

# **Constitution and By-Laws Milan Baseball Booster Club**

## **Article I - Name, Purpose, Scope, and Objectives**

1.1 NAME. The name of the organization shall be Milan Baseball Booster Club.

1.2 PURPOSE. The Milan Baseball Booster Club is a volunteer organization composed of parents, coaches, and others in the community who are interested in supporting the Milan High School Baseball program. Our mission is to raise funds to enhance and expand the baseball program, support the athletes, their coaches, and the administration in order to allow the Milan High School Baseball teams to achieve their full potential.

1.3 SCOPE. This organization shall cooperate fully with school personnel in supporting the baseball program and will follow school district policies and procedures. At no time will interference, influence, or control of the direction of the Milan High School Baseball Program be deemed a purpose of this club.

1.4 OBJECTIVES. The primary objective of the Milan Baseball Booster shall be to secure and distribute funds to supplement financial support for the baseball program. The Milan Baseball Booster shall also work to:

- A. Support the Milan High School Baseball Program through volunteer work, fundraising, and other activities;
- B. Create team spirit by demonstrating that people in the community support the school and the baseball program;
- C. Encourage good sportsmanship towards officials, visitors, and the players and coaches of the Milan High School baseball team and opposing teams; and
- D. Enhance the experience of players and parents in the Milan High School Baseball Program, along with all community members and students who attend the games, fundraisers, and correlating events.

## **Article II - Membership**

2.1 ELIGIBILITY FOR MEMBERSHIP. A Milan Baseball Booster member is someone who desires to be a member and is a parent, coach, or community member wishing to invest in the success of the baseball program.

2.2 MEMBERSHIP OPPORTUNITIES. Milan Baseball Booster members have the opportunity to participate in fundraising activities, maintain resources, serve in leadership roles, and attend booster meetings.

2.3 REMOVAL FROM MEMBERSHIP. The Booster Board may expel a member by a simple majority vote, after notice and opportunity for hearing, for reasons to include but not limited to, conduct unbecoming a booster member.

### **Article III - Board, Members, and Committee Chairpersons**

3.1 POWERS AND DUTIES OF THE BOARD. The Booster Board shall manage the business and affairs of the booster and may exercise and delegate any and all of the powers of the booster as it sees fit. The Board shall establish administrative policies; authorize operational goals and objectives; emphasize overall planning; adopt the budget; approve committee appointments; authorize meetings; review committee reports; and determine action to be taken.

3.2 BOOSTER BOARD. The Booster Board shall consist of the following offices:

1. **President: Elected for minimum one year term**
  - a. Presides over booster meetings and board meetings
  - b. Oversees all operations of boosters to maintain the well-being of the booster
  - c. Maintains communications with the head coach to assess and meet the program needs
  - d. Works with the school district for improvements for the baseball program
  - e. Ensures all activities of the organization including fiduciary, fundraising, and reporting are completed and/or maintained as outlined in the bylaws and are in compliance with all Milan Area Schools District policies.
  - f. Shall perform other duties as needed by the booster
2. **Vice President: Elected for minimum one year term**
  - a. Shall assume the President's duties in his or her absence
  - b. In conjunction with the President shall oversee the general operations of the booster
  - c. Shall perform those duties that the President may delegate to him/her
  - d. Reviews/revises the organization's bylaws annually for review and approval of the board to ensure compliance
  - e. Shall perform other duties as needed by the booster
3. **Treasurer: Elected for minimum two year term**
  - a. Shall oversee day-to-day finances of the booster
  - b. Ensure the completion of a yearly audit of the prior years' revenues and expenditures to share with the board
  - c. Maintains ledger of baseball booster income and expenses to cross-reference with athletic secretary
4. **Secretary: Elected for minimum one year term**
  - a. Shall record and keep a permanent file of minutes for all board and booster meetings

## **Article V - Meetings**

5.1 **BOOSTER MEETINGS.** Booster meetings shall be scheduled on a weekly basis in-season and monthly basis during the off-season. Each booster meeting shall include at minimum, a detailed review of the financial status of the program.

5.2 **BOARD MEETINGS.** 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 booster.

5.3 **SPECIAL MEETINGS.** Special meetings of the board may be called by the President, or a majority of the board members. Such special meetings shall address only those items which, by their nature, require immediate attention, and cannot wait for the next scheduled booster meeting or board meeting.

- a. Booster to host one open meeting annually to any interested attendees

5.4 **NOTICE OF SPECIAL MEETINGS.** Notice of any special meeting shall be deemed sufficient as long as all board members have been advised of such special meeting by email or text at least 48 hours prior.

5.5 **QUORUM.** A majority of the board members entitled to vote, being present in person, shall constitute a quorum of the board at any meeting: Booster, Board, or Special. If a quorum is present, the affirmative vote of the majority of the board members shall be the act of the board. In the absence of a quorum, any meeting of the board may be adjourned by the vote of a majority of the board members present, but no other business may be transacted.

## **Article VI - Expenditures**

6.1 **EXPENDITURE LIMITS.** All expenditures in excess of the annual approved budget require the approval of the majority vote of the board. Personal purchases of goods and services of Milan Baseball Booster members in support of team, facility, fundraising or event activities exceeding \$200 without prior board approval, may not be reimbursed by the Milan Baseball Booster. All expenditure reimbursements once approved by the board also require the approval of the Varsity Head Coach prior to being dispersed.

6.2 **GENERAL RESPONSIBILITIES.** The board shall call all booster meetings of the organization, prepare and present the budget and plan fundraising activities. The board shall collect and care for funds, prepare written financial statements and in general conduct the affairs of the organization in a prudent manner, and in accordance with its stated purpose.

## **Article VII - Bylaws and Amendments**

7.1 **BYLAWS AND AMENDMENTS.** These bylaws may be revised or amended by a majority vote of the board present at a regular monthly meeting or special meeting.

- b. Shall present minutes from previous meetings at all board and booster meetings
- c. Shall be responsible for maintaining a file of all correspondence of the booster
- d. Shall select meeting dates in conjunction with the board and obtain the meeting site
- e. Maintains communications with player families about booster and team happenings

**5. Head Committee Chairperson: Elected for minimum one year term**

- a. Shall oversee and assist all committees and their coordinators
- b. Provide committee reports at each booster meeting
  - i. Committee Coordinator:
    - 1. Coordinators will be appointed by the board for specific fundraising events and special projects
    - 2. Volunteers will be solicited to perform the duties as outlined under Committee Coordinator Roles and Responsibilities
    - 3. Committee Coordinator Roles and Responsibilities:
      - a. Committee Coordinators will be responsible for organizing and producing fundraisers with a committee of parent volunteers, if needed, and with the guidance and supervision of the Head Committee Chairperson

**3.3 REMOVAL OF BOARD MEMBERS AND NON-BOARD MEMBERS.** Any or all of the board and non-board positions may be removed, for cause, by action of the board. Board and Non-Board Positions may be removed at the discretion of the board for reasons including but not limited to non-fulfillment of duties required by board, misconduct, theft, and misrepresentation of our organization, all by majority vote of the board members.

**Article IV - Elections and Terms of Office**

**4.1 ELECTION OF BOARD MEMBERS.** The election of the board members shall take place at the conclusion of the May booster meeting via a closed vote by the existing board. All board members shall be elected in accordance with Article III. New terms begin at the conclusion of the season or following the Banquet, whichever is later. Board positions will be filled annually by a majority vote of the Board. Any member, as defined by Article II, Section 2.1, is eligible to submit their name as a board position candidate for consideration in the voting process. Coaches are ineligible to serve on the booster board.

**4.2 TERMS OF OFFICE.** No board member shall hold more than one board position at one time in a given year unless otherwise approved by the board. There shall be no limit on the number of terms a board member may serve.

**4.3 VACANCIES.** In the event a board member is unable to complete a full term, the vacancy will be filled by a majority vote of the board. Candidates must meet eligibility requirements as outlined in Article II, Section 2.1.

- A. Annually, during the June booster meeting, the board will review these bylaws and revise where necessary.

**Article VIII - Ratification**

8.1 RATIFICATION. By adopting this constitution and bylaws, the board hereby ratifies every action of any nature which has been taken or authorized with respect to the booster up to and including the date of the adoption of this constitution and bylaws.

These bylaws were adopted by the Milan High School Baseball Booster Club Board on the 21st day of June, 2024.

*Phil E. DeMars*  
**President**

*[Signature]*  
**Vice President**

*Kelly Stamb*  
**Secretary**

*[Signature]*  
**Treasurer**

*Crystal Morse*  
**Head Committee Chairperson**

