



PROCTOR BASEBALL BOOSTER CLUB BY-LAWS

ARTICLE I: **NAME**

The name of this organization shall be the Proctor Baseball Booster Club.

ARTICLE II: **PURPOSE AND FUNCTION**

The purpose of the Proctor Baseball Booster Club is to enrich player participation and development, promote a greater interest in and stronger fan base and support for Proctor Baseball, and to promote an opportunity for those people who want to be more involved in the program. The Proctor Baseball Booster Club will provide overall direction and adequate resources necessary to support Proctor Baseball. Membership dues will help generate funds and people power necessary to help the Proctor baseball program grow and flourish among the top programs in the state.

ARTICLE III: **MEMBERSHIP**

The membership of the Proctor Baseball Booster Club includes all baseball coaches, Proctor High School staff, baseball parents, alumni, and fans interested in contributing to the Proctor Baseball program.

ARTICLE IV: **ORGANIZATIONAL STRUCTURE**

The Proctor Baseball Booster Club, through its account with PROCTOR SYNERGY, is a non-profit/tax exempt organization located in St. Louis County, Minnesota. With the business purpose of an athletic organization, the Proctor Baseball Booster Club, through PROCTOR SYNERGY, is recognized as a 501(c)(3) effective August 2018.

The Proctor Baseball Booster Club shall have two (2) levels in its organizational structure:

1. Executive Board

The Executive Board duties are comprised of the following:

| <u>Board Position</u> | <u>Responsibility</u> |
|------------------------------|--|
| Varsity Coach | Provide input for coaching staff needs. |
| President | Facilitate all meetings – both general and executive. Oversees all Proctor Baseball Booster Club activities. |
| Vice President | Perform duties as assigned by the president. Preside over meetings in the president's absence. |
| Secretary | Record and maintain minutes of all meetings and distribute Proctor Baseball Booster Club minutes to all members. |



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Treasurer Record all incoming funds, expenses, and prepare financial statements and tax return as directed by PROCTOR SYNERGY.

The Proctor Baseball Booster Club will maintain a minimum of three (3) positions on the Executive Board. The positions of secretary and treasurer are always required to be maintained.

Additional duties for these positions will depend on initiatives and programs. Serving on the Executive Board is for the benefit of the program and does not assure preferential treatment of that board member's player(s).

There is no limit on the number of terms that an individual can serve.

The Executive Board bases its selection of a board member by majority vote. Any individual interested in serving in an executive board position shall formally submit a letter of interest to the current president and varsity coach. Except for the varsity coach, the term of each board position will be a two (2) year commitment. The term is based on a 12-month period starting July 1 and ending June 30.

2. Committees

There will be several committees organized to oversee major activities that are key to the booster club program. The Executive Board will select a committee chair each year. These committees may include (but are not limited to):

- A. Membership Administration
- B. Annual Fundraising Event/Other Fundraising Initiatives
- C. Concessions Management
- D. Annual Awards Banquet

All parents are welcome to join a committee and expected to participate in a minimum of one (1) committee and actively support fundraising activities/events.

ARTICLE V: **MEETINGS**

Section I Executive Board Meetings

Executive Board meetings will be held no less than four (4) times each year (or more frequently on an as-needed basis) to ensure that all planning is in place to allow initiatives to be completed and financial objectives met.

At a minimum on a yearly basis, the Executive Board shall:

- Review the by-laws and revise, as necessary.
- Review the financial status.



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- Develop a yearly budget with input from coaches, committee chairpersons, and the season wrap-up meeting.
- Determine eligibility for officer appointments.

The Booster Club meetings shall follow the Robert's Rule of Order. A minimum of three (3) Executive Board members must be present for a quorum.

Decisions made during Booster Club meetings are by majority rule.

The Booster Club president is responsible for developing and strictly following a meeting agenda. Any matters requested by general members shall be submitted to the Booster Club president a minimum of 24 hours prior to the meeting. All requests will be taken under consideration, but not guaranteed to be on the final agenda.

Approval of changes to the by-laws are by majority rule.

A financial statement will be presented at a minimum of two (2) meetings.

The Executive Board will review and approve the minutes from the previous meeting.

Section II All-Member Meetings

The coaching staff will host a minimum of two (2) general membership meetings. The timeframe and topics are as follows:

Pre-Season Meeting:

A pre-season meeting will be held in January or February. The coaches will present initiatives for the upcoming season and the committees that are required. Chairpersons for each committee will provide an overview of volunteer needs. Overview of the budget will be presented.

Coach/Player/Parent Meeting:

The meeting will be held in March or early April. Booster Club dues will be collected, and members will volunteer for the established committees.

The varsity coach will schedule additional meetings as needed.

These meetings are not considered formal Booster Club meetings. Agenda and meeting notes will not be issued.

Attendance by players and parent(s)/guardian is required.



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ARTICLE VI: *CONTINGENCY PLAN*

In the event an Executive Board position becomes vacant prior to the scheduled term, a qualified representative from the general membership or past Executive Board shall fill the position until the next election.

ARTICLE VII: *FISCAL REQUIREMENTS*

The Booster Club's fiscal year will be October 1 through September 30.

A tentative and prioritized expenses proposal from the coaching staff will be submitted by the end of September. The Executive Board will work with the coaching staff to finalize a budget recommendation. The budget proposal will be ratified by the full Booster Club membership no later than the January Booster Club meeting.

All non-budget expenditures must be approved by an Executive Board majority. Accepted method of communication will be email.

The Executive Board will acknowledge all donations with a receipt for the amount and a thank-you letter.

The Executive Board will ensure a minimum bank balance and the end of the fiscal year of \$5,000.00 that will be verified yearly. This minimum amount is to cover the incurred expense for the following fiscal year before any funds are raised.



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By-Law Enactment

The by-laws are enacted when all signatures are in place.

Varsity Coach – Anthony Bush

Date

President

Date

Vice President

Date

Secretary

Date

Treasurer

Date