

BY-LAWS
THE CHARLESTON TROJAN BOOSTER CLUB
A NOT-FOR-PROFIT ORGANIZATION

ARTICLE I ORGANIZATION

Section 1 The name of the Organization shall be THE CHARLESTON TROJAN BOOSTER CLUB.

Section 2 The principle office of the Organization will be 410 West Polk Street, City of Charleston, Coles County, Illinois. The Organization may have such other offices as may, from time to time, be designated by its members or directors.

Section 3 In the event of dissolution of this Organization for any reason, its property shall be distributed to the General Fund for Athletics of Community Unit School District No. 1, Coles County, Illinois.

ARTICLE II PURPOSE

The organization is a non-profit volunteer group organized to function independently of, but in cooperation with, Community Unit School District No. 1's administration, Charleston High School's athletic director and other school authorities, for the purpose of promoting, supporting, raising and disbursing funds for those athletic programs at Charleston High School and Charleston Middle School that are sanctioned by the IHSA or IESA.

The organization shall at all times comply with and function within the rules and regulations of the IHSA/IESA.

ARTICLE III MEETINGS

Section 1 Regular meetings shall be held on the first Wednesday of each month. Reasonable effort shall be made to publicize the date, time and location of all regular meetings.

Section 2 Special meetings of the organization may be called by the President, a majority of the Executive Committee or a petition signed by ten percent of the voting members. Reasonable effort shall be made to publicize the date, time, and location of a special meeting. This notification should also state the reasons

that a special meeting has been called, the business to be transacted at such meeting and by whom it was called. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

Section 3 Regular and special meetings are open to all members of the Organization. All members present at a meeting shall constitute a quorum and shall be necessary to conduct the business of this Organization. The Organization shall, at any authorized meeting, be entitled to take action based upon the majority vote of those present.

Section 4 Reasonable effort shall include both email notice and publishing notice of the meeting in a newspaper of general circulation in the Charleston area at least seven (7) days before the date of the meeting.

ARTICLE IV ORDER OF BUSINESS OF MEETINGS

1. Call to Order (Attendance).
2. Reading of the Minutes of the preceding meeting.
3. Report of Officers
4. Reports of Committees.
5. Old and Unfinished Business.
6. New Business.
7. Adjournment.

ARTICLE V MEMBERSHIP

Section 1 Membership in this Organization shall be open to any adult person, provided they have paid the dues as hereinafter set forth. An adult person shall be defined as someone meeting a minimum age requirement of eighteen (18) years. Each member shall be entitled to one vote in the affairs of THE CHARLESON TROJAN BOOSTER CLUB.

Section 2 Any member can be removed from the Organization by a majority vote of the Executive Committee if there is sufficient cause for removal.

ARTICLE VI DUES

<u>Section 1</u>	Dues:	Lifetime (per person)	\$30.00
		Annual (per person)	\$ 5.00

Section 2 The annual dues run from August 1 through the following July 31. Annual dues are payable by September 1 or upon joining the Organization. The annual dues required for membership in the Organization may be amended by a vote of the membership on recommendation of the Membership Committee.

ARTICLE VII NOMINATIONS, VOTING and ELECTIONS

Section 1 At all meetings, except for the election of officers and directors, all votes shall be by voice. For election of Officers and Directors, ballots shall be provided.

Section 2 The president, prior to the commencement of balloting, shall appoint a committee of the Athletic Director and two other Organization members who shall act as 'Inspectors of Election'. These Inspectors shall certify the results and the certified copy shall be recorded in the minutes of that meeting. No 'Inspector of Election' shall be a candidate for office, director or be personally interested in the question voted upon.

Section 3 The nominating meeting will be held the first Wednesday of September. Nominations for Director and Officer positions will be accepted at this meeting and those people accepting nominations may submit, in writing, their platform of ideas and suggestions for THE CHARLESTON TROJAN BOOSTER CLUB to the secretary. If these statements are received within one week after the nominating meeting, they will be emailed to the current membership prior to the election meeting.

Section 4 The election meeting will be held the first Wednesday of October (annual meeting). The candidates for Officer or Director will present their platform to the General Membership at this meeting, after which members will have the opportunity to vote. Only those Charleston Trojan Booster Club members who have active membership (lifetime members or those who have paid for the current year) will be eligible to vote.

Section 5 The order of election shall be:

1. President
2. Vice President
3. Treasurer
4. Secretary

The election of Directors will begin immediately after the officer election results have been tallied. Any candidate for officer who was not elected may be nominated as a candidate for a director position.

ARTICLE VIII BOARD OF DIRECTORS

The Board of Directors consists of seven members.

The directors shall be chosen at the annual election meeting of this Organization in the same manner and style as the officers of this Association and they shall serve for a term of three (3) years. By lot the original Board of Directors shall draw for their initial term; three (3) directors shall serve for one (1) year; two (2) directors shall serve for two (2) years; and two (2) directors shall serve for three (3) years.

ARTICLE IX OFFICERS

Section 1 The elective officers of the Organization shall be as follows:

President
Vice President
Treasurer
Secretary

Section 2 The Officers shall serve for one (1) year and be elected by the membership at the annual election meeting.

Section 3 Officers shall by virtue of their office be members of the Executive Committee.

Section 4 Duties of the President

1. The President shall execute the will of THE CHARLESTON TROJAN BOOSTER CLUB and enforce the By-Laws of the Organization.
2. The President shall preside at all meetings of the Organization and Executive Committee.
3. The President shall provide an annual report at the September meeting showing progress and conditions of the Organization.
4. The President shall appoint the chairpersons of all standing and special committees.
5. The President shall be an ex-officio member of all committees.
6. The President shall coordinate the work of the officers and committees.

7. The President shall insure that all books, reports and certificates required by law are properly kept or filed. These books, records and certificates shall be and remain the property of the organization.
8. The President shall be one of the officers who may sign the checks or drafts of the Organization.
9. The President shall sign all contracts and legal documents.

Section 5 Duties of the Vice President

1. The Vice President shall perform the duties of the President during the absence of the President or the inability of the President to perform the duties as specified in the By-laws with all the rights, privileges and powers as if he/she had been the duly elected president.
2. The Vice President shall perform other duties as may be required by the Executive Committee.

Section 6 Duties of the Secretary

1. The Secretary shall attend all meetings of the association and Executive Committee and shall keep an accurate record of these meetings. This record shall be and remain the property of the Organization.
2. The Secretary shall submit and file approved minutes with the Athletic Director following each meeting.
3. The approved minutes shall be emailed to membership within 7 days of the meeting. At this time, a draft of the current month's minutes shall also be distributed to the membership.
4. The Secretary shall submit to the Executive Committee any communications which shall be addressed to him/her as Secretary of the Organization.
5. The Secretary shall present to the membership at any meetings any communication addressed to him/her as Secretary of the Organization.
7. The Secretary shall keep an accurate record of dues paid by the General Membership. This record shall be maintained in such a manner that it may be readily accessible for use in determining eligibility to vote, distributing minutes and otherwise communicating to the membership.
8. The Secretary may be one of the officers required to sign the checks and drafts of the Organization.

9. The Secretary shall be the official custodian of the records of this Organization.
10. The Secretary shall file any certificate required by any statute, federal or state.
11. The Secretary shall keep a roll of the membership, conduct all correspondence, give all notices as required by the By-laws or the Executive Committee and perform other duties as directed by the President.

Section 7 Duties of the Treasurer

1. The Treasurer shall have charge of all funds belonging to the Organization, keep an accurate record of receipts and expenditures; and establish sub accounts, as necessary, to account properly for this Organization.
2. The Treasurer shall keep records of all receipts and disbursements in permanent record books which shall be and remain the property of the Organization.
3. The Treasurer shall render an account of all transactions of the Organization, prepare a report reconciling and noting its financial position on a monthly basis and provide this report to the Executive Committee and membership at the regularly scheduled meetings. .
4. The Treasurer shall disburse funds only in such manner as authorized by the Executive Committee or the President.
5. The Treasurer shall file all required tax returns in a timely manner and prepare other reports as required from time to time by the Executive Committee.
6. The Treasurer shall provide an annual financial report at the September meeting (Summarize the prior fiscal year: July 1 through June 30).
7. The Treasurer will be one of the officers who shall sign checks or drafts of the Association.
8. The Treasurer shall exercise all duties incident to the office of Treasurer.

ARTICLE X EXECUTIVE COMMITTEE

- Section 1 The business of this Organization shall be managed by an Executive Committee consisting of Directors (7), together with the Officers (4) of this Organization. Such Executive Committee shall only act in the name of the Organization when it shall be regularly convened by the President after due notice to all the Directors and Officers of such meeting.
- Section 2 A majority of the members of the Executive Committee shall constitute a quorum and the meetings of the Executive Committee shall be held regularly.
- Section 3 Each Director and Officer shall have one vote and such voting may not be done by proxy.
- Section 4 The Executive Committee may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
- Section 5 A member of the Executive Committee may be removed when sufficient cause exists for such removal. A director/officer may be represented by counsel upon any removal hearing. The Executive Committee shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the Organization. The Executive Committee member will be removed on a majority vote of the Executive Committee.
- Section 6 Vacancies in the Board of Directors shall be filled by a vote of the majority of THE CHARLESTON TROJAN BOOSTER CLUB members. Candidates for a Director vacancy must be nominated to the Executive Committee two weeks prior to the next monthly meeting. These nominations will be voted upon at the next monthly meeting. All vacancies will be filled only to the end of the vacant Director's term.

ARTICLE XI SALARIES

- Section 1 The Executive Committee shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary for the conduct of the business of the Organization.
- Section 2 No Executive Committee member shall for reason of their position be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the Organization for duties other than as a director or officer.

ARTICLE XII COMMITTEES

Section 1 The President of this Organization may create standing or special committees with such power or duties as the President may determine. The effective term of these committees shall be for a period of one year; less if terminated by the action of the Executive Committee. Committee members shall be eligible for re-appointment to any committee.

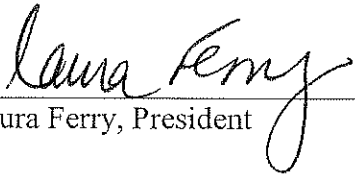
Section 2 The Organization shall have the following Standing Committees:

- Membership Committee
- Concessions Committee
- Red & Gold Barbecue Committee
- Golf Outing Committee
- Spaghetti Supper Committee
- Sports Program Committee

ARTICLE XIII AMENDMENTS

All proposed amendments to the Bylaws must be submitted to the Secretary in writing. Once a proposed amendment is approved by a two-thirds majority of the Executive Committee it shall be sent out to all members at least two weeks prior to the next scheduled meeting. The proposed amendment becomes effective by a majority vote of those members present at this general membership meeting.

PRESENTED, APPROVED AND ADOPTED by affirmative vote by the membership of THE CHARLESTON TROJAN BOOSTER CLUB THIS 1st DAY OF AUGUST 2007.



Laura Ferry, President

ATTEST: 
Linda Campbell, Secretary

DATED: August 2, 2007