

Addison Athletic Boosters, Inc. By-Laws

Revised July 20, 2024

Article I: Election of Officers

1. Nominations for Election of Officers will be presented at the May meeting. This slate of officers along with nominations from the floor will then be voted on at the June meeting with the voted officers taking on their role in July. There shall be elected a President, Vice President, Secretary, and Treasurer and two (2) to four (4) Trustees. The President may appoint any other officers that may be necessary to operate the organization. If there is a vacancy, then the Athletic Booster Club can vote on officers regardless of the month.
2. If a member wishes to vote at the election of officers by absentee ballot, he/she must meet the following requirements:
 - a. Have a legitimate reason for not attending the election meeting in person, such as illness or out of town. The Executive Board will determine the validity of the excuse prior to the meeting.
3. A member wishing to vote in person at the election of officers must meet the following requirements:
 - a. Attends at least four (4) regular meetings during the previous 12 months (May to April).
 - b. Be a voting member for at least one (1) month prior to the election.

Article II: Tenure of Office

1. All Elected Officers and Trustees shall take office at the July meeting and shall hold their respective position(s) until their successor(s) has taken office.
2. An Elected Officer or Committee Member may succeed himself (if so elected).
3. If any Office cannot attend one out of four meetings, he will withdraw from that office and someone who can be more active will be appointed to take his place subject to Executive Board action.

Article III: Duties of Officers

1. The President shall preside over all meetings, to follow the order of business and hold orderly meetings. In the event of disorder, the President shall demand the Robert's Rules of Order be followed in order to expedite the business at hand. The President shall also appoint such committees he may see fit to benefit the Organization.
2. The Vice President shall assist the President and take over the President's duties when it is necessary for the President to be absent.
3. The immediate past President will assist the new President, when applicable.
4. The Treasurer shall keep an accurate up-to-date record of all monies received and disbursed and shall issue all money by cash, check or debit card. The checks are to be signed by the Treasurer. In the event that either the Treasurer or President is not available due to unusual circumstances, the Vice President is authorized to sign the checks. No checks shall be issued without proper authority.
If the President and the Treasurer live at the same address or are related in some other way, the President should relinquish the right to sign checks to the Vice President (VP), provided the VP is not related to the Treasurer.

5. The Secretary shall keep a record of minutes of such correspondence as may be necessary to run an orderly organization and at all times follow the order of the President. One copy will be printed and placed in the Athletic Booster binder and will be emailed to all Athletic Booster Club members.

Article IV: Policy

1. This organization shall be non-political, non-sectarian and non-profit as long as the organization is in operation.
2. This organization shall not, at any time, request information regarding the actions of any member of the School Administration or the School's teaching members.
3. This organization shall not, at any time, request information regarding any student for any reason as a matter of information or as a matter of concern. This would be in violation of FERPA (Family Educational Rights and Privacy Act).
4. As set forth in the Constitution, Article II, Purpose – to inspire and maintain interest, to give all possible support, to cooperate with the School Board – not to settle matters of personal or administrative degree.

Article V: Miscellaneous

1. The By-Laws may be amended at any regular meeting provided the proposed amendment is submitted in writing at a prior meeting and it is carried by majority vote of the voting members present at a subsequent meeting.
2. All matters of procedure not otherwise provided for in these By-Laws shall be governed by Robert's Rules of Order.

Article VI: Meetings

1. Regular meetings will be held year-round on the third Monday of each month at 7:00 pm in the High School Media Center unless otherwise designated. Meetings may be cancelled due to lack of agenda items.
2. The rules and procedure of meetings of the club will be those that are set forth by Robert's Rules of Order.
3. Only Voting Members will be eligible to vote on matters brought up at the meetings.
 - a. Voting member-any member who has worked a minimum of four club functions during the preceding fiscal year or during the current fiscal year and has attended a minimum of four regular meetings.
 - b. Voting can take place during meetings or via electronic communication (text, email, band app). Voting can only occur when the next scheduled meeting is more than 1 week away and the decision is needed prior to the next meeting.

General Information on Executive Board:

Board of Managers or Directors – In the case of the Addison Athletic Boosters, Inc. is known as the Executive Committee (By-Laws Article III, and Article IV of the Constitution).

This Committee is small for deliberate assemblies; it is subordinate to the Body that appoints it, namely the General Assembly of the Addison Athletic Boosters, Inc. Its duties (or the duties of the Executive Board are defined by the Parent Body as to regular meetings, quorums and authority). When defined authority from the Constitution, By-Laws and the Robert's Rules of Order as revised.

The Executive Committee of the Addison Athletic Boosters, Inc. has all the power between its regular meetings as the General Assembly. This is in accordance with Article 50 of Robert's Rules of Order and gives this Organization power to act quickly when the need presents itself. However, should either the Policy of the General Assembly, the General Assembly may, at its next regular meeting veto action and is the only veto power authorized in this Organization.

The Executive Board has the power to withdraw membership for the good of the Organization from any member who is not in agreement with Article IV Policy of the By-Laws.

Suggested Agenda:

Order of Business

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| 1. Opening by President | 9. Reading of Communications |
| 2. Roll call of Officers | 10. Reports of Committees |
| 3. Roll call of Members | 11. Unfinished Business |
| 4. Introduction of Visitors | 12. New Business |
| 5. Reading of minutes | 13. Good of the Club -- Social |
| 6. Treasurer's Report | 14. Voting - Executive Session |
| 7. Bills against Club | 15. Adjournment |
| 8. Introduction of New Members | |

President Signature

Date

Addison Athletic Boosters, Inc. Constitution

Revised July 20, 2024

Article I: The name of this organization shall be known as the Addison Athletic Boosters, Inc.

Article II: Purpose

1. To inspire and maintain interest in sports of the Addison Community School district.
2. To give all possible support, moral and financial, for the benefit of the school as a whole.
3. To cooperate with the school board of education and administration for the betterment of the community.

Article III: Membership

1. Two classes of membership will be recognized.
 - a. Officers - President, Vice President, Treasurer and Secretary
 - b. Voting member-any member who has worked a minimum of four club functions during the preceding fiscal year or during the current fiscal year and has attended a minimum of four regular meetings.
2. Fiscal Year beginning each calendar year.

Article IV: Amendments

1. This constitution may be amended at any regular meeting provided the proposed amendment is submitted in writing at a prior meeting and it is carried by a majority vote of members present at a subsequent scheduled meeting.

Article V: Miscellaneous

1. If this organization were to cease in operation, the funds and or property of this organization would be directed to the Addison Community School District.

President Signature

Date

Addison Athletic Boosters, Inc. Amendments to the Constitution

Revised July 20, 2024

Amendment I: Donation Requests

1. Varsity sport requests will take precedence over JV and Middle School requests and all other donation requests.
2. Requests will be reviewed when the donation request form is completed and submitted.
3. All donation request approvals will be based on funds available.
4. Hierarchy for requests
 - a. Varsity Sports
 - b. JV Sports
 - c. MS Sports
 - d. Youth Sports
 - e. Addison Community School Organizations
 - f. Other Organization
5. The Boosters will try to maintain a \$10,000 minimum balance. All donation requests will be reviewed. Exceptions may be made depending on the need of the request.

Amendment II: Procedure Documentation

1. President – Runs the meetings and is the Face of the Booster Club
2. Vice President – Runs the meetings when the President is unable to attend
3. Treasurer – All Financial activities, Applies for Licenses, 501C3
4. Secretary – Minutes, Agenda, Social Media, Newsletter
5. Concession Committee – Orders and purchases all concession items and coordinates volunteers to work concessions.

President Signature

Date