

# Higley High School Baseball Booster Club Bylaws

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Revised: July 2016

## **ARTICLE I: NAME**

The name of the organization shall be the Higley High School Baseball Booster Club, also known as HHSBBC.

## **ARTICLE II: OBJECTIVES**

1. To organize and operate in the state of Arizona as a non-profit amateur athletics organization with the status as a tax exempt organization under section 501(c) (3) of the Internal Revenue Code.
2. To Broaden and enhance the baseball program, which supports the high caliber education provided by the Higley High School District, by supplementing the school's curriculum with diverse educational and physical items that would otherwise be unavailable due to financial constraints.
3. To assist the Higley High School Baseball Program in creating a vital and productive school experience for each student.
4. To provide a process for ensuring effective communication between parents and the coaches of the Higley High School Baseball Teams.
5. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involves students and their families.
6. To collaborate with the community, taking advantage of community resources, which benefit the family involvement and student learning.
7. To raise funds and provide volunteers to extend and strengthen the purpose of the Higley High School Baseball Program.
8. To provide a yearly \$500.00 Senior Baseball Scholarship to be awarded to any senior in good standing with the HHS Varsity Baseball team, by way of committee; consisting of Varsity Baseball Coaches and players. The "Senior Baseball Scholarship" must be used within one school year or the scholarship is forfeited.

## **ARTICLE III: POLICIES**

1. The organization shall be supportive and shall be developed through meetings, committees and projects.
2. This organization is an independent organization and shall not seek to direct Higley Unified School Districts administrative activities of the program or control its policies, except in the advisory capacity.
3. This organization shall be non-commercial, non-sectarian and non-partisan. The names of any member in their official capacities shall not be used in any connection with commercial concern or with any partisan interest.
4. This organization shall follow the policies and standards of the Higley Unified School District, also known as HUSD.
5. In case of dissolution of the organization, the assets of the organization shall be deposited into the Higley High School Baseball Club Account.
6. When Booster Club and Student Clubs are involved in a join fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities based on effort devoted by each. The Booster Club Executive Board and Higley High School Administration will be responsible for determining that effort and related allocation.

## **ARTICLE IV: MEMBERSHIP**

1. Any person interested in the objectives and the organization and willing to uphold its policies and subscribe to its Articles shall be eligible for membership.
2. Any parent or legal guardian of a student currently active in the Higley High School baseball team, or any adult interested in supporting the Baseball Booster Club, shall be eligible for membership.
3. Any coach/coaching volunteer/school district employee from The Higley Baseball Program, Higley High School, Or Higley Unified School District shall NOT be eligible for membership with the exception of a parent who has a child who is actively participating in the Higley High School Baseball Program.
4. The organization will consist of Executive Board Members, also known as EBM, Committee Members, and Members at large.

## **ARTICLE V: EXECUTIVE OFFICERS AND ELECTIONS**

1. Officers of the Executive Board will have a total of five (5) positions, titles shall be as followed but can be slightly changed (as long as the total number remains odd for voting purposes; the below positions can be shared or re-named. There ALWAYS must be a President, Vice President, Treasurer, and Secretary).
  - a. President (elected)
  - b. Vice President (elected)
  - c. Treasurer (elected)
  - d. Secretary (elected)
  - e. Fundraising Coordinator (elected).
2. Nominations of Executive Officers shall be taken during the April General Booster Club Meeting. Elections and installment of the new EBM shall be during the May General Booster Club Meeting.
3. Elections shall be by written secret ballot ONLY no proxy or email ballots allowed.
4. Executive Officers shall begin their term(s) immediately following the last General Booster Club meeting of the year.
5. Outgoing Executive Officers shall transfer books and bank accounts to the newly elected EBM upon finalization of the May bank statement, or upon the discretion of both boards. Outgoing and incoming EBM are to coordinate a meeting at the lenders facility to update the signature cards. Upon the turnover of the new Executive Board, there will be a checklist provided by the proceeding Executive Board that will provide the new board with pertinent information that shows that we are in compliance and maintaining the proper procedures for our 501(c)(3).
6. If an EBM misses 3 consecutive Executive Board Meetings after the other 4 EBM have made adequate attempts to contact the absent board member the EB shall fill the vacancy by appointment. All EBM shall be notified by email regarding any and all meetings and a phone attempt will be made if they do not reply via email within 3 days. For any position other than President, the President will contact via phone; otherwise the Vice President will contact via phone.
7. All positions are volunteer positions. Executive Officers are expected to devote time in the day-to-day operations, attend all General and Executive Board Meetings, participate in Booster Club Fundraising efforts and Booster Club sponsored events.

8. Executive Board Members shall serve a term of one-year. There shall be no limits on the number of terms a board member may serve.
9. The EBM will meet before every General Booster Club Meeting and set an agenda.
10. The Executive Board will set the Booster Club budget before the first General Booster Club Meeting.

## **ARTICLES VI: DUTIES OF OFFICERS**

### **1. President**

- a. Serve as the overall coordinator for the school activities that involve parent participation.
- b. Attend General Booster Club and Executive Board meetings.
- c. Chair General Booster Club meetings.
- d. Enforce all Articles and policies.
- e. Assist and coordinate committee chairpersons as needed.
- f. Approve all Booster Club fundraising efforts.
- g. Act as liaison between Booster Club and coaches.
- h. Set General and Executive Board meeting times.
- i. Approve all Booster Club printed materials for school distribution.

### **2. Vice President**

- a. Attend General Booster Club and Executive Board meetings.
- b. Chair Booster Club Meetings in the absence of the President.
- c. Attend Executive Board Meetings.
- d. Serve as the assistant coordinator for school activities that involve parent participation.
- e. Assist supervisor of all Booster Club fundraising efforts.
- f. Perform duties as outlined by President.

### **3. Treasurer**

- a. Attend General Booster Club Meetings.
- b. Attend Executive Board Meetings.
- c. Coordinate and maintain financial records for all Booster Club sponsored fundraising activities.
- d. Maintain all Booster Club bank accounts, keeping accurate records of all receipts and expenditures.
- e. Receive all monies of the organization, and make deposits into bank account in a timely manner.
- f. Present a current report of financial status at all General and Executive meetings.

g. Perform duties as outlined by President.

4. Secretary

a. Attend General Booster Club Meetings.

b. Attend Executive Board Meetings.

c. Record and maintain written documentation of all meetings, Executive and General.

d. Present the EBM a typed report of the previous General and Executive meetings within a week for approval, then forward the minutes to the webmaster for posting.

e. Responsible for correspondence of the organization.

f. Perform duties as outlined by the President.

5. Communications/Fundraising Director

a. Attend Booster Club Meetings.

b. Attend Executive Board Meetings.

c. Coordinate communication between the EBM and General members.

d. Coordinate and supervise all fundraising efforts of the Booster Club.

e. Perform duties as outlined by President.

**ARTICLE VII: REVENUE AND EXPENDITURES**

1. Bank Accounts

a. HHSBBC shall establish and maintain a checking account for the sole use of receiving and dispersing funds.

b. Account shall have at least three (2) signatures on the account.

c. Two signatures shall be required on all checks disbursed.

d. Bank account shall be reconciled by the Treasurer monthly.

e. At least three (2) EBM shall be authorized to sign checks.

2. Expenditures

a. A budget must be presented at the first General Booster Club meeting of the school year.

b. All expenditures/check requests must have at least two signatures.

c. All expenditures must be supported by an invoice/receipt.

d. Expenditures over \$250.00 must be approved by a vote.

e. Expenditures under \$250.00 may be approved by at least three (2) EBM.

### 3. Revenues

- a. Deposits will be prepared and deposited in a timely manner.
- b. EBM will make all deposits.
- c. At least two (2) EBM (Executive Board Member) and/or GBM (General Board Member) must count and verify all monies received.
- d. Statements are to be mailed to the established PO Box.
- e. The following Financial Statements are required:
  - a. Profit and Loss
  - b. Bank Statement

## **ARTICLE VIII: MEETINGS**

### 1. Executive Board Meetings

- a. EBM shall consist of the Booster Club President, Vice President, Secretary, Treasurer and Communications/Fundraising Director.
- b. EBM shall meet prior to every General Booster Club meeting to set the agenda.
- c. Special Booster Club meetings may be called by the EBM.
- d. The budget for the new school year shall be decided upon by the EBM and presented at the first General Booster Club meeting.
- e. EBM must approve financial statements and present the year-end financial statements to the Higley High School Administration by January 31st.

### 2. General Booster Club Meetings

- a. Regular meetings of the organization shall be a minimum of three (3) times per year.
- b. Regular meetings of the organization shall be held in September, February, April and May (unless otherwise decided upon by the organization of the EBM).
- c. The last board meeting of the school year shall have election and installment of the new board members (May).

## **ARTICLE IX: COMMITTEES**

- 1. The EBM shall create committees as deemed necessary to promote the objectives and carry on the work of the organization.
- 2. A designated chairperson or co-chair will be appointed for each committee.
- 3. The chairperson of each committee shall present a plan of work to the EBM for approval. No committee work shall be undertaken without the consent of the Executive Board.
- 4. All Flyers/correspondence of the committees must have the approval of the President before distribution.

5. EBM are assigned as the liaison to that committee.

6. Each committee needs to keep reports on the process from start to finish of the activity the committee is responsible for and its final reports submitted in writing within two(2) weeks of the conclusion of the event to the EBM.

7. Since special committees are created for specific purposes, it is automatically disbanded when its work is done.

#### **ARTICLE X: PARLIMANET PROCEDURES**

Roberts Rules of Order Revised shall govern this organization in all cases to this they are applicable.

#### **ARTICLE XI: AMENDMENTS**

These Articles of Incorporation may be amended at any General Booster Meeting of the organization by a two-thirds vote of the members present and voting.