



Osseo Baseball Booster Club By-Laws

Mission Statement

Our Osseo Baseball Booster Club has the vision of a premier baseball program built on the foundation of tradition, pride and teamwork.

The Baseball Booster Club will work cooperatively with coaches, staff, parents and the athletic department, to enrich player participation and development. The Baseball Booster Club is dedicated to provide overall direction and adequate financial resources necessary to support the Osseo High School baseball program and facilities. We expect the booster club Executive Committee, committee members and parent volunteers to consistently promote a positive atmosphere, and show commitment to the Osseo programs and community.

For all who coach, play, cheer and support we will consistently follow this motto:

“Show class, have pride, and display character. If you do, winning takes care of itself.” Paul Bryant

General Membership

The membership of the Booster Club includes all baseball coaches, Osseo High School staff, baseball parents and alumni interested in contributing positively to the Osseo High School baseball program.

All Booster Club members should abide by the Minnesota State High School League (MSHSL) guidelines in the “Good Sports Program” at all school-related activities. The expectation for all parents of participating players is to abide by the guidelines in the MSHSL Sportsmanship Parent Pledge.

Organizational Structure

The legal name of “OSSEO BASEBALL BOOSTER CLUB” is a Non-Profit/Tax Exempt organization located in Hennepin County, Minnesota. With the business purpose of an athletic organization, the OSSEO BASEBALL BOOSTER CLUB is recognized as a Minnesota Non Profit Corporation effective June 2011.

The Osseo Baseball Booster Club shall have three (3) levels in the organizational structure:

I. Executive Committee

The Executive Committee duties are comprised of the following:

<u>Board Position</u>	<u>Responsibility</u>
Varsity Coach	Provide input for coaching staff needs
President	Facilitate all meetings – both general and executive. Oversees all Booster Club activities.
Vice President	Perform duties as assigned by the president. Preside over meetings in the president’s absence



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Secretary	Record and maintain minutes of all meetings and distribute Booster Club minutes to all members.
Treasurer	Responsible for all incoming funds, expenses, and prepare financial statements and tax return.

The Booster Club will maintain a minimum of three (3) positions on the Executive Committee. The positions of secretary and treasurer are required to be maintained at all times.

Additional duties for these positions will depend on current booster club initiatives and programs. Serving on the Executive Committee is for the benefit of the program. Serving in one of the positions does not assure preferential treatment of that board member's player. In the event a board member's player does not remain with the program, the board member must submit their resignation from the Executive Committee to consider and approve.

There is no limit on the number of terms that an individual can serve.

The Executive Committee bases its selection of a board member by majority vote. Any individual interested in serving in an executive board position shall formally submit a letter of interest to the current president and varsity coach. With the exception of the varsity coach, the term of each board position will be a two (2) year commitment. The term is based on a 12-month period starting July 1 and ending June 30.

2. Committees

There will be several committees organized to oversee major activities that are key to the booster club program. The Executive Committee will select a committee chair each year. These committees may include (but not limited to):

- A. Banners
- B. Field Maintenance
- C. Apparel
- D. Fundraising
- E. Banquet/Player Recognition
- F. Concessions
- G. Alumni Recognition
- H. Marketing/Networking
- I. Website/Communication
- J. Other/Miscellaneous

All parents are welcome to join a committee and expected to participate in a minimum of one (1) committee and actively support fundraising activities/events.

3. Team Liaisons

After spring tryouts and selection of the teams, each team will provide one (1) parent to be the booster club liaison. This liaison will facilitate communications within their team as well as between the varsity coach and Booster Club. The responsibilities include schedule changes, score updates, concession stand staffing,



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participation at the Booster Club meetings, sharing information about booster club activities, and raising any concerns the booster club members may have.

Executive Booster Club Meetings

Executive Booster Club meetings will be held no less than eight (8) times each year (or more frequently on an as needed basis) to ensure all planning is in place to allow initiatives to be completed and financial objectives met.

At a minimum on a yearly basis the Executive Committee shall:

- Review the mission statement and revise, as necessary
- Review the by-laws and revise, as necessary
- Review the financial status
- Develop a yearly budget with input from coaches, committee chairpersons and the season wrap-up meeting.
- Determine eligibility for officer appointments.

The Booster Club meetings shall follow the Roberts Rules of Order. A minimum of three (3) Executive Committee members must be present for a quorum.

Decisions made during Booster Club meetings are by majority rule.

The Booster Club President is responsible to develop and strictly follow a meeting agenda. Any matters requested by general members shall be submitted to the Booster Club President a minimum of 24 hours prior to the meeting. All requests will be taken under consideration, but not guaranteed to be on the final agenda.

Approval of changes to the mission statement and by-laws are by majority rule.

A financial statement will be presented a minimum of four (4) meetings.

The Executive Committee will review and approve the minutes from the previous meeting.

All Member Meetings

The coaching staff will host a minimum of two (2) general membership meetings. The timeframe and topics are as follows:

Pre-Season Meeting:

A pre-season meeting will be held in January/February. The coaches will present initiatives for the upcoming season and the committees that are required. Chairpersons for each committee will provide an overview of volunteer needs. Overview of the budget will be presented.

Coach/Player/Parent Meeting:

This meeting will be held in March or early April. Booster Club fees will be collected and members will volunteer for the established committees.

The varsity coach will schedule additional meetings as needed.

These meetings are not considered formal Booster Club Meetings. Agenda and meeting notes will not be issued.



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Attendance by players and parent(s)/guardian is required.

Contingency Plan

In the event an Executive Committee position or Team Liaison position becomes vacant prior to the scheduled term, a qualified representative from the general membership or past Executive Committee member shall fill the position until the next open election.

In the event there is a concern that an individual on the Executive Committee or a committee chairperson may need to be removed, the following grievance procedure will be followed:

- A special meeting is held where all members of the Executive Committee must be present (in person or by phone)
- The concern will be discussed (i.e., not following through with his/her responsibilities, behavior counter to the mission statement or by-laws, etc.).
- The individual will be given an opportunity to present his/her position.
- The committee will define and document a course of action up to and including removal from the position. Final approval of the course of action will be a vote by the Executive Booster Club committee with 2/3 for approval/disapproval. If the individual of concern is on the Executive Booster Club committee, he/she forfeits the right to vote.

Fiscal Requirements

The Booster Club's fiscal year will be October 1 through September 30.

A tentative and prioritized expense proposal from the coaching staff will be submitted by the end of September. The Executive Board will work with the coaching staff to finalize a budget recommendation. The budget proposal will be ratified by the full booster club membership no later than the January Booster Club meeting.

A majority of the Executive Committee must approve all non-budgeted expenditures. Accepted method of communication will be e-mail.

The Executive Committee will acknowledge all donations with a receipt for the amount and a thank you letter.

The Executive Committee will ensure a minimum bank balance at the end of the fiscal year of \$5,000.00 that will be verified yearly. This minimum amount is to cover the incurred expense for the following fiscal year before any funds are raised.

Dissolution

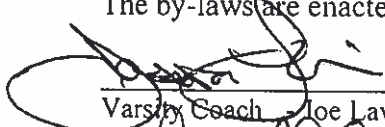
Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose.



**Osseo Baseball Booster Club
By-Laws**


By-Law Enactment

The by-laws are enacted when all signatures are in place.



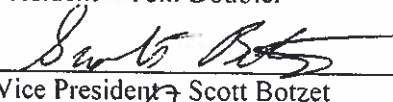
Varsity Coach - Joe Lavin

2/17/21
Date




President - Tom Doubler

2/17/21
Date




Vice President - Scott Botzet

2/17/21
Date



Secretary - Kristine Bohnsack

2/17/21
Date



Treasurer - James Shaw

2-17-21
Date