

## Bylaws of Lakeville North Speech Booster Club

### Article I-Name

The name of the organization shall be the "Lakeville North Speech Booster Club" otherwise referred to herein as LNSBC.

### Article II – Purpose

LNSBC exists to lend all possible support, both moral and financial, to the Speech Team of Lakeville North High School (hereinafter "Speech Team"). The LSNBC shall foster enthusiasm and interest in the various activities of the Speech Team, communicate and cooperate with those in leadership roles within the Speech Team, and assure a continuity of administration of the booster organization from year to year. The objective of LNSBC is to develop a sense of pride and tradition for the students and parents; to promote and publicize the Speech Team in the community; to recognize accomplishments of the Speech Team and its students and coaches. LNSBC aspires to promote the highest competitive standards of the Speech Team, locally and nationally.

### Article III – Legal Structure

This group is organized exclusively as a non-profit organization. No part of the net earnings of this organization will go to the benefit of, or will be distributed to, its Executive Board, Officers, Directors, members, or other private persons, with the exception of approved scholarships, coach salaries and other approved funding as defined by these bylaws in support of the success of the Speech Team.

### Article IV – Membership

**Membership in LNSBC:** Parents or legal guardians of students on the Speech Team, alumni and their families and coaching staff are members of LNSBC. Membership is automatic but voluntary. The purpose of membership is to empower participation and involvement in the Speech Team for all eligible Speech Team members.

Elected Officers are each permitted one vote, and each parent or legal guardian with at least one participating Speech Team member is permitted one vote.

*Article V – Financial Management*

**A: Fiscal Year:** The accounting method used shall be that of cash receipts and cash disbursement method required by IRS or other tax related governing body. Fiscal year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

**B: Membership Fee:** An annual membership fee will be determined prior to the start of the Speech Team season and presented to the membership prior to the Speech Team parent/student informational meeting at the beginning of the season as well as electronic distribution to the membership prior to the first Speech Team informational meeting of the season. LNSBC will strive to keep the annual fee affordable and reasonable. The expenditures and fundraising capacity of the previous year, carry over funds from the previous year, fundraising goals and anticipated costs of the upcoming season, and other factors influencing costs of supporting a competitive program, will guide decisions for the annual membership fee. Upon request by a parent or legal guardian of a Speech Team member and recommendation by a Head Coach, the membership fee may be reduced or waived due to financial hardship or other relevant factors.

**C: Execution of Contracts:** The President and Treasurers shall be authorized to sign all legal and financial agreements, contracts or statements as authorized by the Executive Board. Except as authorized by these by-laws, no Director or member shall have the power to bind the organization by any contracts or engagements, or to pledge its credit or to render it liable pecuniary for any purpose or in any amount.

*Article VI – Meetings*

During the Speech Team season, the Board will meet monthly. Frequency of meetings outside of the Speech Team season will be based upon the needs of the program. When it is not possible to meet in person, business requiring approval by a simple majority vote of the Board may be conducted via email, and decisions will be recorded by the Secretary and posted in minutes in the same fashion as in-person meetings.

There shall be at least one annual general membership meeting to be held during the winter (January or February) of each school year in order to elect officers and conduct outstanding financial business. The President may call special meetings. The meeting year and annual term of office shall run from the date of winter annual meeting until May 31<sup>st</sup> in the year following the next annual meeting/elections.

## Article VII – Officers and Their Duties

### **Officers and Directors**

#### **Section 1:**

**A: Officers.** All Officers shall be elected from the membership at its annual winter meeting and shall hold office until May 31<sup>st</sup> of the following year. This will promote an orderly transfer of duties and knowledge, as newly elected Officers can overlap with existing Board members from the time of the annual meeting through the end of the school year. The officers shall consist of President, Vice President, Secretary, and Co-Treasurers. Officers may hold the same position for consecutive terms if re-elected.

**B. Committee Directors.** The Committee Directors shall be elected from the membership at its annual meeting and shall hold office as defined for Officers above under “A”.

**C. Executive Board.** The Officers and Directors combined shall constitute the Executive Board. The Head Coach or Co-Head Coaches of the Speech Team shall also serve as *ex officio* members of the Executive Board.

**D. Allocation of Director Positions.** Between the Officers and Committee Directors, ideally there is at least one parent to represent the freshman, sophomore, junior and senior classes. If a representative is not amongst these classes, then a representative from that class will be sought to serve on the Executive Board in a Director At-Large capacity. The Executive Board shall have the authority to appoint standing committees as deemed appropriate.

**E. Eligibility for Executive Board.** Any person, including a non-member or a member who has not paid a membership fee, is eligible for election or appointment to the Board. The Board may, in its discretion, appoint additional Directors At-Large to the Board.

#### **Section 2.**

**A. The President** shall preside at all Board meetings and shall perform other duties usually pertaining to the office of President. The President shall carry out the decisions of the general membership expressed by a majority vote of those present at vote. The President shall carry out decisions expressed by the majority of the Executive Board. The President shall be authorized to direct the Treasurer to issue checks consistent with the budget (See Article V).

**B. The Vice President** shall act as the President in the absence of the President and when so acting have the power and authority of the President. The Vice President shall be responsible for other duties as assigned.

**C. The Secretary/Communications** shall prepare and maintain full minutes of all meetings of the Executive Board and general membership meetings. The Secretary shall conduct and keep all correspondence of LNSBC, and perform such other duties that customarily pertain to the office of

Secretary. The Secretary will keep and maintain the Speech Team information including addresses, phone numbers and email addresses. The Secretary shall also oversee aspects of Communication from the Booster Club to the membership.

**D. The Webpage Director** oversees development of the Speech Team and LNSBC website in cooperation with the Head Coach or Co-Head Coaches, manage and update website information, and perform other duties as assigned.

**E. The Treasurer** shall receive, deposit and give account of the current assets of the LNSBC, have charge of all funds, securities and financial records of the LNSBC; maintain appropriate records; make payments for all LNSBC liabilities; submit a financial statement at each monthly Board meeting; submit a fiscal year-end statement; prepare and submit to the Board for adoption a budget for the year, and interface with the LNSBC as appropriate. The Treasurer shall have custody of all of the funds of the organization in a FDIC-insured account; shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the President or Board,. The Treasurer shall be responsible for filing all required statements with the State of Minnesota and IRS related to the tax-exempt or non-profit status of LNSBC. Any motion proposing a budget amendment or an expenditure greater than \$100.00 that is not already included in the current budget must be presented to and voted on by the Board. The Treasurer shall perform such other duties as usually pertain to the office of Treasurer.

**F. The Volunteer/Tournament Director** shall be responsible for all aspects of recruiting volunteers for all volunteer needs of the LNSBC including interacting with other LNSBC officers and members to understand volunteer needs, creating a map of volunteer needs for each season, creating signup and reminder communications, and reporting status and needs to the Board on a frequent basis; and other duties as assigned.

**G. The Fundraising Director** shall be in charge of planning, recruiting subcommittee chairpersons, organizing and optimizing revenue stream from events such as Tournament, Ticket & Concession Sales, overseeing other fundraising event(s), as well as finding new sources of revenue; and other duties as assigned.

### **Section 3:**

**A:** Any Officer or Director may resign at any time by giving written notice of such resignation to the Secretary. Unless otherwise specified in such written notice, resignation shall take effect upon receipt.

**B:** Any Officer or Director may be removed by two-thirds (2/3) vote of the Executive Board, subject to limitations imposed by law.

**C:** When a vacancy occurs in an Officer or Director position, the vacancy shall be filled as soon as possible by the majority of voting members present (a quorum having been established) at the next scheduled meeting. The individual elected shall hold office until the end of the term and may run for the same or other office for the next year.

**D:** Any Director position except President or Vice President may be occupied by two individuals serving as Co-Directors. Each shall be entitled to a separate vote as a member of the Board and shall count as a separate Director for the purposes of determining whether a quorum or majority exists.

### Article VIII – Quorum

A quorum for an annual membership meeting shall consist of the members in attendance at any meeting for which a reasonable attempt has been made to give either written, electronic, or telephoned notice at least one week in advance. A quorum for Executive Board meetings shall be a simple majority.

### Article IX—Nominations and Elections

**A:** Nominations to serve as an Officer or Director are to be accepted by the Executive Board prior to or at the annual business meeting. All nominations must be accepted and consented by the nominees. Elections will take place immediately after nominations have ended.

**B:** If there are two or more nominees for the same position, an election by ballot will take place at the annual business meeting. A quorum having been established, election decisions shall be made by a majority vote of the voting members present at the general meeting.

**C:** If there is only one nominee unopposed for a position, the President shall deem the nominee duly elected at the general business meeting. No ballot election is necessary.

### Article X – Authority

The rules contained in “Robert’s Rules of Order, Revised” shall be used as a guideline for this Organization in all cases in which they do not conflict with rules and regulations of this Organization.

### Article XI—Dissolution & Liability

Voting members may request dissolution in writing to the Executive Board at least 30 days prior to the annual business meeting. Executive Board must notify members of a vote of dissolution at least ten business days prior to the annual meeting. If the majority vote is in favor of dissolution at the annual business meeting the Treasurer must proceed with final disbursement of the funds, paying all liabilities of the Organization, and dispose of all assets in a manner consistent with the purpose of the Organization.

*Article XII – Revisions and Amendments*

**A:** The bylaws of this Organization may be revised when deemed necessary by the Executive Board. The Executive Board must approve the revised bylaws by a simple majority vote. The revised bylaws will be made electronically available to the general membership via email and notice of posting to the website within five business days.

**B:** Following elections of Officers and Directors at the annual membership meeting, the newly elected Executive Board will devote a portion of the meeting to consider revisions or amendments to the bylaws including, but not limited to, the need to redefine roles and responsibilities of elected Officers and/or the need to create new committee director positions, or to eliminate unfilled Officer positions. Decisions will be based on anticipated upcoming needs of the program, or lessons learned from the past season. The purpose of this provision is to take advantage of the opportunity to engage the general membership in attendance at the annual meeting, and to increase member participation in the growth and success of the program. Motions for proposed revisions or amendments will be immediately adopted by a combined majority vote of members with voting rights in attendance and the Executive Board. The amended or revised bylaws will be circulated to all members via email or other electronic means, within five business days after the annual meeting.

**C:** The LNSBC Bylaws are otherwise subject to amendment, alteration, and revision under MN Statute 317A.181 Subd 2. At least ten percent of the members with voting rights may propose a resolution for action by the membership to adopt, amend or repeal bylaws adopted, amended or repealed by the Board. The resolution must contain provisions proposed for adoption, amendment or repeal. The limitations and procedures for submitting, considering and adopting the resolution are provided under MN Statute 317A.133.

**D:** Said Bylaws of the LNSBC were reviewed by the Executive Board at its meeting on June 14, 2016, adopted immediately and further revised during the period of July 2016 to September 2016. Adoption of Bylaws is recorded in the official minutes of the meeting.

Revision History

The First revised Bylaws were approved by unanimous vote of the Executive Board, effective September 8, 2016.

Bylaws reviewed, revised and adopted at annual membership meeting February 13, 2017.

Michael Weinstein, President LNSBC