

HERITAGE HIGH SCHOOL SOFTBALL BOOSTER BYLAWS



BYLAWS

APRIL 2023

ARTICLE I - NAME AND PURPOSE

Section 1.01 - The name of the organization shall be “ The Heritage High School Softball Booster Club” or “THE CLUB”. The principal location of the club will be 1401 W. Geddes Avenue, Littleton, Colorado 80120.

Section 1.02 - The organization is organized and operated for the charitable and educational purposes of the club. Promoting competitive high school softball for Heritage High School.

ARTICLE II - MEMBERSHIP & FEES

Section 2.01 - Qualification - All parents or guardians of any student-athlete who has successfully completed the tryout process, made a team, and is participating in the softball program at Heritage High School shall be considered voting members. The head coach and coaching staff shall be non-voting, advisory members of the club.

Section 2.02 - Rights and Responsibilities - The members shall have the right and responsibility to attend meetings and events sponsored by the club, serve on committees and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws.

Section 2.03 - Quorum - The members present at any meeting of The Club, provided at least ten (10) members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Executive Board.

Section 2.04 - Meetings - There shall be at a general annual meeting of the membership in May at which the officers are elected. There shall also be a membership meeting in August at the end of tryouts. Additional meetings may be held alone or in conjunction with an event sponsored by the club as is determined by the Executive Board or at the request of ten (10) or more members in writing to the Executive Board.

Section 2.05 - Participation Fees - Due to the high cost of offering the sport of softball, The Club must charge a player fee to participate. The parents and/or Guardians of the player are required to pay the fee prior to the start of the season. There will be opportunities for the player, parents and/or guardians to raise money to help with the cost of playing softball. Money that is raised through fundraising events sponsored by The Club remains with The Club and can only be used

to help cover the participation fee. If the player does not make a team or leaves the program for any reason, the money raised becomes the property of The Club. The participation fees will be presented to the membership at the August meeting for the upcoming season. The participation fees may vary due to the yearly budget of The Club. Parents and/or guardians may begin to make installments to help cover the participation fee and any payment made will be reimbursed if your daughter does not make a team.

ARTICLE III - EXECUTIVE BOARD

Section 3.01 - Membership - The Executive Board shall consist of the elected officers of the Club.

Section 3.02 - Authority - The affairs, activities and operation of The Club shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or its bylaws. It may create Standing and Special Committees, approve the plans and work of special committees, prepare and submit a budget to the membership for approval and, in general, conduct the business and activities of The Club.

Section 3.03 - Meetings - The Executive Board shall meet monthly to prepare for general membership meetings and to conduct the affairs of The Club.

Section 3.04 - Quorum - A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.05 - Reimbursement - Executive Board members shall serve without compensation.

ARTICLE IV - OFFICERS AND THEIR ELECTIONS

Section 4.01 - Officers - The officers of The Club shall include one president, one secretary, one treasurer, and two at large members.

Section 4.02 - Election - A nominating committee composed of the current president and at least one additional officer shall begin seeking nominees in April of the year in which the candidates will be elected and develop a slate of candidates. Nominations will close 7 days prior to the May meeting of The Club and the candidates shall be announced to the membership on that day. Only those who have consented to serve may be eligible for nomination. Officers shall be elected at the May meeting of The Club by the members present. Officers shall assume their official duties on the first day of June.

Section 4.03 - Terms - Officers shall serve a one-year term. Officers may be elected for up to two consecutive terms or longer as approved by the membership.

Section 4.04 - Vacancies - A vacancy occurring in any position shall be filled for the unexpired term by a person elected by the majority vote of the remaining members of the Executive Board.

ARTICLE V - DUTIES OF OFFICERS

Section 5.01 - President - The President shall be the principal executive officer of The Club and, subject to the control of the Executive Board, shall in general supervise and control all of the activities of The Club. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Board or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of The Club.

Section 5.02 - Secretary - The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or Executive Board.

Section 5.03 - Treasurer - The Treasurer shall be a member of the Executive Board. The Treasurer is the authorized custodian to have oversight of all funds of The Club in accordance with The Club's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with The Club's tax-exempt purpose, bylaws and budget. The financial records belong to The Club and must be available to the other officers and members upon request. The Treasurer shall:

- Prepare an annual budget for review and approval by the membership.
- Ensure that numbered receipts are provided for cash received by The Club.
- Ensure that all funds are timely deposited in The Club's authorized bank account.
- Ensure that payments and disbursements are authorized by approved budget or an amendment to the budget.
- Present a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts) at each membership meeting and at other times as requested by the Executive Board.
- See that an annual financial review or audit is conducted and presented to the Executive Board, General Membership, Head Coach and Athletic Director.
- Maintain financial records (including checkbook, bank statements, deposit slips, cash tally slips, documentation regarding transactions, IRS form 990 documents, etc.) and turn all over to the new treasurer.

ARTICLE VI - FINANCES

Section 6.01 - Budget - The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of The Club during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 6.02 - Obligations - The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of The Club.

Section 6.03 - Loans - No loans shall be made by The Club to its officers or members.

Section 6.04 - Checks - All checks, drafts, or other orders for the payment of money on behalf of the Club shall be signed by the Treasurer or by any other person as authorized by the Executive Board. Checks of \$1000 or more must have the signature of at least two authorized officers. Checks shall bear notice of this requirement above the signature line as follows, "Two signatures required for checks in the amount of \$1000 or more."

Section 6.05 - Banking - The Treasurer shall ensure that all funds of The Club are timely deposited to the credit of The Club in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice or other written documentation. Whenever cash is collected a form shall be filled out and signed and then signed by the Treasurer or authorized member of the Executive Board. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds immediately after received and counted. If debit or credit cards are established in the name of The Club, no personal charging on the card by the authorized users shall be allowed.

Section 6.06 - Financial Controls - The Club shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, The Club shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board.
- Expenses exceeding \$3000 must be approved by the Club.
- Checks exceeding \$1000 must be endorsed by at least two authorized board officers.
- An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a monthly basis.
- A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 6.06 - Financial Report - The Treasurer shall present a financial report at each membership meeting of The Club and prepare a final report at the close of the year in accordance with The Club's financial policies. The Executive Board shall have the report and the accounts examined annually.

Section 6.07 - Fiscal Year - The fiscal year of The Club shall be from January 1 to December 31 but may be changed by resolution of the Executive Board.

Section 6.08 - Financial Record Retention - All records of The Club shall be maintained and destroyed in accordance with the law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD TYPE: Year end Treasurer's financial report/statement, annual internal financial review reports, IRS form 990s

STORAGE: Store in corporate record book, binder, or cloud based software. PERIOD OF TIME: At least seven (7) years, consider keeping permanently.

RECORD TYPE: Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, and related documents. Compile and file records on a yearly basis.

STORAGE: Store in binder or cloud based software.

PERIOD OF TIME: Seven (7) years, store w/financial records. Destroyed after seven years.

RECORD TYPE: Treasurer's reports (monthly) compile and file records on yearly basis.

STORAGE: Store in binder or cloud based software.

PERIOD OF TIME: Three (3) years store with financial records. Destroyed after three years.

ARTICLE VII - AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership.