

**Dallas Center – Grimes Booster Club  
By-Laws**

•I. ARTICLE I - NAME:

The name of the corporation is:

Dallas Center- Grimes (DC-G) Booster Club, Inc.

•II. ARTICLE II - COMMENCEMENT AND DURATION:

The By-Laws of the DC-G Booster Club shall be in effect with the ratification of these By-Laws by a majority vote of the members present at the time and place of the membership meeting called by the President for such purpose and shall continue until its termination by a two-thirds (2/3) vote of the membership present at two (2) consecutive meetings.

•III. ARTICLE III - PURPOSE AND POWERS:

This corporation is organized and shall be operated exclusively and irrevocably for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organization under Section 501 (c) (3) of the Internal revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), and no part of the property to the benefit of any private shareholder, individual, person, or a corporation, and no part of the activities of the corporation shall consist of carrying on propaganda or other laws attempting to influence legislation. All contributions of money or property to the corporation, all capital, all earnings, increases and accumulations, and all activities of the corporation, shall at all times during the life of the corporation, or during any extension, renewal, or reincorporation of the corporation, or upon any dissolution of the corporation, whether voluntary or involuntary, be devoted exclusively to charitable or educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3), provided, however, that the corporation shall have the right to pay and discharge such reasonable costs, expenses and liabilities as may be incurred in furthering such purposes. Within the limits of the objects and purposes herein stated, the primary objectives in the formation and maintenance of this corporation, and in the expenditure of its funds, shall be to aid, sponsor and create interest in athletic activities for Dallas Center-Grimes Community Schools and to obtain funds therefore by various promotional methods.

The propose of the DC-G Booster Club is to promote and foster interest in and good will toward all athletic activities affiliated with the Dallas Center- Grimes Community School District. It is not the purpose of the DC-G Booster Club, and it shall not have power or authority to interfere in any manner, directly or indirectly, with the school administration of the DC-G Community School District, or its coaches and teachers and their policies. All acts and doings of the DC-G Booster Club shall be in strict conformity with the rules and regulations of all governing bodies of said activities. The direction of the DC-G booster Club as to what projects and purchases that will be undertaken will be the responsibility of the DC-G Booster Club Executive Committee and members. Under no means will the DC-G Booster Club pay for staff employees' wages of have anyone on a payroll. All members and officers will work on a voluntary basis.

•ARTICLE IV - ADDRESS:

The address of its initial registered office in the State of Iowa is:

C/o Dallas Center-Grimes High School in the City of Grimes. County of Dallas and the name of its initial registered agent at such address is whoever is holding the present treasurer's position.

•ARTICLE V - ORGANIZATION:

The corporation shall have a single Executive Committee (EC) (initially called Board of Trustees) plus the DC-G School Athletic Director. The EC shall be charge with and have general supervision of the affairs of the Corporation.

•ARTICLE VI - OFFICERS OF THE EXECUTIVE COMMITTEE:

1.The officers of the DC-G Booster Club Executive Committee shall be:

President, Immediate Past President, Vice-President, Secretary, Treasurer, Two (2) Activity Representatives Coordinators (ARC), Jr. High Representative, and the Athletic Director.

The Executive Committee includes the Athletic Director, who is not elected, as a voting member of the Executive Committee. These officers shall comprise the executive Committee. Said Officers shall be elected from and by the members in good standing at the time of election. Each officer shall serve the term for which elected and until a successor is an elected.

2. The election of officers for the next school year shall be held in May. A nominating committee shall be appointed by the President. The President position shall be held no longer than two consecutive terms. At the end of the Presidents term (s), the President shall assume the position of Past President. (If the President services two (2) terms, the Past President position will be unfilled in that year.) All other officers shall be elected. Each officer's term shall run for a period of 1 year. All new officers will assume their responsibilities as of June 1st.

An officer may be any member in good standing.

Any officer may be removed at any time by two-thirds (2/3) vote of the Executive Committee at any two (2) consecutive regular board meetings.

#### DUTIES OF OFFICERS:

##### PRESIDENT

The President shall, when present, preside at all meetings of the members of the Corporation and shall have general supervision and management of the affairs of the Corporation, shall sign, as may be necessary, all such bills, notes, checks, contracts and other instruments as may pertain to the ordinary course of the Corporation's business and sign, when duly authorized thereto, all contracts, bonds, deeds, liens, leases and other instruments of a special nature. He/she may also endorse checks, drafts, and other negotiable instruments for deposit and collection. The President will also appoint an individual to keep and maintain accurate inventory of all fund raising items.

##### IMMEDIATE PAST PRESIDENT

The immediate past President shall aid and advise the President and be on call to help any officer or committee. He may also endorse checks, drafts and other negotiable instruments for deposit and collection.

##### VICE PRESIDENT

The Vice President shall in the absence, disability or refusal of the President to act, have all the powers of the President and shall perform all duties of that office. In addition, the Vice President shall act as a liaison between the Corporation and other school organizations, the faculty, the administration, and the School Board. The Vice President may also endorse checks, drafts, and other negotiable instruments for deposit of collection.

The Vice President shall serve as Chairman for all business and private membership drives. He/she shall be responsible for maintaining all membership lists and shall coordinate all membership drives and arrange for distribution of membership information. He/she shall organize and assist as necessary.

##### SECRETARY

The Secretary shall keep full minutes of all meeting of the members and officers and shall provide a copy for each officer at the meetings. He/she shall make such reports as the officers may request and shall perform such other duties as are incident to his/her office or as are properly required of him/her by the officers. He/she will also draft publicity articles. He/she may also endorse checks, drafts, and other negotiable instruments for deposit of collection.

##### TREASURER

The Treasurer shall have custody of and be responsible for all monies and securities of the Corporation, shall keep full and accurate records and accounts in books belonging to the Corporation, showing the

transactions of the Corporation, its accounts, liabilities, and financial condition, and shall see that all expenditures are duly authorized and are evidenced by proper receipts and vouchers. He shall deposit in the name of the Corporation all monies that may become into his hands for the Corporation's account. The books and accounts shall be open at all times to the inspection of any officer of the Corporation. He shall also endorse for collection or deposit all bills, notes, checks, and other negotiable instruments of this Corporation, shall pay out money as may be necessary in the transactions of the Corporation, either by special or general direction of the officers, and shall generally have supervision of the financial condition of the Corporation. Treasurer shall also work with the auditor of books if so required. He/she shall also make a full report of the financial condition of the Corporation at the meetings and as required by the officers. All checks over the amount of \$3,000.00 will require two (2) signatures of one of the other officers: President, Past President, Vice President or Secretary. At the end of the fiscal year, a complete overall report is required. A report must be filed with the IRS, five months after the end of the fiscal year if the gross receipts is over \$25,000.00

#### ACTIVITY REPRESENTATIVE COORDINATOR (ARC)

The ARC is responsible in selecting two (2) qualified members as a sport representative to act as liaison between the DC-G Booster Club and Coach and Athletic Director for the high school sports. The ARC must inform the representative for each sport of the proper procedure to follow when requesting equipment and other materials for their sport (Article VIII).

The ARC and sport representatives must oversee any fundraising activity related to their specific sport. The sport representative is expected to attend the monthly DC-G Booster Club meeting during the time of their specific sport to discuss any necessary fund raising event. The Sport Representative will in turn receive free home gate admission during their specific sport. The ARC is responsible for concession set up, stock and inventory.

#### MERCHANDISE COORDINATOR:

The Merchandise Coordinator is responsible for ordering and maintaining all clothing that is handled through the DC-G Booster Club. This includes, but is not limited to, placing all clothing orders, supplying coaches with the necessary material needed for ordering team clothing and maintaining the Spirit Shed.

#### JUNIOR HIGH REPRESENTATIVE:

The Junior High Representative is a liaison between the DC-G Booster Club and the Junior High Athletic Coaches. This includes the coordinating of uniforms that are needed for the current year. Also, they need to attend the Junior High open house at the beginning of the school year in order to sell Booster Club memberships for the current year.

#### VACANCY:

If for any reason a vacancy occurs among the Directors or Officers of the DC-G Booster Club, the President is empowered to fill said vacancy by appointment, which remains in force until the spring election.

#### ACTIVITY REPRESENTATIVE COORDINATOR (ARC):

The ARC positions will recruit seasonal coordinators and work with them to make sure the concession stands for all activities during their season have adequate worker coverage. The ARC will also make sure there is an appropriate Booster Club representative to oversee all activities, and train all seasonal coordinators and Booster Club representatives on operating the concession stand. The ARCs will be responsible for purchasing all supplies for the concession stands. They will also help with tournaments and special activities as needed. The number of ARCs needed for the year will depend on the anticipated volume of activities.

#### FALL COORDINATOR –

The fall coordinator will be in charge of finding representatives for all fall sports.....cross country, cheerleading, football (junior high, freshmen, sophomore, junior, & senior), and volleyball (JV & Varsity).

This Coordinator will work very closely with the sport reps in helping them with scheduling and major events. The coordinator will help with any major events during the Fall Season like, homecoming concessions, tournaments, or home cross country meets if the rep needs help. To help the fall football reps (one for each grade), the fall coordinator will take charge of the concession stand during one home varsity football game and be in the stand during that entire evening.

#### WINTER COORDINATOR –

The winter coordinator will be in charge of finding sport reps for wrestling (JV & Varsity), winter cheerleaders, boys drill team, boys basketball (Freshmen, JV & Varsity), girls basketball ( Freshmen, JV & Varsity) . The coordinator will help with any major events during the Winter Season like, wrestling and basketball tournaments. If additional help is need, the winter coordinator will help the reps during the season. The Winter Coordinator will help the ARC's and tournament directors with scheduling workers during the younger age wrestling and basketball tournaments.

#### SPRING COORDINATOR –

The spring coordinator will be in charge of finding sport reps for track (junior high and high school), boys soccer (JV & Varsity), and girls soccer (JV & Varsity). The coordinator will help with any major tournaments and track meets held during the season as the sport reps need. The Spring Coordinator will work with the REPS and ARCS to be sure all post season tournaments are covered.

#### SUMMER COORDINATOR –

The summer coordinator will be in charge of finding sport reps for girls softball (Junior High, JV and Varsity) and boys baseball (Freshmen, JV & Varsity). The coordinator will help with any major tournaments and events held during the summer months. This coordinator will work with the ARCs to be sure all post season tournaments are covered.

#### SPORTS REPS

Sport reps are the communication between Booster Club officers and the sport activities. Sport reps are not considered officers. Sport reps will schedule all parents for working the concession stands and be sure the stand is ready to open or close. The cheerleading and men's drill team reps will work with the Clothing Stand Officer to schedule times for the parents to work the clothing area. Fall Cheerleading will work the outside stand. Winter cheerleading and men's drill team reps will schedule reps for the winter clothing area.

#### FALL SPORTS –

Freshmen Volleyball - will work with the JV rep to assign parents to work the varsity games and tournaments. This rep will remind parents of their time to work prior to their scheduled day.  
JV Volleyball – Will be in charge of assigning parents to work the varsity games and tournaments. This rep will also be in charge of being sure to close the stand after each game and making the bank deposit.  
Varsity Volleyball - The varsity volleyball rep will be in charge of being sure the concession stand is ready to open before all volleyball games. The rep will schedule all varsity parents to work during the Freshmen/JV games. This rep will see that all parents receive a schedule of their times to work and post it on the refrigerator door.

Cross Country - The cross country rep will work with the coach on the fall home cross country meet. They will see that the Booster Club tent is set up and taken down, concessions setup at the meet and parents scheduled to work. The Cross Country rep will schedule the parents to work concessions for the one home football game that cross country works.

Freshmen Football (can be a couple people) – This rep will work with the other football reps in scheduling parents for the various games. Freshmen parents work the varsity football game. This rep will be sure that parents receive a schedule of the times they are to work and check to be coverage is sufficient. (12- 15 people for the varsity game). The rep will also work the stand at least one night. The freshmen rep will also be sure the stand is closed after all games. One ARC or Coordinator will be at each game to help with the deposit and any needs the rep might have.

Sophomore and Junior Football - These reps will work with to be sure all JV games are covered. The reps will schedule their parents and be sure the parents are aware of when they are to work. These reps will be sure the stand is opened and closed before every game and the workers show. These reps will make sure the deposit is taken to the bank.

Senior Football - Senior football rep is in charge of making sure the stand is opened and ready to go before the freshman football game starts. This rep will schedule grillers and concession window workers. The rep will be responsible to be sure all workers are notified of their scheduled times and that they show up. The senior football rep will be sure that either the Freshmen Rep or Coordinator or ARC is there before they leave to go watch the games.

Thursday Night Football Prep Team – This person is someone that will help put a group of people together on Thursday nights before the home football games. All preparation for the game will be done on this night...meat, condiments, windows setup, coffee pots ready, etc. This is usually a 2 hour per night commitment.

Football Cheerleading - The football cheerleading rep will be in charge of working with the Clothing Stand Officer in scheduling cheerleading parents to work the Freshmen and Varsity games in the clothing stand. This person will be sure that everyone is aware of their scheduled time and shows to work.

7th Grade Football - This rep will work with the 7th grade parents to schedule them to work in the stand. The rep will schedule the parents to work the opposite game that their child plays. This rep will be sure the stand is opened and closed and the bank deposit made.

8th Grade Football - This rep will work with the 8th grade parents to schedule them to work in the stand. The rep will schedule the parents to work the opposite game that their child plays. This rep will be sure the stand is opened and closed and the bank deposit made.

#### WINTER SPORTS REPS –

Wrestling – There will be 2 reps working together on the wrestling season.

JV Wrestling - Will work with the scheduling of parents during the varsity wrestling season and tournaments. The rep will need to be sure all parents are reminded and a schedule is given out. This rep will MAKE SURE that no senior parent is scheduled to work on the senior night. The JV wrestling rep will make sure that the stand is cleaned up and closed after all meets. This rep is in charge of making the bank deposit. .

Varsity Wrestling - Will work with the scheduling of Varsity parents during the JV portion of the meet. The rep will probably have to also schedule several varsity parents to work during the varsity meet (the parent will need to come and go from the stand). This rep is in charge of making sure the stand is opened before each meet and the workers show up. Tournaments will be handled by coordinating with the JV & Varsity reps, Coordinator, and the ARCS.

#### BASKETBALL REPS-

Girls Freshmen – This rep will coordinate with the JV rep for all home Freshmen/JV games. The freshmen rep will assign parents times to work and be sure they receive a schedule. The freshmen rep will be sure that their parents are there to work during the JV game. This rep will be sure stand is cleaned and closed. This rep is responsible for the deposit.

Girls JV – This rep will coordinate with the freshmen rep for all home freshmen/JV games. The Junior Varsity rep will assign parents times to work and be sure they receive a schedule. JV parents will work the freshmen games. The rep will be sure that the stand is opened before all Freshmen games and that the parents have shown to work.

Girls Varsity - The girls varsity rep will coordinate with the boys varsity rep. This rep will assign all varsity parents to work during the boys varsity games. The rep will be responsible to inform their parents when the work. This rep will be responsible to see that the stand is cleaned up and closed after all home varsity games. This rep will be responsible for making the deposit.

Boys Freshmen – This rep will coordinate with the JV rep for all home Freshmen/JV games. The freshmen rep will assign parents times to work and be sure they receive a schedule. The freshmen rep will be sure that their parents are there to work during the JV game. This rep will be sure stand is cleaned and closed. This rep is responsible for the deposit.

Boys JV – This rep will coordinate with the freshmen rep for all home Freshmen/JV games. The Junior Varsity rep will assign parents times to work and be sure they receive a schedule. JV parents will work the freshmen games. The rep will be sure that the stand is opened before all Freshmen games and that the parents have shown to work.

Boys Varsity - The boys varsity rep will coordinate with the girls varsity rep. This rep will assign all varsity parents to work during the girls varsity games. The rep will be responsible to inform their parents when the work. This rep will be responsible to see that the stand is opened up and all works have shown up to work.  
Winter Wrestling Cheerleader – This rep will work with the Coordinator during the DCG Wrestling tournament to be sure that the cheerleading room is stocked and other things needed during this tournament.

Winter Basketball Cheerleader – This rep will work with the Clothing Officer to see about scheduling when the clothing stand needs to be opened and assign parents to work. This group will coordinate with the Men's Drill Team Rep

Winter Men's Drill Team – This rep will work with the Clothing Officer to see about scheduling when the clothing stand needs to be opened and assign parents to work. This group will coordinate with the Cheerleading Reps.

#### SPRING SPORTS REP –

Boys High School Track – This rep will work with the high school boys track parents to schedule them to work the concession stand on any home track meets. They will be sure that all parents have a schedule and are reminded. The rep will work with the Coordinators and ARCs to schedule for any large tournament. This rep will be sure the stand is open and closed after the track meets. This position will change as the new track opens up. This rep will make the deposit.

Girls High School Track – This rep will work with the high school girls track parents to schedule them to work the concession stand on any home track meets. They will be sure that all parents have a schedule and are reminded. The rep will work with the Coordinators and ARCs to schedule for any large tournament. This rep will be sure the stand is open and closed after the track meets. This position will change as the new track opens up. This rep will make the deposit.

Junior High Track – This rep will work with the Junior High parents to schedule them for the Junior High Track meets. The rep will see that the stand is opened and closed for the meet. The rep will be sure the parents show to work and are informed of their scheduled time to work. This rep will make the deposit.  
Girls High School Soccer:

Junior Varsity – This rep will be in charge of scheduling all junior varsity parents to work during the Varsity games. They will be sure that all parents are informed of their scheduled time and show up to work. The junior varsity rep will be in charge of being sure the stand is cleaned up and closed down. This rep will also help with the post-season tournament scheduling. The rep will also be in charge of making sure the deposit is made.

Varsity – The girls soccer varsity rep will be in charge of scheduling all Varsity parents to work during the Junior Varsity games. It is their responsibility to be sure all parents receive a schedule and show up to work. The varsity rep will be in charge of making sure the stand is opened and the grilling started. The two reps will coordinate all efforts together and work with the Spring Coordinator.  
Boys High School Soccer:

Junior Varsity – This rep will be in charge of scheduling all junior varsity parents to work during the Varsity games. They will be sure that all parents are informed of their scheduled time and show up to work. The junior varsity rep will be in charge of being sure the stand is cleaned up and closed down. This rep will also help with the post-season tournament scheduling. The rep will also be in charge of making sure the deposit is made.

Varsity – The boys soccer varsity rep will be in charge of scheduling all Varsity parents to work during the Junior Varsity games. It is their responsibility to be sure all parents receive a schedule and show up to work. The varsity rep will be in charge of making sure the stand is opened and the grilling started. The two reps will coordinate all efforts together and work with the Spring Coordinator.

#### SUMMER SPORTS REP-

Junior High Girls Softball – this rep will be in charge of getting the stand opened as often as possible for junior softball games. The rep will be in charge of opening and closing the stand, scheduling the parents and working with the summer coordinator.

Junior Varsity Softball – This rep will be in charge of scheduling all junior varsity parents for the varsity games. It may be such that some varsity parents will have to work the varsity games. The rep will be in charge of making sure everyone knows their scheduled work time and shows up. The JV rep will also work with scheduling for any post season games. The Junior Varsity Softball rep will be sure the stand is closed down and the deposit made.

Varsity Softball – The varsity softball rep will be in charge of scheduling all varsity parents to work the junior varsity games. The varsity rep will be sure all parents receive the schedule and that they do work. The Varsity Rep will also be in charge of the fillies invitational along with the summer coordinator. This rep will see that the stand gets opened for all junior varsity games and schedules someone to do the grilling.

#### SUMMER BASEBALL REPS-

Freshman - this rep will be in charge of getting the stand opened as often as possible for freshmen baseball games. The rep will be in charge of opening and closing the stand, scheduling the parents and working with the summer coordinator.

Junior Varsity Baseball – This rep will be in charge of scheduling all junior varsity parents for the varsity games. The rep will be in charge of making sure everyone knows their scheduled work time and shows up. The JV rep will also work with scheduling for any post season games. The Junior Varsity rep will be sure the stand is closed down and the deposit made.

Varsity Baseball – The varsity baseball rep will be in charge of scheduling all varsity parents to work the junior varsity games. The varsity rep will be sure all parents receive the schedule and that they do work. The Varsity Rep will also be in charge of and tournaments held during the regular season along with the summer coordinator. This rep will see that the stand gets opened for all junior varsity games and schedules someone to do the grilling.

#### •VII. ARTICLE VII - DC-G SCHOOL ATHLETIC DIRECTOR:

The Athletic Director holds a position on the Executive Committee however this position is non-elective. The Athletic Director will act as the liaison between the school, coaching staff and DC-G Booster Club. The Athletic Director shall advise the Executive Committee of the school's annual budget for the athletic department and what the needed finances are for the coming year.

#### •VIII. ARTICLE VIII - PRESENTATION FOR PURCHASE REQUESTS:

At the beginning of the new school budget year, the Athletic Director will present an estimated project budget for the coming Fiscal Year for the DC-G Athletic Department. All athletic purchase requests exceeding the Athletic School Budget should be presented in the following manner to the Executive Committee:

The Coach must first go the Athletic Director to discuss the need for their purchase request. If no funds are available in the Athletic Department budget the Coach, Representative or Athletic Director will then approach the Executive Committee for their decision. If the Executive Committee approves said purchase, then the items will be donated to the School Board as a (GIFT) to the specific sport.

All purchases and donations must benefit the Athletes and Cheerleaders and not intended for personal use after the activity has finished. All purchases must remain with the school's Athletic Department. These purchases must be approved and purchased by the Executive Committee. All athletic purchases will be presented to the DC-G School Board as a gift to the school.

•ARTICLE IX. - MEETINGS:

The DC-G Booster Club shall meet monthly with members of the Club. Satisfactory notice for meetings shall be published in the local newspaper and on the school calendar when possible. Robert Rules of Order will govern.

Fellowship or social meetings may be held at the discretion of the Executive Committee.

The majority vote is sufficient to carry any subject voted upon, unless otherwise stated in these By-Laws. Emergency situations may deem a 2/3 vote for approval by the Executive Committee.

All expenditures of the DC-G Booster Club shall have the Executive Committee's approval prior to order or payment. Emergency situations may deem a 2/3 vote for approval by the Executive Committee.

Only those members whose dues are paid shall have a vote.

•ARTICLE X. - MEMBERSHIP AND DUES:

The fiscal year of the corporation shall begin on the first day of June and end on the 31st day of May in each year.

Anyone interested in the welfare of the DC-G School District is entitled to become a member of the DC-G Booster Club upon the payment of the annual dues in the amount voted by the Executive Committee.

Individual or family membership dues are due and payable for the fiscal year anytime after June 1st. All dues received between June 1st and May 1st of the fiscal year is for that year.

Each paid member of the DC-G Booster Club is entitled to one (1) vote at all general monthly meetings. Patron or Business Memberships shall be recognized as members without voting privileges. The fiscal year for business memberships shall run from January 1st through December 31st of the same year.

•ARTICLE XI. - BY-LAWS AND AMENDMENTS:

The Executive Committee may adopt other By-Laws upon approval of the membership at the time of the annual meeting. These By-Laws except ARTICLE III hereof, may be amended at any regular meeting of the membership, or at any special meeting called for that purpose, by a vote of the majority of the membership present at said meeting. When an amendment is to be voted upon at any regular or special meeting, the notice calling said meeting shall set forth in exact language the amendment to be voted upon.

•ARTICLE XII. - BY-LAWS AND AMENDMENTS:

The executive Committee shall ensure that the Corporation at all times qualifies as a tax exempt non-profit organization.

•ARTICLE XIII. - BY-LAWS AND AMENDMENTS:

Upon the dissolution of the corporation, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organization organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Executive Committee shall determine.