

**SHAKOPEE GIRLS BASKETBALL BOOSTER CLUB  
COMMITTEE BYLAWS**

**ARTICLE I  
NAME, AFFILIATION AND PURPOSE**

*Section 1.1 Name, Affiliation and Purpose.* Shakopee Girls Basketball Booster Club ("Booster Club") is a committee of the Shakopee Girls Basketball Association, a Minnesota Non-Profit Corporation organized under Minnesota Statutes Chapter 317A ("SGBA"). The Booster Club is established as committee of the SGBA with the purpose of supporting the Shakopee girls high school basketball teams by supplementing official Shakopee School District funding and support.

*Section 1.2 SGBA Authority.* SGBA is, and shall remain, the fiscal agent for tax reporting and oversight of all Booster Club finances. The Booster Club shall operate as outlined in these Committee Bylaws, as may be amended from time to time by the SGBA.

*Section 1.3 Compliance with School District Policy.* At all times, the Booster Club shall comply with the policies and procedures of the Shakopee School District for high school booster club activities.

**ARTICLE II  
MEMBERS**

*Section 2.1 Membership and Voting.* Membership in the Booster Club consists of parents or legal guardians of participant athletes in the Shakopee High School Girls Basketball program. Only those Members in attendance at a Booster Club meeting shall have voting rights in the Booster Club as follows:

*Section 2.1.1.* A Shakopee high school girls basketball player who participated in the previous high school basketball season, summer training programming or fall organized basketball activities qualifies their parents or guardians to cast one total vote.

*Section 2.1.2.* Voting rights may not be assigned and voting by proxy is not allowed.

*Section 2.1.3.* Each participating athlete shall receive only one vote per athlete and not more than one vote per family unit, in the event of multiple participating athletes from one family, at a meeting of the Booster Club.

*Section 2.1.4.* Terminated Members are not entitled to vote or to further participation in Booster Club.

*Section 2.2 Termination of Membership.* Membership in the Booster Club may be terminated at any time by a majority vote of the Board of Directors of the SGBA. Membership may be terminated for a violation of any SGBA policies or conduct determined by the Board of Directors to be contrary or detrimental to the purpose, mission and operations of the SGBA or the Booster Club.

### **ARTICLE III MEETINGS**

*Section 3.1 Annual Meeting of Members.* Members shall be entitled to cast a vote at the annual meeting of the Members of the Booster Club which shall be held prior to the start of the Minnesota girls high school basketball season. Each annual meeting shall be held on such date and such hour and place as the Booster Club may designate. The purpose of the annual meeting is to elect Officers of the Booster Club, to report on the activities and financial condition of the Booster Club and to transact such other business as may properly come before the meeting; provided.

*Section 3.1.1 Notice of Annual Meeting.* Notice of the annual meeting of the Booster Club Members stating the time and place thereof, shall be given to all Members by electronic communication or in person at least seven days before the meeting, or shall be mailed to each Member at least ten days before the meeting. All notices not given in person shall be sent to the Member at his or her postal or electronic address according to the latest available records of the Booster Club.

*Section 3.1.2.* Members must be present at the time of voting to cast ballots at the Booster Club annual meeting pursuant to Article II.

*Section 3.1.3.* Members shall elect Officers following the procedures outlined in Article IV below.

*Section 3.2. Regular Meetings of Members.* The Booster Club shall meet monthly, or at such other frequency as may be approved by the Members, at a time and place designated by the Booster Club President. Notice of regular meetings stating the time and place thereof, shall be given to all Booster Club Members by electronic communication, which may include e-mail, website posting, or social media posting. Members shall have the right to attend all meetings of the Booster Club.

*Section 3.2.1.* Members present at a regular meeting may vote on Booster Club business at that meeting pursuant to Article II.

### **ARTICLE IV BOOSTER CLUB OFFICERS**

*Section 4.1 Powers.* The Officers of the Booster Club shall constitute its governing board and shall have such powers and authority as shall be conferred upon

them by these Bylaws. The Officers are charged with the overall responsibility for the affairs of Booster Club as outlined in these Bylaws.

*Section 4.2 Eligibility.* To be eligible to serve as an Officer, an individual must be a Member in good standing of the Booster Club at the time of the annual meeting and the individual must be elected by the Members at an annual meeting as defined in Section 3.1 above. Only one Member per family or household may serve as an Officer. The election of all Booster Club Officers must be ratified by the SGBA Board of Directors.

*Section 4.3 Officer Positions.* The Booster Club shall have the following officer positions, each of which shall be elected by a majority vote of the Members at the Annual Meeting:

*Section 4.3.1. President.* The Booster Club President shall serve as the leader and primary point of contact of the Booster Club, The President shall prepare meeting agendas for the annual and regular meetings of the Booster Club, coordinate with the Shakopee Girls Basketball Varsity Head Coach and High School Administration, and shall oversee any Booster Club subcommittees to ensure Booster Club goals are being met. The President shall provide a report to the SGBA Board of Directors following each meeting of the Booster Club.

*Section 4.3.2. Vice President.* The Booster Club Vice President shall serve in a support capacity to the President and shall step in to fill the duties of the President when the President is not available. The Vice President shall have primary responsibility for organizing team events and fundraising activities for the Booster Club. The Vice President shall also oversee any Booster Club subcommittees to ensure Booster Club goals are being met.

*Section 4.3.3. Treasurer.* The Booster Club Treasurer shall be the primary financial manager of the Booster Club. The Booster Club Treasurer is responsible for oversight and management of the Booster Club budget, income and expenses. The Treasurer shall report to the Members at each meeting on the financial status of the Booster Club. This financial report shall be included in the President's report to the SGBA Board of Directors following each Booster Club meeting.

*Section 4.3.4. Secretary.* The Booster Club Secretary shall maintain and organize all records and communication of the Booster Club. The Secretary shall take minutes at all meetings of the Booster Club, take and tally all votes for Officers at the annual meeting, and manage Booster Club communications (emails, newsletters, social media).

*Section 4.3.5. Fundraising Chair.* The Fundraising Chair shall lead all Booster Club fundraising efforts. Tasks include organizing fundraising events and programs, coordinate sponsorships and donations, and shall work with the Booster Club Treasurer to track all funds raised for the Booster Club.

*Section 4.3.6. Saber Buddies & Team of The Night Program Lead.* This role shall include management of the Saber Buddy and Team of the Night programs of the Booster Club and coordination of other game-day events designed to brand and promote the Booster Club and the Shakopee Girls High School Basketball teams.

*Section 4.3.7. Volunteer Coordinator.* This role shall serve in a support capacity to other Officer positions by organizing and scheduling parent and community volunteers for Booster Club events and will communicate opportunities for involvement in Booster Club events.

*Section 4.3.8. Social Media/Web Manager.* This role shall be responsible for management of Booster Club website content and social media pages for the Booster Club and Shakopee Girls High School Basketball teams. Responsibilities also include maintaining updated relevant information on the Booster Club and team website, promoting the Shakopee Girls High School Basketball teams on social media with gameday posts, scores, etc. Shall also promote games and events through flyers, social media and emails to parents of youth basketball players or others interested in the girls high school basketball teams.

*Section 4.3.9. Varsity Basketball Coach.* The Shakopee Varsity Girls Basketball Coach shall serve as an ex-officio Member and Officer of the Booster Club. The coach shall provide recommendations as to Booster Club activities and goals as well as the needs of the Shakopee Girls High School Basketball teams. The Varsity Basketball Coach may recommend or nominate individuals to serve in Officer positions, but each Officer shall be elected by the Members.

*Section 4.4. Officer Terms.* Except for the Varsity Basketball Coach, each Officer shall be elected for a one-year term at the Annual Meeting of the Booster Club each year. In the event of a vacancy in any Officer position, another Officer may assume the duties of the open Officer position.

*Section 4.5 Election.* Officers are elected by a vote of the Members at the annual meeting using the following procedure:

*Section 4.4.1 Nomination.* Any Member in good standing in the Booster Club is eligible to nominate a Member (including themselves) for election as an Officer at the annual meeting. Nominations for an Officer position must be submitted in writing (electronic communication included) to the current President and Secretary of the Booster Club not later than two days prior to the annual meeting. All Nominees shall be added to an election ballot at the Annual Meeting of the Members of the Booster Club.

*Section 4.4.2 Election Process.* Nominees may give a two (2) minute speech about their interest in being elected as an Officer. Ballots will be distributed to Members entitled to vote at the beginning of the Annual Meeting. One ballot shall be given to each Member for each eligible vote as defined in Article 2.1. Ballots

may only be cast after the final speech of the Nominees; no early voting is allowed. Once ballots are collected, the current Secretary and President will tally the votes. Ballots with more than one votes cast for any Officer position will be voided and not counted. The newly elected Officers will be announced at the Annual Meeting. If there is a tie between two or more Nominees, there will be additional rounds of ballots cast at the Annual Meeting between only the tied nominees until a prevailing Nominee or Nominees are determined. Voting eligibility is as set forth in Article II.

*Section 4.5 Roster.* The Booster Club shall maintain a roster of current Officers on the Booster Club website. Following each Annual Meeting, the President shall communicate to all Members the names and positions of each Officer elected for the next year.

*Section 4.6 Removal; resignation; vacancies.* Any Officer may at any time be removed for just cause by a majority vote of the SGBA Board of Directors. Any Officer may resign at any time by giving written notice to the President or the Secretary of the Booster Club. The resignation shall be effective without acceptance when the notice is received by the Booster Club President or the Secretary, unless a later effective date is specified in the notice. Any vacancy occurring on the board may be filled by the affirmative vote of a majority of Members present at any meeting of the Booster Club.

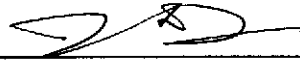
## **ARTICLE V ACTION BY VOTING**

*Section 5.1 Voting.* Voting on Booster Club business, including election of Officers, shall be by a majority vote of Members present at any meeting of the Booster Club subject to the provisions of Article II outlining the eligible number of votes per athlete and family. The Members shall approve the annual budget of the Booster Club and shall approve any changes to the budget throughout the course of the Booster Club year. The Members may vote on such other matters as a majority of Officers determine should be placed before the Members.

*Section 5.2 Record of Votes.* For any vote of the Members, the Secretary shall cause the results of the vote to be recorded in the meeting minutes for that meeting.

## **ACKNOWLEDGMENT**

The undersigned officer of the SGBA, does hereby certify that the foregoing Bylaws were adopted as the complete Bylaws of the Booster Club by by affirmative Action of the SGBA Directors dated June 25<sup>th</sup>, 2025.

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

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By:  
Its: President