

POPE HIGH SCHOOL FAST PITCH SOFTBALL BOOSTER CLUB, INC

Pope Fastpitch INC is a 501c3 organization that serves as the booster club for the Pope High School softball team. Pope Fastpitch INC

ARTICLE I: GENERAL

SECTION 1: MEMBERSHIP QUALIFICATIONS

Any individual who would like to be in the fellowship with this group and comply with the provisions of its By-Laws may become a member of the club by paying the MEMBERSHIP DUES.

SECTION 2: MEMBERSHIP DUES

Dues shall be set by the Executive Board on an annual basis.

SECTION 3: ELIGIBILITY TO PARTICIPATE

Only members in good standing with the Club shall be eligible to participate in its business meeting or to serve in any of its elective or appointed positions. The board at its discretion, will determine eligibility.

1. A member in good standing is defined as a due paying member.
 - a. Dues are expected to be paid by the end of the calendar year of the current season.
 - i. Board members who have not paid dues or setup a payment plan by the end of the season's calendar year will be removed from the board. Vacancy shall be handled per the stated vacancy policy.

ARTICLE II: MEETINGS

SECTION 1: FISCAL YEAR

The Fiscal Year shall commence on the first day of the month of July. (Fiscal year ends June 30th)

SECTION 2: SCHEDULE

There shall be a minimum of 2 GENERAL MEETINGS of the Club during each fiscal year, one of which shall be designated as the Annual Meeting. The schedule for these meetings shall be set by the Executive Board and advertised in advanced to encourage attendance.

SECTION 3: ANNUAL MEETING DATE

The Annual Meeting shall be held in the first 6 months of the calendar year.

SECTION 4: QUORUM

The members present at a meeting shall constitute a quorum.

SECTION 5: SPECIAL MEETINGS

Special meetings may be called by the President or Coach. Only such business for which said Special Meeting was called shall be transacted at such meetings.

ARTICLE III: EXECUTIVE BOARD

SECTION 1: DUTIES

The executive board shall transact all business of the club which must be performed between General Meetings:

1. Authorize disbursements of funds for approved Club expenses.
2. Consider all questions of Policy.
3. Approve candidates to fill vacated offices.
4. Present recommendations to the Club for action, develop and approve the proposed annual budget, develop and prioritize initiatives to related funding.
5. Prepare a general program for the year.
6. Act as an Advocate for the Pope High School Fastpitch Softball Team.

SECTION 2: EXECUTIVE BOARD MEETINGS

Meetings of the Executive Board shall be held at the discretion of the President or Coach. Attendance at Executive Board meetings shall be open to Executive Board Members, Coaching Staff & School Administration.

ARTICLE IV: OFFICERS

SECTION 1: RECORDS

Each individual shall maintain a record of his/her activities including expenditures and receipts during his/her term in office. This record shall be turned over to the Executive Vice President on the first day of the fiscal year.

SECTION 2: DUTIES

COACH

The Coach shall:

1. Head coach is an ex-officio member of the booster club board and is a non voting member.
 - a. Official board meetings cannot occur without this (head coach) ex-officio member present.
2. Appoint Assistant Coaching Staff.
3. Manage Assistant Coaching Staff.
4. Develop Practice & Game Schedules.
5. Manage Varsity Games.
6. Compile a preliminary cost estimate cost estimate for required supplies/ uniforms and coaching manpower.

PRESIDENT

The President shall be the Chief Executive Officer of the Club. The President shall:

1. Appoint all standing and special committees.
2. Compile a preliminary budget with the assistance and approval of the Executive Board and Head fast-pitch Coach.
3. Present the proposed budget for approval at the Annual Meeting.
4. Propose nominees to fill vacated offices.
5. Authorize disbursements for approved expenses of the club.
6. Backup to Treasurer (Secondary Signer on bank account).

VICE PRESIDENT

The Vice President shall assume all duties of the President in his/her absence. The Vice President shall:

1. Serve as an active assistant to the President.
2. Perform duties as requested by the President.
3. Ensure that issues regarding Lady Greyhound Fast-Pitch Softball are represented.
4. Recruits/nominates candidates for Board and Functional positions.

TREASURER

The Treasurer shall:

1. Maintain accurate and current records of all funds and disbursements.

2. Manage booster club bank accounts and inventories club assets.
3. Collect all monies.
4. Make all payments authorized by the President during the Executive Board Meeting.
5. Submit a written report of receipts and disbursements at each meeting of the Executive Board and at General Meeting.

SECRETARY

The Secretary shall:

1. Maintain a record of the proceedings at all meetings.
2. Handle all correspondence.
3. Serve as the Parliamentarian of the Club.
4. Maintain By-laws.

SECTION 3: FUNCTIONAL BOARD POSITIONS

FUNDRAISING COORDINATOR

1. Works in conjunction with the Vice President to coordinate and carry out all procedural aspects of the fundraising process for the booster club.
 - a. Helps to create and maintain the fundraising schedule for the club.
 - b. Coordinates all correspondence with club members regarding fundraisers.
2. Fundraising coordinator is not a voting member of the board
3. Fundraising coordinator is not mandated to appear at board meetings, however they are able to attend board meetings per the consent of executive board.
4. Vice President and fundraising coordinator are responsible for providing any requested fundraising updates prior to all board meetings.

SPONSORSHIP COORDINATOR

1. Works in conjunction with the Vice President to coordinate all sponsorship signage at the field and on the website
 - a. Maintains contacts with all current sponsors on the silver and gold board
 - b. Continually searches out new sign sponsors
 - c. Coordinates with sign making company to acquire new signage
 - d. Assists with maintenance of silver sign board.
2. Works in conjunctions with the Vice President to coordinate “material” sponsorships. (meals / food, spirit nights, any other sponsorship opportunities)
3. Sponsorship coordinator is not a voting member of the board

4. Sponsorship coordinator is not mandated to appear at board meetings, however they are able to attend board meetings per the consent of executive board.
5. Vice President and sponsorship coordinator are responsible for providing any requested sponsorship updates prior to all board meetings.

EVENTS COORDINATOR

1. Works in conjunction with the Vice President to coordinate all pre game meals and concession stand activity as well as assemble a staff for special events.
 - a. Special events include but are not limited to:
 - i. 1st pitch dinner
 - ii. 100 inning game refreshments
 - iii. Banquet
 - b. During special events, the coordinator will oversee the events by deciding the amount of workers needed and jobs that need to be performed, ascertaining volunteers for these events and delegating duties for special events as coordinator deems necessary.
 - i. Events coordinator will coordinate with the treasurer for special events and oversee assembled staff to be sure that event budget is not exceeded.

ARTICLE V: SELECTION OF OFFICERS

SECTION 1: NOMINATING COMMITTEE SELECTION

The President shall nominate members in good standing to comprise the Nominating Committee. The Executive Committee shall have the right to reject any nominations.

The Nominating Committee shall be comprised of a minimum of three Club members.

Once Executive Committee approval has been obtained, the Nominating Committee shall 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.

SECTION 2: NOMINATING COMMITTEE DUTIES

The Nominating Committee shall:

1. Verify the qualifications of selected nominees.
2. Obtain prior approval from the nominee before the nominee's name is announced.
3. Present the slate of nominees to President first and then the general membership at the Annual Meeting.

SECTION 3: PROCEDURE FOR SELECTING NOMINEES

The Nominating Committee shall:

1. Present the nominees to the general membership at the Annual Meeting.
2. Following the presentations of 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.
3. A general election shall then be held to elect Officers from the slate of nominees.
4. Officers shall be elected by a majority vote by members of the Club in attendance.

SECTION 4: TERM OF OFFICE

The term of office shall be for one year commencing with the first day of the Fiscal Year.
SPECIAL NOTE: AMENDMENT ONE

SECTION 5: FILLING VACANCIES

The Board shall nominate a successor to fill a vacated office for the remainder of the term. Approval of the Executive Board is required to confirm the appointment.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall be the authority for all points of order not covered by the Club's Constitution, By-Laws and Amendments.

ARTICLE VII: AMENDMENTS

This Constitution and By-Laws may be amended by a majority vote of those members present at a General Meeting, provided proposed amendment(s) have first been approved by the Executive Board and has been presented to the membership at least two (2) weeks prior to that General Meeting.

ARTICLE VIII: DATE ADOPTED

On this date, _____, this Constitution and By-Laws have been approved and adopted by the majority in attendance of a General Meeting creating:

THE POPE HIGH SCHOOL FAST-PITCH BOOSTER CLUB

Chairman

Secretary

AMENDMENT ONE:

ON THIS DATE, JULY 01, 2011, ARTICLE V, SECTION 4: TERM OF OFFICE, WAS AMENDED. THE CURRENT, ORIGINATING BOARD WILL STAY IN OFFICE FOR THE NEXT CONSECUTIVE YEARS, BUT NOT TO EXCEED THE SCHOOL YEAR 2013. THIS AMENDMENT APPROVED AND VOTED ON BY THE QUORUM REQUIRED. SO NOTED:

Chairman

Secretary

AMMENDMENT TWO:

ON THIS DATE, _____, ARTICLE 1 SECTION 3: ELGIBILITY TO PARTICIPATE WAS AMMENDEED TO DEFINE GOOD STANDING AND DISCUSS HOW GOOD STANDING AFFECTS BOARD MEMBERS

ON THIS DATE, _____ARTICLE 4 SECTION 2: WAS AMMENDEED TO DESIGNATE THE HEAD COACH AS EX-OFICIO MEMBER OF THE BOARD AND TO NOTE THAT BOARD MEETINGS CANNOT OCCUR WITHOUT THE HEAD COACH PRESENT.

ON THIS DATE, _____ ARTICLE 4 SECTION 3: WAS ADDED TO CREATE AND DEFINE THE ROLES OF 3 FUNCTIONAL BOARD POSITIONS: FUNDRAISING COORDINATOR, SPONSORSHIP COORDIANTOR, and EVENTS COORDINATOR.

