
WAUBONSIE VALLEY HIGH SCHOOL ATHLETIC BOOSTER CLUB

2590 Ogden Avenue - Aurora, Illinois 60504



Operating Handbook

Prepared February 2011

The Athletic Booster Club (Booster Club) was formed in 1989 when both the parents of Waubonsie Valley High School and the School Administration agreed that a single organization would achieve the best method to organize the volunteer efforts and provide maximum support to all Illinois High School Association (IHSA) activities at Waubonsie Valley High School. Prior to 1989 each sport team was responsible for its own fund raising and support activities. The Booster Club was formed with the objective of providing consistent activities across all IHSA sports, IHSA emerging sports teams, and events sanctioned by the administration at Waubonsie Valley High School. The Booster Club consists of dues paying members who elect Officers and Directors and various Committee Chairpersons. This document serves to provide guidance on the operations of the Club. It is subject to the By-Laws and Conflict of Interest Policies and does not replace or supersede those documents.

Handbook Contents

ARTICLE 1: Name and Seal

Section 1

The name of this corporation/organization shall be: Waubonsie Valley High School Athletic Booster Club.

Section 2

The seal of this corporation/organization shall contain the words or initials: Waubonsie Valley High School Athletic Booster Club.

Section 3

The colors of this corporation/organization shall be: Green and Gold.

ARTICLE 2: Purpose

Section 1

The purpose of the club is to organize fundraising and provide enhanced resources for athletic programs at Waubonsie Valley High School in Aurora, Illinois. These resources include but are not limited to training equipment, team wear and practice equipment. The Booster Club shall

support, encourage and aid Illinois High School Association (IHSA) sanctioned sport teams, IHSA emerging sport teams and events sanctioned by the administration at Waubonsie Valley High School.

Section 2

The Booster Club is a registered and incorporated in Illinois as a non-for-profit organization that raises funds to enhance resources to Waubonsie Valley High School athletic teams, clubs, or overall to the school. This club shall operate exclusively for the purpose consistent with rules and that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The Booster Club will raise funds and provide support to IHSA sanctioned teams, IHSA emerging sport teams, organizations or events such as Senior Sailabration and Booster Club College Scholarships.

Individual coaches may submit a request form to the Athletic Director requesting items not part of or in addition to the district approved athletic department budget that will enhance their program and shall be reviewed approved in accordance to the By-Laws. Only those sports whose paid coaches are members in good standing of the athletic booster club.

ARTICLE 3: Membership

Section 1

Any person may become an active member of the Booster Club upon payment of dues as determined by the Board on an annual basis. Such membership dues entitle the membership rights as outlined in the By-Laws.

Section 2

Any person who becomes a member of the Booster Club shall be bound by the Operating Handbook, By-Laws and Conflict of Interest Policy of the Booster Club then in force and any which may thereafter be adopted.

Section 3

Any member that violates the purposes of the Booster Club as voted by a majority of the Board of Directors in attendance at any meeting duly convened, shall be requested to terminate his/her affiliation with the Booster Club.

ARTICLE 4: Meetings and Voting

Section 1

The Board of Directors shall call meetings including the Board of Directors and all general members. The meetings are held on the third Monday of each month at Waubonsie Valley High School unless it is a school holiday or the school is closed. In such cases it will be rescheduled at a mutually convenient date.

General meetings are open to all current members of the Booster Club.

Meeting times shall be published and made available to members of the Booster Club. Also, these minutes will be posted as practicable on school sponsored web-sites for the purpose of communication and transparency of Booster Club activity.

Members of the Booster Club in attendance of the meetings will be allowed to provide input during the 'new business' portion of the meeting.

General members shall have the right to vote at a meeting called for the purpose of electing a Board of Directors and Officers.

Board members in attendance of the meeting shall be the only voting members while conducting the business of Booster Club.

Minutes shall be taken by the Secretary and approved at the next Board of Directors meeting.

Section 2

The order of business Board of Directors meetings shall be:

- Approval of minutes from previous meeting.
- Reports by the President, Treasurer, Athletic Director, and any other Board member reports.
- Unfinished business.
- New business.
- Adjournment.

Section 3

The President or any (two) Directors may call to order special meetings as deemed necessary that may be held at an alternate location.

Minutes of such meetings shall be taken and reported at the following Board of Directors meeting.

ARTICLE 5: Elections

Section 1

The nomination of Directors and Officers for the upcoming school year shall take place during the March General meeting.

Section 2

The election of Directors and Officers for the upcoming school year shall take place during the April General meeting.

Section 3

All members in good standing, who have paid their dues for the current fiscal year, shall be entitled to one vote per Board position at the election.

Section 4

To be nominated for position of Officer the member must be a parent or guardian of a student who participates or has participated in an IHSA sanctioned sport team or IHSA emerging sport team at Waubonsie Valley High School.

Section 5

The nominee receiving the majority of the voting member's votes in attendance of such meeting shall be the elected as Officer or Director and will serve as board members in accordance to the By-Laws.

Section 6

Newly elected Officers and Directors shall enter upon their duties on the first of July following their election.

New Officers and Directors will work with the existing officers of the Club from the time of their election to guarantee a smooth transition.

The term of the office shall be in accordance with the By-Laws.

Section 7

To be appointed for the position of Chairperson the member must be a parent or guardian of a Waubonsie Valley High School student.

Section 8

All existing officers and directors whose athlete is injured or voluntary leaves a sport may remain in office and or be reelected to the same office for the high school tenure of said athlete.

Additional Organizing Articles

ARTICLE 1: Board of Directors and Organization

Section 1

The Board of Directors is members elected as Officers, the past President, the Waubonsie High School Athletic Director and the Waubonsie High School Activity Director.

Section 2

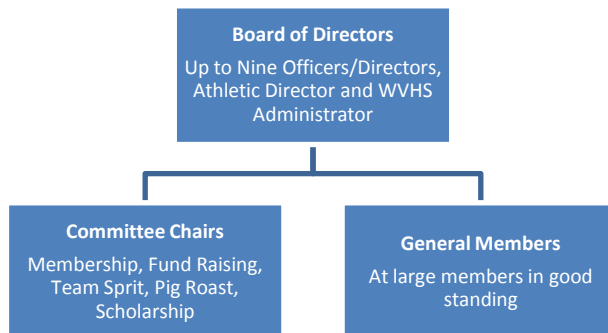
The Board of Directors shall establish plans and prepare an annual budget in July of each year.

Section 3

The Board of Directors shall amend and revise the By-Laws, Policies and Operating Handbook in accordance with the By-Laws.

Section 4

Organization



ARTICLE 2: Board of Directors

Section 1

The Board of Directors shall consist of up to eleven members. Up to nine elected positions together with the Athletic Director and an administrator of the Waubonsie Valley High School.

Section 2

The Board of Directors shall have general charge of the business affairs and general policies of the Booster Club.

Section 3

The Board of Directors shall have the power to fill for the unexpired portion of the term of any vacancies occurring in the offices of the Board.

ARTICLE 3: Officers and Duties

Section 1

The officers of the Booster Club shall be President, Past President, Vice President, Secretary, Treasurer, Director of Warrior Wear, and Director of Concessions.

The same person can hold only one office per fiscal year.

Each officer shall attend a minimum of 75% of meetings called in accordance with the By-Laws.

An elected officer may be removed by majority vote of the Board of Directors from office for lack of active fulfillment of duties including meeting attendance.

If a vacancy shall occur (by resignation or removal) the General Membership shall elect a new member in good standing to fill the vacancy, with the exception of the President.

Should the President vacate, the Vice President automatically becomes President and a new Vice President is elected by the General Membership.

Officers shall not hold the same office for more than two consecutive years unless the office is unopposed and there are no other candidates nominated.

Section 2 - President

Shall be the managing executive of the Booster Club with full power to enforce and uphold the Constitution and By-Laws of the Booster Club.

Shall prepare an agenda and preside over all meetings of the Booster Club.

Shall communicate and work directly with the Athletic Director and School Administration to insure the success of the Booster Club.

Shall notify all Board Members of all meetings and all upcoming events.

Section 3- Past President

Shall provide advice and continuity for the affairs of the club.

Section 4 – Vice President

Shall assume the duties of the President in cases of absence or incapacity of the President.

Shall manage proposed changes and maintain the master and current version of the By-Laws, Polices and Operating Handbook.

This office is responsible to provide a copy of the By-Laws, Polices and Operating Handbook to each new Booster Club member upon request.

Shall perform any additional duties requested by the President.

Section 5 – Secretary

Shall keep accurate and authentic records of the proceedings of the Board of Directors meetings.

Shall post meeting minutes and club allocations to the school sponsored web-site to enhance communications and transparency of club activities

Shall read and respond to all correspondence that may be called for by the Booster Club.

Shall receive and keep on file any and all correspondence and legal documents pertaining to the Booster Club.

Shall prepare written notification of all special functions as required by the By-Laws of the Booster Club.

Shall prepare and distribute notification of Booster Club Board of Director meetings to the General Membership.

Section 6 – Treasurer

Shall keep accurate accounts of the Booster Clubs finances.

Shall receive and deposit all monies and manage bank accounts.

Shall pay all bills approved in accordance with the By-Laws.

Shall manage reports filings required by the Federal and State agencies

Shall prepare for each meeting of the Board of Directors, a statement of the financial condition of the Booster Club.

Shall prepare such other statements as are required by the Board of Directors.

Section 7 – Director of Warrior Wear

Shall purchase all supplies and set pricing for apparel.

Shall be responsible in getting Warrior Wearhouse open and closed as needed.

Shall organize workers for events.

Section 8 – Director of Concessions

Shall purchase all supplies and set pricing for concession stands.

Shall be responsible in getting concession stands open and closed for each home game where concessions are needed.

Shall preside over and guide all other concession chairpersons throughout the fiscal year.

Shall organize workers/volunteers for events.

ARTICLE 4: Committees

Section 1

The Board of Directors shall appoint standing and special Committees, as necessary to carry out the objectives of the Booster Club.

Section 2

The Board of Directors shall determine the purpose, scope and responsibilities of each committee.

Section 3

Membership for each committee shall consist of volunteers from the active members of the Booster Club.

Section 4

Each committee shall have a Chairperson selected by the Board of Directors and will be responsible for the orderly conduct of its business.

Such Chairperson shall report to the appropriate member of the Board of Directors in accordance with the By-Laws.

Section 5

Standing committees include but are not limited to:

A. Membership

B. Fund Raising

C. Team Spirit Liaison

D. Pig Roast

E. Scholarship

G. Such other committees as the Board of Directors deems appropriate or necessary

ARTICLE 5: Fiscal Year and Reporting

Section 1

The fiscal year of the Booster Club shall begin on the 1st day of July of each year and shall terminate on the 30th day of June in the next following year. A statement of financial position and a statement of financial activities shall be prepared each fiscal year. Filings with the Federal and State agencies required.

ARTICLE 6: Fundraising

Section 1

The Board of Directors shall approve all fundraising activities.

Section 2

All fundraising activities are optional and shall not be mandatory for a team to receive monies from the Booster Club.

ARTICLE 7: Distribution of Funds

Section 1

Any request for monies or donation from an IHSA sanctioned sport team or ISHA emerging sport team must be submitted to the Athletic Director from a varsity coach who is an Athletic Booster member in good standing on the proper request form. Generally a plan or schedule of requested items is approved each fall for all sports for the fiscal year. All requests are subject to compliance with Article 2 of Handbook contents.

Section 2

Requests for monies or donations under \$500.00, from any IHSA sanctioned sport team or IHSA emerging sport team of Waubonsie Valley High School, requires the approval of the Athletic Director, the President and one additional member of the Board. Such approval can be accomplished via documented email or documented text messaging.

Section 3

Any request for monies or donations over \$500.00, from any IHSA sanctioned sport team or IHSA emerging sport team, requires a written explanation of the reason and purpose of such request.

Any such request shall be brought in front of the Board for vote via a meeting or written request and written responses.

Such request shall require the majority vote of the Board members attending the meeting.

Section 4

Any request for monies or donations for organizations or events such as Senior Sailabration and Booster Club College Scholarships shall require in writing an explanation of the reason and purpose of such request.

Any such request shall be brought in front of the Board of Directors for vote.

Such request shall require the majority vote of the Board of Directors attending the meeting.

ARTICLE 9: Amendments

Section 1

The By-Laws may be altered, modified or added according to the terms in the By-Laws at any regular or special meeting.

Section 2

No amendment of any of these By-Laws shall be valid unless written notice of the proposed amendment shall be mailed to each member of the Board of Directors not less than ten days prior to the date of the meeting.