

# **Pine-Richland Baseball Boosters**

## **Bylaws (revised May 2018)**

### **Article I. NAME, DEFINITION, PURPOSE**

#### **Section 1.1 Name**

The Name of the Organization shall be Pine-Richland Baseball Boosters

#### **Section 1.2 Definition**

This organization shall be non-commercial, non-sectarian and non-partisan whose sole purpose is the support of the Pine-Richland School District Baseball program as outlined in Article I, Section 1.3 of the Pine-Richland Baseball Boosters Bylaws. The organization will operate as a 501(c)(3) entity as defined by section 501(c)(3) of the Internal Revenue Code.

#### **Section 1.3 Purpose/Mission Statement**

The purpose of the organization shall be to secure and distribute funds to supplement school district financial support for the baseball program of the Pine-Richland School District. The organization's two (2) primary financial priorities are: Player Support and Facility Improvement. The mission statement will be prepared and/or reviewed each spring by the Board of Directors.

### **Article II. MEMBERS**

#### **Section 2.1 Eligibility for Membership**

A Pine-Richland Baseball Booster member is someone who desires to be a member and has a child who was selected for the Pine-Richland Varsity, Junior Varsity, Junior High or either Middle School baseball team in the current school year.

#### **Section 2.2 Membership Opportunities**

To participate in the fundraising activities of the organization  
To attend general meetings  
To vote at general meetings as necessary

## **Article III. BOARD, OFFICERS, TEAM REPRESENTATIVES AND COORDINATORS**

### **Section 3.1 Board of Directors**

The Board of Directors shall consist of the following nine (10) offices:

#### **1. PRESIDENT: Elected for a one year term**

- a. Presides over board meetings and general meetings under Robert's Rules of Order
- b. Oversee all operations of boosters to maintain the well-being of the organization
- c. Maintain communications with the head coaches to assess and meet the program needs
- d. Signs necessary contracts as they pertain to booster operations and projects
- e. Ensures all activities of the organization including fiduciary, fundraising, reporting and project proposal submissions are completed and/or maintained as outlined in the organizations bylaws and are in compliance with all aspects of PRSD Policies including, but not limited to, the following:
  - i. PRSD Policy No. 915 - Booster/Parent Organizations
  - ii. PRSD Policy No. 702 – Gifts, Grants, Donations
  - iii. PRSD Policy No. 707 – Use of School Facilities
  - iv. PRSD Policy No. 229 – Student Fundraising
  - v. PRSD Policy No. 121 – Field Trips
- f. Based on approved proposals, oversees development of plan in accordance to PRSD requirements
- g. In conjunction with other board members, meet with committee heads periodically to ensure projects/activities are on track

#### **2. VICE PRESIDENT: Elected for a 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 Boosters
- c. Shall perform those duties that the President may delegate to him/her
- d. In conjunction with the Baseball Promotions Manager and the coordinators outlined in Section 3.2, oversee the execution of the baseball promotions activities including Banquet and Ram Fan Day.

- e. Reviews/revises the organization's bylaws for review and approval by the board to ensure compliance with all aspects of PRSD Policy No. 915 – Booster/Parent Organizations
- f. Shall perform all duties assigned as needed by the organization
- g. In conjunction with the Senior Scholarships Coordinator outlined in Section 3.2, oversee the collection and distribution of Senior Scholarships

**3. TREASURER: Elected for a one year term**

- a. Shall see to the day to day finances of the Association
- b. Signs checks to pay bills at the direction of the President
- c. Sends out all bills and receives all payments
- d. Maintain in good standing the Pine-Richland Baseball Boosters bank account in accordance with PRSD Policy No. 915 – Booster/Parent Organizations
- e. Ensure the completion of a yearly audit of the prior years' revenues and expenditures, either by the use of an independent auditor or by a committee of at least two (2) non-board position members of the Pine-Richland Baseball Boosters
- f. Provide, by July 31<sup>st</sup> of each year, to the Pine-Richland School District an audited copy of the organization's revenues and expenditures for the prior year in accordance with PRSD Policy No. 915 – Booster/Parent Organizations
- g. File IRS Postcard 990-N for Tax Exempt Organizations at the conclusion of the fiscal year which runs from 9/1 through 8/31
- h. Ensure that all proposals are in compliance with PRSD Policy No. 702 – Gifts, Grants, Donations
- i. Provide up to date Bylaws to the Pine-Richland School District as required and outlined in PRSD Policy No. 915 – Booster/Parent Organizations
- j. In conjunction with the board, ensure that any required licenses relating to fundraising, i.e. Small Games of Chance License required by law and obtained through the Allegheny Department of Revenue, are in place and available for review by the Pine-Richland School District upon request.

**4. SECRETARY: Elected for a one year term**

- a. Shall record and keep a permanent file of minutes for all board and general meetings
- b. Shall present minutes from previous meetings at all Board and general meetings

- c. Shall be responsible for maintaining a file of all correspondence of the Association
- d. Shall select meeting dates in conjunction with the Board and obtain the meeting site
- e. Scheduling of all facilities as needed for events during the year through the Facilities Department or online portal
- f. In conjunction with the President, shall prepare an agenda for each Board meeting.
- g. Provide a list of current officers to PRSD, by July 31<sup>st</sup> of each year, as required and outlined in PRSD Policy No. 915 – Booster/Parent Organizations

**5. CAPITAL PROJECTS/FACILITY IMPROVEMENTS**

**MANAGER: Elected to a one year term**

- a. Shall develop and manage an overall capital projects plan for the improvement of the baseball facilities
- b. Shall serve as a liaison between PRSD and the Boosters regarding facility improvements
- c. Obtain bids from vendors for facility improvements
- d. Prepare proposals for facility improvements to submit to PRSD
- e. Work with the school district for improvements for the baseball program including facility improvements
- f. Shall, in conjunction with the Board and Pine-Richland High School Athletic Director, propose plans regarding short and long term facilities improvements including estimated budgetary impacts

**6. PRIMARY FUNDRAISING MANAGER: Elected to a one year term**

- a. Shall be responsible for management of fundraising activities, including primarily the winter fundraiser
- b. Shall, in conjunction with the Board, provide fundraising opportunities
- c. Ensure that all fundraising activities are in compliance with the Pine-Richland Baseball Booster Bylaws and PRSD Policy No. 915 – Booster/Parent Organizations, PRSD Policy No. 707 – Use of School Facilities and PRSD Policy No. 229 – Student Fundraising

- d. Communicate all fundraising activities to the Pine-Richland Athletic Director as required by Policy #915 – Booster/Parent Organizations
- e. Ensure that all fundraising activities are in compliance with county, state and federal laws
- f. Shall solicit sponsorships from local businesses and will work in conjunction with the Technology Manager to design and distribute the sponsorship flyer
- g. Shall ensure that all sponsorships and district advertising is in compliance as required by Policy #913.1 – Advertising and Other Commercial Activity on School Property

**7. BASEBALL PROMOTIONS MANAGER: Elected to a one year term**

- a. Shall be responsible for management of baseball promotion activities including: *Homecoming, Winter Fundraiser Event Coordination (non-fundraising aspects), Meet the Rams*, or other events as decided by the Board
- b. Shall be responsible for the coordination and distribution of Spirit Wear sales throughout the season including fundraising events and Meet the Rams Night sales
- c. In conjunction with the coordinators as outlined in Article III, Section 3.2, ensure and oversee the execution of the baseball promotion activities as listed above
- d. Shall oversee the Varsity Promotions Coordinator as outlined in Article III, section 3.2

**8. VARSITY BASEBALL PROMOTIONS: Elected to a one year term**

- a. Responsible for the management of baseball activities promotions as they relate to the varsity team including: Senior Day, Best Buddies Day, Senior Scholarships, and College Recruiting/Player Development events as decided by the Board.
- b. Assist Baseball Promotions Manager in the management of the general baseball promotions activities as needed.
- c. Special Projects coordinator in conjunction with Vice President.

**9. WOLFEPACK PARENT ADVISOR: Elected to a one year term**

- a. Shall be in charge of coordinating and communicating any volunteer opportunities for the school year to the Board, players, parents and coaches
- b. Shall secure a variety of volunteer opportunities, and communicate with organization representatives on a regular basis on player participation
- c. Shall keep track of each WolfePACK participant's hours – currently using *SignUp.com*
- d. Shall organize and deliver annual equipment/apparel drive donations to Pittsburgh RBI organization

**10. TECHNOLOGY MANAGER: Elected to a one year term.**

- a. Shall be responsible for updating and maintain all social media outlets that the Boosters select to use – currently Twitter, Facebook and website
- b. Shall be responsible for all advertising of booster events including any flyers or posters
- c. Shall be responsible for electronic posting of all logos of any sponsor of the organization including to Facebook and website
- d. Shall be responsible for working with the Fundraising Manager to design and distribute the annual Sponsorship flyer
- e. Shall be responsible for all electronic communication to all coaches and family members
- f. Shall communicate as needed with team representatives
- g. Shall distribute guidelines/passwords and communicate as needed with Twitter representatives
- h. Shall work with the Banquet coordinator to design and print the program at the end of season banquet
- i. Shall be responsible for updating and maintaining the booster website through the appropriate contact at Pittsburgh Area Computer Services4
- j. In conjunction with the Fundraising Manager, shall ensure that all sponsorships and district advertising is in compliance as required by Policy #913.1 – Advertising and Other Commercial Activity on School Property

**Section 3.2 NON BOARD MEMBER DESCRIPTIONS**

Non-Board positions shall consist of the following:

**1. TEAM REPRESENTATIVES**

Varsity Team Representative

Junior Varsity Team Representative

Junior High Team Representative

Middle School Green Team Representative

Middle School White Team Representative

- a. After establishment of the team rosters, volunteers will be solicited to perform the duties as outlined under Team Representative Roles and Responsibilities. If there is more than one candidate, the representative will be selected by the board
- b. Team Representative Roles and Responsibilities
  - i. Shall communicate between players, families and coaches regarding schedule and schedule changes. Responsible for providing players' contact information to the coaches
  - ii. Responsible for securing exact game location and directions to away games, and communication to families via email, text, or twitter on a timely basis.
  - iii. Shall coordinate any fundraising information to players and families by acting as a liaison between the Board and player families
  - iv. Shall designate a parent for the team to tweet game updates to families. Volunteer must be able to attend most if not all games
  - v. Shall coordinate food for players and coaches during away games under the guidelines and budget provided by the treasurer
- c. Shall report to the Technology Manager

## **2. COORDINATORS:**

### **Picture Day, Game-On Program, and Senior Banners**

- a. Shall be responsible for management of baseball activities including Game Day Magazine and Picture Day
- b. Shall be responsible for ordering senior banners for the varsity team – currently using GameOn Photography
- c. Shall Report to the Technology Manager

### **Banquet**

- a. Shall assist in planning the annual end of the season banquet for all teams and coaches including booking of facility, menu, decorations and coordination with Board members of speeches, gifts, and banquet program.
- b. Shall coordinate with the Board on gifts for senior players and all other team players within the budget provided by the treasurer
- c. Shall report to the Baseball Promotions Manager and Technology Manager

### **Ram Fan Day Coordinator; Shall report to Vice President**

### **Home-Game Operations**

- a. We will hire paid student helpers
- b. Paid student helpers shall be responsible for hanging of the senior banners at each home game, walk up songs for the players, storage, transport and set up of the Boosters' sound system for each home game
- c. Helpers shall be responsible for pictures and the end-of-season video provided to all varsity players
- d. Helpers shall report to the Vice President.

## **Article IV ELECTIONS, TERMS OF OFFICE AND COMMITTEE APPOINTMENTS**

### **Section 4.1 Election of Board of Directors**

The election of the Board members shall take place at the conclusion of the May general meeting via a closed vote by those members in attendance at the general meeting, with the exception of the Team representatives who shall be appointed in accordance with Article III, Section 3.2 after the rosters have been determined. All Board members shall be elected to one year terms which begin July 1st. Board positions will be filled annually

by a majority vote. 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.

#### **Section 4.2 Terms of office**

No Board member shall hold more than one Board position at 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 a Board member is unable to complete a full term, the vacancy will be filled by a majority vote of the Board. Candidate must meet eligibility requirements as outlined in Article II, Section 2.1. Each so elected Board will dismiss any member missing two consecutive Board meetings without valid excuse. In the event a Board member is unable to complete a full term, the Board may fill the vacancy subsequent majority vote of the Board.

### **Article V. MEETINGS**

#### **Section 5.1 General Meetings**

General meetings shall be scheduled on a monthly basis, schedules permitting, beginning with the start of the school year. Special general meetings can be called at the discretion of the Board. The meetings shall be conducted in accordance with Parliamentary procedure as defined in Robert's Rules of Order. Each general meeting shall include at minimum, a detailed review of the financial status and the program for the balance of the business year.

#### **Section 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 organization.

### **Article VI. EXPENDITURES**

#### **Section 6.1 Expenditure Limits**

All Board expenditures require the approval of majority vote of the Board. Purchases of goods and services by Pine Richland Baseball Booster members in support of team, facility, fundraising or event activities, without prior Board approval, may not be reimbursed by the Pine-Richland Baseball Boosters.

## **Section 6.2 General Responsibilities**

The Board shall call all general 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.