

Hebron Hawks Baseball Booster Club Bylaws

Article I: Name

The name of this organization is the **Hebron Hawks Baseball Booster Club** (hereinafter “the Booster Club” or “Organization”) and is associated with Hebron High School in Carrollton, Texas.

Article II: Purposes

The purposes of the Booster Club are:

- a) To support the Hebron High School Baseball program through volunteer work, fundraising and other activities.
- b) To create team spirit by demonstrating that the people in the community support the school and its baseball program.
- c) To keep the educational goal of competition at the forefront of all policies.
- d) To encourage good sportsmanship towards officials, visitors and the players and coaches of the Hebron High School baseball team and opposing teams.
- e) To provide the following scholarships within our program:
 - \$500 for each graduating Senior player (referred to as “Senior Scholarship,” see Article XII).
 - \$1,000 tied to an essay contest for graduating Senior players (referred to as “Essay Scholarship,” see Article XII).

Article III: Basic Policies

The following are basic policies of the Booster Club:

Section 1. The Organization shall be noncommercial, nonsectarian and nonpartisan.

Section 2. The name of the Organization or the name of the affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose(s) of the Organization.

Section 3. The Organization shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. This Organization shall not use any EIN (tax number) other than its own. The EIN for the Lewisville ISD is not to be used by any booster club for any purpose whatsoever.

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Section 5. No part of the net earnings of the Organization shall ensure to the benefit of, or be distributable to, its members, directors, 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.

Section 6. This Organization requires voting members (both general members and Officers) cast their own votes and prohibits voting by proxy. Voting online, through the means best available as determined by the President, is allowed.

Section 7. No part of the membership roster of this Organization shall be sold to any entity or exchanged for any services or products without the approval of the majority of the general membership.

Section 8. Upon the dissolution of this Organization:

- A. After paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to another active sports booster program at Hebron High School.
- B. Shall cease and desist from the further use of any name that implies or connotes association with a Lewisville ISD school; and
- C. Carry out promptly, under the supervision of the LISD sponsor or his designee, all proceedings necessary or desirable for the purpose of dissolving this organization.

Section 9. This Organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Organization. Such books of account and records shall at all reasonable times be open to inspection by its members.

Section 10. Only members who have paid dues for the current membership year may participate in the business of the Organization.

ARTICLE IV: Members and Dues

Section 1. Membership in this Organization shall be made available without regard to race, color, creed or national origin, nor in conflict with the provisions of the UIL.

Section 2. The Booster Club shall conduct an annual enrollment of members, but may admit persons to membership at any time. Membership term will run from the Meet the Team membership meeting to the following year Meet the Team membership meeting.

Section 3. Each member of this Booster Club shall pay annual dues to the Organization as may be prescribed by the Organization. The amount of such dues shall be used entirely to promote the Organization.

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Section 4. The amount of such annual dues will be set by the Booster Club Board at the first Booster Club Board meeting of the new school year.

ARTICLE V: Officers and Their Election

Definitions:

Booster Club Board: The entirety of the Officers (see list below).

Section 1. There are 11 Officer roles in the Booster Club Board. Each Officer must be a paid member of this Organization to hold a voting role.

Section 2. No member of the Booster Club Board – shall be married to another Booster Club Board – member. No Officer shall be a signer for any checks that are payable to any of his/her family members.

Section 3. The Officers, their elections to their positions and their terms are as follows:

1. President,
2. Treasurer,
3. Secretary,
4. Varsity Vice President (see note term below),
5. Fundraising Vice President,
6. Concessions Vice President.
7. JV Black Liaison (see note term below),
8. JV Blue Liaison (see note term below),
9. Communications Chair,
10. Membership Chair, and
11. Spirit Chair.

Term Notes:

The Varsity VP, JV Black Liaison and JV Blue Liaison roles are appointed by the President (with Head Coach approval) after the teams have been selected in January. Both of these roles remain in place through the offseason (e.g., January to January).

In the event of a Varsity VP vacancy due to graduating player, for the period May to January (which is the “Fall” period), the duties of the Varsity VP are temporarily absorbed by the President.

New Officers shall assume their official duties after the last game of the season or at the last Booster Club Meeting (which is typically in May, prior to the end of the school year), whichever comes last, and shall serve for a term of **one year**. All outgoing Officers shall prepare and relinquish all records pertaining to his/her role at the end of his/her term.

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Section 4. Nominating Committee:

- a) Nominees for open Officer positions shall be solicited by each April from the general Booster Club membership. Only persons who have given express verbal consent to serve, if elected, shall be nominated for a role.
- b) A list of nominees for each open position will be presented to the Head Coach by the Secretary.

The Head Coach approved list of nominees will be announced at the general Booster Club Meeting in May. Open positions will be elected by a majority vote of the Officers in a secret ballot.

- c) No Officer shall serve in the same voting role for more than four (4) consecutive terms. An Officer who has served more than one-half of a term shall be credited with having served that term.

Section 5. Officer Vacancy. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the Officers, notice of the results of such election having been given to the general Booster Club membership.

In case a vacancy occurs in the office of President, the Varsity Vice President shall serve as interim President until an election can be held by the Booster Club Board – to fill the role for the current term.

Section 6. Reason to remove. By two-thirds (2/3) vote of the Booster Club Board – an Officer shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

ARTICLE VI: Duties of Officers

Section 1. The President shall preside at all meetings of the organization and the Booster Club Board, shall approve all special committees, shall be a member ex-officio of all committees, oversee maintenance and compliance of the bylaws, and shall perform all duties usually pertaining to the office, maintain open communications and be the spokesman for the organization with the principal and all coaches.

Section 2. Varsity Team Vice President (First Vice President) shall act as an aide to the President, performing all duties of that office in the absence of the President. Responsible for timely communication to the parents of the Varsity team players. Act as the first contact for parents to voice concerns or questions related to the program activities. The activities the Varsity VP is responsible for include organizing team dinners and out-of-town tournament travel activities and works in conjunction with Spirit Chairman. The Varsity VP will also identify volunteers for home game experiences including announcer, scoreboard, music and Game Changer coordinator. This role will be a mentor the other team liaisons as needed. This role is a member of the Booster Club Board.

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Section 3. Fundraising VP shall serve as Fundraising Chairman of a committee and know all the UIL qualifications pertaining to fundraising, seek approval from the President on all decisions pertaining to this office, keep accurate records of all sponsorship and fundraising activities. This role is a member of the Booster Club Board.

Section 4. Concession VP shall serve as Concession Chairman of a concession committee, their responsibility shall be to secure a list of parents (include as many as possible) to voluntarily work in the concession stand at each game, to purchase food for the concession area, to keep accurate weekly records of all expenses and profits, seek approval from the President on all decisions pertaining to this office, give a report to the President prior to each monthly meeting, comply with all UIL and District restrictions concerning concessions. This role is a member of the Booster Club Board.

Section 5. Secretary shall record the minutes of all meetings of the organization, keep attendance and voting records, have a copy of the bylaws, maintain a membership list, and perform other duties as assigned by the President or association, seek approval from the President prior to each monthly meeting. This role is a member of the Booster Club Board.

Section 6. Treasurer shall have custody of all the funds of the organization, keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks for the previous two (2) years and the current year, make disbursements as authorized by the President, Booster Club Board –, or organization in accordance with the budget adopted by the organization, sign on bank accounts, present a financial statement at each monthly Booster Club Meeting, Booster Club Board meetings, and other times when requested by the organization or Booster Club Board –, make a full report at the last meeting of the season and have copies available to the general membership, comply with all UIL regulations pertaining to financial reporting, seek approval from the President on all decisions pertaining to this office, give a report to the President prior to each monthly meeting. This role is a member of the Booster Club Board.

Section 7. JV Black Liaison is responsible for timely communication to the parents of the JV Black team players. Coordinate optional player pre-game meals. Act as the first contact for parents to voice concerns or questions related to the program activities. The JV Black Liaison will also identify volunteers for home game experiences including announcer, scoreboard, and Game Changer coordinator. This role is a member of the Booster Club Board.

Section 8. JV Blue Liaison is responsible for timely communication to the parents of the JV Blue team players. Coordinate optional player pre-game meals. Act as the first contact for parents to voice concerns or questions related to the program activities. The JV Blue Liaison will also identify volunteers for home game experiences including announcer, scoreboard, and Game Changer coordinator. This role is a member of the Booster Club Board.

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Section 9. Communications Chairman oversees and coordinates global communication and representation needs for the Hebron Hawks Booster Club with the school organizations, the community and the common communication tools including website, social media channels and all program email distributions. The Communication Chairman also oversees the coordination with team photography and yearbook ensures shared information between other programs and school organizations positively promote the baseball program. This role is a member of the Booster Club Board.

Section 10. Membership Chairman oversees and coordinates activities related to Booster membership and player signage. This role will lead a committee to organize and oversee the Meet the Team event. This role is a member of the Booster Club Board.

Section 11. Spirit Chairman oversee all things spirit – including spirit nights and spirit wear and works with the banquet chair. Oversees a group of committee members. Coordinates the Alumni Game. This role is a member of the Booster Club Board.

ARTICLE VII: Duties of Sponsor

The Sponsor of the Organization shall not be a member nor have voting privileges on the Booster Club Board –. The Sponsor will generally be the Head Coach unless the Sponsor role has been delegated by the Head Coach to another non-voting party.

ARTICLE VIII: Meetings

Section 1. Regular full-membership meetings of the Organization (or called “Booster Club Meetings”) shall be held monthly during the baseball season (January to May). At least two (2) Booster Meetings shall be held in the offseason semester. All Booster Meetings shall be held on school property and be scheduled in advance to secure the room. Time and date to be established at the first meeting of the Booster Club Board – and will be published on the Hebron Baseball Website. A notice of three (3) days shall be given if change of date is needed whenever possible.

Section 2. Special Meetings of the Organization may be called by the President or by a majority of the Booster Club Board. At least one (1) Special Meeting shall occur in the offseason to plan for the upcoming season and conduct fundraising activities. Two (2) additional Special Meetings shall occur as follows: #1 in January after team liaisons are confirmed and #2 in April prior to nominations for the next season open positions. A simple majority of the Officers must be present for voting to occur. For purposes of this section, adding via video conference (e.g., Zoom or WebEx) would be considered “present.” Booster Club Board utilizes an application called “Group Me” to communicate; the Booster Club Board can vote on items using Group Me. The Secretary must create an Electronic Voting Record and maintain the record in a shareable drive.

Section 3. The total members present at a regularly scheduled Booster Club Meetings will constitute a quorum.

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ARTICLE IX: Booster Club Board

Section 1. The duties of the Booster Club Board – shall be to transact necessary business in the intervals between organization meetings, create standing and special committees, approve the work plans of all officers and committee chairpersons, present a report at the regular meetings of the organization, review audit committee findings and recommendations, to prepare and submit a budget for the year to the organization for adoption in September, approve routine bills within the limits of the budget; and, fill mid-season vacancies of officers and chairpersons.

Section 2. The majority of activities supported by booster clubs are related to UIL activities. Since UIL rules regulate what UIL participants, sponsors and coaches may and may not accept, it is important that booster clubs are aware of these rules. The Booster Club Board — shall be well informed of all UIL rules and regulations and comply as directed.

ARTICLE X: Standing and Special Committees

Section 1. Only paid members of the association shall be eligible to serve in any elected position.

Section 2. The Booster Club Board may create such standing and special committees as it may deem necessary to carry on the work of the organization. The term of each chairman shall be one (1) year or until the selection of a successor.

Section 3. The newly-elected president shall call a meeting of the incoming officers during the summer prior to the start of the following school year for the purpose of discussing audit committee results, fundraising goals, budget for the season and such other business as becomes necessary.

Section 4. All standing committee chairmen shall deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

Section 6. The quorum of any committee shall be a majority of its members.

ARTICLE XI: Finances of Organization

Section 1. The fiscal year of this organization shall begin July 1 and end on June 30.

Section 2. There will be no more than 3 authorized bank signers on the Booster account including the Treasurer and President.

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Section 3. An Audit Committee consisting of Secretary, JV Black Liaison and JV Blue Liaison, who are not authorized bank signers, shall audit the financials at the end of the fiscal year.

Section 4. Financial books for the organization will close June 30th and be turned over to the Audit Committee by July 15th for reconciliation by August 15th. The Audit Committee report shall be presented to the Booster Club Board at the summer board meeting.

Section 5: An annual budget for the next fiscal year will be created in the summer meeting and submitted by September general Booster Club Meeting.

Section 6: Booster Club initiated expenses over \$2,500 (even if contained in the budget) will be approved by the President and Treasurer prior to the funds being spent.

Section 7. Booster Club shall carry insurance to be renewed annually as required by LISD Booster Club requirements. All procedures required by the insurance company for purposes of maintaining the coverage shall be followed.

Section 8. Any Booster Club purchase outside of the approved budget requires pre-approval of the President and Treasurer (see Section 6 above).

Section 9. Any reimbursement over \$500 requires the proper completion of a Reimbursement Form that must be signed by the President and Treasurer.

ARTICLE XII: Scholarship Qualification and Distribution

Section 1. In order to qualify for a 2026 or 2027 Senior Scholarship one (1) family member must be a qualified and paying member of the Booster Club at least during the player's 2026 or 2027 Senior year.

Section 2. A Senior must have an overall weighted/unweighted Grade Point Average (per Hebron High School issued transcript in January of the Senior year) of at least 2.5 in order to qualify for a Senior Scholarship.

Section 3. A Senior must complete ten (10) hours of volunteering during Senior year. The volunteer hours are to be recorded on an official form that is made available by Coach to all Seniors by the third Monday following the start of Senior year. The official form must be turned in by the Tuesday following Spring Break week. Exceptions for non-completion due to extenuating circumstances can be granted by Coach with consultation of the President and Varsity VP. Any questions regarding the authenticity or eligibility of a volunteer activity are to be resolved by Head Coach with consultation of the President and Varsity VP.

Section 4. Senior Scholarships can only be used by the graduating Senior for higher education at a university/college (4-year, junior college, community college), trade school and/or US military service.

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Section 5. Senior Scholarships must be requested via application no later than June 30th following May graduation. The application must include supporting documentation reflecting the player's enrollment/enlistment (See Section 4). Discretion regarding extenuating circumstances that prevent timely application and/or delays in enrollment/enlist can be considered by the Officers with a simple majority required to approve.

Section 6. The winner of the Essay Scholarship is not eligible to receive the Senior Scholarship. The rules for the Essay Scholarship will be created by the Board (with voting by simple majority if there is no consensus) and the rules will be distributed by the Membership Chair by May 1st. The Membership Chair will coordinate the collection of the Essays. A committee of at least three (3) Booster Club Members who are not Senior parents will be formed to review the essays. A neutral member of Hebron High School staff will also be a part of the committee.

ARTICLE XIII: Amendments

Section 1. These bylaws must be reviewed a minimum of five (5) years from the previous revision date. They may be amended at any regular meeting of the Organization, provided a quorum is present, by a two-thirds vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Booster Club Board –. The requirement of adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Last Updated 09.15.2025