

## 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 an 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, staff, and others;
  - c. Providing appropriate interested parties the opportunity to offer input, ideas and suggestions for consideration;
  - d. Exercising control over the donation of funds raised by the Dakota Boosters.
- III. **ORGANIZATION:** The organization structure shall consist of:
  - a. The Executive Board.
    - 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 parents or guardians of current or past Dakota High School students; and must operate with the first four positions listed below:
      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, Social, and Cultural 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 and Scholastic Leadership 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 be 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 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 fiscal 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; and
3. To present a report at the general meetings of the organization.

iv. **DUTIES OF THE OFFICERS:** The **President** shall preside over the Executive Board and the general 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 maintain accurate meeting minutes of all Executive Board and general meetings and distribute the minutes at the respective meetings the following month.

The **Treasurer** shall receive all monies of the organization and shall keep an accurate and detailed record of all funds received and expended. The Treasurer shall present a written report at each general 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 adhere to all school district financial reporting guidelines and requirements.

**Trustees** shall be members of the Executive Board, have full voting privileges, and will report their activities at the general meeting. The appropriate Trustees will also review all pertinent requests for funding from their respective organizations, ensure all necessary information is provided on the Donation Request Form, and submit to the Executive Board for approval or denial.

- b. The General Meeting Attendees.
    - i. **GENERAL MEETING ATTENDEES:** The general meeting attendees shall be comprised of all parents, students and residents of the Chippewa Valley School District who are interested in the activities of Dakota High School and who are invited to attend or who are otherwise made aware of such meetings as publicized on the Boosters website or through other social media platforms or otherwise announced.
- IV. **ELECTIONS:** The election of officers and trustees shall take place at the May general meeting. Nominations for the various officers and trustee positions must be made at the second to last general meeting of the year, or submitted in writing prior to the second to last general meeting of the year in order that any such nominations can be placed before the general meeting attendees for their consideration. After the second to last general meeting of the year, but before the last general meeting of the year, there shall be a determination as to whether the nominees are interested in serving and whether they are otherwise eligible. Non-student attendees are eligible to vote if they have attended two general meetings and worked two Booster-sponsored events. 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. In the event of two attendees being interested in the same position and the vote is tie, the President will serve as tie-breaker.

**V. MEETINGS:**

a. General Meetings

- i. General meetings shall be held regularly throughout the fiscal year (July 1 – June 30) and shall be publicized accordingly.
- ii. The general meeting shall have a time allocated in the agenda, which will allow open discussion from the general meeting attendees.
- iii. All general meetings shall be open to the public.
- iv. Order of Business – all general meetings shall basically proceed using the following format:
  1. Call to order
  2. Update from school administration
  3. Routine business (approval of minutes and Treasurer’s report)
  4. Old business, committee reports, input from school organizations
  5. New business
  6. Open discussion
  7. Future meetings
  8. Adjournment

b. Executive Board

- i. Executive Board meetings shall be held regularly throughout the fiscal year (July 1 – June 30).
- ii. No meeting can be conducted without the presence of a majority of the Executive Board.

c. Committees

- i. Committee meetings shall be of sufficient times to conduct business as is necessary and shall be at the call of the committee chairperson.

**VI. 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.

**VII. VOLUNTEER CREDITS:**

a. EARNING CREDITS:

- i. 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 Craft Shows and other fundraising events and activities designated.
- ii. Student 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”) or can earn service hours worked at a Dakota High School Boosters Fundraising event. These events consist of concessions for Dakota sporting events, the Craft Shows and other fundraising events and activities designated.

b. DETERMINATION OF CREDIT AMOUNT: The dollar amount allocated for each credit shall be set each year initially at \$25.

c. 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 upon request.

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.

VIII. **REQUESTS FOR DONATIONS:** In order for an athletic team or curricular club (see Student Hand Book) to be considered for Boosters donations, the following criteria must be met:

- a. All requests for donations shall contain the following information:
  - i. The name of the organization, its advisor and supply source (vendor).
  - ii. The current amount being requested. If request exceeds \$500.00, three competitive bids are required, if appropriate.
  - iii. A description of the purpose for which the donation will be used.

A standardized form is available through the Boosters Club.

IX. **DONATION REQUESTS WHICH WILL NOT BE CONSIDERED:** In no event shall funds be allocated for the following:

- a. Any instructors, coaches or related expenses.
- b. Items that are either essential or mandatory in order for a student to participate in a school sanctioned activity.
- c. Food for practices and/or team and club receptions.
- d. Bus transportation.
- e. Funds for individual students.

X. **GENERAL POLICIES AND PROCEDURES:**

- a. 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.

- b. The Dakota Boosters shall seek neither to direct the administrative activities of Dakota High School nor to control its policies.
- c. In the event that the Dakota Boosters is dissolved, its assets shall revert to the staff and student development fund of Dakota High School without restrictions.
- d. Robert's Rules of Order shall govern this organization in all ways that are not in conflict with these By-Laws and Amendments.

XI. **AMENDMENTS:** These By-Laws may be amended at any regular meeting of the Executive Board by a two-thirds vote of those who are present and voting.

- a. Any proposed amendment must be presented in writing at the Executive Board meeting.
- b. The individual submitting the proposal shall attend the next Executive Board meeting where the proposal shall be discussed and voted upon.