

Legacy Girl's Basketball Boosters

LEGACY HIGH SCHOOL
GIRL'S BASKETBALL BYLAWS
as of April 3rd, 2019

Table of Contents

I. **Name**

II. **Purpose**

III. **Location**

IV. **Membership**

V. **Board Members**

VI. **Officers**

VII. **Duties of Officers**

VIII. **Committees**

IX. **Meetings**

X. **Fiscal Year**

XI. **Amendments**

XII. **Conflicts of Interest**

XIII. **Finances**

ARTICLE I-NAME

Section 1.1 - This organization shall be known as the Legacy High School Girl's Basketball Boosters (LGBB).

ARTICLE II-PURPOSE

Section 2.1 - Under the asepsis of Legacy High School, Bismarck Public Schools, the mission of LGBB is to be organized and shall be operated exclusively for charitable and educational purposes. The goal is to promote and foster the development of Legacy High School and encourage and support the development of Legacy High School student athletes' basketball skills in manners which foster respect for others, self-confidence, leadership and teamwork.

LGBB will endeavor to produce the highest level of amateur basketball competition at the high school level while maintaining the highest degree of participation and sportsmanship.

Section 2.2 - LGBB will pursue fundraising, fulfilling Legacy High School Basketball program needs and voluntary services.

Section 2.3 - No part of the net earnings of the organization shall benefit or be distributable to its members, trustees, officers, or other private persons. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments, distributions, and/or reimbursements in furtherance of the purposes set forth in the bylaws.

Section 2.4 - Upon dissolution of LGBB, after paying or adequately providing for the debts and obligations of the organization, assets shall be distributed to a similar entity at Legacy High School.

Section 2.5 - Objectives

a. Develop an organization with an active and involved membership that is concerned with the Legacy Girl's Basketball Program and all of its participants regardless of sex, race or socio-economic status.

b. Promote school spirit, positive sportsmanship and encourage attendance at LHS Basketball games.

c. Encourage and support the academic endeavors of LHS's student athletes.

d. Provide supplementary financial support for the future of LHS Girl's Basketball in the form of donations made to the team for equipment, food, camps and any other item that the team may need in accordance with the laws and policies of the North Dakota High School Activities Association.

e. Aid the staff and coaches in promoting special events and projects.

f. Aid and support the LHS school staff in the areas of Girl's Basketball promotion, publicity and program development.

ARTICLE III-LOCATION

Section 3.1 - The registered office address of LGBB shall be Legacy High School, attention Legacy High School Girl's Basketball Boosters. The LGBB may have any number of offices at such places as the Board of Directors may determine.

ARTICLE IV-MEMBERSHIP

Section 4.1 - Membership. There shall be one class of membership to the Boosters; any adult member of any household who wishes to be a member of the boosters can be who has a student-athlete participating in the program.

Section 4.2 - Membership Fee. There may be a nominal membership fee charged to members of the LGBB Basketball Boosters as proposed and approved by the Board.

Section 4.3 - Members Right to Privacy. Any personal information gathered or requested by the Boosters is for the sole use of the Boosters and shall not be made available to any other organization or entity without written consent of that member.

Section 4.4 - The voting members of the LGBB shall not exceed seven members; voting members are President, Vice-President, Treasurer, Secretary, Senior, Junior and Sophomore class representatives. Freshman representative is a non-voting member of the board. Those LGBB members who pay dues and attend the booster meetings shall make motions and provide discussion on motions, but the seven standing voting board members will vote for all motions. The general membership will vote their respective LGBB board members and class representatives to serve on the Board. Those positions voted in are President, Vice-President, Treasurer, Secretary, Senior, Junior, Sophomore and Freshman class representatives. The Board will be voted in annually at the final board meeting of each season so the board and class representatives are established leading into the following season with the exception to the Freshman representative. The Freshman representative will be voted in the following basketball season.

ARTICLE V-BOARD MEMBERS

Section 5.1 – The voting Board members are made up of officers that shall consist of the President, Vice-President, Secretary, Treasurer, and three class representatives making up the sophomore, junior and senior classes respectively. The Freshman class representative is a non-voting member of the Board. The business of LGBB shall be managed by a Board of Members (hereafter "the Board")

The Board shall be responsible to act on behalf of the Boosters in the management of the business affairs of the organization except for the matters decided by a vote in the General Membership Meetings. The Board shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Class Representatives (Senior, Junior, Sophomore) who are voting members. Freshman representative is a member of the board as a non-voting member.

The Board shall:

1. Approve the expenditure of all general funds of $150.00 or more with a voting majority of the Board present at a monthly meeting.
2. Approve the President's creation and dissolution of all necessary committees.
3. Set and approve goals and budgets.
4. Review the annual budget and monthly financial reports including bank statements if necessary.
5. The Board shall not be reimbursed or paid for their services and understand that it is strictly a volunteer position.

a. Election. The Board shall be elected by a majority of the voting membership present at the final booster meeting of the season. All elected officers must be current members of the boosters and have an athlete in the basketball program.

b. Nominations. The President with the concurrence of the board shall present a slate of nominees who have agreed to serve for the positions of officers and class representatives with reasonable notice prior to the final meeting of the current season. Additional candidates may be nominated from the floor prior to voting. Nominees must receive at least 50% of the vote to be elected or a re-vote is necessary to achieve 50% or greater.

c. Terms of office. A term is from April 1st through March 31th. An individual may serve in the same elective capacity for more than one consecutive term; however, this is determined by election.

d. Vacancy. The President, with the approval of the Board, shall appoint any officer vacancy other than the Presidency which must be voted on by a consensus of booster members.

Section 5.2 - The Board is responsible for maintaining the overall policy and direction of LGBB. The Board may delegate responsibility of day-to-day operations to officers of LGBB and appropriate committees and members of LGBB. Board members shall receive no compensation. At times reimbursement of reasonable expenses incurred in the performance of duties and responsibilities for LGBB may be granted by a majority vote of the board members for services

that are specific to the duties of, and benefit of LGBB with a valid receipt of said expenses after approval.

Section 5.3 - The Board shall meet at least four (4) times per year, at an agreed time and location as set by the Board.

Section 5.4 - Any board member may be removed from office without assigning any cause by a two-thirds (2/3) vote of the Booster Club at a booster meeting.

Section 5.5 - Any board member may resign at any time by giving notice to LGBB.

ARTICLE VI-THE BOARD

Section 6.1 –Members of the LGBB Board shall be members of LGBB.

Section 6.2 - The Board of LGBB shall consist of President, Vice President, Secretary, and Treasurer, Senior, Junior, Sophomore and Freshman representatives. The Board of LGBB shall be elected by a majority vote of the current members of LGBB. The Board shall serve for such terms as are established by the bylaws.

A member of the Board may be removed from their position with a 2/3 majority vote of the attending Booster Club members at a booster meeting and a majority of the Board's vote.

An Officer may be dismissed for the following:

(a) Mis-appropriation of club funds.
(b) Mis-appropriation of donated funds.
(c) Any felony conviction.
(d) Any conduct that is detrimental to the successful operation of the LHS Basketball Booster Club.

ARTICLE VII-DUTIES OF THE BOARD

Section 7.1 -

President. The President shall:

a. Preside at all meetings.
b. Appoint standing committee chairpersons with the concurrence of the Board.
c. Appoint and or dissolve all other committees as required.
d. Serve as ex-officio member of all committees.
e. Serve as primary spokesperson for the Boosters, except as otherwise specified.
f. Direct goals and budget performance.
g. May have an official signature card on file with the bank.
h. The President must be a senior or most senior class parent, unless no parent steps forward to serve.

i. File the names of the board members with the BPS AD's office prior to the start of each season.
j. File the tax ID # with the BPS AD's office prior to the start of the season.

Section 7.2 -

Vice President. The Vice President shall:

a. The Vice President shall perform all the duties of the President in his/her absence.
b. May have an official signature card on file with the bank.
c. Make disbursements from the Boosters funds to cover expenses approved by the Board in the absence of the Treasurer.

Section 7.3 -

Secretary. The Secretary shall:

a. The Secretary shall keep a record of all the proceedings of the Booster Club Meetings and all minutes shall be kept electronically. A record of the decisions of the Board shall be also kept electronically. A summary of these minutes shall be approved by the President for distribution.
b. Provide notice of meetings in accordance with these bylaws and the State of North Dakota and/or the direction of the Board; maintain a current copy of LGBB's bylaws; maintain an up-to-date list of LGBB's members; and perform such other duties as may be assigned by the Board, President, or LGBB.

Section 7.4 -

Treasurer. The Treasurer shall:

a. The duties of the Treasurer shall be to have custody of all funds of LGBB.
b. Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices.
c. Make disbursements from the Boosters funds to cover expenses approved by the Board.
d. Report the amount of money available in the Booster accounts at each meeting. This report shall include an accurate representation of LHS Girl's Basketball Booster funds, to include deposit and expense detail and change in balance. This detail is to be provided to the Secretary for inclusion in the Booster minutes.
e. May have an official signature card on file with the bank to manage the funds of the organization and have electronic access to those accounts.
f. When funds are raised, two members must tabulate the funds and validate the amount of funds prior to deposit. A deposit slip will verify the amount of funds raised and deposited.
g. Have the accounts examined annually or upon change of officers by the Board, which shall affirm the sufficiency and accuracy of the Treasurer's annual report; assure that complete and appropriate annual financial reports and filings are provided to the Secretary of Legacy High School.

ARTICLE VIII-COMMITTEES

Section 8.1 - The President, with Board agreement, may create or eliminate any standing or special committees as it may deem necessary to promote the purpose and mission of LGBB and to conduct the business of the LGBB. Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President subject to the approval of the Board. The term of each chairperson of such a committee shall be the current fiscal year of the LGBB.

Section 8.2 - No committee shall have any power to fill vacancies on the Board; adopt, amend, or repeal any resolution of the Board; adopt, amend or repeal LGBB's bylaws; or act, or fail to act, in a manner prohibited by the Board or LGBB's bylaws. No committee work shall be undertaken or conducted absent of the consent and direction of the Board.

Section 8.3 - The President shall be an ex officio member of all committees.

ARTICLE IX-MEETINGS

Section 9.1 - Regular meetings of LGBB shall be held at least four times annually. Meeting dates, times, and locations will be determined by the board and published by the secretary or a member of the Board no later than two days prior to the booster meeting.

The Board meetings will also take place on an as needed basis to conduct club business. Additional meetings can also be called if needed.

Standing Committees will meet on an as needed basis in order for them to achieve their goals.

Section 9.2 - The majority of the Board of LGBB shall constitute a quorum for the transaction of business at any regular or special meeting of LGBB. However, for the Board to approve or authorize programs or expenditures which exceed $5000.00, a majority of the full Board (not just a majority of a quorum) must approve such program or expenditure.

Section 9.3 - Members of LGBB may attend all regular and special meetings of LGBB.

ARTICLE X-FISCAL YEAR

Section 10.1 - The fiscal year of LGBB shall coincide with that of Legacy High School.

ARTICLE XI-AMENDMENTS

Section 11.1 - These bylaws may be amended at any regular meeting of the LGBB by a two-thirds (2/3) vote of the members present and voting, provided that: Notice of the proposed amendment has been given at the previous regular meeting of the LGBB or in writing seven (7) days prior to the meeting at which the proposed amendment is moved.

Section 11.2 - A committee may be appointed by the President or by a majority vote of the Board to submit a revised set of bylaws as a substitute to the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as for an amendment of the bylaws.

ARTICLE XII-CONFLICTS OF INTEREST

Section 12.1 - Being a Board member and receiving compensation from LGBB for an outside duty will be seen as a conflict of interest and said member will need to choose between paid position and Board position. This will reduce conflict of interest issues.

ARTICLE XIII-FINANCES

Section 13.1 - All monies received by the boosters shall be deposited into a LGBB account.

Section 13.2 - No funds can ever be spent that exceeds the amount in the LGBB account.

Section 13.3 - Funds raised by any booster fundraising program may only be used directly with Legacy High School Girl's Basketball to aid the team with equipment costs, training costs, and sponsoring team events or provided to a charity that is approved by the Board at a booster meeting. All requests to spend money elsewhere must be voted on by the Board.

Section 13.4 - Any interest earned in account shall be deposited and kept in the booster account and used in a general fund.

Section 13.5 - A balance of no less than $5000 will be maintained for the following year.

Section 13.6 - After a new board is elected in the spring, the new board shall establish a budget for all summer developmental programs. The summer budget shall outline fees charged to participating players, fundraising efforts and funds from the general booster account. The board shall be cognitive of the upcoming year's expenses when establishing the budget. The board may allocate no more than $8000 from the general account to be used for the summer developmental program for that year.

BYLAW AMMENDMENT LOG

Parents of Legacy High School, Bismarck ND formed the first booster club for girl basketball in 2013. The first bylaws were established and approved on 12-19-2013. The bylaws committee continued to meet and improve the document. On 09-24-2014 the booster committee voted to replace the original bylaws with new bylaws.

The below are the approved amendments to the current bylaws.

Amendment #1	On 03-30-2015 Article V Section 5.1- The Board Shall: b – was changed from "prior to the first meeting of the new calendar year" to "prior to the final meeting of the current season"
Amendment #2	On 03-29-2017 Section 13.6 was added to read, "The expenses for all non-local team camps during the off season shall not exceed $4000; the rest of the money is to be raised by the teams attending the camp."
Amendment #3	On 04-03-2019 Section 13.6 was modified: FROM: The expenses for all non-local team camps during the off season shall not exceed $4000; the rest of the money is to be raised by the teams attending the camp. TO: After a new board is elected in the spring, the new board shall establish a budget for all summer developmental programs. The summer budget shall outline fees charged to participating players, fundraising efforts and funds from the general booster account. The board shall be cognitive of the upcoming year's expenses when establishing the budget. The board may allocate no more than $8000 from the general account to be used for the summer developmental program for that year.