

# **Mundelein Lady Mustangs Hoop Club**

## **Bylaws**

### **Article I**

#### **Name**

**The name of this non-profit organization shall be: Mundelein Lady Mustangs Hoop Club.**

### **Article II**

#### **Mission Statement**

**Basketball families and community members leading the efforts to acquire the necessary resources that will enhance Mundelein High School's Girls Basketball Program. Collaborate with the coaching staff to set high standards of teamwork and sportsmanship for our Student-Athletes.**

### **Article III**

#### **Objectives**

Section 1.

Our main objectives shall be:

- a) The creation of public consciousness of the Club's Mission and strive to continuously improve the Mustang Girls Basketball Program and Facilities.
- b) To promote understanding and involvement of all interested parties in Mundelein High School's Girls Basketball Program.
- c) Support the Student-Athletes, its Head Coach and Coaching Staff in coordinating special events such as Summer Camp, Youth Camps, Awards Ceremonies and Game Day Activities.
- d) To supplement, through fund raising efforts, the program's needs to maintain high standards and provide opportunities for its Student-Athletes.
- e) To work in an integrated manner with the Mundelein High School Director of Athletics and the MHS Athletic Booster Club.

### **Article IV**

#### **Membership**

Section 1.

- a) All parents, and/or guardians, and interested family & community members supporting the activities of the Mundelein High School Girls Basketball program shall be considered active members in the club.
- b) There shall be no dues.

## **Article V**

### **Board of Directors**

#### Section 1.

The Board of Directors will have the authority to govern all activities, fund raising events and expenditures of the club. Any expenditures of the club funds between regularly scheduled club meetings will require a 3/5 majority approval of the voting Board of Directors, subject to review of the membership at the next regularly scheduled meeting. All Board Members, excluding the head coach and past president, shall be a parent, and/or guardian, of a current Mundelein Girls Basketball student-athlete.

#### Section 2.

The Board of Directors shall consist of the following:

- a) The (5) elected officers: President, Executive Vice President, Secretary, Treasurer, and Vice President of Activities.
- b) The immediate past President is considered a member of the Board of Directors. (This is a non-voting Board position.)
- c) The Head Coach of the Mundelein High School Girls Basketball Program. (This is a non-voting Board position.)

## **Article VI**

### **Mundelein Lady Mustangs Hoop Club Officers, Duties and Powers**

The **PRESIDENT** shall:

- a) Conduct the affairs of the Mundelein Lady Mustangs Hoop Club and execute the policies established by the Board of Directors.
- b) Present a report of the condition of the Mundelein Lady Mustangs Hoop Club annually.
- c) Organize appropriate committees to ensure the smooth operation of the club, delegating appropriate responsibilities to Board Directors and committee chairs.
- d) Prepare the agenda for all regularly scheduled meetings.
- e) Communicate and work with the MHS Athletic Booster Club President, the MHS Director of Athletics and other MHS clubs/organizations to insure integration of activities.

The **EXECUTIVE VICE PRESIDENT** shall:

- a) In the case of the absence, disability or resignation of the President, and provided he/she is authorized by the President of Board to so act, the Executive Vice President shall perform the duties of the President, and when so acting shall have all the authority of that office, and shall have other duties as may be assigned by the Board of Directors; until a special election can be held to elect a new President.
- b) Coordinates and works with committee chairs on all fund raising activities.
- c) Chairman of the nominating committee for the upcoming year elections.
- d) Notifies members, directors, and officers of their election or appointment.

The **SECRETARY** shall:

- a) Be responsible for recording the activities of the Mundelein Lady Mustangs Hoop Club and maintain appropriate files, mailing lists and necessary records.
- b) Keep minutes of all Mundelein Lady Mustangs Hoop Club Board meetings and record them in a book kept for that purpose.
- c) Provide each Board Director and Head Basketball Coach, at least 3 days prior to a regular scheduled meeting, an agenda provided by the President and the previous meetings minutes.
- d) Conduct all correspondence not otherwise specifically delegated in connection with a regular scheduled meeting and shall be responsible for carrying out all orders, votes and resolutions.
- e) Screens and returns calls from the Mundelein Lady Mustangs Hoop Club voice mail. Distributes calls to Board of directors when appropriate.
- f) Provides communication of activities to all members through a newsletter and/or web site.

The **TREASURER** shall:

- a) Receive all monies and securities and deposit same in a depository approved by the Board of Directors.
- b) Keep accurate records for the receipt and disbursement of all monies and securities of the Mundelein Lady Mustangs Hoop Club using Generally Accepted Accounting Practices.
- c) Approve all payments from allotted funds and draw checks for payment and reimbursements in a timely manner.
- d) Prepare an annual budget under the direction of the president for submission to the Board of Directors.
- e) Prepare and submit a financial report at each monthly meeting that depicts line item accounting of revenue and expenses.
- f) Prepare an annual year-end financial report.
- g) Obtain all mail from P.O. box and distribute to appropriate parties.
- h) Oversee the preparation and filing of appropriate tax and governmental reports are filed on a timely basis in accordance with the requirements of a 501(c)(3) non-profit organization.
- i) Oversee the preparation of the annual audit (if necessary).
- j) Screens all applications for scholarship candidates and submission of such candidates to the President for approval.

The **VICE PRESIDENT of ACTIVITIES** shall:

- a) Works with the various committee chairs to coordinate all non fund raising activities as designated by the Head Basketball Coach and the Board of Directors.
- b) Works with the Treasurer and the Head Basketball Coach to budget and secure funds for all associated activities of the Mundelein Lady Mustangs Hoop Club.
- c) Works with the MHS Athletic Booster Club Auxiliary Vice President for coordination of activities regarding the use of concession stands.
- d) Keeps records of all player participation for the various Basketball related activities and remits to the Treasurer all payments associated with those activities.

## **Article VII**

### **Indemnification and Tax Exempt Status**

Section 1.

The Club shall indemnify any director or officer of the board, or of the corporation, or former director or officer against liabilities and reasonable litigation expenses, including attorneys fees incurred by him or her in connection with any action suit or proceeding in which he is made or threatened to be made a party by reason of being or having been such director or officer, except in relation to matter as to which he shall be adjudged in such action suit or proceeding to have acted in bad faith or to have been liable or guilty by reason of willful misconduct or to have breached his or her fiduciary duty in the performance of his or her duty.

Section 2.

No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, directors officers or other private persons except that the Club, shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these bylaws the Club shall not carry on any other activities not permitted to be carried on by corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Code.)

## **Article VIII**

### **Elections**

Section 1.

The election of officers shall take place during the October Mundelein Lady Mustangs Hoop Club annual Kickoff Meeting.

Section 2.

- a) Prior to October, the Executive Vice President shall nominate a slate of officers to be voted on at the October Club Meeting. Nominations may be made from the floor at the election (with the consent of the nominee)
- b) Candidates receiving the plurality of votes cast at the October meeting shall be elected to the offices for which they were nominated.

Section 3.

No officer may serve more than two terms.

Section 4.

Active members shall be eligible to vote at the annual election.

Section 5.

In the event a vacancy occurs on the Board during the interim, the President may appoint a successor, subject to the approval of the Board of Directors.

Section 6.

Officers shall enter upon their duties on November 1, following their election and shall hold offices for one year or until their successors are chosen. The completion of activities undertaken in a term of office are the responsibilities of the officers for that year.

## Article IX

### Meetings

#### Section 1.

The club shall meet at least four (4) times during the school calendar year and as required throughout the summer and fall seasons.

#### Section 2.

Those members present at general meetings shall constitute a quorum.

#### Section 3.

At least four (4) meetings of the Board of Directors will be held during the year at the call of the President, or a quorum of directors.

## Article X

### Committees

#### Section 1.

Standing committee chairpersons will be appointed by November. They will, in turn, select their committee personnel.

- a) The “**MHS Summer Camp Organizing Committee**” shall have the responsibility of naming a representative for each class and coordinate all activities for athletes and their parents, and/or guardians.

Special functions in which subcommittees will be formed are:

- i. Class functions, supported by each representative
  - ii. Food and serving of meals for athletes and coaches during the camp
  - iii. Planned activities for athletes and families
- b) The “**Game Day, Meals Committee**” will be responsible for coordinating meals for each of the Varsity, Sophomore and Freshman teams.
  - c) The “**Fund Raising Committee**” will oversee activities for the club in conducting key fund raising events, as well as monies received through parents, and/or guardians and athletes throughout the year.
  - d) The “**Summer Camps Committee**” will assist in coordinating special trips to Universities and other camp activities for the athletes.

#### Section 2.

##### **Special Events Committees**

The Special Events Committees will have the responsibility for any special events, as needed.  
(i.e.)

- a. Awards Ceremonies
- b. College Games
- c. Play-offs: Buses, Practice Fields, Meals, etc.

A committee chairperson will be appointed for each event and in turn select their committee personnel.

## **Article XI**

### **Dissolution of Club**

All funds are the property of the Mundelein Lady Mustangs Hoop Club and its members. In the case of the dissolution of the Club, all remaining funds will be disbursed in accordance with the following:

- a) All outstanding vendor bills or payments due for services rendered.
- b) All reimbursements due to the Board of Directors and/or club members for payments made for club activities.
- c) All remaining funds to be placed into the MHS Girls Basketball Program's Student Activity Fund (SAF) account.

## **Article XII**

### **Amendment**

The Bylaws may be amended at any meeting by a majority vote of the said members present, providing proposed changes have been presented in writing and discussed at previous meeting.