



LOCKPORT PORTER FOOTBALL BOOSTERS

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LOCKPORT PORTER FOOTBALL BOOSTERS LOCKPORT, ILLINOIS 2019 BYLAWS REVISED NOVEMBER 2018

ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be the LOCKPORT PORTER FOOTBALL BOOSTER CLUB. This organization shall be a parent-run, not-for-profit 501(C)3 organization.

ARTICLE II - MISSION, PURPOSE AND LIMITATIONS

Section 1: Mission and Purpose

1. The Lockport Porter Football Booster Club was formed to provide financial support to the Lockport Township High School (LTHS) football program through fund raising and coordinated fund raising events.
2. The Booster Club is not a social club. Its main purpose is to develop support and raise funds for the LTHS football program and to broaden the involvement of students and student families through support of all LTHS Football programs at Lockport Township High School.
3. The Booster Club works to achieve its goals through active participation of as many parents as possible in Booster Club initiatives and in concentrated support of the LTHS football program.
4. The Booster Club works directly with the Football Coach(es), Athletic Director, Principal(s), Facilities Personnel, and High School Administrative Staff to achieve its goals:
 - a) To support, promote and maintain a high standard of integrity and good sportsmanship in the LTHS football program.
 - b) To foster and promote good will, communication and cooperation between parents, students, school and district representatives, coaches, and the community.
 - c) To promote quality and excellence in the LTHS football program.
 - d) To promote and encourage attendance at LTHS football games by parents and friends of athletes, the students, and faculty of the school.
 - e) To promote and encourage students to become involved in the sport of football either as an active participant, volunteer or supporter.
 - f) To raise funds to supplement the LTHS football program.
 - g) To enhance the football experience for all present and future players.

Section 2: Limitations

1. **ALL** actions of the Booster Club shall only be made in accordance with the Bylaws of the Booster Club.
2. This Booster Club shall **NEVER** seek to control or direct the technical activities or policies of the coaches or of the school administration. The Booster Club shall operate in accordance with all Lockport Township High School District 205 and Illinois High School Athletic Association policies, rules and regulations, which shall take precedence over these Bylaws.
3. This Booster Club shall **NEVER** make Lockport Township High School District 205 (or any of its representatives) liable for any expenditures or commitments unless such expenditures and commitments have been presented and approved by Lockport Township High School District 205 (or any of its representatives) in advance.
4. This Booster Club shall **NEVER** undertake any action or practice outside the Booster Club Bylaws, or the Lockport Township School District 205 Policy Handbook without proper involvement of the Officers and Directors of the Booster Club and the proper Administrators of Lockport Township High School District 205.

ARTICLE III - MEMBERSHIP

1. Parents, stepparents, guardians, and/or grandparents (*"parents"*) of present LTHS Football Players shall be considered eligible to join the Booster Club. Parents of past LTHS Football Players and friends of past or present LTHS Football Players shall be eligible to be members upon approval of the Executive Board. Booster Club membership **SHALL NOT** be required for a student athlete to participate in the LTHS Football program.
2. Yearly membership fees shall be required to join the Booster Club. Yearly membership fees will be required only once per player family, per year. The Booster Club's Executive Board will determine the amount of the yearly membership fees prior to the start of the LTHS Football season. It is not intended that there shall be any additional fees for being a member of the LTHS Football Booster Club. Elected Executive Board members and elected Directors shall be considered members of the Booster Club and as such, **SHALL NOT** be exempt from yearly membership fees.
3. Only the elected Executive Board and elected Directors shall be considered voting members. Parents, as defined above, of current team players **SHALL NOT** be considered voting members.
4. The varsity head coach and athletic director shall automatically be non-voting ex-officio members of the Booster Club and shall be members of the Executive Committee of the Booster Club. They shall provide guidance and leadership and act as a liaison between parents and school administration, and shall report pertinent information to the Booster Club during regular Booster Club meetings.
5. All members are encouraged to participate in the Booster Club activities, such as by volunteering for various projects/events or being involved with fundraising to promote the success of this Booster Club and the LTHS Football program.

ARTICLE IV - GOVERNANCE AND BOOSTER BOARD

1. The governance of the Booster Club shall be a Board of Directors elected from the membership and shall include a President, Vice President, Secretary, and Treasurer ("Executive Board") and Director of Concessions, Director of Spirit Wear and Director of Technology ("Booster Board").
2. Election of the Board of Directors shall take place during the last scheduled Booster Club meeting of the current calendar year, which shall be held on the second Tuesday in December. All Booster Club members in good standing are eligible to join the Board. The slate of the proposed Board or Directors candidates should be presented to the membership at least seven (7) days prior to the December Meeting. The full slate of the Board or Directors candidates shall be presented and voted upon at the December Meeting.
3. Following the election of the Board of Directors, there shall be a vote, in the following order, to elect the Executive Board consisting of a President, Vice President, Secretary, and Treasurer from the Board of Directors membership. The Executive Board can determine if other elected positions are deemed necessary. The installation of the Booster Board members and the Executive Board and shall be effective at the conclusion of the **Annual Meeting** (Article VIII), which shall be held on the second Tuesday in January.
4. The election of the officers shall be made by a show of hands when the candidate is running unopposed. Unopposed candidates must receive at least one vote. Voting shall be by secret written ballot, organized by the current Executive Board, if two or more candidates seek the same officer position. The Executive Board may forego the secret ballot and call for election by a show of hands if the current President deems the Booster Board members are in favor of such a procedure.
5. Officers shall serve for one year and may stand for re-election. An officer shall not be eligible to serve more than 3 consecutive years in the same office.
6. A vacancy occurring in any office may be filled by appointment by the Executive Board from the membership or left vacant at the discretion of the Executive Board.
7. Booster Board members and officers may not receive any compensation or anything of value for their services as a Booster Board member or as an officer. Booster Board members, officers, and other members may receive reimbursement for expenses incurred on behalf of the LTHS Football program in accordance with the procedures set forth in these Bylaws.
8. No Booster Board member has the authority to commit the Booster Club to any financial obligation outside of the budget, except upon prior approval and the vote of the full Executive Board and the vote of the majority of the Booster Board members.
9. Two offices may be held by the same person, except for the President and Treasurer positions. Two members may share an office except for the President and Treasurer positions.
10. A Booster Board member, including a member of the Executive Board, may be removed at any time for good cause. "Good Cause" for removal of an officer or Booster Board member includes, but is not limited to, the unexcused absences from three (3) consecutive meetings; willful neglect of his/her duties; fraud; misuse of booster club funds; accepting compensation or other things of value based upon their Booster Board position; conflicts of interests not approved by the Executive Board; or other appearances of impropriety that are determined by the Executive Board to reflect negatively on the LTHS Football Booster Club. If this circumstance were to arise, the Executive Board or a majority of the Booster Board members may call an emergency meeting of the Booster Board to discuss the removal of the Booster Board member. The meeting notice shall state that the removal of the Booster Board member is on the agenda; and the Booster

Board member subject to removal may attend to explain why he or she should not be removed. At the meeting, the Executive Board shall consider all possible arrangements for resolving the issue that are of mutual interest to the Booster Board and the Booster Board member subject to removal. If the matter is not resolved in this manner, then the Executive Board may remove the Booster Board member subject to confirmation of the removal by the affirmative vote of a majority of the Booster Board members. If confirmed, the Booster Board member shall no longer be considered a Booster Board member of the LTHS Football Booster Club. Removed Booster Board members may also be subject to expulsion from the Booster Club, at the discretion of the Executive Board.

ARTICLE V - DUTIES OF BOARD MEMBERS

1. **Booster Board Members** – Members of the Booster Board shall transact necessary business and be involved with activities in support of the purpose of the Booster Club on behalf of the Booster Club general membership. Booster Board members are encouraged to propose ideas, activities, and programs in support of the purposes of the Booster Club in order to keep the Booster Club actively involved with the LTHS Football program. Two members of the Booster Board, with one member being the Treasurer, shall be signatories on all booster bank accounts. Upon authority of the Executive Board, the authorized signatories may sign checks or disburse funds for approved budget items and for items in support of the purposes of the booster organization.
2. **Executive Board** – The Executive Board (President, Vice President, Secretary and Treasurer) may act on behalf of the members of the Booster Board pursuant to the specific authority delegated if day to day decisions must be made in between regular Booster Board meetings. The Executive Board shall report on these decisions either electronically at the time they are made or at the next regular Booster Board meeting.
3. **President** – The President shall prepare agendas and shall preside at all general membership meetings, Booster Board member meetings, Executive Board member meetings, Executive Committee member meetings, and the Annual Meeting. The President shall perform all duties of the office; shall ensure that all decisions of the Booster Board are put into effect; shall appoint committee chairs of all committees formed; shall be an ex-officio member of all committees; and have overall leadership and management responsibility for the Booster Club. The President shall serve as liaison between the LTHS Football Booster Club, the coaches, and Lockport Township High School representatives. The President shall sign all contracts and requests subject to the ratification of the Executive Board. The President shall be able to authorize the disbursement of funds as necessary with the approval of one other Executive Board member. The disbursement of funds shall be within good accounting practices and within the policies of the Lockport Township High School District 205 as further described in these Bylaws.
4. **Vice President** – The Vice President shall act as President in the event of the President's absence, death, or incapacity and shall assume duties for the balance of the term unless the President returns or the vacancy is otherwise filled by the Executive Board. The Vice President shall also perform duties assigned by the President, assist the President in performing his/her duties, and shall implement and support the purposes of the Booster Club.
5. **Secretary** – The Secretary shall provide notices of meetings and shall keep a record of all meetings. The Secretary shall provide a copy of the minutes to booster members or post the minutes of each meeting on the LTHS Football team website, if applicable. The Secretary shall maintain a copy of these Bylaws, a record of all meetings, minutes, and decisions of the Executive Committee, the Executive Board, the Booster Board, and the general membership meetings for use by future board members. The Secretary shall also perform duties assigned by the President or Vice President and shall implement and support the purposes of the Booster Club.

6. Treasurer – The Treasurer shall prepare an annual budget in coordination with the Executive Board which shall be approved by a majority vote of the Booster Board and presented to the general membership; keep an accurate record of all financial affairs; and be responsible for the Booster Club bank accounts. The Treasurer shall receive all monies due to the Booster Club and promptly deposit these funds in a financial institution approved by the Executive Board and within the policies of Lockport Township High School. The Treasurer shall disburse funds of the Booster Club only for the purposes approved by the Booster Club. The Treasurer may reimburse pre-approved expenditures made by Booster Board members subject to the receipt of actual proof of such expenditures. The Treasurer shall present a statement of account and profit and loss statement at all regular meetings and at other times as requested by the President or the Executive Board. The Treasurer shall prepare a full written financial report for presentation at the Annual Meeting. A copy of this financial report, outlining income and expenditures, shall be provided to the Head Coach, Athletic Director and representatives of Lockport Township High School District 205, as deemed necessary. The bank accounts of the Booster Club may be audited by a committee approved by the President or if requested by the Executive Board. All books and records of the Booster Club may be inspected for any proper purpose at a reasonable time upon the request of any Booster Club member.

7. Director of Concessions – With the assistance of and by the direction of the Executive Board, the Director of Concessions shall coordinate all activities associated with concessions operations. The Director of Concessions is responsible for inventory maintenance and procurement of all concession stand sale items. He/She is responsible for ensuring that each concession stand is adequately staffed with parent volunteers and stocked with saleable inventory for each planned event throughout the year. The Director of Concessions is also responsible for ensuring that each stand is opened as scheduled prior to each event and cleaned, restocked and closed at the conclusion of each event. While each event is active and the concession stand is open, the Director of Concessions is responsible for managing and tracking all sales and overseeing all fiscal transactions. Upon conclusion of each event, he/she is responsible for recording, verifying and submitting cash balances directly to the Treasurer. The Director of Concessions is also responsible for maintenance and upkeep of all Booster-owned Concession Stand equipment.

8. Director of Spirit Wear – With the assistance of and by the direction of the Executive Board, the Director of Spirit Wear shall coordinate all activities associated with spirit wear sales operations. The Director of Spirit Wear is responsible for inventory maintenance and procurement of all spirit wear sale items. He/She is responsible for ensuring that the spirit wear trailer is adequately staffed with parent volunteers and stocked with saleable inventory for each planned event throughout the year. The Director of Spirit Wear is also responsible for ensuring that the spirit wear trailer is opened as scheduled prior to each event and cleaned, restocked (as needed) and closed at the conclusion of each event. While each event is active and the spirit wear trailer is open, the Director of Spirit Wear is responsible for managing and tracking all sales and overseeing all fiscal transactions. Upon conclusion of each event, he/she is responsible for recording, verifying and submitting cash balances directly to the Treasurer.

9. Director of Technology – With the assistance of and by the direction of the Executive Board, the Director of Technology shall coordinate the implementation and maintenance of the Booster Club technical strategy. Responsibilities will include (but may not be limited to):
 - a) With direct input from the Booster Board, Head Coach, Athletic Director and/or School Administrative Staff, updating and maintenance of the LTHS Football Website (LockportFootball.com)
 - b) Compiling and maintaining member, parent, player and staff e-mail contact lists
 - c) At the request of the Executive Board, Booster Board, Head Coach, Athletic Director and/or School Administrative Staff, composing and sending all e-mail correspondence to all persons on the contact lists

- d) Acting as primary contact point for all 3rd party technology solution providers (web and domain hosting services, online payment centers, online signup services, online bulk e-mail services, online accounts, online event registrations, etc.)
- e) Coordinating all other Booster Club technology initiatives as defined by the Executive Board, Booster Board, Head Coach, Athletic Director and/or School Administrative Staff.

ARTICLE VI - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected Executive Board, the Varsity Head Coach and the Athletic Director. Meetings of the Executive Committee shall be held as needed. The majority of the Executive Committee shall constitute a quorum. The duties of the Executive Committee shall be to transact necessary business in the intervals between Booster Club meetings, consider the implementation of processes and improvements to the financial accountability and transparency of the Booster Club, and conduct such other business as may be referred to it by the Booster Board or members of the Booster Club.

ARTICLE VII - FINANCIAL ACCOUNTABILITY AND TRANSPARENCY

1. It is intended that the collection and disbursement of Booster Club funds and that the financial activities of the Booster Club are to be conducted within good accounting practices and within the policies of Lockport Township High School District 205. It is also intended that there be complete transparency as to the financial activities of the Booster Club and that any member of the Executive Committee, Executive Board, Booster Board, and general membership shall have full and complete access to all financial activities of the Booster Club.
2. The Executive Committee and the Booster Board shall meet from time to time to ensure the financial accountability and transparency and if deemed necessary, it shall implement processes and procedures to support the intended goals of financial accountability and transparency. In furtherance of these objectives, the following procedures are adopted:
 - a) All money raised by fund raising projects shall be conducted within the policies of these Bylaws and the policies of Lockport Township High School and shall consider appropriate financial controls in the collection of the funds.
 - b) All offers of financial or equipment donations for the benefit of the LTHS Football program from companies, families, or individuals must be made directly to the Executive Board.
 - c) All potential conflicts of interest, including a member transaction with the Booster Club, or the payment for services by the Booster Club to anyone that is a member, shall be immediately brought to the attention of the Executive Board with a full disclosure of all relevant facts. The Executive Board upon the majority vote (not including the vote of any person involved in the potential conflict, if applicable) will determine how to handle the potential conflict of interest. If deemed necessary, any Executive Board member or Booster Board member can decide to bring the situation to the attention of the Executive Committee.

ARTICLE VIII - MEETINGS

1. Annual Meeting – The Annual Meeting of the Booster Club shall be held on the second Tuesday of January (or as close to this date as possible). This meeting shall be considered the first meeting of the new season. Members shall be provided with at least seven (7) days written notice of the Annual Meeting. At the Annual Meeting, all annual reports will be received and the new Executive Board, new Booster Board, and departing Executive Board and departing Booster

Board shall meet to discuss the status of affairs and transition matters. The departing Executive Board shall transfer all books and papers in their possession and any other items belonging to the Booster Club to the new Executive Board and new Booster Board.

2. Booster Board Meetings – Regular meetings of the Booster Board shall be held monthly on the second Tuesday of the month. Additional meetings shall be added or scheduled meetings shall be cancelled as deemed necessary by the President and the Executive Board. A quorum shall consist of at least four (4) members of the Booster Board, including no less than two (2) members of the Executive Board. Actions shall be based upon a majority vote of the Booster Board membership. Executive Board and Booster Board members may not vote by proxy. If it is not possible to obtain a quorum, the actions taken by the Executive Board and Booster Board members in attendance shall be subject to ratification by the majority vote of the Executive Board and the majority vote of the Booster Board.
3. Executive Board Meetings – Meetings of the Executive Board shall be held as deemed necessary by the President or members of the Executive Board. A majority of the Executive Board members shall constitute a quorum. Officers may not vote by proxy. Actions shall be based upon the majority vote of the Executive Board members. If it is not possible to obtain a quorum, the actions taken by the Executive Board members in attendance shall be subject to ratification by the full Executive Board and the majority vote of the Booster Board membership.
4. Emergency / Special Meetings – Emergency and/or Special Meetings shall be called at any time as deemed necessary by the President or any member of the Executive Board to address emergency issues or projects that cannot wait until the next regularly scheduled meeting.
5. Meeting Attendance – All meetings shall be open to attendance by any Executive Board member, Booster Board member, any member of the Booster Club, the coaches, the Athletic Director, and any other interested Lockport Township High School representatives or parents of students in District 205, unless the intended agenda is of a sensitive or confidential nature. Written notice of any Booster Club meeting shall be provided at least seven (7) days in advance, except in cases of called emergency meetings. All meetings shall adhere to the provisions set forth in the Illinois Open Meetings Act (5 ILCS 120/).

ARTICLE IX - STANDING AND SPECIAL COMMITTEES

The Executive Board may create standing and special committees as well as ad hoc committees deemed necessary to promote the purposes of and to carry on the work of the Booster Club. The President shall appoint a chairperson of each committee and that person shall serve as chairperson for one (1) year or until the appointment of a successor. Typical committees may include, but not be limited to; the Fundraising Committee; the Special Events Committee; the Player Development Committee; and the Game Day Activity Committee.

ARTICLE X - PROPERTY RIGHTS

Membership in this Booster Club shall not vest any of the members with any title, property rights, or rights having monetary value of any kind whatsoever, including, but not limited to, property rights in the school, the school name and logos, or in the Booster Club.

ARTICLE XI - AMENDMENTS

These Bylaws shall be approved by a meeting of the general membership of the Booster Club and a majority hand vote of members in attendance at the meeting, subject to the ratification procedures set forth above. Amendments to these Bylaws may only be made by written recommendations made to the Executive Board, who will then present the recommended changes to the Booster Board. Upon approval of a majority of the Booster Board, the amendment to the Bylaws shall be presented in writing to the general membership and the Bylaws may be amended by a majority vote of the members present at any general membership meetings, subject to the ratification procedures set forth above.

ARTICLE XII - RELATIONSHIP WITH THE SCHOOL AND ATHLETIC DEPARTMENT

The LTHS Football Booster Club shall operate in full support of the Lockport Township High School, its Administrators, the Athletic Director, the Athletic Department, and the Coaches. At no time shall the Booster Club make recommendations or become directly involved in the day-to-day operations of the LTHS Football program. The Booster Club serves only to support and facilitate the LTHS Football program and has no role in deciding the direction of policy established by the Lockport Township High School Administration, Athletic Director, Athletic Department and/or Coaches.

ARTICLE XIII - INDEMNIFICATION / INSURANCE

Each person who acts as an officer, Booster Board member, general member, or volunteer under the direction of a Booster Board member shall be indemnified by the Booster Club for expenses actually and necessarily incurred on behalf the Booster Club and in the defense of any action, suit or proceeding in which he or she may be made a party solely by reason of his or her having been an officer, Booster Board member, general member, or volunteer of the booster club; except to the extent that such involvement is a result of the negligence or willful misconduct of such individual or the individual was acting outside the scope of his or her responsibilities. In support of this indemnification, the Lockport Township High School District 205 general liability insurance policy covers the above individuals that are serving as an officer, Booster Board member, general member or volunteer as described above.

ARTICLE XIV - DISSOLUTION

The LTHS Football Booster Club may be dissolved by a majority vote of the Booster Board and a majority vote of the general membership. If for any reason the LTHS Football Booster Club is dissolved, the remaining funds in the Booster Club bank accounts or if the Lockport Township High School District 205 or other organization in a fiduciary capacity is holding bank accounts with such funds on behalf of the Booster Club; they will be used for the benefit of the LTHS Football program until the funds are exhausted. If necessary, any such funds will be turned over to Lockport Township High School for safekeeping and disbursement. The bank account funds as well as any other asset(s) of the Booster Club shall not inure to the benefit of any member or private individual, nor to Lockport Township High School Athletic Department; but instead will be used for the support of the LTHS Football program; and if such program no longer exists, to the athletic programs of Lockport Township High School.

Effective this 5th day of November, 2018. These Bylaws shall replace any previously issued and authorized Bylaws of the LTHS Football Booster Club or its predecessor Booster Clubs.