

Seneca Valley Baseball Boosters Bylaws {revised 9/2017}

Article I. NAME, DEFINITION, OBJECTIVE

Section 1.1 Name

The name of the Organization shall be the Seneca Valley Baseball Boosters(SVBB)

Section 1.2 Definition

The organization shall be non-commercial, non-sectarian and non-partisan whose sole purpose is the support of the Seneca Valley Baseball Program as outlined in Article 1, Section 1.3 of the Seneca Valley Baseball Boosters Bylaws.

Section 1.3 Objective

The objective of the SVBB shall be to supplement school district support for the baseball program of the Seneca Valley School District. The organization's primary priorities are player and coach support, facility improvement, and to instill the ideals and qualities desired in our student athletes.

Article II. MEMBERSHIP

Section 2.1 There shall be two categories of members.

- 2.1.1** A full member will be a parent or legal guardian of a player who was selected for the Seneca Valley Varsity, Junior-Varsity, Junior High or Middle school baseball teams in the current school year. The full members constitute the General Membership of the SVBB and have voting rights at any General Membership meeting. A Full Member must have attended two(2) of the previous three(3) meetings to be eligible to vote on any matter presented at a General Membership meeting.
- 2.1.2** Associate members are interested citizens of the school district, community, past or future Full Members, essentially anyone who has sufficient interest in the Seneca Valley baseball program, but who may not have a child on one of the teams. Associate members do not have voting rights.

Article III. EXECUTIVE BOARD

Section 3.1

The SVBB Executive Board shall be elected by the General Membership and shall consist of the following officers:

1. PRESIDENT: Elected for a one year term
 - a. It shall be the duty of the President to preside over all meetings of the SVBB and the Executive Board under Robert's Rules of Order.
 - b. Shall oversee all operations of the SVBB to maintain the well-being of the organization as well as to enforce the bylaws of the SVBB with the advice of the Board.
 - c. Shall ensure all activities of the organization are in compliance with the Seneca Valley School District Policies as stated in *SVSD* Policy No. 915 - Booster Clubs.
 - d. Shall have the right to appoint all committees and to serve on all committees by virtue of the office.
 - e. Shall maintain communications with the Head Coach to assess and meet the program needs.
 - f. Shall work with the Athletic Director and School District on improvements for the baseball program, including facility improvements.
 - g. Shall sign necessary contracts as they pertain to booster operations and projects in conjunction with the Executive Board.
 - h. Shall provide a list of all current officers to the Athletic Director by July 31" of each year as outlined by *SVSD* Policy No. 915.

2. VICE PRESIDENT: Elected for a one year term
 - a. It shall be the duty of the Vice President to attend general membership and Executive Board meetings and to assist the President in preparation of meeting agendas.
 - b. Shall assume the President's duties in his or her absence.
 - c. In conjunction with the President, shall oversee the general operations of the boosters.
 - d. Shall perform those duties and render such assistance as may be directed by the President.
 - e. Shall perform all duties as needed by the organization.

3. SECRETARY: Elected for a one year term

- a. It shall be the duty of the Secretary to attend general membership and Executive Board meetings and to keep minutes of the meetings.
- b. Shall present previous meeting minutes at all board and general meetings as well as forwarding them to the attention of the Athletic Director as soon as they become available - per SVSD Policy No. 915.
- c. Shall maintain a record of the names and attendees of those attending a general meeting and verify voting privileges.
- d. Shall be responsible for maintaining all correspondence of the SVBB.
- e. Shall be responsible for communication of SVBB meetings and maintaining and updating social media outlets and SVBB website.

4. TREASURER: Elected for a one year term

- a. It shall be the duty of the Treasurer to attend general membership and Executive Board meetings and to make a report to the membership giving the financial standing of the SVBB.
- b. Shall keep itemized records showing the source of all monies received and spent and shall keep records, books, and accounts on all resolutions to verify such reports.
- c. Shall sign checks, pay bills, and deposit all receipts in an FDIC insured depository bank on behalf of the association.
- d. Ensure the completion of a yearly audit by the end of each fiscal year(June 30th) by requesting a committee of at least two(2) non board member positions in good standing. An annual financial report should then be submitted to the Athletic Director by June 30¹_h of the fiscal year per SVSD Policy No. 915.
- e. Shall work with the President to create a yearly budget to be approved by the majority of the general membership.

5. BASEBALL PROMOTIONS MANAGER: Elected for a one year term

- a. It shall be the duty of the Baseball Promotions Manager to attend general membership and Executive Board meetings and be responsible for reporting on all baseball activities and promotions.
- b. The Baseball Promotions Manager will manage all promotional activities and events including: Senior Day, Year End Banquets, Picture Day, Media Guides, Team Posters, and any other promotional event as approved by two-thirds of the general membership.
- c. The Baseball Promotions Manager will assist in managing communications using social media, newspapers, the SVBB Website, and all other outlets in recognizing and promoting the Seneca Valley baseball organization.

Article IV. ELECTIONS, TERMS OF OFFICE

Section 4.1 Election of the Executive Board

Nominations of board members shall be held at the regularly scheduled membership meeting in May and elections will be held in June. Any full member as defined in Article II, Section 2.1.1, is eligible to submit or have their name submitted as a Board Position candidate for consideration in the voting process. Board positions will be filled by the majority vote among full members in good standing and be conducted by secret ballot. Newly elected officers shall be elected to one year terms which will begin on July 1st.

Section 4.2 Terms of Office

No person shall hold more than one elected office at any one time in a given year. No member shall serve on the board for more than four consecutive years. However; if a position remains open on the Board after the election, then a member who has served on the Board for four or more consecutive years may fill that position.

Section 4.3 Vacancies

In the event any Board member is unable to complete a full term, the vacancy will be filled with the approval of two thirds of the voting membership in attendance at a regular scheduled meeting.

Section 4.4 Board Member Removal

In the event that any Board member has not fulfilled their duties truthfully, ethically, or has not represented the program in the the highest standard, the membership or Executive Board can ask for that Board Member to be removed. A special meeting will be called by the Executive Board in which the issues will be addressed and with the approval of two thirds of the of the voting membership, the Board Member will be removed.

Article V. MEETINGS

Section 5.1 General Meetings

General meetings shall be scheduled on a monthly basis to provide constant communication to all members of the SVBB. The meetings shall be conducted in accordance with Parliamentary procedure as defined by Robert's Rules of Order.

Each general meeting shall include at minimum a detailed review of the financial status of the SVBB as well as any committee or board member updates.

5.1.2 In order for official action to be taken at a meeting, a quorum consisting of three (3) Board Members and two(2) members must exist.

Section 5.2 Special General Meetings

Special General Meetings can be called with an approval of the majority of the Executive Board

Section 5.3 Executive Board Meetings

Executive Board only meetings shall be scheduled by either the President or based on a consensus of the board, as needed, to conduct the business of the organization. This meeting shall be open to only Board members or those invited to attend by a majority of the board.

Article VI. FINANCIAL POLICIES

Section 6.1 Fiscal Year

The fiscal year for the SVBB shall be the calendar year from July 1" -June 30'h.

Section 6.2 Expenditures

6.2.1 It shall be the policy of the SVBB that all expenditures of all monies shall originate with the Executive Board or General Membership. The Executive Board must approve any proposal for any expenditure made by the general membership.

6.2.2 Any disbursement of monies in excess of \$500, not included in the yearly budget or been previously voted upon, must meet the approval of two-thirds of the membership in attendance at a regularly scheduled meeting.

6.2.3 It shall be the policy of the SVBB that any balance in the SVBB Treasury from the previous fiscal year exceeding \$5,000 will be deposited into the SVBB Capital Expenditures account unless it has been designated for specific use in completing another project.

6.2.4 Two members of the SVBB must sign all checks exceeding \$500.

Section 6.3 Student Athlete Scholarship

The SVBB recognized the important mix of academics and athletics. Each year one senior baseball player is recognized as deserving of a \$1,000 scholarship to be used in the pursuit of his post high school education. If for any reason the student does not pursue further education at a level beyond high school, the scholarship will be forfeited and re-deposited into the SVBB Treasury.

Section 6.4 Coaches Payment

At the discretion of the Varsity Head Coach, volunteer coaches may be financially rewarded by the SVBB. Annual payments will not exceed \$3,000 in full and may not exceed \$1,500 to any one coach.

6.4.1 A volunteer coach is any coach who does not receive payment from the Seneca Valley School District for the service they provide.

Article VII. GENERAL POLICIES

Section 7.1 All officers shall adhere to the terms of these bylaws.

Section 7.2 Amendments

Amendments to these bylaws may be made at any time during the course of the year. The Executive Board or a committee of SVBB members may make suggested changes that are then brought to a regular General Membership meeting for approval.

7.2.1 Proposed amendments shall be submitted in writing at a General Membership meeting of the SVBB upon initiation either by petition of seven full members or by resolution of the Executive Board.

7.2.2 The proposed amendments shall be read at one SVBB General Membership meeting and voted upon at the next General Membership meeting. A two-thirds vote of the membership in good standing present at such meeting shall be required for passage.