

# KIPP: TULSA

## PUBLIC CHARTER SCHOOLS

### KIPP Tulsa Touchdown Club

#### **Purpose & Mission Statement**

The **KIPP Tulsa Touchdown Club** exists to support, enhance, and promote the success of **KIPP Tulsa's 7th–12th grade football program**. The Club unites parents, alumni, and community members in a shared commitment to provide time, energy, and volunteer support that strengthens the academic, athletic, and personal growth of every student-athlete.

The Touchdown Club serves as a bridge between families, school leadership, coaches, and the community — ensuring that KIPP Tulsa Football has the resources, manpower, and encouragement necessary to thrive.

#### **Mission**

##### **Build School Spirit & Community Pride**

Promote positive recognition of the football program across KIPP Tulsa and the wider community. Engage parents, alumni, and community partners in celebrating the efforts and accomplishments of our student-athletes.

##### **Provide Volunteer & Operational Support**

Assist with concessions, ticketing, fundraising events, and game-day operations. Create a reliable network of volunteers to support both home and away events.

##### **Enhance the Student-Athlete Experience**

Support initiatives that provide meals, transportation, equipment, and enrichment opportunities. Encourage academic achievement by promoting study halls, tutoring, and accountability measures that ensure athletes succeed in the classroom.

##### **Foster Growth, Leadership, Unity, and Excellence**

Reflect KIPP Tulsa's core values in all Club activities. Develop opportunities for student-athletes to grow as leaders and community role models.

##### **Ensure Program Sustainability & Growth**

Partner with administration and coaches to develop long-term strategies for funding, community engagement, and alumni involvement. Lay the foundation for future generations of student-athletes to thrive within a supportive and structured football program.

Submission for School Approval This Purpose & Mission Statement is respectfully submitted to KIPP Tulsa Administration for review and approval, in order to formally recognize the KIPP Tulsa Touchdown Club as the official booster organization for the football program.

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### KIPP Tulsa Touchdown Booster Club Bylaws

#### ARTICLE I – NAME AND PURPOSE

##### Section 1 – Name

The official name of this organization shall be the KIPP Tulsa Touchdown Booster Club (hereafter referred to as “the Club”).

Section 2 – Purpose The Club is a nonprofit, volunteer-run organization created to:

1. Support and promote the success of KIPP Tulsa athletic programs and student-athletes.
2. Provide financial assistance for equipment, uniforms, transportation, meals, and other needs not covered by the school budget.

3. Organize fundraisers, concessions, and events to strengthen school spirit and community pride.

4. Encourage and facilitate parent and community involvement in athletics.

5. Enhance the student-athlete experience by supporting both athletic and academic growth.

6. Ensure that all operations uphold the values of Growth, Leadership, Unity, and Excellence.

#### ARTICLE II – MEMBERSHIP

Section 1 – Eligibility Membership shall be open to:

- Parents and guardians of current KIPP Tulsa student-athletes.
- Alumni and their family members.
- Community supporters and business partners.
- School staff, faculty, and administrators are welcome to join as non-restricted members.

##### Section 2 – Good Standing

Members remain in good standing by:

- Paying any established dues (if applicable).
- Actively supporting fundraising or volunteer activities.
- Abiding by the bylaws and policies of the Club.

##### Section 3 – Rights and Privileges

- Members in good standing may vote in elections, hold office, and serve on committees.
- Each membership entitles the holder to one vote.

##### Section 4 – Termination of Membership

Membership may be terminated for cause (e.g., misconduct, failure to follow policies) by a two-thirds vote of the Executive Board.

### ARTICLE III – OFFICERS AND EXECUTIVE BOARD

#### Section 1 – Officers

The officers of the Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Optional Positions – Fundraising Chair, Concessions Chair, Membership Chair, or Social Media/Communications Chair may be added as needed.

#### Section 2 – Duties

President:

- Presides at all meetings of the Club and Executive Board.
- Serves as the official spokesperson of the Club.
- Appoints committees and committee chairs (with Board approval).
- Co-signs all checks with the Treasurer.
- Oversees annual budget and submits a year-end report. Vice President:
- Assists the President and assumes duties in their absence.
- Coordinates volunteer assignments.
- Oversees special projects and committees as directed.
- Acts as Parliamentarian to ensure meetings follow Robert’s Rules of Order. Secretary:
- Records and maintains minutes of all meetings.
- Maintains membership records and sign-in sheets.
- Sends notices of meetings and distributes agendas.
- Maintains historical records and official documents of the Club. Treasurer:
- Maintains custody of all funds of the Club.
- Deposits funds in an approved bank account.
- Keeps accurate financial records.
- Provides a financial report at each meeting.
- Prepares an annual budget with the President.
- Ensures proper tax filings and financial compliance.
- Co-signs checks with the President (or another authorized officer).

#### Section 3 – Executive Board

The Executive Board shall consist of the officers and standing committee chairs. The Board shall:

- Conduct the business of the Club between general meetings.
- Approve expenditures, budgets, and committee work.
- Establish annual goals and priorities.

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### Section 4 – Terms of Office

- Officers serve one-year terms.
- Officers may be re-elected but may not serve more than three consecutive years in the same office unless approved by the membership.

### Section 5 – Removal from Office

Any officer may be removed for failure to perform duties, misconduct, or misuse of funds by a two-thirds vote of the Executive Board.

## **ARTICLE IV – ELECTIONS**

1. Elections will be held at the final general membership meeting of the school year.
2. The President shall appoint a Nominating Committee at least 30 days prior to elections.
3. The Nominating Committee shall present a slate of candidates.
4. Additional nominations may be made from the floor with the nominee's consent.
5. Elections will be conducted by secret ballot or show of hands, as determined by the membership.
6. A simple majority of votes cast is required for election.

## **ARTICLE V – MEETINGS**

### Section 1 – General Membership Meetings

- Held at least four times per year (quarterly).
- Members shall receive at least two weeks' notice.
- Meetings shall include reports from officers, financial updates, and committee reports.

### Section 2 – Executive Board Meetings

- Held as needed, but at least quarterly.
  - May be called by the President or majority of the Board.
- ### Section 3 – Special Meetings
- May be called by the President, Executive Board, or by petition of at least 25% of active members.
  - Requires at least seven days' notice.

### Section 4 – Quorum • General Membership: quorum is 25% of active members.

- Executive Board: quorum is a majority of its members.

### Section 5 – Voting Procedures

- Business is conducted by motion, second, and majority vote.
- Electronic or absentee ballots may be used if approved by the Board.

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### **ARTICLE VI – FINANCIAL CONTROLS**

1. All funds must be kept in a federally insured bank account in the Club's name.
2. Dual-signature policy: All checks require two authorized signatures (Treasurer and President, or another officer).
3. No blank or pre-signed checks permitted.
4. All expenditures must have supporting documentation (receipts, invoices).
5. The treasurer shall provide a written financial report at each meeting.
6. The fiscal year shall run from July 1 to June 30.
7. An annual audit or financial review shall be conducted at the close of each fiscal year by a committee appointed by the Board.
8. No personal loans, credit cards, or cash advances are permitted.

### **ARTICLE VII – COMMITTEES**

Standing committees may include but are not limited to:

- Fundraising Committee – Plans and manages fundraising campaigns.
- Membership Committee – Recruits and engages members.
- Concessions/Game Day Operations – Manages concession stands and event logistics.
- Nominating Committee – Manages the election process.
- Audit Committee – Conducts annual financial review.

Committee chairs shall be appointed by the President with Executive Board approval.

### **ARTICLE VIII – CONFLICT OF INTEREST**

- Any officer or member with a financial or personal interest in a matter before the Club must disclose the conflict and abstain from discussion and voting.
- The Club shall maintain written records of conflict disclosures.

### **ARTICLE IX – AMENDMENTS**

- Proposed amendments must be submitted in writing at least 30 days before the vote.
- Amendments require a two-thirds vote of members present at a general meeting.

### **ARTICLE X – PARLIAMENTARY AUTHORITY**

The Club shall be governed by Robert's Rules of Order, Newly Revised in all cases not otherwise specified in these bylaws.