

# **Freedom High School Baseball Booster Club Bylaws, Fall, 2012**

**ARTICLE I:** The name of this organization shall be the **FREEDOM HIGH SCHOOL BASEBALL BOOSTER CLUB** (hereafter referred to as the Club).

## **ARTICLE II: PURPOSE**

- **Section 1** – To promote and maintain interest in the activities of the high school baseball teams, which fall under the direction of the Athletic Department of Freedom High School, Bethlehem Area School District, Bethlehem, Pennsylvania.
- **Section 2** – To support the Varsity, Junior Varsity, and Freshman teams financially through fundraising to make reasonable funds available for the teams for approved programs and equipment not covered by athletic budget of the school district.
- **Section 3** – To emphasize sportsmanship and participation in baseball that are important for the mental and physical development of the student athlete.
- **Section 4** – The Club is organized as a non-profit organization exclusively for educational and charitable purposes.

## **ARTICLE III: MEMBERSHIP**

All student athletes who are eligible to be on the rosters of the Varsity, Junior Varsity, or Freshman baseball teams, as well as their parents and coaches are considered active regular members of the Club. All others who are interested in the progress and development of the Freedom High School Baseball Program and are in agreement with the objectives of the Club as defined in Article II, above, shall be eligible for associate membership.

## **ARTICLE IV: OFFICERS**

- **Section 1** – The officers of this Club will be current active regular members, excluding coaches, and shall include a President, Vice President, Secretary, and Treasurer.
- **Section 2** – The **PRESIDENT**:
  - a. shall preside at all meetings of the Club,
  - b. shall appoint all committees and their chairpersons,
  - c. shall be an ex officio member of all committees,
  - d. shall sign official documents on behalf of the Club and its membership,
  - e. shall act as the primary point of contact with the coaches and administrators,
  - f. shall provide overall direction of the Club, and
  - g. may act as co-signer of checks on all accounts of the Club with the Treasurer.
- **Section 3** – The **VICE PRESIDENT**:
  - a. shall have the authority to perform the duties of the President when the President is unavailable or unable for any reason, and
  - b. may act as co-signer of checks on all accounts with the Treasurer.
- **Section 4** – The **TREASURER** shall:
  - a. keep complete and accurate financial records of the Club,
  - b. receive all funds due to the Club,
  - c. deposit monies received from all sources to the appropriate accounts in an approved bank or banks in the name of the Club,
  - d. issue all checks and make disbursements on behalf of the Club,
  - e. submit a report of the Club finances at each regular meeting,
  - f. act as co-signer on all accounts and must have the signature of one other officer,
  - g. have all books and records available for audit as requested, and
  - h. prepare a budget with coach input and approval of the regular membership act as co-signer of checks on all accounts of the Club with the Treasurer.

• **Section 5 – The SECRETARY shall:**

- a. attend all meetings of the Club and officers,
- b. act as clerk to record all votes and minutes of meetings,
- c. disseminate minutes to all active regular members prior to next meeting, and
- d. maintain attendance records for all meetings.

• **Section 6 – The EXECUTIVE COMMITTEE shall:**

- a. be composed of the officers of the Club, committee chairpersons, the Varsity head coach, and the immediate past president of the Club; a student athlete from each team may volunteer to be on the Executive Committee.
- b. act on behalf of the membership when time does not allow the full membership to convene to make a decision, and
- c. meet when requested by the President.

**ARTICLE V: TERM OF OFFICE**

- **Section 1 - Officers shall be elected for a term of one year and shall assume office at the Club's October meeting.**
- **Section 2 - Officers can be elected to more than one term.**

**ARTICLE VI: ELECTIONS**

- **Section 1 - Nominations and elections shall be conducted annually.**
- **Section 2 - Any regular member of the Club may nominate another regular member for any office. Nominations shall be sought from the membership at the August or September meetings. Nominations may be made electronically to the Secretary prior to one of the meetings, but nominations may only be seconded by a member who is present at the meeting.**
- **Section 3 - A slate of nominees shall be presented prior to the September meeting.**
- **Section 4 - Elections shall be held at the September meeting and overseen by the Secretary.**
- **Section 5 - Officers are elected by majority vote. A member who is unable to attend the September meeting may submit votes electronically to the Secretary prior to the meeting.**

**ARTICLE VII: MEETINGS**

- **Section 1 - The regular meetings of the Club shall be held the third week of every month as scheduled by the President. The President shall announce the meeting date to the Club at least one week prior.**
- **Section 2 - The Club shall meet once monthly beginning in August and ending in June.**
- **Section 3 - A special meeting of the membership may be called by the President. At the written request of at least ten regular members, the President must call a special meeting.**
- **Section 4 - The President shall provide an agenda for each meeting.**
- **Section 5 - The Treasurer shall submit a report of the Club's finances.**
- **Section 6 - Committee chairpersons shall give status reports as appropriate.**
- **Section 7 - The rules contained in Robert's Rules of Order Newly Revised shall govern this Club in all cases in which they do not conflict with the rules of this Club.**

**ARTICLE VIII: VOTING**

- **Section 1 - During meetings, any regular member may raise a decision to a vote.**
- **Section 2 - A vote will pass if a majority of the regular members present vote in favor.**
- **Section 3 - The President's vote will be used as a tie breaker.**

#### ARTICLE IX: COMMITTEES

- Section 1 – Volunteers from the Club will manage the activities of the Club.
- Section 2 – Generally, the President will request volunteers for committees and then appoint committee chairpersons from those volunteers. Committee chairpersons and members will be regular members of the Club.
- Section 3 – COMMITTEE CHAIRPERSONS shall:
  - a. call for and preside at all meetings of the committee,
  - b. report to the President of the Club all activities of the Committee,
  - c. give status reports to the Club,
  - d. coordinate Committee activities with those of other Committees to help to meet the priorities and schedules of the Club.
- Section 4 – The head Varsity coach will be an ex-officio member of all committees.
- Section 5 – Committees may include but are not limited to:
  - a. Community Service Committee
  - b. Fundraising Committee
  - c. Grounds and Equipment Committee
  - d. Publicity/Social Networking Committee
  - e. Spring Trip Committee
  - f. Team-Building Committee

#### ARTICLE X: FINANCIAL PROCEDURES

- Section 1 – The Club is a non-profit organization with its own separate taxpayer ID code.
- Section 2 – The Club must maintain its funds in a bank account assigned in its name.
- Section 3 – The Treasurer shall issue all checks. Any check written in the Club's name must have the signature of at least two officers.
- Section 4 – The Club's financial books shall be audited annually by a Committee appointed by the President.
- Section 5 – Any funds collected on behalf of the Club must be turned in to the Treasurer in a timely fashion. Checks made out to the Club shall be deposited within a month of their writing.

#### ARTICLE XI: PURCHASING

- Section 1 – The Club shall make its purchases in its own name, not the name of Freedom High School nor the Bethlehem Area School District.
- Section 2 – The Club may make a monetary donation to the school for a specific item or piece of equipment. The school must deposit the funds into the Athletic Activity Fund or the Baseball Fund. The school would then initiate a purchase order to purchase the item out of that fund.
- ★ • Section 3 – Equipment or materials purchased for the Freedom baseball teams by the Club become the property of Freedom High School.

#### ARTICLE XII: RECORDS

- Section 1 – Officers and committee chairpersons shall retain records in electronic or print form. At the end of the school year, all records will be gathered together and given to the President. The President shall pass the records to the newly elected and appointed Executive Committee Members to insure continuity of the Club.
- Section 2 – Records of meeting minutes, procedures followed, key decisions, lessons learned, etc. shall be retained for four years from the year of their creation.
- Section 3 – All financial records shall be retained by the Treasurer for seven years.



### ARTICLE XIII: AMENDMENTS

- Section 1 - Any amendments to this document shall be approved by the Executive Committee.
- Section 2 - Approved amendments shall be presented to the regular members of the Club prior to the meeting in which they shall be approved by those members. A majority vote of all members present at the meeting is required to amend the bylaws.

**ARTICLE XIV: DISSOLUTION OF CLUB:** In the event this Club shall dissolve, all funds in the treasury at that time shall remain allocated for the benefit of the Freedom baseball teams to be dispersed by the Freedom High School Athletic Office or the Bethlehem Area School District.

- Section 3 - The head Varsity coach will be an ex-officio member of all committees.
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