

## Coppell High School Softball Booster Organization Articles of Association

Articles of Association of the undersigned, a majority of who are citizens of the United States, desiring to form a Non-Profit Association does hereby certify:

1. The name of the organization shall be the CHS Softball Booster Organization. Within these articles, it will hereafter be referred to as the Organization or CSBO.
2. The Organization is to be located in the City of Coppell, Dallas County.
3. Said Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
4. The names and addresses of the persons who are the 2010-2011 officers of the association are as follows:

Advisor:	Katie Krug	185 W. Parkway	Coppell, TX 75019
President:	John Curran	1315 Riverchase Dr. #1722	Coppell, TX 75019
VP Operations:	Peggy Ringhausen	265 Magnolia Drive	Coppell, TX 75019
VP Communications:	Anne Diamond	744 Ashford Drive	Coppell, TX 75019
Secretary:	Diana Blackwell	232 Delta Court	Coppell, TX 75019
Treasurer:	Christy Collins	528 Raintree Circle	Coppell, TX 75019
VP Fundraising:	David Yoes	300 Hawk Court	Coppell, TX 75019
Parliamentarian:	Leslie Francis	123 Natches Trace	Coppell, TX 75019

5. No part of the net earnings of the Organization shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Organization shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation/organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future Tax code, or (b) by a corporation/organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

6. Upon the dissolution of the Organization, assets shall be distributed for one (1) or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal revenue Code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names this

September 7, 2010

## **CHS Softball Booster Organization Bylaws**

### **Article I. Name**

The name of this organization shall be the CHS Softball Booster Organization. Within these Bylaws, it will hereafter be referred to as the Organization or CSBO.

**Section 1.** The object of this organization is to be of service to the CHS Softball Team. The Organization will work in cooperation with school officials to promote the Softball Team achievements, to support them financially, and to help them achieve their goals as set forth by the Softball Coach, Softball Booster officers and Softball team members.

**Section 2.** Said Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 3.** Meetings of this Organization will be conducted in a positive and supportive atmosphere and the Organization will refrain from any negative actions.

**Section 4.** No part of the net earnings of the Organization shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Organization shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation/organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future tax code, or (b) by a corporation/organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **Article II. Membership Dues**

**Section 1.** Membership shall be open to parents/guardians of Softball team members who are presently on the team. Dues will be a minimum of \$75 per household. Payment of the prescribed dues will allow the individual the following privileges; participation in all CSBO activities; the right to vote and hold office.

**Section 2.** The CSBO Coach(s) and the High School Administrator shall be exempt from paying dues.

**Section 3.** The term of membership will be from July 1<sup>st</sup> to June 30<sup>th</sup>, but persons may be admitted to membership at any time. Voting privileges will be extended to all active members whose dues are paid in full. Dues are payable at the first CSBO meeting attended.

## **Article III. Meetings**

**Section 1.** Regular meetings of the Organization will be held monthly or as necessary. Officer elections will take place at the April meeting. The new officers will be installed at the May meeting. The President, with the consent of the majority of the Executive Board, or with the consent of the majority of the members of the Organization, will have the power to change the date of a meeting or eliminate a meeting entirely.

**Section 2.** Special meetings will be held at the call of the President, or the President will call a special meeting at the written request of at least one-fourth (1/4) of the Organization's membership provided the reason of the request is given in written petition. Seventy-two (72) hours notification must be given prior to the call of a special meeting. The membership will be notified by email and/or telephone.

**Section 3.** The order of business will be as follows:

- A. Welcome – Call to order
- B. Approval of Minutes
- C. Treasurer's Report
- D. Director's Report, if available
- E. Fundraising Report, if available
- F. Old Business
- G. New Business
- H. Next Meeting Date
- I. Adjourn

**Section 4.** In the event there is no upcoming CSBO meetings scheduled or when a two-thirds (2/3) majority vote is needed from the CSBO members on an issue, the following method of voting may be used. The President shall prepare a written explanation of the matter to be voted on and transmit such written explanation to each member via U.S. Postal Service (Mail), Electronic Mail (E-Mail), or Facsimile (Fax). Or a vote may be obtained via telephone at the discretion of the Executive Board. When voting by any of the aforementioned methods, the

voter may be directed to reply within a specified period of time, to be determined by the President, and to indicate the name of the voting party on such return vote in order to confirm an active/paid membership in CSBO for the current year. The President's written explanation of the matter to be voted on and the voting approvals shall be printed and added to the next Board meeting minutes or documentation.

## **Article IV. Officers and Their Election**

**Section 1.** Positions: The officers shall include: President, Vice President of Operations, Vice President of Communications, Vice President of Fundraising, Parliamentarian, Secretary and, Treasurer. Within these Bylaws, these officers will hereafter be referred to as the Executive Board. The Executive Board will also include the team Coach.

### **Section 2.**

- A. Election Date. The officers shall be elected at the last meeting in April, immediately following the report of the Nominating Committee. Nominations will be accepted from the floor. Only those who have consented to serve shall be eligible for nomination, either by Committee or from the floor. If there is more than one (1) candidate for any office, a vote by written ballot with the majority of those voting, will be required to elect the officer for the position in question.
  
- B. Eligibility. Only paid returning members with a child on the team are eligible to vote.

**Section 3.** Officer Eligibility. Only those parents/guardians of current team members will be eligible to hold office. To be eligible to run for president, the nominee must have previously served on the Executive Board for a full term.

**Section 4.** Assuming Office. The new officers will assume office at the first meeting in May after induction with the beginning of the New Business. They will serve for a period of one (1) year or until their successors are elected. No person will serve the same office for more than two (2) full consecutive terms.

**Section 5.** Resignation or Termination of Office. In the event of the resignation of office, a letter of resignation must be submitted to the President from the resigning officer. Termination of office will automatically occur when the officer no longer has a child who is a member of the team.

**Section 6.** Neglect of Office. If any officer willfully neglects his/her duties to the detriment of the Organization, Players, Parents, Coaches, or the Executive Board may call for his/her dismissal. The termination from office requires a majority vote of the Executive Board.

**Section 7.** Vacancy of Office. In the event of a vacancy in the office of President, the Vice President of Operations will assume the role of President for the remainder of the term. In the event of a vacancy in the office of Vice President of Operations; the Executive Board will present a candidate at the next meeting of the Organization. Nominations from the floor will be accepted. A majority vote of those present and eligible to vote will be necessary for election.

In the event of a vacancy in the office of Secretary, Treasurer, Vice President of Fundraising, Parliamentarian or Vice President of Communications, the Executive Board will appoint a replacement that will serve until the end of the unexposed term. Members at large may be appointed by the Executive Board as needed.

## **Article V. Team Chairs and Committees**

**Section 1.** The Executive Board based on a majority vote by the Executive Board shall choose Team Chairs.

**Section 2.** The Team Chairs consist of BBQ, Silent Auction, Ticket Sales, Concessions, Special Projects, Publicity, Program, Spirit Wear and Decorations.

**Section 3.** The Team Chairs will select their committees from CSBO active members.

## **Article VI. The Executive Board**

**Section 1.** The Executive Board will consist of the; Varsity Head Coach, President, VP of Operations, VP of Communications, VP of Fundraising, Parliamentarian, Treasurer and Secretary and will serve for a period of one (1) year or until its successors takes office.

**Section 2.** The Executive Board will have the power in the intervals between meetings to transact all business not otherwise provided for in the Bylaws or delegated to a special committee, except that of modifying any action taken by the Organization. A majority vote of the elected officers is required for expenditures of more than three hundred dollars (\$300). The Executive Board will approve the depository institution selected by the Treasurer. A majority vote of those present will be necessary to decide on a matter.

**Section 3.** The Executive Board will meet prior to each regular meeting of the Organization. The Executive Board will be subject to the call of the President or on request of at least half of the members.

**Section 4.** An orientation meeting will be held for incoming and outgoing Executive Board members within one (1) week after being elected to office.

**Section 5.** In the event there is no upcoming Executive Board meeting, the following method of voting may be used. The President shall prepare a written explanation of the matter to be voted on and transmit such written explanation to each Executive Board member via U.S. Postal Service (Mail), Electronic Mail (E-Mail), or Facsimile (Fax). The President's written explanation of the matter to be voted on and the voting approvals shall be printed and added to the next Board meeting minutes or documentation.

**Article VII.**  
**Duties of the Officers and Team Chairpersons**

**Section 1.** The President will preside at all meetings of the Organization and the Executive Board will be an ex-officio member of all committees except the Nominating Committee.

**Section 2.**

- A. Vice President of Operations. Second in line to the president. This position oversees the day-to-day operations of the Organization and learns every aspect of the Organization. VP of Operations would fill the position of President if vacated before the end of their term. This position will be a signatory on all CSBO accounts.
- B. Parliamentarian. A copy of the Robert's Rules of Order, newly revised, and a copy of the Bylaws will be brought to each meeting for use in determining all points of procedure. The Parliamentarian will recommend a review of the Bylaws annually to determine whether any revisions should be considered. This position will be a signatory on all CSBO accounts.
- C. Vice President of Communications. This position will entail the coordination and distribution of all Organization business via email or otherwise
- D. Vice President of Fundraising. This position delegates committees for and oversees all fundraising activities of the organization. All booster members have a responsibility to actively support all fundraising efforts.
- E. Secretary. The Secretary will keep a record of the minutes of all meetings of the Organization and the Executive Board meetings. The Secretary will prepare and keep on file a correct list of names and addresses of the membership and will conduct the correspondence of the Organization and keep a file of correspondence received and copies of communications sent out.
- F. Treasurer. The Treasurer will be responsible for the collection of all dues and will control all funds of the Organization and disperse them as authorized by the Executive Board. The Treasurer will keep a written set of records showing all receipts and disbursements and will prepare an annual report for the audit Committee at the first May meeting of each year, or immediately prior to the new Treasurer assuming office. The Treasurer is also responsible for preparing the budget each year.

The Treasurer will present a financial report at every meeting of the Executive Board and at every meeting of the Organization. The Treasurer will be responsible for maintaining the current status of all required Internal Revenue Service and other State and Federal government forms that may be required for tax exempt organizations. This position will be a signatory on all CSBO accounts.

**Section 3.** The duties of the Publicity Team Chairperson will be to publicize the achievements and activities of the CSBO Organization in the appropriate media. This will include Softball Player of the Week and Year end Video. The Publicity Team Chairperson will take pictures as needed for publicity.

**Section 4.** The BBQ Dinner Team Chairperson will be responsible for organization and operation, ticket sales and all other activities associated with the dinner. The BBQ Dinner Team Chairperson will be responsible to the Organization by maintaining open communication about the needs of this Committee.

**Section 5.** The Special Projects Team Chairperson will be responsible for the organization and implementation of all spirit items purchased by the CSBO Members at their expense. These items may include; yard signs, parent t-shirts, decals or any other merchandise with the CHS Softball logo appearing on it. This committee will also be responsible for the organization of all Softball Buddy events with the designated elementary schools and CGSA to which the CHS Softball Team is responsible for mentoring. This Committee will also be responsible for any other special projects, which do not generate money to the group, but offer good will and service to the community. This Committee will also be responsible to the Organization by maintaining open communication about the needs of the Committee.

### **Article VIII. Special Committees**

**Section 1.** Guidelines of the Nominating Committee. The Nominating Committee will consist of five (5) members. One (1) member from each grade level (freshman, sophomore, junior and senior and one (1) member from the Executive Board and the Coach(s). The members of this Committee will be elected from the Organization at the February meeting, at which time the Membership Interest Survey form will be distributed.

The members of the Nominating Committee will not be allowed to run for an office while serving on the Nominating Committee; nor will they nominate their spouse or any family member for an office. However, another committee member may nominate a committee member's spouse or family member.

When voting on candidates, the Nominating Committee will vote by ballot, not a show of hands.

The Nominating Committee will elect a Chairperson at their first meeting. A member from the Nominating Committee will be selected to be in charge of contacting the potential candidates, informing them of the office they have been nominated to hold, and the responsibilities of that office. The contact person will request the nominee's acceptance or decline.

The entire committee's discussions and all information generated during the term of the Committee will be kept completely confidential among the Committee members. The Committee's contact person will be the only Committee member having contact with the nominees.

The Nominating Committee will report at the CSBO meeting in April. After this Committee meets and reports, the Committee will be dissolved with the exception of the Chairperson, who will conduct the installation of the new officers at the first meeting in May.

## **Section 2.**

- A. Every April at the CSBO General Meeting, the President shall appoint two (2) members to serve on an Audit Committee. The duties of the Audit Committee shall be:
- (1) To render an internal audit of the CSBO accounting books and records during each January. Such internal audit shall take place at a location and time to be agreed upon between the Audit Committee and the Treasurer. The internal audit shall be a review of the CSBO accounting books and records with the Agreed Upon Procedures, on file with the CSBO Treasurer;
  - (2) To render a written report on the findings of the internal audit at the May meeting of the CSBO Executive Board and general membership;

**Section 3.** The President may appoint other special committees as the need arises.

## **Article IX. Finances**

**Section 1.** Designated Funds Account. The CSBO's designated funds account currently is setup with funds designated specifically to "home field advantage" and "player scholarships". Monies from the home field advantage must be used for advancement or improvements of the playing field until such monies have been exhausted. Scholarship fund monies are monies set aside and designated for players who graduate from the program prior to entering college.

**Section 2.** Each year CSBO's estimated start-up fund shall be \$2500.

**Section 3.** Cut-off Date. All Financial transactions shall be concluded by June 30<sup>th</sup> of each year. All receipts for expenses not received by that date will not be paid.

**Section 4.** The Treasurer shall have the year-end report prepared by the August meeting.

## **Article X. Disbanding A Chapter**

Upon the dissolution the Organization assets shall be distributed for one (1) or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## **Article XI. Rules of Order**

Robert's Rules or order, newly revised, will be the authority on all questions of procedure not specifically stated in the Bylaws of this Organization.

**Article XII.**  
**Amendments**

An amendment to the Bylaws may be introduced by the Executive Board and passed with a (2/3) majority vote when regular meetings are not in session (summer). A copy of the proposed amendment must be filed with the Secretary and made available to any paid member requesting it at the first membership meeting for the upcoming year. All proposed amendments must be distributed and discussed at the Executive Board meeting prior to the meeting at which an approval vote is conducted. Otherwise, all other amendments would revert to a 2/3-majority vote of the paid membership at regular meetings.