



Chapman Booster Club Amended & Restated Bylaws

The Bylaws of the Chapman USD 473 Irish Booster Club that were adopted on September 8, 2017, are hereby amended and restated in their entirety.

ARTICLE I NAME AND ADDRESS

The name of this organization shall be the Chapman Booster Club (may be referred to herein as the "Club"). The mailing address for the Club shall be Chapman Booster Club, P. O. Box 249, Chapman, Kansas, 67431.

ARTICLE II MISSION

The Chapman Booster Club is a non-profit organization dedicated to improving and enhancing the experiences of the students of USD 473 sports, organizations and activities. The Club raises money through donations, memberships, merchandise sales and advertising in the sports programs. It is expressly understood that any activity undertaken by this Club on behalf of USD 473 will be closely coordinated with the officials of the District to ensure compliance with all regulatory and District guidelines.

ARTICLE III MEMBERSHIP

All persons possessing an interest in the promotion of activities for students in the District shall be permitted admittance into the Club upon payment of membership dues. The membership year shall run from July – June of each year. The amount of the annual membership dues shall be established by a vote of the Members of the Club at the annual meeting in June. The Club may establish two classes of membership – (i) individual; and (ii) family. The Membership Committee shall maintain a list of current Members and shall provide a copy of such list to the President prior to each meeting.

ARTICLE IV MEETINGS

Section 4.01. Regular Meetings. Regular meetings of the Members shall be held on such dates and times, and at such locations, as determined by the officers. Notice of such meetings shall be communicated through the Club's Facebook page and, if available, through the District's parental notification system.

Section 4.02. Annual Meeting. An annual meeting of the Members shall be held in June of each year for the purpose of electing officers and establishing membership dues, as well as considering any other business matters that are within the power of the Members.

Section 4.03. Voting. At all meetings, each individual Member shall have one vote and each family Member (if a family membership class is established) shall have up to two votes – one vote each for two people in the household. Unless otherwise provided for in these Bylaws, whenever an action is presented for a vote at a meeting of the Members, it shall be authorized by a majority of the Members in attendance at the meeting. All meetings shall be open to the public, but only Members (*i.e.* those who have paid their membership dues) shall be entitled to vote on matters presented at the meeting.

Section 4.04. Procedures. Unless otherwise addressed in these Bylaws, all questions of parliamentary procedure shall be settled by Robert’s Rules of Order.

ARTICLE V OFFICERS

Section 5.01. Enumeration of Officers. The officers of the Club shall be a President, Vice-President, Secretary, Treasurer and such other officers as the Club may, from time to time, establish by a vote of the Members. The officers may be collectively referred to as the “Executive Board.” The roles of each office shall be as follows:

- a. The President shall preside at all meetings and shall perform such other duties as customarily pertain to the office of President.
- b. The Vice-President shall have an exercise all of the powers, authority and duties of the President during an absence of the President.
- c. The Secretary shall prepare and maintain minutes of all meetings, shall receive and distribute all correspondence to the Club, shall coordinate all correspondence from the Club, and shall perform such other duties as customarily pertain to the office of Secretary.
- d. The Treasurer shall receive, deposit, and account for the assets of the Club, shall have charge of all funds and financial records of the Club, shall maintain appropriate records and be responsible for the collection of dues and assessments, shall make payments for all Club liabilities, shall submit a financial report at each meeting, and shall perform such other duties as customarily pertain to the office of Treasurer.

Section 5.02. Election of Officers. The election of officers shall take place at the annual meeting in June. Only Members may be nominated for, or hold, an officer position. Nominations may be sent to the President prior to the June meeting or may be made from the floor prior to the June meeting; provided that, in both events, the nominee represents to the President that the nomination is made with his/her consent. A Member shall be permitted to nominate themselves for an officer position. A ballot listing all nominees shall be presented at the June meeting and all voting will be done by secret ballot. It is the preference of the Club that the votes be counted by two administrators in the District.

Section 5.03. Term. Officers shall be elected for one (1) year terms, which term shall run from July 1 – June 30.

Section 5.04. Resignation. Any officer may resign at any time by giving written notice to the Executive Board. Such resignation shall take effect on the date of receipt of such notice or at

such later time specified in the resignation and the acceptance of such resignation shall not be necessary to make it effective.

Section 5.05. Vacancies. A vacancy in any office may be filled by appointment by the Executive Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he/she replaces.

ARTICLE VI COMMITTEES

The Executive Board shall appoint and constitute such committees as they deem appropriate. The President shall appoint a chairperson of each committee and the chairperson shall, in turn, appoint members to the committee and shall notify the Executive Board of their names.

ARTICLE VII FINANCIAL

Section 7.01. Deposits. All funds of the Club shall be deposited in a timely manner in such qualified depository as the Executive Board may designate.

Section 7.02. Requests for Support. The Club will accept requests for support from all student groups involved in extra-curricular activities and will consider these requests in light of need, number of students involved, and the appropriateness of the request. It is the preference of the Club that all requests be funneled through the Athletic Director so that they can be properly vetted prior to presentation to the Members. No request shall be accepted for presentation to the Members if the funding of such request would violate KSHSAA rules.

Section 7.03. Approval of Requests. All requests for support shall be presented to the Members for approval at a meeting except that emergency requests of up to \$250.00 may be approved by a majority of the Executive Board. A meeting of the Executive Board shall not be required for such emergency requests and voting may be done through verbal or electronic correspondence.

Section 7.04. Financial Reviews. The District Office shall appoint an employee of the District to review and sign off on the financial reports of the Treasurer. Such review shall occur at least once every two months.

Section 7.05. Disbursement on Dissolution. In the event of dissolution of the Club, the assets of the Club shall be distributed to USD 473 to be used for sports and clubs of the District.

ARTICLE VIII AMENDMENTS

These Amended and Restated Bylaws may be amended only by an affirmative vote of two-thirds of the Members; provided, however, that any proposed amendments shall be presented for discussion and debate at least one month in advance of any vote on such amendment.

The undersigned, being all members of the Executive Board, certify that the foregoing Amended and Restated Bylaws were duly adopted at a meeting of the Members held on _____, 2018.

Amy J. Liebau, President

Darrin Volkman, Interim Vice-President

Sara Merritt, Secretary

Dwynne Riegel, Treasurer