

**Tigers Girls Basketball Booster Club
(TGBBC)
BY-LAWS
Revised 9.4.2018**



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BY-LAWS**

The Girls Basketball Booster Club establishes these by-laws. Any and all prior agreements, resolutions, practices, policies, rules and regulations relating to this organization, to the extent they are inconsistent with this document, are hereby superseded.

ARTICLE I. NAME AND STANDING

Section 1: Name - This organization will be known as the Farmington Girls Basketball Booster Club, hereinafter called the "TGBBC".

Section 2: Standing - The TGBBC is, and will, at all times, be a not-for-profit, community service organization in good standing under the laws of the State of Minnesota and operates as a tax-exempt organization in accordance with Section 501(c) (3) of the Internal Revenue Code under the umbrella of the Tiger Fan Club "TFC" and as such will comply with all requirements under the TFC.

ARTICLE II. PURPOSE AND MISSION

Section 1: Purpose - The TGBBC is organized exclusively for the purpose of promoting and supporting the Farmington High School Girls Basketball program, their student athletes and coaches.

Section 2: Mission - The mission of TGBBC is to support the Farmington High School Girls Basketball programs by involving the families of all high school girls' basketball players in various activities, with the common goal of funding and/or providing special services and support in order to enhance the overall experience for our players, coaches and fans.

ARTICLE III. MEMBERSHIP

Section 1: Members - The membership of the TGBBC will consist of those persons currently elected to the Board of Directors, along with the balance of the membership "General Membership". The General Membership will consist of each family who has a child participating on one of the TGBBC teams and is strictly voluntary. The membership is considered a 'per household' membership. "Per household" means if a parent, guardian or general head of the household has paid for a membership.

Section 2: Membership Dues – Annual Membership Dues will be collected from each household before the beginning of the season, typically at the Parent/Player Meeting or Tip-Off Dinner. The amount of the annual dues will be set during the budget process each year and approved at the October Executive Board meeting.

Section 3: Revocation - Booster Club membership may be revoked for conduct deemed detrimental to the mission of the TGBBC. Revocation will require a majority vote of the Executive Board. Detrimental activities can include, but are not limited to, actions found by the Executive Board to be contrary to the purpose, mission, non-profit status or membership requirements as defined by these By-Laws.

Section 4: Voting – All members in good standing with the TGBBC (not under any considerations for revocation of their membership) shall be entitled to vote at the annual meeting. Each family will have one vote at the annual meeting of the members and all votes will be by secret ballot. If a family has more than one child participating, the family is still only allowed one family representative and one vote. Members must be present in order for their vote to be considered in the total tally.

Section 5: Resignation - Any member may resign by filing a written notice with the Secretary of the TGBBC Executive Board.

ARTICLE IV. BOARD OF DIRECTORS, OFFICERS AND DUTIES

Section 1: Board of Directors - The general management of the affairs of the TGBBC will be vested in the Board of Directors.

Section 2: Officers – The officers of the TGBBC will consist of a President, Vice President, Secretary, Treasurer, Fundraiser Director, Website/Communications Director, and Member At- Large. A Girls Varsity Representative will serve as ex-officio, non-voting members of the Board.

Section 3: Election of the Board of Directors – The Board of Directors of the TGBBC will be elected at the annual meeting of the members. The candidate receiving a majority of the votes cast will be declared elected.

Section 4: Nomination – Each Board nominee to be considered for election during the Annual Meeting will submit a completed Board application to the President no later than one week prior to the Annual Meeting.

Section 5: Term of Office- The length of service for the President and Treasurer is two years plus one year as a non-voting ex-officio. The other Board of Directors positions are one year in term length, The President will serve two years, starting on the odd year. Treasurer will serve two years, starting on the even year. The term will be from May 1 of the year elected through April 30 of the second consecutive year. The term for all other Board members will be from May 1 of the year elected through April 30 of the following year.

Section 6: Attendance – A Board member who misses 3 or more consecutive meetings of the TGBBC Board meetings shall automatically be removed as a TGBBC Board Member unless there are extenuating circumstances (ex. Medical illness), in which case, the Board, by a majority vote, may decide to waive this requirement.

Section 7: Vacancy - If a vacancy occurs among the Board of Directors, the vacancy will be filled by majority vote of the Board of Directors, for the remaining term. A vacancy in the office of the President shall be filled by the Vice President. The Vice President Vacancy will be filled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.

Section 8: Duties of Officers

A. President - is a Voting position and is a two year commitment with election that alternates with the Treasurer, starting on an odd year.

1. Will preside at all meetings of the TGBBC and of the Board of Directors.
2. Will supervise and manage the business, using the powers and duties usually vested in the office of the President of a Corporation.
3. Will appoint such committees as he or she or the Board of Directors consider expedient of necessary.
4. Will serve as ex-officio member of all standing committees.
5. Will work with the Treasurer to present a yearly budget to the Board of Directors for approval.
6. Will be the liaison (or be responsible for delegating the Liaison duties) between TGBBC and the HS coaches, Athletic Director, ISD 192, other Basketball affiliates and TFC.
7. Will schedule each board meeting and communicate the dates and times to the Communication Coordinator.
8. Will have signature authority of all checks and disbursements, in all accounts.
9. Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

B. Vice President – is a Voting position and is a one year commitment.

1. Will perform the duties of the President in his/her absence.
2. Will provide over-sight to all committees.
3. Will perform all other duties as may be required by the Booster Club and its officers.
4. Will have signature authority of all checks and disbursements, in all accounts.
5. Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

C. Secretary – is a Voting position and is a one year commitment.

1. Will keep the minutes of all meetings of the TGBBC and Board of Directors and will present such minutes at the next meeting for approval by the Board of Directors.
2. Will maintain TGBBC Bylaws.
3. Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

D. Treasurer - is a Voting position and is a two year commitment with election that alternates with the President, starting on an even year.

1. Will have charge of all receipts and moneys of the TGBBC.
2. Shall deposit them in the name of the TGBBC, in a bank approved by the Board of Directors.
3. Will have signature authority of all checks and disbursements, in all accounts and will disburse funds as ordered or authorized by the Board of Directors.
4. Will report the financial status of the TGBBC to the Board of Directors at each meeting.
5. Will prepare an annual budget under the President's direction for approval by the Board of Directors.
6. Will ensure the accuracy of the TGBBC financial statements.
7. Will be the liaison with the designated bank regarding all TGBBC accounts and balances.
8. Will manage the TGBBC fundraisers' cash proceeds and prepared a financial summary for the Board of Directors for each event.

9. Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

E. Fundraising Director – is a Voting position and is a one year commitment.

1. Will coordinate all fundraising activities for each year including overseeing all fundraising coordinators.
2. Will be responsible for the coordination of all fund raising activities of the Booster Club that must be approved by the voting board and Athletic Director in order to avoid conflict or duplication of efforts.
3. Will perform all other duties as may be required by the Booster Club and its officers.
4. Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

F. Website/Communications Director – is a Voting position and is a one year commitment.

1. Will manage and maintain the TGBBC primary communication tool, the TGBBC website and email.
2. Will, generally serve as the primary voice of TGBBC communication to members.
3. Will notify the membership of the TGBBC of the Board of Directors meetings.
4. Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding board member.

G. At-Large Member – is a Voting position and is a one year commitment.

1. At-Large Member is defined as a past or current member. If the position is to be held by a past member, they must have had a graduating senior in the previous season.
2. Will assist with all aspects of the Board's responsibilities and shall assist other Board members in completing their tasks and responsibilities.
3. Will fill in for a Board Member who is unable to fulfill a particular task or responsibility at the required time.
4. Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding board member.

ARTICLE V. MEETINGS

Section 1: Annual Meeting of the Members - the annual meeting of the members of the TGBBC will be held in April of each year. The purpose of the meeting is to elect Board Members to the vacant positions and receive reports from each of the Board of Directors and whoever else the Board feels appropriate. Any change to the Annual Meeting date, time or location shall be announced a minimum of two weeks in advance of the proposed change.

- A. Quorum for Members Annual Meeting - At the annual meeting of the TGBBC, all voting members present will constitute a quorum. (See Article III, Section 1 for definition of a member.)

Section 2: Meetings of the Board of Directors - Meetings of the Board of Directors will be held monthly unless otherwise specified by the Executive Board. A summary of the decisions reached and Executive Board members present at each meeting should be distributed to all Executive Board members within a reasonable timeframe following the meeting and before the next Executive Board meeting. All General Members are welcome to attend monthly Executive Board meetings.

- A. Order of Business - At all meetings of the TGBBC, the order of business will be by agenda, established by the President or other presiding officer. If any members have an item they would like to have added to the agenda, they should contact the President at least two days in advance of the scheduled meeting.
- B. Quorum for Board Meeting - A majority of all voting members of the Board of Directors will constitute a quorum.

Section 3: Special Meetings of the Members – A special meeting of the members may be called by the President, at any time, on his or her own initiative; or by a petition signed by 20 percent of the voting members. Notice of the special meeting shall be made to the entire membership not less than ten business days before the meeting. At special meetings, there will only be considered such business as is specified in the notice of the meeting.

ARTICLE VI. POWERS OF THE BOARD OF DIRECTORS

Section 1: Management of the TGBBC - The Board of Directors will have general charge and management of the affairs, funds and property of the TGBBC. The Board will have full power and it will be the Board's duty to carry out the purposes of the TGBBC according to its by-laws, and to establish such policies and procedures as are reasonable or necessary to accomplish the purposes of the TGBBC.

Section 2: Appointment of Committees - The Board of Directors will appoint committees, as it deems necessary. Appointment to committees will not be limited to members of the TGBBC, but at least one member of the TGBBC will serve on each committee and a member of the TGBBC Board of Directors will chair each committee. The committee size can vary from one to six members.

Section 3: Exclusions

- A. The Booster Club President reserves the right to table all votes because of attendance.
- B. School Board Members, Activities and Athletic Directors, any ISD 192 Basketball coaches, In-House Basketball Director and FYBA Travel Director are excluded from holding a voting seat.

Section 4: Removal – Any TGBBC Board Member, whose continued participation is deemed detrimental to the welfare of the Booster Club may be removed upon majority vote of the TGBBC Board.

Check Signing Authorization - The President, Vice President, Treasurer and TFC President are authorized to be check signers (see Article IV, Section 7 A, B and D). All checks are required to have two signatures.

ARTICLE VII. FINANCES

Section 1: Budget – The Executive Board will prepare a preliminary budget based on results from the prior year, input from the various committees and Head Girls Basketball coach. Any funds provided to support or enhance the Farmington Girls Basketball programs will be provided exclusively in accordance with the rules and guidelines set forth by ISD 192 and the TFC.

Section 2: Budget Approval – The preliminary budget will be presented to the General Membership at the Annual Meeting in April. Those present at the meeting have the opportunity to provide input and discussion on the preliminary budget. Approval of the final budget will take place at the October Executive Board meetings via a majority vote of the Board of Directors.

Section 3: Budget Modifications – The budget may be modified by the Executive Board, upon a majority vote, during the year as dictated by changing conditions. Any modifications to the budget will be communicated to the General Membership at the next monthly meeting and will be included in the meeting minutes posted on the TGBBC website.

Section 4: Deposits – all monies received by the TGBBC shall be deposited to the credit of the TGBBC in a financial institution or institutions selected by resolution of the Executive Board.

Section 5: Purpose – Funds raised by any of the TGBBC fundraising programs can only be directed toward activities of the TGBBC in support of the Farmington Girls Basketball programs. All requests to direct money elsewhere must have prior approval of the Executive Board.

Section 6: Interest – any interest generated by the investment of the TGBBC's funds in an approved financial institution, will be deposited into the TGBBC's fund.

Section 7: Personal Expenses – Due to the extensive use of personal computer, printer, fax and related equipment by the voting Executive Board Members, they may request reimbursement of miscellaneous expenses (with receipt of expenses incurred) directly to the club Treasurer. The Treasurer and one other approved Check Signer shall be authorized to approve and process miscellaneous expenses incurred to the Executive Board Members up to \$50.00. Requests for reimbursement over \$50.00 or multiple requests from the same board member in the same month shall require review and be voted on by the Executive Board.

ARTICLE VIII. PROVISION CONTRARY TO LAW

Section 1: Any portion of the document which violates any provision of the laws of the State of Minnesota, of the United States, or any rules or regulations of the Minnesota State High School League, either now or hereafter, will be null and void and without force or effect. If any provision of the document or the application of any such provision under any circumstances is held invalid, it will not affect any other provision under other circumstances. The TGBBC reserves the right to amend any provision of these by-laws as necessary to comply with State or Federal laws, or rules and regulations of the Minnesota State High School League.

ARTICLE IX. AMENDMENTS

Section 1: Amendments to the By-Laws are to be submitted in writing to a Board Member and will then be reviewed via email or at a regular Board Meeting. These by-laws may be amended only by a two-thirds majority vote of the Board of Directors. If changes to the By-Laws are voted on and approved, notice of the amendments shall be noted in the meeting minutes and posted on the TGBBC website.

ARTICLE X. DISSOLUTION OF PROGRAM

In the event TGBBC ceases to exist, all assets, cash, equipment & miscellaneous items will be donated to Independent School District 192 Girls High School Basketball program. However, if ISD #192 is not then in existence, is no longer a qualified distributee, or is unwilling or unable to accept the distribution, then the assets of TGBBC shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in non-profit.

ARTICLE XI: APPROVAL OF BYLAWS

Approval of Bylaws shall be made a majority vote of the Farmington Girls Basketball Booster Club membership. We, the current Board, by the signatures below, attest that these bylaws have been approved by majority vote.

President: _____ Date: _____

Vice-President: _____ Date: _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____

Fundraising Director: _____ Date: _____

Website/Communications Director: _____ Date: _____

Member-at-Large: _____ Date: _____

Signed & Dated Copy on File

ARTICLE XII: COACH ACKNOWLEDGEMENT OF UNDERSTANDING OF BYLAWS

As the Farmington Head Girls Basketball Coach, I hereby acknowledge that I understand, support and agree to follow the Tiger Girls Basketball Booster Club bylaws to the best of my ability.

Head Coach: _____ Date: _____