



Vernon Hills High School Community District 128

By-laws of the COUGAR ATHLETIC BOOSTERS

**Revised September 13, 2023
Updated December 13, 2023**

Article I - Name

- The name of the organization shall be Cougar Athletic Boosters of Vernon Hills High School, hereby referred to as "CAB."
- CAB shall be duly registered under the Cougar Council umbrella with the state of Illinois and chartered under all laws governing not-for-profit organizations

Article II - Objectives

- To promote and assist all interscholastic athletic programs run by the athletic department at Vernon Hills High School
- To foster student, staff, parent, and community involvement at Vernon Hills High School
- To work jointly and cooperatively with the athletic department and administration in achieving their objectives
- To boost participation and school spirit at athletic events and activities at Vernon Hills High School
- To appropriately distribute funds for the betterment of student athletics

Article III - Membership

- Any person interested in the objectives of CAB and willing to uphold its policies may become a member upon receipt of dues
- The annual membership is \$40 for families and \$20 for coaches. Fees shall be reviewed and collected by the Executive Board on an annual basis
- Membership runs July 1 through June 30
- Meetings will be held on the 2nd Wednesday of each month, September through May, in the VHHS Library at 7:00 pm. Any changes to date, time, or location will be announced at least one week prior
- The president, upon giving notice to all members via email, may call special meetings

Article IV - Executive Board Elections

- The executive board consists of a President, Vice President of Membership & Communications, Vice President of Fundraising, Vice President of Cougar Grill, Treasurer, and the Vernon Hills High School Athletic Director
- Only members in good standing who are in compliance with the VHHS policies and regulations may run for an position on the Executive Board
- Only members in good standing who are in compliance with the VHHS policies and regulations are eligible to vote
- Executive Board Term
 - 2 years

- Maximum of 2 terms in same position
 - Treasure is the exception to term limitations due to the complexity of the position
- Election Process
 - August
 - Any board member up for re-election will be asked to announce their intentions to run again or to resign at the end of the current term
 - September
 - CAB president appoints a nominating committee consisting of no more than 3 members who shall work under the advisement of the athletic director
 - Nominating committee shall accumulate a list of members in good standing who have interest in running for one of the open CAB executive board positions
 - Available positions shall be communicated with CAB membership via email
 - October
 - Nominating committee shall present a list of candidates
 - Candidate consent must be obtained prior to nomination
 - November
 - Election for new board by secret ballot consisting of members in attendance
 - Election winners will be announced to CAB membership via email
 - Any vacancy in the elected offices shall be filled by appointment of the President with consent of the majority of the officers
- Transition of Board Members
 - New term begins at the conclusion of the school year in which the election took place
 - Officers-elect will be asked to attend all meetings and work alongside the current officer from January through May of the current year
 - Officers-elect will not have an official vote until their term has started but will be asked to participate in discussions

Article V - Executive Board, Officers and Responsibilities

- President
 - Executive officer and preside over all meetings
 - Approve all committee chairpersons
 - Be involved in nominating committees
 - Maintain and update CAB website
 - Oversee planning of spring fundraiser
 - Co-sign checks over \$1,000
 - Call special meetings with notice to all members
 - Monitor CAB email and google drive
- Vice President of Membership and Communications
 - Maintain a current list of CAB members to publish on the CAB website
 - Coordinate Team Parent/CAB Representative
 - Communicate with CAB members via email as needed
 - Provide Team Parents with talking points for team meetings
 - Create agenda for month meeting
 - Take notes/minutes at monthly meetings
 - Track meeting attendance
 - Post agenda and minutes to the CAB website

- Vice President of Fundraising
 - Presides over CAB in absence of President
 - Oversees and coordinates all fundraising efforts (except for Spring Fundraiser and Cougar Grill) which shall include, but are not limited to:
 - Cougar Grill
 - Coach Appreciation Day
 - Super Bowl Squares
 - Pathway of Pride
 - Senior Posters
 - Yard Signs
- Vice President of Cougar Grill
 - Ensure operating manual and weekly checklists are current
 - Post dates of home football games during which time Cougar Grill will operate
 - Obtain volunteers to assist run the grill
 - Adhere to weekly checklist and operating manual
 - Ensure Cougar Grill is adequately stocked for each event for which it will be operating
- Treasurer
 - Custodian of funds
 - Pay all invoices and make all deposits using a bank account under the name of the organization
 - Approve invoices for all payments
 - Ensure checks are drawn as needed
 - Submit financial report at monthly meetings
 - Manage annual tax filing to be overseen separate by a CPA firm
 - Authority to set up an account for special projects
- Vernon Hills High School Athletic Director
 - Reserve meeting space with the school
 - Attend monthly meetings
 - Disseminate information to CAB Board and membership as deemed necessary
 - Update CAB members on any changes to IHSA rules
 - Obtain wishlist requests for coaches
 - Communicate wishlist request outcomes to coaches
 - Serve as a liaison between CAB Board and VHHS Coaches
 - Communicate information to families of student athletes as needed

Article VI - Amendments

- The bylaws, in their entirety, shall be reviewed and amended during summer months. The board shall have revisions completed and ready to present to its members for voting at the first meeting of the new year
- Minor amendments, such as wording, updating roles, etc can be done on an as needed basis
- Bylaws may be amended no more than 4 times per year
- Amendments may take place no sooner than three months after the previous amendment
- Amendments require majority vote provided all members have been notified by writing/email, no less than two weeks prior to meeting

Article VII - Funding and Disbursement Procedure

- Fiscal year runs July 1 through June 30

- Items eligible for funding
 - Hard or tangible Items that will remain with the team (equipment, computer programs, etc)
 - Soft items (i.e. team bags for varsity level) no sooner than every four years
 - Team activities such as off-season camps, clinics, league participation, team building event
 - No funds allocated for individual or groups of individuals
- Wish List Procedure
 - Twice annually
 - Athletic Director communicates with and receives list from coaches
 - Upon majority vote, treasurer shall disburse funds to the athletic director as approved
 - Athletic Director will provide treasurer with a receipt or paid receipt once purchase is complete
 - Special requests may be made on an as-needed basis
 - With approval of the majority of the executive board, funding may be set aside in a special account for specific capital improvement projects as identified by the athletic director as intended to advance interscholastic sports
 - With approval of majority of the executive board, funding denied at initial request may be reconsidered at a later point during the same fiscal year
 - Wish list items will not be carried over to the following fiscal year
 - Wish list items granted will be posted on the CAB website