



AMENDED AND RESTATED BYLAWS OF BECKMAN BASEBALL BOOSTER CLUB





TABLE OF CONTENTS	PAGE
<u>ARTICLE I:</u> NAME.....	3
<u>ARTICLE II:</u> PURPOSE.....	3
<u>ARTICLE III:</u> POLICIES	4
<u>ARTICLE IV:</u> MEMBERSHIP AND DUES	4
<u>ARTICLE V:</u> OFFICERS, EXECUTIVE BOARD AND ELECETIONS.....	4
<u>ARTICLE VI:</u> DUTIES OF THE EXECUTIVE BOARD.....	5
<u>ARTICLE VII:</u> COMMITTEES	7
<u>ARTICLE VIII:</u> MEETINGS	8
<u>ARTICLE IX:</u> QUORUMS AND REPRESENTATION	9
<u>ARTICLE X:</u> FINANCIALS.....	10
<u>ARTICLE XI:</u> AUDIT AND FISCAL YEAR	11
<u>ARTICLE XII:</u> AMENDMENTS.....	11



Article I: Name

The name of the organization shall be the "Beckman Baseball Booster Club" (the "Booster Club").

Article II: Purpose

Section 1. The Beckman Baseball Booster Club's mission is to provide volunteer support for the Patriot Baseball Team and to raise funds necessary to provide a quality baseball experience for Beckman High School Student Athletes, Fans and Program Supporters.

Section 2. No player shall be excluded from participation due to lack of financial resources. The Booster Club shall provide fundraising opportunities as well as scholarships on an as needed basis.

Section 3. The focus of the Booster Club is to support the Arnold O. Beckman High School ("BHS") Baseball Teams and to work cooperatively with the school for the benefit of the student.

Section 4. The Booster Club shall raise funds for the support of the Beckman High School Baseball Teams.

Section 5. Notwithstanding other provisions of these Articles, the Booster Club is organized exclusively for educational purposes as specified in Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended (the "IRC"), and shall not carry on any activities not permitted to be carried on by an organization exempt from Section 501 (c)(3) of the IRC.

Section 6. The purpose of these bylaws is to ensure a smooth and proper flow of business at meetings and activities involving the Booster Club.

Section 7. The Booster Club shall support the policies of the Tustin Unified School District.



Article III: Policies

Section 1. This organization shall be non-profit, nonsectarian and non-partisan.

Section 2. This organization shall be philanthropic in nature.

Section 3. This organization shall promote the interest of the students athletes participating in this activity.

Article IV: Membership and Dues

Section 1. Membership and voting privileges in this organization shall be granted to parents and guardians of all baseball players on the BHS Baseball Teams.

Section 2. Affiliate members ("Affiliate Members") shall be places of business, community organizations, alumni, relatives and individuals wishing to support the Booster Club. Affiliate members shall not be eligible to vote, hold office, or constitute any portion of a quorum.

Article V: Officers, Executive Board and Elections

Section 1. The elected Officers of the Booster Club, all members in good standing, shall include the President, 1st Vice-President Fundraising, 2nd Vice President Volunteer Coordinator, 3rd Vice President -Webmaster, Secretary, Treasurer, Parliamentarian and Ex Officio- Advisor/Varsity Coach.

Section 2. The elected Officers of the Booster Club shall be members of the Executive Board.

Section 3. The term of office for all elected Officers and the members of the Executive Board shall be one year.

Section 4. A Nomination Committee shall be formed in March to secure nominations for an incoming Executive Board. Only those members who are eligible and who have signified their consent shall be nominated for the office. *(See Article VII, Section I of these Bylaws for the duties and responsibilities of the Nomination Committee.)* Notice of the Election Meeting shall be given at the



time of the formation of the Nomination Committee. Notice of the Election Meeting shall be given at the time of the formation of the Nomination Committee.

Section 5. Executive Officers shall be voted upon at a meeting in May. In addition to the slate of officers presented by the Nomination Committee, the President shall call for nominations from the floor

Section 6. In the event that there are two or more candidates for an office, voting shall be by written ballot. A majority of those present in person at the Election Meeting shall elect. There shall be no proxy voting allowed.

Section 7. Newly elected officers shall assume their duties on June 15th, following their election. All outgoing Officers shall assist in the transition of duties.

Section 8. Any vacancy shall be filled by the President and approved by majority vote of the Executive Board.

Article VI: Duties of the Executive Board

Section 1. President: The President shall preside at meetings of the Booster Club and any meetings of the Executive Board. The President shall appoint chairs of any and all committees determined to be useful or necessary in the operation of the Booster Club. The President, or its designee, shall represent the organization at any BHS or Tustin Unified School District meeting.

Section 2. 1st Vice President- Fundraising: The 1st Vice- President shall assist the President and assume the duties of the President during any absence of the President. The 1st Vice- President shall serve on an as needed basis as an ex officio member of any committee as requested by that committee chair. The 1st Vice- President shall also facilitate fundraising events.

Section 3. 2nd Vice President – Volunteer Coordinator: The 2nd Vice President shall be responsible for identifying volunteers for the various committees and keeping a record of volunteers and committee assignments, as well as marketing the Beckman Baseball Program in the community. The 2nd Vice President shall be the contact person for the Committee Chairs.

Section 4. 3rd Vice President – Webmaster: The 3rd Vice President shall maintain, update and facilitate the program website.



Section 5. Secretary: The Secretary shall maintain the Booster Club Minute Book, take notes at and prepare the minutes of all meetings of the Booster Club and the Executive Board, maintain the booster club roster and record attendance at each Booster Club meeting and Executive Board meeting.

Section 6. Treasurer: The Treasurer shall be in charge of all funds of the organization and shall be responsible for the collection, deposit and accounting of all monies. The Treasurer shall pay all expenses and shall prepare a monthly report on income and expenditures. All checks shall require 2 signatures.

Section 7. Parliamentarian: The Parliamentarian shall advise the Board on matters of parliamentary procedure and shall also assume the following duties and responsibilities:

- a) Attend all the meetings of the Booster Club and all Executive Board meetings and give necessary advice in parliamentary procedure when requested in accordance to Robert's Rules of Order, Newly Revised.
- b) Call the first meeting of the Nominating Committee and give instructions regarding the procedure by which the Nominating Committee shall conduct its purpose, including an explanation of the eligibility requirements to hold office, which offices are to be filled, and those sections of the Bylaws that pertain to the conduct of the Nominating Committee. The Parliamentarian conducts the election of the chairman of the Nominating Committee. The Parliamentarian does not automatically serve as a member of the committee unless elected to it. The Parliamentarian, if not a member of the Nominating Committee, should be available for any questions by telephone, electronic mail or in person at a specific location.
- c) Review and study the Booster Club Bylaws and Mission Statement annually, if changes are required, ask the President to appoint a committee for this review.
- d) Assist with the formation of a Bylaw Committee, if determined necessary, which shall consist of at least three (3) and no more than five (5) members.
- e) Be entitled to all rights and privileges of an Officer/Board member, including the right to make motions, debate and vote.



Section 8. Ex Officio – Advisor/Varsity Coach: Shall be responsible for communicating to the Booster Club members at all Booster Club meetings, including information regarding the program schedules, rules and regulations, and pertinent activities relating to the players. The Varsity Coach shall not be eligible to vote, hold office, or constitute any portion of a quorum.

Section 9. Vacancies: Vacancies in any other position except President shall be filled by appointment of the President and approved by the Booster Club Regular Members. In the event of a vacancy in the office of the President, the Executive Board shall have the authority to elect an interim President.

Article VII: Committees

Section 1. Nominating: The Nominating Committee shall recommend candidates for all Officer and Executive Board positions. The duties and responsibilities of the Nominating Committee include the following:

- a) The Nominating Committee shall consist of (three) 3 members, including (one) 1 member of the Executive Board and (two) 2 Regular Members nominated by the majority vote of the general membership in attendance at the March Booster Club meeting;
- b) The Nominating Committee shall contact all Regular Members in person, via telephone or email during the Month of March to solicit interest in serving as an Officer/Executive Board member;
- c) The Nominating Committee shall present candidates for Officer and Executive Board positions in writing at a Booster Club meeting held in April for the purpose of nominating the Officer and Executive Board positions. This meeting shall be held 30 days prior to the election;
- d) Nominations from the floor of the Booster Club Meeting shall be accepted;
- e) Consent of all candidates shall be obtained before their names are placed in nomination;
- f) The Election Meeting shall be held in May each year. Nominations from the floor of the Booster Club Election Meeting shall be accepted and;
- g) A majority of votes cast by members at the Booster Club Election Meeting shall be necessary for the election of the Executive Board members.



Section 2. Fundraising: The Fundraising Committee shall be responsible for recommending and implementing fundraising activities for the Booster Club.

Section 3. Snack Bar: The Snack Bar Committee shall be responsible for overseeing snack bar activities including securing volunteers, ordering food and beverages, and maintaining record keeping of snack bar expenditures.

Section 4. Banquet: the Banquet Committee shall be responsible for planning the annual banquet, including securing of location, costs, menu, program, decorating, ticket sales and presentation of awards. Additionally, this committee shall also be responsible for compiling all the information, stats, pictures, ads, etc. and produce the actual Souvenir Program for the year- end banquet. The Souvenir Program is to be approved by the Executive Board prior to printing.

Section 5. Team Parents (3): One representative from each team to be the point of contact to distribute information and to communicate program activities to the players and parents.

Section 6. All committee chairs shall write a committee report, including a financial recap for Christmas tree/wreath sales and Casino Night, and at the conclusion of these events, submit their report to the Executive Board.

Section 7. Committee reports and budgets from all committees shall be turned over to their successors at the Joint Executive Board Meeting.

Section 8. Revisions to this list can be made upon the approval of the Executive Board.

Article VIII: Meetings

Section 1. General Booster Club meetings may be held monthly. A minimum of two scheduled general Booster Club meetings shall be held annually.

Section 2. All Booster Club Members shall be notified of any scheduled meetings via email and by posting meeting dates on the Beckman Baseball website. Notice of meeting changes to be given to the Members not less than three (3) days in advance of such meeting.



Section 3. There must be a quorum of ten (10) Members present, including Officers of the Booster Club, before any business can be carried out at a general meeting

Section 4. The President may call an emergency membership meeting with the endorsement from a majority of Executive Officers. The emergency meeting must be called within 10 days of the President's original request;

Section 5. Executive Board Meetings may be held monthly during the term of office. At a minimum, an Executive Board Meeting shall be held in June and August of each year.

Section 6. All meetings shall include the call to order, the Coach's report, a review and approval of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, old and new business and adjournment.

Section 7. All general meetings of the Booster Club shall be open to interested members of the Booster Club and an opportunity shall be provided for individuals to address the Booster Club.

Section 8. Any Officer may call an emergency meeting of the Executive Board.

Section 9. Robert's Rules of Order, Newly Revised, shall be recognized as the authority governing all meetings of the Booster Club, its committees and the Executive Board.

Article IX: Quorums and Representation

Section 1. A quorum must be present in order to transact any business. A majority vote of the quorum shall be required for approval of any motion except as otherwise provided for in the bylaws.

Section 2. A quorum at Executive Board Meeting shall consist of 50% plus 1 of the voting members of the Executive Board.

Section 3. A quorum at meetings of the Booster Club shall consist of 50% plus 1 of the voting members present, in person, at the Booster Club meeting.



Section 4. Each parent or guardian with a is entitled to one vote when personally in attendance at the meetings of the Booster Club.

Article X: Financials

Section 1. Budgets

- a) The Treasurer shall prepare and submit the proposed yearly budget to the Executive Board for approval at the first Executive Board meeting. Budgets will be presented for review by the membership at the first general meeting of the year.
- b) The Treasurer shall submit budget revisions to the Executive Board for final approval.
- c) Expenditures cannot exceed approved budgeted amounts without the approval of a majority of the Executive Board.
- d) Coaches' stipends will be determined annually by the President, Treasurer, and Varsity Coach.

Section 2. Check Writing

- a) All funds for the Booster Club will be deposited into a checking account in a federally insured banking institution (with no service charge attached to the account if possible).
- b) The President, Treasurer, and Secretary shall have signatory authority as to bank accounts. In all instances, two signatures shall be required to appear on any check.

Section 3. Documentation

- a) Receipts for all expenditures will be saved for five years and will be kept with the records of the Booster Club Treasurer. All expenditures must be covered by a receipt or in the case of a lost receipt, a written description of the expenditure including the item, its cost and where and when purchased.
- b) Receipts shall be submitted for every check written for reimbursement.
- c) The Treasurer shall maintain a record of all the income and expenditures of the Booster Club in accordance with the legal requirements of the State of California in relation to non-



profit corporations. Said record will be kept current and available to the all Regular Members upon request.

Section 4. Expenditures. Proposed Booster Club expenditures shall be presented at monthly Booster Club meetings for approval and payment. All expenditures for budgeted items shall be considered approved by the Booster Club. Non budgeted expenditures of over \$1,000 must be approved at Executive Board meetings or by electronic vote of a majority of the Executive Board members.

Article XI: Audit and Fiscal Year

Section 1. The fiscal year shall coincide with the fiscal year of the BHS Super Boosters, May 31.

Section 2. Any monies remaining at the end of the fiscal year shall be rolled over to the Booster Club's next fiscal year.

Section 3. An annual audit may be made of the Treasurer's books at the end of the term or at any time if requested by a 2/3 vote of the Executive Board.

Article XII: Amendments

Section 1. The Board shall review these Bylaws Annually.

Section 2. These Bylaws may be amended at any general meeting by a two-thirds (2/3) vote of those members present and voting notice has been given in writing no less than fifteen (15) days prior to the meeting or read at a previous meeting.



**CERTIFICATE OF SECRETARY
OF
THE BECKMAN BASEBALL
BOOSTER CLUB**

I, Leslie Polley, Secretary of the Beckman Baseball Booster Club (the "Booster Club"), hereby certify that the foregoing Bylaws, constitute a true and correct copy of the Bylaws of the Booster Club as duly adopted by the members at a meeting held _____, **2017**.

IN WITNESS WHEREOF, the undersign has executed this Certificate as of _____, **2017**.

Leslie Polley