

**Minnesota State University
Basketball
Hoops Club Bylaws**

Article I – Name of Organization

The name of this organization shall be the Minnesota State University, Mankato, Hoops Club, referred to as the Hoops Club.

Article II – Purposes

Section 1 – The Hoops Club shall provide public support and encouragement to the intercollegiate basketball program at Minnesota State University, Mankato.

Section 2 – The Hoops Club shall provide a forum whereby those interested may discuss issues and promote events which relate to the men’s and women’s basketball program at Minnesota State University, Mankato.

Section 3 – The Hoops Club shall assist in fund raising efforts designed to generate financial support for the men’s and women’s basketball program’s general needs including equipment, the cost of recruiting, talent grants and scholarships for the student athletes at Minnesota State University, Mankato.

Article III – Membership of the Organization

Section 1- Members of the organization are those who meet all the requirements as identified in these bylaws, subscribe to the purposes of the Hoops Club, and who have been approved for membership by the Board of Directors.

Section 2 – The Hoops Club shall have such membership classifications as may be determined by the Board of Directors from time to time. Members of the Hoops Club shall include both “corporate” members and “individual” members. Dues paying members who are in good standing and have paid their annual dues by February 28 of the club’s fiscal year which begins each July 1, shall receive special benefits and considerations approved by the Board of Directors which may not be available to other club members. Dues paying members are the only club members who can vote at the Club’s Annual Meeting.

Section 3 – Honorary members of the Hoops Club are those so designated by the Board of Directors and for a term approved as specified by the Board. Honorary members do not enjoy all the benefits of regular members, nor do they have to pay annual dues.

Article IV – Board of Directors

Section 1 – Responsibilities and Powers. The Board of Directors of the Hoops Club shall be responsible for all operations of the organization.

Section 2 – Board Membership. The Board of Directors of the Hoops Club shall include a minimum of nine voting members or no more than twelve voting members. The initial voting members of the Board of Directors shall consist of at least three members with one year terms, at least three members with two year terms, and at least three members with three year terms. In subsequent years, directors whose terms have expired shall be replaced by directors who shall be elected to serve three year terms. In addition to the voting members the Board shall have six ex-officio non voting members as identified in section 4 below.

Subdivision 1 – The First Board of Directors shall be constituted immediately following the approval of these Bylaws and shall include at least nine regular voting members and six ex-officio non voting members. To ensure stability and continuity, the first “year” of the terms of the voting members of the First Board of Directors shall not expire until completion of the March 2005, Annual Meeting. Thereafter, a “year” in the term of a member of the Board of Directors shall consist of twelve months.

Subdivision 2 – Voting members of the Board of Directors shall be dues paying members.

Section 3 – Board Elections. Board members shall be elected at the Annual Meeting by and from among those regular Hoops Club members in good standing.

Subdivision 1 – A Nominating Committee comprised of at least two Board members shall identify which seats need to be filled during the Annual Meeting each March. It shall ensure that the general membership of the Hoops Club is aware of what seats are vacant, their term length, and the responsibilities that are expected of Board members. The Committee shall also encourage those members interested in becoming a member to submit their names to the Nominating Committee for its review.

Subdivision 2 – The Nominating Committee shall review all names submitted by the general membership and prepare a ballot listing its recommendations along with blank lines to facilitate the writing in of the names of candidates nominated from the floor during the Annual Meeting.

Subdivision 3 – Board members whose terms have expired shall be

eligible for re-election to the Board.

Subdivision 4 – Plurality Voting. To avoid a time-consuming voting process when three or more Board seats are up for election, seats shall be filled by candidates receiving the highest number of votes with each person casting a ballot only allowed to vote for up to the number of vacant board seats. (For example, if three Board seats fall vacant in a particular year a Club member could vote for up to three names on the ballot with the overall top three vote getters judged the winners. Individual candidates do not have to get a majority of those present and voting at the Annual Meeting to win a Board seat).

Section 4 – Ex-officio Nonvoting Members of the Board. Members of the Board shall include men’s basketball coach (or designee), the women’s basketball coach (or designee), the Director of Intercollegiate Athletics at Minnesota State University, Mankato (or designee), the Director of Marketing and Promotions, the Administrative Assistant in the MSU Intercollegiate Athletics Department, and the President of the Mankato Area Basketball Association (or designee).

Subdivision 1 – Ex-officio members of the Board exist to advise the Club regarding applicable policies, rules and procedures of the University, the basketball conference and the NCAA, and to enhance communication between and among voting members of the Board of Directors, community leaders, and Minnesota State University, Mankato employees who are involved in the men’s and women’s basketball program at the University.

Subdivision 2 – Ex-officio nonvoting Board members may make motions during meetings but cannot vote nor are they counted for purposes of establishing a quorum of the Board.

Subdivision 3 – Ex-officio nonvoting members seats may be created or abolished from time to time though a formal amendment to these Bylaws.

Subdivision 4 – Ex-officio nonvoting members need not be dues paying members of the Hoops Club.

Subdivision 5 – Ex-officio members serve as long as they are the official representatives/designees of their appointing authority. They are not subject to election by the general membership of the Hoops Club.

Section 5 – Vacancies of the Board

Subdivision 1 – A Nominating Committee made up of at least two Board

members appointed by the Board President shall be constituted when a vacancy occurs in a voting Board member's seat. The nominating Committee shall then notify the membership of the Hoops Club soliciting names of those interested in filling the unexpired term of the vacant voting Board seat. The nominating Committee shall then review what names are submitted and shall recommend to the Board a suitable candidate to fill the unexpired term of the vacant Board seat.

Subdivision 2 – The Board shall then convene to review the recommendation of the Nominating Committee, allow for other names to be presented in nomination during the Board meeting from Board members, and then shall elect the new member by a simple majority vote of those present and voting.

Subdivision 3 – Vacancies which occur in ex-officio nonvoting Board seats shall be filled by their respective appointing authority.

Article V – Officers of the Organization and of the Board of Directors

Section 1 – The Club President shall be elected by the Board of Directors at the first meeting of the Board following the Annual Meeting of the organization. The President shall act as the official spokesperson for the Hoops Club and shall carry out such directives as approved by the Board of Directors or adopted by the regular members at the Annual Meeting of the Club. The President shall act as chair of the Board and shall conduct all meetings consistent with procedures outlined in *Robert's Rules of Order, Newly Revised*.

Section 2 – The Club Vice President shall carry out such duties as are assigned by the Club President or the Board of Directors. The Vice President shall temporarily assume the presidency in the event the President is disabled, or absent, and when a vacancy occurs in the office of the President until such time as the President is available to resume his/her duties, or, in the case of a vacancy, the Board elects a new president.

Section 3 – The Club Secretary shall be responsible for the recording and distribution of Board minutes, and Club correspondence. The Secretary shall notify Board members in writing in advance of regular and special Board Meetings. The Secretary shall also notify Club members in writing of the date, time and place of the Annual Meeting of Club Members.

Section 4 – The Club Treasurer shall be responsible for maintaining accurate financial records reflecting all income (dues, contributions and other proceeds) and expenses.

Section 5 – All officers shall serve one year terms and be elected by a majority vote of those Board members present and voting with a quorum in attendance. The President and the Vice President shall be regular dues paying members of the Hoops Club; the Secretary and/or the Treasurer may be nonvoting ex-officio member(s) of the Club.

Article VI – Removal from Office.

Section 1 – The Board may remove any officer or Board member when at least two thirds of the voting Board members vote to remove said officer or Board member at a regular meeting of the Board where the meeting notice had included an agenda item specifying that removal was going to be considered.

Section 2 – Written notice of a meeting where a removal vote is contemplated shall be mailed to all voting and ex-officio nonvoting Board members at least seven days prior to the meeting date when the vote is anticipated. It shall take at least three regular Board members requesting the removal of an officer or Board member before the Secretary or the President shall place the matter on an agenda.

Article VII – Membership Dues

Section 1 – The Board of Directors shall establish annual membership dues for all membership categories of the Hoops Club. Dues for each succeeding year shall be established by April 1.

Section 2 – The vote of at least six voting members of the Board of Directors shall be required to establish membership rates and such action shall be communicated in writing to all Hoops Club members.

Article VIII – Board Meetings and the Annual Meeting of the Membership

Section 1 – Board Meetings. The Board of Directors shall have at least 3 regular meetings during a twelve month fiscal year. Special meetings of the Board may also be called to deal with a specific issue identified in the meeting notice.

Section 2 – Annual Meeting of the Membership. The dues paying general membership of the Hoops Club shall convene during March of each year to elect members to its Board of Directors, and review Club activities, promotions, and financial aspects.

Section 3 – Meeting Notices. The Secretary shall inform in writing all Board members of every regular and special meeting of the Board of Directors at least

five workdays in advance. Annual Meeting notices and special general membership meeting written notices shall be mailed by the Secretary at least five work days in advance of the date set for the meeting. The Secretary shall have the option of sending the notices described in this section electronically so long as a printed record of the electronic notice and the date thereof is maintained as part of the official records of the Hoops Club.

Section 4 – Parliamentary Code. All meetings of the organization and the Board of Directors shall be conducted in accordance with provisions contained in *Robert's Rules of Order, Newly Revised*, the Hoops Club's parliamentary authority and code.

Section 5 – Quorums. A quorum of the Board shall be at least one half of the voting members. A quorum for meetings of the Club's general membership, including the Annual Meeting, shall be at least 5% of dues paying members in good standing.

Article IX – Financial Activities

Section 1 – Fiscal Year. The fiscal year of the Hoops Club shall commence July 1 and end June 30 of the following year.

Section 2- Depository. All income derived from Club activities shall be deposited in account(s) established with Minnesota State University, Mankato, and /or the Minnesota State University, Mankato, Foundation, Inc.

Section 3 – Budgets. By June of each year the Board of Directors shall adopt an income and expenditure plan which deals with the succeeding fiscal year. Mid-year changes to the budget may be approved by the Board with a two-thirds vote, a quorum of the Board present.

Section 4 – Expenditures. Outlays and payments may be processed if they fall within a line item budget category already approved by the Board. From time to time the Club President, in consultation with the Treasurer and MSU's Intercollegiate Athletics Director, may approve expenditures not in excess of \$500 per item without convening the Board to seek its approval. All such outlays shall be reported to the Board by the Treasurer at the next regular Board meeting.

Section 5 – Annual Financial Statements Required. The Treasurer shall see that annual financial statements are prepared by August 1 of each year on all Hoops Club related income and expenditures. Such statements shall be submitted to the Board and made available to Minnesota State University, Mankato, and upon request, representatives of the National Collegiate Athletic Association (NCAA),

the U.S. Department of Education and its Office of Civil Rights (OCR), and basketball conference representatives.

Article X – Member Violations of NCAA Rules Affecting Athlete Recruiting, Scholarship Support, and Gifts

No Club member shall interfere with and/or violate NCAA (National Collegiate Athletic Association) rules affecting the recruitment of a student-athlete, including the prohibition against loaning of money or giving of a gift to any athlete. Any incentive or subsidy to an athlete provided by a member of the Hoops Club is strictly prohibited and shall result in the expulsion of said member from the Club's membership and may affect the eligibility of the student-athlete. When the Hoops Club Board of Directors receives credible information about a possible violation of NCAA rules it shall refer all such information to the Director of Intercollegiate Athletics at Minnesota State University, Mankato. All Hoops Club members shall be informed in writing of this Bylaw provision, and their act of joining and/or renewing their membership constitutes their agreement to comply with all applicable NCAA regulations.

Article XI – Standing and Special Committees of the Board.

Section 1 – Standing Committees may be created by the Board from time to time by a two-third vote and shall be assigned such functions as determined by the Board. A standing committee is one that has stature and permanence and is expected to routinely report to the Board on its activities.

Section 2 – Special committees may be created by the Board from time to time by a majority vote of the Board and shall be assigned such temporary or short-term duties as determined by the Board.

Section 3 – All members of standing committees are appointed by the Club President who shall also designate the committee's chair.

Article XII – Amending the Bylaws

Section 1 – Initiation. Amendments to these Bylaws may be initiated by petition signed by five dues paying members of the Hoops Club or by vote of a majority of the Board of Directors.

Section 2 – Approval. Before an amendment is adopted, the Board of Directors shall circulate the language of the proposed amendment to the full membership along with the Board's comments and recommendations. At least seven days after the mailing of the Bylaw amendment to the Club's membership, the Board of Directors shall decide on the proposal's merit, and, by a vote of at least two thirds of the voting members of the Board, shall adopt the amendment.

Certification

We, the undersigned, do hereby certify these Bylaws duly approved at an organization meeting of the Hoops Club held on the ___ day of _____, 2003.

Club Officers

_____ First Hoops Club President
_____ First Hoops Club Vice President
_____ First Hoops Club Secretary
_____ First Hoops Club Treasurer

Board of Directors – Voting

_____ Charter Board of Directors Member
_____ Charter Board of Directors Member
_____ Charter Board of Directors Member
_____ Charter Board of Directors Member
_____ Charter Board of Directors Member
_____ Charter Board of Directors Member
_____ Charter Board of Directors Member
_____ Charter Board of Directors Member
_____ Charter Board of Directors Member
_____ Charter Board of Directors Member

Board of Directors – Ex-officio Nonvoting

_____ Charter Board of Directors Member
MSU Intercollegiate Athletics Director
_____ Charter Board of Directors Member
MSU Athletics Director of Marketing and Promotions
_____ Charter Board of Directors Member
MSU Athletics Administrative Assistant
_____ Charter Board of Directors Member
MSU Head Women’s Basketball Coach
_____ Charter Board of Directors Member
MSU Head Men’s Basketball Coach
_____ Charter Board of Directors Member
President, Mankato Area Basketball Association