



ROCKFORD LUTHERAN BOOSTER CLUB BY-LAWS

ARTICLE I

Name

The name of this association shall be Rockford Lutheran Booster Club, associated with and operating under the by-laws of Rockford Lutheran School Foundation.

ARTICLE II

Objectives

- 2.1 To promote and encourage active interest in the academic, fine arts, and athletic programs at Rockford Lutheran High School and Lutheran Junior High School (RLHS/RLJHS).
- 2.2 To sponsor fund raising activities, coordinated through the Rockford Lutheran School Foundation. Provide equipment and improve facilities at Rockford Lutheran High School/Lutheran Junior High School directly affecting the student body, and would not otherwise be readily obtainable from Rockford Lutheran High School Association.
- 2.3 To encourage the governing bodies of RLHS/RLJHS to expand and develop facilities at RLHS/RLJHS to the maximum degree, and to offer help where possible.
- 2.4 To increase student and parent participation in all activities related to RLHS/RLJHS in maintaining high student morale.

ARTICLE III

Basic Policies

- 3.1 The organization shall be nonprofit and non-partisan and shall not endorse any commercial enterprise or political candidate. The name of the organization or the names of its officers and chairpersons in their official capacity shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of this organization.
- 3.2 Assistance and support by this organization in events normally arranged by the Rockford Lutheran High School Association shall be in strict compliance with policies set forth by the Rockford Lutheran High School Association, and shall preferably be established before such assistance is offered.
- 3.3 In considering procurement of equipment or improvement of facilities by this organization, an inquiry shall first be made to see if Rockford Lutheran High School Association funds are available for this expenditure. This shall be done preferably through the staff at RLHS/RLJHS, although it is proper to make such inquiry directly to the Rockford Lutheran High School Association, if necessary.

- 3.4 When proceeds are raised for a specific purpose and so stated during the fund raising campaign, those proceeds shall be given to the support of that activity and not diverted to other purposes.
- 3.5 In the event of dissolution of the organization, its assets shall become the property of the Rockford Lutheran School Foundation.
- 3.6 The Executive Committee has the power to approve grants and expenditures up to \$500.00, but not limited to \$500.00 in regards to emergency operating expenses. Majority vote by the board is necessary.

ARTICLE IV

Membership

- 4.1 Membership in this organization is open to anyone and is not limited to parents, staff, fans and alumni of RLHS/RLJHS students.
- 4.2 Membership is valid after registration and receipt of membership fee as hereinafter stated.

ARTICLE V

Officers and Their Election

- 5.1.1 The Officers of this organization shall consist of a President, a Vice President, a Secretary, and a Treasurer.
- 5.1.2 The Officers shall be nominated by the Nominating Committee. The slate of Officers shall be presented to the Board of Directors at the March/April Meeting.
- 5.1.3 Officers shall be elected at the May meeting of the Board of Directors. Election may be voice vote following a motion from the floor if there is only one nominee for each office. Election shall be done by ballot if there is more than one nominee for each office.
- 5.1.4 Officers shall assume their official duties at the close of the meeting in June and shall serve for one year. The Treasurer's responsibilities are complete after the end of the fiscal year reporting.
- 5.1.5 A person shall not be eligible to serve more than two consecutive terms each in the office of President or Vice President, and six consecutive terms for all other offices.
- 5.2.1 A vacancy occurring in any office, except the President, shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee.
- 5.2.2 A vacancy occurring in the office of President shall be filled by the Vice President.

ARTICLE VI
Duties of Officers

- 6.1.1 The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and immediate past President.
- 6.1.2 The Executive Committee shall have all the powers and authority of the Board of Directors between business meetings. It may transact business of the organization; however, no action shall be in conflict with that taken by the Board.
- 6.2.1 The President shall preside all meetings of the organization, the Board of Directors and the Executive Committee. The President shall be a member exofficio of all committees, except the Nominating Committee; shall appoint special committees; perform such other duties as may be assigned by him/her by the organization, the Board of Directors or the Executive Committee; and coordinate the work of the officers and the committees in order that the objectives may be achieved. The President shall represent the Rockford Lutheran Booster Club on the Rockford Lutheran School Foundation Board of Directors.
- 6.3.1 The Vice-President shall act as aid to the President and shall perform the duties of the President in the absence, or inability, of that officer for the remainder of that term.
- 6.3.2 The Vice-President shall serve as liaison to such committees as determined by the Executive Committee.
- 6.3.3 The Vice-President shall become President at the end of his/her term.
- 6.4.1 The Vice-President shall be the Chairman of the Grants Committee.
- 6.5.1 The Secretary shall record the minutes of all meetings of the Board of Directors and the Executive Committee, conduct correspondence of the organization as directed, and perform such other duties as may be designated.
- 6.5.2 The Secretary shall serve as liaison to such committees as determined by the Executive Committee.
- 6.6.1 The Treasurer shall monitor all monies received by the business office of the organization and keep accurate records of receipts and disbursements in accordance with the approved budget as authorized by the organization.
- 6.6.2 The Treasurer shall present the proposed budget at the first meeting of the school year to the Board of Directors. The Treasurer shall present a written financial statement at every meeting of the organization and at other times as requested by the Board of Directors, making a full report at the final meeting of the school year.
- 6.6.4 The Treasurer's books shall be reviewed annually at the end of the fiscal year.
- 6.6.5 The Treasurer shall serve as liaison to such committees as determined by the Executive Committee.

6.7.1 The immediate Past President shall perform such duties as assigned by the Executive Committee.

ARTICLE VII

Board of Directors

7.1.1 The Board of Directors shall consist of the Officers, immediate Past President, and the Committee Chairpersons.

7.1.2 The term of office for board members shall begin and end, as is appropriate, with the June meeting.

7.1.3 Board members who have served six or more years must wait one year before rejoining the board in the normal election process.

7.2.1 The Board of Directors shall:

- A. Transact business at regular meetings.
- B. Create Standing Committees and approve their plans of action.
- C. Review and approve the proposed budget.
- D. Ask each Standing Committee to complete an annual report (summary of outcome of plan of action for the committee) for submission to the Board.

7.3.1 The President will appoint a Nominating Committee, consisting of the Executive Committee and chaired by the Vice-President. The Nominating Committee shall present the list of nominees for the expiring terms and any un-expiring terms that exist at the time of the Board meeting at least one month prior to election.

7.3.2 The final slate of nominees shall be presented to the board in March/April.

7.3.3 Vacancies on the Board occurring prior to the appointment of the nominating committee shall be appointed by the Executive Committee for the un-expiring term.

7.4.1 Regular meetings of the Board of Directors shall be held a minimum of 6 times during the calendar year. At least 3 to 5 days notice shall be given if there is a change of the regular meeting date.

7.4.2 Members present, including at least two officers, shall constitute a quorum.

ARTICLE VIII

By-Laws

8.1.1 The By-Laws may be amended at any regular Board of Directors meeting by 2/3 vote providing a quorum is present and prior written notice has been given.

8.1.2 The By-Laws shall be reviewed every 3 years by a committee appointed by the President.

ARTICLE IX
Dissolution

9.1.1 The organization may be dissolved by a 2/3 vote of membership present at a special meeting called by the Officers. Written notice of the vote on dissolution must be sent to all members 15 days prior to the meeting.

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