

THE REBOUNDERS CLUB
BY-LAWS
REVISED 1990,1993,1996, 2000 & November 3, 2004

ARTICLE 1 FISCAL AND OFFICIAL YEAR

- Section 1 The fiscal year shall be from July 1 through June 30.
- Section 2 Membership year shall be from July 1 through June 30.

- Section 3 The terms of officers and members of the Executive Board shall begin August 1.

- Section 4 Standing Committee appointment shall be for a period of one (1) year from the August Executive Board meeting.

ARTICLE 2 DUES

- Section 1 Annual dues will be assessed for individual members.

- Section 2 Annual dues will be assessed for household membership (defined as adults and their children under 18 years of age living at the application address).

- Section 3 The Executive Board will approve the dues amount and bring it to a vote by the membership.

- Section 4 The membership, by majority vote at the next members' meeting, shall approve, disapprove, or amend the recommendation(s) of the Executive Board.

ARTICLE 3 MEETINGS AND QUORUMS

- Section 1 General membership meetings of the organization shall be the first Wednesday of each month with the exception of the months of June, July, and August. The Executive Board may establish alternative meeting dates if necessary.

- Section 2 The annual business meeting and the election of officers shall be at the May general meeting.

- Section 3 The Executive Board and the Officers shall have 10 meetings in a fiscal year and as called by the President to discuss impending business and hear Committee Reports. The President may call additional meetings as necessary. New Board members will be encouraged to attend May and June Board Meetings

- Section 4 Per the direction of the university compliance department, attendance at an annual meeting of booster representatives is required. The compliance department will request which members of the executive board should attend.

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ARTICLE 4 OFFICERS' DUTIES AND RESPONSIBILITIES

- Section 1 The officers of the organization shall be a President, a President-elect, a Secretary, a Treasurer and the Immediate Past President. These Officers shall constitute the Executive Board along with the Chairperson of all Standing Committees.
- Section 2 The President shall preside at all meetings of the Organization, perform all the duties incident to his/her office, and shall be a member ex-officio of all committees, except the Elections Committee. The President shall appoint the Chairperson of all Standing Committees subject to the approval of the Executive Board.
- Section 3 The President-elect shall perform the duties of the President in his/her absence or at his/her request and shall succeed the President in office. The President-elect shall be an ex-officio member, in the absence of the President, of all committees and may be empowered to act as Interim Chairman of any Committee if the need arises. At the President's request, the President-elect shall obtain speakers for monthly members' meetings.
- Section 4 The Secretary shall keep a permanent record (a Minute book) of all proceedings of the Organization and the Executive Board Meetings. He/She shall take a written roll call of each Executive Board meeting and shall conduct the correspondence of the Organization and keep a record thereof.
- Section 5 The Treasurer shall receive all monies and pay all bills subject to the approval of the Executive Board. He/She shall keep an itemized account of all disbursements and receipts and present a written monthly report at each meeting of the Organization and at the Executive Board Meeting. An audit shall be performed annually. Additional audits may be performed at the request of The Ohio State University.
- Section 6 The Immediate Past President shall serve in an advisory capacity and shall be a member of the Executive Board.
- Section 7 Those with voting privileges on the Executive Board shall be: the Officers, Standing Committee Chairpersons and the Immediate Past President.

ARTICLE 5 EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES

- Section 1 The Executive Board shall meet at least 10 months in a fiscal year. The schedule of meetings will be approved at the August meeting.
- Section 2 The duties and responsibilities of the Executive Board are to conduct business of the Organization between meetings, provided they refer major issues to the membership for final decision. When voting on Executive Board issues, each Officer and each Committee Chairperson shall have

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one (1) vote or in their absence, their designated alternate shall have one (1) vote.

ARTICLE 6 VOTING PROCEDURES, ELECTIONS. AND TERMS OF OFFICE

- Section 1 The Voting Process, by secret ballot, shall begin immediately after the issues are presented and discussed by the general membership. In the election of officers, the voting shall begin after all the candidates have had the opportunity to speak and will continue until all the ballots are counted. Normal business transactions may be approved by voice acclamation.
- Section 2 All ballots, marked, unmarked and voided, and all other records pertaining to the election of officers of this Organization shall be preserved for one (1) month from the date the election was held. Such ballots shall be made available to the Officers and the Executive Board upon request for examination.
- Section 3 The Election Committee shall be made up of five (5) members including the Chairperson. The Election Committee Chairperson will be appointed by the President, subject to the approval of the Executive Board; the Chairperson will then select his/her four (4) committee members. The Election Committee is responsible for soliciting qualified candidates for each office. The slate of candidates shall be presented at the regular March meeting of the Executive Board. The presentation of the slate recommended by the Election Committee will be made at the meeting in April. Nominations from the floor at the general membership meeting in April would be in order.

ARTICLE 7 STANDING COMMITTEES AND DUTIES

- Section 1 The Standing Committees of the Organization shall be:
- A. Communications/Media Committee
 - B. Election Committee
 - C. Events Committee
 - D. Fund Raising Committee
 - E. Membership Committee
 - F. Newsletter Committee
- Section 2 The Chairperson of each Committee shall be appointed by the President. The members of each committee shall be appointed by the Chairperson. All Chairperson appointments are to be approved by the Executive Board at the August Board meeting. Each Chairperson is to submit the names, addresses and telephone numbers of his/her committee members, to the President and to the Secretary by the September meeting of the Executive Board.

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Section 3 The Communications/Media Committee shall:

- A. Develop lines of communication with the Sports Information Director of The Ohio State University's Athletic Department specifically the person(s) responsible for the Women's Basketball Program.
- B. Develop strategies for communicating with local television/radio directors of sports broadcasting.
- C. Develop strategies for communicating with local sports editors for area newspapers.
- D. Maintain close contact with the President of the Organization and, with approval, be the Voice of The Rebounders Club. All prepared statements and materials should be approved by the President.
- E. The Chairperson of this Committee shall give a written/oral report at each monthly meeting of the Executive Board.

Section 4 The Elections Committee shall:

- A. Contact potential nominees for the offices of President, President-elect, Secretary and Treasurer.
- B. Present the slate of nominees to the Executive Board at the March meeting.
- C. Present the slate of nominees to the general membership at the April meeting.
- D. Prepare ballots for each office and have ready for the May meeting.
- E. Certify each voter as a dues-paying member at the May meeting.
- F. Distribute ballots, collect ballots, count ballots, certify votes cast, and report results to the President or his/her designee at the May meeting.

Section 5 The Events Committee shall:

- A. Survey the interests of the membership for organization of special events, i.e. socializing before or after home games, organize off-season activities such as a picnic or bowling.
- B. Plan the Organization's social calendar for approval of the Executive Board.
- C. Provide hospitality arrangements at Organization affairs as directed by the President (i.e. Monthly meeting dinners).

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- D. Prepare and have available information on all away games, organize bus trips to away games, provide maps, hotel accommodations, etc.
- E. The Chairperson of this Committee shall give a written/oral report at each monthly meeting of the Executive Board.

Section 6 The Fund Raising Committee shall:

- A. Plan and coordinate fund raising activities.
- B. Work closely with the Communications/Media Committee and the Newsletter Committee to publicize any and all activities.
- C. Provide for the registration procedures of any and all activities.
- D. The Chairperson of this Committee shall give a written/oral report at the monthly meetings of the Executive Board.

Section 7 The Membership Committee shall:

- A. Develop strategies and materials for the Annual Membership Drive.
- B. Develop a New Member Packet to include information for new members about The Rebounders Club, benefits available, the Newsletter, the Constitution and By-Laws, a list of Officers and Executive Board Members to contact with questions or comments, a list of things we can do to assist the Women's Basketball Program and a list of NCAA prohibited activities in which we CANNOT become involved. Prepare notices for membership renewal of dues that are to be inserted in the club's Newsletter.
- C. Prepare membership drives.
- D. Prepare a membership roster and have it available for the Executive Board for the October Board Meeting.
- E. Maintain a current membership roster and have it available for reference at all organizational meetings.
- F. Mail dues renewal notices and collect dues.
- G. Have Membership Forms available at all general membership meetings.
- H. The Chairperson of this Committee shall give a written/oral report at each monthly meeting of the Executive Board.

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Section 8 The Newsletter Committee shall:

- A. Publish and distribute The Rebounders Newsletter nine (9) times or more per year.
- B. Maintain close communication and cooperation with the Women's Basketball Office.
- C. Contact Committee Chairpersons for reports for publication.
- D. The Chairperson of this Committee shall give a written/oral report at each monthly meeting of the Executive Board.

ARTICLE 8 ORDER OF BUSINESS

Section 1 The order of business at the Executive Board and Regular General Membership Meetings shall be:

- A. Call to Order
- B. Reading of the Minutes of the prior meeting and approval of same
- C. Treasurer's Report
- D. Written Communications to the Organization
- E. Report of Standing Committees
- F. Report of Special Committees
- G. Old Business
- H. New Business
- I. Adjournment

ARTICLE 9 AMENDMENTS

Section 1 These BY-LAWS may be amended by 75% (3/4) vote of the active Membership attending the next membership meeting who vote according to the procedures described in Article 6 of the By-Laws. A copy of the Amendment to be voted upon shall be presented to all members at least ten (10) days prior to the date of the vote.

ARTICLE 10 PARLIAMENTARY AUTHORITY

Section 1 In all matters not covered by its By-Laws, this Organization shall be guided by Roberts Rules of Order Revised. The Organization shall purchase a newly revised edition for the President for use during his/her term of office.