

# Moore Takedown Club

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- I. *Mission Statement:*** The mission of the Moore Takedown Club is to ensure we give the coaches and the wrestlers that participate in the wrestling program of Moore High School, Central Junior High, and Highland East Junior High the best experience possible each season with moral, financial and material support.
- II. *Name:*** The organization shall be known as Moore Takedown Club. Location is in Moore, OK.
- III. *Purpose:***
  - 3** To foster and promote the program and wrestlers by bringing the parents and legal guardians of the wrestling program together in fellowship and work for the good of the program.
  - 3.2** To assist and support the program's coaching staff of our Jr. High and High school wrestling program by adhering to the rules and guidelines set forth by the Moore Public School district and the Oklahoma Secondary School Athletic Association policies and procedures.
  - 3.3** To raise funds for the sole purpose of supporting the program through the methods in adherence to policies outlined by the Moore Public School district policies and the Oklahoma Secondary School Athletic Association.
  - 3.4** To allow parents and legal guardians and the community to volunteer for activities that focus on the Moore Takedown Club's seasonal and annual goals, these volunteers must be approved by the Booster Club Board members.
- IV. *Membership/Voting***
  - 4** Any parent or legal guardian of a wrestler/manager actively participating in the wrestling program at Central Junior High, Highland East Junior High, or Moore High School is eligible to become a member of the Moore Takedown Club.
  - 4.2** Membership forms must be filled out each school year and on file with the Moore Takedown Club.
  - 4.3** After membership form as been filled out and turned in the parent or legal guardian will be eligible to vote on booster club matters at the next booster club meeting.

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**4.4** Parents/ legal guardians of wrestlers/managers are strongly recommended to attend any and all booster club meetings/ booster club activities.

### **V. Officers**

**5** Officers that are in good standings with the board shall be the governing body of Moore Takedown Club.

**5.2** Officers must have a child that is a part of the Moore Wrestling program. IE: Must be on the Moore High School, Central Junior High, or Highland East Junior High team.

**5.3** There shall be five officer positions and one Coach on the Booster club board. Those positions are as follows: President, Vice President, Treasurer, Secretary and Junior High Liaison.

#### **5.3.1 President:**

- The president will serve as a liaison to the Athletics director and coaches.
- Shall supervise any and all business affairs of the Moore Takedown Club.
- Enforce all rules that are set forth by the Moore Takedown Club, Moore Public Schools district policies, the Oklahoma Secondary School Athletic Association, and the IRS financial and 501 c 3 laws and regulations.
- The president shall preside over all business meetings and assure that any and all meetings are conducted in an orderly and professional manner. ( If the President is unavailable for a meeting, the Vice President may step in)

#### **5.3.2 Vice President**

- The position of Vice President shall assist the President in the performance of his/her duties as needed.
- In the absence of the President, the Vice President will serve as the acting President and shall perform the duties therein.
- The Vice President shall perform duties as assigned by the President.
- Along with the President and Treasurer, the Vice President may also be a signer on all checks issues on behalf of the Moore Takedown Club.

#### **5.3.3 Treasurer**

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- The Treasurer will maintain any and all financial records of Moore Takedown Club
- The Treasurer shall retain invoices and receipts of any monies due as well as any monies owed.
- The Treasurer shall ensure deposits are made within 24hours of any event where income is made.
- The Treasurer shall prepare and issue a financial report as well as printed bank statements at each monthly booster club meeting.
- The Treasurer shall be a signer on all checks issued on behalf of the Moore Takedown Club
- The Treasurer is responsible for knowing the Tax laws and regulations of the IRS, OSSAA, Moore Public Schools policy and Moore Takedown Club bylaws pertaining to financials.

### **5.3.4 Secretary**

- The responsibility of the Secretary is to record the meeting minutes for permanent record, retaining and updating membership lists for Moore Takedown Club records and any and all correspondence for the Moore Takedown Club.
- Secretary shall record the minutes of any and all meetings that are held by the Moore Takedown Club.
- After each meeting, the Secretary will prepare a copy of the minutes and submit to the board for review and approval at the beginning of the next monthly Booster Club Meeting. Once the prior month's meeting minutes are approved by the booster club the minutes will be submitted into the permanent record of the Moore Takedown Club
- . Secretary will provide meeting minute copies to any member who requests them.

### **5.3.5 Junior High Liaison**

- The responsibility of the Junior High Liaison should be to communicate Junior High needs/wants back to the booster board members.
- Assist the Junior High Coach with team organization, meal coordination, uniform management, and other duties as directed by the booster board members.

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- Junior High Liaison will be an appointed position each year not a voted position. This person will be appointed by the previous Junior High Liaison.

**5.4** Open Officer positions shall be elected in March for the following calendar year by the booster club members. (see elections sections)

**5.5** Officers positions are NOT required to change or be voted on from year to year or season to season.

**5.6** Officers shall hold office until:

- A. Their successor is duly elected
- B. Resignation of the officer due to their child no longer being an athlete within the program.
- C. Personal reasons
- D. Death/Disability
- E. Removed from office by 2/3 vote of all voting members
- F. Removed from office by 2/3 vote of Booster Board members with proof of misconduct, intentional or unintentional.

**5.7** A vacancy for any reason shall be filled by appointment of the remaining officers from the time of vacancy until one of the reasons in 3.6 apply to the currently appointed officers.

## **VI. Meetings**

**6** Moore Takedown Club shall conduct business meetings the first week of the month, from October to March(regular season). Or as often as necessary to orderly conduct business of the Moore Takedown Club.

**6.2** Any Officer of the Board shall send meeting notices via any and all Social media accounts, apps, and website.

**6.3** Meetings shall be run in an orderly manner. No member may have the floor for discussion unless approved by the President or Vice President.

**6.4** Foul language and aggressive behavior will not be tolerated towards any member of the booster club, officer, coach or otherwise. Doing so will require the member to lose membership, be escorted off property, out of the meeting and turned into Moore Public Schools athletic director, school principal and

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administration. Membership will be terminated immediately and member will no longer be able to attend meetings.

### ***VII Elections***

**7** Moore Takedown Club shall hold elections for new officers every March as needed for Officers who will be leaving at the end of the school year.

**7.2** Nominations for a board position may be made via Remind app, email, text, or anonymously to coaches in February. No nominations will be accepted as of March 1<sup>st</sup>.

**7.3** An election will be held for each office as needed. The elections will be done anonymously by a paper ballot at the March booster club meeting. After all the ballots are cast, the President and the Secretary will count the votes in front of the Head Coach.

**7.4** Once the votes have been counted, the winner will be notified and an announcement will be made at the end of Season Banquet.

### ***VIII Finances***

**8** All Contracts may only be authorized by the booster club officers.

**8.2** Loans shall not be contracted on behalf of the Moore Takedown Club and no evidence of indebtedness shall be issued in its name.

**8.3** All checks must have two signatures from the officers. Signatures can be any Combination of the President/Vice President/ Treasurer. All checks must be verbally discussed or via board group text messaging.

**8.4** Deposits of any and all booster club funds must be made within 24 hours and must match the deposit slip signed by two booster club officers. All deposits must be counted by two booster club officers at the end of each money collecting event. The deposit slip will be filled out and signed by both. Money will be placed in the money bag and locked. The key will go with one board officers and the money bag will be deposited by the other.

**8.5** All donations must be submitted to the Moore Takedown Club for proper bookkeeping and documentation as outlined in the Moore Public Schools Athletic Handbook.

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**8.6** A proposal for purchasing items for the Wrestling program and/or fundraisers must be brought to the booster club for decision making after the following procedures are followed:

- A proposal is a written account of what items are wanting to be purchased and how these items will be purchased with either existing funds, fundraiser, direct item donation, etc.
  - The board must have the following:
    - Specific item information
    - Detailed cost
    - Location/website/vendor
  - After research and proposal has been completed, all proposals must be assessed for feasibility, discussed and approved by the head coach for approval and board officers discussion.
  - The board will then present the approved proposal at the next monthly booster club meeting to be put to a vote by the members of the board. (If it is declined by the booster officers or the head coach you will be notified).

**8.7** Under the Moore Public Schools Athletic Handbook Pg 31, Coaches at NO TIME will be able to collect or hold any booster club money. This includes fundraiser monies, and donations (Unless in check form made out to the Booster Club). All monies must be sent to the Moore Takedown Club for depositing into the general fund and properly documented as outlined by the IRS and the Moore Public Schools Athletic Handbook.

**8.8** Any proposal over \$50 brought forth by the coaching staff must have approval of the head coach.

**8.9** Any proposal over \$1000 must be presented at the following booster club meeting for a vote of the members.

## ***IX Discipline***

**9** Any member or members of the Moore Takedown Club having a complaint against ANY other member, officer, or coach of the infractions of the provisions of the club, may report the same in writing to the Booster Board Officers. Such complaint shall be thoroughly investigated by the Booster Board Officers within seven days of the written complaint. If the claim is found to be substantiated,

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then the Board officers will determine proper disciplinary actions that will take place.

**9.2** As the purpose of the program is to benefit the athletes in the wrestling program, complaints about the program itself or the coaching staff must be directed to the head coach of the wrestling program.