

G-K Athletic Booster Club Constitution and By-Laws

CONSTITUTION

ARTICLE I MISSION STATEMENT

- Section 1. This organization shall be known as the G-K Athletic Booster Club (GKABC, Genoa Kingston Athletic Booster Club).
- Section 2. The G-K Athletic Booster Club is organized and operated exclusively for charitable purposes to benefit student-athletes in Genoa-Kingston School District CUSD #424 within the meanings of Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code.

BY- LAWS

ARTICLE I MEMBERSHIP

- Section 1. This organization shall be governed by the GKABC Executive Board (EB) which is composed of 5 officers (President, Vice President, Secretary, Treasurer and Concession Officer).
- Section 2. The members of the organization shall consist of the Executive Board, Committee Directors, parent representatives (appointed by the booster club) and general members interested in the support of the GKABC.
- Section 3. The Athletic Director (AD) of Genoa-Kingston High School provides pertinent information and wish list requests and acts as a liaison between the High School and the GKABC regarding sport updates and wish list clarification.

ARTICLE II MEMBERS AND DUTIES

- Section 1. The GKABC Executive Board will govern all committees. All committees must report directly to the GKABC Board.

- Section 2. Officers in this organization shall consist of President, Vice-President, Secretary, Treasurer and Concessions Officer, all of whom shall hold their offices for a term of one year. The duty of the Executive Board shall be to govern all activities of this organization. The expectation of the Executive Board is to miss no more than two consecutive GKABC meetings and attend no less than 80% of all meetings during the fiscal year.
- Section 3. It shall be the duty of the President to preside over meetings, initiate special meetings at the request of the officers or AD, appoint committees, and oversee all day-to-day operations of the GKABC.
- Section 4. It shall be the duty of the Vice-President to preside over the meetings in the absence of the president, to officiate as president at such time as the president may be unable to perform duties of his/her office, will be the point of contact for the special committees, and per request, assist the president in the day-to-day operations of the GKABC.
- Section 5. It shall be the duty of the secretary to keep a correct record of the non-financial transactions of the organization. The secretary will take roll call at the beginning of each meeting, take a detailed account of the meeting minutes, answer communications when requested, send out notices at the request of the president, do such clerical work as they may be called upon to do from time to time by the organization and turn over all books and property belonging to the organization to their successor.
- Section 6. It shall be the duty of the treasurer to receive all monies paid into the organization, to make a report at the first regularly scheduled meeting of each month of all monies received and disbursed and turn over all monies and records to their successor. The treasurer is responsible for keeping a detailed record of all fiscal transactions.
- Section 7. It shall be the duty of the concession officer to maintain all inventory including ordering necessary supplies for the concession stand, scheduling volunteers to work, organizing the cleaning and maintenance of the stand, and the opening and closing of the concession stand.
- Section 8. Committee directors are Apparel, Charitable Donation, and Sports Program. Committee directors do not get an additional vote.

8-A: It is the duty of the apparel director(s) to maintain inventory, get quotes, order and price apparel for purchases, select and create seasonal sports apparel and be responsible for distributing seasonal sport order forms. The director(s) will schedule apparel availability for events and schedule volunteers to work. They are responsible for delivering all earned monies to the treasurer for deposit.

8-B: It is the duty of the Charitable Donation director to organize and operate raffles and any sponsored ticketed giveaway events (i.e. Kick Off For Kash, Shoot For The Loot). They are responsible for scheduling volunteers for events and meeting with give-away sponsors. They are responsible for delivering all earned monies to the treasurer for deposit.

8-C: It is the duty of the sports program director to create the programs that showcase the specific seasonal athletic teams and the individual athletes that make up the teams. They are responsible for selling advertising space that provides the funds to create the 3 yearly programs (Fall, Winter and Spring). Upon design completion and approval, the director will arrange the printing of the programs by a favorable company. They are responsible for delivering all earned monies to the treasurer for deposit.

Section 9. Parent Representatives (Reps): Sports eligible for parent representatives include all sports offered at the high school level. Middle school sports will be treated as a consolidated entity with at least two parent representatives.

Each coach will be informed by the GKABC Board of their choice for parent representative. A parent representative can only represent one sport and cannot hold a position on the Executive Board. There will be a reasonable expectation that parent representatives miss no more than 2 meetings in a row and attend a minimum of 75% of all meetings during the fiscal year while in that position. The GKABC Board has the right to replace a parent representative that does not fulfill this expectation. If the parent chooses to not continue as a representative, the GKABC Board will select another person to fulfill that position.

Parent representatives will be responsible for contacting parents within their represented sport to assist with GKABC activities such as: working concession stand, Genoa Days, 50/50 raffles, draw down, handing out sports programs, assisting with community service forms, assisting in the organization of senior night (i.e. ordering and distributing flowers), etc.

Section 10. General Members are members of the public who attend the GKABC meetings, but who are not a parent representative, committee director, or board member. General members will have voting privileges as per Article V Section 1.

ARTICLE III ELECTIONS

- Section 1. Election of the officers shall be held at the first meeting in May of each year. Newly elected officers will assume their duties beginning July 1st of that year.
- Section 2. It is desirable for candidates to have one year of membership in the GKABC, but not required. Nominations shall be given to the ballot committee. The ballot committee consists of two volunteer members. Names sent to the ballot committee can come from voting members. Names will be accepted by the ballot committee from the March meeting until one (1) week prior to the April meeting.
- Section 3. The ballot committee shall submit its slate of nominated officers at the organization's April meeting for acceptance by the nominees.
- Section 4. Ballots are to be prepared by the two ballot committee members, and hard copies distributed at the May meeting. Election of officers will be cast by paper ballots that have been prepared by the ballot committee. A majority of votes cast shall be necessary for the election of any officer. The president will withhold a vote to be cast in case of a tie.
- Section 5. Votes for the Executive Board can only be cast by parent representatives, committee directors, board members, and general members that have attended 75% of the current fiscal year meetings. Vote is limited to one vote per person/position.

ARTICLE IV MEETINGS

- Section 1. Meeting dates and locations shall be held as determined by the president. The goal is to hold meetings on the first Wednesday of each month. Adjustments will be made based on location availability and other school/athletic activity conflicts. Meetings will be held once a month throughout the year, except during the fall sports season when two meetings per month will be held on the first and third Wednesdays unless there are conflicts.
- Section 2. Special meetings of this organization may be called by any member of the Executive Board. All members must be notified at least 24 hours prior to the meeting.

- Section 3. Emergency Executive Board meetings can be done by email, text, phone or in person for time sensitive issues and fiscal spending not to exceed \$2,500.
- Section 4. Committee meetings can be held outside of the monthly meeting when necessary and the President or Vice President are provided with those meeting minutes.

ARTICLE V GENERAL VOTING

- Section 1. All attendees at the monthly meeting will be allowed a vote. Voting will occur at regularly scheduled meetings pertaining to fiscal expenditures, minutes, fundraising, treasurer reports, and day to day operations.

ARTICLE VI WISH LISTS

- Section 1. Each year, the head coaches shall submit to the AD a list of needs for consideration for the upcoming season. The AD shall review the requests and must submit a copy of the wish list to the members of the GKABC Executive Board at least one week prior to the date in which the wish list will be presented to the general membership. The fall sports list will be presented at or prior to the August meeting; winter sports shall present lists at or prior to the November meeting; and spring sports lists will be presented at or prior to the March meeting. The GKABC can vote to approve the entire wish list, part of the wish list, or table items until the following meeting. Once approved, the AD is to purchase the items in a timely fashion and provide proof of purchase to the treasurer. If any items are unavailable, the GKABC will be refunded for those items. No substitutions can be made without board approval.
- Section 2. An emergency wish list request outside of the wish list dates cannot be made until the coach has discussed the purchase item with the AD. Once the AD has approved the item(s), the coach or the AD can make the request of the GKABC and it can be voted on that meeting.

ARTICLE VII FINANCIAL RESPONSIBILITIES

- Section 1. An annual operating budget will be prepared for the fiscal year.
- Section 2. Financial reimbursement will be made for coaches CPR training and field paint after proof of purchase is submitted to the GKABC.
- Section 3. Financial reimbursement for general purchases made on behalf of the GKABC must be approved prior to the purchase at a regular GKABC meeting so the operating budget can be amended.
- Section 4. For vendors: Financial obligations to vendors will be paid on a monthly basis or per condition of the vendors' terms.
- Section 5. For concessions: The initial startup costs will be submitted for approval at the July GKABC meeting. Additional concession purchases must be presented to and voted upon by the Executive Board. Requests under \$2500 can be approved by the Executive Board. Requests over \$2500 must be presented at the next meeting of the GKABC or an emergency meeting can be requested for approval.
- Section 6. For apparel: The initial startup costs will be submitted for approval at the July GKABC meeting. Additional apparel purchases must be presented at the next regularly scheduled GKABC meeting to be voted on or an emergency meeting can be requested for approval.
- Section 7. For compensation: As all positions are voluntary. No financial compensation will be given to any member. There will be reimbursement only, for approved items, and only with a receipt.
- Section 8. For fiscal year: The fiscal year of the GKABC will begin July 1st and end June 30th of the following year.
- 8-A. We agree to donate an apparel gift certificate to any agreed upon organizations/events on a 1 time per fiscal year beginning July 1st and ending June 30th of the following year.
- Section 9. For State and Federal Forms: The GKABC Board will ensure that all State of Illinois and Federal Forms are filled out and submitted on an annual basis, including IRS form 990 & State of IL form C54. The outgoing board will explain forms to any new board member.

- Section 10. It has been established that a one time maximum sum of \$2000.00 will be donated to a student/athlete and their family if financial assistance is needed due to a catastrophic or life changing event. Upon nomination a majority vote is needed to grant assistance.
- Section 11. The Genoa Kingston Athletic Booster Club has established a process to award the sum of \$1000.00 each as a Scholarship to one (1) boys' sport participant and one (1) girls' sport participant at the conclusion of the school year. Scholarships will be awarded to graduating seniors who will be furthering their education after high school. Upon submission of the scholarship application and all supporting documents by the required due date, the applications will be redacted to remove any identifying data. A committee with a minimum of three (3) members will be established to read the applications and score them with the supplied rubric. The committee members will use the scores as a basis for discussion and further review and will select the recipients. Checks will be made payable directly to the recipients designated institutions of higher education.

ARTICLE VIII GKABC Policies

- Section 1. Teams apparel purchases made with GKABC monies will be in the school colors of Royal Blue, Orange and/or Neutral colors (black, white and grey), unless otherwise approved.
- Section 2. Purchases will be in support of the athletic teams and will not be made for individual recognition only.

ARTICLE IX AMENDMENTS

- Section 1. Any part of the Constitution or By-Laws may be amended by bringing it before GKABC members at a regular meeting. A committee will then be created, and the status of proposed changes will be updated at the regular monthly meetings. A Majority of votes cast will approve the amendment changes. Voting eligibility is open to parent representatives, committee directors, board members, and general members that have attended 75% of the current fiscal year meetings. Vote is limited to one vote per person/position.

ARTICLE X DEDICATION

Section 1. In the event that the GKABC dissolves, all assets thereof will be donated to GK CUSD #424 Athletic Department with the expectations that all funds will be dispersed at the Administration's discretion to both the High School and Middle School sports programs including both boys and girls.

President: _____ Date: _____

Vice President: _____ Date: _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____

Concessions Officer: _____ Date: _____