

BY-LAWS OF THE DAKOTA BOOSTERS

MISSION STATEMENT: TO ENCOURAGE AND ASSIST ALL STUDENTS OF DAKOTA HIGH SCHOOL, AND TO PROMOTE DAKOTA SPIRIT, OPPORTUNITIES, ACCEPTANCE AND RESPONSIBILITY IN ALL WALKS OF LIFE.

- I. **NAME:** The name of this organization shall be the Dakota Boosters.
- II. **PURPOSE:** The Dakota Boosters is a non-profit organization of parents, students and residents of the Chippewa Valley School District interested in giving assistance to Dakota students through high school organizations and activities by:
 - a. Promoting Dakota High School;
 - b. Stimulating communication with and between Dakota parents, students and others;
 - c. Exercising control over the donation of funds raised by the Dakota Boosters.
- III. **MEMBERSHIP:** All parents, students and residents of the Chippewa Valley School District interested in the activities of Dakota High School are eligible for membership. Members' names shall be recorded on a general membership list by the Donation Trustee and become the property of this organization.
- IV. **ORGANIZATION:** The organization structure shall consist of two parts:
 - a. The Executive Board;
 - b. The General Membership.
 - i. **EXECUTIVE BOARD:** This will be the governing body of the organization. Responsibilities are to conduct general Dakota Boosters business, set meeting dates, appoint interim committees as necessary, and rule on matters before the Executive Board. The Executive Board shall consist of the following nine members, all of whom shall be parents or guardians of current or past Dakota High School students.
 1. President;
 2. Vice President;
 3. Secretary;
 4. Treasurer;
 5. Student Trustee – optional position; to be appointed by the Executive Board to represent the voice of the students;
 6. Fine Arts Trustee – selected by the general membership from parents of fine arts students. If there are no parents of fine arts students available or interested, nominations from the general membership shall be accepted;
 7. Service Organization Trustee - selected by the general membership from parents of students in service organizations or students who are class officers. If there are no parents of

- service organization students available or interested, nominations from the general membership shall accepted;
8. Sports Trustee - selected by the general membership from parents of students on sports teams. If there are no parents of sports students available or interested, nominations from the general membership shall be accepted;
 9. Donation Trustee – appointed by the Executive Board.
 10. Information Technology (“IT”) Trustee – appointed by the Executive Board. Responsible for all information technology needs of the organization and maintenance of the Booster website.

- ii. **TERMS OF THE EXECUTIVE BOARD MEMBERS:** The offices of the Executive Board shall be for a term of one year, and are renewable. The President and Vice President, however, in no event shall serve more than two consecutive terms in the same office. An exception to this term limit may apply in the instance where a successor to either of these positions has not been identified to assume responsibility for the next term, and the incumbent President or Vice President agrees to remain in office.

Any member of the Executive Board must attend a minimum of 75% of the Executive Board and General Membership meetings to maintain a position the following year. Extenuating circumstances may be reviewed by the Executive Board.

If a vacancy occurs in the office of President, then the Vice President shall assume the duties of president for the unexpired term. If a vacancy occurs in any other office, then a person appointed by the Executive Board shall fill it for the unexpired portion of the term.

- iii. **DUTIES OF THE EXECUTIVE BOARD:** The duties of the Executive Board shall be:
 1. To transact all necessary business during the membership year in order to fulfill the mandate established by the purpose of the organization.
 2. To appoint all committees required to promote the objectives and interests of the organization, including the appointment of a chairperson for such committees.
 3. To present a report at the general membership meetings of the organization; and

4. To appoint an audit subcommittee to conduct a review of the financial activities for the year and report to the Executive Board at the August meeting.
- iv. **DUTIES OF THE OFFICERS:** The **President** shall preside over meetings of the Executive Board and the general membership meetings, shall be an ex-officio member of all committees except any nominating committee and shall perform all other duties usually pertaining to the office.

The **Vice President** shall act as an aide to the President and shall perform the duties of the President in his/her absence.

The **Secretary** shall keep and distribute to the Executive Board and the general membership an accurate record of all general membership and Executive Board meetings, and perform such duties as may be designated to the office. The Secretary also provides important Boosters information within the monthly meeting minutes.

The **Treasurer** shall receive all monies of the organization, shall keep an accurate and detailed record of all funds received and expended, and shall pay out monies only as authorized by the Executive Board. The Treasurer shall present a written report at each general membership meeting and at the August meeting on the financial position of the organization for the fiscal year ending June 30. The Treasurer shall present a financial statement at other times when required. The Treasurer must attend the annual fall School District Treasurers meeting, and provide monthly and year-end trial balance reports to the School District.

Trustees shall be members of the Executive Board and shall have full voting privileges and shall report to the general membership the activities pertaining to their office.

The **Donation Trustee** shall review all requests for funding, insure that all necessary information is provided on the Donation Request Form and submit requests to the Executive Board for approval or rejection. These forms shall be retained for future reference. Funding requests in excess of \$500.01 must be presented to the general membership for a vote and will be reviewed by the Executive Board for approval or denial. The results of the review will be presented at the following month's general meeting. If a funding request is denied, the reason for the denial shall be in writing and presented. The

donation trustee is also responsible for collecting and accumulating the volunteer information for all Boosters fundraising events for purposes of determining the distributions to be made to each DHS group supported through volunteer credits. See discussion within item IV.b.ix. below.

The Donation Trustee shall also keep a roster of voting members and attendance at meetings and events.

- v. **GENERAL MEMBERSHIP:** Every Executive Board and general membership meeting shall have a time allocated in the agenda, which will allow open discussion from the general membership.
- vi. **ELECTIONS:** The election of officers and trustees shall take place at the May general membership meeting. Nominations for the various officers and trustee positions must be made at the second to last general membership meeting of the year, or submitted in writing prior to the second to last general membership meeting of the year in order that any such nominations can be placed before the general membership for its consideration. After the second to last general membership meeting of the year, but before the last general membership meeting of the year, there shall be a determination as to whether the nominees are interested in serving and whether they are otherwise eligible. Members are eligible to vote if they have attended two general membership meetings, worked two booster-sponsored events, or a combination of the two. All ballots shall be tabulated by election tellers, none of whom are nominees seeking office, appointed by the President at the last meeting of the year.
- vii. **MEETINGS:**
 - 1. General Membership
 - a. General membership meetings shall be held at least eight times throughout the fiscal year (July 1 – June 30) and shall be publicized accordingly.
 - b. All general membership meetings shall be open to the public.
 - c. Voting members shall be those in attendance at the meeting who are parents or guardians of current or past Dakota High School students and including current employees of Dakota High School.
 - i. Those who have attended two general membership meetings, worked two booster-sponsored events, or a combination of the two.

- ii. Students in attendance at general membership meetings will be non-voting members.
 - d. All matters brought before the general membership for a vote shall be determined by majority of those voting members present.
 - e. Order of Business – all general membership meetings shall basically proceed using the following format:
 - i. Call to order
 - ii. Update from school administration
 - iii. Routine business (approval of minutes and Treasurer’s report)
 - iv. Old business, committee reports, input from school organizations
 - v. New business
 - vi. Open discussion
 - vii. Future meetings
 - viii. Adjournment
- 2. Executive Board
 - a. Executive Board meetings shall be held at least four times throughout the fiscal year (July 1 – June 30). These meetings shall be publicized accordingly.
 - b. No meeting can be conducted without the presence of a majority of the Executive Board.
 - c. All meetings shall be open to the general membership, but only Executive Board members may vote.
- 3. Committees
 - a. Committee meetings shall be of sufficient times to conduct business as is necessary and shall be at the call of the committee chairperson.
- viii. **FUNDS:** The Treasurer shall deposit all funds accumulated in the Dakota Boosters bank account. All expenditures shall be used for the benefit of students associated with Dakota High School and related school activities. Donation of funds may only be appropriated by the Executive Board. Two signatures shall be required for withdrawal.
- ix. **VOLUNTEER CREDITS:**
 - 1. **EARNING CREDITS:** Adult volunteers representing various groups within the DHS Community (i.e., athletic teams, curricular, extra-curricular clubs and groups, academic classes and administration) can earn a specific dollar amount for each unit of volunteer time worked (also referred to as a “credit”) at a Dakota High School Boosters Fundraising event. These

events consist of concessions for Dakota sporting events, the Fall Craft Show in November and other fundraising events and activities designated.

2. **DETERMINATION OF CREDIT AMOUNT:** The dollar amount allocated for each credit shall be set each year initially at \$25.
3. **TIMING OF ALLOCATION AND DISTRIBUTION OF CREDITS:** Credits earned by volunteers are tabulated by the Donation Trustee from the sign-in sheets for each fundraising activity and allocated to the group supported. The total dollar amount of allocated credits shall be distributed to each group throughout the school year as determined by the Executive Board based upon the availability of funds.

Allocation of funds to athletic teams and clubs of Dakota High School will include a summary of the parent participation including event worked and name of parent. This information will be provided to the coach or sponsor of the group.

Dakota Boosters is not the administrative body who oversees the allocation of donations earned by each team or club. Building and Central Office administration will oversee this allocation based on district recommended or required practices.

- x. **REQUESTS FOR DONATIONS:** In order for an athletic team or curricular club (see Student Hand Book) to be eligible for Boosters donations, the following criteria must be met:
 1. All requests for donations shall contain the following information:
 - a. The name of the organization, its advisor and supply source.
 - b. The current amount being requested. If request exceeds \$500.01, three competitive bids are required, if appropriate.
 - c. A description of the purpose for which the donation will be used.

A standardized form is available through the Boosters Club.

- xi. **DONATION REQUESTS WHICH WILL NOT BE CONSIDERED:** In no event shall funds be allocated for the following:
 1. Any instructors, coaches or related expenses.
 2. Items that are either essential or mandatory in order for a student to participate in a school sanctioned activity.
 3. Food for practices and/or team and club receptions.
 4. Bus transportation.

5. Funds for individual students.

c. **GENERAL POLICIES AND PROCEDURES:**

- i. The Dakota Boosters is a non-commercial, non-sectarian and nonpartisan organization. No person or organization may use the name of the Dakota Boosters, or the name of any of its officers or trustees, for any purpose without the expressed approval of the Executive Board. The Dakota Boosters will cooperate with organizations concerned with the well-being of Dakota High School students. Persons representing the Dakota Boosters shall not make any commitments or representations that bind the Dakota Boosters in any way unless authorized to do so by the Executive Board. Control of the property, funds and records of the Dakota Boosters are vested
- ii. The Dakota Boosters shall seek neither to direct the administrative activities of Dakota High School nor to control its policies.
- iii. In the event that the Dakota Boosters is dissolved, its assets shall revert to the general scholarship fund of Dakota High School without restrictions.
- iv. Robert's Rules of Order shall govern this organization in all ways that are not in conflict with these By-Laws and Amendments.

d. **AMENDMENTS:** These By-Laws may be amended at any regular meeting of the organization by a two-thirds vote of the Executive Board who is present and voting, and a two-thirds vote of the general membership who is present and voting.

- i. Any proposed amendment must be presented in writing to the Executive Board at a general membership meeting.
- ii. The individual submitting the proposal shall attend the next Executive Board meeting where the proposal shall be discussed and voted upon.
- iii. The Executive Board shall present their recommendation to the proposed amendment at the next general membership meeting.
- iv. When submitting the proposed amendment, the name and telephone number of the person sponsoring the proposed amendment must be attached.