

BYLAWS

NORTH ALLEGHENY SCHOOL DISTRICT BASEBALL BOOSTERS, INC.

A NON-PROFIT CORPORATION

Current as of April 6, 2025

Article I – Name and Purpose

Section 1.01. Name. The name of this organization shall be North Allegheny School District Baseball Boosters, Inc. and may be informally referred to as “Baseball Boosters” (hereinafter referred to as the "Baseball Boosters").

Section 1.02. Purpose. The Baseball Boosters organization is dedicated to supporting the North Allegheny School District Baseball teams for students in grades 7 through 12. Our mission aligns with the charitable and educational goals set forth under Section 501(c)(3) of the Internal Revenue Code, ensuring that all our activities are focused on benefiting the baseball program and its players. Below are the specific purposes of the organization:

1. Charitable and Educational Focus

The Baseball Boosters is organized exclusively for charitable and educational purposes, in compliance with Section 501(c)(3) of the Internal Revenue Code. Our activities are designed to support and promote the baseball program while enhancing the overall student-athlete experience.

2. Support for the North Allegheny Baseball Program

We aim to provide consistent and reliable support for the North Allegheny School District's baseball teams. This includes assisting with resources, equipment, and other necessary tools to strengthen the program and improve the players' performance and growth.

3. Fundraising for Player Enrichment

A significant part of our mission is to organize and facilitate fundraising efforts. These funds will directly support the North Allegheny Baseball program, enriching the experience of the players by enhancing training, equipment, and opportunities for development.

4. Building Fellowship and Communication

The organization works to foster a strong sense of community and fellowship among all involved with the program. This includes the baseball players, their families, coaches, the Athletic Director, and other booster organizations within the North Allegheny School District. We prioritize open communication to ensure collaboration and shared success across the baseball program.

5. Additional Purposes Permitted by Law

Our organization may also engage in any other activities that are consistent with these primary goals and are permitted under applicable laws. This includes making distributions to other 501(c)(3) organizations, as necessary, to support the broader mission of promoting education and community engagement in sports.

Article II – Membership

Section 2.01. Eligibility. All parents, guardians, coaches, faculty, administrators, community members, business leaders, students, or alumni interested in supporting the objectives and purposes of the Baseball Boosters – without discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, or disability – are eligible to attend meetings, contribute ideas, provide volunteer assistance, and otherwise help the Baseball Boosters achieve its purpose.

Section 2.02. Membership Dues. The Baseball Boosters will establish annual membership dues and fees. The amount and payment schedule for dues and fees will be determined by the Executive Board on an annual basis. Membership dues and fees are non-refundable once the rosters have been finalized and payment has been made. No reimbursements will be issued for injuries or any other extenuating circumstances after these conditions have been met.

Full Membership: Full membership is granted to anyone who pays the annual membership fees at the beginning of the baseball season. Membership is required for access to Baseball Boosters activities and benefits. Benefits are extended only to players who complete the full season, including playoffs. Hardship memberships may be granted at the discretion of the Executive Board.

Associate Membership: Available to any interested member of the community who pays the Associate Membership fee. Associate Members do not have voting rights.

Section 2.03. Voting Rights. All Executive Board members and any family who has paid dues and other fees shall be considered voting members of the Baseball Boosters. The Principal, Assistant Principals, Athletic Director, Coaches, and school/team staff shall be non-voting, advisory members of the Baseball Boosters. Voting will be limited to one vote per family.

Section 2.04. Rights and Responsibilities. Members shall have the right and responsibility to attend meetings and events sponsored by the Baseball Boosters, serve on committees, and be nominated and elected to Executive Board positions. Voting members shall have the right to vote for officers, review and approve the annual budget, and approve amendments to these bylaws.

Article III – Executive Board

Section 3.01. Membership. The Executive Board shall consist of the elected officers of the Baseball Boosters.

Section 3.02. Authority. The affairs, activities, and operation of the Baseball Boosters 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 these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the Baseball Boosters.

Section 3.03. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least 51% of elected officers in attendance.

Section 3.04. Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the Baseball Boosters business are allowed to be reimbursed with documentation in accordance with the Baseball Boosters financial policies, and prior approval.

Article IV – Officers and Their Elections

Section 4.01. Officers. The officers of this Baseball Boosters organization shall consist of one President, one Vice President, a Secretary, and a Treasurer.

Section 4.02. Election

A Nominating Committee, consisting of the current President, Vice President, Secretary, and Treasurer, shall begin seeking nominees approximately one month prior to the election, in April. The committee will develop a slate of candidates and announce them to the membership at the May Executive Board meeting. Only those individuals who have consented to serve shall be eligible for nomination, either by the Nominating Committee or by another member of the organization. Officers shall be elected at the May meeting of the Baseball Boosters by the members present.

Section 4.03. Term

Officers shall serve a one-year term, with the option to be elected for up to four consecutive terms in the same office. The term begins on July 1st following the election and ends on June 30th of the following year. The originally installed executive officers will serve a term ending on June 30th, while subsequent executive officers will serve terms beginning on July 1st and ending on June 30th of the following year. This ensures all business from the current season is completed and duties are properly transferred to newly elected officers on July 1st.

The fiscal year of the Corporation begins on July 1st and ends on June 30th of the following year.

Section 4.04. Nominating Process

The Board shall notify all members in good standing, via email or other means, of the nominating process before the end of April. Members will have until the first Friday in May prior to the May Board Meeting (held currently on Sunday evenings) to respond with recommendations for nominees. Any member in good standing may submit a name for nomination to the Nominating Committee. The process may be conducted through a Google Form or email. For purposes of notice, members must provide a valid email address to the Baseball Boosters.

Section 4.05. Nominating Committee

The Nominating Committee shall be chosen by the Executive Board and consist of at least four members in good standing of the Baseball Boosters. The committee shall present a slate of candidates to the Executive Board by the first Friday in May prior to the May Board Meeting.

Section 4.06. Criteria for Nominees

Members should be aware that the following criteria apply to all nominees:

1. **Good Standing:** Each nominee must be a member in good standing of the Baseball Boosters.

2. **Previous Service:** Each nominee must have successfully served the Baseball Boosters in some capacity and demonstrated the ability and willingness to fulfill the obligations of the office they are nominated for.
3. **Adherence to Bylaws:** Nominees must demonstrate an understanding of and willingness to adhere to the bylaws of the Baseball Boosters, as determined by the Nominating Committee.
4. **Consent to Serve:** The nominee must have agreed to become a nominee for the position they are being nominated to fulfill.

Important Note: Nomination or election to an office does not guarantee a position for the nominee's child on a baseball team. If the nominee's child does not make the team, the parent must relinquish their office unless they intend to fulfill their duties as required. If it is determined by the Executive Board that the individual is not fulfilling or does not intend to fulfill their duties, the Executive Board may vote to remove that individual from their position and replace them with a suitable person to complete the remaining term.

Section 4.07. Voting Process

1. Upon acceptance of nomination for office, the candidate's name will be listed on the voting ballot.
2. The Executive Board will submit a slate of candidates to the members in good standing for voting by the first Friday in May. Each family in good standing will receive one ballot. Voting may take place via Google Form or email, and responses must be received by the first Friday in May, prior to the May Board meeting held on Sunday evening. Officers will be selected by a majority vote of the ballots cast.
3. The elected officers and the general members in good standing will be notified of the election results.

Section 4.08. Vacancies

Any vacancy in any office throughout the year will be filled by appointment by the Executive Board at their next meeting or as soon as reasonably possible.

Section 4.09. Team Parents

The Executive Board will conduct the Baseball Boosters business through its term. Once the baseball teams are formed for that school year, team parent(s) from each team will be appointed by the Executive Board. Team parents will work closely with the executive officers to fulfill the purpose of the Corporation; however, team parents will have no executive voting privileges.

Article V – Duties of Officers

Section 5.01. President. The President shall be the principal executive officer of the Baseball Boosters, responsible for supervising and controlling all activities of the organization, subject to the oversight of the Executive Board. The President will be a member of the Executive Board and, when present, will prepare meeting agendas and preside over all meetings of the Executive Board

and the membership. The President shall have voting rights only in the case of a tie, whether in the Executive Board or the membership.

The President is also responsible for selecting and appointing the chairpersons of all Standing and Special Committees and will serve as an ex-officio member of all committees. Elected for a one-year term, the President will act as the liaison with the Athletic Director, other booster organizations, and the community. Additionally, the President will work closely with the Treasurer to ensure that income and expenses align with the approved budget and that all fundraising activities comply with applicable laws and Executive Board approval.

Section 5.02. Vice President(s). The Vice President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

Section 5.03. Secretary. The Secretary is elected for a one-year term and is a member of the Executive Board. The Secretary shall record the minutes of all meetings and distribute them as required. They will maintain written records of the year's activities, ensuring that the incoming board has the necessary documentation. The Secretary is also responsible for keeping an up-to-date list of players, parents, and their contact information, including email addresses. Additionally, the Secretary will manage the Baseball Boosters' postal mail and email accounts, establish a membership email and telephone chain in coordination with team parents, and fulfill all duties related to the office as assigned by the President or Executive Board.

Section 5.04. Treasurer

The Treasurer is elected for a one-year term and is responsible for collecting all funds, paying bills, and preparing monthly financial statements for the Executive Board. At the end of the year, the Treasurer will prepare a financial statement to be distributed to the members of the Baseball Boosters. The Treasurer shall also be a member of the Executive Board and is the authorized custodian of all Baseball Boosters' funds, overseeing them in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities, ensuring that funds are received and spent in alignment with the Baseball Boosters' tax-exempt purpose, bylaws, and budget. The financial records of the Baseball Boosters are the property of the organization and must be made available to all officers and members upon request.

The Treasurer's responsibilities include:

- Preparing an annual budget for review and approval by the members.
- Ensuring that all funds are promptly deposited into the Baseball Boosters' authorized bank account.
- Ensuring that payments and disbursements are authorized by the approved budget or any amendments to the budget.
- Presenting a written financial report (including income, expenditures, and a comparison of budgeted amounts to actual year-to-date amounts) at each Board meeting and upon request from the Executive Board.

- Completing all federal and state tax filings, with assistance from Parent Boosters and USA.
- Completing the Sales Tax Exemption renewal.
- Preparing and submitting Title IX forms to the Athletic Director.

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 Baseball Boosters 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 Baseball Boosters.

Section 6.03. Loans. No loans shall be made by the Baseball Boosters to its officers or members.

Section 6.04. Banking. The Treasurer shall ensure that all funds of the Baseball Boosters are promptly deposited to the credit of the Baseball Boosters bank account. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds. If debit or credit cards are established in the name of the Baseball Boosters, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

Section 6.05. Financial Controls. The Baseball Boosters shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the Baseball Boosters 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, or at any regular meeting by majority vote of the members present at the meeting;
- All checks, drafts, or other orders for the payment of money on behalf of the Baseball Boosters shall be signed by the Treasurer or President;

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

Section 6.07. Fiscal Year. The fiscal year of the Baseball Boosters shall be from July 1st to June 30th.

Section 6.08. Financial Record Retention. All records of the Baseball Boosters shall be maintained and destroyed in accordance with law and standard record retention guidelines.

Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s	store in corporate record book, binder, and/or cloud-based software	At Least Seven (7) Years Consider keeping permanently.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	compile and file records on yearly basis; store in binder or cloud-based software	Seven (7) Years Store w/financial records. Destroy after seven years.
Treasurer's reports (monthly)	compile and file records on yearly basis; store in binder or cloud-based software	Three (3) Years Store w/financial records. Destroy after three years.

Section 6.09. Insurance. If Baseball Boosters produces any event having attendees, Baseball Boosters must have an insurance policy in place to protect Baseball Boosters and Executive Board members from liability that takes place at the event.

Article VII – Meetings

Section 7.01. Regular Meetings. Regular meetings will occur on the first Sunday of each month, August through June, with an optional meeting in July. Regular meetings are open to the public. Meetings will be conducted in a convenient, accessible location and/or via video conferencing. Meeting dates, times, and locations will be posted on the Baseball Boosters website.

Section 7.02. Special or Emergency Meetings. In rare occurrences, additional meetings may be required. The Executive Board will notify members via email, phone, or face-to-face conversation of the meeting date, time, and location.

Section 7.03. Executive Board Meetings. The Executive Board may, at its discretion, meet to prepare for general membership meetings and to conduct the affairs of the Baseball Boosters. These meetings may or may not be open to the public at the Board's discretion.

Section 7.04. Quorum. The members present at any regular meeting of the Baseball Boosters, provided four or more members are present (including the Executive Board), 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 quorum is not present shall be discussed and decided by the Executive Board.

Section 7.05. Participation in Meeting by Video or Audio Conference Call. Members of the Executive Board may participate in a meeting through use of video or audio software/applications or similar communications equipment, so long as members participating in such meeting can hear one another.

Article VIII – Indemnification

Every member of the Executive Board of the Baseball Boosters shall be indemnified by the Baseball Boosters against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Baseball Boosters, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Baseball Boosters. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

Article IX – Dissolution

Upon the dissolution of the Baseball Boosters, its assets shall be distributed exclusively for the purposes of the Baseball Boosters. Alternatively, assets may be distributed to organizations that are organized and operated exclusively for charitable purposes and qualify as exempt under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. If such distribution is not possible, the assets may be distributed to a local, state, or federal government for a public purpose.

If the assets cannot be disposed of as described above, they shall be disposed of by a court of competent jurisdiction in the county where the Baseball Boosters' principal office is located. The court will direct the distribution to organizations that are organized and operated exclusively for charitable purposes.

Article X – Amendments

These Bylaws may be amended at any regular or special meetings of the membership by a majority vote of the members present.

Article XI – Adoption

These bylaws shall be adopted upon approval by a majority vote of members present at a regular meeting of the Baseball Boosters.

Article XII – Effective Date

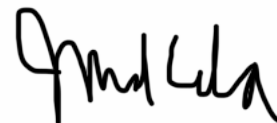
These bylaws shall take effect immediately upon adoption.

Date of Adoption: May 4, 2025

President



Secretary



Vice-President



Treasurer

