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ARTICLE I

Founding Principals

- 1.1 **Establishment**. The Titan Baseball Booster Club is established for the purpose of supporting an amateur athletic program, University High School Baseball and, as such, is a fully documented 501(c)(3) organization in accordance with federal law.
- 1.2 **Goals**. To promote a competitive and memorable baseball experience for young men through quality coaching, scheduling, facilities and expectations at affordable costs for all families.
- 1.3 **Mission Statement**. “The Titan Baseball Booster Club is a committed and dedicated group which upholds the principles, traditions and excellence of all levels of University Titan Baseball through the cooperative efforts and voluntary support of its parents, players and coaches.”
- 1.4 **Agreement of Trust**. Be it understood by the Board of Directors, Booster Club Members, and coaches that involvement in the Booster Club adheres to the goals set forth within these Bylaws. Association with our Booster Club, to whatever extent, shall not insure or gain current or future players guarantees of playing time, team selection, or other reward. Selection, team appointment and playing time shall be determined exclusively by coaches based upon skill level, attitude and work ethic. At no time will any player be entitled to playing time, team selection, or other reward.

ARTICLE II

Board of Directors

- 2.1 **Numbers and Designation**. The management of affairs, property, and interests of the Titan Baseball Booster Club shall be vested in a Board of Directors consisting of 10 members. The Board, elected by the membership at annual fall general membership meetings shall be divided in two categories (Executive & Liaison).
- 2.2 **Change of Number**. The number of *Executive Members* may be increased or decreased by amendment of these Bylaws, but no decrease shall have the effect of shortening the term of any incumbent member unless authorized by a majority vote of the Board.
- 2.3 **Terms of Office**. The term of office for *Executive Members* shall be continuous, upon selection at the annual general meeting, until they desire to relinquish their position on their own accord or are removed by the Board of Directors in compliance with Board policy. The term of office for *Liaisons* shall expire at the annual fall meeting. Liaisons may re-apply for an additional term, be voted on by the general membership and be confirmed by the Board of Directors at that time.
- 2.4 **Vacancies**. Vacancies within the Board, whether caused by resignation, removal or abandonment may be filled by the affirmative vote of a majority of directors for the rest of the vacated term.
- 2.5 **Annual Meetings**. The Booster Club shall hold *one general membership meeting* in the fall of each year to inform members of budget, Board openings and issues related to Club interest. Additional membership meetings shall occur as needed by request of the Booster Club President.

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- 2.6 **Regular Meetings**. In addition to the annual meeting, there shall be regular meetings of the Board of Directors, held, with proper notice, not less frequently than once each calendar quarter.
- 2.7 **Special Meetings**. Special meetings of the Board of Directors may be called by the President or upon request by any two members. Meetings shall be held at a place and time agreeable to a majority of the members.
- 2.8 **Quorum**. A majority of the Board of Directors shall be necessary and sufficient at meetings to constitute a quorum for the transaction of business. A simple majority (no fewer than six) of the qualified directors constitutes a quorum for purposes of action that comply with this Article.
- 2.9 **Executive and Other Committees**. The Board of Directors may appoint, from its own number, standing or temporary committees. Such committees may be vested with such powers as the Board may determine by resolution passed by a majority of the full Board of Directors.

ARTICLE III

Officers' Duties

- 3.1 **Designations**. The positions of the Board shall be President, Vice President, Secretary, Treasurer, Sergeant at Arms, Head Baseball Coach, and 4 Liaisons. Any two or more offices may be held by the same person, except the office of President. Positions may also be shared with Board approval.
- 3.2 **President**. The President shall preside at all meetings of the Board of Directors, shall have general supervision of the affairs of the corporation, and shall perform such other duties as are incident to the office or are properly required of the President by the Board of Directors.
- Act as chief spokesperson for the baseball organization
 - Oversee and prepare the agenda for baseball Board meetings
 - Be final say on all appointments of baseball committee chairs in case of ties in voting
 - Help develop fundraising plans & propose items to vote on at Board meetings
- 3.3 **Vice President**. During the absence or disability of the President, the Vice President shall exercise all the functions of the President. Vice Presidents shall have such powers and discharge such duties as may be assigned to him or her from time to time by the Board of Directors.
- Carry out special assignments as requested by the President
 - Act as spokesperson for the baseball organization
 - Participate as a vital part of the Board leadership
 - Help develop fundraising plans & propose items to vote on at Board meetings
- 3.4 **Secretary**. The Secretary shall issue notices and keep minutes of all Board meetings.
- Assuring that Booster Club records and Membership Rosters are maintained
 - Help develop fundraising plans and propose items to vote on at Board meetings
 - Handle all filing of coaching contracts
 - Participate as a vital part of the Board leadership

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- 3.5 **Treasurer.** The Treasurer shall have the custody of all monies of the Board and shall keep regular books of account. The Treasurer shall disburse funds of the Booster Club.
- Assist in preparation of annual budget, balance sheets, financial transactions and accounting
 - Work with concession coordinator for the handling of concession income and expenses
 - Keep local, state and federal paperwork in order and up-to-date for each fiscal year
 - Help develop fundraising plans & participate as a vital part of the Board leadership
 - Participate as a vital part of the Board leadership
- 3.6 **Sergeant at Arms.** The Sergeant at Arms shall be the responsible party in charge of adhering to these bylaws and also be available to the President to assist in implementing special fundraising, tournament or stadium improvement projects as needed.
- Act as a personal assistant to the President, Vice President and Head Coach
 - Help develop fundraising plans and propose items to vote on at Board meetings
 - Participate as a vital part of the Board leadership
- 3.7 **Head Coach.** The Head Coach shall serve as an advisor to the Board of Directors and assist the Board in implementing all fundraising, tournament and stadium improvement projects.
- Act as spokesperson for the Baseball Club and participate as a vital part of Board leadership
 - Assist in the preparation of the budget and develop fundraising plans
 - Nominate and screen summer coaching applicants
 - Be qualified to perform duties of the president in the his/her absence
- 3.8 **AAA Liaison.** AAA Liaisons shall serve as an advisory to the AAA Valley Cannons Legion Board and be responsible for coordinating the Titan Booster Club Scholarship Program.
- Provide important information link between respective teams and the Board
 - Help develop fundraising plans & propose items to vote on at Board meetings
 - Participate as a vital part of the Board leadership
- 3.9 **AA Liaison.** Shall serve as a vital contact link between the Board and the AA Legion Team.
- Assist in procuring lodging, transportation and other important travel details for the team
 - Serve as *Tournament Coordinator* for home Tournaments their teams are involved in
 - Help develop fundraising plans & propose items to vote on at Board meetings
 - Direct/facilitate the scheduling, opening & closing of the concession stand at each event
 - Participate as a vital part of the Board leadership
- 3.10 **A-1 Liaison.** Shall serve as a vital contact link between the Board and the A-1 Legion Team.
- Assist in procuring lodging, transportation and other important travel details for the team
 - Serve as *Tournament Coordinator* for home Tournaments their teams are involved in
 - Help develop fundraising plans & propose items to vote on at Board meetings
 - Direct/facilitate the scheduling, opening & closing of the concession stand @ each event
 - Participate as a vital part of the Board leadership

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3.11 **A-2 Liaison.** Shall serve as a vital contact link between the Board and the A-2 Legion Team.

- Assist in procuring lodging, transportation and other important travel details for the team
- Serve as *Tournament Coordinator* for home Tournaments their teams are involved in
- Help develop fundraising plans & propose items to vote on at Board meetings
- Direct/facilitate the scheduling, opening & closing of the concession stand @ each event
- Participate as a vital part of the Board leadership

3.12 **Other Officers.** The Board may appoint other officers as it shall deem necessary for such terms and such powers and perform such duties as shall be determined from time to time by the Board of Directors. In addition, past Board members may, if agreed to by the Board, stay on in an advisory (non-voting) role for a specified period of time to lend assistance where needed.

3.13 **Removal.** Officers elected or appointed by the Board may be removed at any time, with cause, by the affirmative vote of a majority of the Board.

ARTICLE IV

Finances

4.1 **Fiscal Year.** The corporation's fiscal year shall be from September 1st through August 30th.

4.2 **Annual Budget.** The annual budget draft shall be presented to the Board by October of each year by the Head Coach upon which a draft will be discussed and voted on after discussion and input of all members.

4.3 **Fundraising.** The raising of funds will be in compliance within the aims and standards set forth by the Board of Directors. All fundraising must be approved by the Board.

4.4 **Deposits.** Funds collected by the Booster Club shall be deposited in the name of the Booster Club in such a bank/credit union as the Board of Directors shall designate, and shall be drawn from such accounts only by check or through the use of the Booster Club bank card for payment signed by such persons as determined by resolution of the Board of Directors.

4.5 **Funds Received.** All monies received by a Coach or Board Member must be forwarded to either the Board President or Board Treasurer at their earliest convenience. Funds shall not be held longer than 72 hours without the Board President or Treasurer's knowledge.

4.6 **Invoices.** Payments shall be paid by the Board Treasurer at such times where a valid request is communicated or previously arranged. All invoices must be authorized by the Board President in verbal, written or electronic form to the Board Treasurer before payment is authorized.

4.7 **Reimbursements.** With Booster Club authorization described in 4.6 *Invoices*, Booster Club Members may purchase various items needed by the club and then be fully reimbursed by the Club. Reimbursements will be paid by the Treasurer upon receiving a receipt for said items within one week of purchase. If authorized by the Board President or Treasurer, reimbursement may be paid out of the concession stand if the item purchased was a food or supply item used in the stand that day. In this case, the receipt will be placed in the concession stand and given to the Treasurer at the earliest opportunity.

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- 4.8 **Player Fees.** Player fees will be set by the Board after the annual major fundraising event. Fees will be set in accordance with Spokane American Legion Baseball with consideration of Club budgetary needs. A goal of maintaining fees as close to local League fees will be made. Fees will not be set below minimum local Legion fees. Players will be given invoices to be paid by the league deadline.
- 4.9 **Membership Fees.** Membership fees of \$25 per family will be assessed annually for all AA and A parents. Fees will be paid as part of the total player fee due by June 1st of each year. AAA parents will be assessed the fee if they wish to apply for AAA Scholarships no later than May 15th of each year. Membership fees serve to fund annual tournament, equipment, and umpire costs.
- 4.10 **Parent Performance Fees.** If AA or A team parent(s) fails to sign Annual *Parent Performance Contracts* by May 25th as defined in Section 6.4, a *Performance Fee* of \$250 will be assessed. If a parent qualifies for hardship consideration, the Board will attempt to offer alternatives to assist the Club. If a *Performance Fee* is assessed, the player will be eligible to play. AA and A team parents paying *Performance Fees* will not be required to fill work slots as described in Section 6.4.
- 4.11 **Scholarships.** The recommended *Scholarship Fund* for each year will be computed as follows: The anticipated income for the fiscal year shall be divided by the total number of anticipated University-based players playing summer baseball. This figure will be multiplied by the total number of AAA Legion players or players participating in a Board approved summer baseball program. The “anticipated income” will be determined after the spring fundraiser for final review.
- 1) Annual *Scholarship Fund* payouts shall not be exceeded except by majority vote of the Board.
 - 2) AA or A *Hardship Scholarships* may be granted to parents in need of financial assistance with paying player fees. Scholarships may be total or partial per Board decision. Parents requesting *Hardship Scholarships* will be required to seek assistance prior to June 1st in writing.
 - 3) *AAA Scholarship* funds shall be awarded based upon meeting all of the following:
 - a - \$25 Booster Club membership fee paid
 - b - documented involvement in yearly auction, poker tournament or similar fundraising event or a noteworthy role in monetary, material, or equipment donations, or voluntary time given towards meeting stadium improvement needs
 - c – documented contribution in concessions/press box during spring season (March-May)
 - 4) Specific funding considerations may be adopted by the Board concerning partial AAA Scholarships to approved families if requirements listed above are deemed by the Board to be incomplete or partially met.
 - 5) The Board may amend the yearly *Scholarship* funding equation and the resulting *Scholarship* fund given to families based upon changing budgetary needs and fundraising opportunities for each fiscal year.
 - 6) Scholarship funds shall be made available to qualified families by May 15th of each year unless otherwise approved by the Board.
 - 7) Scholarship funds unclaimed by June 1st of each year shall be placed into the general fund and used by the Board of Directors, at their discretion, for the remainder of the fiscal year.

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ARTICLE V

Coaches

- 5.1 **Coaching Positions**. The Board shall have sole authority to hire all summer league coaches with vital input from the Head Coach. Each team will have a minimum of two paid coaches, but not more than three. The appointment of coaches shall be made no later than March 1st of each year.
- 5.2 **Coach Screening**. The Head Coach shall submit a list of names to the Board who meet the standard requirements set forth by the Board. Only by majority vote of the Board of Directors shall each coach be employed by the Titan Baseball Booster Club.
- 5.3 **Coaching Contracts**. Each applicant must have read and signed the Titan Baseball Club Coaches' Contract. The Secretary shall receive a signed copy of the coaching contracts prior to a coach being employed by the Club. Said contracts shall be valid from May 15th – August 15th of each year. All coaching positions will be re-filled each year and will not be continuous. Additionally, all returning coaches are required to read and sign a new contract prior to each season.
- 5.4 **Coaching Stipends**. The Board shall announce, at the beginning of the fiscal year, the budgeted amount reserved for coaching stipends available for the approaching season. The stipends allocated to each coaching staff shall be based upon the following formula unless otherwise voted by the Board of Directors:
- 30 % of total coaching funds allocated = A-2 Staff**
32 % of total coaching funds allocated = A-1 Staff
38 % of total coaching funds allocated = AA Staff
- 5.5 **Coaching Payments**. The Treasurer shall coordinate coaching payments with Spokane American Legion Baseball. Monthly payments shall be made to Spokane ALB, which shall then be disbursed to the coaches at the end of each month they are employed. Coaches will be paid in two installments with the first payment arriving on July 1st and the second payment on August 1st.
- 5.6 **Coach Removal**. Each coach, upon signing the coaches' contract, will abide by the expectations of the said contract and act in good faith with the stated goals of this Booster Club. Should negative circumstances arise that require Board action:
- a) the coach in question will meet with the Head Coach and an Executive Member to explore the cause of concern. Upon Board approval, a written action plan will be submitted.
 - b) if a coach(s) in question fails to sign the action plan or continues the behaviors requiring the action, the coach may be immediately dismissed by the Board by majority vote for the remainder of the season. If a coach is removed during the season, he may only claim the payment he has previously accepted and have no claim upon future stipends promised him.
 - c) if a coach(s) violates the coaching contract in a way that is viewed as egregious (extreme cruelty to players, persistent and extreme abuse towards umpires or league officials, alcohol or drug use at or immediately prior to coaching duties, illegal activity of any kind, or any type of conduct unbecoming of a professional and a representative of Titan Baseball), they may be immediately dismissed upon formal Board approval.

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ARTICLE VI

Players and Parents

- 6.1 **Player Contracts**. Each player will be given a contract which outlines the responsibilities that come with being a member of Titan Baseball. These contracts will be read, signed and returned to the head coach prior to the player's involvement in contests for that season. The contracts will be kept in a binder and accompany the head coach to every game along with medical release forms.
- 6.2 **Player Suspension**. If a player fails to follow the contract after being sufficiently counseled by the coach, the player may be temporarily suspended from play. The *suspension* will be prescribed by the participating coach with input from the *Head Varsity Coach*. *Long term suspensions* may only occur after meeting with parents in an attempt to modify the behavior deemed detrimental to the team.
- 6.3 **Player Removal**. In the event that a player fails to abide by the player contract and continues to exhibit detrimental behaviors after being suspended, the player can be removed from the team for the remainder of the season. Said removal will only occur with agreement from both the *Head Varsity Coach* and the *Board President*. In the event of player removal, it is noted that player fees will not, in any case, be refunded or prorated.
- 6.4 **Parent Performance Contract**. Upon being assigned to a summer team, AA and A parents will receive a *Performance Contract* which outlines the requirements as a Booster Member for that season. This two part contract details both parental support and parental volunteer needs of the Club.

The *Parental Support Agreement* summarizes the necessity for parents to support their sons, teams and coaches in a positive and constructive manner. As we require positive behaviors, attitudes and sportsmanship from our coaches and players, we also expect these values on behalf of our parents.

The *Parental Volunteer Agreement* relates to working the concession stand, press box and hosted summer tournaments. Parents will be given a schedule of volunteer opportunities (work slots) pertaining to their son's team. Parents will be required by the Board to fill these work slots with a Club goal of making events/hours equitable to all.

Due to numerous home games and hosted tournaments, each family will be required to volunteer for a set number of slots per season as determined by the Board upon completion of summer schedules and tournament needs. Work slots are typically three hours in length unless otherwise directed by the team liaison. Parents may also fulfill this requirement, in part, by having appropriate aged family or extended family members fill in where needed.

Parents failing to fulfill scheduled work slots will be required to: A) fill in for someone else's later slot to make up for the unexpected absence, B) swap work slots if they know they are going to miss, or C) fill a spot that is yet to be filled at one of their son's games or at another contest or tournament. Rescheduling will be communicated to the team Liaison or other appointed team scheduling director.

If a parent does not attempt to make up the missed time slot within a week's time, their son will be held out of games and remain ineligible, as per Board directive, until the said missed work slot is scheduled. Coaches will not be given discretion in this matter. Parents missing work slots will be required to contact their team *Liaison* to reschedule a work slot.

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ARTICLE VII

Amendments

7.1 **Process.** The Board of Directors shall have power to make, amend, and repeal specific Bylaws of this Booster Club; provided, that the Board shall attain a 2/3 majority vote among active Board Members.

These Bylaws and amendments have been adopted of the Titan Baseball Booster's Board of Directors this 11th day of January, 2010.

Craig Keeton President

Randy Motsinger Vice President

Nancy Mitchem Secretary

Scott Sutherland Head Coach

Lisa Garya/Lynne Bennett Treasurers

Tim Putnam Sergeant-at-Arms

Tom Canaday AAA Liaison

AA Liaison

Norm Anderson A-1 Liaison

A-2 Liaison

Steve Schmedding Past President