

## **REDSKIN NATION BOOSTER CLUB BY-LAWS**

### Section A - Name

The name of the organization is the Redskin Nation Booster Club hereinafter referred to as Redskin Nation.

### Section B - Purpose

1. The primary function of the Redskin Nation is to financially support and promote athletes at Momence High School. Any funds generated by Redskin Nation shall be directed to the betterment of those athletes and/or to charities of Redskin Nation.
2. The purpose of these by-laws is to ensure a smooth and proper flow of business at meetings and activities involving Redskin Nation.
3. Redskin Nation is a charitable organization and shall be non-union and non-profit

### Section C - Club Affiliation

1. Redskin Nation is not to be misrepresented as an affiliate of any sports team/program
2. No member is to use his or her membership to influence or otherwise profit from any team or sports program association.
3. Team officials who are members must speak only as a member and not as a team official.
4. Team officials who are not voting members, may only offer suggestions when in attendance or when guests of this organization.
5. Only officers and committee chairpersons shall make contact on behalf of Redskin Nation matters, and then only with the approval of the President.
6. The President may notify and invite representation of any Momence High School sports program to the meeting when necessary.

### Section D - Officers and Terms

1. There shall be Two (2) types of officers: Elected officers and Committee Chairpersons. The President with the approval of the Executive Board shall appoint Committee Chairpersons.
  - A. Elected officers shall consist of: President, Vice-President, Secretary, and Treasurer. The standing committees may consist of: Fundraising, Hospitality, Membership, Newsletter, Publicity and Travel.
  - B. From time to time it may be necessary to appoint a committee chairperson for a specific task. This may be done at the discretion of the President with approval of the Executive Board.
2. The Executive Board shall consist of elected officers (The President, Vice-president, Treasurer and Secretary).
3. The Board of Directors shall consist of the Executive Board and the standing Committee Chairpersons.
4. The President shall preside at all meetings of the Redskin Nation. In the event of the President's absence, the Vice-President shall preside. If both are absent, the Treasurer will preside. If all of the aforementioned officers are absent, the Secretary shall preside. In the event that all major officers are absent, the meeting will be postponed.
5. All officers shall serve in their position for a period of one (1) year. The term of office shall run from June to June of the following year when elections are held. All officers must be 21 years of age.

6. Elections:
  - A. Nominations shall be held at the April general meeting, where any member 21 years of age or older may be nominated for an office and nominations seconded. Each nominee must accept or decline his or her nomination at this time.
  - B. The listing of all candidates for an office is to be drawn up and printed in the next newsletter. An absentee ballot shall be available to any member upon request. The newsletter shall print where to obtain this ballot before the election.
  - C. The election of officers shall be held at the first general meeting in June, and shall take place after the regular business of the general meeting is concluded.
  - D. All the nominations from the April general meeting shall be announced with additional nominations taken from the floor with a second. Nominees must be present to accept or decline at this time. There will be no limit to the number of nominations. A motion to close nominations with a second must be made before voting can take place.
  - E. All voting shall be done by secret ballot.
  - F. The President shall appoint a person(s) to count the ballots after each vote. The results will be announced immediately after the vote for the office and before the vote is taken for the next office.
  - G. The President shall be the first officer elected and shall assume the responsibilities of the office after the installation of the newly elected officers.
7. The new President shall do the appointment of Committee Chairperson at a regular scheduled meeting.
8. Removal:
  - A. In the event an officer is not in attendance for three (3) consecutive meetings, he or she will be automatically removed from office.
  - B. In the event an officer states publicly that he or she wishes to retire, the three (3) meeting clause is voided and he or she is automatically removed at the next meeting.
  - C. In the event a Committee Chairperson is not in attendance for the three (3) consecutive meetings, he or she will be replaced.

#### Section F - Meetings and Procedures

1. The regular meetings will be scheduled as needed, with an approximate need as bi-monthly. Meetings will begin at 6:00 PM, unless otherwise announced, and continue until completion of business.
2. The President may call special meetings at any time. Board meetings will be held as needed at a time and place designated by the President.
3. The Secretary shall read the minutes of the previous regular meeting.
4. The Treasurer will give a financial report including details of all receipts and expenditures for the previous month at every meeting.
5. The President shall ask for committee reports from each chairperson, followed by discussion, this includes old and new business.
6. When needed at the end of a discussion, a motion may be made and seconded. A verbal show of hands or secret ballot shall be taken. A simple majority shall carry the vote and is final.

#### Section G - Terms

1. Quorum - minimum number of members of an organization who must be present for the valid transaction of business. Minimum number 5.
2. Simple Majority - Majority rule.
3. Dues - Money paid to become a member.
4. Board of Directors - Executive Board and Committee Chairpersons.
5. Board Meeting - Meeting of elected officers and standing committee chairpersons.
6. Redskin Nation - The Redskin Nation Athletic Booster Club.
7. Executive Board - Elected officers: President, Vice-President, Treasurer & Secretary.

## Section H - Duties of Officers

1. The President shall preside at all meetings of Redskin Nation. He or she shall appoint all Standing Committees with the approval of the Executive Board. He or she shall appoint all Special Committees and shall be ex-officio member of all committee. He or she shall be allowed to vote in the event of a tie.
2. The Vice-President shall perform the duties of the President or Secretary in the absence of either.
3. The Secretary shall keep an accurate record of the proceedings of all meetings of Redskin Nation. He or she shall conduct the general correspondence of the club and keep an accurate list of memberships and perform such other duties as pertain to the office. He or she shall keep attendance record of all members at every meeting. He or she shall keep an accurate list of member's names, addresses, and telephone numbers, and the amount and date their dues were paid. He or she shall provide an updated telephone list to the officers at each board meeting, and if there new or reactive memberships since the previous meeting.
4. The Treasurer shall collect all money due to Redskin Nation, keep an accurate record thereof, and deposit same in the name of the club in the bank selected by the Executive Board. He or she shall present a full report at each regular meeting of the Board of Directors and regular meetings or at any time upon request. Bills will be paid upon receipt, no later than thirty (30) days after the incurred expense unless otherwise required. Finances will be totally transacted through a checking account under the name of Redskin Nation. All checks written by Redskin Nation shall require the signature of the two (2) officers, the President, Vice President or Treasurer. Checks to the club shall be made payable to Redskin Nation.

## Section I - Code of Conduct

1. All members of Redskin Nation shall act in good faith at all events (social and athletic). Any conduct that is violent or abusive in action shall give just cause for dismissal as a member of Redskin Nation. Such actions should be reported in writing to the Board of Directors stating offensive action, date, and signed by the individual reporting incident. A vote shall be taken at the next regular meeting on actions of any member that warrants a review from the Board of Directors.
2. All members must be of legal drinking age to consume alcohol at any Redskin Nation event.
3. No member of the Redskin Nation will in any way interfere with the coaching or operations of any Momence High School sports program.

## Section J - Termination

1. In the event of termination of Redskin Nation, the Momence High School Athletic Program, Momence, Illinois, shall become the recipient of all Redskin Nation funds and assets, both shall be transferred to Momence High School Athletic Program.
2. Any other act of termination of Redskin Nation must be voted on by the membership. In the event of the termination of Redskin Nation, all funds and assets shall be disbursed at a final meeting called by the President.

## Section K - Amendments

1. These by-laws may be amended or lengthened at any time with the following procedures:
  - A. The amendment is placed on the floor as a motion.
  - B. Discussion of the motion, pro and con, if any.
  - C. The motion will rest until the next regular meeting.

- D. At the next regular meeting the discussion will resume, pro and con. At the end of this discussion, a show of hands vote will be taken. The motion shall pass or fail by a majority. If passed, it shall be entered immediately.
- E. A copy of the amendments shall be distributed to each member at the next regular meeting. It is the member's responsibility to attach the amendment to his or her copy of the by-laws, which he or she received upon joining Redskin Nation.

Section L - Adoption of By-Laws

- 1. The by-laws have been posted at one (1) regular Redskin Nation meeting and accepted by a simple majority.

Section M - Placement

- 1. A copy of these by-laws shall be posted on the website or other social media site of Redskin Nation.
- 2. A copy may be given to each member at the time they join the club.

Section N - Miscellaneous

- 1. The President or Vice-President may approve spending up to but not to exceed Two Thousand Five Hundred Dollars (\$2500.00) without prior approval. Proper receipts shall be turned in to the Treasurer.
- 2. Expenditures over Two Thousand Five Hundred Dollars (\$2500.00) shall be approved by a simple majority at regular scheduled meetings, conference call or written vote (including electronically).
- 3. In the event that there are 2 (two) or more officers from the same family, both signatures on a check may not be from that same family.

**OFFICERS**

Christy Ritter	President	Vacant	Vice President
Kim Bramer	Secretary	Tricia Mills	Treasurer