

# **BYLAWS OF ROUND ROCK HIGH SCHOOL MEN'S BASEBALL BOOSTER CLUB**

## **Article I. Name, Form of Organization and Relationship to School**

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

The 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.

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

## **Article II. Purpose**

The purpose of this organization shall be to help maintain, improve, or expand the Men's Baseball program and facilities of Round Rock High School. This will be done to provide an enhanced Men's Baseball experience for those students who participate in the school's program. This will be accomplished by working with the Round Rock High School Men's Baseball coaching staff and other RRISD officials as necessary. The key objectives of this organization are:

- a. Support the Men's Baseball coaching staff.
- b. Elevate the Men's Baseball team's and player's image in the eyes of the school, community, and themselves.
- c. Encourage school, parent, and community participation in the organization.
- d. Support the Men's Baseball program, including any summer Men's Baseball programs, through personal involvement in the purpose of the organization.
- e. At no time will it be the policy of the Booster Club to interfere with the policies, methods, eligibility requirements, or administration of the Round Rock Men's Baseball program at Round Rock High School.

### **Article III. Finances**

- A. The fiscal year of this association shall be August 1st to July 31<sup>st</sup>.
- B. All dues, donations, grants or gifts made to the Booster Club shall be accepted or collected only as authorized by the Board.
- C. All funds of the Booster Club shall be deposited timely to the credit of the Booster Club under such conditions and in such banks as shall be designed by the Executive Board.
- D. The Executive Board shall create an annual budget of estimated income, income expense, and capital expense to be approved by Booster members during a monthly meeting.
- E. All improved properties and equipment become property of Round Rock High School and RRISD at the time they are completed or obtained.

### **Article IV. Membership**

- A. Membership in the Booster Club shall be open to all parents of students in the Round Rock High School, coaches, or other staff members of the Round Rock High School, and other interested persons desiring to support the above purpose of the organizations.
- B. Membership fees shall be set annually by the Executive Board.
- C. The term of membership shall coincide with the school year.
- D. Only members of the Booster Club who have paid dues for the current membership year may participate in the business of the Booster Club.
- E. Membership is a requirement for each year your child is a member of the Round Rock High School Baseball program to be considered for a scholarship during their senior year upon completing the scholarship packet.

### **Article V. Membership Termination**

- A. Membership shall terminate at the end of the stated one (1) year term, unless the member renews by paying the following years dues.
- B. A member may be expelled or suspended, and a membership may be terminated or suspended before the end of the stated term only when:
  - 1. A member is given fifteen (15) days prior written notice of the expulsion, suspension, or termination of membership, and reasons for it.
  - 2. A member is given the opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension, or termination by the Executive Board. The Executive Board may decide that the proposed expulsion, suspension, or termination not take place.
  - 3. Membership shall be terminated for any member who no longer subscribes to all of the policies and requirements of the Booster Club.

## Article VI. Governance

- A. The Executive Board: There will be a Board of Directors made up of officers and committee chairmen of the Booster Club. The Executive Board should annually review policies in the following areas:
1. How to plan and publicize meetings
  2. How to support team and activities and events
  3. Methods of financing the Booster Club
  4. Compliance with tax laws
  5. Administering funds/bookkeeping
  6. Election of board officers
  7. Recording, distributing, and filing minutes
  8. Effective communication to Booster Club members, school newsletters and websites
  9. Sportsmanship code governing behavior of Booster Club members and fans at contests, treatment of officials, etc.
- B. Executive Board Officers will consist of but not limited to President, Vice President(s), Treasurer, and Secretary. The Round Rock Men's Head Baseball Coach hereinafter referred to as the Men's Baseball Coach will also be a non-voting member of the board except in case where a tiebreaker is needed.
- C. Job Descriptions:
1. The **President** shall attend all meetings and preside over all general and board of directors' meetings; maintain a line of communication between the coaches, parents, students, and administration; serve as the ex-officio member on all committees; prepare the agenda for each business meeting; co-sign checks with the Treasurer and hold a booster club credit card. It shall be the specific duty of the President to handle or assign the committee chairperson to all events and activities.
  2. The **Vice President(s)** shall attend all meetings and, in the absence or disability of the President, or upon the President's request, perform the duties of that office. The Vice President(s) will assume the duties of the Secretary or Treasurer in their absence. The Vice President can co-sign check with the Treasurer.
  3. The **Treasurer** shall attend all meetings; receive all monies of the Booster Club, including membership fees; keep accurate records of receipts and expenditures; and disburse funds as authorized by the Booster Club; and co-sign checks with the President and Vice President. The Treasurer shall present a statement at every meeting and an annual budget; see that an audit of the books be performed by an audit committee as described in Article X of

these bylaws, to be conducted annually or bi-annually; and present such report at the last meeting of the year. The Treasurer shall also submit appropriate documentation for non-profit public entities. The Treasurer is responsible for establishing the Booster Club's bank account and securing signature changes as required.

4. The **Secretary** will perform as the corresponding and the recording Secretary. The Secretary shall record the minutes of all General Booster Club Meetings and of the Board of Directors meetings and shall perform such other duties as may be delegated. Minutes of the Booster Club general meetings must be available at the next Booster Club meeting. The record copy of the minutes shall be kept by the Secretary and maintained for a period of not less than three (3) years. The current Secretary is responsible for maintaining the required set of minutes.

#### D. Election of Officers

1. Each officer shall be a member of the Booster Club for at least one (1) year.
2. Election of officers shall be by simple majority of all members present and voting at the meeting held on or before May 31<sup>st</sup>, or by the majority vote conducted electronically on or before May 31<sup>st</sup>. Election of officers will be for the following positions: President, Treasurer and Secretary. The President will appoint the Vice President(s)..
3. The newly elected officers will be for the forthcoming school year and shall assume duties for the upcoming summer activities starting June 1<sup>st</sup>.
4. Any officer vacancies occurring during the year may be filled by a majority vote of the remaining board.
5. The term of each elected officer shall be for one (1) year, beginning on June 1<sup>st</sup>, following their election and shall conclude the following May 31<sup>st</sup>.
6. The offices of President and Vice President may only serve two (2) consecutive one (1) year terms.
7. No person shall occupy the same elected officer position for more than two (2) consecutive terms per student athlete in the program.
8. Any officer can be removed from office with a majority vote of the Board whenever, in its judgment, the best interest of the Booster Club would be served. Such removal shall be with the entire Board present including the Men's Baseball Head Coach, and without prejudice to the right if any of the person removed.

9. The Men's Baseball Head Coach shall approve all Board candidates prior to the candidate being made aware or accepting the nomination.
  10. Only one member of a family may serve as an officer at the same time unless parents are serving as co-chairs in the same office which limits the family's vote to one.
- E. Attendance: Board members are expected to attend each meeting in order to effectively carry out the responsibilities of the position. Failure to attend more than three (3) meetings during a year may result in removal from the board.

### **Article VII. Activities**

- A. All Booster Club activities must have the approval of the Men's Baseball Head Coach. Such activities include (but are not limited to):
1. All fundraising activities
  2. Compliance with administrative regulations and RRISD Board policy when donating money or gifts to the district.
- B. The Men's Baseball Head Coach must approve all fundraising activities each year to the required deadlines.
- C. The Booster Club shall not:
1. Use school facilities without prior approval from Men's Baseball Head Coach.
  2. Establish a "petty cash" or miscellaneous funds for the Men's Baseball Head Coach to use at his/her discretion.
  3. Give a Round Rock Coach a gift or cash in excess of the limits imposed by the UIL from any source in recognition of or appreciation for coaching, directing, or sponsoring student activities.
  4. Directly employ, contract, supplement or in any other way compensate a consultant, clinician, accompanist, or paraprofessional for work performed for student activity. These types of working arrangements must be managed through the Men's Baseball Head Coach and the RRISD Office.

### **Article VIII. Distribution of Funds**

- A. The Executive Board shall have control and management of the funds, property, and business affairs of the Booster Club.

- B. Funds of the Booster Club shall be deposited in a checking account to be set up and maintained by the Treasurer. The Executive Board can appoint another Board member to oversee and maintain accounts/funds for special projects.
- C. The funds may be withdrawn from the bank with which they are deposited by the signature of two (2) of the designated officers if over the amount of \$250.
- D. There shall be four (4) officers capable of signing checks. These are but not limited to the President, Vice President(s), Treasurer, and Secretary. The President, Treasurer and Head of Concessions shall hold a credit card associated with the Booster Club bank account.
- E. All funds are disbursed upon approval of the majority vote of the Executive Board.
- F. Expenditures may not exceed the budgeted amount without prior approval of the Executive Board.
- G. No part of the net assets of the association shall be distributed to its members, officers, or any private person except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distribution in furtherance of purposes set forth.
- H. Monies from fundraising activities of the Booster Club shall be limited to use for projects not normally funded by the RRISD.
- I. Funds dispersed on behalf of the Round Rock High School Men's Baseball must follow these guidelines:
  - 1. The Head Coach must request the funds from the Booster Club Executive Board.
  - 2. Requests for expenditures of \$250 or more must be approved by the Board; after which the Treasurer will disburse the funds.
  - 3. Request for expenditures greater than \$1000 must be voted on by the Booster membership during a meeting or by electronic vote before dispersing the funds,
  - 4. The coach may need to secure an approval by proper RRISD representatives before making a purchase or placing an order.

## **Article IX Meetings**

- A. All meetings are open to the general public.
- B. Meetings of the Booster Club shall be held on a regular basis. The Executive Board shall determine the dates of the meetings, to be held at Round Rock High School, or another designated location.
- C. There will be a minimum of four (4) meetings per year, not including the Men's Baseball functions for students.
- D. A majority of the Executive Board member shall constitute a quorum.
- E. A majority of the Booster Club general membership, but not less than 10 voting members, shall constitute a quorum.
- F. Special meetings may be called by the president, or by a majority of the members of the Executive Board, with at least 24-hour notice being given.

- G. Meeting may be held telephonically or virtual and votes may be taken electronically or by email.

## **Article X. Committees**

- A. There may be Standing, and Temporary Committees as determined by the Executive Board at any time. Only members of the Booster Club shall be eligible to serve in any elective or appointive position.
- B. One member of each committee will be appointed chairman. This person will lead the effort to fulfil the goal of the committee and will report status at each Booster Club meeting.
- C. Standing Committees appointed by the Executive Board will include but not be limited to:
  - 1. Membership Committee: The Chair of the membership committee will be appointed by the Executive Board.
  - 2. Nominating Committee: The Chair of the Nominating Committee will be appointed by the Executive Board. The chair may not be a person that is seeking a voted position in the upcoming election. The Nominating Committee shall be established by the Nominating Chair and shall consist of three (3) members of the active membership. The Men's Head Baseball coach may appoint the nominee for President. The Chair of the Nominating Committee must take call nominees to the Men's Baseball Head Coach for approval to the candidate being made aware or accepting the nomination. The Secretary will be responsible for posting notices to parents of existing and incoming athletes to ask for volunteers for the remaining board positions, for compiling names and presenting them at the board meeting in April (nominations may also be submitted from the floor), to create a ballot for voting, and to present the results to the Men's Baseball Head Coach and President for approval for announcement at the May Booster Club meeting.
  - 3. Executive Board shall appoint an Audit Committee, consisting of not less than three (3) active members, at least two (2) of which have not had signature authority for disbursement of funds for the year being audited. A financial audit may be conducted at any time as designated by the Board, but must always be conducted, completed, and signed off prior to newly elected Board Members assuming their duties, which is June 1<sup>st</sup>.

## **Article XI. Amendments**

Amendments to these Bylaws may be made at any regular or called meeting of the Board or general membership by two-thirds (2/3) vote of the voting members present. Provided that notice of the proposed amendment was given prior to the meeting.

**Article XII. Dissolution**

- A. In the event of a conflict of objectives that occurs between the Board and the Men’s Baseball Head Coach, and if such conflict cannot be satisfactorily resolved within thirty (30) days, the Booster Club may be dissolved by any one of the following:
  - 1. By two-thirds (2/3) vote of the Board of Directors.
  - 2. By discretion of the Men’s Baseball Head Coach
  - 3. By discretion of the Round Rock High School Athletic Coordinator
  - 4. By discretion of the RRISD Athletic Director
  
- B. By such dissolution, all financial obligations of the Booster Club shall be paid and a final audit of the books performed by an Audit Committee as provided for in Article X. After the bills have been paid and a satisfactory audit performed, its assets shall be distributed for one or more of the exempt purposes specified in section 501(c)(3) of the Internal Revenue Code of 1986.

**Article XIII. General**

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

**Article XIV. Parliamentary Authority**

“Roberts Rules of Order, Revised” shall govern the Booster Club in all cases in which they are not in conflict with these Bylaws, Adopted this day of June 2023.  
Respectfully submitted,

Bob Slocum  
President

Jeff Andrewartha  
Vice President

Katie Brouaddus  
Vice President

Jordan Kazmann  
Treasurer

Erin Appl  
Secretary