

# Who's On First

## Baseball Booster Club Deer Park High School

### By-Laws

The Deer Park "Who's on First" Baseball Booster Club is committed to promoting the sport of baseball while functioning within the guidelines and procedures of the UIL, Deer Park Independent School District (DPISD) Board of Trustees and the DPISD Superintendent of Schools. This club shall be a non-profit organization and shall also be non-shareholding, non-commercial, and non-bargaining. These guidelines and procedures shall take precedence in case of conflict with the club policies or decisions. Notwithstanding any other provision of these articles, this club shall not carry on any other activities that are not to be carried on by a corporation exempt from federal income tax under Section 501c (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code. The Administration of DPISD shall have veto power over group activities.

#### **Article 1: NAME**

The name of the organization shall be "Who's on First" Baseball Booster Club.

#### **Article 2: PURPOSE**

The purpose of this organization is to promote the interest and spirit of baseball in Deer Park and to support the coaches, athletic department, and their respective staff. Additionally, the club will promote and assist in the growth of baseball in Deer Park, work in partnership with DPISD to make improvements to the baseball field, support the program with needed equipment or gear, provide an open membership to the community, and provide funds for at least 1 scholarship to students involved in the Deer Park Baseball program.

#### **Article 3: MEMBERSHIP**

The club will be open to anyone interested in the promotion of baseball in Deer Park. Members can make a general contribution to the Club.

#### **Article 4: OFFICERS AND ELECTIONS**

**The officers of the Club will consist of:**

*These are general descriptions of the various board positions. There may be additional things that come up and are added throughout the year.*

##### **1 President:**

- Preside at all meetings of members of the Booster Club
- Recruitment/selection of chairpersons of ad hoc committees and supervise the functions of ad hoc committees

- Issue reminder for monthly meetings (via Secretary, automated phone system, email)
- See that elections are held in accordance with the By-Laws
- Oversee maintenance and compliance of bylaws
- Shall appoint any temporary committees, as he/she deems necessary to carry out the objectives of the Club
- Present or appoint presenter for various functions as needed
- Liaison with school officials and Athletic Director

## **2. Vice President:**

- Act as an aide to the President
- Act as President in the absence of that officer
- Recruitment/selection of chairpersons of ad hoc committees and supervise the functions of ad hoc committees
- Advise, support and communicate with all the standing committees
- Oversee maintenance and compliance of bylaws

## **3. Secretary:**

- Compose the agenda for all monthly meetings with guidance and recommendation from board members and coaches
- Record the minutes of all meetings and distribute minutes via email to members shortly after meeting
- Conduct all correspondence for the Booster Club under the direction of the President
- Keep attendance at all meetings
- Keep a log of approved decisions with the agenda attached
- Notify all members of meetings
- Maintain a Membership roster
- Recruitment/selection of chairpersons of ad hoc committees and supervise the functions of ad hoc committees
- Oversee maintenance and compliance of bylaws

## **4. Treasurer**

- Maintain the booster club checking account and investment account
- Check the post office box 1-2 times weekly all year long (even summer)
- Keep Post Office box current and paid yearly
- Balance bank statements monthly
- Process accounts payable payments as received
- Send billing invoices as needed
- Deposit all income generated from various activities
- Distribute cash box change for concession stand sales
- Work directly with concessions director to have an active Tax Exempt – Sams and/or Walmart Account for online and in-person purchases
- Count all proceeds and make deposits in a timely fashion
- Work with Athletic Director to track individual sport “wish list/uniform” requests
- Report monthly all income/expense activities to board members and attendees at board meeting
- Submit financial report to the Athletic Director’s secretary each month

- Keep a log of approved funds separate from the meeting minutes
- Maintain/store financial records for a minimum of five years.
- Process calendar year reports for tax preparer. Make sure papers are filed with the IRS.
- Recruitment/selection of chairpersons of ad hoc committees and supervise the functions of ad hoc committees
- Oversee maintenance and compliance of bylaws
- Assist president/vice president/secretary with other duties as needed

## **5. Publicity Director**

- Coordinate the sales of media guide advertisements and banners
- Arrange for signs and banners to be displayed at the field
- Organize the media guide and submit to the publisher
- Share team pictures with the DPHS yearbook coordinator
- Coordinate with the website designer to: post announcements, keep updated schedules of games and events, manage and maintain any important information and documents that need to be publicly available through the website
- Assist secretary with pushing out important information and announcements via social media or other shared sources like Remind

## **6. Special Services Director(s)**

- This position may consist of a team of up to 3 or more booster members
- Will assist the club with special projects including but not limited to:
  - 1. General Person: Meet the Team, Baseball Banquet, 100 inning Game, Senior Night & Teacher Appreciation
  - 2. Concessions: (preferred 2 people) purchase concession items, use SignUpGenius or other format to get volunteers to work games, coordinate volunteers with the North campus VolunDeer Program, and EVERYTHING ELSE RELATED to concessions. Work with Treasurer to maintain a yearly list of all parent/family volunteers as a reference for determining scholarship funds.
  - 3. Merchandise: (preferred 2 people) Working with vendors to order all Deer Gear Merchandise including Play-off Shirts, selling and distributing of merchandise and communication with District Representative Matt Lucas regarding advertising within the district.

### **Article 5: GENERAL MEETINGS**

A general meeting of the membership will be held a minimum of 2 times in the Fall and monthly in the Spring. Special meetings or officer meetings may be called by the President as necessary. Minutes from these meetings will be emailed to the team distribution list soon after each meeting by the board secretary.

Decisions of the general meetings will be binding upon approval of a simple majority of the members present.

### **Article 6: FINANCIAL**

The checking account signature card will have three signatures – President, Vice President and Treasurer. The treasurer will sign all checks. The President or Vice President will sign only in an emergency. (exception: if one of these officers is an employee of DPIISD they are not permitted to sign on the account)

The treasurer will reconcile the bank account monthly in the presence of at least one officer and the President will monitor to insure this is occurring.

Prior to the election of officers, an audit of the financial records will be made by three persons not currently officers. These three persons will be selected and approved by at least 4 votes. Quarterly an audited statement will be presented to DPIISD athletic office secretary.

(see duties of the treasurer for additional financial responsibilities)

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons; except that the organization shall be authorized and empowered to pay reasonable compensations for services rendered to make payments and distributions in furtherance of the purposes set forth in Article 2 hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which, are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of a future federal tax code.

### **Article 7: SCHOLARSHIPS**

The President, with the approval of the officers, will appoint a 5-member committee that will serve as the selection committee reviewing all applicants.

Guidelines outlined by the district in regard to scholarships:

1. Total expenses of scholarships should not exceed 10% of revenue collected for the school year.
2. Media Guide and Banner Sales have been designated as a fundraiser where profits directly fund senior scholarships.
3. Student athletes should not be excluded from scholarship consideration based upon race, religion, sex or citizenship.
4. The parents of the prospective recipient of an athletic booster club scholarship are NOT required to be a member of the booster club in order to qualify for the scholarship.
5. Scholarship guidelines should include a method of ensuring that the scholarship funds are used for their intended purpose by the recipients.
6. The members of the committee selecting the scholarship recipients should not be related to any of the potential recipients.
7. Scholarship amounts may not exceed \$1,000 per recipient.

8. The amount a recipient receives will align with the number of years that the recipient completed the season in the program. (ex. Based on a \$1,000 scholarship: 4 yrs. = \$1000, 3 yrs. = \$750, 2 yrs. = \$500, 1 yrs. = \$250)
9. Prospective recipients must complete the year as a member of a team/group.
10. Eligible applicants include: players, manager, trainers and other support members of the baseball program.
11. Eligible scholarships must complete and turn in the application in accordance with the high school deadlines outlined coordinated with Amanda White on the application. Failure to turn the application in to Mrs. White by the deadline will void the application.
12. The 2-page application must be complete in the student's handwriting and no part left uncompleted. Incomplete applications will not be considered.
13. Accompanying the application submitted by the student must be the following: a) conditions of acceptance and use form signed by both parent(s) or guardians and the student.
14. Scholarship funds will be issued to the candidate for the purpose of defraying college expenses.
15. Each player's family MUST provide a volunteer for a minimum of 2 times in the concessions or pay a \$60 buyout fee each year the player is in the baseball program. The treasurer and concessions coordinator will maintain a volunteer and buyout list. *(effective in the 2020 season)*

#### **Article 8: AMENDMENTS**

The by-laws may be amended at a regular meeting by 2/3 vote of at least 9 members plus a majority of the officers.

#### **Article 9: REQUIRED RECORDS**

The below listed records should be maintained for a minimum of 5 years and passed on to the net year's booster officers.

1. Organization's determination letter (the letter from the IRS saying the organization is tax exempt.)
2. Copies of the organizing documents. (By-laws)
3. Copies of any returns filed with the IRS.
4. A copy of the Form 1023 application or tax exemption and all attachments.
5. Any internal documents (meeting minutes, books and records, etc.)
6. A copy of the IRS publication 557.

#### **Article 10: DISTRICT REQUIREMENTS/LIMITATIONS of BOOSTER CLUBS**

1. District employees may participate in Booster Club activities, and even serve as an officer. However, district employees may not serve as a Treasurer or in any other capacity that is responsible in any way for handling money or financial records of the organization.
2. District employees should not, under any circumstances, be authorized to sign on a bank account of a Booster Club.
3. Booster Clubs should regularly share financial information with their members. Providing members with a copy of the financial statement, disclosing assets, liabilities,

net equity, and year-to-date revenues and expenditures, on a quarterly basis with suffice.

### **Article 11: DISSOLUTION**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purpose within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the count in which the principal office of the organization is then located, exclusively for such purposes or to such organizations or organization, as said Court shall determine, which are organized and operated exclusively for such purposes.