Fenton Bison Boosters By-Laws

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Article 1: Name

Section 1: The name of the organization shall be “Fenton Bison Boosters”.

Section 2: The official mailing address of the Fenton Bison Boosters shall be 1000 W Green St., Bensenville, IL 60106. The calendar year, for all financial matters, shall run from August 1st through July 31st of the following year.

Article 2: Purpose

Section 1: The purpose of the Fenton Bison Boosters is to work in conjunction with Fenton High School to support the students and athletic programs as well as the school spirit by selling food items from the concession stand for athletic events. This organization and its members will also cooperate, as appropriate, with the athletic director, administration, and/or other school affiliated persons or groups on requested fundraising or support promotional projects, and on projects that raise the overall awareness and visibility of Bison athletics.
The Fenton Bison Boosters shall fund a scholarship program and sponsor at least one scholarship for a college bound senior girl and one scholarship for a college bound senior boy for up to one thousand dollars. Students must meet all of the scholarship criteria to apply.

At no time will it be this organization’s purpose to interfere with the policy methods, eligibility requirements or other practice of Fenton High School’s athletic department or administration.

**Article 3: Membership**

**Section 1:** Active members of the Fenton Bison Boosters shall consist of:

1. Family household unit of current student(s) enrolled in the current school year.
2. Any non-high school adult 18 years or older, residing within the boundaries of Fenton High School.
3. Employees of Fenton High School

Any person who becomes a member shall be governed by the by-laws of the Fenton Bison Boosters then in force and those, which thereafter are adopted.

**Section 2:** There shall be no dues to be a member of the Fenton Bison Boosters.

**Section 3:** The officers shall, by quorum vote, have the authority to suspend or revoke membership of any member whose conduct is considered detrimental to the best interests of the Fenton Bison Boosters.

**Section 4:** Any personal and confidential membership information will be used only for the Fenton Bison Boosters current year activities.

**Article 4: Officers**

**Section 1:** The governing of the Fenton Bison Boosters shall be by the officers who will be elected to a terms of one year from November 1st through October 31st of the following year. The officers shall hold office comprised of:

- President
- Vice-President
- Treasurer
- Secretary
- Athletic Director

**Section 2:** There shall be no limit to the amount of terms an officer can hold office as long as the office is voted on yearly. At the end of the officer’s term, he/she will organize and transfer all pertinent paperwork, records and procedures of the position to his/her successor.
Section 3: The Officers shall have general charge of the business affairs and policies of the Fenton Bison Boosters, and shall have the power to fill all vacancies in the offices of the unexpired portion of the term(s).

Section 4: Voting Members – Voting members of the boosters shall consist of any active member. Each member shall be entitled to one vote, other than the purpose of breaking a tie the Athletic Director shall have no right to vote.

Section 5: President – The President shall preside at all general membership meetings and shall supervise and conduct all business and committee affairs of the Fenton Bison Boosters. He/she shall be liaison to the Athletic Director and/or administration for all official Fenton Bison Boosters matters. The President shall also serve as official spokesperson for the Fenton Bison Boosters. In addition, the President shall work with the head coaches in recruiting team parents needed for concession volunteer fulfillment, give that list of team parents to the Vice-President to recruit a concession committee of people for each sport hosting concessions.

Section 6: Vice-President – The Vice-President, in the absence of the President, shall perform the duties of the President. The Vice-President will have the responsibility of maintaining the By-Laws, reviewing at the beginning of each year and making any recommendations to change by November of the current year. Any changes must be brought up before the membership and passed by a majority vote of the membership in order to take effect. The Vice-President shall create a master concession volunteer schedule by season, create the team parent sign-up sheets based on that schedule and distribute to team parents and the President. The Vice-President will need to follow-up with each team parent as to his or her progress in filling out those sheets and then forward them on to the President.

Section 7: Athletic Director – This director shall serve as the main liaison of this club to the faculty and staff of Fenton High School; represent the Fenton Bison Boosters, along with the President, at meetings of any other group(s) where the purposes and actions of this club have pertinence; serve the Fenton Bison Boosters as the principal authority and advisor as to the needs and priorities in the programs and facilities at Fenton High School.

Section 8: Treasurer – The Treasurer shall have charge and custody of and be responsible for, all funds and securities of the Fenton Bison Boosters; shall deposit all funds received in the name of the Fenton Bison Boosters in the appropriate account at SBT Bank. The Treasurer shall pay all organization expenses for the fund on deposit. The Treasurer must provide an income/expense performance at the end of the previous calendar month at each monthly membership meeting. At the end of the school year it is the treasurer’s responsibility to make sure that $2,000.00 is kept in said account for “start up” funds for the next school year.

Section 9: Secretary – The Secretary shall keep the minutes of all general meetings, shall see that all notices are given in accordance with the provisions of these by-laws; shall keep a register of the postal and email address of each active member; and in general perform all duties for the office of Secretary as prescribed by the President. It shall also be the duty of the
Secretary to place an attendance sheet at each general meeting. Additionally, this position will coordinate volunteer needs through the general membership listings.

**Additional responsibilities may be added depending on officer availability.**

**Article V: Funds**

**Section 1:** Funds of the organization shall be deposited in the Fenton Bison Boosters checking account at the bank or institution approved by the officers, primarily into an interest bearing account. Funds will be used to pay all approved Fenton Bison Booster invoices; pay for the coach’s wish list and the scholarship program.

**Section 2:** Funds shall be disbursed with the direction and approval of the majority vote of the officers. Only the President and Treasurer are authorized to sign checks.

**Section 3:** Appropriation of funds:

1. Requests for appropriations made by the athletic dept and/or the bison head coach’s “wish lists” shall be made to the Athletic Director for presentation to the Fenton Bison Boosters by April 1st of the current calendar school year. If the 1st falls on a weekend the request is due the Friday prior to the 1st. There will be **NO EXCEPTIONS** for late applications. As of the 2013-2014 school year the coach’s sport must have been represented in the concession stand on at least 3 separate occasions in order to qualify for a wish list. All requirements must be met prior to appropriation request. Events must be organized thru the Booster President prior to event.

2. Scholarship requests must be made by April 1st of the current calendar year. If the 1st falls on a weekend the request is due the Friday prior to the 1st. There will be **NO EXCEPTIONS** for late applications.

   **The scholarship requirements are:**
   A) Grade point average of at least a 3.0 after 7 semesters.
   B) Participation in at least one sport (dance force/cheerleading included) per calendar year.
   C) Completion of a short essay.
   D) A parent/guardian must have worked at least 3 events in the concession stand per school calendar year (Example: 3 times freshman year, 3 times sophomore year, 3 times junior year and 3 times senior year). All events must be satisfied by March 15th of the students’ senior year. If a student transfers into Fenton High School, any year, other than their Freshman year, they will not qualify for a scholarship as they will not be able to meet the parent/guardian guideline for each of the 4 years. All parents and guardians **must sign in and out** on the sign in sheet located in the concession stand. If a sign in sheet is not available please notify an officer in order to get credit for times worked. If an adult is volunteering for a student, other than their own, they...
must specify that students name on the sign in sheet in order for that student to get credit for their participation. It is up to the parent to verify, with an officer, the times worked prior to the scholarship request. Scholarships will be awarded to the top six applicants who have the most events worked, in the concession stand, at the end of the four-year period. More scholarships may be awarded depending on available funds.

3. The Fenton Bison Booster Officers, Fenton Athletic Director or Fenton High School Administration can make requests for appropriations by April 1st of the current school calendar year. Majority vote is needed before distributions can be made.

4. Appropriations will be made once voted on and approved by a majority vote of the Fenton Bison Booster officers and general membership at the April meeting of the current school calendar year. Total distributions for wish lists and scholarships shall be split according to the majority vote, as there is no set percentage mandated by these By-Laws. Appropriations will be determined by availability of funds.

Section 4. The Treasurer shall monitor invoices for each purchase. All purchases, distributions and payments thereof must be completed by July 31st of the current school year. If the appropriations are not distributed by July 31st of the current school calendar year they are forfeited and funds will be considered start up cash for the following year. The exception would be to cover additional funds for coach’s wish lists and scholarships when more than $2000.00 is left in the general fund and after majority vote for approval.

Article VI: Meetings

Section 1: The regular meeting of the Fenton Bison Boosters shall be held on the first Wednesday of each month from September thru May at Fenton High School. In the event that the regular meeting of the Fenton Bison Boosters needs to change, the Secretary shall be responsible for notification of such a meeting be give to the officers and qualifying members at least 24 hours in advance. All meetings of the Fenton Bison Boosters shall be open to the membership.

Section 2: Any member may present concerns at any general meeting. Any changes to be made based on these concerns must be voted on and approved by the majority of the membership.

Section 3: The order of business for the monthly meetings shall be: 1) Minutes of the previous meeting, 2) Report from the Treasurer, 3) Report from the Athletic Director, 4) Presidents Report, 5) Old Business, 6) New Business
Section 4: A majority of the Officers must be present in order for the meeting to be official. If no majority is present the presiding officer must postpone the meeting for one week.

Section 5: Discussion of meeting issues, especially those that require a vote, should not be talked about at any of the booster events.

Article VII: Elections

Section 1: The election of Officers, except for the Athletic Director, shall take place at the October general meeting.

Section 2: At the September meeting each year the President shall open the floor to the general membership for nominations for all Officer positions. Nominations may also be made from the floor on the night of the election in October. The candidate receiving the simple majority of the votes shall be elected. In case of a tie the Athletic Director will vote to break the tie.

Section 3: Officers shall assume their duties November 1st of the same year of the election and shall hold office for one year.

Article VIII: Amendments

Section 1: These By-Laws may be altered, amended or repealed and new By-Laws adopted by two-thirds of the eligible voting membership present and voting at any meeting of the members. Members meeting the rules of voting eligibility as outlined in Article VII, shall have By-Law amendment voting rights.

Article IX: Officer Conflict of Interest

Section 1: If a transaction is fair to the Fenton Bison Boosters at the time it is authorized, approved or ratified, the fact that an officer of the Fenton Bison Boosters is directly or indirectly a party to the transaction is not grounds for invalidating the transaction.

Section 2: In a proceeding contesting the validity of a transaction described in Article IX Section 1, the person asserting validity has the burden of proving fairness unless the material facts of the transaction and the Officers interest or relationship were disclosed or known to the Officers or a committee consisting of Officers authorized, approved or ratified the transaction by the affirmative votes of a majority of disinterested officers present and voting, even through the disinterested Officers be less that a quorum.
Section 3: The presence of the Officer, who is directly or indirectly a party to the transaction described in Article IX Section 1, or an Officer who is otherwise disinterested, may be counted in determining whether a quorum is present but may not be counted when the Officer takes action on the transaction.

Section 4: For purpose of these By-Laws, an Officer is “indirectly” a party to a transaction if the other party to the transaction is an entity in which the Officer has a material financial interest.

Section 5: No Officer shall be allowed to use the Fenton Bison Booster mailing list for personal/promotional purposes. If he/she is found to have used the mailing for those purposes, removal from office will ensue.