

# **Osseo Senior High Speed and Strength Booster Club By-Laws**

## **I. Name & Purpose**

- A. **Name:** The legal name “Osseo Senior High Speed and Strength, DBA Osseo Football Booster Club” is a non-profit organization incorporated under the laws of the State of Minnesota.
- B. **Mission:** The Osseo Senior High Speed and Strength, DBA Osseo Football Booster Club, will collaborate cooperatively with coaches, staff, parents, and the athletic department to enrich player participation and development. The Booster Club will provide overall direction and adequate financial resources necessary to support the Osseo Football program. We expect all Booster Club members to consistently promote a positive atmosphere and show commitment to the Osseo Football program and community.
- C. **Fiscal Year:** The fiscal year will be defined as January 1 through December 31.

## **II. Membership**

- A. **General Membership:** The membership of the Booster Club is open to Osseo Football player parents or guardians, Osseo Youth Football player parents or guardians, Osseo Senior football coaches, Osseo Youth football coaches, and Osseo alumni players and parents. Deviation from the above must be requested in writing and approved by a majority vote of the Board.

## **III. Organizational Structure**

### **A. Executive Board**

1. **Varsity Head Coach:** Will provide input for coaching staff needs and is an ex officio member of all board committees.
2. **President:** Will schedule and communicate monthly meetings, manage the monthly agenda and is an ex officio member of all board committees.
3. **Vice President:** Will perform duties as assigned by the President and preside over meetings in the President’s absence.
4. **Secretary:** Will record monthly meeting minutes and publish within 24 hours and ensure all permanent records are recorded in Booster Club google drive.
5. **Treasurer:** Chairperson of Finance Committee. Will provide monthly financial updates, prepare the annual budget proposal, complete the annual tax filing, complete the annual SOS and attorney general renewal, and annual insurance renewal.

**B. Board:** The board will be comprised of no less than six members and no more than twenty. The board will include Executive Board members, The Director of Osseo Youth Football and Committee Chairs. The Head Coach may appoint one additional Coach at his discretion.

**C. Committees:** The Booster Club committees will include but are not limited to Fundraising Chair, Donations Chair, Bash Chair, Golf Tournament Chair, Concessions Chair, Public Relations and Communications Chair, Director of Osseo Youth Football Chair (as appointed or hired by the Head Coach) and Player/Coach Appreciation Chair.

1. **Finance Committee** – The Treasurer is chair of Finance Committee. Including the Treasurer, at least three of the following: President, Vice President, Secretary, and the Head Coach and will be considered members of the Finance Committee. The Committee will review and enforce fiscal procedures, creates, and maintain the annual budget prior to the start of the fiscal year, may approve unplanned expenditures up to \$250, and any unplanned expenditure above \$250 must be approved by the Board in a simple majority vote.

2. **Other Committees:** The Board or Presidents may appoint such other committees as they deem appropriate for the conduct of Club business. The members of such committees shall hold office until the appointment of their successors or until they are removed by the board.

## **IV. Executive Board**

### **A. Election and Term:**

1. Any Member can nominate a candidate for the Executive Board, including nominating of self. Executive Board openings will be communicated after the November meeting. Interested parties must submit interest by the first Tuesday of December. Executive Board members will be elected by a simple majority vote at the December meeting. Except for the Varsity Coach, the Executive Board will be a minimum of a one-year commitment, voted on every two years. Terms will begin on January 1st following the election year.

**B. Authority:** The Executive Board has the authority to manage the business of the Booster Club and to do all lawful things to achieve the purpose of the Booster Club.

### **C. Resignations and Removal**

1. **Resignations:** Resignation from the Executive Board must be submitted in writing to the Secretary.

2. **Removal:** Executive Board Members may be removed from their position by a simple majority vote of the Board due to excessive absences, defined as two unexcused absences a year, not performing said duties as a Board Member, or any conduct unbecoming of a board member.

**D. Vacancies Midterm:** If a vacancy occurs mid-term:

1. **Nominations:** Any Member can nominate a candidate for the replacement, including nominating of self.
2. **Elections:** Replacement Executive Board Members will be elected by a simple majority vote of the Board.
3. **Term:** Replacement Executive Board Members will hold office until the end of the term of the member they are replacing.

**E. Voting:** All Executive Board members have voting rights. All decisions are carried by a simple majority vote.

## V. Board

**A. Election and Term:** Except for the Varsity Coach, the Board will be a minimum of a one-year commitment, voted on every two years. Terms will begin on January 1st following the election year.

**B. Committee Chairs:** This is a two-year commitment starting January 1st following an election year.

**C. Resignations and Removal**

1. **Resignations:** Resignation from the Board must be submitted in writing to the Secretary.
2. **Removal:** Board Members may be removed from their position by a simple majority vote of the Board due to excessive absences, defined as two unexcused absences a year, not performing said duties as a Board Member, or any conduct unbecoming of a board member.

**D. Vacancies Midterm** - If a vacancy occurs midterm:

1. **Nominations:** Any Member can nominate a candidate for the replacement, including nominating of self.
2. **Elections:** Replacement Board Members will be elected by a simple majority vote of the Board. Replacement Board Members will hold office until the end of the term of the member they are replacing.

**E. Voting:** All Board members have voting rights. All decisions are carried by a simple majority vote.

## VI. General Membership

- A. Election and Term – Election is not required. There are no terms or term limits.
- B. Voting: General Membership does not have voting rights.

## VII. Meetings

- A. Regular Meetings - Meetings will be held the second Tuesday of each month at Osseo Senior High School. Meeting schedule shall include at a minimum of six meetings per calendar year.
- B. Finance Meetings: Meetings will be no less than twice per year.
- C. Special Meetings: Special meetings may be requested by any member but only called by a member of the Executive Committee, or a simple majority vote of the Board.
- D. Annual Meeting: An annual meeting of the members shall take place the second Tuesday of December to elect Directors and Officers, receive reports from Committee Chairs and determine the direction and budget of the Club for the upcoming year.

## VIII. Permanent Records

- A. Records - Must include but not limited to:
  - 1. Membership
  - 2. Donations
  - 3. Meeting Minutes
  - 4. Monthly Treasurer Reports
- B. Location
  - 1. The Secretary will maintain physical records.
  - 2. Digital records will be stored in [osseefootballboosters@gmail.com](mailto:osseefootballboosters@gmail.com) google drive.

## IX. Voting/Quorum

- A. Quorum: At minimum  $\frac{1}{3}$  of voting members shall constitute a quorum for the transaction of business and to pass motions.
- B. Voting: A simple majority of the quorum of voters will carry a decision. Osseo Senior High School Head Football Coach will be the tie breaker if needed.

**C. Proxy:**

1. In the event a voting member cannot attend a meeting where a vote will occur, said person may authorize a "Proxy" to vote in their place.
2. In advance of the meeting/voting period, the voting member will be required to provide written authorization to the Executive Board for the "Proxy" to be binding.

**D. Special Vote:** In the event a meeting cannot be had for a vote, the method of voting will be via Google Document.

**X. Compensation:** No member will or shall receive compensation for duties performed.

**XI. Dissolution:** Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501C (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 public purpose.

**XII. By-Law Enactment**

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

*Bryan Cully*

President – Bryan Cully

12/12/2023

Date

*Ed Hawthorne*

Co-President – Ed Hawthorne

12/12/2023

Date

*Deana Veranth*

Secretary – Deana Veranth

12/12/2023

Date

*Ryan Stockhaus*

Varsity Coach – Ryan Stockhaus

12/12/2023

Date

