

**Bylaws**  
of the  
**CSHS Baseball Booster Club**  
**“The RBI Club”**

**Article I – Name & Location**

- A. The organization's name shall be named **The RBI Club**, a **CSHS Baseball Booster Club** (hereinafter referred to as “The RBI Club”).
- B. The permanent address of The RBI Club is: **501 Palomino Lane, League City, TX 77573**
- C. The alternate address of The RBI Club is: **5652 IvyCreek Ct., League City, TX. 77573**
  - a. The alternate address is that of the current President or any person designated by the Executive Board
- D. Club meetings may be held at places within the Clear Creek Independent School District (CCISD) or chosen by club officers.

**Article II – Purpose & Structure**

- A. This Club is organized exclusively for charitable purposes as defined in Section 501(c)(3) of the Internal Revenue Code for the making of distributions to organizations that qualify as exempt organizations under that same code. The RBI Club's purpose includes raising funds and purchasing goods or services to be used exclusively by students and faculty supporting the Clear Springs High School (hereinafter referred to as “CSHS”) Baseball Program or providing volunteers for program activities. The key support objectives of this organization include:
  - a. **Fundraising:** Generating financial resources to cover expenses not fully funded by the district and may include such items as uniforms, equipment, travel costs, and occasional facility maintenance.
  - b. **Community Engagement:** Building a supportive community around the team by fostering relationships among parents, alumni, fans, and local businesses.
  - c. **Advocacy:** Advocating for the needs and interests of the team within the school district or community, including improvements to facilities and resources.
  - d. **Volunteer Coordination:** Recruiting and coordinating volunteers to assist with game day operations, events, and other club activities.
  - e. **Communication and Outreach:** Maintain clear communication with team members, parents, and the community through newsletters, social media, and an updated website to share news and updates about the team.
  - f. **Promoting Team Spirit:** Creating a positive atmosphere that encourages school spirit, pride, and support for the athletes and coaches. Working to maintain and foster growth of the team and players reputation by instilling pride among players and fostering a strong connection with the community and school.
- B. The RBI Club will abide by and be held to regulations administered by the Clear Creek Independent School District Booster Club Manual, the Clear Creek Independent School District's policies and procedures, the University Interscholastic League Guidelines, the Office of the Comptroller of Texas, the Texas Secretary of State and the Internal Revenue Service's guidelines.
- C. No part of the Club's net earnings shall inure to the benefit of any Club director, a Club officer, or any private individual (except those in financial hardship as defined in these bylaws). No director,

officer, or private individual shall be entitled to share in the distribution of any of the assets on the dissolution of the Club.

- D. Upon dissolution of the Club or the winding up of its affairs, the Club's assets shall be distributed exclusively to the program activity fund at the designated campus, which would align with Section (c)(3) of the Internal Revenue Code.

## **Article III – Membership**

### ***Members***

- A. **Member** - Any person(s) who is a parent, guardian, or adult relative of a child or children who participate in the baseball program, who uphold the policies of this organization, and who agree to its Bylaws.
- B. **Volunteer** - Any person(s) who desires to help the club, but are not related to a student (i.e., a neighbor or friend). A volunteer may assist the club upon the completion and authorization of the CCISD background check process. Volunteers, chaperones, mentors, and tutors who work directly with students must undergo a background check.
  - a. A volunteer will not have the ability to vote or hold an office.
  - b. No membership dues of volunteers are required; however, an annual update of contact information is necessary to maintain communication and update of volunteer registrations.
  - c. Any individual who fails or refuses to grant authorization for the district to conduct a criminal history check shall not be eligible to serve as a volunteer.
  - d. An individual charged with a misdemeanor involving moral turpitude or a felony shall not be qualified to volunteer.
- C. **CCISD Officials** - Per CCISD Policy the CSHS, Principal, administration, baseball coaches and designated staff are prohibited from serving as an officer of the booster club, a booster club member, or an authorized signer on a club bank account. CCISD and CSHS Officials are welcome at general membership meetings but should not participate in private discussions of the executive board.

### ***Qualifications***

- A. **Qualifications of Membership** - Eligible persons shall become members by paying the prescribed membership dues per member, per school year. Upon payment of such dues, a member shall be considered in good standing and entitled to all membership rights and privileges.

### ***Dues***

- A. **Membership Dues** - Annual membership dues shall be an amount as decided upon by the Executive Board and shall be valid January 1<sup>st</sup> to December 31<sup>st</sup> each year.
  - a. An annual membership drive shall be conducted as early in the 2<sup>nd</sup> Semester of the school year as possible following team tryouts, with dues payable at the time set forth by the Executive board.
  - b. Membership Dues are non-refundable unless otherwise determined and authorized by the Executive Board.

### ***Membership Privilege***

- A. **Voting Privilege** - Permitted to those members over 18 years of age that are not currently enrolled at CSHS, have a paid membership in good standing, and who have a student in the CSHS baseball program.

- a. In the event that two or more memberships were purchased by a set of parents, guardians, or adult relatives of a child or children in the program, a maximum of two members shall be granted voting privileges for each participant. (ex. – 2 parents and 2 grandparents purchase memberships, only 2 of those members can vote but all can attend meetings)
- B. **Participation in Club Decisions** – General membership meeting attendance and participation in the decision-making processes regarding club policies, fundraising efforts, and event planning.
- C. **Committee Chairmanship** – Appointment to a committee chairmanship will only be made against a listing of members in good standing.
- D. **Special Updates and Communications** - Exclusive club newsletters, emails, and merchandise opportunities are sent to members with updates on the team, upcoming events, and inside information not available to the general public.
- E. **Recognition in Media and Publications** – Members will be recognized for their support within the clubs social media outlets, website, and publish baseball program media guides.

## Article IV – Officers

### ***Qualifications***

- A. Any member in good standing with an interest in assuming the responsibility of an officers position is eligible to serve as an officer of The RBI Club.

### ***Authority***

- A. The RBI Club Officers shall be the organization's governing body and shall manage, control, and direct the affairs and property of the organization.

### ***Compensation***

- A. Officers or members may be reimbursed for expenses incurred in performing their duties.
- B. No Officer or member shall receive compensation for any service they may render to the organization.

### ***Executive (Elected) Officers***

- A. At a minimum, The RBI Club must elect a President and Treasurer to operate. Ideally, there should be at least three officers (ex. President, Treasurer, and Secretary). Operations with less than three officers must be reviewed and approved by the CCISD Internal Auditor. The executive officers and their respective duties are as follows but not limited to:
  - a. The **President** shall:
    - Act as the principal executive officer of The RBI Club;
    - Preside at all meeting of the Club and Executive Board and have general supervision of the affairs of the organization;
    - Call special meetings whenever necessary of either the membership or Executive Board;
    - Regularly meet with the designated district representative about booster activities, including but not limited to the Head Coach and sponsors;
    - Be available to the CCISD Internal Auditor as a liaison to the Club;
    - Resolve problems in the membership;
    - Regularly meet with the treasurer to review the organization's financial position;
    - Be authorized to spend a maximum of \$500.00 without the approval of the Executive Board, per calendar month, in the event of emergency or whenever he/she deems it necessary and shall report such expenditures to the Treasure

- b. The **Vice President** shall:
- Assist the President in the operation and activities of the organization;
  - Assume the duties of President in the President's absence or in the event of a vacancy of the office of President, without election;
  - Responsible for oversight and orchestration of established committees.
  - Remain familiar with the organization's day-to-day operations to be an engaged leader
  - Perform administrative functions delegated by the president;
  - Perform other specific duties as outlined in the CCISD Booster Club Manual
- c. The **Treasurer** shall:
- Serve as the primary budget and finance committee member;
  - Be the custodian of the organization's funds and assure that all financial records are maintained, and taxes are filed on time;
  - Ensure the funds are to be kept on deposit with Amegy Bank in League City, Texas;
  - Keep accurate, current and definitive records of the organization's receipts and disbursements and general financial condition and status;
  - Issue a receipt for all monies received and deposit said amounts bi-weekly;
  - Prepare the club's annual budget with input from the sponsor/coach and seek voter approval of the budget annually;
  - Submit a financial report at each membership meeting of The RBI Club for approval;
  - Provide a year-end financial report to support both the CSHS principle annual financial statement and the CCISD Internal Auditor report. The report shall reflect the Club's financial status as of May 30<sup>th</sup>;
  - Provide general supervision and assistance with all money-raising committees;
  - Ensure the Club Files sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
  - Ensure the Club Files annual tax reports with the IRS 4 ½ months after club year-end (Paper Form 990, if gross receipts >\$200K, Paper Form 990-EZ if gross receipts >\$50K but less than \$200K, or Form 990-N (online form only) if gross receipts are <\$50K);
  - Submit an annual audit to the CCISD Internal Auditor by September 1 of each year;
  - Submit annual general liability insurance payment of \$50.00 to the CCISD Internal Auditor each year by September 1;
  - Upon resignation or at the end of the term, turn over all documents to the incumbent treasurer within 15 days to ensure seamless transition
- d. The **Secretary** shall:
- Maintain the records of meetings, approved bylaws and any standing committee rules, current membership, and committee listing;
  - Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
  - Maintain records of attendance of each member;
  - Distribute the Minutes of the meetings to club members and the coach/sponsor within one week of the meeting per CCISD policy;
  - Establish and maintain a volunteer and membership roster with contact information (e-mail addresses & telephone numbers) and physical address (if provided);

- Conduct and report on all correspondence on behalf of the organization;
- B. The nomination and election of officials shall take place at a general announced meeting at the end of each annual school year, following the end of the season but prior to September 1<sup>st</sup> of the following year.
- a. The nominating committee will accept nominations from the general members and take open nominations from the floor at the time of the meeting. A simple majority of the members present will elect the Officers.
  - b. CCISD employees cannot be bank signers but can act on the board in positions without bank access.

### ***Terms***

- A. The term of each executive officer shall be for two (2) years, beginning as late as September 1<sup>st</sup> following their election and shall conclude the August 31<sup>st</sup> of the second year. Two year term alignment is with odd calendar years (ex. 2015, 2017, 2019, 2021, etc...)
- a. Per CCISD policy, officers should not serve for more than two consecutive years (one term) in the same office. However, if a new officer cannot be found, the club may vote to extend to a third year (a half-term) for that board position.
  - b. A family member is not allowed to replace another family member in the same position in consecutive terms.
  - c. All transitions of power shall occur within 15 business days of election or appointment of the successor.
- B. Should an elected or appointed officer resign, become ineligible, or be terminated, the remaining elected officers shall have the authority to appoint an eligible replacement (member in good standing and meeting all eligibility requirements) to complete the remainder of the term
- a. An officer cannot be removed from office without a two thirds majority of the eligible voting membership of the board at the time of the vote. This business cannot be conducted via a general membership meeting without at least two thirds majority of the eligible voting membership in attendance to constitute a quorum for this business.
  - b. Any booster club officer must relinquish their position immediately if charged or convicted of a felony (financial or otherwise).

### ***Meetings***

- A. All General Meetings are open to the CSHS Administration, CSHS Baseball Coaches & Staff, Sponsors, registered Volunteers and Members in good standing and meeting the eligibility requirements for volunteer or membership.
- a. CCISD policy requires one General Membersip Meeting of the Club, to start the year, elect officials, and set forth the plan for the year.
  - b. The RBI Club will evaluate the need for at least one additional meeting in the early spring to start the baseball season, welcome new members, and discussing the plan for the season.
- B. Additional general meeting cadeance shall be at the discretion of the executive officers.
- C. Notice of all general meetings shall be posted conspicuously on The RBI Club social media and website, and delivered electronically to the email address on file at least five (5) days in advance of the meeting with the location and time.
- D. The President may call a "Special Meeting" of the members to consider a specific subject. The membership must be provided at least 3 business days notice prior to the meeting.
- E. Executive officers shall meet at least once a month or when called by the President.

- a. A majority of executive officers must be in attendance at an Executive Board Meeting for business to be conducted.
- F. It shall be the responsibility of all outgoing Executive Board members to make themselves available to and to council all newly elected officers as to their office responsibilities and all knowledge of Club activities so that a smooth transition takes place during the next term.
- G. A third of the eligible voting membership shall constitute a quorum for business transactions at any general membership meeting. The act of a majority of eligible voting membership present at a meeting at which a quorum is present shall be the act of the Club. If less than a quorum of the eligible voting membership is present at said meeting, an adjournment of the meeting may occur without notice.
- D. Per CCISD Policy the CSHS, Principal, administration, baseball coaches and designated staff are welcome at general membership meetings but should not participate in private discussions of the executive board.

### **Voting**

- A. Voting is permitted to those members over 18 years of age that are not currently enrolled at CSHS, have a paid membership in good standing, and who have a student in the CSHS baseball program.
  - a. In the event that two or more memberships were purchased by a set of parents, guardians, or adult relatives of a child or children in the program, a maximum of two members shall be granted voting privileges for each participant. (ex. – 2 parents and 2 grandparents purchase memberships, only 2 of those members can vote but all can attend meetings)
  - b. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization unless provisions of these Bylaws require a greater vote.
  - c. No voting by proxy will be allowed

## **Article V – General Provisions**

- A. The RBI Club Bylaws cannot supersede and CCISD board policy nor booster club requirement.
- B. All RBI Club activities must have the approval of CCISD, the Principal, and the Head Baseball Coach. Such activities include (but are not limited to):
  - a. Use of the school facilities for meetings. All meetings must be coordinated with the activities of other entities desiring facility use;
  - b. All fundraising activities. Participation in fundraising is strictly voluntary. The Club may offer an “opt-out option” for parents in lieu of fundraising. The membership shall determine the “opt-out” amount.
- C. Compliance with administrative regulations and CCISD Board policy when donating money or gifts to the district. The IRS prefers boosters donate to the campus activity fund to maintain a clear path of revenue generated and expended.
- D. Debit cards are permitted, so long as the Treasurer receives a detailed receipt. Should this be abused, the Treasurer may ask the bank to turn off the card of the abuser. The Club may receive payments by credit card but may not apply for a credit card per CCISD policy.
- E. The RBI Club shall not:
  - a. Use school facilities without prior approval from the Principal or Coach of CSHS;

- b. Become involved with the direction of the Head Baseball Coach, personnel issues, scheduling of contests, rules of participation or policy making activities for a student group or interschool program. All of these duties are the responsibility of CSHS and CCISD;
- c. Have authority in directing or influencing CCISD employees in the administration of their duties;
- d. Give a Baseball Coach a gift or cash in excess of the limits imposed by the UIL (which is \$500 in money, product, or service) from any source in recognition of, or appreciation for coaching, directing, or sponsoring student activities;
- e. Give anything to specific student. School administrators must be consulted before giving anything to a student, school, or coach;
- f. Donate any equipment to the program or the school valued at \$2500 or more. School administrators must be consulted on the proper procedure prior to any donation of this amount or greater;
- g. Directly employ, contract, supplement or in any other way compensate a consultant, clinician, accompanist, or paraprofessional for work performed for student activity. These types of working arrangements must be managed through the CSHS Principal, Head Baseball Coach and the CCISD office

## **Article VI – Support Committees**

- A. Committees and their respective chairpersons shall be appointed by the President and approved by the Executive Board to perform specific functions, such as fundraising, membership drives and other support activities. These committees shall serve until completion of their designated support activity or until dismissed by the President or Executive Board.
- B. All Committees that are used to raise funds for the club shall report to the Treasurer. All other committees will report to the President or Vice President.
- C. When required to provide direct status to the Executive Board during an Executive Board meeting, Committee Chairs are welcome to participate in the meeting but are not authorized to vote.
- D. Standing Committees:
  - a. Fundraising – Responsible for developing and managing fundraising projects.
  - b. Merchandise – Responsible for managing merchandise development and vendors.
  - c. Concessions – Responsible for leading and coordinating the concessions for the season.
- E. Non-Standing Committees (to be activated as needed):
  - a. Special Events (ie. Golf Tournament, HOCO Carnival, Baseball Bingo, Pre-season Breakfast, Senior Night, Little League Night)
  - b. Media & Communications
  - c. Program & Publications
  - d. Scholarship
  - e. Audit

## **Article VII – Amendments**

- A. Bylaws may be altered or amended, at any regular or special meeting held in conformity to the Bylaws. Prior to the adoption of the altered or amended bylaws, the alterations and/or amendments must be distributed to all members at least 5 days prior to a General or Special meeting, where they may then be adopted by a two-thirds majority vote of those in attendance.

## Contact Information of Officers for the (2024 - 2025) school year:

Office	Name	End Term	Email	Phone
<b>President</b>	Faris Mondey	8/31/2025	farismondey@gmail.com	713.249.1753
<b>Vice President</b>	Paul Fonte	8/31/2025	pfonte4@gmail.com	832.250.9988
<b>Treasurer</b>	Paul Fonte	8/31/2025	pfonte4@gmail.com	832.250.9988
<b>Secretary</b>	Koral Shultz	8/31/2025	koral@theobgyncenter.com	832.868.8827

### **SIGNATURE OF OFFICERS**

Two officers of the organization are required to sign bylaws or amendments each year.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Faris Mondey

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
09/17/2024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Paul Fonte

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
09/17/2024

\_\_\_\_\_  
Date