

12-13-2006

**SHELDON BASEBALL BOOSTERS CLUB
BY-LAWS**

Section 1. Name

The name of this nonprofit corporation is SHELDON BASEBALL BOOSTERS CLUB, hereafter called the Boosters Club.

Section 2. Offices

The principle office of the Boosters Club shall be at 8333 Kingsbridge Drive, Sacramento, California 95829. The Boosters Club may also have offices at such other places as the Board of Directors require.

Section 3. Members & Their Purpose

Membership in the Boosters Club shall be open to all adult community members interested and subscribing to the purpose of this organization. The primary purpose or purposes of this organization shall be:

(A) To support, maintain and encourage all approved extracurricular activities at Sheldon High School involving the sport of baseball and the general baseball activities of the Greater Sheldon Community.

(B) To be supportive of and recognize that the coaches and, as appropriate, school officials are solely responsible for all coaching related responsibilities and decisions for baseball.

(C) To encourage and promote good sportsmanship among students and adults at the Sheldon High School or Sheldon Baseball Boosters Club activities engaged in / or conducted by / or at Sheldon High School or the Sheldon Baseball Club.

(D) To encourage and support good relations between Sheldon High School, the Greater Sheldon Community and all other schools and programs which are engaged in extracurricular baseball activities.

Section 4. Board of Directors - Officers

(A) Number of Directors & Terms

The Board of Directors shall consist of five (5) Voting Directors. The Voting Directors shall consist of a President, Vice President, Secretary, Finance Officer, and Head Coach. The terms of the Board of Directors

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(Officers) shall be one (1) year. Directors shall serve for the terms to which they are elected, and until election and qualification of the respective successor.

(B) Elections

All Elections will take place during the May and June meetings. The process will begin with nominations and seconds during the May meeting. All nominees will have the floor for a brief qualifying statement. Elections will be held on the agenda as the last order of business. The election will be held during the June meeting and decided by the general membership, with the person receiving the greatest number of votes being declared elected to the Board of Directors.

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(C) Vacancies

In the event of any vacancy on the Board of Directors (whether by death, resignation or otherwise) the remaining members of the Board of Directors shall elect a new director for the remainder of the un-expired term.

Section 5. Meetings

(A) Annual Meeting

The Directors shall hold an annual meeting on the second (2nd) Tuesday in September of each year. The purpose of this meeting is to receive from the Head Coach his requests for the coming year. The Board will also discuss any other business that they feel is necessary.

(B) General Meeting

The Directors shall hold general meetings at Sheldon High School on the second (2nd) Wednesday of each month.

(C) Special Meeting

Special meetings of the Directors may be called at any time by the President or by written notice signed by not less than three (3) directors.

(D) Notice of Meetings

Notice of special meetings shall be given not less than two (2) days prior to the date of such meetings. A notice shall include information regarding subjects to be considered at any special meeting.

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(E) Quorum

All meetings require a majority of the Directors to be present sufficient to constitute a quorum of the transaction of business. The act of a majority of the Directors present, at any meeting, at which there is a quorum, shall be the act of the board of Directors, except as may be otherwise specifically provided by a statute or by these Bylaws. At any meeting of Directors, each Director present in person shall be entitled to one vote. Proxy voting shall not be permitted. In the event of a tie, the tiebreaker will go to the President of the Boosters Club.

Section 6. Officers

(A) Each officer of this organization shall be a member of the Boosters Club.

(B) The officers of the Boosters Club shall be a President, Vice President, Secretary, Finance Officer, Head Coach. These officers shall be elected annually.

(C) Officers shall be elected at the regular meeting held in May of each year.

(D) Simple majority of the votes cast by the members shall be required to elect a board member.

(E) Removal of a board member must be presented to a Board member in writing by any general member in good standing at least one (1) week prior to the meeting at which the topic of officer removal will be subject. A two-thirds (2/3rds) vote of the members present is required to remove an officer from office.

(F) At no time will any payment over \$500 be given to any Officer, Member, Coach, Athlete, Employee, or Contractor without a general membership vote. This payment will only be for Club related expenses or scholarships,

Section 7. Officers and Their Duties

(A) PRESIDENT

1. Serve as the Executive Officer of the Boosters Club.
2. Preside at meetings of the organization.
3. Be an ex-officio member of all committees.
4. Act as a liaison with the Coaching Staff and advise the Board and General Membership of any needs or problems.
5. Contact all other board members prior to the meeting to arrange the agenda and advise the secretary of its content.

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(B) VICE PRESIDENT

1. Act as an aide to the President and perform the duties of the President in the absence or disability of the President.
2. Perform such duties as may be assigned by the President.
3. Act as a liaison with the Board.

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(C) 2nd VICE PRESIDENT

Duties are as followed only if 1st Vice President can't fulfill their duties.

1. Act as an aide to the President and perform the duties of the President in the absence or disability of the President.
2. Perform such duties as may be assigned by the President.
3. Act as a liaison with the Board.

(D) SECRETARY

1. Keep an accurate record of the proceedings of all meetings of the organization.
2. Be prepared to refer to minutes of previous meetings.
3. Notify officer of upcoming meetings.
4. Keep a current copy of the By-Laws.
5. Conduct all necessary correspondence of the organization as may be required.
6. Disseminate information to all Boosters Club members.
7. Post and file all changes to the By-Laws and other corporate documents.

(E) FINANCE OFFICER - TREASURER

1. Prepare, submit, and present to the Board of Directors of the Sheldon Baseball Boosters Club annual and periodic operating budgets for the Baseball Program of the Boosters Club.
2. Keep and maintain books and records as shall be sufficient to establish income, receipts and disbursements consistent with the budgets authorized by the Board of Directors of Sheldon Baseball Boosters Club.
3. Make an annual fiscal report to the Boosters Club and the Board of Directors of the Sheldon Baseball Boosters Club.
4. Assure the income and receipts are promptly deposited into the appropriate accounts of the Boosters Club.

5. Assure that all expenditures are authorized by the Board of Directors of the Sheldon Baseball Boosters Club prior to payment.

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6. Present at each meeting a current Balance Sheet showing all income, and expense transactions that transpired since the last meeting.

7. Make available copies of previous monthly income and expense transactions to Boosters Members.

(F) HEAD COACH

1. Present to the Board with an Annual forecast/budget for the upcoming year.

2. Advise the Board of all changes to the team schedule, management, and personnel.

3. Advise the Board of School requirements or requests.

Section 8. Meetings

(A) General meetings shall be held on the second (2nd) Wednesday of each month, unless otherwise agreed upon and proper notification given to the general membership.

(B) The organization meeting in May shall be the annual election meeting at which time officers shall be elected as outlined in Section 4, (B).

(C) A majority of officers shall constitute a quorum at a meeting of the Boosters Club.

(D) Special meetings of the organization may be called as outlined in Section 5

(C). All Directors must be notified in advance by one week from the special meeting.

Section 9. Nonparticipating Directors

(A) When an officer fails to attend three consecutive meetings without adequate excuse, or is not fulfilling the duties of the office as prescribed by the By-Laws, that officer may be subject to removal.

(B) Any officer may be removed from office for good cause shown. Written notice of this intention must be mailed to the membership at least one (1) week prior to the meeting at which the topic of officer removal will be subject. A two-thirds (2/3) affirmative vote of the members present is required to remove an officer from office. Sheldon Baseball Boosters Club Page 5

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Section 10. Amendments

The General Membership shall have the power to make, alter, amend and repeal the By-Laws of the Boosters Club by two-thirds (2/3) vote of the General Membership present at the November meeting of the Boosters Club, at which a quorum of the Board of Directors is present, except as otherwise provided by law.

Section 11. By-Laws

(A) The By-Laws are meant to be followed to keep our club functioning smoothly and to keep us in compliance with the Laws governing Tax Free Boosters Clubs.

- (B) Any and all changes to the By-Laws are to be submitted in writing by the October Boosters Club meeting.
- (C) The Board will review the changes and present the request to the general membership.
- (D) The Board will advise the general membership of their opinion regarding the changes and if there are any Legal problems related to the changes.
- (E) The proposed change will be held over to the November next meeting for vote, allowing for research and advice.
- (F) The proposed change will be the first order of business discussed in old business.
- (G) Written copies will be available for review by the general membership.
- (H) If the change is viable (falls within the legal guidelines) it will be put to a General Membership vote requiring a two-thirds (2/8) vote to pass.
- (1) If the change is approved, it will become effective immediately and will become part of the By-Laws from that time forward.