

CONSTITUTION AND BYLAWS OF THE BELLEFONTE SOFTBALL ASSOCIATION

ARTICLE I – NAME

The organization shall be known as The Bellefonte Softball Association, hereafter referred to as the “Softball Booster Club”.

ARTICLE II – OBJECTIVE

SECTION 1. The objective of the “Softball Booster Club” is to promote girl’s fast pitch softball in the Bellefonte Area School District at every level – varsity, junior varsity, and junior high.

SECTION 2. To support the softball coaches of the Bellefonte Area School District at every level – varsity, junior varsity, and junior high.

SECTION 3. To protect and advance the general welfare of the Bellefonte Area School District softball program.

SECTION 4. To enhance the educational process of the Lady Raider softball players by helping to instill in the players the ideals of good sportsmanship, teamwork, honesty, respect for authority, to help them grow so that they may become good, decent, and trustworthy citizens.

ARTICLE III – MEMBERSHIP

SECTION 1. Eligibility – Any adult interested in furthering the objectives of the “Softball Booster Club” is eligible for membership.

ARTICLE IV – OPERATIONS

SECTION 1. The fiscal year will be from July 1 to June 30.

SECTION 2. In consultation with the Varsity Head Coach, the Officers will prepare a budget to be reviewed and approved by the members. The approved budget must be submitted to the Athletic Director by June 30 of each year.

SECTION 3. The Treasurer is authorized to process payment for budgeted or subsequently approved expenses. Any item submitted for reimbursement or payment that has not been previously approved will not be processed by the Treasurer until voted on by the Members.

SECTION 4. Booster Club funds are raised through various activities such as Letter Writing, Chicken BBQ, clothing sales, golf tournaments, concession sales, and/or other devices approved by the membership and school district. All parents/guardians and students involved with the Bellefonte Softball Program, at every level, are encouraged to participate in fundraisers organized by the Club.

SECTION 5. All Booster Club income collected through above mentioned fundraisers, concession stand sales, raffles, donations, clothing sales, etc. will be turned over immediately to the Softball Booster Club Treasurer for deposit.

SECTION 6. All Booster Club expenses and/or invoices to be paid must be submitted immediately to the Treasurer to be dispersed by check. Two Officers (President and Treasurer) should be authorized for signatures on all Booster Club checks and have access to the online banking.

SECTION 7. Budgeted expenses of greater than \$250.00 must be submitted to the Athletic Director for approval. Any purchases that directly benefit the players must be submitted to the Athletic Director for approval.

SECTION 8. Any and all expenditures greater than \$250.00 must have the approval of the majority of eligible voting members present at the monthly meeting the money is requested. In the case of an emergency or when a regular meeting has been cancelled, the Officers are authorized to approve a previously unbudgeted expense. The Approval requires a vote in favor of the proposal by majority of Officers.

SECTION 9. The Bellefonte Softball Association will comply with all district policies and guidelines relating to athletic booster groups, as well as with the Pennsylvania Interscholastic Athletic Association rules and regulations, Title IX Reporting, and any other governing body regulating the activity which the booster club is organized to support.

ARTICLE V – MEETINGS

SECTION 1. The Bellefonte Softball Association will meet the third Wednesday of each month. All parents/guardians and students involved with the Bellefonte Softball Program, at every level, are encouraged to participate in monthly meetings.

SECTION 2. Notice of the meeting will be sent by the Secretary one (1) week prior to scheduled meeting via desired method.

SECTION 3. A change to the meeting date can be made to accommodate conflicts in the scheduled date so as not to hamper coaches' attendance at PIAA District meetings, scheduled games, and support of other in-season athletic programs in the Bellefonte Area School District. The Varsity Head coach, the President, or the Vice-President of the "Softball Booster Club" will decide rescheduling.

SECTION 4. Special meetings of the members may be called by the Board of Directors or by the Varsity Head Coach or Booster Club President at their discretion. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the members.

SECTION 5. As a guideline, Robert's Rules of Order shall govern the proceedings of all meetings.

ARTICLE VI – BOARD OF DIRECTORS

SECTION 1. A Board of Directors shall govern the "Softball Booster Club".

SECTION 2. Board and Number. The Board shall consist of the following five members:
Varsity Head Coach, President, Vice-President, Secretary, and Treasurer

SECTION 3. Nominations of officers will take place at the May meeting of the Booster Club. Nominees must be present at the May meeting or agree to serve as an officer prior to being placed on the ballot.

SECTION 4. The voting members shall elect officers for a one-year term at the June meeting.

SECTION 5. The newly elected board officers will resume office for twelve (12) months for the period starting July 1 through June 30. It is expected that the outgoing officers will transition their duties and provide necessary records, documentation, and training to the newly elected officers anytime during June through August.

SECTION 6. Removal of an Officer -In the event that any Officer of the Bellefonte Softball Association Booster Club fails to fulfill the responsibilities of the position outlined in the Bylaws and/or is not serving in the best interest of the Booster Club, the Executive Board will issue a written warning detailing the areas of concern. The warning shall be approved by a majority vote of the Executive Board. If the Officer fails to address the issues within 30 days, a two-thirds vote of all voting members in attendance at a regularly scheduled meeting is required for removal. Results of the vote are final and effective immediately.

ARTICLE VII – OFFICERS’ DUTIES

SECTION 1. President

- a. The President shall conduct the affairs of the "Softball Booster Club" pursuant to the Bylaws and policies established by the Board of Directors. This shall include conducting the monthly meetings, preparation of an agenda, and notification of members of upcoming meetings, events and fundraisers.
- b. Appoint a committee by March 1st for the administration of the Bellefonte Softball Scholarship to be presented to an eligible Senior Softball Player each year.
- c. To view Booster banking account and authorized to sign all Booster Club checks in addition to the Treasurer (two signatures are no longer required or recognized by banking systems for checks, hence adjustment to two signature requirement).

SECTION 2. Vice-President

- a. The Vice President shall assist the President in preparing meeting agendas and with the conduction of meetings and shall assume all duties of the President when required.
- b. Chair of the Bellefonte Softball Scholarship Committee

SECTION 3. Secretary

- a. The Secretary shall maintain all written records, produce all written communications and prepare and distribute copies of the minutes from the previous meeting.
- b. The secretary shall also maintain membership contact information and help the President to notify members for upcoming meetings, events, and fundraisers.

SECTION 4. Treasurer

- a. The Treasurer shall maintain an accurate accounting of all revenues and expenditures incurred by the Club and provide detailed reports to the Club and submit copies of monthly bank statements the school district as required.
- b. Primary to sign and distribute checks/payment in addition to the President (two signatures are no longer required or recognized by banking systems for checks, hence adjustment to two signature requirement).
- c. Dispense "Softball Booster Club" funds as approved by the Board of Directors. Update officers when invoices exceed budgeted or subsequently approved expenses.
- d. Maintain "Softball Booster Club" checks, bank statements and financial records.
- e. Maintain concession stand cash box for all home games (cash box records, etc).

- f. Assist Varsity Head Coach and Officers with drafting budget. Submit the approved budget to the Athletic Director by June 30 of each year.
- g. Maintain Title IX Reporting spreadsheet. Submit final Title IX report to the Athletic Director by June 30 of each year. (Act 82 Compliance Report)
- h. Assume responsibility for all "Softball Booster Club" finances.

ARTICLE VIII – SCHOLARSHIP COMMITTEE

SECTION 1. The Bellefonte Softball Scholarship will be named “O’Leary Softball Scholarship Award” in honor of Loretta O’Leary and in memory of John and Sparky O’Leary.

SECTION 2. The Bellefonte Softball Scholarship Committee is a committee of three members who will decide the Senior scholarship winner each year. Members of the Committee include:

- 1. Softball Booster Club Vice-President (chairperson)
- 2. Two additional voting members of the Softball Booster Assoc.

SECTION 3. The members of the Scholarship committee may not be the parent of a current senior softball player eligible for the scholarship. If the Vice-President is the parent of a senior player, they cannot serve on the Scholarship Committee and must relinquish the Chair role to another Booster Club Officer. The Athletic Director prohibits anyone from the coaching staff to serve on the Scholarship committee; however, the committee is permitted to seek input from coaching staff if needed.

SECTION 4. The O’Leary Scholarship applications are to be distributed to Senior softball athletes mid-April. Players will have until mid-May to return the completed applications, transcripts and letters of recommendation to the O’Leary Scholarship Committee Chair. Scholarship Chair is responsible for confirming scholarship deadline dates with senior players and parents and for scheduling a date for the Scholarship Committee to review applications. Selection(s) must be reported to the Carol Olson, high school clerk, by the end of May.

SECTION 5. When there are five or fewer graduating seniors, the scholarship amount will be \$1,000.00. When there are six or more seniors in the graduating class, the amount will then increase to \$2,000.00. It is up to the scholarship committee to decide how the scholarship should be distributed.

ARTICLE IX – AMENDMENTS

MODIFICATIONS OF BYLAWS. Altering, amending, or repealing the Bylaws or adopting new Bylaws, insofar as is allowed by law, calls for a majority vote of all Members attended any stated meeting provided said amendments have been proposed at a previous meeting and members have been notified of intended amendments. Text of the proposed change will be available during the required notice period for the meeting.

ARTICLE X – DISSOLUTION

DISSOLUTION OF SOFTBALL BOOSTER CLUB. Upon the dissolution of the “Softball Booster Club” and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property to the Bellefonte Area School District Athletic Department or to another organization which meets with the approval of the Board of Directors and the Bellefonte Area School District.

ARTICLE XI – ADOPTION OF BYLAWS

Adopted by the Members of the Bellefonte Softball Association on May 17th, 2023.