

DWIGHT D. EISENHOWER HIGH SCHOOL ATHLETIC BOOSTER CLUB

CONSTITUTION

ARTICLE I - THE NAME

The name of this organization shall be the *Dwight D. Eisenhower High School Athletic Booster Club*.

ARTICLE II - PURPOSES & OBJECTIVES

The purposes and objectives of this organization are:

- A. To provide financial assistance for the development, promotion, and enhancement of recognized varsity team athletic activities at Dwight D. Eisenhower High School. "Recognized varsity team athletic activity" is defined as an Eisenhower High School varsity level athletic activity that is headed by a coach who is employed by the Utica Community School District and/or any athletic activity recognized by the Michigan High School Athletic Association (MHSAA) as a high school varsity team activity. This includes any / all varsity athletic club sports that are sanctioned and recognized by the school or school district.
- B. To provide non-team specific initiatives financial support for the Dwight D. Eisenhower High School Athletic Department for any athletic related activity. This support would help to improve Eisenhower High School or any UCS asset that is considered the solely owned or shared property used by the Eisenhower High School athletics.
- C. To recognize team accomplishments earned in varsity level athletic activities representing Dwight D. Eisenhower High School. Individual achievements, determined by UCS / Eisenhower High School sanctioned bodies, will also be supported for all high school level teams (Freshman, Junior Varsity and Varsity) utilizing only approved Dwight D. Eisenhower High School Athletic Booster implemented processes.
- D. To provide support, both moral and financial, for any athletic activity / event that is not team sport specific and that is sponsored by the Athletic Department at Dwight D. Eisenhower High School and approved by the Dwight D. Eisenhower High School Athletic Booster Club.
- E. To promote post high school educational opportunities, by awarding college scholarships, to those student athletes who are eligible and selected as

winners through the Dwight D. Eisenhower High School Athletic Booster College Scholarship program.

- F. To promote student athletes to participate in sanctioned Dwight D. Eisenhower High School Athletic team sports offering 'pay to play (or equivalent for Club Sports) scholarships.

ARTICLE III - BASIC POLICIES

- A. This organization shall seek neither to direct the administrative activities of the school and/or the athletic department, nor to control its policies.
- B. This organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise. The name of the organization or name of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.
- C. This organization can solicit and sell sponsorship / advertisements to raise funds as long as the activity is not in conflict or against any UCS policy or procedure.
- D. All varsity level team requested funding (Coaches Requests) must be for varsity level sports. All requests must be approved adhering to Booster club processes.
- E. Funding of any Athletic Department request, by the Athletic Director, must be approved adhering to Booster club approved processes
- F. Funding or support of individual awards (scholarships or yearend awards) can be freshman, junior varsity or varsity level sports and must adhere to Booster club approved processes.

ARTICLE IV - MEMBERSHIP

- A. Membership shall be open to the community with the exception of students of Dwight D. Eisenhower High School or students of any school or school district.
- B. Active membership will be accorded to those who wish to actively participate in the administration and functioning of the Club, with all voting rights and privileges, providing that they are members in good standing.
- C. A member in good standing will have dues paid for the current school year.

- D. The school principal, athletic director, and coaches shall be non-voting members.
- E. Past Eisenhower Athletic Booster Club presidents will have lifetime general membership voting privileges.
- F. No member shall be subject to any assessment for obligations incurred by this Club. It is intended that all expenditures made by the Club shall be financed by voluntary donations or subscriptions and monies obtained through approved fundraising activities.
- G. The sole liaison between the President of this organization, or his/her appointed representative and the athletic department and student athletic clubs/organizations of Dwight D. Eisenhower High School shall be the Athletic Director and in the event of his absence, the Principal (or a designate).

ARTICLE V - DUES

- A. Yearly dues for the Dwight D. Eisenhower Athletic Booster Club shall be \$20.00 per family.
- B. Changes in dues may be recommended by the Executive Committee and approved by the General Membership at a meeting specifically earned for that purpose.

ARTICLE VI - ADMINISTRATION

- A. The Constitution and Bylaws constitute the organization and administrative authority of the Dwight D. Eisenhower High School Athletic Booster Club.
- B. The supreme legislative and administrative authority in all matters of the Club will be the duly elected officers and membership of the Club.
- C. The Executive Committee, the officers and the General Membership of the Club properly convened in meeting form shall be the executive bodies through which this organization shall exercise its administrative powers. Both groups shall meet as often as necessary to accomplish authorized Club activities.

ARTICLE VII – ADDING / REVISING THE CONSTITUTION

- A. This constitution may be amended or revised at any regular meeting of the organization by a two thirds vote of the members present and voting,

provided notice of the proposed amendments shall have been submitted at the meeting prior to the voting on such proposed amendments or changes.

AMENDMENTS TO THE CONSTITUTION

1. Said organization is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the United States Internal Revenue Code, or corresponding section of any future U.S. Federal tax code.
2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence Legislation, and the organization shall not participate in, or influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.
3. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Constitution Change history

September 14, 1998	Amendments 1, 2 and 3 added to the constitution
May 10, 2007	Constitution Revised
May 8, 2017	Constitution Revised (if passed)
October 9, 2017	Constitution Passed

DWIGHT D. EISENHOWER HIGH SCHOOL ATHLETIC BOOSTER CLUB

BYLAWS

ARTICLE I - GENERAL MEMBERSHIP

- Section 1. The Dwight D. Eisenhower High School Athletic Booster Club shall be composed of the duly elected officers of this organization consisting of the President, Vice President, Past President(s), Secretary, Treasurer, Volunteer Chairperson and Membership Chairperson and all active members in good standing.
- Section 2. Only active members in good standing will be permitted to vote or hold offices in this organization. Certification of members in good standing shall be made by the Membership Chairperson of the Club prior to any general membership meeting.
- Section 3. The officers of the organization consisting of the President, Vice President, Secretary, Treasurer, Volunteer Chairperson and Membership Chairperson shall be elected by the General Membership annually at the May meeting. Nominations to these offices shall be conducted one (1) meeting prior to the general elections. Officers shall assume their duties upon election, during or at the close of said meeting.
- Section 4. A term shall be for two (2) years per the following.
Terms ending in:
- Odd Years – President, Secretary & Volunteer Chair
 - Even Years – Vice President, Treasurer & Membership Chair
- Section 5. The presiding officer of all general membership and executive committee meetings shall be the President. He/she shall also be considered an ex-officio member of all committees and shall call all meetings. The President may appoint a parliamentarian or any other officer he/she deems necessary to assure the orderly conduct and administration of all meetings and club activities.
- Section 6. The General Membership shall meet at least five (5) times annually. The date and time of all general membership meetings shall be determined by the President. All general membership meetings will be held at the Dwight D. Eisenhower High School unless otherwise determined by the General

Membership or Executive Committee. As such, the Dwight D. Eisenhower High School shall be considered the official headquarters and mailing address of the organization.

- Section 7. An agenda of the General Membership meeting shall be prepared by the President upon consultation with the Executive Committee. Other matters for inclusion in the agenda may also be submitted by the General Membership. These agenda items must be submitted to the Executive Committee Seven days prior to said meeting.
- Section 8. All votes require approval of a simple majority of the eligible attending membership, with the exception of constitution and By-Law changes, which require 2/3 majority.
- Section 9. Voting may be done by:
- a. Raising of hands.
 - b. Secret ballot mandatory for all election of officers.
 - c. Roll call.
- Section 10. There shall be no voting by proxy in any regular and/or special general membership meetings.
- Section 11. The minutes of general membership meetings shall be prepared by the Secretary. They shall be approved by the General Membership at the following meeting. In the event of the absence of the Secretary, the President may appoint another member of the Executive Committee to perform this function.
- Section 12. The following are strictly within the sole jurisdiction of the General Membership:
- a. Election of Eisenhower High School Athletic Booster Board officers.
 - b. Examination and approval of reports of activities of the Executive Committee or any other authorized representative.
 - c. Examination and review of the budget.
 - d. Providing material ways and means for the proper functioning of this organization.
 - e. Approve, revise and amend the Constitution and Bylaws of this organization.
 - f. Establish and change required dues of this organization.

ARTICLE II - EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of the Officers of this organization, the Principal and Athletic Director of Dwight D, Eisenhower High School. The members of the Committee shall serve until the close of the annual meeting or when terms expire as stated by these By-Laws.
- Section 2. The Executive Committee shall be responsible to implement the decisions of the general membership meeting and administer the affairs of the Club.
- Section 3. Other specific duties of the Executive Committee shall be:
- a. To convene the General Membership of this organization.
 - b. To create standing committees and oversee the work of these committees.
 - c. To approve allocation of funds for any unexpected expenditures which may be required in order to implement previously approved projects. Approval of funds for such emergency actions should not exceed \$250 or the limits of the treasury.
 - d. To prepare and approve an annual budget.
 - e. To supervise all of the financial operations of this organization.
 - f. In the event a charge of financial irregularity is brought by any active member; the Executive Committee may ask for and receive an audit of the financial records of the person or persons in question.
- Section 4. Meetings of the Executive Committee shall be called by the President as needed. Five shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or a majority of the members of the Committee.
- Section 5. The minimum age for members serving on the Executive Committee shall be eighteen (18) years of age.
- Section 6. In the event of a vacancy in the office of President between elections, the Vice President shall become President for the expired term. In the event of a vacancy of the President and Vice President between elections, the Secretary shall assume the office of President. All other vacancies in any of the board member positions between elections shall be filled in the following manner; the Board of Executives shall elect a qualified active member of the General Membership to fill the office of that person or persons for the remainder of the unexpired term, elected by a majority vote.
- Section 7. The office of President and Treasurer shall not be occupied by any two (2) persons who are related through marriage or birth.

Section 8. Absence of any elected officer or Executive Committee member without good cause from two (2) consecutive meetings of the General Membership or Executive Committee in one (1) year shall be considered as resignation from such office.

ARTICLE III - DUTIES OF OFFICERS

Section 1. The President shall be the chief executive officer responsible to the General Membership for the complete supervision and administration of this organization's activities and properties. He/she shall be responsible for the signing of all official documents issued or required by this organization. He/she shall represent this organization in all external Club affairs.

Section 2. The Vice President shall:

- a. Act as the aide to the President and shall perform the duties of the President in the event of absence or inability of the President to serve.
- b. Also have the responsibility of conducting a monthly internal audit of treasurer's financials. This shall consist of cross referencing all deposit slips with bank statements from the previous month
- c. Provide a report out of monthly audits at the monthly general membership meetings.

Section 3. The Secretary of this organization shall:

- a. Record and post minutes (once approved) of all general membership and executive committee meetings to the club's website.
- b. Co-sign, with the President, contractual and all other legal documents when applicable.
- c. Give notice of all meetings as required by these Bylaws and Constitution.
- d. Collect and respond to all notices, mail (email or U.S.), or other correspondence directed to this organization or as directed by the President.
- e. Be responsible for publicizing events, activities, or fundraisers of the organization.
- f. Act as owner of the Eisenhower Athletic Booster Club web site and responsible for updating site content when required

Section 4. The Treasurer shall:

- a. Keep an accounting of all funds, disbursements, and property.
- b. Provide to the auditors of the Executive Committee upon request, all records in his/her custody by June 15 each year.
- c. Give a detailed summary financial report at each general membership meeting. The report, along with a complete detail of all expenses for the previous month, will be made available online after each meeting. The financials of the club will be made available for visual review and discussion, as requested, by any member of the club.
- d. Provide a financial report at an executive committee meeting, when requested, given appropriate time to prepare such report.
- e. Account for all assets under his/her control.
- f. Maintain no more than \$300 petty cash for incidental expenses of the Executive Committee, standing or other special committees with the exception of cash-on-hand for concession stands when the amount may be \$1,000.
- g. Require that any check written in excess of \$2500.00 be signed by two (2) executive officers.
- h. Require one (1) member of the Concessions Committee and one (1) other active member, in good standing, count the money at the end of each game for which a concession stand was operated.

Section 5. The Volunteer Chairperson shall ensure:

- a. All fundraising events are properly staffed with volunteers.
- b. Volunteers are trained and aware of their roles and responsibilities.
- c. Ensure that concessions are ready for operation prior to any publicized event.
 - a. Operation readiness includes:
 - i. Starting cash is received from the treasurer and made available to concession volunteers.
 - ii. All supplies needed to operate concessions are purchased and available at each event.
- d. Concession 'closing' processes are communicated to closing 'volunteers'.
- e. Money is collected per club's documented 'Funds Collection' processes and compliant to Article III, Section 4c of this by-law.

Section 6. The Membership Chairperson shall:

- a. Maintain a current record of all eligible members in good standing.

- b. Certify members in good standing at each meeting.
- c. On a weekly basis, provide an email detailing any new membership to the President or Booster officer in order to update the club's email distribution list.
- d. Record volunteer effort for members and non-members per signup sheets provided by Membership Chair.
- e. Create and distribute membership roster and team participation graph metrics for monthly general membership meeting report.
- f. Provide data as needed to assist with validating requirements outlined by the club's Scholarship program.

Section 7. The auditors shall:

- a. Audit the financial records and assets of this organization.
- b. Complete their audits by June 30 each year.
- c. Physically inspect any property of the organization.

Section 8. All officers shall deliver to their successors all official material within ten (10) days following the meeting at which their successor is elected.

ARTICLE IV - STANDING AND SPECIAL COMMITTEES

Section 1. There shall be the following standing committees:

- a. Concessions
- b. Raffles
- c. Spirit Items
- d. Scholarship
- e. Spring Auction

The Chairpersons of these standing committees shall be appointed by the President with the approval of the Executive Committee. The power to form special committees and appoint their members also rests with the President with the approval of the Executive Committee. Since a special committee is created and appointed for a special purpose, it automatically goes out of existence when its work is completed and its final report is received. Roles and responsibilities of these committees and committee chairpersons are documented in Eisenhower Athletic Booster's Committees Roles & Responsibilities.

ARTICLE V - ELECTIONS AND NOMINATIONS

10/09/2017 Revised

Section 1. Nominations for the elective office as set forth in Article I, Section 3 shall be made from the floor.

ARTICLE VI - FINANCE AND ACCOUNTING

Section 1. The fiscal year of the organization shall commence on June 1 of each year and end on May 31 of the following year. The Executive Committee and this organization shall operate under a budget which shall be reviewed by the General Membership at its first monthly meeting following election of officers.

Section 2. The General Membership and Executive Committee shall have the authority to allocate funds not included in the general budget in event of unforeseen and extraordinary circumstances of an emergency nature that is consistent with the purposes and objective of the Club.

Section 3. A monthly internal audit shall be prepared and presented at each membership meeting by Vice President per the club's Internal Audit Process.

Section 4. The Executive Committee shall designate the depositories of all funds of this organization.

Section 5. All financial records including invoices, receipts and evidence of disbursements shall be preserved at this organization's headquarters, Dwight D. Eisenhower High School, for a period of seven (7) years.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Section 1. In the absence of specific procedures or regulations, prescribed by these Bylaws, Roberts Rules of Order shall be the parliamentary authority for all members or procedure of this organization.

ARTICLE VIII - MISCELLANEOUS PROVISIONS

Section 1. The By-laws shall take effect upon ratification.

Section 2 Coaches & A.D. (Athletic Director) Requests for Funds: Qualification, Issuance of Funds, Screening and Approval of Coaches' Requests by Review Panel, and Reporting:

Two types of requests that can made:

1) Coaches Request & 2) Athletic Director Request

Coaches Requests

1. To qualify for approval of funds:
 - a. Appearance and presentation at a membership meeting to request funds is **not required** by the requesting coach. However, in order to qualify for approval of funds, the Coach's team must comply with the following: (1) identify and provide a designated Athletic Booster parent representative who must be a dues paying member, (2) identify and provide a team website representative, (3) need to meet the team volunteer requirements per Booster process.
 - b. All 'Coaches Request' requirements must be in compliance with prior to any funding being allocated per the request.
2. To request funds:
 - a. Coaches must complete and submit the required Coaches Request Form to the Athletic Director requesting funds from the Club via email, with hard copy of the request and attached copies of bids to the AD for his file.
 - b. Coaches may submit requests for funds to the Athletic Director and Booster Club President at any time.
 - c. If the Review Panel requests further information, the request is returned to the Coach and upon receipt, the Athletic Director shall resubmit the request to the President.
3. Issuance of Funds:
 - a. If funds are approved by the Review Panel, after receiving notification of approval from the Athletic Director, the Coach is responsible for contacting the Treasurer directly for issuance of funds and provide him/her with a copy of any invoices for payment.
 - b. Funds will remain committed for six (6) months from the date of approval by the Review Panel.
4. Exceptions to Review Panel Vote:
 - a. Requests for funds \$200 or less may be approved by the Executive Review Panel consisting of the Athletic Director,

President and Treasurer acting together at any time at their discretion without submission to the Review Panel.

- b. Requests for funds totaling \$3500 or more per request or item must be approved by a majority vote of the General Membership, present at a General Membership Meeting, after vote and recommendation by the Review panel. Attendance by the coach at the meeting to answer any questions by the membership is optional.

5. Screening process and Review Panel:

- a. Athletic Director screens all requests from coaches for approval. He submits approved requests to the President via email for consideration and voting by the Review Panel no later than four (4) weeks from receipt of request. The Athletic Director shall, whenever possible, group together multiple requests from coaches to save time. The President shall then forward all approved requests to the Review Panel via email for vote.
- b. The Review Panel shall consist of the Executive Committee (President, V. President, Secretary, Treasurer, Membership Chair & Volunteer Chair), and one membership representative at large chosen by the membership by majority vote at the first meeting of the school year. The sole responsibility of the 'Member at Large' participate in the assessment and voting of the Coaches Request.

6. Voting by Review Panel to Approve Issuance of Funds:

- a. Voting by the Review Panel shall take place within one week of submission (or resubmission if more information was required) by the President to the Review Panel by a deadline designated by the President. Review Panel members vote by submitting an email by the specified deadline to the Athletic Director of: approve or disapprove. Review Panel members who do not vote by the deadline forfeit their vote. A tie is decided by majority membership vote at the next meeting. The coach shall be notified but attendance at the meeting by the coach is optional.
- b. The Athletic Director shall immediately report the results of the vote to the President and all Review Panel Members. The Athletic Director shall then inform the Coach of the result of

the Review Panels' vote. The identity of each person's vote on the Review Panel shall remain confidential with the Athletic Director and President.

7. Reporting of Funds Approved for Issuance to Coaches:
 - a. The Treasurer shall report to the membership the approval of issuance of funds to Coaches at the next membership meeting following approval.

Athletic Director Requests

1. Follows the 'Coaches Request' process with the exception of needing to meet any of the following:
 - a. Volunteer Requirements.
 - b. Website representative.
 - c. Team parent representative.

By-Law Change history

September 10, 2001	Revised
January 9, 2006	Revised
May 8, 2017	Revised