



EST. 2022

ORGANIZATION BY LAWS

OCTOBER, 2022



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Article 1: NAME

The name of this organization shall be the Guilford Dugout Club (hereafter referred to as the Dugout Club).

Article 2: PURPOSE

The Dugout Club is a volunteer organization whose mission is to continually improve the experience for players, coaches, parents and fans of the Guilford High School Baseball Teams by raising capital to fund the various costs of the program, while encouraging and facilitating good will and sportsmanship throughout the entire GHS Baseball Community.

Article 3: MEMBERS

The Dugout Club shall have one class of voting members. Membership shall be open to all persons interested in supporting Guilford High School Baseball. At meetings of the members, subject to the quorum requirement in Article 4, Sec. 4, each member shall be entitled to one vote so long as he or she has attended two of the three previous Dugout Club meetings. High School Coaches and Administrators are invited guests to Dugout Club meetings and as such shall not be entitled to vote.

Section 1:

Membership may be terminated by resignation or action of the Board of Directors. The Board of Directors, by two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interest of the Dugout Club. The member involved shall be notified of such meeting, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.

Article 4: MEETINGS OF MEMBERS

Section 1:

Regular meetings of the Dugout Club shall be held on or around the first Thursday of each month. **The meeting held in June shall be the Annual Meeting at which officers are elected.** Active members shall be notified of the date, time and location of a regular meeting no later than 2 weeks prior to the date of the meeting. The President reserves the right to move the meeting from the first Thursday of the month for necessary reasons, and shall notify members of the change as soon as possible.



Article 4: MEETINGS OF MEMBERS *cont.*

Section 2:

Special meetings of the members may be called by the President, the Board of Directors or upon written application of at least 10 members. A written application shall state the purpose of the special meeting applied for; and the notice of every special meeting shall state the purpose. The President of the Board of Directors, in calling a special meeting, shall determine the date, time and place.

Section 3:

Reasonable notice of special meetings shall be given to the members of the Board of Directors. Class Representatives shall be responsible for notifying the general membership.

Section 4:

The presence of three members of the Board of Directors (as defined in Article 5) shall be required in order to constitute a quorum for the transaction of business at any meeting.

Article 5: BOARD OF DIRECTORS

Section 1:

The management of affairs and property of the Dugout Club shall be vested in the Board of Directors. The officers of the Dugout Club shall consist of a President, a Vice President, Treasurer, a Representative for the Senior Class, a Representative for the Junior Class, a Representative for the Sophomore Class, a Representative for the Freshman Class and a Secretary. Members of the Board of Directors shall be elected to a one year term at each Annual Meeting. Nominations for officers shall be from the floor.

Section 2: President

The President shall:

- (a) Conduct the affairs of the Dugout Club and execute policies established by the Board of Directors.
- (b) Be responsible for the conduct of the Dugout Club in strict conformity to the policies, principles, rules and regulations of its By-laws.
- (c) Communicate to the Board of Directors, such matters as deemed appropriate, and make suggestions as may tend to promote the welfare of the Club.
- (d) Prepare and submit an annual budget to the Board of Directors. and be responsible for the proper execution thereof.
- (e) Investigate complaints, irregularities and conditions detrimental to the Dugout Club and report thereon to the Board of Directors as circumstances warrant.



Article 5: BOARD OF DIRECTORS *cont.*

Section 2: Vice President

The Vice President shall:

- (a) Be responsible for managing any and all fund raising activities.
- (b) Be an exo-officio member of all committees.
- (c) In case of absence or disability of the President, and provided they are authorized by the president or Board of Directors so to act, the Vice President shall perform the duties of the president, and when so acting shall have all the powers of that office.

Section 3: Secretary

The Secretary shall:

- (a) Be responsible for recording the activities of the Dugout Club and maintain appropriate files, mailing lists and necessary records.
- (b) Maintain a list of all members, directors and committee members, and give notice of all meetings of the Dugout Club.
- (c) Keep the minutes of the meetings of the Dugout Club and cause them to be recorded and kept in a file for that purpose.
- (d) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (e) Be responsible for coordinating all publicity.

Section 4: Treasurer

The Treasurer shall:

- (a) Receive all monies and securities and deposit same in a depository approved by the Board of Directors.
- (b) Keep records for the receipt and disbursement of all monies and securities of the Dugout Club, approve all payments from allotted funds and draw checks therefor.
- (c) Be responsible for providing a monthly financial report at each regular meeting, or at the President's request, and an annual financial report for the Annual Meeting.
- (d) Prepare and submit federal and state tax returns for the Dugout Club within 30 days following the end of the fiscal year.
- (e) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of the Treasurer or may be assigned by the Board of Directors.



Article 5: BOARD OF DIRECTORS *cont.*

Section 5: Class Representatives

There should be at least, but no more than 1 Class Representative elected for each class, (Freshman, Sophomore, Junior and Senior) for a maximum total of 4 Class Representatives. Class Representatives shall:

- (a) Assist with communication, organization and the recruitment of volunteer assistance from members of their assigned class, for the purpose of successfully conducting Dugout Club fund raiser activities.
- (b) Participate in various Committees that may be requested or assigned by the Board of Directors.
- (c) Be a general liaison between the members of their assigned class and the Board of Directors.

Article 6: COMMITTEES

Section 1:

The President shall serve as a chairman of the Board of Directors, which shall meet at the call of the President. The Board of Directors may exercise all the powers of the Dugout Club between meetings of the membership. The President may invite any other member or consultant to attend any meeting of the Board of Directors and any such person shall have a voice but no vote. Minutes of the Board of Directors shall be made available to all members in a timely fashion.

Section 2:

The President shall have the authority to appoint committees of members of the Dugout Club, as it may be necessary or convenient. Each committee shall have a chairperson who shall select and assign committee members and present plans to the membership for approval at regular meetings. At the conclusion of the project, the chairperson shall submit a written final report to the President..

Article 7: VACANCIES

Vacancies in any office may be filled for the unexpired term by a $\frac{3}{4}$ vote of the remaining members of the Board of Directors.

Article 8: FINANCIAL AND ACCOUNTING

Section 1:

The fiscal year of the Dugout Club shall begin on July 1st and end on June 30th. Federal and state tax returns shall be filed by the Treasurer or other officer assigned by the Board of Directors, no later than 30 days (July 30th) following the end of the fiscal year.



Article 8: FINANCIAL AND ACCOUNTING *cont.*

Section 2:

The Board of Directors shall decide all matters pertaining to the finances of the Dugout Club, and it shall place all income in a common treasury, directing expenditure of same.

Section 3:

The Board of Directors shall not permit the contribution of funds or property to individuals or businesses, but shall solicit same for the common treasury of the Dugout Club.

Section 4:

The Board of Directors shall not permit the disbursement of Dugout Club funds for other than the conduct of Dugout Club activities in accordance with the rules and regulations of its By-laws.

Section 5:

No Director, Officer or Member of the Dugout Club shall receive, directly or indirectly, any salary, compensation or emolument from the Dugout Club for services rendered as a Director, Officer or Member.

Section 6:

All monies received shall be deposited to the credit of the Dugout Club in a financial institution approved by the Board of Directors, and all disbursements shall be made by the Dugout Club Treasurer and such other officers as the Board of Directors shall determine.

Section 7: Distribution of Property Upon Dissolution

Upon dissolution of the Dugout Club, and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the Dugout Club to such other organization or organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501(c) of the Internal Revenue Code or any future corresponding provision.

Article 9: PARLIAMENTARY AUTHORITY

Robert's rules of order newly revised shall govern the Dugout club in all cases which are applicable; and in which they are not in conflict with these by-laws.

Article 10: AMENDMENT OF BY LAWS

These by-laws may be altered, amended or repealed at any annual, regular or special meeting of the membership provided that notice of the proposed change is given in the notice of the meeting.