

Collins-Maxwell Athletic Boosters

By-Laws

Approved: December 4, 2016
Rev B Approved: December 19, 2017

ARTICLE I – Name

The name of this non-profit organization is Collins-Maxwell Athletic Boosters. (Hereafter referred to as Organization).

The tax ID # is: 81-4796451

ARTICLE II – Purpose

The purpose of this Organization is to support, encourage and advance the Collins-Maxwell Middle & High School athletic 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, coaches and spectators.

Section 2.02: Provide support and promote projects to improve facilities and equipment necessary to enhance the athletic programs for Collins-Maxwell Middle & High School. This includes financial and fund raising support.

Section 2.03: Not to seek to influence or direct the activities and policies of the school administration and school officials responsible for overseeing the athletic programs of Collins-Maxwell Middle & High School.

Section 2.04: Conduct activities in accordance to the laws governing public schools and their extra-curricular activities; nor shall any activity of this Organization be in violation of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

Section 2.05: Encourage and promote attendance at all athletic 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 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 Organization on an annual basis payable during the Sponsorship Drive. Each membership will last one year from the date of payment.

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 August 1 through July 31.

Section 4.02: The Organization shall hold meetings monthly. Additional meetings may be called as deemed necessary by the President.

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

ARTICLE V – Officers

The officers of this Organization shall consist of President, Vice President, Secretary, Treasurer, Membership Director, Sponsorship Director, and Communication Director.

New officers shall assume responsibilities on August 1. The minimum term shall be one year.

Section 5.01: Duties of President

- Set the agenda
- Preside at meetings
- Serve as a liaison to the Collins-Maxwell Middle & High School administration

Section 5.02: Duties of the Vice President

- Perform the duties of President when he/she is absent.

Section 5.03: Duties of the Secretary

- Notify members of scheduled meetings
- Records minutes of the Board meetings
- Distributes minutes to the members

Section 5.04: Duties of the Treasurer

- Responsible for the receipt and custody of all monies of Organization
- Maintains financial records of the Organization including the payment of all bills and expenses and reports monthly to the Board
- Bills directly relating to approved functions and general operating expenses of the Organization shall be paid by the treasurer without approval of the officers.
- Responsible for all fees, taxes, tax filings and licensing

Section 5.05: Duties of the Communication Director

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

Section 5.06 : Duties of the Sponsorship Director

- Responsible for processing sponsorships and collection of fees
- Maintains a list of all sponsors including name, address, phone, email, & donation level
- Coordinates the distribution of sponsorship items

ARTICLE VI – Nominations & Elections

Section 6.01: Election of officers shall be conducted at the July meeting of the Organization annually.

Section 6.02: Elections for office shall be decided by majority vote of those present.

Section 6.03: Nominations from the floor will be accepted at the July meeting, provided the nominee is willing to serve in office.

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 Board.

Section 7.02: Any request for contributions from sports/activity teams or capital improvement projects will be directed to the athletic director. The athletic director will then present the request to the Organization.

ARTICLE VIII – Amendments to By-Laws

Section 8.01: The Organization by-laws may be amended by a majority vote of the members present assuming a quorum is present.

ARTICLE IX – Dissolution

Should the organization be dissolved for any reason whatsoever, any balance remaining in the treasury shall be turned over to Collins-Maxwell School District activities fund for the use in whatever manner is deemed beneficial to the students.

Revision Summary

Changes to original to make Rev B:

1. Article 1 – Added Tax ID#
2. Section 3.02 – modified to reflect Memberships will not be a separate function. Every sponsor will receive, at least, one membership.
3. Article V – Changed the date officers resume responsibilities to August 1.
4. Deleted Section 5.06 as we will no longer have a separate function of memberships.
5. Changed the title of Section 5.07 to 5.06.
6. Modified the dates of Sections 6.01 and 6.03 to be the July meeting as officers start August 1.