

# **Highlander Home Run Club**

## **By-Laws**

### **Amendment V:**

The Highlander Home Run Club Executive Board will consist of the elected officers and the Head Baseball Coach. Officers are: President, First Vice-President of Sponsorship/Fundraising, Second Vice-President of Committees/Events, Secretary, and Treasurer.

### **Amendment VI: Duties Of Officers**

1. President: Shall be the principal executive officer, in general, supervise and control all of the business affairs of the Highlander Home Run Club. Shall preside at all meetings, set meeting agendas, and schedule all meeting times and locations. The President shall give the authorized signature, along with any other Executive Board Member, as deemed by the Executive Board, on any authorized contracts and banking accounts after being prepared by the Treasurer with proper documentation. Shall appoint committee chairman as deemed necessary, and actively participate in fundraising. The President will assist other Executive Board Members as needed.
2. First Vice-President of Sponsorship/Fundraising – Shall act as aid to the President and shall perform the duties of the President in the absence, inability, or refusal of that officer. The First Vice-President shall be in charge of all fundraising and Sponsorships approved by the Executive Board and Head Coach.
3. Second Vice-President of Committees/Events – Shall be in charge of committees and events approved by the Head Coach and Executive Board. The Second Vice President will also be in charge of coordinating all hospitality and gifts for the HHRC. The Second Vice-President will actively participate with fundraising activities.
4. Secretary – Shall keep the minutes of the meetings; retain copies of all officer and committee reports. Conduct such correspondence as may be delegated by the coaches, officers and committees, this includes but is not limited to email, and social media. Shall maintain the Highlander Home Run Club roster. The Secretary shall actively participate in fundraising activities.
5. Treasurer – Shall receive all money of the organization and keep accurate records of receipts and expenditures. Disburse monies authorized by the organization. A statement of accounts shall be presented at each meeting and an annual report shall be presented at the May meeting. Shall prepare and provide a year-end financial report. Shall ensure that a year-end financial audit be conducted by a review committee or accountant and submitted, along with year end financial report to the Executive Board, Coaches, HHRC Members, the Principal of TWHS and the CISD Internal Auditor. Shall prepare and submit financial reports and information to an outside tax preparer for annual tax return preparation and filing. In order to maintain the highest level of internal control, the treasurer shall not be an authorized signer on checks or other financial documents. The treasurer shall actively participate in all fundraising activities.

Amendment V and Amendment VI - Revised and accepted on February 3, 2018

### **Officers:**

President: Nick Wolda, Vice President: Bill Sunseri, Secretary: Lisa Beard, Treasurer: Maria Perez

