



San Antonio Iowa Club

Committees

Source Document: August 2018 BY- LAWS of the San Antonio Iowa Club, Article VIII and XI

Attachments: Dave & Buster's Donation Rules. Sample Club Apparel Flyer, Sample One Day for Iowa and End of Year Giving solicitations and thank yous, Hawkeye License Plate

As of 06/01/2021

VOL III

The President, with the Board's concurrence, may establish Standing Committees and Special Committees. Appointed chairperson shall periodically report to the President and/or the Board. Each committee may establish its own rules of procedure not inconsistent with these By-Laws, meet and keep minutes of its proceedings and provide them to the President and the Board.

Standing Committees are used to address matters of a reoccurring nature. At the annual meeting or at other appropriate times, the President with Board concurrence will appoint the chairperson and members of each Standing Committee from among the Directors or Club members. At least one member of each Standing Committee shall be an acting Director.

Special Committees are used for matters or activities of shorter term significance or duration. The President will appoint the chairperson of each Special Committee from among the Directors or Club members. The Special Committee chairperson with the approval of the President will appoint from among the Directors or Club members.

Club Standing Committees:

1. Football Game Watches (Dave & Buster's)* Chaired by Scott Hanson
 - a. Responsible for set up
 - b. Set out swag from UIAC
 - c. Make available an email signup sheet and give to Secretary
 - d. Hand out Club business cards
 - e. Upon greeting tell members to purchase meals, bar drinks and game cards from our assigned servers. This is applied against our \$500 spend goal at each game watch. At

- season end our Club may be eligible for a \$500 D & B donation to our scholarship fund. **See attachment**
- f. Hold drawings for free Hawkeye prizes
 - g. Take attendance and report total number to the President
 - h. Tear down
- * The President is responsible for coordinating all matters between the Club and D & B management.
2. Alumni Seeking Iowa Students (ASIST)
 - a. Coordinates directly with ASIST coordinator
 - b. Material sent directly to Club host
 - c. Coordinate with local school district
 - d. Recruit additional hosts and set up shifts if necessary
 - e. Set up
 - f. Hand out Club business cards
 - g. Tear down
 - h. Complete all after action requirements and reports
 3. Club Apparel; Chaired by Alyssa Smith
 - a. Underground Printing (UP) established a direct link to our Club Scholarship Fund account which is maintained and owned by UICA. A portion of sales will be deposited in that account. No money ever comes to the Club. Never commit to upfront money for design or product and never accept sale money from UP.
 - b. Create Designs or modify old designs. Will work with Paul Hoff (319-512-7596, phoff@undergroundshirts.com). UP will coordinate U of I licensing compliance.
 - c. Create advertising emails with embedded link to UP website.
 - d. Coordinate with the Board for release of emails to be sent by UICA and Club.

Club Special Committees:

1. Nominating Committee **8.3**; At least 45 days before each Annual Meeting the President will appoint 2 acting Directors.
 - a. Will make nominations for Director positions
 - b. Will make nominations for Officer positions from acting Directors
 - c. Will provide a report of nominations to all Directors at 15 days prior to Annual Meeting
2. Special Events; Official visits, group attendance at various venues and Club social events.
3. Service oriented activity; Group or individual community service projects

4. One Day for Iowa (**March XX, 2022**); Chaired by
 - a. Create fund raising email that includes an embedded link to the San Antonio Iowa Club scholarship fund
 - b. Coordinate with the Board for content release
 - c. Coordinate with Secretary to send to all contacts (250) on our email list
 - d. Have President coordinate with UICA for sending email to UICA alumni contacts (1,200) in our geographic area
 - e. Create thank you letter

5. Calendar Year End Giving; Chaired by
Same as One Day for Iowa

6. Hawkeye License Plates; Chaired by Scott Hanson
 - a. Coordinates with My Plates
 - b. Create fund raising email that includes an embedded link to My Plates
 - c. Coordinate with the Board for content release
 - d. Coordinate with Secretary to send to all contacts on our email list
 - e. Have President coordinate with UICA for sending email to UICA alumni contacts in our geographic area
 - f. License plate sale profits will be for the UICA scholarship fund.

SUMMARY

1. At least one member of each Standing Committee shall be an acting Director.
2. D & B manager: Madison Hannon, madison.hannon@daveandbusters.com
214-530-5108
3. ASIST is a cooperative effort between UICA and the U of I Office of Admissions. Must sign up at: https://www.foriowa.org/asist/member_form.php
4. Underground Printing: Paul Hoff, phoff@undergroundshirts.com, 319-512-7596
5. Fund raisers: One Day for Iowa and Calendar Year End Giving requires coordination with Derek Harrigan (UICA) derek.harrigan@foriowa.org, 319-467-3394 for sending emails to all of our alumni in our geographic region.
6. Hawkeye License Plates will be researched by the President

ARTICLE XI – Committees [Optional – Appropriate for Clubs that regularly use committees for Club activities.]

11.1 General. The President, with the Board's concurrence, may from time to time establish Standing Committees and Special Committees (ad hoc) as shall be deemed desirable for the endeavors of the IOWA Club. Each Standing and Special Committee shall limit its activities to the accomplishment of those tasks for which it was appointed, and shall have no powers except those specifically conferred by action of the Board.

11.2. Standing Committees. Standing Committees are generally to be used to address IOWA Club matters or activities of ongoing significance or duration. At the annual meeting or at other appropriate times, the President shall review and, with the approval of the Board, appoint the chairperson and members of each Standing Committee from among the Directors or other members in good standing of the IOWA Club. At least one member of each Standing Committee shall be an acting Director. Each Standing Committee chairperson and member shall serve at the pleasure of the Board.

11.3 Special Committees. Special Committees are generally to be used for matters or activities of shorter term significance or duration. At such times as may be appropriate to carry out the purposes and activities of the IOWA Club, the President shall review and appoint the chairperson of each Special Committee from among the Directors or other members in good standing of the IOWA Club, and the Special Committee chairperson shall review and, with the approval of the President, appoint the members of the Special Committee from among the Directors or other members in good standing of the IOWA Club. Each Special Committee chairperson and member shall serve at the pleasure of the President. Upon the completion of the task(s) assigned to any special committee, the special committee shall be discharged.

11.4 Reports. Each committee chairperson shall periodically report to the President and/or the Board as may be specified in the committees authorizing resolution or as otherwise requested by the President or the Board.

11.5 Meetings. Each committee shall meet at such times and places as designated by the chairperson and as often as necessary to accomplish the committee's function.

11.6 Procedure. Each committee may establish its own rules of procedure that are not inconsistent with these Bylaws. Each committee shall keep minutes of its proceedings and regularly provide them to the President and the Board.

ARTICLE VIII

8.3 Procedure for Nomination of Directors.

- a. Nominating Committee. At least forty-five (45) days before each Annual Meeting of the Board, the then serving President of the IOWA Club shall appoint a Nominating Committee of not less than two (2) acting Directors. The Nominating Committee shall meet in person or other reasonable means for the purpose of making nominations for Director positions to be filled at the upcoming Annual Meeting on account of expiring terms and any Board authorized enlargement in the number of Directors. The nominating committee shall also nominate a slate of officers to serve for the upcoming year.
- b. Report of Nominating Committee. The report of the nominating committee shall be provided personally or by mail, telephone, fax or email to all acting Directors at least fifteen (15) days before the Annual Meeting.
- c. Election. Directors and officers shall be elected from among those persons nominated on the Nominating Committee report or from among other persons nominated by an acting Director at the Annual Meeting of the Board. Election shall be by majority vote of the Directors attending the Annual Meeting, assuming a quorum is present. If no quorum is present, a special meeting for elections shall be promptly called by the President.

Dave & Buster's Scholarship Donation Rules

Each game watch requires a "group spend" minimum of \$500 to count toward our event total. All food, beverages, and Power Cards must be purchased from your server in our reserved seating area to count toward our \$500 minimum group spend. Here is the current agreement with Dave & Buster's.

1. Host 4 Iowa game watches that meet the \$500 spend goal to receive a \$250 donation to the San Antonio Iowa Club Scholarship Fund
2. Host 5 events that meet the \$500 spend goal to receive a \$350 donation
3. Host 6 events that meet the \$500 spend goal to receive the maximum \$500 donation

The President or designated representative will check with D & B management following each Game Watch to find out the status of our group spend.