The By-Laws and the Financial Guidelines need to be reviewed, revised if necessary, and re-approved each year.

Article VIII  
COMMITTEES

Section 1:

Subject to the provisions of Section 2, Article VII, the Board of Directors shall confirm and approve such standing and special Committees as it considers necessary to carry out the principles of the Club. Such standing committees could include but not be limited to:

- a) Membership
- b) Concessions
- c) Spirit Wear
- d) Team Representatives
- e) Publicity
- f) Hospitality
- g) Grounds
- h) Programs
- i) Special Projects
- j) Golf Outing
- k) Finance Committee
- l) Relay for Redhawks

Section 2 – Financial Review:

A review of the books and records of the organization shall be performed each year after the fiscal year. It shall be done by a party or members approved by the Executive Board and Board of Directors. When complete, it shall be presented to the Board for review. If a certified audit is required by regulatory authorities, the Board of Directors shall have a certified audit performed. If a certified audit is not performed, the Board of Directors shall appoint three (3) members at large to a committee to be charged with performing the review.

Article IX  
FISCAL YEAR

Section 1:

The fiscal year of the Club shall begin on the first day of July of each year and shall terminate on the 30<sup>th</sup> day of June in the year next following.

## Article X

### Section 1:

These By-Laws may be altered, modified or added to at any time by affirmative vote of not less than ten (10) members of the Board of Directors at any regular or special meeting hereof, provided however, that no amendment of any of these By-Laws shall be valid unless written notice of the proposed amendment shall be provided to each member of the Club not less than then (10) days prior to the date of the meeting. Any motion to amend these By-Laws must be presented, in writing, to the Executive Board prior to presentation to the Board of Directors.

## Article XI NOTICES

### Section 1:

All Notices shall be in writing and sent by regular mail, electronically or by other widely accepted method of written communication. All Notices shall be deemed made when sent.