

## **ANKENY BOOSTER CLUB BY-LAWS**

### **Article I - Name**

The name of this non-profit organization is The Ankeny Booster Club. (Hereafter referred to as "Organization")

### **Article II - Purpose**

The purpose of this Organization is to support, encourage and advance the Ankeny Community School District's High School athletic and activity programs in an atmosphere that is consistent with the educational philosophy of the school district.

The objectives of the Organization are to:

**Section 2.01:** Promote positive school spirit and the highest degree of sportsmanship among student athletes, participants, coaches and spectators.

**Section 2.02:** Provide support and promote projects to improve facilities and equipment necessary to enhance the athletic and activity programs. This includes financial and fund raising support.

**Section 2.03:** Conduct activities in accordance to the laws and policies governing public schools and their extra-curricular activities.

**Section 2.04:** Encourage and promote attendance at all athletic/activity events.

### **Article III – Membership**

**Section 3.01:** Any adult or business that is interested in the objectives stated in Article II shall be eligible for membership. Active executive members in good standing shall be entitled to vote.

**Section 3.02:** The membership categories and annual fees in this organization shall be determined by the executive committee on an annual basis payable upon application for membership and shall expire each year on August 1.

**Section 3.03:** Members shall be entitled to attend meetings, hold office, make nominations, and serve on committees. Each member shall be entitled to one vote on any matter submitted to a vote of the membership.

### **Article IV – Meetings**

**Section 4.01:** The fiscal year for the Organization shall run from September 1 to August 31.

**Section 4.02:** The Organization shall hold monthly meetings on the second Wednesday of every Month during the academic school year. During the summer meetings, will be held on the second Sunday. Additional meetings or changes to specific meeting nights may be called/changed as deemed necessary by both Presidents. When meetings are changed, they will be posted on website at least 48 hours in advance when possible.

**Section 4.03:** A quorum shall be a two-thirds (2/3) of the Board members. Majority votes of those present will apply. No proxy votes will be accepted.

## **Article V – Officers**

The officers of this Organization, hereafter referred to as the “Executive Committee”, shall consist of the following for each high school: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Concession Liaison and Past Presidents. The following officer positions will not have a position for each high school but serve both: Communications and Marketing Director, Membership Director, Camp Administrator, Booster Bash Manager and Information Technology Manager. New officers shall assume responsibilities on September 1. The minimum term shall be one year.

### **Section 5.01: Duties of the President(s)**

- Set the agenda
- Preside at all meetings
- Appoint committee chairpersons and all other committees as required
- Serve as ex-officio on most committees
- Serve as liaison to the Athletic/Activities Departments
- Ensure compliance with rules and policies of the Ankeny Community School District

### **Section 5.02: Duties of the 1st Vice President(s) (President elect)**

- Perform the duties of the President when he/she is absent
- Responsible for the annual review of the By-Laws
- Lead varsity football game sponsorship program

### **Section 5.03: Duties of the 2nd Vice President(s)**

- Develop and coordinate annual membership plan
- Perform the duties of the Secretary in his/her absence
- Oversee the Gary Telford scholarship program

### **Section 5.04: Duties of the Secretary(s)**

- Notify members of scheduled meetings
- Records all minutes of the Board meetings
- Distributes minutes to the members
- Acts as the liaison to the team parent representatives

### **Section 5.05: Duties of the Treasurer(s)**

- Responsible for the receipt and custody of all monies of Organization
- Maintains financial records of the Organization including the payment of all expenses; provide reports monthly to the Board
- Responsible for all fees, taxes, tax filings and licensing
- Works with Co-Treasurer to perform above duties

### **Section 5.06: Duties of the Communication and Marketing Director(s)**

- When possible this position is made up of two people; one communication and one marketing specialist
- Lead effort to create and maintain a communication/marketing plan for the Organization

- Responsible for the design and upkeep of the Organization's website
- Responsible for all communications with the media outlets and schools

**Section 5.07: Duties of the Membership Director**

- Responsible for selling memberships and collection of fees
- Coordinates the printing and distribution of membership cards/activity passes

**Section 5.08: Duties of the Camp Administrators**

- Oversees and maintains Team camp administration
- Obtains and organizes the camp information from the coaches
- Works with the Athletic/Activities Department to post camp information on the website
- Obtains insurance and maintains camp finances
- Maintain income tax specific payroll for camps

**Section 5.09: Concession Liaisons**

- Serve as liaison between concession manager(s) and the Organization

**Section 5.10: Booster Bash Manager**

- Leads all aspects of Booster Bash
- Serves as advisor to Booster Bash Sub-Committees
  - Decorating
  - Catering
  - Information Technology
  - Donations (Live & Silent)
  - Communications/Marketing
  - Raffle

**Section 5.11: Duties of the Past President**

- Serve as an ex-officio member in an advisory capacity to the Board

**Section 5.11: Duties of the Information Technology Manager**

- Maintain the organization's website

**Article VI - Nominations and Elections**

**Section 6.01:** The President(s) shall appoint a nominating committee of at least three members. The committee shall prepare a slate of candidates for office at the July meeting.

**Section 6.02:** Nominations from the floor will be accepted at July meeting, provided that the nominee is willing to serve in office

**Section 6.03:** Elections for office shall be decided by a majority vote of those present at the August meeting.

**Article VII – Finances**

**Section 7.01:** All monies received by the Organization for any purpose shall be deposited in the financial institution or institutions selected by the Executive Committee.

**Section 7.02:** All interest earned by the investments of the Organizations funds will be deposited back into the Organizations account.

**Section 7.03:** All funds raised by the Organization shall be divided evenly between the two High Schools.

**Section 7.04:** Any request for contributions from sports/activity teams or capital improvement projects will be directed to the respective Athletic/Activities Department. The Athletic/Activities Department will then present the request to the Organization.

**Section 7.05:** Any disbursement of funds will require a majority vote of the Executive Committee.

## **Article VIII – Team Representatives**

**Section 8.01:** Each sport/activity shall have a senior and junior parent representative.

**Section 8.02:** Coordinate concessions and communicate membership/activity pass at the preseason parent team meeting.

**Section 8.03:** Communicate with the Communication Director any news, updates or information to be posted on the booster website.

**Section 8.04:** Coordinate their team participation in any fundraiser the booster club undertakes including the annual dinner/auction (Booster Bash)

## **Article VIII – Amendment's to By-Laws**

**Section 9.01:** The Organization's by-laws may be amended by a majority vote of the members present assuming a quorum is present

## **Article X – Dissolution**

**Section 10.01:** To effect dissolution of the Organization a 2/3 vote of the membership would be Required.

**Section 10.02:** Upon dissolution, all of the Organization's assets and cash will be distributed evenly between the two Ankeny High Schools for use in whatever manner they deem beneficial to their Athletic/Activity Departments.