

BY-LAWS

FOR THE NORMAN ATHLETIC ASSOCIATION, INC. (NAA)

Section 1 NAME

This organization shall be known as the NORMAN ATHLETIC ASSOCIATION, INC. (NAA)

Section 2 MISSION STATEMENT AND OBJECTIVES

Mission Statement: To support the student athletes and athletic programs representing the Norman Public School System.

Objectives:

- (1) To provide a governing board for booster clubs representing each sport and middle school;
- (2) To promote community participation at Norman Public Schools athletic events;
- (3) To recognize high school student athletes through the presentation of awards and other methods.

Section 3 ORGANIZATION

The ASSOCIATION shall be composed of individual members associated with Booster Clubs for each sport group within the secondary schools of the Norman Public School System. The associated Booster Clubs for each sport shall be organized under the auspices of the ASSOCIATION and shall be support groups, not policy makers, and shall be subject to the BY-LAWS of the ASSOCIATION. Organizational assistance and guidelines shall be provided by the ASSOCIATION Board of Directors. The BY-LAWS of each Booster Club shall be consistent with the Mission Statement and Objectives and approved by the ASSOCIATION Board of Directors.

The Board shall, from time to time, establish special projects for the support of Norman Public Schools Athletics. The BOARD shall issue Standing Rules for operations and processes of implementation of the Mission Statement, Objectives and special projects.

Section 4 BOARD OF DIRECTORS

All authority and control of the ASSOCIATION shall be vested in the officers and directors (also known as the Booster Club representatives), who shall constitute the Board of Directors (hereafter referred to as the BOARD). All questions involving interpretation of the BY-LAWS and all questions involving the function of the Booster Clubs shall be decided by the BOARD. A Majority of the members of the BOARD present shall constitute a quorum.

Section 5 OFFICERS AND DIRECTORS

The Officers and Directors of the ASSOCIATION shall be President, Secretary, Treasurer/ Financials, Sanctioning Director, Concessions Coordinator, and one (1) Ex Officio Director.

Each sanctioned high school sports booster club, and the sanctioned sports booster club from each middle school, shall be represented by one person who shall serve as a director of the association. This person shall be called Booster Club Director which has been referred to at NAA Representative.

The Norman Public School's Athletic Director shall serve as an Ex Officio Director.

Section 6 OFFICERS OF THE BOOSTER CLUB

The Officers of each Booster Club shall be made up of at least a President, Secretary, Treasurer, and an Association Representative. The head coach and/or sponsor of each sport shall serve as EX Officio members of the Booster Club. **ALL** Booster Club are required to pay their annual sanctioning fee of \$100 to be considered active with NAA.

Section 7 MEETINGS

Meetings of the BOARD will be held monthly, generally the fourth (4th) Wednesday of every month. All members of the ASSOCIATION are welcome to attend. The President shall have the authority to cancel or change meeting dates when it is advisable to do so. A cancellation or change of meeting notice will be posted at the regular meeting place.

Section 8 ORDER OF BUSINESS

Robert's Rules of Order, Newly Revised shall govern the procedure of all meetings of the ASSOCIATION and of the Board of Directors. The order of business shall be at the discretion of the President or as follows:

Section 8.01 Reading and Approval of Minutes

Section 8.02 Report of Treasurer/Assistant Treasurer

(a) Monthly Financial Information for Acceptance

(b) Monthly Listing of Expenditures/Checks for review by the board over the threshold of \$300.00. Approved in Executive Committee.

Section 8.03 Report of Directors and Booster Clubs

Section 8.05 Report of Special Committees

Section 8.06 Unfinished Business

Section 8.07 New Business

Section 8.08 Announcements

Section 9 ADMINISTRATIVE AND FISCAL YEAR

The official administrative and fiscal year shall be from July 1 to June 30, inclusive.

Section 10 SANCTIONING DUES

Booster Clubs will pay \$100 sanctioning fee to be considered active and eligible to keep fundraising monies raised for the fiscal year.

Section 11 ELECTION OF OFFICERS AND DIRECTORS

Elections will be an open floor. Nominees names need to be submitted to the Board by March 1st for approval prior to the March meeting. Preferably active NAA members with prior experience of NAA.

New Officers and Directors shall be elected at the April meeting. The President shall accept nominations from the floor. All Officers and Directors take office on June 30th.

The Booster Club Directors shall be nominated by their respective Booster Club membership and have their names submitted to the BOARD for approval. Booster Clubs are expected to hold officer elections each year and will have a full-time (DULY APPOINTED), or temporary ASSOCIATION representative in place at all times.

Section 12 DUTIES OF OFFICERS AND DIRECTORS

Section 12.01 The President shall preside at all meetings of the ASSOCIATION and of the BOARD. Shall designate all ad hoc committees, shall appoint its members; and perform such other duties as required by the office.

Section 12.02 The Secretary shall take roll and maintain written minutes of each executive committee and BOARD meeting. The Secretary shall, on request, conduct correspondence and issue notices. The Secretary shall distribute minutes of each BOARD meeting to the BOARD members. The secretary shall collect mail from PO box and distribute at following meeting.

Section 12.03 The Treasurer shall collect all money and shall disburse same on checks signed by either the President or the Treasurer.

Section 12.04 Funds of the ASSOCIATION shall be on deposit in the name of the ASSOCIATION. The Treasurer shall prepare and distribute a monthly report to the BOARD and discharge such duties as belong to the office.

Section 12.05 Sanctioning Director will collect all necessary paperwork for sanctioning and verify that ALL Booster Club Officers are an active NAA member with valid emails.

Section 12.06 There shall be an Executive Committee, which shall consist of President, Secretary, Treasurer, and Sanctioning Director. The Executive Committee shall prepare an annual budget to include all anticipated itemized expenditures and revenue sources. This Committee shall prepare an agenda for each BOARD meeting. The Executive Committee shall have the authority to conduct ASSOCIATION business between meetings.

Section 12.07 It shall be the responsibility of the Booster Club Directors to facilitate the communication between the Board of Directors and the Booster Club membership by providing their membership with the ASSOCIATION monthly minutes and Treasurer's report. The expectation is the Booster Club Directors will attend a minimum of 2/3's of the monthly meetings in order to adequately represent the Booster Club. Two consecutive meeting missed by the Booster Club Director will be reported to that Booster Clubs President and Head Coach of the sport being represented.

Section 13 OFFICER VACANCY

A vacancy in any office shall be filled by appointment of an eligible member. This appointment is to be made by the President and ratified by two-thirds (2/3) of the BOARD members present. A vacancy will exist when an Officer or BOARD member misses three (3) consecutively scheduled BOARD meetings without good cause or when an Officer, or a BOARD member resigns.

Section 14 ASSOCIATION WITH OTHER CLUBS

The President, with the approval of the BOARD, may associate Norman Athletic Association with any other club or association concerned with Norman Public Schools’ athletic program and appoint delegates to represent the ASSOCIATION at any meeting subject to BOARD approval.

Section 15 BUDGET AND CONTRACTS

The annual budget, prepared by the Executive Committee and itemizing anticipated expenditures and revenue sources, shall be submitted to the BOARD for approval in July. Items or contracts in excess of \$300.00 not included in the budget must have prior approval of the Executive Committee and ratified by the BOARD.

Section 16 ACTIVITIES AND FUNDRAISING OF BOOSTER CLUBS

Activities, including fund raising activities, of the Booster Club must meet with the approval of the BOARD under the guidelines of the Norman Public School System, OSSAA and Oklahoma State Law.

Section 16.01 Blackout dates for Direct Donation Letters will be determined yearly.

Section 16.02 Any signage affixed to the premises of NPS must be approved through the school site coordinator.

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Section 17 SANCTIONING

The BOARD will make an annual application to Norman Public Schools on behalf of all booster clubs represented by the BOARD. Norman Public Schools, under Board of Education Regulation # 2753-1, have established procedures in compliance with 70 O.S. 1996 5-129.1 to provide for sanctioning of organizations and associations that raise money and collect revenues for the benefit of students so that they may be exempted or apply to be exempted from statutory controls and requirements pertaining to school activity funds. This application must be completed in September of each year. To comply with this application, the BOARD will require each of the booster clubs to file the following sanctioning reports with the Executive Committee no later than the SEPTEMBER meeting of the BOARD.

Section 19.01 Application for Sanctioning

Section 19.02 Annual Financial Report

Section 19.03 Fidelity Bond (Any club whose total revenues are less than five thousand dollars (\$5,000.00) is not required to be bonded.)

Section 19.04 Booster Club has acceptable attendance at the monthly NAA Board Meetings.

Section 19.05 Booster Club Officers and NAA Representative must be members of the ASSOCIATION.

Section 19.06 All Booster Club Directors are responsible to fulfill the requirements outlined in section 12.09 to retain their sanctioning status.

Section 19.07 If a Booster Club does not meet the minimum attendance requirements, the NAA will issue a written notice of cure to the following:

- Booster Club President of the offending Booster Club.
- Head Coach for the sport of the offending Booster Club.
- Site Director of the school of the offending Booster Club.
- NPS Athletic Director

Section 19.08 Time of to cure will be a maximum of 30 days. If cure does not occur, sanction for the Booster Club may be revoked and all funds and fundraising activities will be approved by the school, with all moneys forwarded and managed through the Activity Fund of the School.

All Clubs must file these reports in order to be sanctioned by Norman Public Schools under Norman Athletic Association Sanctioning umbrella.

In addition, each club is expected to turn in a Year-End Booster Club Report to the Sanctioning Director by the end of MAY each year.

AMENDMENTS ACCEPTED

The by-laws may be amended by a two-thirds (2/3) vote of the NAA members present at any regular or special meeting, provided such notice or amendment is presented to the NAA members at the previous booster club meeting or thirty (30) days prior to such meeting.

The foregoing By-Laws were read and discussed, section by section, by the Officers, who have the authority to adopt By-Laws, which shall remain effective until legally amended or repealed. Following discussion, they were duly approved at a meeting held in Norman Oklahoma.

IN WITNESS WHEREOF, we, being Officers of the Norman Athletic Association, Inc. (NAA) have hereunto set our hands this ____ day of _____, _____

President

Before me, the undersigned, a Notary Public in and for said County and State, on the ____ day of _____, _____ identical persons who executed the foregoing By-Laws, and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS MY HAND and official seal the day and year last above written.

NAA Secretary