



DeSoto Central High School Baseball Booster Club By-Laws

1. Name

- 1.1. The name of this organization is DCHS Baseball Booster Club.

2. Mission Statement

- 2.1. The sole purpose of the Booster Club will be to support the DeSoto Central High School Baseball Program through volunteer work, fund raising for the program and other activities.

3. Membership

- 3.1. The membership year shall be defined as August through May
- 3.2. All DCHS baseball player's family will be given the opportunity to join the DCHS Baseball Booster Club. In the event, a player's parents are divorced, each parent or guardian will be given the opportunity to join the Booster Club.
- 3.3. The booster club shall conduct an annual enrollment of members. Membership term runs from August through May.
- 3.4. The Booster Club annual membership dues of \$100 will be due no later than the October general membership meeting. Dues cannot be pro-rated for less than a year's membership
- 3.5. For every paid membership, the family will be given one vote on each matter submitted to a vote of members.

4. Organization / Officer

- 4.1. There shall be an executive board for this organization, all of whom must be members in good standing. The Board will compose of the Board of Directors for the booster club and shall consist of the following officers that will be elected once a year:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - One representative for each grade (12th, 11th, 10th), and one from the Freshman Team (9th grade or 8th grade) for a total of 4 grade representatives.
- 4.2. The representative for the freshman team will not be elected until after the members of the freshman team have been selected. If at any time, there is no Freshmen Team a 4th representative shall still be elected from either the 9th or 8th grade so long as there is at least one player from either grade on the baseball team.
- 4.3. The maximum number of board members shall be 8 in any given year. The minimum number of board members in any given year shall be 7. If at any time due to unforeseen circumstances the board membership falls below 7, the highest-ranking remaining board member will call for and conduct a special election to fill the vacant position(s) for the remainder of that year.
- 4.4. The term of service for the board will be one year. Officers may be elected for up to two consecutive terms in the same office for president, vice-president, treasurer, and secretary.



- 4.5. No more than one family member of a player on the DCHS Baseball Team will serve on the Board in a term.
- 4.6. The DCHS Athletic Director will serve as an advisor to the Board and in the absence of the Athletic Director the principal of DCHS high school will serve.

5. Officers Nomination and Election

- 5.1. The officers will be elected at the last general membership meeting by members in good standing of the DCHS Baseball Booster Club. Elections will be held in May of each year.
- 5.2. All individuals whose names are placed in nomination must have been nominated by another member in good standing. No self-nominations will be allowed.
- 5.3. All individuals whose names are placed in nomination for one of the officer positions named in section 4 organization / officers must be members in good standing.
- 5.4. Good Standing will be defined as the following:
 - Having paid the current year's membership dues on time, at least one parent must work a fund raiser or other event including concessions and must attend at least 50% of the booster club meetings.
 - Will require that the member be related to a current member of the DCHS Baseball Team.
- 5.5. Parents of graduating seniors will not be allowed to vote in the May election of new officers but can nominate good standing members.

6. Meetings

- 6.1. A minimum of at least 4 general membership meetings of the DCHS Baseball Booster Club will occur each year. These will be scheduled and conducted by the board of directors as necessary and practical.
- 6.2. The annual end of the year baseball banquet shall be considered a general membership meeting, at which time elections will be held for the Executive Board Officers.
- 6.3. A minimum of at least 1 Executive Board meeting will occur each year. These meetings will be scheduled and conducted by the President as necessary and practical, or the highest-ranking remaining board member in the event of unforeseen circumstances.
- 6.4. For both the general membership meetings and the executive board meetings, 50% attendance respectively will be a quorum.
- 6.5. Any matter brought before the membership at a meeting at which quorum is not present shall be discussed and decided by the Executive Board.
- 6.6. Any club item to be voted on by the general membership or the executive board must have a quorum present to be conducted. A passing vote of the general membership or the executive board shall be 50% plus one for either group.
- 6.7. Special meetings of the general membership may be called at the discretion of the Executive Board and or the President. At least a five-day notice shall be given for the special meetings.
- 6.8. Minutes shall be kept of the proceedings of any meeting of members
- 6.9. Any action required to be taken by the Executive Board may be taken without a meeting if all the members of the Executive Board consent in writing to take the action and approve the specific action. Members of the Executive Board may participate in a meeting through use of video or audio software applications or similar communications equipment so long as members participating in such meeting can hear one another.



7. Duties of Officers

The Executive Board is responsible for the operation and management of the club and shall have:

- Willingness to attend meetings, school activities and fundraiser during their term
- Desire to promote the DCHS Baseball program throughout the community
- Familiarity with the By-Laws of the Club and Knowledge of parliamentary procedures

The duties of elected officers are described as such:

7.1. **President**: Oversight of all club activities, business, and adherence to stated purpose of existence.

- Call and conduct meetings of the general membership and board of directors.
- Prepare the agenda with the help of the Secretary
- Communication with board of directors, general membership, DCHS coaching staff, and DCHS administration.
- Be an executive official member of all committees and other duties as needed.
- Appoint committee leads for all committees and as needed
- The President shall vote in the case of a tie of the executive board and the general membership.

7.2. **Vice President**: Perform duties of President as needed during any absence or vacancy. Keep in contact with committee chairperson assigned by the President and in contact with executive officers. Lead and/or assist with various club activities/business as needed or assigned.

7.3. **Secretary**: Primarily responsible for the club's record keeping and internal communications including informational packets, email announcements, social media, advertise volunteer request. Recording and distributing meeting minutes including member attendance

- Conducting officer nominations and elections.
- Keep a roster of all active members includes maintaining a distribution list of member's email addresses and distribution to all members
- Record keeping for the By-Laws and Articles of Association and distribution as needed
- Will preside over the meetings if the President and Vice-President are absent
- Lead and/or assist with various other club activities as needed or assigned.

7.4. **Treasurer**: The Treasurer will be primarily responsible for the organization's funds, records and:

- Organize, document and record all financial activities, while ensuring all funds are received and spent in accordance with the organization's bylaws and annually approved budget.
- The Treasurer will have the responsibility for keeping and maintaining the Club's check book in good order.
- Ensure invoices or receipts are provided for all funds and timely paid or deposited in the organization's authorized bank account(s).
- Present an income statement and cash flow to the general membership at each regulatory meeting and at other times as requested by the Executive Board. Financial statements are reported quarterly to the DeSoto County Office.
- Be responsible for coordinating preparation and updates required of state and federal filing forms, and all information for tax purposes.



- Assist in the preparation of annual budgets and general membership goal contribution status for all fundraisers. Lead and/or assist with various other club activities as needed or assigned.

7.5. **Grade Representatives:** Primary point of contact, communication, and liaison for each member that they represent. Will lead one committee and Lead and/or assist with various other club activities as needed or assigned.

8. Finances

- 8.1. The fiscal year for the club will run from August 1st through July 31st.
- 8.2. The Executive Board shall present to the general membership at the first regulatory meeting of the official fiscal year a budget of anticipated expenses for the year for approval. This budget shall be used to guide the activities of the organizations during the year including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the general membership
- 8.3. At no time may monies collected in the name of the Club be used to personally benefit a member of the Club or their child for any personal gain whatsoever.
- 8.4. All fundraising activities must be approved by the Board.
- 8.5. No contract may be entered into on behalf of the Club without the written consent of majority of the Board.
- 8.6. At no time may any Board member commit the Club to any enterprise, contract, commitment, or activity with liability exposure in excess to the Board's current net worth plus \$499.
- 8.7. All expenditures over \$499 must be approved by a majority of the Board before said expenditure is disbursed or the Club will not be responsible for said expenditure. Any deviation from this Policy becomes the personal liability of the individual or individuals who entered into the agreement. Any expenditure under \$499 entered into with only one Board member's approval must be one transaction and not commit the Board to future liabilities or expenditures above the initial expenditure limit of \$499.
- 8.8. A debit card can be established in the name of the organization of the bank account(s) and the treasurer and president shall only have access to the debit card following the expenditure guidelines outlined in the current by-laws.
- 8.9. All checks must be signed by the Treasurer or by the President except for checks over \$1,000 must have the signature of at least two officers.
- 8.10. The financial statements will be periodically reviewed by a 3rd party CPA under the direction of the President.
- 8.11. All records of the organization shall be maintained and destroyed in accordance with law and standard record retention guidelines.



Record	How to Store	Period of Time
Federal and state set up organization documents, organization status, By-laws and Articles of Association and other related documents	Store in a corporate record book, binder or cloud-based software	Permanent
Yearly and quarterly financial reports and statements, Annual IRS tax forms, State tax forms	Store in a corporate record book, binder or cloud-based software	Ten Years
Bank statements, invoices, check registers, canceled checks, receipts, and related documents	Compile and file records on a yearly basis and store in a binder or cloud-based software	Seven Years - Store with financial records
Monthly financial reports, meeting minutes and attendance	Compile and file records on a yearly basis and store in a binder or cloud-based software	3 Years - Store with financial records

9. General Provisions

- 9.1. Changes in By-laws must be ratified by the Board of Directors and general membership notified at the next regular scheduled meeting.
- 9.2. By-laws shall be provided to the general membership during the first annual meeting of the fiscal year.
- 9.3. During general meetings of the DCHS Baseball Booster Club any good standing member may make a motion, second a motion made and vote on all motions that may affect the business or activities of the booster club. A simple majority of the membership present shall be required to enact or undertake action.
- 9.4. In the event, that the DCHS Baseball Booster Club ceases to exist, once all financial obligations are satisfied any remaining money will be donated to the DCHS activities fund
- 9.5. These by-laws have been adopted for the DCHS Baseball Booster Club by unanimous vote of the duly elected 2021-2022 board of directors as indicated by each board member’s dated signature below and the revision update history chart

Revision Date	Summary of Change / Section
Effective May 2006	Initial set up of DCHS Baseball Booster Club By-Laws
Revised 7/2015	Revised by Baseball Booster Club Board Members
Revised 1/2018	
Revised 5/2018	
Revised 9/18/2018	Update voting for freshman representative requirements
Revised 1/10/2022	Updated structure of the bylaws



DeSoto Central Baseball Booster Club By-Laws

These are the by-laws of the DCHS Baseball Booster Club, as put forth herein, were ratified and accepted by the Executive Board / Board of Directors on the 10 day of Jan, 2022.

Officer	Signature	Date
Sidney Tapper, President		1/10/22
Jason Smith, Vice-President		1/10/22
Michelle Carter, Secretary		1/10/22
Paula Pearson, Treasurer		1/10/22
Bo Loftin, Senior Representative		1/10/22
Deana Sides, Junior Representative		01/10/2022
Renee Ferguson, Sophomore Representative		1-10-22
Stephen Powell, Freshman Representative		1/10/22