

Home Run Club (HRC) Operating Procedures

1. GENERAL

- 1.1 The name of this organization is the Home Run Club("the Club"). The Club is a division of Allen Eagle Athletic Booster Association, a non-profit organization for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
- 1.2 The operating year starts on July 1st, following the election of new officers and continues through the following June 30th. The fiscal year begins July 1 and ends June 30.²
- 1.3 Robert's Rules of Order will govern the activities of the voting members.
- 1.4 Operating Procedures may be amended at any general meeting by introducing the amendment at a Home Run Club membership meeting and conducting a vote among the Board members at the meeting.

2. PURPOSE

- 2.1 The Club's objectives are to:
 - (a) Provide encouragement and support to the baseball players, managers, and trainers at Allen High School, in grades 9 through 12.
 - (b) Provide leadership, funds, and manpower for various spirit-boosting activities as deemed appropriate by the Club and the baseball coaching staff.
 - (c) Host a post-season banquet honoring players, trainers, and coaches.
 - (d) Provide scholarships in the amount of \$3,000.00 each year to six (6) senior Allen High School Baseball Players – to be chosen by a committee. If less than six (6) applicants are received, the fund of \$3,000.00 will be distributed equally among the applications submitted.
- 2.2 The Club's activities must conform to University Interscholastic League rules and Allen Independent School District policy.
- 2.3 The Club is noncommercial, nonsectarian, and nonpartisan.³

3. MEMBERSHIP AND DUES

- 3.1 Any person or business that supports the Club's objectives and is willing to uphold its policies and these operating procedures may become a member upon payment of the membership dues.
- 3.2 The officers will set the membership dues at the beginning of each operating year.
- 3.3 Each member is also a member of the Allen Eagle Athletic Booster Association.
- 3.4 No member may seek to direct the administrative activities nor control the policies of the AISD or the coaching staff while acting as a representative of the Club.⁴
- 3.5 Honorary membership may be allowed by a simple majority vote of the Club officers.

² This is the Allen Eagle Athletic Booster Association date and cannot be changed.

³ This is an important part of the tax-exempt status and clubs cannot act contrary to this restriction or you will jeopardize the tax status of Allen Eagle Athletic Booster Association.

⁴ This is AISD policy.

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4. OFFICERS

- 4.1 Officers are elected, non-compensated positions.
- 4.2 The executive officers are: President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, additional Board Members are: Senior Class Representative, Junior Class Representative, Sophomore Class Representative, and Freshman Class Representative.
- 4.3 Committee Chairpersons may be appointed as necessary by the Club president to conduct Club activities and special events.
- 4.4 Each officer must be a member of the Club.
- 4.5 Each officer must pass the AISD volunteer background check.
- 4.6 No executive officer may serve more than two complete terms in the same office.⁵

5. ELECTION OF OFFICERS

- 5.1 Nominations for officers will be accepted at the Club meeting prior to the last meeting of the year, with the exception of the Freshman Representative. Club members will then elect the officers at the last meeting of the year. Additional nominations may also be entered at this meeting prior to officer elections. The incoming Freshman Representative will be nominated and elected no later than the second meeting of the new operating year (The operating year begins July 1st and ends June 30th.) The board will make its best effort to recruit Freshman parents to the initial meeting and identify individuals interested in serving as Freshman Representative. If there is only one nomination for an office the vote can be by acclamation (voice vote) otherwise the vote will be by secret ballot.
- 5.2 The new officers will assume their official duties immediately after the election meeting is adjourned, and will serve until the next meeting adjourns the following year.
- 5.3 If a vacancy occurs in any executive office (except the President), the President will preside over the position until the unexpired term is filled by a majority vote of the remaining executive officers. The newly elected officer(s) will assume their official duties upon election and complete the remaining portion of the unexpired term.
- 5.4 If a vacancy occurs in the office of President, the 1st Vice President will preside over the Club as President. The Vice President's position will then be filled as described previously in section 5.3.
- 5.5 An officer can be removed from office for good cause. Good cause can consist of, but is not limited to, breach of fiduciary responsibility with regard to Club funds, failure to execute the duties of the office, conduct that violates UIL or AISD rules or policies, or conduct that reflects negatively on AISD, AHS athletics, or the CLUB. A meeting to consider the removal of an officer may be called by providing written notification to Club members stating that the possible removal of an officer is an agenda item. The officer in question shall have an opportunity at this meeting to present information explaining why he/she should not be removed. The officers shall also consider possible resolutions of the situation that are in the mutual interests of the Club and the officer in question. An officer may be removed by a 2/3rds majority vote of the officers.

⁵ If a person takes over a position during the year, it does not count as a complete term.

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6. OFFICERS' DUTIES

6.1 The President will:

- (a) preside at all Club meetings
- (b) perform other duties set forth in these operating procedures
- (c) coordinate the efforts of the other officers in order to accomplish the Club's objectives
- (d) be the liaison with the AHS baseball coaches and Allen Eagle Athletic Booster Association.⁶
- (e) present an annual operating budget to the full board of officers
- (f) carry out any other responsibilities deemed necessary by the executive officers
- (g) appoint committee chairmen as needed to conduct Club activities

6.2 The 1st Vice President will:

- (a) act as an aide to the President and perform the duties of the President in his absence
- (b) carry out any other responsibilities deemed necessary by the executive officers
- (c) administer the membership drive for the Club

6.3 The 2nd Vice President will:

- (d) act as an aide to the President and perform the duties of the President in his absence
- (e) administer the Club's scholarship efforts (this includes the evaluation, award, and fund disbursement processes)
- (f) carry out any other responsibilities deemed necessary by the executive officers

6.4 The Secretary will:

- (a) record the minutes of all meetings
- (b) file the reports with the President⁷
- (c) carry out any other responsibilities deemed necessary by the executive officers

⁶ The President is the Board Member of Allen Eagle Athletic Booster Association pursuant to AISD policy. However in his/her absence he president may designate one of the other Club officers as a representative at Allen Eagle Athletic Booster Association meetings.

⁷ This is AISD policy. These include the treasurer's report and meeting minutes.

- 6.5 The Treasurer will:
- (a) maintain an accurate record of the Club's receipts and expenditures
 - (b) work with the outgoing Treasurer to ensure that authorized signers on the Club checking account has been updated to reflect new signing officers
 - (c) pay funds as authorized by the budget or as authorized by a majority vote of the executive officers
 - (d) present a financial report at every meeting of the Club, or monthly, whichever is sooner
 - (e) submit a copy of these financial reports and monthly bank statements to Allen Eagle Athletic Booster Association at the AHS Athletic Department office.⁸
- 6.6 Class Representatives will:
- (a) Represent the interests of their student class in matters brought before the executive officers
 - (b) Initiate and promote communication with Club members from their student class⁹.
 - (c) Provide reminder notice via email to respective class re: send membership meeting notice **1 week** in advance of the meeting and attach minutes and Treasurer's Report from the previous month's meeting.
 - (d) Provide reminder notice via email re: send membership a notice of the meeting **1 day** in advance of the meeting and attach agenda and membership form.
 - (e) Class Representatives will within **1 week** after membership meeting provide to their class members via email a summation of the monthly meeting.
- 6.7 Committee Chair responsibilities are defined by the executive officers as part of the requirement for appointment to a committee:
- (a) Defined by the Executive Officers as part of the requirement for the appointment to a committee
 - (b) Chairperson will be responsible for managing the program with individuals that volunteered to assist with the program.
 - (c) Chairs will be asked to provide periodic updates related to the status/progress of their program. If they are unavailable, their Co-Chair will provide the update.

⁸ This is AISD policy and very important for Allen Eagle Athletic Booster Association to properly prepare its tax reports.

⁹ This includes personal reminders of upcoming meetings and general communication with members about Club activities

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7. MEETINGS AND VOTING

- 7.1 The officers will set the Club's calendar for major projects, fund-raising projects, game-day activities, membership drives, general meeting dates, operating budget, program publication schedule by October Home Run Club Meeting. The Club shall make this calendar available to members and the general public.
- 7.2 The President will call a general meeting of the members at least three times a year.
- 7.3 Notification of all meetings shall be by announcement at a duly called meeting, written notification, contact by telephone, or publication in local media or email.¹⁰
- 7.4 In accordance with AISD policy, except for the approval or amendment of the Operating Procedures and the election of officers, only the officers may vote on behalf of the Club.¹¹ Officers may only vote in open session during a general meeting. Prior to any vote, time will be allotted for member input and discussion.
- 7.5 Each officer position will have one vote. A written vote proxy from an officer may be submitted to the president in that officer's absence.
- 7.6 The majority vote of the attending officers and officer proxies will constitute the action of the officers.
- 7.7 A quorum consists of a simple majority of the officers.

8. EXPENDITURE AUTHORITY

- 8.1 The officers will endeavor to forecast revenue and expenses from various activities and will keep such forecasts as accurate as possible throughout the year.
- 8.2 The officers must approve an annual budget for the club.¹² The officers may amend the budget during the year if necessary, at a general meeting.¹³
- 8.3 The budget and any amendments must be submitted to the AISD's designee for approval.¹⁴
- 8.4 No member has the authority to commit the Club to any financial obligation outside the budget.¹⁵ All expenditures must be included in the budget and the appropriate activity must be noted on the invoice.
- 8.5 The Treasurer will have custody of the Club's funds.
- 8.6 Only the President, 1st Vice President, 2nd Vice President, and Treasurer can sign checks. Two signatures are required. An officer cannot sign checks when he is the payee. Husband and wife officers cannot sign the same check.
- 8.7 The Club's funds may not be paid to any person, except for reasonable compensation for actual services rendered or for reimbursement of actual expenses, as set forth in the budget.¹⁶

¹⁰ While most people won't know there was a meeting even if you email, fax, and telephone, we need to publicly announce our meetings to make them official.

¹¹ This is AISD policy.

¹² This is AISD policy.

¹³ While only officers vote, it is important to make amendments to the budget with members present and topics open for discussion.

¹⁴ This is AISD policy.

¹⁵ This is AISD policy.

¹⁶ This is AISD policy and a requirement of the tax exempt status.

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2008-2009

SECRETARY'S CERTIFICATE

The undersigned certifies that the foregoing Operating Procedures were adopted by the Home Run Club on _____.

Signed _____

Print name _____
