

Proposed By-Law Changes

Article II – Membership

Currently Reads: None

Proposed Change: D) Voting is limited to Regular Membership whose dues are paid in full.

Article III – Club Officers and Directors Section 3 - Vacancies

Currently Reads: Appointees shall be made from the existing officers and directors.

Proposed Change: Appointees shall be made from the Regular Membership.

Article IV – Meetings

Currently Reads: General Membership meetings shall be held during the months of September, November, January, March and May.

Proposed Change: General Membership meetings shall be held from September through May with dates, times and locations determined by the Board. All members shall be notified of a scheduled meeting at least one (1) week in advance via newsletter, website, and/or e-mail.

Article V – Duties and Responsibilities of the Board

Currently Reads: None

Proposed Change:

TREASURER’S METHOD of OPERATION GUIDELINES

1. The Treasurer will maintain the records, books, files, etc. necessary to justify all the receipts and disbursements of the SHS Booster Club Funds.
2. At each regular monthly Booster Club Meeting the Treasurer will present a report summarizing the current status and changes in Club Funds.
3. Annually, the Treasurer will submit the financial records of the Club to a disinterested outsider for an audit. The auditor will present his/her report to the Board of Directors.
4. The Treasurer shall submit a budget for the current fiscal year for approval by the Directors no later than the regular September meeting.
5. All receipts (i.e., receipts must not be used to pay fundraiser expenses) for an Individual Activity fundraiser should be “deposited” with the Treasurer as soon as

possible: preferably within a week, no longer than a month. The Treasurer will issue a revenue receipt with each "deposit." Checks should be made payable to: **Streamwood High School Booster Club.**

6. Whenever possible, Individual Activity Booster Club expenses should be paid by the Treasurer directly to the vendor providing goods or services. The Check Request Form, along with the invoice should be submitted to the Treasurer.

7. Monthly, the Treasurer will prepare a financial report including:

a) Period beginning balance, receipts during the period, expenses during the period, and ending balance.

b) A detailed transaction report showing all deposits, checks, club transfers and internal balance adjustments. (Internal adjustments include but are not limited to 10% donations

Article VI – Funds

Section 2 - Disbursements

Currently Reads: None

Proposed Change:

BOOSTER CLUB EXPENDITURES

- 1) **SHS BOOSTER CLUB OPERATING EXPENSES.** This consists of supplies, postage, fees, insurance, etc. required for the continuing operation of the Booster Club. Single expenditures up to \$250 can be approved by one officer. Expenses over \$250 must be approved by the Booster Club President and at least one officer
- 2) **BOOSTER CLUB SCHOLARSHIPS.** At the June Booster Club meeting, the Scholarship Committee will submit a recommendation for the next year's scholarship awards to the Board. The number and amount of the scholarships approved by the Board will determine the dedicated funds required for the next fiscal year.
- 3) **BOOSTER CLUB MEMORIALS.** The SHS Booster Club, with the approval of the Directors, may memorialize a recently deceased individual, who had made a significant contribution to SHS. The individual may have been a student, parent, coach, member of the faculty or staff, or a community member. The memorial will consist of a tree to be planted on the grounds at a location determined by the principal of SHS. Additionally, a plaque naming the memorialized individual shall be imbedded in the ground near the base of the tree. Total cost is not to exceed \$200.
- 4) **VARSITY-SENIOR AWARDS.**
 - a) The SHS Booster Club may wish to host an awards dinner (or similar gathering) honoring Varsity letter recipients and/or graduating seniors receiving recognition for their exceptional performance in a SHS Booster Club recognized Activity. A Committee of the Booster Club will plan the event and obtain approval for expenditures by the SHS Booster Club Directors no later than the regular June meeting.

5) PURCHASES BENEFITTING SEVERAL ACTIVITIES.

- a) Any SHS Booster Club Director or Officer, or an Activity Sponsor may suggest a purchase which would benefit a number of Activities. The purchase must be approved by the SHS Booster Club Directors and not exceed the discretionary expenditure balance for the current quarter (see separate Treasurer's Method of Operation guidelines.)

6) EXPENDITURES ON BEHALF OF ACTIVITIES.

- a) Expenditures by an activity will be made by a check issued by the SHS Booster Club.
1. Proper documentation:
 - a. All expenditures will be supported by a check request. Such requests and be presented to the Treasurer in duplicate if manually prepared or via email.
 - b. Invoices and supporting documentation will be presented with the manual Check Request or with 30 days if submitting via email.
 2. Booster Club has a sufficient fund balance:
 - a. Expenditures of \$250 or less will be made by the SHS Booster Club Treasurer at the request of the President or SHS Booster Club Representative without further approvals.
 - b. Expenditures over \$250 require approval of a minimum of 2 SHS Booster Club Directors, Treasurer and SHS Booster Club President before the check will be issued.
 3. Booster Club does not have sufficient funds to pay for an expenditure:
 - a. **LOANS for FUNDRAISERS.**
With the approval of the SHS Booster Club Directors, no more than \$2,500.00 may be advanced to an activity. That advance allows expenses or purchases for a planned fundraising activity to be made.

III. CAPITAL IMPROVEMENT FUND

- 1) At the regular May meeting the Treasurers Committee Chair will recommend, and the SHS Booster Club Directors will approve an amount to be withdrawn from the SHS Booster Club Operating Account and be placed into a Capital Improvement Fund. This fund is to be used only for very large expenditures (\$25,000 or more) for the benefit of a number of Activities and participants.
- 2) A prioritized list of desired capital projects will be developed and maintained by the SHS Booster Club in conjunction with the Athletic Director. To expend money from this fund:
- 3) A motion to purchase a capital improvement must be made at a regular SHS Booster Club meeting by a SHS Booster Club Director.
- 4) The motion must be approved by 2/3rds of the SHS Booster Club Directors.

- 5) If the proposed capital expenditure exceeds the balance in the Capital Fund, a grant from the SHS Booster Club may be approved using the same guidelines as for a Grant to an Activity.

IV. BOOSTER CLUB FUNDRAISING

1) APPROVAL by SHS BOOSTER CLUB DIRECTORS.

Each fundraiser must be approved, in advance, by the Directors. This is to assure that conflicts of dates and/or types of fundraisers are minimized.

2) PROHIBITED FUNDRAISERS

- a) **None are noted.**

Section 3 – Receipt of Funds

Currently Reads: None

Proposed Change:

I. BOOSTER CLUB REVENUE

- 1) **DUES.** 100% of the Booster Club dues/membership fees
- 2) **INTEREST.** 0% of the interest paid on Booster Club Bank accounts
- 3) **FUNDRAISER.** From time to time the SHS Booster Club may sponsor a Fundraising event. 100% of the net proceeds of that event would be retained by the SHS Booster Club.

Article VII – Amendments

Currently Reads: B) Amendments to the By-Laws shall require an affirmative vote of two-thirds of the Board at the general meeting.

Proposed Change: B) Amendments to the By-Laws shall require an affirmative vote of two-thirds of the Regular Membership, including the Board, at the general meeting.

Currently Reads: None

Proposed Change: C) The proposed amendment (change) shall be read at the General Membership meeting, posted on the website, and voted on at the next General Membership meeting.