

SOUTHEAST POLK ATHLETIC BOOSTER CLUB

BYLAWS

REPLACING BYLAWS OF APRIL 9, 1984
WRITTEN MARCH, 2001

APPROVED APRIL 16, 2001
AMENDED JULY 16, 2001
AMENDED MAY 2010
AMENDED MARCH 2012

JEFF DELVAUX, PRESIDENT

ARTICLE I

NAME

The name of this Organization is The Southeast Polk Athletic Booster Club.

ARTICLE II

PURPOSE

The business, purpose and object of this Organization shall not be for profit, but shall be as follows:

Section 1: To render services to the complete program for athletics within the public school system of the Southeast Polk School District.

- a. Article II, above, shall in no way be construed as being in violation to the laws governing public schools, their extra-curricular activities, or the use of public school properties; nor shall any activity by this Organization in behalf of the school program be in violation of the Iowa High School Athletics Association, or the Iowa High School Girls Athletics Union. Further, it is the purpose of this Organization that it shall have no power or authority to interfere in any manner directly or indirectly with the school administration of the Southeast Polk Public Schools, or its coaches and their policies.

Section 2: To conduct and promote activities for the benefit of the athletic program of the Southeast Polk School District in a legal, coordinated manner as supplementary to and not in conflict with the school district's program.

Section 3: To promote a high level of good sportsmanship among participants, pupils, coaches, and spectators alike.

Section 4: To encourage and promote both parental and other fan attendance at athletic contests.

ARTICLE III

MEMBERSHIP, DUES AND MEETINGS

Section 1: Any adult interested in the welfare and athletic activities is entitled to become a member.

Section 2: The membership categories and annual dues in this Organization shall be determined by the Board on an annual basis, are payable upon application for membership, and shall expire each year on June 30.

Section 3: Members shall be entitled to attend meetings, hold office, make nominations, serve on committees, and generally exercise rights of membership as provided by law. Each member shall be entitled to one vote on any matter submitted to a vote of the membership.

Section 4: Special meetings of this Organization or Board may be called at any time by the President.

Section 5: The fiscal year shall run from July 1 through June 30 to coincide with the Southeast Polk School District fiscal year.

Section 6: The Organization shall hold monthly meetings during the school year. Additional meetings may be called as deemed necessary by the President.

Section 7: A quorum shall be present to vote on all motions. Four executive board members shall be considered a quorum. Measures submitted for approval shall require a majority vote of those members present.

ARTICLE IV

POWER OF OWNERSHIP

The Organization shall have the power and right to take by gift, purchase, devise, or bequest, real and personal property for the purpose appropriate to its creation. It may handle, manage, control, sell, lease, and mortgage the same and may make bylaws to govern it.

ARTICLE V

EXECUTIVE BOARD

The affairs of this Organization shall be conducted by an executive board of at least six members of the general membership.

ARTICLE VI

OFFICERS

The officers of this Organization shall consist of a President, Vice-President, Secretary, Treasurer, Membership Director and Clothing/Merchandise Director.

The new officers shall assume responsibilities on July 1. The officers shall serve for a term of one year beginning July 1 and ending June 30. Members shall not be limited to one term of office.

Each officer shall surrender to the elected successor all records and properties of this Organization.

Any officer of the Executive Board who misses three (3) consecutive meetings shall be reviewed for dismissal by the Executive Board. Dismissal of an officer shall result from a vote of a majority of the Executive Board.

In the case of a vacancy in the offices of Vice-President, Secretary, Treasurer, Membership Director, and Clothing/Merchandise Director, such vacancy shall be filled by appointment of the Executive Board.

ARTICLE VII

DUTIES OF OFFICERS

President

1. The President of this Organization shall set the agenda and preside at all meetings, appoint all committees as shall be necessary, and transact any other business which may pertain to the office.
2. Shall communicate and consult with the SEP Athletic Director regarding this Organization's plans, projects, and activities, and the Athletic Director shall communicate with the School District.
3. Shall oversee recognition of athletes at the Honor Ceremony in the spring of each year.
4. When the President receives a request for check form for signature, it must be checked for accuracy prior to their signing.

Vice-President

1. Vice-President (President elect), shall perform the duties of the President when he/she is absent or unable to discharge the duties, or at the request of the President; and in the case of vacancy on Presidency until such vacancy is filled.
2. Shall coordinate the Homecoming events with the Athletic Director and Student Council representatives.

Secretary

1. The Secretary shall keep an accurate record of all proceedings and shall be responsible for all correspondence, books, papers, and effects, except those specifically assigned to others.
2. The Secretary shall present the minutes of the previous meeting when called on by the President.
3. Shall keep an attendance record of members present at each business meeting. The attendance records shall be recorded in the Secretary's minutes.

Treasurer

1. Reimbursements -
 - a. The Treasurer shall keep a correct record of bill receipts, invoices and expenses, make sure all approved bills are paid, and give a report showing the current financial standings at each regular meeting.
 - b. The Treasurer shall pay all bills and expenses by check following the procedures in sections d. and e. under this reimbursement section. These will be paid directly to businesses or hired individuals or as reimbursements to a member. Money collected during an activity will not be used to pay bills.
 - c. The Treasurer shall receive and keep a copy of all bill receipts and invoices for approved expenditures. These copies will be kept with the request for check carbon copy for the corresponding expenditure. Checks will NOT be issued without a bill receipt or invoice. No tax will be paid.
 - d. The Treasurer shall complete and sign a request for check form provided by the SEP District for each bill or transfer of funds. The form must include the purchaser's name and address, or the name of the fund the money is to be transferred to, the amount of money involved, date and reason for the purchase or transfer. When the form has been completed and signed by the Treasurer, the President must also check the accuracy and sign the form. The request for check form and the original bill receipt or invoice will then be given to the SEP Senior High bookkeeper to be sent to the District Office to be paid. The checks will be prepared at the District Office. The original bill receipts or invoices and the original request for check forms will remain at the District Office for auditing purposes.
 - e. When a purchase order number is needed, the request for purchase form will be filled out and be given to the bookkeeper at the SEP Senior High School. The bookkeeper will issue the purchase number before the purchase is made. When the invoice is then received, it will be given to the SEP Senior High School bookkeeper. The Treasurer will approve and initial the invoice.
 - f. The request for check forms may be signed by the High School Principal or High School Vice-Principal in the event of the President being unavailable for signature.
2. Banks -
 - a. The Treasurer shall be responsible for determining the amount of cash needed for

- concessions and clothing/merchandise sales.
- b. The Treasurer shall be notified one week in advance regarding the need for change at a specific event.
 - c. When a bank is needed, the Treasurer shall complete a request for check form for the amount needed and give it to the SEP Senior High bookkeeper.
 - d. The Treasurer shall abide by the money handling procedures outlined in the SEP Athletic Booster Club Policies and Procedures.
3. Deposits-
- a. The funds will be kept in the SEP Activity Trust Fund at Bank Iowa, in Altoona, as requested by the SEP Board of Education and the SEP Administration
 - b. The Treasurer shall record all money received from Athletic Booster Club activities.
 - c. A copy of the deposits will be kept by the Treasurer for record keeping purposes
4. Record Keeping-
- a. The Treasurer shall keep a current record of all transactions involving Athletic Booster Club funds.
 - b. The Treasurer shall compare this record to the SEP District records on a monthly basis, as computer printouts of account activity are available.
 - c. The Treasurer shall present an unaudited statement of all transactions at each monthly meeting.
 - d. The Treasurer shall make available all records for audit if requested by the President. The SEP School District will be responsible for auditing the account.
 - e. The Treasurer shall keep records for three years.

Membership Director

1. Shall be responsible for selling memberships and collecting membership fees.
2. Shall maintain a full accounting of the funds collected for memberships.
3. Shall compile and organize the member volunteers' lists including the names, addresses, phone numbers, and the type of membership.
4. Issues the Booster Club membership cards/activity passes.
5. Shall distribute copies of the membership list to each Board member and the Athletic office.
6. Shall abide by the money handling procedures that are outlined in the SEP Athletic Booster Club Policies and Procedures Guidelines.
7. Shall communicate with the membership booster club activities and pertinent facts, including notification of the annual election of officers.

Clothing/Merchandise Director

1. Interview possible clothing/merchandise companies and provides sample booklets to the members for review.

2. Place orders and provide purchase order numbers when necessary.
3. Shall be responsible for selling clothing/merchandise.
4. Shall abide by the money handling procedures that are outlined in the SEP Athletic Booster Club Policies and Procedures Guidelines.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

The President shall appoint a nominating committee of not less than three members. At least two of these members should be serving on the current Executive Board. The duty of the committee shall be to prepare a slate of candidates for office.

It is recommended that nominees have been active members and have attended at least three meetings of this Organization within the current fiscal year.

The committee shall report its nominations of candidates for each office at the business meeting held in March of each year. The committee shall also draw up a ballot to be used in the election.

Additional nominations may be made from the floor at this meeting by any member in attendance. No nominations shall be accepted unless the person nominated has agreed to serve in the office, if elected. Elections shall be by written ballot. The ballots will be counted by the nominating committee. The results will be reported at the April meeting.

ARTICLE IX

FINANCES

There shall be no solicitation for funds, advertising, donations, or contributions to the Organization, except as approved by a majority vote of the Organization.

For purchases of \$4,000 or more will be presented and discussed at a minimum of two (2) business meetings before voting on.

ARTICLE X

BYLAWS

These Bylaws may be amended by a majority vote of the members present at any regular meeting of the members or at a special meeting of the members called for such a purpose.

These Bylaws shall be reviewed by a committee appointed by the president every five years.

ARTICLE XI

DISSOLUTION

Should the organization be dissolved for any reason whatsoever, any balance remaining in the treasury shall be turned over to the Southeast Polk School District's Activities Director for use in whatever manner he/she deems beneficial to the students in athletics.