ORTHERN GIRLS’

BASKETBALL BOOSTER

CLUB



BY-LAWS

2010-2011

**ARTICLE I – MISSION STATEMENT**

The Northern High School Girls Basketball Booster Club is a non-profit volunteer organization composed of parents, coaches and others in the community who are interested in supporting the Northern Girls Basketball program. Our mission is to raise funds to enhance and expand the Girls Basketball program, support the athletes, their coaches, and the administration in order to allow the Northern Girls Basketball teams to achieve their full potential.

**ARTICLE II – NAME**

This organization shall be known as the Northern Girls’ Basketball Booster Club, hereinafter referred to as the “Booster Club”.

**ARTICLE III – OBJECTIVE**

**Section 1.** The objective of this organization is to promote the following fundamentals to the Northern Girls’ Basketball student athletes. They are as follows:

1. Sportsmanship
2. Mental and Physical Health
3. Character
4. Citizenship
5. Cultural and Scholastic Achievement
6. The overall pursuit of maintaining a long-term quality High School Girls’ Basketball Team that represents our school.

**Section 2.** These objectives will be promoted and supported by the Basketball Boosters:

1. Various Fund Raising Activities as Approved by the School District.
2. Aid Students/Athletes with College Contracts, Reference Letters, Visits, and Information and Guidance with the College Application Process. School drafted for application process: ie. SAT scores, reference letters, etc.
3. Recruiting for Future Teams (Promotion of New Players)
4. Coordination with Elementary and Middle School and the High School Basketball program’s long term goals.
5. Generate News Articles to Promote Students/Athletes and Northern Basketball.
6. Manage Indoor Training Facility
7. Organize Annual Summer Team Camp
8. Booster members are to report inappropriate fan conduct to proper district authorities as soon as possible.
9. Set-up: Maintain Website
10. Represent Basketball Student Athletes in Scholarship Selections
11. Unconditional support of Players/Coaches

**ARTICLE IV – MEMBERSHIP and ORGANIZATION**

**Section 1.** Membership will be open to all athlete’s parents, coaches and athletic director, as well as any adult individuals interested in our Booster Club and residing within our school district. Any member will hereinafter be referred to as “club member”.

**Section 2.** Each student athlete’s family (athletes from grade 5-12), coach and athletic director are entitled to one vote on matters pertaining to the Booster Club.

**Section 3.** Club members shall conduct themselves in such a manner as not to bring disgrace, disrespect, or dishonor upon this Organization.

**ARTICLE V – GOVERNMENT**

**Section 1.** The government of the Organization shall be under the supervision of the Board, (4 elected officers). If an officer resigns, the newly elected officer shall fill the remainder of the resigning officer’s term.

**Section 2.** The voting membership (Article III, Section 2) shall elect from its own membership (in accordance with Article V) a President, Vice President, Secretary and Treasurer. Nominations will be recommended by the Nominating Committee which will consist of two-officers assigned by the president and the head coach. Nominations from the floor will also be accepted. Nominations will be held in February and election will be in March.

**Section 3.** Said Booster Club is organized exclusively for charitable, educational, and recreational purposes for the support of the Northern Girls’ Basketball Team.

**Section 4.** No part of the net earnings of the Booster Club shall be ensured to the benefit or be distributable to its members, trustees, directors, officers, or other private persons, except that of the Booster Club/organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions.

**Section 5.** Upon dissolution of the Booster Club, assets shall be distributed to the Northern York School District.

**Section 6.** However, if the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of this Booster Club shall be distributed to a fund, foundation, or corporation organized and operated exclusively for charitable, educational, and recreational purposes.

**ARTICLE VI – ATTENDANCE AND OTHER REQUIREMENTS**

**Section 1.** To maintain voting status, all elected Officers & Voting Members must attend sixty (60%) percent of the regular scheduled meetings in any fiscal year (August thru June). Any officer not in compliance with attendance policy **WILL** be dropped from the Board until the Officers and Voting Members can review the situation. All absentee officers should notify any member **PRIOR** to the meeting with a reason for absence.

**Section 2.** Excused absences are defined as work-related, illness, family emergencies, other sporting commitments, and/or reasons pre-approved by an elected board member upon requested leave of absence.

**Section 3.** If an absence is deemed unexcused, written notification of unexcused absence will be issued to said officer as a violation of the terms of the Basketball Boosters By-Laws under Article V, Section 1. Three (3) such violations will result in forfeiture of said Officer’s position.

**Section 4.** Officers and the membership must support annual fund raisers and/or provide time or funds proportionally to achieve budget goals.

**ARTICLE VII – DUTIES OF THE OFFICERS**

**Section 1.** PRESIDENT – It shall be the duty of the President to preside over all meetings; coordinate all activities with the Athletic Director; schedule all meetings; encourage participation from the girls’ parents; prepare and submit a schedule of fundraising events to the school board for approval; appoint the chairman and members of the various committees; and to perform all other duties usually pertaining to said office.

**Section 2.** VICE PRESIDENT – The Vice President shall serve in the absentee of the President. In the event of disability, the Vice President shall assume the duties of the President.

**Section 3.** SECRETARY – It shall be the duty of the Secretary to give notice of the meetings, attend, and keep record of the meetings, keep a register of the members of all organization with their names, addresses, date of election, and length of the term on the Board, shall notify all elected officers and voting members of special meetings upon request of five or more voting members, perform all other duties which are usual to the office, and forward a copy of the minutes to the athletic director and officers no later than one week prior to the next monthly meeting. The Secretary shall be the Parliamentarian according to Roger’s Rules of Order. The Secretary is also responsible for preparing, in coordination with the president, an agenda for each Booster Club meeting.

**Section 4.** TREASURER – The Treasurer shall have charge of all money, securities, and valuable papers and deposit same in the name of the Organization in the bank within the boundaries of the Booster Club, make disbursements of the funds by check, keep suitable books of account which books shall be closed annually as of May 31, and submitted to the Officers. The Treasurer shall surrender all official records and books to the successor upon the expiration of the term. There is no bonding of the Treasurer. The Treasurer shall forward a copy of the financial statements to the athletic director and officers no later than one week prior to the next monthly meeting.

**ARTICLE VIII – SUB COMMITTEES**

**Section 1.** The Board shall recruit chairpersons for the fundraising events as well as other events planned for the athletes. Recruitment of chairpersons shall be voluntary and spread among the members and coaches. After sufficient recruitment efforts are made, events without chairperson leadership are subject to cancellation by the quorum.

**ARTICLE IX – MEETINGS**

**Section 1.** Meetings will be held in the months of August through May. The day for the meetings in each month will be the third Monday of each month (unless this happens to fall on a holiday or a scheduled game then the meeting will be held at another determined day and time). Other meetings shall be called at the discretion of the President, or by five voting members directing the Secretary to call a meeting.

**Section 2.** The May meeting shall close the Board’s fiscal year. The Treasurer shall have closed the books as of June 30 and will present the books for the annual audit.

**ARTICLE X – QUORUM**

**Section 1.** At least three of the Booster Club Officers and those in attendance at the Booster Club meeting shall constitute a quorum. A simple majority vote of that group shall govern that meeting’s decisions, except for the necessary affirmative 2/3 vote required for any By-Law changes. Changes shall be presented to the membership with the approval of the Head Coach and the President. And shall be voted on at the next regular schedule meeting.

**ARTICLE XI – ORDER OF BUSINESS**

**Section 1.** Meeting Call to Order

Read & Approval of Previous Months Minutes

 Treasurer’s Report & Approval

 Coaches’ Reports

 Athletic Director’s Report

 Committee Reports

 Old Business

 New Business

 Adjourn Meeting

**Section 2.** The order of business at any meeting may be changed by the officers.

**ARTICLE XII – FINANCIAL POLICY**

**Section 1.** The officers and voting members shall decide all matters pertaining to finances of the Booster Club and shall place all income in the organization’s treasuries, directing the expenditures of same to fulfill their purposes of the Booster Club with the officers retaining the right to oversee all monies.

**Section 2.** All monies raised or held under the auspices of the Booster Club will be deposited in the Booster Club’s treasuries, by the Treasurer and subject to a monthly review by the President, Head Coach, and all voting members. All monies will be managed and placed in a named depository.

**Section 3.** All money due for fundraisers must be remitted in the form of either cash, or a single check (or money order) from the seller. Cash payments must be given directly to the treasurer and will be counted in the presence of the seller and a receipt will be issued from the treasurer to the seller. Sellers will be charged any bank service fees that are imposed on the boosters as a result of a returned check.

**ARTICLE XIII – RULES**

**Section 1.** The Board may vote in between monthly meetings on incidental Booster Club matters when all officers are in agreement that the nature of the matter/decision is not critical for all voting member’s involvement AND the matter requires action prior to the next monthly meeting.

**Section 2.** The Booster Club may sponsor educational programs for coaches with cost not to exceed an amount approved by the voting members.

**Section 3.** Head Coach, School Athletic Director and any school administrator are invited to attend all Booster meetings before and during the season. Their participation and discussion will be welcomed.

**ARTICLE XIV – DISCIPLINARY PROCEDURES**

**Section 1.** All representatives of the Basketball Booster Organization shall conduct themselves in such a manner as not to bring disgrace, disrespect, or dishonor upon this Organization.

**Section 2.** A written, signed report of the alleged misconduct must be submitted to the President within 48 hours of the alleged incident. Upon receiving the report, the President shall notify the accused member(s), by certified mail, the misconduct has been filed against him/her, and what the misconduct pertains to. Within five days of the filing of the misconduct report, a special meeting shall be called with the date and time to be set by the President.

At this meeting, a board of review (consisting of the President and all Officers) will convene and a full and complete hearing will take place. The accused, witnesses, and interested persons will relate to the Board of Review only the information, which concerns the incident. Upon gathering of information, the Board of Review shall vote by secret ballot. If the decision is that misconduct did occur, the voting membership will, by a majority vote on a secret ballot, set forth the recommended penalty.

**ARTICLE XV – AMENDMENTS**

These by-laws, or any section thereof, may be amended or repealed by an affirmative vote of two-thirds members of the Officers and voting members voting at any stipulated regularly called meeting provided that written or electronic notice of such proposed changes over the signature of the Secretary shall be distributed to each officer and voting member at least ten (10) days prior to the meetings at which such proposed changes shall be submitted to vote.