

LAKE CENTRAL HIGH SCHOOL  
ATHLETIC BOOSTER CLUB

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BY – LAWS  
&  
INFORMATION

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## Lake Central High School Athletic Booster Club By-Laws

### Article 1 – Names

Section 1 – The name of this organization shall be the Lake Central High School Athletic Booster Club.

### Article 2 – Purpose

Section 1 – To provide moral, financial and physical assistance toward promoting and maintaining athletic activities for Lake Central High School, as club funds are available.

- A. 1. All moneys in excess of \$6,000.00 in the general fund shall be expended or obligated to provide financial support to all athletic programs as funds are available.  
2. Any fundraising accounts shall have a beginning year balance of \$5,000.00. All monies above this level will be transferred to the general fund by the end of June of the current calendar year.
- B. To award annual non-renewal scholarship, to be presented each year to a qualified senior athletic participant who is either a Lake Central Athletic Letter Award winner or 4 year same sport participant. Potential recipients will apply by application. The scholarship winners will be selected by independent evaluation of student essays as well as documentation of their parent/guardian(s) club membership and participation. Scholarships will be awarded at the Senior Awards night. Scholarship winners shall submit paid receipts for the full scholarship amount for reimbursement.

### Article 3 – Membership

Section 1 - Membership shall be open to all parents, and other adults interested in promoting the athletic programs of the Lake Central High School.

- A. An adult being a person eighteen (18) or older who is no longer enrolled in high school.
- B. All coaches of Lake Central High School are encouraged to become paid Booster Club members with voting rights, or honorary members without voting privileges.

Section 2 – Each year the dues per family shall be determined by the Athletic Booster Club at the May meeting. Dues are payable upon membership. Membership runs from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

Section 3 – Only members with dues paid in full shall be permitted to vote on elections or any other club business.

#### Article 4 – Executive Board

Section 1 – The Executive Board shall consist of President, Vice-President, Secretary and Treasurer. There can be co-positions if interest is present.

Section 2 – All officers shall be elected at the May meeting for a term of one year effective July 1<sup>st</sup>. All candidates must be nominated at the April meeting and approved by a quorum at the May meeting. In the case of multiple candidates, a paper ballot vote will be conducted. The candidate with the most votes will be elected.

Section 3 – Executive Board vacancies shall be filled upon recommendation of the President with the approval of the Executive Board.

#### Article 5 – Committees

Section 1 – The President shall appoint such committees as may be necessary to fulfill the objectives of this organization.

Section 2 – There shall be a maximum of two (2) representatives from each sport/program. These representatives shall be selected, and verified by the coach/sponsor of each sport/program. These representatives shall act as liaisons between coaches and Booster Club.

Section 3 – There shall be a Scholarship Chairman appointed to administer the Annual Scholarship Award. The Scholarship Chairman will serve at the direction of the President. If no member volunteers for this position, the President will act as the Scholarship Chairman. The only requirement of the Scholarship Chairman is that they cannot have a senior child eligible for said scholarship award.

#### Article 6 – Meetings

Section 1 – Meetings shall be held on a monthly basis during the school calendar year. Dates of meetings may be changed in case of conflict with other events. Special meetings may be called by the Executive Board if necessary.

Section 2 – Attendance of two (2) members of the Executive Board and ten (10) members shall constitute a quorum for the transaction of business.

Section 3 – Meetings shall be conducted by Robert's Rules of Order.

Section 4 – All matters not provided for in these by-laws shall be determined by the Executive Board of the organization, and decisions so made shall be final and binding.

#### Article 7 – Amendments

Section 1 – Amendments of the by-laws of this organization must be submitted in writing, and read at two (2) consecutive monthly meetings of the membership, and voted on at the second meeting.

Section 2 - Two thirds (2/3) vote of the membership present and voting will be necessary to pass amendment(s)

#### Article 8 – Duties of the Officers

Section 1 – It shall be the duty of the President to preside at all meetings. The President shall appoint all committees not provided herein and will be responsible for administering day-to-day operations. He/She shall be an ex-officio member of all committees.

Section 2 - It shall be the duties of the Vice-President to assist the President, and to perform his/her duties in the event of his/her absence. It is further the duties of the Vice-President to oversee the Support The Tribe fundraiser.

Section 3 - It shall be the duty of the Secretary to record the minutes of all meetings, maintain the membership rolls, maintain parent/guardian hours for scholarship purposes, and to conduct all correspondence.

Section 4 - It shall be the duty of the Treasurer to receive, and properly maintain the financial funds of the Club. He/she shall deposit all monies in the local bank, and provide monthly financial statements. Additional duties are: to work with the Accountant to insure that Tax Returns are filed in a timely manner; and to assist in the preparation of reports and licensing requirements with the Indiana Department of Gaming.

#### Article 9 – Finances

Section 1 – All bills must be approved for payment by two (2) Executive Board members, one of which must be the Treasurer. All bills must be accompanied by a receipt in order to have payment made. No board member can be a signee on a check made out to him/herself.

Section 2 – A petty cash fund of \$200.00 may be established, and disbursed by the Treasurer as he/she deems necessary.

Section 3 – A committee of three (3) shall audit the Treasurer's books before the May meeting. An audit report of the books should be presented at the May meeting.

Section 4 - The Executive board can spend up to \$500.00 for club benefit without approval of the membership.

Section 5 - The number of scholarships and the scholarship amounts will be determined annually based on revenue. The amount of each scholarship as well as the maximum number of scholarships to be awarded will be published at the March meeting annually. If the number of applicants is less than the number of scholarships announced, those funds will go to the Athletic Department to use at their discretion. All scholarship award checks are to be awarded in the fiscal year they are awarded.

Section 6 - By June 30<sup>th</sup> the Booster Club will award monies to the Athletic Department to be used at their discretion. Funding formula is as follows: All proceeds from all fundraising accounts minus \$5,000.00 start-up fund, will be transferred into the general fund. From the general fund subtract out all scholarship monies outstanding and the \$6,000.00 general fund start-up, the remaining balance will be given to the Athletic Department.