**Lady ROOS Softball Booster Club**

**BYLAWS**

**ARTICLE I – NAME**

The name of this organization shall be the Lady ROOS Softball Booster Club.

**ARTICLE II – OBJECTIVES**

1. To create and maintain an enthusiastic interest in the development of young women through the game of softball.
2. To lend all possible support, both moral and financial, to the Lady ROOS Softball program at all levels.
3. To cooperate with the Lady ROOS Softball coaching staff and the School Administration, to the end that this program be maintained at the highest possible degree of efficiency, honesty, and professionalism.
4. To create and maintain community support for the Lady ROOS Softball program.

**ARTICLE III – RELATIONSHIP TO SCHOOL**

Sec. 1 The Superintendent, Athletic Director, Principal or Head Coach has the veto power over any action of the Booster Club. The Booster Club has no authority to direct any school employee in any of his/her duties.

Sec. 2 The Booster Club must abide by all UIL Guidelines as well as state and federal law where applicable.

**ARTICLE IV – MEMBERSHIP**

Sec. 1 The membership of the Lady ROOS Softball Club shall be open to anyone interested in the progress and development of the objectives described in Article II.

Sec. 2 Membership shall become effective upon payment of annual membership dues.

Sec. 3 The membership year shall start February 1, and end the following year on January 31..

Sec. 4 Membership is effective only for the Membership year in which dues are paid.

**ARTICLE V – OFFICERS**

Sec. 1 The officers of this organization shall be a president, vice president, secretary, treasurer, Parliamentarian & Historian.

Sec . 2 Officers shall be elected at the booster club meeting prior to the end of the year banquet. Officers shall be installed at the end of the year banquet. An office will be filled by the nominee who receives the most votes from the members present at the meeting.

Sec. 3 In the event that an officer cannot complete his/her full term for any reason, a replacement for that term will be elected by a majority of those present at a regularly scheduled meeting.

Sec. 4 Parents with only an incoming freshman cannot hold an office, but can be a committee chair.

**ARTICLE VI – DUTIES OF OFFICERS**

Sec. 1 The PRESIDENT shall preside at all meetings of the organization and be an ex officio member of all committees, and serve as signer on WHS Softball Booster Club funds.

Sec. 2 The VICE PRESIDENT shall assist the President and perform all duties of the President in his/her absence, and serve as a signer on the WHS Softball Booster Club funds.

Sec. 3 The SECRETARY shall keep the records and minutes of all meetings, attend to the correspondence, and perform such other duties as deemed necessary.

Sec. 4 The TREASURER shall receive all funds and disburse those funds as approved by the Executive Board. The Treasurer will be a witness to the President & Vice President signing the checks. The Treasurer shall not write a check out of the Booster Club fund over $100 without getting a vote from the Executive Committee. If under $100 then it is fine to write a check. The Treasurer shall keep accurate record of all funds received and disbursed. The Treasurer shall submit a detailed financial ledger at the Executive Board and general member meetings. The Treasure shall oversee the collection and deposits of all money by means of receipts and complete ledger accounts of the finances, including data logging and properly classifying expenditures. The Treasure shall be responsible for disbursement of funds and be custodian of the books, vouchers and financial records of the organization. The Treasure will prepare, sign and file of IRS forms covering their term. The Treasure will keep a copy of the IRS forms in the permanent records of the booster club.

Sec. 5 The PARLIAMENTARIAN shall advise the President on matters of parliamentary procedure. The Parliamentarian shall have joint custody, along with the President of the Constitution and Bylaws of the organization.

Sec. 6 The HISTORIAN shall oversee the JV and Varsity Junior Historians. The Historian shall collect pictures of all activities and events for the year from the Junior Historians. The Historian will submit photos and articles to the appropriate media (Facebook-Instagram-Twitter-Booster Club Website) regarding WHS Lady Roos Softball Teams & Softball Booster Club Activities and provide updated information on the WHS Lady Roos Softball Teams & Softball Booster Club activities to the coaches to send in to the person in charge at WHS to post on the designated School Website & to the Local Newspaper. The Historian will also act as the organizations public information officer.

Junior Historian: Each team (JV and Varsity) will be appointed a Junior Historian who shall take pictures of games, events & activities of the WHS Lady Roos Softball teams & Softball Booster Club. The Junior Historians will report to the Historian.

**ARTICLE VII – THE EXECTIVE COMMITTEE**

Sec. 1 The Executive Committee shall be composed of the officers of the organization, the Head Coach of the Lady ROOS, and three members-at-large elected by the general membership.

Sec. 2 The Executive Committee shall have the power to act in an emergency for the membership between meetings of the organization, including voting on a matter deemed an emergency, even if it means the spending of booster club funds.

Sec. 3 A matter is deemed an emergency if the Head Softball Coach determines that a matter must be resolved before a regular meeting can be called of the booster club. The Head Softball Coach shall word the motion in an emergency to be voted on by the Executive Committee.

Sec. 4 Notification of an emergency to the Executive Committee members may be made in person or by phone, or email. A vote on the emergency by the Executive Committee members may be made by any of the above stated means. The Secretary, or in the absence of the Secretary, the President, or the Head Coach must make an effort to notify all Executive Committee members by the above mentioned means.

Sec. 5 For a motion on the emergency to pass at least 5 members of the Executive Committee must vote in favor of the motion. The Secretary must record the names of the committee members voting in favor of the emergency motion. In the absence of the secretary the Head Softball Coach or President shall record the 5 members vote in favor of the emergency motion. It is not necessary that all members be notified if an attempt has been made to notify all members by the above means.

Sec. 6 The Executive Committee shall annually review the financial records of the booster club. The review shall take place after the annual awards banquet and after all bills have been paid. The Executive Committee shall make a report on the state of the club’s finances, including the deposits, expenses and final balance for the year. If any matter needs to be resolved, the committee shall do everything possible to resolve the matter and make sure the books are correct. Five members must vote in favor of the final report for approval. The final report shall be kept with the financial records. After the final report, the financial records shall be kept with the Treasurer if he/she will be a member of the booster club the following year. If the Treasurer is resigning, the financial records and report will be given to the Head Coach or Athletic Director until another Treasurer is elected.

**ARTICLE VIII – MEETINGS**

Notice of the date, time and place of a meeting shall be given at least three days in advance. Notice may be in person, regular mail, or email.

Sec. 1 A quorum shall consist of those members present unless otherwise specified. A motion shall carry with a simple majority of those members present unless otherwise specified.

**ARTICLE IX – ORDER OF BUSINESS**

1. Sign In
2. Reading of Minutes
3. Treasurer’s Report
4. Report of Committees
5. Unfinished Business
6. Amendments to Bylaws (if any)
7. New Business
8. Elections (if any)
9. Adjournment

**ARTICLE X – STANDING COMMITTEES**

Sec. 1 Committees shall be formed as needed by the membership of the booster club. Committees shall consist of three to five members. The Committee chair shall be appointed by a majority of the members present at a booster club meeting. The chair shall select the remaining members of the committee. The chair shall determine the meeting times of the committees.

**ARTICLE XI – DUES**

Individual membership dues shall be set annually at the first meeting of the year by the majority vote of the membership present. Dues shall be payable during the membership year. If an individual membership has not paid after the second meeting, the person cannot vote or assume responsibilities in the club until a membership fee is paid.

**ARTICLE XII – AMENDMENTS**

These By-Laws may be amended by a 2/3 vote of those present at any regular meeting. The amendments must have been presented at the preceding regular meeting of the organization.

**ARTICLE XIII – DISSOLUTION CLAUSE**

Sec. 1 In the event the Lady ROOS Softball Booster Club should dissolve, the remaining funds (after all obligations are satisfied) will be turned over to the Weatherford ISD Athletic Director for use at his discretion.