

Bixby Basketball Booster Club
(a Non-profit Corporation)
BYLAWS

Article One
Name

Section 1. The name of the organization shall be **Bixby Basketball Booster Club**.

Article Two
Purposes and Structure

Section 1. Purposes. The purpose of the Booster Club will be to prepare young athletes by encouraging community service and team spirit, while providing leadership and citizenship experiences through extra curricular activities. The Booster Club shall be responsible for organizing and managing the fundraising activities necessary to augment the financial assets Bixby Basketball Booster Club basketball program uses for, which includes but not limited to, community service, extra curricular activities, designated committee funds, and staff acknowledgements.

This Corporation shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Bixby School District nor to control its policies. The Booster Club shall observe the following regulations: Bixby School District Booster Club Guidelines, University Interscholastic League Booster Club Guidelines and all local, state and federal laws which apply to nonprofit organizations. Upon dissolution of the Booster Club or the winding up of its affairs, the assets of the Booster Club shall be distributed under the sole discretion of the varsity basketball coaches and the Booster Board members.

Article Three
Membership

Section 1. Membership. Membership in this organization is open to any person who is a fan, parent, guardian or adult supporter of players who participate in the Bixby Basketball Booster Club, and who will uphold the policies of this organization and agree to its bylaws.

Section 2. Qualification. Eligible persons shall become members by paying the prescribed membership dues per member per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership.

Section 3. Membership Drive. An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time.

Section 4. Dues. Annual dues shall be assessed in such amounts as determined by a two-thirds majority of the members present at the organizational meeting for the upcoming year. Dues shall be payable at the beginning of each fiscal year.

Article Four Directors

Section 1. Qualification. Any member in good standing is eligible to serve on the Board of Directors.

Section 2. Powers. The Board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

Section 3. Compensation. No Director shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4. Officers. Officers shall be elected at the last general business meeting at the end of each session and will take office immediately. The nominating committee will name a slate of officers and the floor will also be open for nominations. The officers will be elected by a simple majority of the membership present. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining officers. The officers and their respective duties are as follows.

- a. The President shall:
 1. Preside at all meetings of the organization;
 2. Resolve problems in the membership;
 3. Regularly meet with the treasurer of the organization to review the organization's financial position.
- b. The Vice President Boys shall:
 1. Be associated with the Boys Program
 2. Preside at meetings in the absence or inability of the President to serve;
 3. Perform administrative functions delegated by the President;
 4. Perform other specific duties as outlined in the bylaws of the organization.
- c. The Vice President Girls shall:
 5. Be associated with the Girls Program
 6. Preside at meetings in the absence or inability of the President to serve;
 7. Perform administrative functions delegated by the President;
 8. Perform other specific duties as outlined in the bylaws of the organization.
- d. The Secretary shall:

1. Report on any recommendations made by the executive board of the booster organization if such a governing body is defined by the bylaws;
 2. Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
 3. Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
 4. Maintain records of attendance of each member;
 5. Conduct and report on all correspondence on behalf of the organization;
 6. Other specific duties as outlined in the bylaws of the organization.
- e. The Treasurer shall:
1. Serve as chair person of the Budget and Finance Committee if prescribed within the bylaws of the organization;
 2. Issue a receipt for all monies received and deposit said amounts on a weekly basis or as needed;
 3. Present a current financial report to the executive committee and general membership. Maintain an accurate and detailed account of all monies received and disbursed.
 4. Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
 5. Submit records to audit committee appointed by the organization upon request;
 6. Other specific duties as outlined in the bylaws of the organization.
- f. Director - Fundraising shall:
1. Serve as chairperson of the Fundraising Committee
 2. Lead and develop of all approaches for Fundraising
- g. Director – Sponsorship shall:
1. Serve as chairperson of the Sponsorship Committee
 2. Lead and develop of all approaches for Sponsorship
 - a. Evaluate and Create Framework for Sponsorship Levels
 - b. Track all Sponsorships in Master List
 - c. Manage all sponsor awards and incentives
 3. Serve as Lead of Game Program Committee - development / design / printing of Program

Section 5. Term. Each elected officer shall serve a term of two (2) years or until a successor has been duly elected or appointed. Directors may be appointed.

Section 6. Meetings. The Board of Directors shall provide for by resolution the time and place for the holding of at least one annual meeting of the Board, and of the additional regular meetings of the Board, without other notice than such resolution.

Section 7. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. The act of a majority of the Directors present at a meeting at which quorum is present shall be the act of the Board of Directors.

Section 8. Voting. Each qualified member, as described in Article Three, Section 2 of these Bylaws, shall have the right to cast one vote at any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require greater vote.

Section 9. Proxy. No proxy voting will be allowed.

Article Five General Provisions

Section 1. Fiscal Year. The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

Section 2. Operating Funds. Operating funds shall be maintained in a general fund and an accounting of such funds shall be present at all meetings.

Section 3. Annual Statement. The directors shall present at each annual meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization.

Article Six Standing Committees

Section 1. Nominating Committee. Meet to receive nominations for the elected offices of the organization and to prepare a slate of nominees and a ballot for the election of officers.

Section 2. Banquet Committee. Responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet. Recommend a junior and senior parent serve on this committee.

Section 3. Fundraising Committee. Responsible for developing and managing fundraising projects.

Section 4. Sponsorship Committee. Responsible for developing and managing of Sponsorship Program. Includes coordination of Plaques, Banners, Gate Passes and Social Media shoutout's (list) of all Sponsors.

Section 5. Membership Committee. Distribute membership information and coordinate membership drive. Includes Yard Signs and Reserve Seating Coordination.

Section 5. Program Committee. Responsible for organizing, developing and printing the basketball program. Sponsorship Committee Chair will need to support this effort.

Section 6. Senior Night Committee. Responsible for organizing, planning and implementing all activated associated with senior night. Recommend that a junior and senior parent serve on this committee.

Section 7. Halftime Entertainment Committee. Responsible for organizing and implementing all activated associated with Varsity Halftimes. (usually someone with ties to Bixby Youth Basketball)

Section 8. Hospitality Room Committee. Responsible for organizing and planning and coordinating catered Food sponsors and Parent Sign ups for Hospitality Room at all Varsity Home games.

Section 9. Away Game Meals Committee - Responsible for organizing and planning and coordinating catered Food for away games. (Typically a JV / Varsity parent)

Section 10. Communication Committee – Responsible for all Social Media (FB / Twitter) and website, email and other communication through team reps per coaches and board of directors. Social Media recognition for sponsors, catering, etc.

Section 11. Budget & Finance Committee – Responsible for auditing financial records as needed. Coordinate with fundraising and sponsorship committees on any capital or long-term projects.

Section 12. New / Needed Committees. Officers may create a new Committee at any time by majority vote.

Article Seven Amendments

Section 1. Amendments to Bylaws. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Directors, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all Directors present at the previous regular meeting or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

Section 2. Amendments to the Articles of Incorporation. The Directors shall adopt a resolution setting forth any proposed amendment of the Articles of Incorporation,

which, if approved by a majority of the Directors, shall be again submitted for a vote at the next regular meeting of the Directors.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting secretary of the Bixby Basketball Booster Club and these Bylaws constitute the corporation's Bylaws. The Bylaws were duly adopted at a meeting of the Board of Directors held on _____ (date).

Date: _____

Secretary of the Corporation

ADDENDUM 1: Reporting

All committee chairs will report to a member of the Board of Directors. Proposed reporting is as follows:

- Nominating & Communications Committees report to President
- Banquet, Senior Night, Halftime Entertainment, Hospitality Room, and Away Game Meals Committee report to Boys and Girls Vice Presidents divided as appropriate
- Budget & Finance Committee report to Treasurer
- Membership Committee report to Secretary
- Sponsorship & Program Committees report to Director of Sponsorship
- Fundraising Committee report to Director of Fundraising

ADDENDUM 2: Proposed Calendar

Each Board shall set a calendar at the beginning of the year with meeting dates, deadlines, etc based on the following guidelines

- MAY: Organizational Meeting & Officer Elections (after first round of tryouts)
Committee Chairs identified at the meeting
- JUNE: Board member transitions and training
Closing of past year financials
Remaining Committee Chairs identified
- SEPT: Board Planning Meeting for Season
- OCT: First General Meeting
Meet the Coach Event
Fundraiser Kick Off
- NOV: Program Printing deadline
- DEC: Tip off Event
- JAN: Mid-Season General Meeting
- FEB: Senior Night Event
- MAR: Basketball Banquet
- APRIL: Closing Board Meeting / Season Review with Coaches