

Bylaws of Pinnacle High School Blue Diamond Boosters Club

Effective February 10, 2016

1 ARTICLE 1: PURPOSE, OBJECTIVES AND PRINCIPLES

1.1 PURPOSE. These bylaws set forth provisions for the regulation and management of the affairs of Pinnacle High School Baseball Boosters Club, Inc. (hereinafter the “Blue Diamond Booster Club”).

1.2 OBJECTIVES. The Blue Diamond Booster Club has been created and exists for, among other reasons:

1.2.1 To support the Pinnacle High School baseball program through volunteer work, fund raising and other activities;

1.2.2 To create team spirit by demonstrating that the people in the community support the school and its baseball program; and

1.2.3 To encourage good sportsmanship toward officials, visitors and the players and coaches of the Pinnacle High School baseball team and opposing teams.

1.3 PRINCIPLES. The Blue Diamond Booster Club shall be guided by the foregoing objectives in carrying out its affairs, and further, shall not interfere with or take any part in the control or direction of the Pinnacle High School baseball program.

2 ARTICLE 2: MEMBERSHIP

2.1 MEMBERS. Any person, including individuals and families, interested in the general welfare of Pinnacle High School, its baseball program; or the parents or guardians of students currently participating in the Pinnacle High School baseball program; or alumni of the program shall be eligible for membership.

2.2 MEMBERSHIP YEAR. The membership year shall be from February 1 through the following January 31.

2.3 LIABILITY OF MEMBERS. Members shall not be personally liable for the debts, liabilities or obligations of the Corporation.

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2.4 MEETING OF MEMBERS. Regular meetings of members shall be held a minimum of 3 times per year: October, February and May. Special meetings of members may be held for any purpose and may be called by the President, or upon request of at least three Booster Members in good standing. The meeting to be held in May shall be regarded as an annual meeting, at which time elections will be held for the offices of President, Vice President and Treasurer. Minutes shall be kept of the proceedings of any meeting of members.

3 ARTICLE 3: BOARD MEMBERS

3.1 Board Members also known as Officers are: President, Vice President, Director of Fundraising, Director of Merchandise, Director of Social Media, Treasurer, and Secretary.

3.2 ELECTIONS AND TERM OF OFFICE. President, Vice-President and Treasurer will be elected Board Officers.

3.2.1 President, Vice-President and Treasurer. Beginning May 2016, current booster members who have served as a Board Officer, committee chair or team representative during the membership year are eligible to run. This requirement may be waived by a majority of the membership during the general membership meeting in May when elections are held. Officers shall serve for a one term or until their successors are elected. Their term of office shall begin at the close of the May meeting in which they are elected. The election shall be held during the general membership meeting in May (which is also the annual meeting) by the membership present at that meeting.

3.2.2 Candidates for the Vice-President position for the 2015-2016 season will be solicited during the February 2016 Booster Meeting and will be selected by a majority vote of the existing Board Officers.

3.2.3 SELECTION OF ADDITIONAL BOARD MEMBERS. Following elections of the President, Vice President and Treasurer, the President shall appoint the Director of Fundraising, Director of Merchandise, Director of Social Media and Secretary. The President will seek input from board members and Blue Diamond Booster Club members when filling vacancies on the board. Additional Board Members selected by the President are subject to the approval of the Board in place at the time of appointment. These board members shall serve for a one-year term or until their successor's appointment has been approved. Their term of office shall begin at the time of their approval by the board.

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- 3.2.4 OTHER POSITIONS.** The President will also recruit Committee Chairs for Events, Concessions, Freshman, JV and Varsity Team Parents, and other areas as needed. The President's appointments will be approved through a majority vote of the Board Officers. The President will solicit candidates from the Board Officers and the Blue Diamond Booster Club. Their term of office shall begin upon appointment and shall end at the conclusion of their responsibilities or the May elections.
- 3.2.5 TERM OF OFFICE.** The Board Officers shall serve for one (1) year or until successors are elected/appointed. The President, Vice President and Treasurer's term of office shall begin at the close of the main meeting at which they are elected. No member shall hold more than one Board position at a time, and no elected officer shall be eligible to serve more than two consecutive terms in the same office unless this requirement is waived by a majority of the membership during the first general membership meeting in May when officers are to be elected. Only one member of a player's family or community is eligible to serve as a Board Officer in the same year.
- 3.2.6 REPLACEMENT OF BOARD OFFICERS.** Whenever a vacancy exists on the Board, the vacancy will be filled by the appointment of the President, subject to the approval of the remaining Board Officers and is subject to the further requirement that the President and Board Officers shall seek input as appropriate with respect to the filling of such vacancy from the members of the Blue Diamond Booster Club. Any person appointed to fill a vacancy of a Board Officer will hold office for the unexpired term of his or her predecessor in office.
- 3.2.7 MEETINGS OF THE BOARD; QUORUM; MAJORITY VOTE.** From time to time, with or without notice, the Board may at the call of the President hold meetings to carry out the affairs of the Blue Diamond Booster Club. At any such meeting, minutes of the proceedings shall be kept, and reported to the membership at the next general membership meeting. A majority of the Board Officers will constitute a quorum for the transaction of business at any meeting of the Board. There shall be no voting by proxy, and a majority vote at any meeting in which there is a quorum shall be required on any matter before the Board, except as may otherwise be required by law, the Articles of Incorporation or these Bylaws. If there is no quorum at any meeting of the Board, the members present may adjourn the meeting until a quorum shall be present. Any vacant board position shall retain no vote.
- 3.2.8 LIBABILITY OF OFFICERS.** The officers of the Blue Diamond Booster Club will not be personally liable for its debts, liabilities or other obligations.
- 3.2.9 RESIGNATION.** Any Board member may resign at any time by written notice to the President or Secretary. Any such resignation shall take effect at the date of receipt of such notice or at such other time as may be specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- 3.2.10 REMOVAL OF A BOARD MEMBER OR COMMITTEE CHAIR.** The removal of a Board member or Committee Chair shall require a majority vote of the Board Officers. Removal shall be considered upon recommendation of any two or more Board members for failure to fulfill responsibilities defined in these Bylaws or any Committee expectation agreement that may be entered into.

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3.2.11 ACTION BY BOARD WITHOUT MEETING. Any action required to be taken at a regular or special meeting of the Board Officers may be taken without a meeting, without prior notice, and without a vote, if a consent or consents in writing, setting forth the action so taken, shall be signed by a sufficient number of the Board Officers as would be necessary to take that action at a meeting at which all of the Board Officers were present and voted, and such consent shall have the same force and effect as a unanimous vote of the Board Officers. The consent may be in more than one counterpart so long as each Board Officer who is a party to such consent signs one of the counterparts. Every written consent signed by less than all of the Board Officers shall bear the date of signature of each Board Officer who signs the consent. Every signed written consent shall be promptly delivered to the Secretary to be entered into the minutes.

4 ARTICLE 4: Board Officers

- 4.1 PRESIDENT.** The President is an elected position and shall preside at all membership meetings of the Blue Diamond Booster Club and Board. He or she shall appoint all committees, subject to approval of the Board. He or she shall also have such other authority and perform such other duties as may be prescribed from time to time by the Board and shall endeavor to exercise general leadership over the Blue Diamond Booster Club.
- 4.2 VICE-PRESIDENT.** The Vice-President is an elected position and shall preside at membership meetings in the event the President is unable to attend. He or she shall provide oversight over the Freshman, JV and Varsity team parents, as well.
- 4.3 DIRECTOR OF FUNDRAISING.** The Director of Fundraising is an appointed position and will coordinate efforts in fundraising to include Corporate Sponsorships, Tax Credit Program, Capital Campaigns and Fundraising events.
- 4.4 DIRECTOR OF MERCHANDISE.** The Director of Merchandise will order merchandise for players and for the baseball community.
- 4.5 DIRECTOR OF SOCIAL MEDIA.** The Director of Social Media (DSM) shall administer the website, Facebook and Twitter social media sites under the governance of the Blue Diamond Booster Club. The DSM shall communicate with coach and President of Boosters to ensure the Website is accurate and kept up to date. Finally, the DSM will be responsible for communicating with team photographers and team parents to ensure all necessary approvals are in place for images of players and others; see 6.3.2.

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- 4.6 TREASURER.** The Treasurer is an elected position and shall have custody of the funds and shall keep or cause to be kept full and accurate accounts and records of receipts and disbursements and other transactions and books belonging to the Blue Diamond Booster Club and shall deposit all monies and other valuable effects of the Blue Diamond Booster Club in the name of the Blue Diamond Baseball Club. The treasurer shall also disburse funds of the Blue Diamond Baseball Club subject to the requirement that any expenditure over \$500 will require written approval of the majority of the Board. Further, at each general membership meeting and Board meeting the treasurer shall report regarding Blue Diamond Baseball Club's financial position. The Treasurer, in addition, shall perform such other duties as may be permitted by law or as the Board Officers or the President may from time to time prescribe, authorize or delegate. The Board Officers may by resolution delegate with or without power to re-delegate, any or all of the foregoing duties of the Treasurer to other officers of the Board of the Blue Diamond Booster Club.
- 4.7 SECRETARY.** The Secretary is an appointed position and shall have the duty of recording the proceedings of the meetings of the Board and the general membership meetings in a minute book to be kept for that purpose. In the absence of the Secretary, the minutes of all the meetings of the Board or of general membership meetings shall be recorded by such person as shall be designated by the President. The Secretary shall review the minutes of previous meetings at meetings of the members of the Blue Diamond Booster Club and the Board. The Secretary will be responsible for gathering information on booster membership and keeping track through a spreadsheet. The Secretary shall update and maintain the Pinnaclehighbaseball@gmail.com account and the Sign-up Genius account to include new email addresses and archive the graduates.

5 ARTICLE 5: Finances

- 5.1** A tentative budget shall be drafted after discussing with the Head Coach his needs and approved by the Board prior to the allocation of new funds. (Funds not previously allocated.)
- 5.2** The Treasurer shall keep accurate records of any disbursements, income and bank account

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- 5.3 The Treasurer and President will have signature authority of the account.
- 5.4 All processed payments, bills, invoices and cash receipts will be properly recorded and appropriate backup paperwork will be maintained.
- 5.5 The electronic account will be balanced each month to the statement from the bank.
- 5.6 All non-cash income received by the group must be deposited within five days into the account. All cash income received by group must be deposited within 72 hours into the account.
- 5.7 The Treasurer will maintain copies of deposit receipts.
- 5.8 The Treasurer will review all invoices received prior to payment.
- 5.9 All reimbursed expenses must have documentation to demonstrate it was an approved item.
- 5.10 The records of the group will be open to inspection by members of group.
- 5.11 Any copies of financial information requested will be produced at requestor's expense
- 5.12 The Treasurer will present the financials at the October, February and May annual meeting, which will include an overhead display.
- 5.13 The Treasurer shall prepare a financial statement at the end of the fiscal year, which the Board may elect to be reviewed by a special Audit committee. The Treasurer must provide an End of the Season Report to be approved by the Board prior to May 31 unless the Board approves his/her departure without it.
- 5.14 Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.
- 5.15 Provide to "POP – Parents of Pinnacle" monthly reconciliation report. The POP organization shall provide assistance when requested by the Blue Diamond Booster Club.

6 ARTICLE 6 - GENERAL PROVISIONS

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- 6.1 **AMENDMENT OF BYLAWS.** These Bylaws may be amended by a two-thirds (2/3) vote of the Board Officers, provided that the amendment has been submitted in writing at least 2 days prior to the Board Meeting.
- 6.2 **GIFTS AND CONTRIBUTIONS.** Gifts and Contributions received will be non-refundable.
- 6.3 **SOCIAL MEDIA POLICY.** The Pinnacle Blue Diamond Booster Club social media sites and websites exist to facilitate dialog and share information of interest to members of the Pinnacle High School Baseball community. The Pinnacle Blue Diamond Booster Club will own and maintain all social media sites branded as Pinnacle High School Baseball. The Pinnacle Blue Diamond Board position(s) that will have responsibility for administration of the social media sites are the Director of Social Media and the Secretary.
 - 6.3.1 The Pinnacle Blue Diamond Booster Board respects your opinions. By joining, using, or participating in conversation on any of the Booster sites or social media sites, you agree to post only comments and/or images that are polite, productive and respectful of others. The Board will direct the site administrators to immediately remove any post that contains hateful speech; profanity, obscenity or vulgarity; comments that could be considered prejudicial, racist or inflammatory; nudity or offensive imagery (including, but not limited to, profile pictures); defamation to a person or people; name calling and/or personal attacks; comments whose main purpose are commercial in nature and/or to sell a product; comments that infringe on copyright or another person's intellectual property; spam comments from individuals or groups, such as the same comment posted repeatedly on a profile; personal information about you or another individual (including identifying information, email addresses, phone numbers or private addresses); false representation of another individual, organization, government or entity; promotion of a product, business, company or organization; or endorses or comments upon a candidate or issue on the ballot in a local, state or federal election.
 - 6.3.2 The Pinnacle High School Baseball social media sites will be administered using the PVUSD guidelines regarding the posting of pictures containing students and staff members.
 - 6.3.2.1 *Digital Etiquette and Digital Privacy*
 - 6.3.2.1.1 Unless specifically authorized by school administration, the following guidelines should be followed when photographing, creating video, and/or posting to social media any PV Schools student or staff member.

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- 6.3.2.1.1.1 *Parents, protect the privacy rights of children when photographing/recording your own child's school experience. Although you may be comfortable posting, emailing and sharing photos or video of your child, other parents may not feel the same. Additionally, the posting of the photograph of a child under court protection may put that child's safety at risk.*
- 6.3.2.1.1.2 *Students, protect the privacy rights of your fellow students and staff by photographing/recording others with consent. Use of digital devices and social media during the school day must be approved by your teacher or administration.*
- 6.3.2.1.2 Parents and students protect the privacy of others by:
 - 6.3.2.1.2.1 *Framing your photo/video in such a way as to exclude others.*
 - 6.3.2.1.2.2 *Shoot classroom photos or videos from behind so that faces are not visible.*
 - 6.3.2.1.2.3 *Crop photos to exclude others before posting them online or otherwise sharing them.*
- 6.3.3 In order to comply with the district guidelines regarding advertising or commercial posts, any content posted that recognizes our sponsors must be reviewed and approved by at least 2 members of the Booster Board.**
- 6.3.4 The Booster Board retains the right to remove any content that does not comply with the above guidelines, Facebook's Statement of Rights and Responsibilities or those that Paradise Valley Unified School District (PVUSD) district communications team deems to be inappropriate.**
- 6.3.5 Repeated violations may cause the author to be blocked from the Pinnacle Blue Diamond Booster social media pages, and may be subject to legal and/or disciplinary action.**
- 6.3.6 In an added effort to maintain credibility, the Booster Board members will follow the same guidelines while maintaining their personal social media sites. Members of the booster community can raise questions and/or issues regarding inappropriate posts created by Board members on their personal sites by sending an email to the PinnacleHighBaseball@gmail.com account. The Director of Social Media and Secretary will discuss with the owner and determine the disposition of the post in question. If they are unable to come to agreement on disposition, then the matter will be brought to the full Board's attention where a final decision will be made.**