

Cedar Ridge



**Baseball
Booster Club**

Bylaws

ARTICLE I: NAME

The name of this organization shall be the Cedar Ridge Baseball Booster Club, hereinafter referred to as the Baseball Booster Club. The registered office of the Baseball Booster Club shall be in the City of Round Rock, County of Williamson, State of Texas.

This Baseball Booster Club shall be a non-profit organization as described in Section 501(c)(3) and exempt from taxation under Section 501(a) of the Internal Revenue Code or corresponding section of any future federal tax code.

This Baseball Booster Club shall comply with the Round Rock Independent School District (RRISD) policies, University Interscholastic League (UIL) regulations, and Federal and Texas State laws for booster clubs.

ARTICLE II: PURPOSE AND DISSOLUTION

Section 2.1: The purpose of the organization shall be to provide encouragement and support to the UIL baseball program at Cedar Ridge High School, to help maintain, improve, or expand the Cedar Ridge Baseball program or facilities, and to promote positive interaction between the Baseball Booster Club, school officials, coaching staff, student body and the community.

Section 2.2: In the event of a conflict of objectives that occurs between the Executive Committee (refer to Section 3.1) and the Sponsor (refer to Section 3.2), and if such conflict cannot be resolved within thirty (30) days, the Baseball Booster Club may be dissolved by 2/3 vote of the Executive Committee and majority vote of the membership. Additionally, the Baseball Booster Club may be dissolved by a 2/3 vote of the Executive Committee and a majority vote of the membership present at a meeting specially called for this purpose.

Section 2.3: Upon dissolution of the Baseball Booster Club, the Executive Committee shall, after paying or making provisions for payment of all liabilities of the organization, dispose of all the assets of the organization in accordance with the laws governing non-profit organizations. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes notwithstanding any other provision.

ARTICLE III: OFFICERS / EXECUTIVE COMMITTEE

Section 3.1: The officers of the Baseball Booster Club shall consist of President, Vice President, Secretary, VP of Communications, VP of Sponsorship and Treasurer. The officers will make up the Executive Committee (hereinafter referred to as the Executive Committee). The President, Vice President, Secretary, VP of Communications, VP of Sponsorship and Treasurer are officers elected by the general membership and have voting privileges.

Section 3.2: The Sponsor shall be the Cedar Ridge Varsity Baseball Coach. The Sponsor will be a non-voting member of the Executive Committee. The Sponsor may designate an alternate to attend meetings in his/her place, and this alternate, who must be a faculty member or Administrator of Cedar Ridge High School, will satisfy the requirement that the Sponsor be present at all meetings.

ARTICLE IV: OFFICER ELECTIONS

Section 4.1: Members eligible for office must meet the following requirements:

- Be a parent or guardian of a current Cedar Ridge baseball player, or of a student who will attend Cedar Ridge during the next regular school term, who is or plans to be involved in the baseball program at Cedar Ridge High School during the upcoming election term.
- Be an Active Member (see Article VIII) of the Baseball Booster Club, who participates in activities supported by the Baseball Booster Club.
- Must be willing to serve and abide by the Baseball Booster Club Bylaws if elected.

Section 4.2: Office Nominations and Elections

- Officer elections will be held at the May general membership meeting.
- An Ad-Hoc Nominations Committee shall be appointed by the President and approved by a 2/3 vote of the Executive Committee and will consist of a Chairperson and at least three other Active Members, excluding officers, of the Baseball Booster Club; this committee will be appointed at least one month prior to the election. Nominees for officers for the following year will be presented to the Executive Committee at least 7 days prior to the election. At least one candidate for each position must be presented. The slate of officers must be posted on the website at least 7 days prior to the election at the general membership meeting.
- Any Active Member of the Baseball Booster Club may make additional nominations from the floor; a nomination must receive a second in order for the nomination to be valid.
- Following nominations, each officer shall be elected for a one-year term commencing July 1st by simple majority vote of the Active Members present at the meeting. If there are 2 or more nominations for an office, the vote will be taken by ballot.
- The Nominating Committee will be responsible for coordinating the annual election process, preparing the ballots and counting the ballots if necessary (with the assistance of the Secretary) and announcing the results.
- All officers will be eligible for re-election to the same or another position, except as follows:
 - The President and Treasurer may not serve more than two (2) consecutive one-year terms in the same office.
 - The Vice-President, Secretary, VP of Communications, VP of Sponsorship, VP of Fundraising may not serve more than three (3) consecutive one-year terms.
 - Only one member of a family/household may serve as an officer at the same time, in order to limit the family's vote to one (exception: two family members may share an officer position, but their vote is limited to one).
 - An officer shall resign his/her position upon their student's resignation or separation from enrollment in the baseball program effective no later than the first day of the following month or the end of the membership year, whichever is first.
- There shall be a transition meeting of the outgoing officers, the incoming officers, and the Sponsor in May/June, and the new officers shall resume their duties July 1st.
- In the event a vacancy occurs in the office of President, the Vice President will assume the position of President until such time as the membership can elect a new President. In the case of a vacancy in any other office, the membership will vote to fill the vacancy at its earliest possible opportunity.
- A Baseball Booster Club officer may be removed from office for failure to perform duties, or for criminal or ethical misconduct with a 2/3 vote of the Executive Committee and a majority vote of the membership present at a specially called meeting.

ARTICLE V: DUTIES OF OFFICERS / EXECUTIVE COMMITTEE

Duties of officers shall include, but are not limited to, the following:

- Present an annual budget to the membership of the Baseball Booster Club at the September general membership meeting for approval.
- Propose routine expenditures within the limit of the budget.
- Review, on an annual basis, the following:
 - How to plan and publicize meetings
 - How to support team activities and events
 - Methods of financing the Baseball Booster Club
 - Compliance with tax laws
 - Administering funds / bookkeeping / audits per RRISD Booster Club Guidelines
 - Election of the Executive Committee
 - Recording, distributing and filing minutes
 - Effective communication to Baseball Booster Club members, school newsletters, web sites, and social media
 - Sportsmanship code governing behavior of Baseball Booster Club members and fans at contests, treatment of officials, etc.

Section 5.1: President shall:

- Prepare an agenda and preside at all general membership meetings, Executive Committee meetings and Special meetings
- Call Special meetings as deemed necessary
- Meet regularly with campus representatives regarding Baseball Booster Club activities.
- Meet regularly with the Treasurer of the Baseball Booster Club and/or the Executive Committee to review the organization's financial position.
- Represent the Baseball Booster Club at ceremonial and other events
- Be authorized to sign on bank accounts
- Serve as an ex officio member of any and all Baseball Booster Club committees except the Audit Committee and the Scholarship Review Committee if the President has a student eligible for consideration for a scholarship.
- Appoint the chairperson of each committee
- Select a member, subject to approval by 2/3 vote of the Executive Committee, who is not a signee, to receive bank statements through the mail or electronically, and to review, initial and date a hard copy of these statements. The designated member shall deliver the hard copy to the Secretary as a record of the review.

Section 5.2: Vice President shall:

- Assist the President and perform all duties of the President in that person's absence.
- Take over the responsibilities of the President in the event that the office of President is vacated. These responsibilities will be relinquished when the position of President is filled by a majority vote of the membership present at a meeting called for this purpose.
- Be authorized to sign on bank accounts
- Perform other duties as assigned by the President
- Assume the duties of the Secretary, VP of Communications, VP of Sponsorship or Treasurer in their absence.

Section 5.3: Secretary shall:

- Keep an accurate record of the minutes of meetings (including general membership, special, and Executive Committee meetings), approved Bylaws, and standing committee rules. Maintain records, conduct and report all correspondence regarding the Baseball Booster Club.
- Maintain the current membership list, the Executive Committee and Sponsor contact information, the current committee listings, and records of member attendance at meetings.
- Maintain a current copy of the Bylaws and be familiar with their content.
- Advise on matters of parliamentary procedure when requested.
- Be familiar with and possess a copy (current version) of Roberts Rules of Order
- Attend to any duty assigned by the President.

Section 5.4: VP of Communications shall:

- Assist the President as required
- Be responsible for all Booster Club activities related to publicity including, but not limited to, game day activities, media relations, philanthropic involvement, elementary and intermediate school involvement
- Coordinating and updating all information to be posted on the Baseball Booster Club website and social media outlets.

Section 5.5: VP of Sponsorship shall:

- Assist the President as required
- Be responsible for all Baseball Booster Club activities related to the following, but not limited to, fundraising, sponsorship, game day program/brochure.

Section 5.6: VP of Fundraising shall:

- Assist the President as required
- Be responsible for all Booster Club activities related to publicity including, but not limited to, game day activities, media relations, philanthropic involvement, elementary and intermediate school involvement
- Coordinating and updating all information to be posted on the Baseball Booster Club website and social media outlets.

Section 5.7: Treasurer shall:

- Receive all funds and disburse those funds as approved by the Baseball Booster Club
- Issue a receipt for all monies received and deposit said amounts on a weekly basis, daily if receipts on hand exceed \$250.
- Keep an accurate and detailed record of all funds received and disbursed.
- Present a current financial report at all Executive Committee meetings and general membership meetings. Copies should be available for review by the general membership within a reasonable time frame, if requested.
- Oversee the collection and deposition of all money by means of receipts; keep complete ledger accounts of the finances, including data logging and properly classifying expenditures.
- Be responsible for disbursement of funds with 2 signatures per check and be custodian of the books, vouchers, and financial records of the organization.
- Be authorized to sign on bank accounts
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately, including any questions which result from the independent membership review of the bank statement outlined in Section 5.1.

- Submit books to the Audit Committee and ensure that an audit of the books be done at the end of each fiscal year by the Audit Committee and present their findings and a full financial report at the first meeting after the audit has been completed.
- Establish / maintain the bank account and ensure that proper forms and documentation are filed to initiate and maintain non-profit status.
- File current financial reports at the end of each semester (December & June) with the campus principal / campus bookkeeper and the Director of Financial Services in RRISD Administration.

Section 5.8: Assistant Treasurer shall:

- The President shall appoint an Assistant Treasurer with 2/3 approval if the Executive Committee. The Assistant Treasurer shall assist the Treasurer in the fulfillment of the Treasurer's duties as needed, except that the Assistant Treasurer shall not be authorized to sign on bank accounts and shall not have voting privileges as an officer.

Section 5.9: Historian shall:

- Assist the President as required.
- Be responsible for all Cedar Ridge Baseball historical records.
- Coordinating and updating all historical information including, but not limited to, programs, website, and social media posts.

Section 5.10: VP of Web Design shall:

- Assist the President as required.
- Be responsible for designing and maintaining the Baseball Booster Club website.
- Must be proficient in word, google drive and website background.

Section 5.11: The Executive Committee shall:

- Appoint an Ad Hoc Audit committee consisting of not less than three (3) Active Members, who are not authorized signers, at least thirty (30) days before the last meeting of the fiscal year, to audit the Treasurer's accounts. Audits shall be performed at the end of the fiscal year and any time authorized check signers change.
- Ensure that disbursements of funds require two signatures, the signatures of two of the three authorized signers on the account. Accounts shall be established with three individuals who are officers on the signature card.
- Attend Booster Club meetings in order to effectively carry out the responsibilities of the position, including any meetings hosted by RRISD for Booster Club officers.
- The Executive Committee shall have "virtual approval" capability if necessary (for example, if time constraints dictate that the Executive Committee cannot meet in a timely fashion to vote on a specific item). In this instance, the President would email the topic to be voted on to all the other officers and all officers would then reply with their votes. Once the vote has been completed, the Secretary will note the date and action voted upon for the record, and the President will report this at the next membership meeting. Whether the Executive Committee voted in person or by mail, a 2/3 vote is necessary for approval.

ARTICLE VI: COMMITTEES

Section 6.1: The Executive Committee shall create committees as deemed necessary to carry out the work of the Baseball Booster Club.

Section 6.2: The President shall appoint the chairpersons of committees with the approval of the Executive Committee

Section 6.3: Only Active Members of the Baseball Booster Club shall be eligible to serve as chairpersons of a committee; both Active Members and Honorary Members may serve on committees.

Section 6.4: Committees and/or committee chairpersons shall not commit the Baseball Booster Club to any financial expenditure or contract without the approval of the Executive Committee and the membership.

Section 6.5: A standing committee chairperson may pass their proxy to a member of their committee if they are unable to attend a meeting.

Section 6.6: All standing committee chairpersons shall deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties.

Section 6.7: All committee chairpersons shall present a regular status of work to the Executive Committee for review as requested.

Section 6.8: The President shall be a member ex-officio of all committees except the Audit Committee and the Scholarship Review Committee if the President has a student eligible for consideration for a scholarship.

ARTICLE VII: FINANCES

Section 7.1: The fiscal year shall begin on July 1 and end on June 30.

Section 7.2: All dues, donations, grants and gifts made to the Baseball Booster Club shall be accepted or collected only as authorized by the Executive Committee.

Section 7.3: All funds of the Baseball Booster Club shall be deposited timely to the credit of the Baseball Booster Club under such conditions and in such banks as designated by the Executive Committee.

Section 7.4: The Executive Committee shall approve an annual budget of estimated income, income expenses, and capital expenses and shall present the annual budget to the membership for approval.

Section 7.5: All improved properties and equipment shall become the property of Cedar Ridge High School and RRISD at the time they are completed or obtained.

ARTICLE VIII: MEMBERSHIP

Section 8.1: Membership in the Baseball Booster Club shall be open to all parents and students attending Cedar Ridge High School, faculty, coaches and staff of Cedar Ridge High School who desire to support Cedar Ridge High School baseball. Community members, extended family members and businesses who desire to support the Baseball Booster Club may also become a member of the Baseball Booster Club. All members shall be required to abide by the bylaws of the Baseball Booster Club, RRISD Booster Club guidelines and UIL guidelines.

Section 8.2: Membership fees shall be set annually by the Executive Committee. There may be

different levels of membership as determined by the Membership Committee (if formed) and agreed upon by the Executive Committee and approved by the general membership

Section 8.3: The term of membership shall coincide with the fiscal year. Dues collected during the last month of the school year or during the summer will serve as membership dues for the upcoming school year.

Section 8.4: "Active Members" shall be defined as a member who has paid dues for the current membership year and is in good standing with the Baseball Booster Club. In addition, Active Members shall be a parent of a baseball player, trainer, or manager, or a parent of an incoming freshman who intends to seek a position on a team in the spring semester of the membership year. Only Active Members may vote, hold office or chair committees.

Section 8.5: "Honorary Member" shall be defined as a member who has paid dues for the current membership, who is not an Active Member, but who desires to support the Baseball Booster Club. Honorary Members may not vote, hold office or chair committees, but are eligible to serve on committees or to generally assist in the work of the Baseball Booster Club.

ARTICLE IX: MEMBERSHIP TERMINATION

Section 9.1: Membership shall terminate at the end of the fiscal year, unless the member renews by paying the following year's dues.

Section 9.2: A member may be expelled or suspended, and a membership may be terminated or suspended before the end of the school year only when:

- It is determined by a 2/3 vote of the Executive Committee that a member no longer subscribes to all the policies and requirements of the Baseball Booster Club, or is actively working against approved plans and activities of the Baseball Booster Club, and membership dues shall not be refunded.
- A member is given fifteen (15) days prior written notice of the expulsion, suspension, or termination of the membership, and reasons for it.
- A member is given the opportunity to be heard by the Executive Committee, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension, or termination.
- The Executive Committee, by a 2/3 vote, may decide that the expulsion, suspension, or termination not take place.

ARTICLE X: MEETINGS

Section 10.1: Meetings of the Baseball Booster Club Membership shall be held on a monthly basis during the school calendar year and the summer, subject to Executive Committee and Sponsor availability, unless otherwise notified through regular publicity channels. The Executive Committee shall determine the dates of the meetings to be held at Cedar Ridge High School or other designated location.

Section 10.2: Special meetings of the Baseball Booster Club Membership may be called by the President, or by a majority of the members of the Executive Committee. At least four (4) Executive Committee officers must be in attendance and the membership must be notified 72 hours in advance. No meeting will be deemed official without the Sponsor, or the alternate as named by the Sponsor, present.

Section 10.3: 20% of the Active Members shall constitute a quorum for the transaction of business in any meeting of the general membership. Executive Committee Meeting quorum should be one-half of the Executive Committee members eligible to vote plus one. For voting purposes, approval will be defined as a simple majority of the Active Members present at any meeting.

Section 10.4: Notice of meetings shall be posted on the Baseball Booster Club website, or via the membership email list, or by mail when needed.

Section 10.5: Minutes of past meetings will be available upon request, and minutes from the prior meeting will be certified at each meeting.

ARTICLE XI: FUNDRAISING / SPONSORSHIP

As a 501(c)(3) organization through the Internal Revenue Service and receiving tax-exempt status through the Texas Comptroller, the Baseball Booster Club is eligible for two tax-free fundraisers per calendar year. The membership should vote on which two events they want to be tax free.

ARTICLE XII: DISTRIBUTION OF FUNDS

Section 12.1: Funds of the Baseball Booster Club shall be deposited in a checking account to be set up and maintained by the Treasurer.

Section 12.2: Funds may be withdrawn from the bank by the signature of two (2) of the designated signers, only after appropriate majority approval by the Executive Committee and the membership.

Section 12.3: There shall be three (3) designated people capable of signing checks. These are the Treasurer and 2 other officers of the Baseball Booster Club.

Section 12.4: Expenditures may not exceed the budgeted amount without prior approval of the membership

Section 12.5: No part of the net assets of the Baseball Booster Club shall be distributed to its members, officers, or any private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distribution in furtherance of the purposes set forth.

Section 12.6: Monies from fundraising activities of the Baseball Booster Club shall be limited to use for projects not normally funded by the RRISD.

Section 12.7: Unbudgeted requests for funds must follow these guidelines:

- The Varsity Baseball Coach must request the funds from the Executive Committee in writing.
- Requests for all unbudgeted expenditures must be approved by the Executive Committee and the membership. Unbudgeted expenditures up to \$500 per occurrence may be approved by the Executive Committee between regularly scheduled meetings to meet a requirement deemed an emergency or immediate need by the Executive Committee; such expenditures will be brought before the membership for explanation and approval at the next regularly scheduled meeting following the expenditure. The Treasurer will disburse the funds after securing the two required signatures, neither of which may be the payee.

ARTICLE XIII: GENERAL

Section 13.1: No substantial part of the acts of the Baseball Booster Club shall be carrying out propaganda or otherwise attempting to influence legislation or other activities not permitted in an organization exempt from federal income taxes under Section 501(c)(3).

Section 13.2: The current version of "Roberts Rules of Order" shall govern the Baseball Booster Club in all cases in which they are not in conflict with these bylaws or the RRISD Booster Club Guidelines.

Section 13.3: Any situation not explicitly governed by these bylaws shall be governed in accordance with the RRISD policies, University Interscholastic League (UIL) regulations, and Federal and Texas State laws for booster clubs.

Section 13.4: The Baseball Booster Club may elect to implement a scholarship program. In the event that a scholarship program is implemented the requirements shall be consistent with the district requirements for scholarship programs, including the creation of a Scholarship Review Committee, as outlined in the district Booster Club Guidelines. In addition, to be eligible for a scholarship award, a participant in the baseball program must have a parent or guardian volunteer at least 10 hours during their senior year of attendance. Participation as an Active Member in attendance at Baseball Booster Club meetings can be counted as volunteer hours for purposes of this requirement.

ARTICLE XIV: AMENDMENTS

Section 14.1: Proposed amendments to these bylaws may be submitted by any Active Member to the Secretary, who will submit the proposed amendments to the Executive Committee.

Section 14.2: Any amendment approved by the Executive Committee shall be considered at the next general membership meeting as defined below.

- These bylaws may be amended at any general membership meeting of the Baseball Booster Club with a 2/3 vote of the Active Members present. These amendments must be read at a meeting, discussed, and voted on at the same meeting, provided that a 72-hour or more notice of the proposed amendments was given prior to the meeting.
- To be adopted, any amendments approved by the general membership must then be approved by both the Sponsor and the Principal.

Ratified by the Cedar Ridge Baseball Booster Club Membership:

By
Title: President, Cedar Ridge Baseball Booster Club
Date

Approved by Daryl Reeves, Cedar Ridge Varsity Baseball Coach:

By:
Date:

Approved by John Smith, Principal, Cedar Ridge High School:

By:
Date: