

Bylaws for Sprayberry High
School Yellow Jacket Fast Pitch
Club
(Effective March 1, 2022)

Article I – Name

The name of this organization shall be the “Sprayberry High School Fastpitch Booster Club, Inc,” hereinafter referred to as the “Club”.

Article II – Objectives

The objective of the Club is to provide incremental funds for the fast pitch program of Sprayberry High School, as well as, promoting the program through-out the community, cultivating school spirit, teaching sportsmanship, and building character in the players that come through the program. The Club will provide this support while operating in the full support of the SHS Administration and the Head Coach of the Sprayberry High School Fast Pitch Softball program.

Article III – Operating Authority

The Club shall have no authority to dictate or interfere with the SHS Fast Pitch Softball Staff, its policies, or those of the SHS Administration. The Fast Pitch Softball Staff includes, but is not limited to, the SHS Head Varsity Fast Pitch Softball Coach, which is appointed by the SHS Administration and his/her Assistants for both Varsity and Junior Varsity teams.

Article IV – Membership & Dues

Section I – Membership shall be granted to any persons interested in the Sprayberry High School Fast Pitch Softball program and willing to abide by the rules set by the Club upon payment of annual dues as established by the Executive Board. Each Club member is expected to participate in Club fundraising activities and volunteer for team support functions.

Section II – Voting privileges shall be limited to the parents of Varsity and Junior Varsity players in Good Standing with the Club. Each family will receive one vote per player.

Note: Jr. Jacket Liaison, per the stated Jr. Jacket Board Member policy.

Section III – In Good Standing with the Club shall be defined as any member whose Player Dues have been paid in full for all years the player has held a spot on a Varsity or Junior Varsity roster. Voting Membership in the Club is not transferrable.

Note: Jr. Jacket Liaison, per the stated Jr. Jacket Board Member policy.

Section IV – Each Voting Member will be entitled to:

- A. Vote on all matters requiring a vote by Voting Members of the Club. a.
 - Election of Executive Board
 - b. Annual Budget
 - c. Bylaw changes
 - d. For each vote, a quorum shall be 25% of the voting members, as determined by the Varsity and Junior Varsity roster.
- B. Be eligible for appointment to any office or committee.
- C. Receive notification of meetings.

Section V – Each Non-Voting Member will be entitled to:

- A. Be eligible for appointment to a committee.
- B. If a Rising 8th Grade parent and Metro Dues were paid in full, eligible to be appointed to open vacancies on the Executive Board per the Vacancy policy. If appointment is made would be considered a Voting Member.
- C. Receive Notification of meetings as determined by the Executive Board.

Section VI – Player dues for membership in the Club shall be recommended by the Executive Board after review of the budget for the coming year and approved by a majority vote of the Executive Board. Payment of all dues is required prior to the start of the season, as determined by the Executive Board.

Article V – Meetings

Section I – There shall be a minimum of two Club meetings during the fiscal year, which is January 1st thru December 31st. The day, time, and place shall be determined by the Executive Board with approval of the Varsity Head Coach.

Section II – Executive Board meetings will be scheduled as needed.

- A. A quorum for the transactions of the Club Executive Board shall be the majority of the members present at the meeting.
- B. Each member of the Executive Board has one vote.
- C. The SHS Head Varsity Fast Pitch Coach is ex-officio, non-voting member which cannot be the tie breaking vote nor have veto power.

Section III – The most current edition of Robert's Rules of Order shall apply in all meetings in which it is not consistent with these bylaws.

Article VI – Executive Board

Section I - The officers to be elected by the membership are President, Vice President, Treasurer, and Public Relations Coordinator. These elected officers shall be considered the Executive Board of the Club.

- A. To qualify to serve as an officer of the Club, a member must be in good standing.
- B. Nominations of members willing to serve in a position on the Executive Board should be made to the SHS Head Varsity Fast Pitch Softball Coach.

Section II – Election of officers will be held at the last Club meeting prior to the end of each fiscal year.

- A. Elections process to be conducted by the Nominating Committee Chair. The President shall nominate members in good standing to comprise the Nominating Committee. The Executive Board shall have the right to reject any nominations with a majority vote. The Nominating Committee shall be comprised of three Club members. Once the committee has been approved by the Executive Board, the Nomination Committee shall solicit, select, and present to the Executive Board a proposed slate of nominations for all offices. This recommendation shall be made prior to the Annual Meeting.

The Nominating Committee Duties

- 1. Interview and verify the qualifications of selected nominees
- 2. Obtain prior approval from the nominee before the nominee's name is announced
- 3. Present the slate to President first and then the general membership at the annual meeting

4. Following the presentation of the nominees, other nominations can be proposed from the floor, provided that the consent and qualifications of the nominee have been confirmed in advance by person making the nomination.
5. A general election shall then be held to elect new officers. Vote should be done by secret ballot. The High School Coach should verify the vote count.
6. Officers shall be elected by a majority vote by members of the Club in attendance.
7. Note: A quorum must be met per policy guidelines of 25% of club membership.

- B. Elected officers will assume their duties on the first day of the new fiscal year.
- C. Elected officers will serve for two (2) years with one-half (50%) of the officers up for re-election each year. Change to "Term of Office is one year.
- D. Officers may serve more than one term, if duly re-elected.

Section III – In the event of a vacancy in the office of the President, the Vice President shall assume the title and duties of the President for the unexpired term. A vacancy in any other officer position shall be filled by the Executive Board, for the unexpired term. The SHS Head Varsity Fast Pitch Coach cannot appoint an individual to serve on the Executive Board.

Article VII – Duties of the Officers

The executive board shall conduct all business of the club which must be performed during the term year:

1. **Authorize disbursements of funds for approved Club expenses**
2. **Consider all questions of policy.**
3. **Approve candidates to fill vacant positions**
4. **Present recommendations to the Club for action, develop, and approve the proposed annual budget, develop, and prioritize actions related to funding and enhancing the fastpitch program**
5. **Organize activities and events for the term year.**
6. **Advocate for the Sprayberry High School Fastpitch Program**

Section I – The duties of the President shall be, but are not limited to, the following:

- A. To preside over all meetings of the Club.
- B. Present an annual report on the affairs of the Club to the general membership at scheduled meetings.
- C. Be a liaison between the Club and the SHS Head Varsity Fast Pitch Softball Coach.
- D. Provide leadership for the Club and work directly with School Administration, Coaches, Committees, etc.... to assure the objectives of the Club are met.
- E. Work with the Treasurer and High School in the development of the preliminary budget proposal
- F. With approval of the Executive Board, will appoint all Committee Chairs.
- G. Serve as advisor to all committees.
- H. Authorize Club expenditures, not previously included in the budget approved by the Club members, up to \$500.
- I. Will have check signing authority.
- J. Backup to Treasurer
- K. Other duties as deemed appropriate and approved by the Executive Board.

Section II – The duties of the Vice President shall be, but are not limited to, the following:

- A. Assist the President in his/her duties and preside over meetings in the absence of the President.
- B. Provide leadership for the Club and work directly with School Administration, Coaches,

- Committees, etc.... to assure the objectives of the Club are met.
- C. Serve as advisor to all committees.
- D. Assist the President with communication to the Club membership.
- E. Coordinate fundraising projects for the Club
- F. Coordinate sponsorship projects for the club. Ensure all necessary banners and yard signs are purchased and displayed appropriately.
- G. Confer with the SHS Head Varsity Fast Pitch Softball Coach to order all spirit wear that is to be given to the team members or to be sold to the general membership.
- H. Obtain and maintain corporate sponsorships.
- I. Will succeed the President in the case of a vacancy in the office for the remainder of the unexpired term.
- J. Coordinate and make arrangements for player meals at home & away games for Varsity and Junior Varsity teams.
- K. Other duties as deemed appropriate and approved by the Executive Board.

Section III – The duties of the Public Relations Coordinator shall be, but are not limited to, the following:

- A. Record and report the minutes of all meeting of the Club.
- B. Maintain permanent records of the Club, including but not limited to, the bylaws and assures distribution of the bylaws to members and prospective members.
- C. Prepare and mail all Club correspondence.
- D. Receive Club mail and take appropriate action.
- E. Promote the Sprayberry softball program through the use of social media such as Facebook, Twitter, Instagram, and other tools. Taking photos and/or video during games to use on social media.
- F. Maintain the www.sprayberrrysoftball.com website with partnership from the Head Varsity Coach, Executive Board, and Club members.
- G. Coordinate the annual team and player photos immediately after Varsity and Junior Varsity rosters are finalized.
- H. Maintain a record of all user ID's and passcodes to all Club social media and websites.
- I. Be willing to assist and train the newly elected Club member during a short transition period to ensure a smooth handover of responsibilities
- J. Other duties as deemed appropriate and approved by the Executive Board.

Section IV – The duties of the Treasurer shall be, but are not limited to, the following: A. Chair budget committee and prepare budget

- B. Will be responsible for the financial affairs of the Club, which includes keeping accurate records of transactions, timely payment of invoices, and timely deposits of receipts.
- C. Will prepare an annual budget for the Club, with input from the Board President, SHS Head Varsity Fast Pitch Softball Coach, as well as the SHS Administration and the Club Board of Directors.
- D. Will secure approval from the President prior to disbursing any funds not included in a budget approved by the Club membership.
- E. Will provide detailed financial information to the Club membership, head coach, as well as the SHS Administration monthly.
- F. Will have check signing authority.
- G. Oversight of the Concessions Operations
- H. Will serve as Secretary at meetings in the absence of the Public Relations Coordinator

Section V - The duties of the SHS Head Varsity Fast Pitch Softball Coach shall be, but are not limited to the following:

- A. Coach and prepare team for competition
- B. Prepare and submit an annual budget to the Executive Board for the financial needs of

the softball program during the coming year. The budget submission will be included in the overall general club operating budget.

- C. Advise Club of all team activities requiring Club support
- D. Coordinate needs of all teams regarding requests for non-budgeted expenditures and submit to Treasurer for presentation at board meetings.
- E. Appoints, as necessary, a person to assist with maintaining the field year around as part of the coach's responsibility. This position is a non-officer position and can be an outside service to maintain the softball facility as deemed necessary.

Section VI – Standing Committees

- A. Concessions Coordinator
 - a. Coordinate Club volunteers to work concessions at all home games (Varsity, Jr Varsity, and Metro teams).
 - b. Maintain of record of volunteer hours and provide to the Executive Board, weekly.
 - c. Maintain an inventory of concession products and replenish as appropriate
 - d. Make sure monies are tallied and turned in to the Treasurer after each game.
 - e. Make sure concession area and materials are secure after game
- B. Concessions volunteers
 - a. Sign up with the Concessions Coordinator at the beginning of the year.
 - b. Arrive at time designated by Concessions Coordinator
 - c. Make sure all monies are turned into the Concessions Coordinator, Treasurer after the game.
 - d. Clean up and secure concessions area after the game
- C. Score Keeper & Game Announcer (2 people)
 - a. Responsible for all scorekeeping, game announcing, and music for home games.
 - b. Responsible for set-up and clean-up of all necessary equipment
- E. Jr Jackets Liaison (1 person)

Jr. Jacket Liaison is responsible for the coordination of the Jr. Jacket program in accordance with the guidelines of the middle school league rules, high school head coach, and the booster club executive board. The Jr. Jacket Liaison serves as the liaison between the booster club and Jr. Jacket parents and players.

 - a. To be designated by the Jr Jackets Head Coach and approved by the SHS Fastpitch Varsity Head Coach. Change to recommended to the Executive Board by the HS head coach of the program for election through majority vote of the executive board. This should take place at the beginning of the fiscal year. Once elected, the Jr. Jacket Liaison serves in a standing equal to other board members.
 - b. Will serve as a liaison between the Jr. Jacket program (coaches, players, and parents) and the varsity program including the head coach and Club.
 - c. Communicate all Club information to the Jr Jackets program.
 - d. Coordinate field scheduling and usage for Jr. Jacket games, practices, and field maintenance.
 - e. Provide the Executive Board and Varsity Head Coach the following items in a timely manner and/or as soon as available:
 - I. A complete roster by team to include all player information and eligibility documentation.
 - II. A complete game and practice schedule prior to the first game.
 - f. Coordinate / Partner with the following Club members on Jr Jacket events
 - i. Concessions Coordinator – game day concessions & volunteers
 - ii. Treasurer / Club President – prior approval of all purchases, to include uniforms.

Article X – Ownership

Any equipment or property acquired by the Club shall become the property of Sprayberry High School. The gift or donation shall be accepted by the School Administration with a signed statement indicating that it will become the property of the school. In the event that the Club should be dissolved or cease to function, all accumulated funds, equipment, and property shall be turned over to Sprayberry High School subject to the express condition that they be used for the purpose for which they were acquired.

Article XI – Bylaw Amendments

Section I - The bylaws of the Club can be amended by a majority vote of the members.

Section II – Members shall receive reasonable notice, typically at least 48 hours, of any proposed changes to these bylaws. The notice shall be submitted to the membership in writing prior to the Club meeting that the changes will be presented for consideration.