

By-Laws of Dallas Center-Grimes Booster Club, Inc.

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Dallas Center-Grimes Booster Club, Inc.**

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 purpose 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 or have anyone on a payroll. All members and officers will work on a voluntary basis.

IV. 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.

V. ARTICLE V - ORGANIZATION:

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

VI. ARTICLE VI - OFFICERS OF THE EXECUTIVE COMMITTEE:

1. The officers of the DC-G Booster Club Executive Committee shall be: President, Vice President, Secretary, Treasurer, Scheduling Coordinator, Purchasing Coordinator, Merchandise Coordinator, Communication Coordinator, and the Activities Director.

The Executive Committee includes the Activities 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 all Executive Committee officers shall be held in May. A nominating committee shall be appointed by the President. Each officer's term shall be held for one year, unless noted otherwise below. All new officers will assume their responsibilities as of June 1st.
 - The President position is an elected position, and will be held for one year, with the expectation they will transition out of their role and can either serve in another capacity within the Booster Club, or step down.
 - The Vice President position is an elected position, and will be held for one year, with the expectation they will transition to the President role the following year.
 - All other Executive Committee officer positions are to be held for a minimum of two years. These positions may be retained by the same person, but they must be nominated again, and their position must be voted on and approved by the Executive Committee.
3. An officer may be any person with a current Booster Club membership on file and is in good standing.
4. 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.
5. VACANCY: If for any reason a vacancy occurs among the Executive Committee 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.
6. DUTIES OF OFFICERS: Descriptions of each role are listed below.

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.

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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 Executive Committee liaison for all Booster Club committee chairpersons and provide oversight and support as needed. He/She shall organize all Committees (i.e., Membership Drive, Scholarship, Golf Outing, Cake Auction, etc.) 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 may also endorse checks, drafts, and other negotiable instruments for deposit of collection.

TREASURER:

The Treasurer or Treasurer's designee 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. The books and accounts shall be open at all times to the inspection of any officer of the Corporation. He/She 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 from two of the three officers: 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.

SCHEDULING COORDINATOR:

The Scheduling Coordinator will work with the Activities Director to build the concessions stand sign-up for each sport where concessions are offered. As Scheduling Coordinator, this person will help ensure concession stand worker coverage is adequate.

The Scheduling Coordinator will provide reports to the Activities Director which detail parents who have signed up for concession stand duty. The Activities Director will use this information with the coaches that are in-season to encourage/assign parents that have yet to sign up for concessions duty.

The Purchasing Coordinator and Scheduling Coordinator will work close together to cover all events with supplies and representatives.

PURCHASING COORDINATOR:

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The Purchasing Coordinator shall train the Seasonal Purchasing Specialist team to perform their duties and serve as a backup in case of absences and/or peak activities dictating more help is needed for certain events (e.g., Booster Club Basketball Tournament).

The Purchasing Coordinator and Scheduling Coordinator will work close together to cover all events with supplies and representatives.

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.

COMMUNICATION COORDINATOR:

The Communication Coordinator is responsible for actively promoting the Booster Club including drafting publicity articles on various social media platforms (i.e., Facebook, Twitter, etc.) and newsletters (i.e., Mustang Monthly), including monthly meeting minutes and other events that are occurring that the Booster Club is responsible for.

VII. ARTICLE VI – ADDITIONAL ELECTED POSITIONS WHICH ARE NOT ON THE EXECUTIVE COMMITTEE:

IMMEDIATE PAST PRESIDENT:

The immediate past President shall aid and advise the President and be on call to help any officer or committee.

SEASONAL PURCHASING SPECIALIST (Fall, Winter, Spring, Summer):

The Seasonal Purchasing Specialist shall supply all concession stands that are in use during their assigned season with supplies. This person will work with the Purchasing Coordinator and Scheduling Coordinator to be sure all events are covered with concessions and supplies.

TECHNOLOGY COORDINATOR: The Technology Coordinator is responsible for all technology that the DCG Booster Club utilizes. This includes, but is not limited to, the DCG Booster Club website (<https://www.dcgboosterclub.com/>), the DCG streaming technology (<http://dcgtv.com>), organizing the streaming of sports and upkeep for all streaming equipment, and all DCG Booster Club email maintenance.

FACILITIES COORDINATOR: The Facilities Coordinator will work close together with the Activities Director to ensure that concessions stands are in safe and working order as it relates to structural, electrical, and plumbing needs.

BASKETBALL TOURNAMENT COORDINATOR: The Basketball Tournament Coordinator will work closely with the Activities Director to secure the date(s) for the annual Booster Club Basketball Tournament(s) and identify which gyms can be used for the tournament(s). This role is also responsible for promoting the tournament, setting up the tournament registration details, securing and paying referees, awards for teams, and communicating to participating coaches any details about the tournament including game schedules, schedule changes, team registration changes, refunds, and scoring the tournament. This position is also responsible to coordinate with the Scheduling Coordinator the number of volunteers and Booster Club positions needed to help run the tournament.

GOLF TOURNAMENT COORDINATOR: The Golf Tournament Coordinator will

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work closely with the Booster Club Board and the golf course of choice to secure the date for the annual Booster Club Golf Tournament. This role is responsible for promoting the tournament, tournament registration details, hole sponsors and contests, awards for teams, and the meal for participants.

ARTICLE VII - DC-G SCHOOL ACTIVITIES DIRECTOR: The Activities Director holds a position on the Executive Committee; however, this position is non-elective. The Activities Director will act as the liaison between the school, coaching staff, and DC-G Booster Club.

VIII. ARTICLE VIII - PRESENTATION FOR PURCHASE REQUESTS:

All athletic purchase requests shall be presented in the following manner to the Executive Committee:

- The Coach must first go the Activities Director to discuss the need for their purchase request.
- If no funds are available in the Athletic Department budget, the Activities Director will then approach the Executive Committee for their financial support for the request. If the Executive Committee approves said request, 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 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.

IX. ARTICLE IX. - MEETINGS:

The DC-G Booster Club shall meet monthly with members of the Club. Satisfactory notice for meetings shall be communicated in various ways, including but not limited to email, social media, and the Mustang Monthly. Robert Rules of Order will govern all meetings.

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.

X. 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.

The dues amount must be approved and voted on by the Executive Committee at the May meeting for the next fiscal year, which starts on June 1st. Individual or family membership dues are due and payable for the fiscal year any time after June 1st. All dues received between June 1st and May 31st of the fiscal year is for that year.

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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.

XI. 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.

XII. 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.

XIII. 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.

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These By-Laws have been approved by the Executive Committee and presented to the DC-G Booster Club Membership that was present at our meeting. These By-Laws were approved with a 2/3 vote of the members present.

Dated this _____ day of __, 2022.

Revised Dallas Center - Grimes Booster Club By-Laws

President

Vice-President

Secretary

Treasurer

Notary Public in
and for Dallas or
Polk County, Iowa