

Athletic Booster Club of Dexter (ABCD) By-Laws

Amended March 2020

Approved by majority April 2020

Article I – Name and Purpose

Section 1.1. Name. The Organization shall be known as the Athletic Booster Club of Dexter (ABCD).

Section 1.2. Purpose. The purpose or purposes for which the corporation is organized are: To raise and distribute funds to enhance the level of support of the athletic program beyond the capabilities of the Dexter Community School District.

Section 1.3. Mission. The mission of the organization is to bring together parents and community members dedicated to encouraging and supporting the athletes and athletic programs in the Dexter Community School District by assisting in fundraising events to support the programs, promoting the positive benefits of athletic participation and celebrating the athletic achievements.

The organization is organized and will be operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code. The Athletic Booster Club of Dexter will remain, forever, a nonprofit organization.

Where possible, the following ideals will be forwarded:

- (a) To bring together parents and community members who have an interest in promoting the Dexter Community School District's athletic program and its athletes,
- (b) To raise and distribute funds to enhance the athletic programs in Dexter beyond support provided by the budget of the Dexter Community School District.
- (c) To advocate with the Dexter Community School Board and Dexter Community School Administration for enhanced athletic facilities and programs,
- (d) To expand and increase athletic opportunities for all students attending Dexter High School and Mill Creek Middle School.
- (e) To demonstrate to the Dexter Community that participation in athletics has a positive impact on the academic achievement and experience of students in the Dexter Community Schools and occupies a pivotal role in producing well-rounded students prepared for life beyond the classroom,
- (f) To celebrate the athletic achievements of Dexter athletes.

Section 1.4. Dissolution should the Athletic Booster Club of Dexter dissolve, all assets and real and personal

property will revert to the local government or another 501(c)3 organization.

Article II – Membership Section

2.1. Qualification. All parents, guardians or community members high school age or older who are interested in the promotion of the Dexter Community Schools athletic programs shall be eligible for at-large membership in the organization. Every Dexter High School Athletic Team shall have at least one identified representative; the Middle School Athletic Program will have one representative. No representative may represent more than two Dexter High School Athletic Teams including the Middle School Athletic Program. These athletic team representatives shall be called the “Board of Representatives.” The Athletic Director shall be a non-voting, advisory member of the organization.

Section 2.2. Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. All members of the Board of Representatives shall have the right to vote for the officers, review and approve the annual budget and approve amendments to bylaws and policies.

Section 2.3. Term. All members of the Board of Representatives will represent a high school team or the Mill Creek Athletic Program for a term beginning in June and ending the following May. Each member of the Board of Representatives consents to finding a replacement member at the conclusion of his/her term. The term for new members begins at the Annual Meeting to be held in May.

Section 2.4. Quorum. Members numbering one-half + one (51%) of the Board of Representatives of record, shall constitute a quorum for the transaction of business so long as the President and at least one additional member of an Executive Officer is present.

Section 2.5. Meetings. Meetings will be held on the third Wednesday of each month during the period of August through May at the Dexter High School building. Meeting dates may be changed to accommodate holidays, school vacations, school availability or by vote of the membership. Meeting schedule will be posted on the Booster Club website at abcdexter.org.

Section 2.6. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these Bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be. This written consent shall be provided by letter or email.

Section 2.7. Reimbursement. ABCD members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization’s business are allowed to be reimbursed with documentation in accordance with the organization’s financial policies, and prior approval.

Article III – Officers and Elections

Section 3.1. Officers. The officers of the organization shall include one President, two Vice Presidents, a Secretary and a Treasurer.

Section 3.2. Election. Election of Officers for the upcoming year will be held at the meeting in May. Nominees will be solicited from the floor on the day of the election. Any Dexter parent, guardian or community member high school age or older is eligible for election as an officer. Only those who have consented to serve shall be eligible for election. Officers shall be elected by a vote of the current officers and the Board of Representatives. Officers shall assume their official duties at the conclusion of the May meeting following their election.

Section 3.3. Term. Officers shall serve a one-year term beginning in June and ending the following May. Officers may be elected for up to three consecutive terms in the same office. Officers may serve simultaneously as a member of the Board of Representatives, representing a team or the Athletic Program at Mill Creek Middle School. In such cases, the officer would hold two votes for the purpose of deciding issues put before the membership.

Section 3.4. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining officers and members of the Board of Representatives.

Article IV: Duties of Board of Representatives and Officers

Section 4.1: Board of Representatives-Duties: Manage the business affairs of the ABCD in accordance with the Articles, Bylaws and majority vote of the Board of Representatives. Advocate on behalf of the funding and facilities needs of a high school athletic team or of the Mill Creek Middle School Athletic Program. Cast one vote on behalf of each team or the Middle School Athletic Program they represent. Work on behalf of the needs of the Dexter Athletic Programs as a whole. Ensure the participation of the parents of the represented group in ABCD fundraising efforts and sponsored activities. Regularly attend monthly meetings.

Section 4.2: President Duties: The President shall implement the decision of the Board of Representatives, supervise and control the business affairs of the ABCD, preside over meetings, cast the tie-breaking vote if necessary, have the authority to negotiate and sign contracts and other instruments on behalf of the ABCD, and perform other duties as may be prescribed by the Board. At the conclusion of the President's term of office, he or she becomes Past President.

Section 4.3: Vice-Presidents' Duties: Assist the President, under his or her direction. Perform all duties of the President in the case of absence or incapacity. Act as Concession point person and liaison including the following duties:

Coordinate and train reps in their sport season - 3 times per year: Fall, Winter and Spring, in the following areas:

Cleaning stands

Ordering stock

Maintaining stands during the season - cleaning supplies

End of season cleaning and transferring of stock

Maintaining Equipment

Section 4.4: Secretary Duties: Maintain minutes of meetings of the Board of Representatives, act as custodian of the records of the ABCD, and be responsible for the timely dissemination of information as required by law or in accordance with the by-laws.

Section 4.5: Treasurer Duties: Maintain responsibility for all financial matters related to the ABCD. The Treasurer shall receive and give receipts of monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Treasurer shall make disbursements as authorized, approved, or amended by the Athletic Director and President or by the membership. The Treasurer shall present a written financial report at each monthly meeting of the membership. The treasurer shall file all forms necessary to maintain the exempt and non-profit status of the ABCD and file all the necessary tax reporting.

Section 4.6 Athletic Director Duties: Ensure the coordination of effort and communication between the ABCD, school administration, the school board and the community to promote the health and growth of athletic programs at Dexter High School and Mill Creek Middle School and prevent unintentional conflict. The athletic director will reserve the room for monthly ABCD meetings in the high school.

Article V: Voting and Other Powers

Section 5.1: Right to Vote. Each member of the Board of Representatives and each officer shall receive one vote per team they represent or office they hold to cast on all matters brought for decision. No member shall control more than two votes.

Section 5.2: Casting of Votes. Votes must be cast in person. Voting shall occur by acclamation or by a voice vote, with the President or his/her designees ruling on whether the motion passed or failed.

Section 5.3: Quorum. A quorum is necessary to bring a motion to a vote.

Section 5.4: Requirements to Pass Motions. A simple majority of the members present shall be sufficient to pass any motion, with the exception of changes to By-Laws which require a two-thirds (2/3) vote of all Representatives then in office.

Section 5.5: Expenditure Decisions. Each expenditure above five thousand dollars (\$5000) must be separately approved by the majority vote of the Representatives and officers.

Section 5.6: Day-to-day Business. For the purpose of conducting day-to-day business, payments of up to a maximum of Five Thousand Dollars require the approval and signature of the President and the Treasurer. Said expenses must be reported to the membership at the next meeting after such an approval.

Section 5.7: Distribution of Funds. All checks in excess of Five Thousand Dollars (\$5,000.00) are required to contain the signatures of both the President and the Treasurer. Amounts less than or equal to Five Thousand Dollars (\$5,000.00) shall only require one of the previously mentioned Officer's signatures. All checks, drafts, or other orders for the payment of money on behalf of the ABCD shall be signed by the Treasurer. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds and/or approval of disbursements.

(a.) The annual budget to set operating expenses will be set by the officers prior to the May meeting.

(b.) ABCD profits above and beyond operating expenses will be distributed evenly among participating teams on an annual basis.

Section 5.8: Obligations. The Board of Representative and the officers may authorize any member to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 5.9. Loans. No loans shall be made by the organization to its officers, members or teams. Teams will not be permitted to loan money to other teams or organizations.

Article VI – General & Team Fundraising

Section 6.1. Fundraising Activities. Funds raised by the ABCD will be used solely for tax-exempt purposes of the organization as outlined in Section 1.2. No part of the net earnings of the organization shall insure to the benefit of or be distributed to any officer, director or other individual having a personal or private interest in the organization. No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Section 6.2. Team Fundraising.

(a) All teams receiving benefits from the ABCD will participate in ABCD fundraising and approved activities. Participation in ABCD includes attending at least half of the monthly meetings by a team representative and participating in ABCD fundraising activities.

(b) Teams who do not participate in ABCD fundraising events, approved activities, and meetings will receive reduced or no financial support from ABCD.

Article VII: Meetings

Section 7.1: The Election Meeting. The Election Meeting of the ABCD shall be held on the third Wednesday of May (or the next business day available in the event of emergency or National Holiday) at the regular meeting time (7:00 pm) in a location to be announced for the primary purpose of electing the Officers.

Section 7.2: Special Meetings. A special meeting may be called by the President or the majority of the Officers or the ABCD Board of Representatives for any purpose(s) specified on a posted agenda.

Section 7.3: Open Meetings. All meetings shall be open to the public, whose input may be regulated by the President or his/her designee.

Section 7.4: Meeting Frequency. The ABCD will meet on the third Wednesday of each month August– May unless a future meeting is cancelled by a vote of the Board of Representatives and the Officers according to the meeting rules outlined above. Meetings may also be cancelled on an emergency basis by the President or other officers.

Article VIII: Vacancies

Section 8.1: Absences. It is expected that members shall be present at all meetings. In the event that a member cannot attend, (as noted above) a proxy with full voting privileges may attend for any member with prior notification by the member to the Secretary.

Section 8.2: Resignation. Members may resign at any time by notifying the Secretary in writing. It is hoped that departing members of the Board of Representatives will find a successor for his/her position prior to departure. In the event that is not possible, the Officers will work with the Athletic Director and the appropriate coaches to identify a new representative. Officers of ABCD shall be appointed by a majority of the Board of Representatives remaining in office and in attendance at the meeting.

Section C: Incapacity. Members unable to fulfill their duties may be replaced temporarily or permanently replaced using the process described in section 8.2.

Section D: Removal. In the rare and unlikely event that removal of a member of the Board of Representatives or an Officer of the ABCD becomes necessary, a special meeting may be called after consulting with the member in question. The involuntary removal of a Board of Representative or an Officer shall require a simple majority of all voting Representatives, present in person. A roll call vote or written secret ballot is required, as selected by the President or his/her designee, or by majority vote if a motion and second is made which differs from the President's selection.

Article IX: Amendments

These By-Laws may only be altered, amended, repealed, (or new By-Laws adopted) by a two-thirds (2/3) vote of all voting members.

Article X: Financial Issues

The Fiscal year of the ABCD Corporation shall run from July 1 to June 30 of the next year. The financial records of the ABCD shall be reviewed by the Officers after the end of the fiscal year with a summary report

provided to the Representatives in August. The financial account shall be with a local financial institution of the Dexter community as selected by the Board of Representatives.

Article XI: Sub-Committees

The ABCD Officers and Board of Representatives shall establish Subcommittees as are necessary to carry out the objectives of the ABCD. Subcommittees shall have their objectives established by the ABCD Board of Representatives. The Subcommittees shall establish their own way for meeting those objectives.

Athletic Booster Club of Dexter

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