

## **BYLAWS**

### **HAWKS DIAMOND CLUB**

**EIN: 75-2863749**

#### **ARTICLE I:**

##### **NAME**

The name shall be known as the Hawks Diamond Club, located in North Richland Hills, Texas, and hereafter will be referred to in this document as the Club.

#### **ARTICLE II:**

##### **PURPOSE**

The purpose of the Club is to:

- A. Demonstrate support for the baseball athletic program of Birdville High School and the Birdville Independent School District.
- B. Provide the necessary fund-raising activities for the funding of the Club's operating budget.
- C. Provide assistance to the baseball coaching staff when requested.
- D. Foster spirit for all activities of the Birdville High School Baseball program.
- E. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c) (3) of the Internal Revenue code.
- F. No part of the earnings of the organization shall inure to the benefit of, or be distributable 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 the purpose clause hereto. 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 the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under sections 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code, or (b) by an 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.

- G. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **ARTICLE III:**

### **BASIC POLICIES**

The following are Basic Policies of the Club:

- A. The Club shall be noncommercial, nonsectarian, and nonpartisan.
- B. The Club shall work with the school and coaching staff to provide a quality athletic program.
- C. All projects and activities shall be in accordance with University Interscholastic League rules.
- D. Robert's Rules of Order shall govern parliamentary procedure.
- E. The Executive Board shall be comprised of the Club's elected officers.
- F. Decisions requiring a vote must have a quorum present. A quorum shall be defined as a majority of the Executive Board, votes by proxy will not be counted. Matters presented for vote before the Executive Board shall require approval by a majority of the quorum present.
- G. A bank account shall be maintained for the deposit and dispersal of all Club funds. The signature of two Executive Board members shall be required on all checks over \$500. At least three signatures will be on the signature card held at the bank, those being the President, Treasurer and one other Executive Board member.
- H. No part of the net earnings shall inure to the benefit of, or be distributed to its members, Executive Board members or other private persons, except that the club shall be authorized and empowered to pay reasonable compensation for services rendered.
- I. An auditing team of not less than three club members shall be appointed in the last month of the baseball season, and shall report their findings regarding the financial status of the Club at the first meeting of the next season.
- J. Any expenditure exceeding \$500.00 not specified as a line item in the approved operating budget shall require an approval vote by the Executive Board.
- K. The President or a majority of the members of the Executive Board may call a special meeting of the Executive Board.
- L. The outgoing Board President shall be a member of the Executive Board for the season following his/her last term and be used in an advisory capacity only, no voting rights, unless he/she is elected to another position on the Executive Board.

## **ARTICLE IV:**

### **MEMBERS AND DUES**

Membership shall be open to all persons willing to support and foster spirit for the Birdville High School Baseball program.

- A. Only members in good standing (membership dues having been paid for the current season) shall have the right to vote in any Club election. Voting by proxy or written notice will not be permitted.
- B. Annual membership dues will be determined by the Executive Board and will cover the baseball season.

## **ARTICLE V:**

### **OFFICES AND THEIR ELECTION**

- A. Each Executive Board member must be a member of the Club in good standing.
- B. The Executive Board members shall consist of a President, two Vice Presidents, a Secretary and a Treasurer.
- C. The first elected Executive Board members will serve a (2) season term expiring at the end of the 2009 baseball season. (The baseball season shall be defined as the baseball regular season and include all play-off games and State Championship Games). All remaining terms shall be for (1) season, as defined above.
- D. Each year, at least 4 weeks before the scheduled board elections, the Executive Board shall appoint three members in good standing, from the General membership (current Executive Board members are eligible IF not seeking re-election) to act as a Nominating Committee for the purpose of obtaining a pool of candidates for the office of President, (2) Vice Presidents, Secretary and Treasurer.
- E. The nominating committee will create a ballot listing each candidate for each office and space for a write-in candidate. No later than May 10th of each year, a General meeting will be called to elect the Board. Each member in attendance at the meeting will receive a ballot and vote for the candidate of their choice.
- F. All ballots will be turned into the Nominating Committee who will count each vote.
- G. The candidate in each office receiving the majority vote will win. These results will be forwarded to the President who will announce the results.
- H. The new Executive Board will take office at the end of the baseball season and remain in office until the end of the next season.
- I. By a majority vote of the Executive Board, a member of the Executive Board may be removed from office for failure to perform duties. An Executive Board member who misses three consecutive meetings may be removed from office.



- J. If an Executive Board member is unable to complete his/her term, a Club member, in good standing, can be appointed by a majority vote of the remaining Executive Board members.

## **ARTICLE VI:**

### **DUTIES OF EXECUTIVE BOARD MEMBERS**

- A. All officers shall be actively involved in the coordinating and execution of all Club events including, but not limited to, Homecoming Parade, Fundraisers, First Pitch Dinner, Banquet, and Game Day Operations.
- B. The President shall:
1. Preside at all Club General and Executive Board meetings.
  2. Coordinate the work of the Executive Board members and all committees of the Club.
  3. Be authorized to sign on the Club's bank accounts.
  4. Have the authority to create and dissolve special committees from time to time as needed and appoint chairpersons to such committees subject to approval of the Executive Board.
  5. Maintain and keep a current procedure manual outlining the duties of Office.
- C. The First Vice President shall:
1. Assume duties of the President in his/her absence or in the event he/she should be unable to complete his/her term.
  2. Maintain a current membership list with names and addresses. Conduct the annual Club membership drive.
  3. Serve as fundraising coordinator, which includes organizing sales and fundraising events as well as follow-up of all sales.
  4. Maintain and keep a current procedure manual outlining the duties of Office.
- D. The Second Vice President shall:
1. Coordinate all volunteers including recruiting and training for events - when applicable.
  2. Oversee game day operations, including concessions.
  3. Oversee and coordinate club merchandise ordering, sales, and inventory.
  4. Maintain and keep a current procedure manual outlining the duties of Office.
- E. The Secretary shall:
1. Record minutes of the General and Executive Board meetings.
  2. Conduct all correspondence necessary for the Club.
  3. Coordinate the scheduling of all functions on behalf of the Club and the Birdville High School Baseball program - when applicable.

4. Maintain the Club's online presence through the website and social media accounts, as applicable.
5. Supervise photography for the benefit of coaches, players, club members, and the Club's online presence.
6. Maintain and keep a current procedure manual outlining the duties of Office.

F. The Treasurer shall:

1. Have custody of all funds belonging to the Club.
2. Present a budget for vote at the first General meeting of the baseball season, having been previously approved by the Executive Board.
3. Keep books of account and records (either in paper or digital form) including bank statements, receipts, invoices and canceled checks for no less than five years.
4. Sign on bank account (one of two required signatures).
5. Make disbursements as authorized by the Club in accordance with the approved operating budget.
6. Complete annual IRS filing (i.e. 990-N)
7. Maintain and keep a current procedure manual outlining the duties of Office.

All officer's areas of responsibilities can be reassigned as deemed appropriate by the elected board members without membership approval.

## **ARTICLE VII:**

### **SPECIAL COMMITTEES**

- A. Only members of the Club shall be eligible to serve in any elective or appointive position.
- B. The President shall have the power to appoint special committee chairpersons subject to the approval of the Executive Board.
- C. The Executive Board may create such special committees, as it may deem necessary to carry on the work of the Club.

## **ARTICLE VIII:**

### **MEETINGS**

- A. Regular meetings of the General membership or the Club shall be held as required.

## **ARTICLE IX:**

### **FISCAL YEAR**

- A. The Fiscal Year shall begin July 1<sup>st</sup> and end on June 30<sup>th</sup> of each year and include all Play-Off Games and State Championship Games.

## ARTICLE X:

### AMENDMENTS

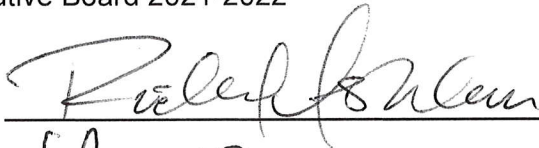
- A. Amendments to the Bylaws shall be submitted to the Executive Board and upon recommendation of a majority of that Board, the Bylaws may be amended by a vote of two-thirds majority of the members present at a regular or special meeting.

Created: March 2000

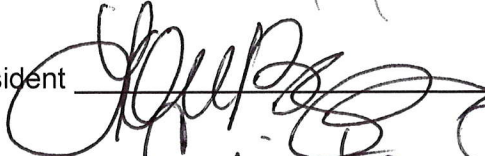
Last Revision: September 14, 2021

Hawks Diamond Club Executive Board 2021-2022

Richard Ashlock , President



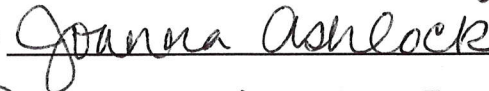
Lori Biggs, 1<sup>st</sup> Vice President



Crista Jones, 2nd Vice President



Joanna Ashlock, Secretary



Brandee Dill, Treasurer



Approved by majority vote of club membership on September 14, 2021.