

Pine-Richland Baseball Boosters
Bylaws (revisions effective May 29, 2020)

Article I. NAME, DEFINITION, PURPOSE

Section 1.1 Name

The Name of the Organization shall be Pine-Richland Baseball Boosters

Section 1.2 Definition

This organization shall be non-commercial, non-sectarian and non-partisan whose sole purpose is the support of the Pine-Richland School District Baseball program as outlined in Article I, Section 1.3 of the Pine-Richland Baseball Boosters Bylaws. The organization will operate as a 501(c)(3) entity as defined by section 501(c)(3) of the Internal Revenue Code.

Section 1.3 Purpose/Mission Statement

The purpose of the organization shall be to secure and distribute funds to supplement school district financial support for the baseball program of the Pine-Richland School District. The organization's two (2) primary financial priorities are: Player Support and Facility Improvement. The mission statement will be prepared and/or reviewed each spring by the Board of Directors.

Article II. MEMBERS

Section 2.1 Eligibility for Membership

A Pine-Richland Baseball Booster member is someone who desires to be a member and has a child *who was selected* for the Pine-Richland Varsity, Junior Varsity, Junior High or Middle School baseball teams in the current school year.

Section 2.2 Membership Opportunities

To participate in the fundraising activities of the organization
To attend general meetings
To vote at general meetings as necessary

Article III. BOARD, OFFICERS, TEAM REPRESENTATIVES AND COORDINATORS

Section 3.1 Board of Directors

The Board of Directors shall consist of the following ten (10) offices:

1. PRESIDENT: Elected for a one-year term

- a. Presides over board meetings and general meetings under Robert's Rules of Order
- b. Oversee all operations of boosters to maintain the well-being of the organization
- c. Maintain communications with the head coaches to assess and meet the program needs
- d. Signs necessary contracts as they pertain to booster operations and projects
- e. Ensures all activities of the organization including fiduciary, fundraising, reporting and project proposal submissions are completed and/or maintained as outlined in the organizations bylaws and are in compliance with all aspects of PRSD Policies including, but not limited to, the following:
 - i. PRSD Policy No. 915 - Booster/Parent Organizations
 - ii. PRSD Policy No. 702 – Gifts, Grants, Donations
 - iii. PRSD Policy No. 707 – Use of School Facilities
 - iv. PRSD Policy No. 229 – Student Fundraising
 - v. PRSD Policy No. 121 – Field Trips
- f. In conjunction with other board members, meet with committee heads periodically to ensure projects/activities are on track
- g. Oversee the collection and distribution of Senior Scholarships

2. VICE PRESIDENT: Elected for a one-year term

- a. In conjunction with the President, shall oversee the general operations of the Boosters; Shall assume the President's duties in his or her absence
- b. Shall perform those duties that the President may delegate to him/her
- c. Shall update, maintain, and execute the folder contents for Meet the Rams
- d. In conjunction with the Secretary, shall be responsible for updating and maintaining the booster website through the appropriate contact at Pittsburgh Area Computer Services

- e. Makes sure bylaws remain in compliance with all aspects of PRSD Policy No. 915 – Booster/Parent Organizations
- f. Shall be responsible for the coordination and distribution of Spirit Wear sales throughout the season including fundraising events and Meet the Rams Night sales

3. TREASURER: Elected for a one-year term

- a. Shall execute the day-to-day bookkeeping and finances of the Association and maintain accounting software, currently Money Minder. Accounting software shall provide a detailed view of income and expenditures broken down by player and by effort to accurately assist in planning and execution.
- b. Provide monthly Treasurer's Report to the Board
- c. Signs checks to pay bills at the direction of the President
- d. Sends out all bills and receives all payments
- e. Maintain in good standing the Pine-Richland Baseball Boosters bank account in accordance with PRSD Policy No. 915 – Booster/Parent Organizations
- f. Ensure the completion of a yearly audit of the prior years' revenues and expenditures, either by the use of an independent auditor or by a committee of at least two (2) non-board position members of the Pine-Richland Baseball Boosters
- g. Provide, by July 31st of each year, to the Pine-Richland School District an audited copy of the organization's revenues and expenditures for the prior year in accordance with PRSD Policy No. 915 – Booster/Parent Organizations
- h. File IRS Postcard 990-N for Tax Exempt Organizations at the conclusion of the fiscal year which runs from 9/1 through 8/31
- i. Ensure that all proposals are in compliance with PRSD Policy No. 702 – Gifts, Grants, Donations
- j. Provide up to date Bylaws to the Pine-Richland School District as required and outlined in PRSD Policy No. 915 – Booster/Parent Organizations
- k. In conjunction with the board, ensure that any required licenses relating to fundraising, i.e. Small Games of Chance License required by law and obtained through the Allegheny Department of Revenue, are in place and available for review by the Pine-Richland School District upon request.

4. SECRETARY: Elected for a one-year term

- a. Shall record and keep a permanent file of minutes and present minutes at board and general meetings.
- b. Shall be responsible for updating and maintaining all social media outlets– currently Twitter, Facebook, Instagram, and website. These updates include program info, advertising of events, recognition of sponsors, Coach-requested info, etc.
- c. Shall be responsible for regularly checking PR Booster Gmail inbox; Shall maintain distribution lists; Shall work with Vice President to update roster info for Meet the Rams
- d. Shall be responsible for all **Booster Board Communication** to coaches, team representatives, and family members. Will also execute communications as needed by Wolfepack coordinator.
- e. Shall be responsible for updating and maintaining the booster website through the appropriate contact at Pittsburgh Area Computer Services
- f. Coordinate meeting dates and times with the board members.
- g. Scheduling of all facilities as needed for events and meetings during the year through the Facilities Department or online portal
- h. In conjunction with the President, shall prepare an agenda for each Board meeting.
- i. Provide a list of current officers to PRSD, by July 31st of each year, as required and outlined in PRSD Policy No. 915 – Booster/Parent Organizations. Shall follow all required submissions to PRSD under Policy No. 915.

**5. CAPITAL PROJECTS/FACILITY IMPROVEMENTS
MANAGER/LONG-TERM STRATEGIC PLANNING
ADVISER: 2-People each Elected to a one-year term**

- a. Shall develop and manage an overall capital projects plan for the improvement of the baseball facilities
- b. Shall serve as a liaison between PRSD and the Boosters regarding facility improvements
- c. Obtain bids from vendors for facility improvements
- d. Prepare proposals for facility improvements to submit to PRSD
- e. Work with the school district for improvements for the baseball program including facility improvements
- f. Shall, in conjunction with the Board and Pine-Richland High School Athletic Director, propose plans regarding short and long term facilities improvements including estimated budgetary impacts

6. SPONSORSHIP MANAGER: Elected to a one-year term

- a. Shall solicit sponsorships from local businesses and work in conjunction with the Fundraising Manager to design and distribute the sponsorship flyer
- b. Shall work closely with the Fundraising Manager to oversee ticket sales on-line and paper tickets. Shall work closely with the Secretary to communicate about and advertise the event on social channels and via email blasts.
- c. Shall ensure that all sponsorships and district advertising is in compliance as required by Policy #913.1 – Advertising and Other Commercial Activity on School Property

7. PRIMARY FUNDRAISING MANAGER: Elected to a one-year term

- a. Shall be responsible for management of all fundraising activities.
- b. Shall be responsible for all advertising of booster events including any printed flyers or posters; work with secretary on Social Media Advertising strategy.
- c. Shall be responsible for working with the Sponsorship Manager to design and distribute the annual Sponsorship flyer; Coordinate with the secretary to distribute.
- d. Manage the ordering of paper tickets and on-line ticket sales (usually Eventbrite.) Work with Sponsorship Manager to keep spreadsheet updated with ticket sales and sponsorship activity.
- e. Ensure that all fundraising activities are in compliance with the Pine-Richland Baseball Booster Bylaws and PRSD Policy No. 915 – Booster/Parent Organizations, PRSD Policy No. 707 – Use of School Facilities and PRSD Policy No. 229 – Student Fundraising

8. BASEBALL SOCIAL MANAGER: Elected to a one-year term

- a. Shall be responsible for management of baseball social and community activities including: *Homecoming, Winter Fundraiser Event Coordination (non-fundraising aspects), Meet the Rams*, or other events as decided by the Board

- b. In conjunction with the coordinators as outlined in Article III, Section 3.2, ensure and oversee the execution of the baseball social and community activities as listed above
- c. Shall assign and oversee a **Varsity Events Committee**. Tasks include:
 - *Responsible for the management of baseball social activities as they relate to the varsity team including: Senior Day, Best Buddies Day, Fan Appreciation Day*
 - *Assist Baseball Social Manager in the management of the general baseball promotions activities as needed.*
 - *Special Projects coordinator in conjunction with Vice President.*

9 . WOLFEPACK PARENT ADVISOR: Elected to a one-year term

- a. Shall be in charge of coordinating and communicating any volunteer opportunities for the school year to the Board, players, parents and coaches
- b. Shall secure a variety of volunteer opportunities, and communicate with organization representatives on a regular basis on player participation
- c. Shall keep track of each WolfePACK participant's hours – currently using *SignUp.com*
- d. Shall organize and deliver annual equipment/apparel drive donations to Pittsburgh RBI organization

Section 3.2 NON-BOARD MEMBER DESCRIPTIONS

Non-Board positions shall consist of the following:

1. TEAM REPRESENTATIVES (see item d. for off-season)

Varsity Team Representative
Junior Varsity Team Representative
Junior High Team Representative
Middle School Green Team Representative
Middle School White Team Representative

- a. After establishment of the team rosters, volunteers will be solicited to perform the duties as outlined under Team Representative Roles and Responsibilities. If there is more than one candidate, the representative will be selected by the board
- b. Team Representative Roles and Responsibilities

- i. Shall communicate between players, families and coaches regarding schedule and schedule changes. Responsible for providing players' contact information to the coaches
 - ii. Responsible for securing exact game location and directions to away games, and communication to families via email, text, or twitter on a timely basis.
 - iii. Shall coordinate any fundraising information to players and families by acting as a liaison between the Board and player families
 - iv. Shall designate a parent for the team to tweet game updates to families. Volunteer must be able to attend most if not all games
 - v. Shall coordinate food for players and coaches during away games under the guidelines and budget provided by the treasurer
- c. Shall report to the President
 - d. *During the off-season, we will have grade-level parent representatives to act as liaisons between grade-level parents and the Baseball Booster Board. Board meeting attendance is nominal. These roles will conclude at the end of winter training.*

2. COORDINATORS:

Picture Day, Game-On Program, and Senior Banners

- a. Shall be responsible for management of baseball activities including Game Day Magazine and Picture Day
- b. Shall be responsible for ordering senior banners for the varsity team – currently using Gam-On Photography
- c. Shall Report to the President and/or Vice President

Banquet

- a. Shall assist in planning the annual end of the season banquet for all teams and coaches including booking of facility, menu, decorations and coordination with Board members of speeches, gifts, and banquet program.
- b. Shall coordinate with the Board on gifts for senior players and all other team players within the budget provided by the treasurer
- c. Shall report to the Baseball Social Manager

Ram Fan Day Coordinator; Shall report to Social Manager

Home-Game Operations

- a. We will hire paid student helpers
- b. Paid student helpers shall be responsible for hanging of the senior banners at each home game, walk up songs for the players, storage, transport and set up of the Boosters' sound system for each home game
- c. Helpers shall be responsible for pictures and the end-of-season video provided to all varsity players
- d. Helpers shall report to the Vice President.

Article IV ELECTIONS, TERMS OF OFFICE AND COMMITTEE APPOINTMENTS

Section 4.1 Election of Board of Directors

The election of the Board members shall take place at the conclusion of the May general meeting via a closed vote by those members in attendance at the general meeting, with the exception of the Team representatives who shall be appointed in accordance with Article III, Section 3.2 after the rosters have been determined. All Board members shall be elected to one-year terms which begin July 1st. Board positions will be filled annually by a majority vote. Any member, as defined by Article II, Section 2.1, is eligible to submit their name as a Board position candidate for consideration in the voting process.

Section 4.2 Terms of Office

No Board member shall hold more than one Board position at one time in a given year. No member shall serve on the Board for more than four consecutive years. However, if a position remains open on the Board after the election, then a member who has served on the Board for four or more consecutive years may fill that position.

Section 4.3 Vacancies

In the event a Board member is unable to complete a full term, the vacancy will be filled by a majority vote of the Board. Candidate must meet eligibility requirements as outlined in Article II, Section 2.1. Each so elected Board will dismiss any member missing two consecutive Board meetings without valid excuse. In the event a Board member is unable to complete a full term, the Board may fill the vacancy subsequent majority vote of the Board.

Article V. MEETINGS

Section 5.1 General Meetings

General meetings shall be scheduled on a monthly basis, schedules permitting, beginning with the start of the school year. Special general meetings can be called at the discretion of the Board. The meetings shall be conducted in accordance with Parliamentary procedure as defined in Robert's Rules of Order. Each general meeting shall include at minimum, a detailed review of the financial status and the program for the balance of the business year.

Section 5.2 Board Meetings

Board only meetings shall be scheduled by either the President or based on a consensus of the Board, as needed, to conduct the business of the organization.

Article VI. EXPENDITURES

Section 6.1 Expenditure Limits

All Board expenditures require the approval of majority vote of the Board. Purchases of goods and services by Pine Richland Baseball Booster members in support of team, facility, fundraising or event activities, without prior Board approval, may not be reimbursed by the Pine-Richland Baseball Boosters.

Section 6.2 General Responsibilities

The Board shall call all general meetings of the organization, prepare and present the budget and plan fundraising activities. The Board shall collect and care for funds, prepare written financial statements and in general conduct the affairs of the organization in a prudent manner, and in accordance with its stated purpose.