

CONSTITUTION OF DHS BASEBALL BOOSTERS

Note: For economy of space, throughout this document masculine pronouns are used in the generic sense to apply to both genders.

ARTICLE I: NAME AND PURPOSE

Section 1: Name: This association shall be known as the DHS Baseball Boosters.

Section 2: Purpose: DHS Baseball Boosters shall be exclusively organized and operated to encourage and support the amateur athletes of the baseball program of Duncanville High School Duncanville, Texas.

Section 3: Limitation: DHS Baseball Boosters will work at all times in cooperation with the officials of the Duncanville Independent School District, but will not at any time dictate or interfere, or attempt to dictate or interfere, with the coaches, or with established policies of the Duncanville Independent School District.

ARTICLE II: MEMBERSHIP

Section 1: Eligibility: Membership in the DHS Baseball Boosters is open to all persons, without regard to religion, race, gender, color, creed or national origin and over the age of eighteen (18) years who are bona fide residents of the Duncanville Independent School District and who are interested in the promotion of the Duncanville High School baseball program.

Section 2: Control: All membership shall be subject to such dues, rules, and regulations as may be instituted by the DHS Baseball Boosters.

Section 3: Expulsion: Violation of any provisions of the Constitution by a member shall subject such member to expulsion from the DHS Baseball Boosters on motion of any member at a meeting, and confirmed by a majority vote of members present.

ARTICLE III: MEETINGS

Section 1: Schedule: Meetings of the DHS Baseball Boosters shall be held on call of the President as agreed upon by the members.

Section 2: Called Meeting Notification: Direct notification of membership.

Section 3: Parliamentary Procedure: Robert's Rules of Order Revised shall govern all deliberations of this association, except where such rules are in conflict with this constitution. Except where otherwise provided in this constitution, a simple majority vote of members present shall be sufficient to carry any motion.

Section 4: Quorum: A quorum shall be defined as a minimum of three officers and nine voting members.

ARTICLE IV: OFFICERS

Section 1: Titles: The officers of the DHS Baseball Boosters shall consist of a President, a Vice-President, a Treasurer, and a Secretary, these officers to be elected by the vote of the members.

Section 2: Selection: All officers shall be elected by a majority vote of members present, on motion from the floor by any member, and voting shall be by a show of hands, each member present being entitled to one vote.

Section 3: Tenure: Officers shall be elected at the first meeting after January 1st each year and shall take office immediately. They shall serve for one calendar year or until their successors have qualified.

Section 4: Eligibility: All members in good standing shall be eligible for election as officers.

Section 5: Removal: Any officer may be removed from office at any meeting on motion from the floor, by two-thirds majority vote of members present, and the voting therefore shall be by a show of hands, with each member entitled to one vote.

Section 6 Vacancies: A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the remaining officers.

ARTICLE V: DUTIES OF OFFICERS

Section 1: President: The President shall be the official head of the DHS Baseball Boosters. He shall preside at all called meetings, with such authority as is customarily conferred upon presiding officers. He shall have authority to call special meetings of the DHS Baseball Boosters at such times as he thinks desirable. He shall have the authority to appoint such committees as in his opinion are necessary to conduct properly the business of the DHS Baseball Boosters, and all committees so appointed shall serve at his pleasure. He shall see that this constitution is faithfully executed. He shall be, ex-officio, a member of all committees appointed or to be appointed.

Section 2: Vice-President: The Vice-President shall act as President in the absence or incapacity of the President and shall perform such duties as the DHS Baseball Boosters may determine.

Section 3: Treasurer: The Treasurer shall be the custodian of all funds and shall keep a detailed record of all income and expenditures, and shall report to the DHS Baseball Boosters thereon at any time, on the call of any member. At the first called meeting of the new fiscal year, he shall present the DHS Baseball Boosters with a written financial statement as to the activities of the past year and present condition of finances. He shall prepare and submit, in cooperation with the President, all such reports of financial activities as may be required by local, state and federal government.

Section 4: Secretary: The Secretary shall take the minutes of all the meetings and shall prepare them to be approved by the DHS Baseball Boosters and signed by the President at the next meeting.

ARTICLE VI: FINANCES

Section 1: Fiscal Year: Fiscal year shall be August 1 thru July 31.

Section 2: Receipts: All monies received by the DHS Baseball Boosters shall be turned over to the Treasurer, who shall deposit same in a Duncanville bank to the DHS Baseball Boosters account. Deposit receipts shall be obtained by the Treasurer and permanently retained as a part of his financial records. The Treasurer shall prepare and issue appropriate receipts for donors, vendors and such others as may be required.

Section 3: Expenditures: Monies shall be expended by the DHS Baseball Boosters only by check or draft on its bank account, except as provided below. All checks or drafts shall be drawn on the DHS Baseball Boosters and shall be signed by the President and countersigned by the Treasurer. The bank shall be instructed by the Treasurer to honor no instruments signed otherwise. The Treasurer shall supply the bank with a signature card which shall be changed annually following installation of new officers. The Treasurer shall obtain periodic statements from the bank and shall retain such statements and all canceled checks permanently as a part of his financial records.

Section 4: Petty Cash: The Treasurer may issue up to \$200.00 cash to any member as a petty cash advance, to make purchases for DHS Baseball Boosters as authorized by an officer. Receipts for all purchases and all remaining cash shall be surrendered upon closure of the petty cash account at fiscal year end. Any shortage will be the responsibility of the member in whose name the petty cash account was opened.

Section 5: Authorization: Monies of the DHS Baseball Boosters shall be expended only for general purposes and such specific items as may be authorized by a majority of the members present at a called meeting voting by a show of the hands.

ARTICLE VII: AMENDMENT

This constitution shall be amended only by submission in a called meeting on motion from the floor, and passage at the next succeeding meeting by a two-thirds majority of vote of members present, by a show of hands, and shall not become effective until one day after the next succeeding called meeting of the DHS Baseball Boosters following the called meeting at which passage was obtained. The Secretary shall record in the minutes as a permanent record of the DHS Baseball Boosters the number of all members voting for the amendment, the number voting against the amendment, voting by a show of hands.

ARTICLE III: DISSOLUTION

Section 1: Inurement: No part of the net earnings of this association shall inure to the benefit of any member or any private individual (except that reasonable compensation may be paid services rendered to or for the association effecting its purposes), and no member or any private individual shall be entitled to share in the distribution of any of the association's assets on dissolution of the association.

Section 2: Disposition of Assets: In the event of dissolution, after paying or making provision for the payment of all the liabilities of the association, the officers of the association shall dispose of all the assets of the association exclusively for the purpose(s) of the association in such manner, or to such organization or organizations organized and operated exclusively for educational, charitable, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954, or of the then-existing United States Internal Revenue law that might correspond to such section.

We the undersigned charter members do hereby adopt the constitution and hereby create the DHS Baseball Boosters:

Bill Fahey, President

Tom Bartosh, Treasurer

AMENDMENTS Approved by majority vote October 30, 2012

Article III: Meetings, **AMEND BY ADDING:** **Section 5: Special Meetings:** 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. Meetings may be held telephonically, electronically, or by email with minutes to be recorded by Secretary and votes taken electronically or by email.

Article IV: Officers, Section 1: Titles: **AMEND TO:** The officers of the DHS Baseball Boosters shall consist of a President, a Vice – President-Operations, a Vice-President-Concessions, a Treasurer, and a Secretary, these officers to be elected by the vote of the members.

Article IV: Officers, Section 2: Selection: All officers shall be elected by a majority vote of members present, on motion from the floor by any member, and voting shall be by a show of hands, each member present being entitled to one vote. **AMEND BY ADDING:** Nomination of officers shall be held at the April booster meeting. Election of officers shall be by a quorum at a meeting held on or before May 31st.

Article IV: Officers, Section 3: Tenure: **AMEND TO:** The term of each elected officer shall be for one (1) year, beginning on August 1st following their election and shall conclude the following July 31st. No person shall occupy the same elected officer position for more than four (4) consecutive terms.

Article IV: Officers, **AMEND BY ADDING:** **Section 7: Multiple Family Members:** Only one member of a family may serve as a signing officer at the same time.

Article V: Duties of Officers, Section 2: **AMEND TO:** **Vice-President-Operations:** The Vice-President-Operations shall attend 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-Operations will assume the duties of the Secretary or Treasurer in their absence. The Vice-President-Operations will also be in charge of developing and implementing programs designed to raise funds. Such programs are to be carried out by DHS Baseball Booster members on a volunteer basis.

Article V: Duties of Officers, Section 3: **AMEND TO:** **Vice-President-Concessions:** The Vice-President-Concessions shall be in charge of all operations of the concessions, as well as ordering any and all supplies for the operation of the concession.

Article V: Duties of Officers, Section 4: **AMEND TO:** **Treasurer:** The Treasurer shall attend all meetings, receive all monies of the DHS Baseball Boosters, including membership fees, keep accurate records of receipts and expenditures and disburse funds as authorized by the DHS Baseball Boosters and co-sign checks with the President or Vice-President-Operations. The Treasurer shall present a statement at every meeting; see that an audit of the books be performed by an audit committee as described in Article VI, Section 6 of these revisions, to be conducted annually or biannually 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 DHS Baseball Booster bank account and securing signature changes as required.

In the treasurer's absence the treasurer's report shall be read by an executive board member in lieu of treasurer presence.

AMEND BY ADDING: **Article V: Duties of Officers, Section 5: Secretary:** The Secretary shall take the minutes of all the meetings and shall prepare them to be approved by the DHS Baseball Boosters and signed by the President at the next meeting. The record copy of the minutes shall be kept by the Secretary, and maintained permanently. The current Secretary is responsible for maintaining the required set of minutes.

AMEND BY ADDING: **Article VI: Finances: Section 6: Audit Committee:** The Chair of the Audit Committee will be the current Treasurer. The Executive Board shall appoint an Audit Committee, consisting of not less than two (2) active members, at least one (1) whom has 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 August 1st.