

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. (For voting members, see Section vii., 1., c.)
- 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 of Dakota High School students or residents of the Chippewa Valley School District.
 1. President;
 2. Vice President;
 3. Secretary;
 4. Treasurer;
 5. Student Trustee – appointed by student council;
 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 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.

ii. **TERMS OF THE EXECUTIVE BOARD MEMBERS:**

The offices of the Executive Board shall be for a term of one year. The President and Vice President, however, in no event shall serve more than two consecutive terms in the same office.

Any member of the Executive Board must attend a minimum of 75% of the Executive Board and General Membership meetings to be considered for a position the following year.

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.
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 at all 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 president shall appoint the chairperson of each committee.

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

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 for the monthly Dakota Newsletter.

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 July 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 that are approved by the Executive Board must be presented to the general membership for a vote. If a funding request is denied, the reason for the denial shall be in writing. 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 April general membership meeting, or submitted in writing prior to the April meeting in order that any such nominations can be placed before the membership for its consideration. After the April general membership meeting, but before the May general membership meeting, 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 April meeting

- 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:
 - 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. Routine business (approval of minutes and Treasurer’s report)
 - iii. Old business, committee reports, input from school organizations
 - iv. New business
 - v. Open discussion
 - vi. Future meetings
 - vii. 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 (5 of the 9 Executive Board members).
 - c. All meetings shall be open to the general membership, but only Executive Board members may vote.
 3. Committee
 - 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 Dakota High School students and related school activities. Donation of funds may only be appropriated by the President, Vice President and Treasurer. Two signatures shall be required for withdrawal.

ix. **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. Teams and clubs must have parent participation in a minimum of four separate Booster-sponsored events.
2. The following table outlines the percent of participation required for each level of donation requested:

Amount of donation requested	Amount of participation needed
\$1 - \$500	20%
\$501 - \$1,000	25%
\$1,001 - \$1,500	30%
\$1,501 - \$2,000	35%
\$2,001 - \$2,500	40%
\$2,501 - \$3,000	45%
\$3,001 - \$3,500	50%
\$3,501 - \$4,000	55%
\$4,001 - \$4,500	60%
\$4,501 - \$5,000	65%

3. 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 Booster Club.

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

1. Any camps, instructors, coaches, guest speakers 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.

c. **GENERAL POLICIES AND PROCEDURES:**

- i. The Dakota Boosters is a non-commercial, non-sectarian and non-partisan 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 in the Executive Board.
- 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.