

Apple Valley Basketball Booster Club

Rules of Governance

Last Updated: November 2010

1. PURPOSE

- 1.1. The Apple Valley Basketball Booster Club is a non-profit organization formed for the purpose of promoting and financially supporting girls & boys basketball in the Apple Valley High School attendance area. The Club is an independent body of parents, alumni and community supporters who are committed to the rules & standards of conduct established by the Minnesota State High School League and District 196.
- 1.2. The Club's mission is to create a championship-caliber basketball program that attracts & retains high-quality talent from within the community at all levels and serves as a source of pride for the community. As such, the AVHS varsity basketball coaches will be given an active and decision-making role in the Club to ensure that the Club's participation in and support of the basketball program is consistent with their program's aspirations.

2. MEMBERSHIP

- 2.1. Club membership is open to any person 18 years of age or older who is a) a parent or legal guardian of a player registered to participate in a program supported by the Club, or b) a coach of a team supported by the Club, or c) a contributor of volunteer manhours or funding to a program supported by the club.
- 2.2. Rights of the membership shall be as follows:
 - Attend and provide input at general Club meetings
 - Apply to fulfill officer positions within the Club
 - Vote on recommendations presented by Club officers, as required by these Rules of Governance

3. OPERATIONS

- 3.1. The fiscal year of the club shall be from July 1 – June 30 of each calendar year.
- 3.2. The Club shall operate in such a manner as to maintain non-profit status as required by state and federal regulations.
- 3.3. Checks, drafts and orders for the payment of money by this Club shall be signed by the Treasurer and/or President. The Treasurer shall maintain an up-to-date Club financial statement detailing income and expenses, and review it at monthly intervals with Club officers. The Club President shall have access to bank records pertaining to the Club and will have responsibility for regular review & oversight of such accounts.
- 3.4. The Club will spend funds as available for needs that are consistent with the overall mission of the Club as outlined in Section 1. An annual budget shall be prepared by the Treasurer and presented to Club officers at the first possible meeting of the fiscal year. Upon approval by the Club officers, the Treasurer shall be authorized to issue payment for expenses outlined in the

budget. Such payments will be documented and reviewed as part of the previously-mentioned Club financial statement.

- 3.5. Expenses not included in the approved annual budget may only be proposed by a Club officer. Expenses not included in the approved budget which are in excess of \$100 require pre-approval by simple majority approval of the Club officers.
- 3.6. Reimbursement of expenses must follow the above approval guidelines, be supported by appropriate documentation and be requested within the Club fiscal year.

4. OFFICERS

- 4.1. The role of the Club officers is to make decisions and set Club direction to ensure the sustainable viability of the Club in compliance with the Club mission and purpose as set forth in Section 1.
- 4.2. The Club shall be led by the following Officers:
 - President
 - Vice President
 - Treasurer
 - Boys Varsity Basketball Coach
 - Girls Varsity Basketball Coach
- 4.3. The President, Vice President and Treasurer offices may be held by co-officers if so approved.
- 4.4. Club Officers must meet the membership requirements of the Club and either be nominated or self-nominate themselves for office. Officer appointments shall be for the period of one Club fiscal year. Officers may serve for consecutive years if so approved.
- 4.5. Club Officers will be appointed annually at the April Club meeting, for the following fiscal year. Nominations will be solicited from the full Club membership in advance of the appointment meeting.
- 4.6. Unopposed nominations will be approved by a simple majority of the current sitting Officers. Contested nominations must be approved by simple majority vote of the attending Club members at the appointment meeting. The full Club membership must be notified in advance of their right to vote at said meeting. Vacated officer positions may be filled by appointment of the President (or Vice President in the case of a vacated President) for the remainder of the fiscal year.
- 4.7. Any Club member may petition for the removal of a Club officer for cause. Demonstrated cause includes fiscal impropriety, criminal misconduct, violation of MSHSL rules, activity inconsistent with the purpose & objectives of the Club, or failure to complete assigned duties of the office. Upon demonstration of cause, the officer may be removed by simple majority vote of the attending Club members at the next regularly-scheduled Club meeting. The full Club membership must be notified in advance of their right to vote at said meeting.
- 4.8. Officers shall receive no compensation for their service to the Club.
- 4.9. On matters in which a vote is required by the Officers, any officer who has a conflict of interest in the matter shall disclose it and abstain from voting on said matter.

5. DIRECTORS

- 5.1. The role of the Club directors is manage the working operations of various Club committees as established by Club officers. Needed director positions for the following fiscal year shall be

determined and published to the full club membership prior to the end of the current fiscal year. Club director positions may include, but not be limited to:

Boys / Girls Traveling Basketball

Boys / Girls Tournament

Fundraising

Concessions

Advertising / Promotions

Clothing

Gym Coordinator

Secretary

5.2. Any Club director position may be filled by co-directors if so approved.

5.3. Club Directors must meet the membership requirements of the Club and either be nominated or self-nominate themselves for the position. Director appointments shall be for the period of one Club fiscal year. Directors may serve for consecutive years if so approved.

5.4. Directors will be appointed at a regular Club meeting prior to the end of the Club fiscal year, for the following fiscal year. Nominations will be solicited from the full Club membership in advance of the appointment meeting.

5.5. Nominations, contested or uncontested, will be approved by a simple majority of the current sitting Officers. Vacated Director positions may be filled by appointment of the President for the remainder of the fiscal year.

5.6. Any Club member may petition for the removal of a Club director for cause. Demonstrated cause includes fiscal impropriety, criminal misconduct, violation of MSHSL rules, activity inconsistent with the purpose & objectives of the Club, or failure to complete assigned duties of the position. Upon demonstration of cause, the director may be removed by simple majority vote of Club officers.

5.7. Directors shall receive no compensation for their service to the Club.

6. CLUB MEETINGS

6.1. Regular club meetings will be held throughout the year on the fourth Monday of each month, at 7:00p at AVHS, unless otherwise determined by the President. These meetings are open to all Club members.

6.2. The presence of Club officers and directors is required at all meetings. Absences should be communicated to the President in advance. If no Officers will be present, or a majority of the Officers & Directors will not be present, the meeting must be cancelled or rescheduled.

6.3. The President (or their appointee) shall be responsible for establishing and communicating meeting agendas, as well as facilitating each meeting, and calling for any necessary votes.

6.4. Special meetings of the full membership or the Club officer group may be called at any time by the President, or by simple majority vote of the Officers.

7. ADOPTION & REVISION

7.1. The Club rules of governance must be reviewed and unanimously approved annually by Club officers, at the first available meeting of the Club fiscal year. The approved document will be labeled with the last updated date, signed by each Club officer, and maintained for inspection by any Club member.

7.2. Amendment of these rules may be proposed by any Club officer. Amendments may be implemented upon the unanimous approval of all Club officers. The document must then be edited, labeled with the last updated date, signed by each Club officer, and maintained for inspection by any Club member. Any prior versions of the rules of governance should be destroyed.

8. APPROVAL

8.1. We, the current Club officers, by our signatures below, unanimously approve the implementation of these rules of governance for the fiscal year _____

President: Trisha Pipkins _____

President: Debbie Jones _____

Vice President: Bruce Schalk _____

Treasurer: Gregg Johnson _____

Head Coach: Zach Goring _____

Head Coach: Jeremy Gordon _____