

**BY-LAWS OF
THE ANAMOSA BLUE RAIDERS ATHLETIC BOOSTER CLUB**

ARTICLE I – OFFICE

The principal office of the Anamosa Blue Raiders Athletic Booster Club, Inc. will be located in Anamosa, Iowa.

Section 1. Purpose. The organization is organized exclusively for charitable and educational purposes.

Section 2. Mission. The mission of the Anamosa Blue Raiders Athletic Booster Club is to support, maintain, and enhance the athletic programs at Anamosa Community Schools.

ARTICLE II – MEMBERS

Section 1. Definition of a Booster Member. Any person or group who is interested in supporting the Athletic Programs of the Anamosa Community School District through a financial donation or donation of his/her time to the Anamosa Athletic Booster Club, Inc. (Dec19)

Section 2. Definition of a Board of Director Member. A Board of Director Member is a person who is interested in supporting the Athletic Programs of the Anamosa Community School District and is willing to participate in meetings, decisions, and events held by the Anamosa Blue Raider Athletic Boosters. Such individuals must be at least 18 years of age and a high school graduate or equivalent thereof. No member of the Anamosa School Administration may serve on the Board of Directors.

ARTICLE III - MEETINGS

The defined year of the Booster Club is from July 1st through June 30th during any given year.

Section 1. Annual Meeting. A regular annual meeting of the Board of Directors will be held on the second Wednesday of May of each year. At this meeting an election of officers for the new year will occur, their term beginning July 1st. There will also be a vote for the Board of Directors to fill vacant positions, their term also beginning July 1st.

Section 2. Monthly Meetings. The Anamosa Athletic Booster Club meets on the second Wednesday of each month at 6:30pm at the Anamosa High School. The dates and times of the meetings will be determined before the upcoming school year and printed on the school calendar.

Section 3. Variations to Regular Meetings. Meeting dates and times changes as well as additional meetings may be scheduled at regular monthly meetings. The President (or his/her designee) will contact the school to ask that additional meetings or variations in the regularly

scheduled meetings be included in the school announcements, emailed, and/or posted on the school's website; and an email notification and/or text message will be sent to all Directors.

Section 4. Special Meetings or Evote. Special meetings or a request for an Evote of the Board of Directors may be called by the President with notification of all Board of Directors at least 48 hours in advance of the meeting or deadline for Evote. Email, voicemail, text messaging or verbal constitutes notification.

Section 5. Majority. A majority of the current Board of Directors, present in person and/or via conferencing at any scheduled meeting, shall determine all matters of business. The majority from the responses of the Current Board of Directors, shall determine Evote requests.

ARTICLE IV – BOARD OF DIRECTORS

A Director shall perform his/her duties as a director in good faith and in a manner which he/she deems, in the best interest of the Booster Club.

Section 1. Powers and Duties. The Board of Directors shall be in charge of conducting the day to day operations of the Club.

Section 2. Tenure of Board of Directors. New members proposed to the Board of Directors will be voted on to the Board by the current Directors present at the regularly scheduled May meeting. There will be a four-year term limit for members of the Board of Directors. At the end of the four years, the position will be posted as an open position for interested members. If the list for proposed new Board of Directors is blank at the May election, out-going Directors may put their name on the list for re-election to a two-year term. There is no limit to the number of two-year terms a Director can hold.

Section 3. Compensation. The Board of Directors will receive no compensation for serving on the Board of Directors.

Section 4. Attendance. All Board of Directors are encouraged to attend all monthly and special meetings. Any member who attends less than six regular meetings in a year or is absent from four consecutive meetings will be considered to have submitted their resignation. Exceptions may be addressed by the Board of Directors per individual circumstances or by request.

Section 5. Nominations to the Board of Directors. Nominations for membership on the Board of Directors shall be made by any member of the Booster Club or from a list of interested persons (maintained by the Secretary or his/her designee) when the number of the Board of Directors is less than 25. Those on this list and/or nominated will be voted on at the meeting by all Booster Members present and the nominees receiving the highest number of votes will begin their term at the regular meeting starting in July.

Section 6. Vacancies. Any vacancy on the Board of Directors that occurs during the year may be filled by any person that is nominated by a present Board of Director and voted on at any regular scheduled meeting and approved by majority. This Director will fill the remainder of the term currently vacated.

Section 7. Liaison. The Anamosa Community School District's Activity Director will be a liaison between the Anamosa Athletic Booster Club and the Anamosa Community School District. He/she or his/her designee is encouraged to attend all Board of Director meetings

ARTICLE V - OFFICERS

Section 1. Officers. The officers of the Anamosa Athletic Booster Club, Inc. shall be President, Vice-President, Secretary, and Treasurer and shall be elected from and by the Board of Directors. The Board of Directors may appoint any officers as deemed necessary, such as Past President.

Section 2. Tenure of Officers. Each officer shall be elected to a one-year term. There will be a two-year consecutive term limit in the same office. After two years, Directors may run for the same office as previously held, if they have had a one-year absence from the position. The out-going president will be asked to remain in a supportive role of "Past President" for one year following his term. Each officer shall be elected by ballot via a majority vote. Such election shall be done at the Board of Directors May meeting by a majority vote by the Board of Directors present, counted by at least one officer and one other Board of Directors.

Section 3. President. The President shall make every effort to preside at all meetings and have general supervision of all the organizational committees.

Section 4. Vice-President. The Vice-President shall act under the direction of the President and in his/her absence shall perform the duties of the President. The Vice President is responsible for auditing the accounting of the Treasurer on a monthly, or no less than quarterly, basis. This audit will include a review of the monthly bank statement, deposits, a review of disbursements and then documentation the reviews have been completed. The Vice President is also responsible for organizing and updating the on-line sign-up for all Booster Club concession events.

Section 5. Secretary. The Secretary shall act under the direction of the President and shall record the minutes at all meetings of the Board of Directors. The Secretary should also maintain a list of potential Board of Directors and attendance records at meetings of current Directors. Meeting minutes and membership records shall be passed on to the next elected secretary. The Secretary shall also be responsible for sending member notifications of attendance policy violations to the Board of Directors.

Section 6. Treasurer. The Treasurer shall act under the direction of the President and shall receive and hold all monies and pay all bills approved by the Board of Directors. The Treasurer shall prepare payment for all expenses. He/she shall also present all source documents to the Vice President for review. He/she shall keep an accurate accounting of receipts and disbursements of all Booster Club activities, reconciling bank statements on a monthly basis. A Treasurer's report shall be rendered at the regularly scheduled meetings. An annual report may be offered to The Board for review, if requested The Treasurer is responsible for filing all required reports and forms to the School District and/or the State of Iowa as required. (Dec19)

Section 7. Past President. The Past President shall review with the President all duties and procedures within the first 30 days after election of the new President. The Past President shall remain on the Board of Directors and assist the President in any way he/she deems feasible to ensure a smooth transition of power for the year following his/her term.

Section 8. Vacancies. Any officer vacancy shall be replaced for the remainder of the year with a current Board of Director following a ballot vote by the Board of Directors at the next regularly scheduled meeting with a majority vote with the exception of the President. The President position will be filled by the Vice-President and the Vice-President will be filled by a majority vote.

ARTICLE VI – FUNDS

Section 1. Funds. The funds of the program shall be deposited in banks so named by the Board of Directors. All expenditures of these funds must be presented at the next Booster meeting for approval. A copy of the bank's monthly statement should be kept in a file by the treasurer, reviewed annually by the Board of Directors, and be available upon request. Records shall be retained in a traveling container to be passed on to the next elected Treasurer.

Section 2. Financial Statement. An annual financial statement, signed and dated by the Treasurer, may offered to the Anamosa Community School Board, if requested (Dec19)

Section 3. Funding Requests. All requests for funding, other than operational expenses, must be presented to the Board for approval. Approval/denial requires a majority vote from the Board of Directors present. All monies approved for disbursement shall benefit current school programs and students.

Section 4. Ledger/Books. All funds received and disbursed shall be documented. Records shall be retained and passed on to the next elected Treasurer. Invoice documentation for all payments and receipts including checks written, canceled checks, and bank statements shall be maintained for a minimum of five years.

ARTICLE VII – AMENDMENTS

Section 1. These Bylaws may be amended by addition, alteration, or repeal at any meeting of the Board of Directors by an affirmative vote of the majority of Board of Directors present.

Section 2. Each proposed change in the Bylaws shall be read at the previous Board of Directors meeting before it can be considered.

ARTICLE VIII – DISSOLUTION

Dissolution of the Anamosa Athletic Booster Club, Inc. shall be when the program no longer is deemed workable and the interest in the program no longer constitutes a working arrangement. Upon dissolution, any assets or money remaining shall be turned over to the Activities Director for the Athletic Department of the Anamosa Community School District to be distributed for one

or more tax exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code for further development and support of the athletic programs at the Anamosa Community School District.

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