

## **By-Laws for the Kell Longhorns Dugout Club**

### **Article I – Name**

The name of this organization shall be the “Kell Longhorns Dugout Club” hereinafter referred to as the “Club.”

### **Article II – Purpose**

The Club is a nonprofit organization [not filed] established to promote interest in the baseball program at Kell High School, to lend moral and financial support to all phases of the baseball program at Kell High School, to cooperate and work in all possible ways with the Coaches and Staff, and to promote excellence in all Scholastic and Athletic endeavors at Kell High School and the surrounding community.

### **Article III – Operating Authority**

The Club shall have no authority to dictate or interfere in any way with the Longhorn Baseball Staff, its policies, or those of the School Administration. The Baseball Staff includes (but is not limited to) the High School Boys Head Varsity Coach, and his Assistants.

### **Article IV – Membership**

Section 1     Membership: Membership shall be granted to those persons interested in the baseball program at Kell High School and willing to abide by the rules of this Club upon payment of annual dues.

Section 2     Voting Members: Voting members shall be limited to the parents of Varsity and Junior Varsity players in Good Standing. Each player shall be represented by one parent for voting purposes.

Section 3     In Good Standing: Any member of the Club whose Player Dues for the current year have been paid, shall be considered a Voting Member in good standing. Voting Membership in the Club is not transferable.

Section 4     Rights of Voting Members: Voting Members shall be entitled to:

- A. Vote on all matters requiring a vote by Voting Members of the Club.
- B. Eligibility for election or appointment to any office, committee or the Board of Directors, excepting the restriction for the office of President.
- C. Notification of meetings.
- D. Admission to any meeting of the Club.
- E. Such other rights as the Board of Directors may from time to time determine.

Section 5     Players Dues

- A. Player Dues for membership in the Club shall be recommended by the Board of Directors after review of the budget for the coming year and approved by a majority vote of the Board of Directors.
- B. The fiscal year for the Club will begin June 1 and end May 31.

Section 6      Ownership

- A. Any equipment or property acquired by this organization for the baseball program shall become the property of Kell High School. The gift or donation will be accepted by the principal with a signed statement indicating that they are to become the property of the school. In the event that the club should be dissolved or cease to function at any time, all accumulated funds, equipment, and property shall be turned over to Kell High School subject to the express condition that they be used for the purpose for which they were acquired.

Article V – By-Law Changes or Amendments

Section 1      The by-laws may be amended by a majority vote of the Voting Membership present at a General Membership Meeting.

Section 2      Any proposed changes or amendments to the by-laws must be presented to the General Membership at a regular meeting and submitted in writing to the President at that meeting. Copies of the proposed changes or amendments shall be made available to the Voting Membership via email prior to the General Membership meeting where the changes or amendments will be considered. Reasonable notice, typically at least 48 hours, will be provided to the membership if changes are being considered. All changes or amendments will be voted on by the General Membership in attendance at the meeting.

Article VI – Meetings

Section 1      Meetings: There shall be a minimum of two (2) General Membership Meetings of the Club during the fiscal year. The day, time and place shall be determined by the Board.

Section 2      Annual Meetings: The Annual Meeting of the Club, which can also be a General Membership meeting, shall be held after the selection of the team is announced by the coaches and prior to the first scheduled game. Notice of the date, time and location of the meeting shall be given to all players selected. Players are expected to provide this notice to their parent(s). The Board will attempt to notify the membership via email when possible.

Section 3      Board of Directors Meetings:

A. Board of Directors meetings will be scheduled as needed.

B. Special Meetings of the Board of Directors may be called upon request of three (3) or more voting members of the Board of Directors.

C. A quorum for the transactions of the Board of Directors business shall be two-thirds (2/3) of the officers present at the meeting. Voting may be done by proxy and a member represented by a written proxy shall be counted in achieving a quorum.

Section 4      Procedure: The current editions of Robert's Rules of Order Newly Revised shall govern in all cases in which it is not consistent with these by-laws.

Article VII – Officers of the Organization

Section 1 Officers to be elected from the General Membership are:

President	Executive Vice President
Vice President - Operations	Vice President Concessions
Secretary	Treasurer
Fields & Facility Director	Fund Raising Director

Elected Officers and the Head Coach, shall constitute the Board of Directors.

Section 2 Each of these positions has one (1) vote

Section 3 The Officers retain the same voting privileges as other Voting Members of the Club.

Section 4 Qualifications and Terms of Office:

- The President must have served at least one term on the Board of Directors prior to election.
- Each Officer must be a member in good standing
- Each Officer is elected to serve one year

Section 5 Nominations/Volunteers for Officers will be accepted up to 48 hours before the last General Membership Meeting of each fiscal year. Nominations must be made via email to the President, Executive Vice President or Secretary. All Board of Directors nominees must be approved by the head coach of the Longhorn Baseball Team. Election of new Officers will take place after discussion during the last General Membership Meeting of each fiscal year. Elected Officers will assume their position at the close of the last General Membership Meeting of each fiscal year.

Section 6 Nominees must receive a plurality vote of the members present to be elected to the office for which nominated.

Section 7 In the event of a vacancy in the office of the President, the Executive Vice President shall assume the title and duties of the President for the unexpired term.

Section 8 In the event of a vacancy in the office of Executive Vice President, Vice-President(s), Secretary or Treasurer, the President shall have the right of appointment of a successor with the approval of the Board of Directors, for the unexpired term.

Section 9 Officers may succeed themselves.

Article VIII – Duties of OfficersSection 1 Duties of President

- A. Preside at all Club meetings.
- B. In the absence of the President and Executive Vice President, designate a representative to preside over the meeting. If no representative is designated, the membership present will select one of their members to preside.
- C. Appoint all committees necessary to reach the goals of the Club.
- D. Present an annual report on the affairs of the Club to the General Membership at the scheduled Annual Meeting.
- E. Provide leadership for the Club and work directly with the Principal, Athletic Director, Athletic Coordinator, Coaches and Committee Chairpersons to assure objectives of the Club are met.
- F. Serve as advisor to all committees.
- G. Designate check-signing authority to the Treasurer.
- H. Periodically cause all of the accounts of the Club to be audited by an appointed committee at the discretion of the Board of Directors.
- I. Work with Varsity Coaches in preparing and submitting a budget to the Club for approval. Implementation of budget funds requires pre-approval of the President in conjunction with the Treasurer.
- J. Authorize Club expenditures up to \$250.00 without prior Board of Directors approval. Any other duties deemed appropriate and approved by the Board of Directors.

Section 2 Duties of the Executive Vice President

- A. Preside at all meetings where the President is absent.
- B. Assist the President in general supervision over the affairs of the Club.
- C. Assist the President in the compiling of a budget with the aid and approval of the Board of Directors, Varsity Coaches and the Treasurer at the beginning of the fiscal year.
- D. Assist in any duties assigned by the President or Board of Directors.
- E. Assist the Treasurer with record keeping, depositing and proper disbursement of Club funds.
- F. Serve as Treasurer at Club meetings during the absence of the Treasurer.
- G. Any other duties deemed appropriate and approved by the Board of Directors.

Section 3 Duties of the Vice President-Operations

- A. Assist the President and the Executive Vice President in general supervision over the affairs of the Club.
- B. Preside at all meetings where the President and the Executive Vice President are absent.
- C. Coordinate pre-season Chili dinner
- D. Coordinate Pre-Game meal planning for JV and Varsity
- E. Coordinate Senior night event and End of Season Banquet
- F. Coordinate gate coverage and collect gate fees when allowable
- G. Coordinate game announcers for JV and Varsity home games
- H. Assist the Director of Facilities and Fields on projects and improvements
- I. Assist Fundraising Director as needed

- J. Any other duties deemed appropriate and approved by the Board of Directors.

Section 4 Duties of the Vice President- Concessions

- A. Responsible for operating and maintaining concession stand(s) before and after baseball events.
- B. Coordinate summer concession management
- C. Assist Vice President of Operations in the coordination of Senior Night and the end of season banquet.
- D. Provide an accounting of all income and expenses from concessions operations during the regular season as well as summer season and report this to the Treasurer
- E. Any other duties deemed appropriate and approved by the Board of Directors.

Section 5 Duties of the Secretary

- A. Report the minutes of all meetings.
- B. Prepare and mail all Club correspondence.
- C. Coordinate the securing of school meeting rooms as well as off site facilities for periodic meetings of the Board of Directors or Club
- D. Maintain the by-laws of the Club and assure distribution of the by-laws to members and prospective members.
- E. Assist coaches in organizing camps
- F. Maintain website on a frequent basis
- G. Assist fund raising director in communicating fund raising activities and promotions
- H. Any other duties deemed appropriate and approved by the Board of Directors.

Section 6 Duties of the Treasurer

- A. Receive and make proper disposition of all Club funds and be prepared to report at any meeting on the financial status of the Club.
- B. Keep accurate records of all financial transactions and make those records available for audit, upon request.
- C. Maintain check-signing authority for disbursement of Club funds.
- D. Serve as Secretary at meetings in the absence of the elected Secretary.
- E. Deposit funds in a bank approved by the Officers of the Club.
- F. Work with Varsity Coaches and President in preparing and submitting a budget to the Club for approval. Make recommendations at meetings for approval of large expenditures not in the original budget. Support recommendations with appropriate research on needs, pricing, bids, suppliers, etc.
- G. Implementation of budget funds requires pre-approval of Treasurer in conjunction with the President.
- H. Provide a detailed written financial report to the school Athletic Director at the end of each season.
- I. Any other duties deemed appropriate and approved by the Board of Directors.

Section 7 Duties of Fields and Facility Director:

- A. Propose and organize facilities projects for the year.
- B. Solicit bids and present them to the board for approval.
- C. Organize and manage field work days.
- D. Oversee East Cobb Baseball field use & contract.
- E. Maintain all baseball facilities and equipment.

Section 8 Duties of Fund-Raising Director:

- A. Identify a few key fundraisers to assist the organization in meeting its budgetary goals for the year.
- B. Coordinate all fund raising activities working with other board and booster club members to achieve maximum results
- C. Manage the sponsor sign board activities
- D. Work with Secretary to promote and communicate fund raising activities
- E. Provide an ongoing accounting of all income and expenditures related to fund raising projects

**Article IX – Indemnification of Officers**

The Club shall indemnify and hold harmless each Officer of the Club from and against any and all claims and liabilities to which they may be or may become subject to by reason of acting as an Officer of the Club, or by reason or alleged acts or omissions as an Officer as aforesaid, and shall reimburse each Officer of the Club for all legal and other expense, reasonably incurred in connection with defending against such claims or liabilities, provided, however, that no Officer shall be indemnified against or reimbursed for any expenses incurred due to negligence or willful misconduct. The foregoing rights of Officers shall not be exclusive of other rights to which they may be entitled lawfully.

**Article X – By-Laws**

The Club shall adopt and maintain by-laws and shall file a copy therefore of any changes thereafter made in same, with the school administration. This set of by-laws takes precedent over any and all previous by-laws.

Approved 06/01/2009  
Revised x-xx-xxxx