



## **BYLAWS**

### **L.D. BELL BLUE RAIDER BASEBALL BOOSTER CLUB**

#### **Article I - Name**

**Section 1.1.** This organization is established as a non-profit association and shall be known as the **L.D. Bell High School Blue Raider Baseball Booster Club** hereinafter referred to as "**LDBHS BBC.**"

**Section 1.2.** The official mailing address of this organization is L.D. Bell Baseball Booster Club at 1601 Brown Trail, Hurst, TX 76054.

#### **Article II – Purpose**

**Section 2.1.** The LDBHS BBC is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

**Section 2.2.** Accordingly, LDBHS BBC will:

1. Comply with the Hurst Euless Bedford (HEB) Independent School District (HEBISD) policies, University Interscholastic League (UIL) regulations, and Federal and Texas State laws for booster clubs.
2. Stimulate and sustain positive interaction between the LDBHS BBC, parents, baseball players, coaching staff, the L.D. Bell High School (LDBHS) student body and the community.
3. Lend all possible support, financial and nonfinancial, to the activities of the LDBHS baseball program within the guidelines specified by the HEBISD Board of Education, the HEB Director of Athletics, the LDBHS Athletics Coordinator, LDBHS Administration, the LDBHS baseball coaching staff and UIL guidelines and regulations.
4. Participate (in cooperation with the LDBHS Head Baseball Coach or his designated coaching staff member(s)) in activities designated or conducted to promote the LDBHS Baseball Program.

#### **Article III – Dissolution Clause**

**Section 3.1.** Upon dissolution of the LDBHS BBC, the Executive Board shall, after paying or making provisions for the payment of all the liabilities of the LDBHS BBC, dispose of all the assets of the LDBHS BBC 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.

#### **Article IV – Membership**

**Section 4.1.** General Membership in the LDBHS BBC is open to any person interested in the LDBHS baseball program and who has paid their annual membership dues. Annual membership levels and related dues will be based on the membership levels previously determined by the Executive Board, which shall not be changed or altered without being submitted to the Executive Board for review and approval.

**Section 4.2.** LBDHS BBC may offer business and/or organizational sponsorships at levels previously determined by the Executive Board, which shall not be changed or altered without being submitted to the Executive Board for review and approval.

**Section 4.3.** The membership year shall be from January through December of each calendar year.

**Section 4.4.** There shall be no discrimination as to membership because of sex, race, color, ethnic background or religious affiliation (or lack of religious affiliation).

#### **Article V – Government**

**Section 5.1.** This organization shall be governed by an Executive Board of Directors hereinafter referred to as “Executive Board” composed of elected officers. To serve on the Executive Board, a candidate must be a member of the Booster Club and have a student that is currently active in the LDBHS Baseball Program (junior high or high school). However, if for any reason an elected officer does not have a student active in the LDBHS Baseball Program, but would like to remain on the Executive Board, approval by a two-thirds vote of the Executive Board will be required.

**Section 5.2.** The elected Executive Board of this organization shall be as follows:

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Secretary

**Section 5.3.** The term of office shall be January through December of each calendar year.

**Section 5.4.** Any vacancies in an Executive Board position will be filled by the Vice President until the Executive Board appoints a successor to fill the unexpired term of that office. A serving elected officer and/or a director may be removed from office for cause, including willful negligence of duty, by a two-thirds vote of the Executive Board. Each Executive Board position will have one vote, whether held by an individual or couple. The President shall vote only in the case of a tie vote via a signed proxy to another Executive Board member. Two-thirds of the current Executive Board, either in person, or by proxy, must be present to have a quorum.

**Section 5.5.** The Sponsor shall be the LDBHS Head Baseball Coach. The Sponsor will be a non-voting member of the Executive Board. The Sponsor may designate an alternate to attend the



meetings in his/her absence, and this alternate, who must be a faculty member or Administrator of LDBHS, will satisfy the requirement that the Sponsor be present at all meetings.

## **Article VI – Elections**

**Section 6.1.** The Executive Board shall be elected annually by the General Membership.

**Section 6.2.** Any individual interested in becoming an officer of the LDBHS BBC must meet the following eligibility requirements:

- 1) Must be members of good standing at the time of election and remain so during the term of office.
- 2) Be willing to serve and abide by the Baseball Booster Club Bylaws if elected.
- 3) The President and Vice President positions require a minimum of one-year prior membership in the LDBHS BBC and current membership in the LDBHS BBC.
- 4) The Treasurer and Secretary positions require current membership in the LDBHS BBC.

**Section 6.3.** At the end of each baseball season, nominations for Executive Board members will be accepted by the Executive Board. Notification and request for nominations will be solicited via the Booster Club's website, social media (Facebook, Twitter), and email. The period of nominations shall be no longer than thirty (30) days after notification.

**Section 6.4.** The President will provide the complete list of candidates to the Head Baseball Coach for review and consideration. The Head Baseball Coach may conduct interviews with any or all the nominees for an Executive Board position within fourteen (14) days of being provided the list of candidates. The Head Baseball Coach will express any concerns regarding the slate of candidates to the President as well as with the candidates themselves.

**Section 6.5.** The slate of candidates will be presented at the next scheduled regular meeting for election. A special meeting may also be called by the President, if necessary, to hold elections.

**Section 6.6.** Elections shall be by simple majority vote of current LDBHS BBC members present at the meeting or shall be by ballot if more than one person is nominated for any position.

**Section 6.7.** Nominees for Executive Board positions can be elected for consecutive one-year terms, each such term being separately voted on. Exceptions may be made by the Executive Board in case of need with the approval of the Head Baseball Coach. There will be a joint Executive Board meeting between all new and outgoing officers within thirty (30) days of the election. New officers will begin their one-year term on July 1<sup>st</sup> of each calendar year.

**Section 6.8.** Term of office: Executive Board members may not serve for more than two (2) consecutive terms in that office. A member can hold only one (1) office per term. In the event any elected officer is required to move from the area and/or resign from office, his or her place shall be filled with the Executive Board nominating and electing from the membership a replacement for the remainder of the unfilled term.

## **Article VII – Elected Offices and Duties**



**Section 7.1.** The duties of each elected office will be as follows:

**1) President**

- a. Call and preside over all meetings of the general membership and the Executive Board.
- b. The President may designate an alternate officer of the booster club to attend and preside over the meetings in his/her absence, and this alternate, shall preside to satisfy the requirement that the President be present at all meetings. In this instance, the President shall notify, if applicable, the Executive Board of his/her absence a minimum of 48 hours prior to the scheduled meeting.
- c. Oversee the Board Members and Standing Committees.
- d. Act as liaison between the Coaching Staff, School Administration and Members.
- e. Review annually the structure and organization of the Executive Board and Standing Committees and recommend changes, as necessary, to the Executive Board for approval.
- f. Minimum requirement is one-year prior membership in the LDBHS BBC and current membership in the LDBHS BBC.

**2) Vice President**

- a. Shall perform the duties of the President in his/her absence.
- b. Ensure that Robert's Rules of Order are followed during all meetings and assist the President in maintaining order at the meetings.
- c. Will oversee and otherwise perform the duties assigned as directed by the President.
- d. Responsible for all LDBHS BBC activities related to the following committees, but not limited to, Membership, Programs, Sponsorship, and Spirit Wear.
- e. Minimum requirement is one-year prior membership in the LDBHS BBC and current membership in the LDBHS BBC.

**3) Secretary**

- a. Shall be responsible for creating agendas to be made available during regular meetings and provided to the LDBHS Athletics Coordinator & LDBHS Head Baseball Coach prior to the occurrence of the meeting.
- b. Shall maintain an accurate written record of proceedings during all General and Executive Board meetings.
- c. Present minutes from the LDBHS BBC general meetings for approval at the next general meeting.
- d. Shall provide meeting minutes from General and Executive Board meetings to the LDBHS BBC webmaster to be posted, after approved, to the website.
- e. Carry out duties assigned by the President as required.
- f. Assist the President with maintaining a list of interested nominees and help with the process of slating the nominees on the ballot.
- g. Minimum requirement is current membership in the LDBHS BBC.

**4) Treasurer**

- a. Shall have custody of all monies in the LDBHS BBC's general operating fund.
- b. Be a signatory for all bank accounts and sign all checks issued by the organization.
- c. Reconcile bank statements and keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds.
- d. Maintain records pertaining to the tax-exempt status of the organization to ensure



- compliance.
- e. Present a financial report at each Executive Board meeting and make that report available, upon request of a member, at each general membership meeting.
- f. Collect funds and ensure deposits are made within seven (7) days of receipt of the funds and/or orders of payment.
- g. Prepare and Propose annual budget to Executive Board.
- h. Arrange for an annual independent review of the prior year's financial records.
- i. File tax returns and other legal documents as necessary. Services from an outside firm that specializes and is qualified in preparing tax returns and/or audits may be utilized with approval by the Executive Board.
- j. Serves as a member of all fundraising committees and insures that all transactions are recorded.
- k. Carry out duties assigned by the President as required.
- l. Minimum requirement is current membership in the LDBHS BBC and not an employee of HEB ISD.

**Section 7.2.** The Immediate Past President shall provide guidance and direction; shall assist translation; shall assist in continuity between boards; shall provide general communication between past and present board. He/she will not have a board vote.

**Section 7.3.** Attendance: All officers are required to attend all scheduled meetings. Failure to attend three (3) consecutive meetings may result in the review of the Officer's commitment to their position and the LDBHS BBC.

## **Article VIII – Elected Directors and Duties**

**Section 8.1.** The duties of each appointed director will be as follows:

### **1) Varsity Team & Tournament Director(s)**

- a. Communicates with the Varsity Team Parents and serves as the liaison for the Booster Club.
- b. Organizes Varsity team meals.
- c. Assists with recruiting Varsity parents to sign-up to work concessions and scoreboard during Junior Varsity home games.
- d. Assists with disseminating information among the Varsity team and parents and will bring to the board any concerns or information.
- e. Attend the booster club meetings regularly.
- f. Minimum requirement is current membership in the LDBHS BBC and parent of current Varsity Team player.

### **2) Junior Varsity Team & Tournament Director(s)**

- a. Communicates with the JV Team Parents and serves as the liaison for the Booster Club.
- b. Assists with recruiting JV parents to sign-up to work concessions during Varsity home games.
- c. Assists with disseminating information among the JV team and parents and will bring to the board any concerns or information.
- d. Attend the booster club meetings regularly.
- e. Minimum requirement is current membership in the LDBHS BBC and parent of current



JV Team player.

**3) Membership Director(s)**

- a. Supports the Executive Board by maintaining and providing membership information with respect to names, physical addresses, phone numbers and email addresses for distribution list purposes.
- b. Maintains an ongoing list of active and past members of the LDBHS BBC and distributes all necessary contact information to the Executive Board.
- c. Conducts an active and ongoing campaign to build membership in the LDBHS BBC to past, current and prospective members to encourage maximum participation in the booster club and its activities. This includes planning and coordinating membership drive activities.
- d. Maintains and edits membership forms for distribution.
- e. Recommends the various membership levels, related dues and membership gift items (if any) to the Executive Board for approval.
- f. Coordinates ordering membership gift items (if any) with the Spirit Wear Committee and is responsible for distribution of the gift items to members.
- g. Attend the booster club meetings regularly.
- h. Minimum requirement is current membership in the LDBHD BBC.

**4) Communications Director(s)**

- a. Shall be responsible for all LDBHS BBC correspondence to the members and public as directed by the Head Baseball Coach and/or the Officers of the organization.
- b. Shall be responsible for maintaining the e-mail distribution list of current members of the LDBHS BBC (information provided by the Membership Chairs et al).
- c. Checks incoming messages to the designated email address for the organization and responds directly or routes the message to the appropriate officer or director.
- d. Shall be responsible for furnishing notice of scheduled events and meeting to all members.
- e. Shall be responsible for disseminating all public relations correspondence on behalf of LDBHS BBC.
- f. Will be the primary administrator of the LDBHS BBC social media accounts such as Facebook and Twitter.
- g. Ensure that all current information pertaining to the LDBHS BBC is made available to members on the website and/or through and electronic newsletter in a timely and accurate manner.
- h. May solicit media coverage for key events and submit articles and/or pictures to local media concerning the LDBHS BBC or baseball program, pending approval from the LDBHS Head Baseball Coach.
- i. Attend the booster club meetings regularly.
- j. Minimum requirement is current membership in the LDBHD BBC.

**5) Program Director(s)**

- a. Establishes Program advertisements.
- b. Coordinates with Sponsorship Chair to solicit advertising from businesses, organizations and individuals for the Program in an effort to completely subsidize the production of the Program.
- c. Maintains an ongoing record of advertisers, amounts invoiced, amount collected, and accounts receivable in coordination with and supported by the Treasurer.
- d. Solicits other LDBHS sports, individuals and organizations for inclusion in



- advertisements into the Program.
- e. Solicits bids from program design and printing vendors for the production of the Program and provides recommendation of vendor to the Executive Board for approval.
- f. Coordinates the delivery of ads in acceptable format to the selected vendor for design, layout and printing of the Program.
- g. Coordinates business relationship with the selected vendor for design, layout and printing and ensures production and delivery of the Program.
- h. Attend the booster club meetings regularly.
- i. Minimum requirement is current membership in the LDBHD BBC.

## **Article IX – Standing Committees**

**Section 9.1.** Standing Committees are individuals or teams designed to help the Executive Board fulfill their responsibilities and execute the activities of the LDBHS BBC. Standing Committees also provide the opportunity for additional members to become more involved with the LDBHS BBC.

**Section 9.2.** Standing Committees are voted on my LDBHS BBC, have a key contact (Chairperson) and include the following:

- 1) Audit
- 2) Christmas with 6Stones
- 3) Craft Fair
- 4) Homecoming Parade
- 5) End of Season Banquet
- 6) First Pitch Dinner
- 7) Locker Room Decorations
- 8) Spirit Wear
- 9) Sponsorship

**Section 9.3.** New Standing or ad-hoc Committees may be formed, or existing Standing Committees modified or deleted, at the discretion of the LDBHS BBC membership.

**Section 9.4.** Each Committee Chairperson will attend the booster club meetings regularly and may be asked to present the status of their committee at the booster club meetings. Notification of such presentation will occur at least seven (7) days prior to the meeting to allow adequate time for preparation.

## **Article X – Meetings**

**Section 10.1.** Regular meetings shall be held monthly on Tuesdays at 6:00 p.m. throughout the school year. Meeting dates may be adjusted due to school/Holiday schedule. Any cancellations or modifications of meetings dates and times will be announced 48 hours in advance.

**Section 10.2.** Executive Board meetings will occur at least monthly throughout the calendar year on a day to be determined and agreed upon by the Executive Board. Executive Board meetings will be scheduled with at least 48 hours advanced notice. Executive Board meetings are open to the general membership.



**Section 10.3.** Special meetings may be called by the Executive Board with a majority vote at any time by directing the Secretary to notify via the Booster Club's website, social media (Facebook & Twitter) and email. This notice shall be provided not less than 48 hours prior to the meeting and will set forth the purpose of the meeting.

**Section 10.4.** Items to be placed on the meeting agenda must be communicated to the President and Secretary no later than 48 hours preceding that scheduled meeting and the agenda provided to the LDBHS Athletics Coordinator and LDBHS Head Baseball Coach in accordance with District Guidelines.

**Section 10.5.** Notice of LDBHS BBC meetings shall be posted on the LDBHS BBC website, social media (Facebook & Twitter) and distributed to the membership email list.

**Section 10.6.** Members present shall constitute a quorum. A majority vote of members present shall be deemed adequate and acceptable to conduct or transact business. A quorum for Executive Board meetings shall be two-thirds (2/3) of the Executive Board.

**Section 10.7.** Robert's Rules of Order shall be used as a general guideline as the authority to govern the meetings of the LDBHS BBC, its Executive Board and its Committees.

## **Article XI – Finances**

**Section 11.1.** LDBHS BBC shall maintain a checking account established through a local bank.

**Section 11.2.** The LDBHS BBC Executive Board will prepare a preliminary budget based on results from the prior year, input from the various directors and standing committees and considering adjustments for known events or economic conditions. In addition, the President will meet with the LDBHS Head Baseball Coach to solicit input on key needs of the program for the upcoming year.

**Section 11.3.** The LDBHS BBC Executive Board will submit the recommended budget to the LDBHS Head Baseball Coach and LDBHS Principal for consideration and approval.

**Section 11.5.** The final budget will be presented by the LDBHS BBC Executive Board to the general membership at a future meeting for ratification. Approval shall be by simple majority vote of current LDBHS BBC members present at the meeting.

**Section 11.6.** The budget will include an allocation of funds to execute the Booster Club activities and fund specific requests presented by the LDBHS Head Baseball Coach to the extent possible. Any funds provided to support or enhance the LDBHS Baseball Program will be provided exclusively in accordance with rules and guidelines set forth by the HEBISD, LDBHS Administration, and the UIL.

Note that the Executive Board may specify the total amount of funds available in the budget for specific equipment, goods and services, but may not specifically earmark or restrict the use of the funds to specific purposes or uses. All funds provided are meant to be in full compliance with the rules and guidelines set forth by the HEBISD, LDBHS Administration, and the UIL.



**Section 11.7.** Only expenditures identified in the approved budget of the LDBHS BBC will be permitted. The budget may be amended by the Executive Board, upon majority vote.

**Section 11.8.** Any changes in additional funds requested by committees or the total amount of money allocated to the LDBHS Athletics Department and LDBHS Head Baseball Coach for the purpose of equipment, goods and services to support and enhance the LDBHS Baseball Program must be approved by the Executive Board at the next regularly scheduled meeting.

**Section 11.9.** An Audit Committee will be established prior to fiscal year end to examine the financial report and accounts. The Audit Committee shall consist of two (2) or more board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a Certified Public Accountant (CPA), shall be hired by the audit committee to perform a full financial audit.

**Section 11.10.** The fiscal year of the LDBHS BBC shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year but may be changed by a majority vote of the Executive Board.

## **Article XII – Amendments**

**Section 12.1.** These bylaws may be amended by a simple majority vote of the current LDBHS BBC members present at the meeting in which they are proposed. All proposed amendments must be distributed and discussed at the Executive Board meeting prior to the meeting at which an approval vote is conducted.

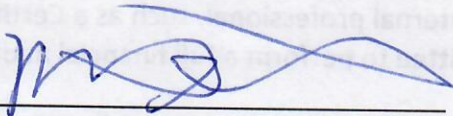
**Section 12.2.** The current bylaws of the L.D. Bell Blue Raider Baseball Booster Club were adopted and approved at the TBD regular meeting by the then standing Executive Board. These current bylaws shall supersede all previous bylaws of this organization.

*November 12, 2018*

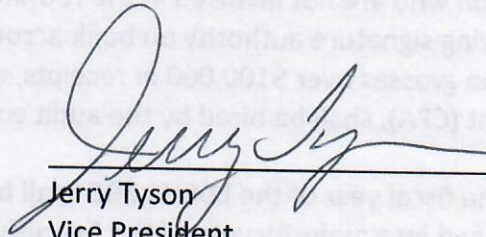


## CERTIFICATE OF ADOPTION OF BYLAWS

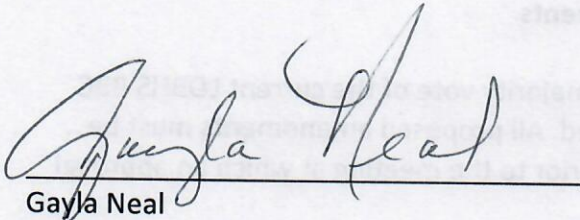
The undersigned do hereby certify that the above stated Bylaws for L.D. Bell Blue Raider Baseball Booster Club were approved and adopted by resolution of the Executive Board. In witness whereof, we have hereunto subscribed our names this 12 day of November, 2018.



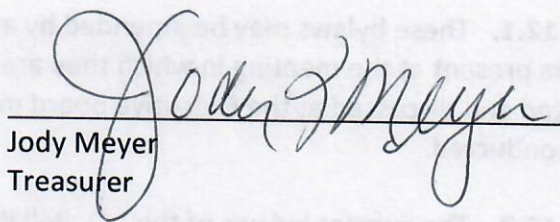
Brett Schackman  
President



Jerry Tyson  
Vice President



Gayla Neal  
Secretary



Jody Meyer  
Treasurer