

*By-Laws of the
W. Charles Akins High School
Baseball Booster Club*

*By-Laws of the
W. Charles Akins High School
Baseball Booster Club*

Table of Contents

ARTICLE I.	Name
ARTICLE II.	Purpose & Objectives
ARTICLE III.	Terms Defined
ARTICLE IV.	Basic Policies
ARTICLE V.	Membership, Dues & Code of Conduct
ARTICLE VI.	Officers, Duties, Terms & Elections
ARTICLE VII.	Meetings
ARTICLE VIII.	Committees
ARTICLE IX.	Fiscal Year & Finances
ARTICLE X.	Amendments
ARTICLE XI.	Dissolution

ARTICLE I.

Name

The name of this organization shall be the W. Charles Akins High School Baseball Booster Club Inc., commonly known as Akins Baseball Booster Club 10701 South 1st Street, Austin, Texas 78748, hereafter referred to as the “Club.”

ARTICLE II.

Purpose & Objectives

The W. Charles Akins High School Baseball Booster Club exists for the purpose of supporting the Baseball Program. The Baseball Program is a school sponsored athletic organization whose members consist of student athletes participating in competitive baseball. The Overall leadership of the Baseball Program is provided by the Baseball Head Coach and his coaching staff. The Booster Club’s mission is to support the objectives of the Baseball Program by broadening the involvement of students, team members, their families and Akins High School. The Club supports the needs of the Baseball Program through direct interaction with the head coach and his coaching staff and provision of volunteers to assist the coaching staff as needed.

1. The Club works to achieve its purpose by promoting active participation by as many parents as possible in the Club. The Club shall provide a structure to meet the Program’s financial needs and to monitor financial activity. The Club is responsible for fundraising, organization of volunteers, as well as to support, promote and maintain a high standard of integrity and good sportsmanship in all athletic and community service activities of the baseball program. The Club shall:
 - a. Promote the baseball program at W. Charles Akins High School in an atmosphere that is consistent with the educational philosophy of W. Charles Akins High School.
 - b. Encourage and recognize high scholastic achievement, sportsmanship of athletes and spectators and character; to contribute to the morale, spirit and enthusiasm of the student body and the community; and provide a vehicle for positive involvement by the community with the school.
 - c. Instill pride and a sense of fair play as well as to strive for standards of excellence in and by W. Charles Akins High School athletes in their interscholastic competitions.
 - d. Raise funds to supplement the baseball program budget
 - e. Recognize the individual and team accomplishments of the baseball program athletes
 - f. Support the programs and coaching methods of the baseball program, the head coach and his coaching staff
 - g. Encourage coordination of the athletic program with other athletic programs of W. Charles Akins High School and feeder (vertical team) schools.
 - h. Raise student, school and public awareness of the baseball program
 - i. Provide other support and assistance to the baseball program as deemed necessary by the program’s head coach.
2. All activities of the Club shall be in strict compliance with the athletic rules of the AISD Athletic handbook, the Texas UIL Association and the rules and regulations promulgated there under.
3. All membership dues, donations and other monies received or earned by the Club shall only be used to achieve those aims and purposes as set out. The Club shall have no salaried officers or directors.

Objectives of the Club are:

1. Develop an organization with an active and involved membership that is concerned with the baseball program and all of its participants.
2. Promote school spirit and sportsmanship and encourage attendance at all baseball games and events.
3. Encourage and support the academic endeavors of Akins student athletes.
4. Provide supplementary financial support for the various baseball activities at Akins High School.
5. Aid Akins baseball staff in organizing and staging special events and projects.
6. Aid and support the baseball staff in the areas of sports promotion, publicity, and program development.

ARTICLE III.

Terms Defined

1. Quorum – minimum number of members of an organization who must be present for the valid transaction of business. Minimum number 4.
2. Simple Majority – majority rule.
3. Membership Dues (Dues) – money paid to become a member.
4. Member – an individual who has paid a membership in the current school year.
5. Board – Executive and Committee Chairpersons
6. Board Meeting – Meeting of elected officers and committee chairpersons
7. Executive Board – Elected Officers: President, Vice-President, Treasurer, and Secretary.
8. Automatic and Honorary Memberships – requires no paid membership.

ARTICLE IV.

Basic Policies

1. No member or officer shall perform any act in violation of the bylaws or a binding obligation of the Club.
2. Perform any act with the intention of harming the Club or any of its operations.
3. Perform any act that would make it impossible or unnecessarily difficult to carry on the intended or ordinary business of the Club.
4. Use the assets of the Club, directly or indirectly for any purpose other than carrying on the business of the Club.
5. Wrongfully transfer or dispose of Club property, including supplies or equipment.
6. Use the name of the Club (or any substantially similar name) or any trademark or trade name adopted by the Club, except on behalf of the Club in the ordinary course of the Club's goals.
7. Disclose any of the Club's business practices or any other information not generally known to the community to any person not authorized to receive it.
8. No member is to use his or her membership to influence or otherwise profit from the Club.
9. No part of the earnings of the Club shall inure to the benefit of or be distributable to its members, officers, or other private person except that the Club shall be authorized and empowered to pay reasonable compensation for services and/or products rendered as may be deemed necessary for the betterment of the Club.

10. It is the policy of the club and its members to not interfere or cause/bring adverse consequences to/with the coaching policies, coaching methods, eligibility requirements or the administration of the baseball program and programs at W. Charles Akins High School.
11. The Club shall be non-partisan and shall not endorse any commercial enterprise, venture or political faction. The name of the Club or any of its members or officers in their official capacity shall not be used in any way with a commercial or partisan interest for any other purpose other than the regular business of the Club.
12. Membership in the Club shall not title nor vest any of the members with any property rights or rights that have monetary value of any kind whatsoever, including but not limited to, property rights or monetary rights in the school or in the assets of the Club or the Baseball Program.
13. The Club shall operate in full support of the school principal and the Baseball Program Head Coach. The Club serves only to support the school program.

ARTICLE V.

Membership, Dues & Code of Conduct

1. Memberships shall be from September to August of each year.
2. The membership at large is unlimited and may be comprised of any individual who has paid all current annual membership dues.
3. The annual dues are:
 - i. Adult - non-refundable (1 adult vote)
 - ii. Automatic Memberships – Head Coach (voting) and Assistant Head Coaches (voting), School Principal (voting). Coaching staff may not hold any office.
 - iii.
4. The amount of annual dues may be reviewed annually by the Board and the proposed annual dues for the upcoming year shall be approved by the Board.
5. All members must be 18 years of age to vote.
6. All members of the Club shall act in good faith at all events (social, academic & athletic). Any conduct that is violent or abusive in action shall give just cause for dismissal as a member of the Club. Such actions should be reported in writing the Board stating offensive action, date & signed by the individual reporting incident. The Executive Board may expel any member by a two-thirds vote after notice and opportunity for a hearing, for reasons to include but not limited to, conduct unbecoming a member.
7. No member of the Club will in any way interfere with the coaching or operations of the Club.
8. Matters submitted to membership for voting shall be submitted with due notice. Information received at least three (3) days in advance of a meeting or vote and in sufficient detail will constitute due notice. Notice shall generally be provided and given via email with confirmation of receipt by the President.

ARTICLE VI.

Officers, Duties, Terms & Elections

1. There shall be two (2) types of officers: Elected officers and Committee chairpersons. The president with the approval of the Executive Board shall appoint Committee chairpersons.
 - a. Elected officers consist of: President, Vice-President, Secretary, and Treasurer. The standing committees shall consist of: Fundraising/Publicity, Concession and Membership.
 - b. From time to time it may be necessary to appoint a committee chairperson for a specific task. This may be done at the discretion of the President with approval of the Executive Board.
 - c. The Executive Board shall have charge of the general affairs and on-going business of the Club.
2. Executive Board: Possesses control, management, and government of the affairs of the Club, oversees the operation of the club and to act for the general membership when the membership at large is not in session. The executive board is charged with the responsibility to uphold the by-laws and to fulfill the mandates of the membership at large as well as is empowered to vote on issues to assure the continuity of operation of the Club, decide on project sponsorship, either in work support efforts or financial sponsorship within the constraints of Club resources. The executive board shall consist of elected officers (President, Vice-president, Treasurer, Secretary and Head Coach) with full voting rights. The Executive Board shall approve expenditures, approve President's creation and dissolution of all necessary committees & chairpersons as well as review and approve annual goals. The business of the Executive board will be governed by a majority vote of the board members present and voting, shall have the authority to rule on any immediate business, including disbursement of funds, development of the Club's annual program support for presentation at Club meeting(s) and develop the Club's annual calendar of events for presentation at monthly meeting(s).
3. The Board shall consist of the Executive Board and the Standing Committee chairpersons.
4. All officers shall service in their position for a (2) year period. The term of office shall run from May to May of the following year until such time elections are held. All officers must be 21 years of age and be a paid active member of the Club. An active member is one who attends meetings on a regular basis and actively participates in various Club events and activities other than parties, throughout the year. Offices are for a consecutive two year term.
5. The terms of President and Secretary shall run concurrently and commence in odd-numbered years. The terms of Vice-President and Treasurer will run concurrently and commence in even-numbered years. Only two (2) offices will expire in any given year.
6. President:
 - a. Shall preside over all meetings of the Club;
 - b. Establish the agenda for the meetings;
 - c. Shall appoint all Standing Committees with the approval of the Executive Board,
 - d. Shall appoint all Committees and shall be an ex-officio member of all committees with full voting rights,
 - e. Shall be allowed to vote;
 - f. Shall sign all contracts and documents in the conduct of the Club business which have been properly authorized;
 - g. May obligate funds of the Club and submit authorization for check disbursements for approved Club fund expenses including Club deposits;
 - h. Shall have regular meetings with the head coach or coaching staff as designated by the Head Coach and Club officers as needed;
 - i. May at any time request a detailed report of receipts and disbursements and the condition of all Club finances from the Treasure and school administration;
 - j. Shall provide leadership, organization and direction to the Club;
 - k. Shall serve as the liaison between the Club, Athletic Coordinator, School (Akins), AISD schools, AISD, and the community for all official Booster Club matters;

- l. Shall serve as the official spokesperson for the Club;
 - m. Shall appoint chairpersons for all standing or Ad-Hoc committees; and
 - n. Shall perform all such other duties as are incident to the office.
7. Vice-President:
- a. Shall perform the duties of the President or Secretary in the absence of either;
 - b. In the case of a vacancy in the office of the President, the Vice President shall succeed to the office of the President for the unexpired terms and the office of the Vice President shall be declared vacant; and
 - c. Shall chair or be a member of any committee whose composition requires the representation of one or more members of the Executive Board.
8. Secretary:
- a. Shall keep accurate records of the proceedings of all meetings of the club, documents which are the property of the Club. Documents shall be made available at a reasonable time for reading by any member after request;
 - b. Shall keep minutes including subjects discussed, all approved and denied motions, all officer & committee reports, a copy of the treasurer's report and all other matters presented for discussion. Minutes shall be sent to all members prior to the next scheduled meeting.
 - c. Shall be responsible for all general correspondence of the Club including all notices of meetings to the membership, Board and Executive Board;
 - d. Provide a membership sign in sheet at every meeting of the Club;
 - e. Shall conduct the general correspondence of the Club and keep an accurate list of memberships and perform such other duties as pertain to the office;
 - f. Shall keep attendance record of all members at every meeting;
 - g. Shall keep an accurate list of member's names, addresses, and telephone numbers;
 - h. Shall provide an updated membership information contact list to the officers.
9. Treasurer:
- a. Shall keep accurate and complete records of all receipts and disbursements of Club funds;
 - b. Request payment on all approved bills promptly upon receipt and deposit all receipts on a timely basis;
 - c. Provide a financial report at each meeting of the Club detailing receipts and disbursements information for the previous month and listing account balances;
 - d. Provide an annual report of income and expenses of the Club at the end of the Club fiscal year.
 - e. Shall collect all money due to the Booster Club and keep an accurate list of the amount and date dues were paid,
 - f. May obligate funds of the Club and submit authorization for check disbursements as required for approved Club fund expenses including Club deposits.
 - g. Checks to the Club shall be made payable to the Akins Baseball Booster Club
10. Office elections:
- a. Elections shall be held at the May general meeting, where any active member 21 years of age or older may be nominated for an office and nominations seconded. Each nominee must accept or decline his or her nomination at that time.
 - b. The listing of all candidates for an office is to be made available to the membership. An absentee ballot can be made available to any member upon request.
 - c. All nominations shall be announced with additional nominations taken from the floor with a second. Nominees must be present to accept or decline at that time. There will be no limit to the number of nominations. A motion to close nominations with a second must be made for voting to take place.
 - d. All voting may be done by ballot. Except if there is only one person nominated for each office, the election can be conducted by voice or hand vote.

- e. The President may appoint a committee to count the ballots after each vote. The results will be announced immediately after the vote for the office and before the vote is taken for the next office.
- f. The President shall be the first officer elected and shall assume the responsibilities of the office after the installation of the newly elected officers.
- 11. The new President shall appoint Committee chairpersons at a regular scheduled meeting.
- 12. Removal & Vacancies:
 - a. Officers shall attend all regular meetings and Board meetings duly called. Any officer missing three (3) consecutive meetings without presenting acceptable cause to the Board, will, by the Board, be ruled as unable to serve and upon being informed of the Boards' actions, said office shall be declared vacant. The Board may appoint a temporary replacement to complete the unexpired term. Board may nominate a temporary appointment and may bring the temporary appointment to a vote by the membership at the next regular meeting.
 - b. In the event an officer states publicly that he or she wishes to retire, the three (3) meeting clause is voided and he or she is automatically removed at the next meeting. The Board may appoint a temporary appointment or nominate a replacement to complete the unexpired term. Board may present the nomination for vote by the membership at the next regular meeting.
 - c. In the event an officer expires, the board shall nominate a replacement to complete the unexpired term and voted by the membership at the next regular meeting.
 - d. In the event a Committee Chairperson is not in attendance for the three (3) consecutive meetings, he or she may be replaced.

ARTICLE VII.

Meetings

- 1. Meetings will be scheduled as needed, but no less than monthly during the school year.
- 2. Meetings shall be held after reasonable notification to the general membership of meeting, location and time.
- 3. Any commonly used modified form of Roberts Rules of Order shall govern all deliberations of meetings unless otherwise specifically provided.
- 4. The President shall preside over all meetings of the Club. In the event the President's absence, the Vice-President shall preside. If both are absent, the Treasurer will preside. If all of the aforementioned officers are absent, the Secretary shall preside. In the event that all major executive officers are absent, the meeting will be postponed.
- 5. The President may call special meetings at any time. Board meetings will be held as needed at a time and place designated by the President.
- 6. The Secretary record topics discussed.
- 7. The Treasurer will give a financial report including details of receipts and expenditures and account balances.
- 8. The President shall ask for committee reports from each chairperson, followed by discussion.

ARTICLE VIII.

Committees

Membership – function shall be to solicit new members, collect the prescribed annual dues, maintain all membership records and maintain an up to date membership and mailing list and conduct ongoing effort to recruit new members.

Fundraising/Publicity – function shall be to publicize the activities and accomplishments of the Club and the baseball program and secure business sponsorships. Committee shall develop and present ideas to raise funds at monthly meetings for approval. Committee shall report the progress and outcome of all fund raising projects/efforts to the Club. Committee shall provide all receipts for expenses and funds raised to the Treasurer no later than one (1) week after the event. Committee shall solicit business sponsors on an annual basis and maintain a current list of business sponsors and provide that list to the Executive Board. The Committee shall ensure that the business sponsors receive recognition, e.g. plaques, certificates, advertisements, agreed upon during the solicitation process. Committee shall provide all fees collected to the Treasurer within one (1) week of collection.

Concession – function shall be to sell refreshments and other merchandise at designated sports events, ensure proper staffing and supervision of student workers, and food permits of the concession stand, purchase necessary supplies, set prices for selling of inventory items in order to maintain a proper gross profit margin and secure products for resale and to provide an accurate accounting for all receipts and disbursements from the concession stand. Committee shall collect funds and turn over said funds to the Treasurer or assigned agent within twenty-four (24) hours of the sporting or special event.

Ad-Hoc – responsible for the completion of a specific project, generally completed within the school term and which does not represent an ongoing need of the Club.

ARTICLE IX.

Fiscal Year, Finances

Whereas money given to a school cannot be earmarked for any particular expense and whereas booster clubs may make recommendations but cash or other valuable consideration must be given to the school to use at its discretion, therefore the Board shall secure a list of program needs for the school year from the duly authorized school representative.

1. Majority vote of the Executive Board present shall decide motions and authorize expenditures.
2. The President may approve spending up to Three Hundred dollars (\$300) without full board or membership approval. Proper receipts shall be turned in to the Treasurer.
3. Expenditures over Five Hundred dollars (\$500) shall be approved by a simple majority of the Board, in meetings or by conference calls or e-mail.

All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer, President, or the Vice- President, except that checks of \$500 or more must have the signature of at least two officers, such as the Treasurer and the President.

All checks shall be numbered and shall be held in the custody of the Treasurer. All payments by check shall correlate to an invoice or receipt, on which the check number and date paid shall be written. If a receipt or invoice is not available, an officer shall write and sign a description of what was purchased. Pre-signing blank checks is prohibited.

If debit/credit card is used to pay an invoice, all procedures for paper checks should be followed, regardless of the banks procedures (i.e., prior approval of processing the online payment should be obtained by way, for example, of email approval by the required number of signatories before processing the payment or voted on in a meeting and documented in the meeting minutes.) No personal charging on the card by the authorized users shall be allowed.

An individual (or 2) without signature authority on bank accounts should review and reconcile bank statements, cash tally sheets, invoices (and any other financial documentation maintained by the club) on a quarterly basis. It is preferred that this/these individual(s) be a booster club member and not a relative of any current Board member.

Cash should always be counted by two (2) non-related individuals, on the day the funds are collected, and at the site (i.e. school/golf tournament) where the funds are collected. A cash tally sheet showing the date and amount collected, and signed by the counters should be maintained. If the Treasurer is not one of the counters, the Treasurer should recount the funds, and counter-sign the tally sheet.

Cash should be deposited into the organization's bank account. A copy of the deposit slip shall be immediately forwarded and kept by the Treasurer. The deposit slip should be cross-referenced against the cash tally sheet, and saved for the bank reconciliation.

Cash withdrawals of \$500 or more require 2 Board members. They shall both sign the balance slip, or any form of documentation showing amount withdrawn, provided by the bank after the withdrawal. This document should be available for the quarterly reconciliation.

ARTICLE X.

Amendments

A. These by-laws may be amended at any time under the following procedures:

1. Bylaws may be revised or amended by a majority vote of members present at a regular monthly or special meeting.
2. The amendment is placed on the floor as a motion.
3. Discussion of the motion, pro and con, if any.
4. The motion will rest until the next regular meeting.
5. At the next regular meeting the discussion will resume, pro and con. At the end of the discussion, a show of hands vote will be taken. The motion shall pass or fail by a majority. If passed, it shall be submitted for an initial reading in writing at least one (1) month prior to the meeting at which voting will occur.
6. No amendment shall be put to a vote unless presented at the previous meeting.

7. A copy of the amendments shall be distributed to each member at the next regular meeting. It is the member's responsibility to attach the amendment to his or her copy of the by-laws, which he or she received upon joining the Club.

ARTICLE XI.

Dissolution

This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.