

# Lakeside High School Dugout Club Constitution and By-Laws

## **Article I - Organization Name**

The Name of the organization shall be the Lakeside High School Dugout Club, herein referred to as "The Dugout Club."

## **Article II - Purpose**

- (a) The Lakeside High School Dugout Club shall operate as a not-for-profit organization with its primary function and purpose to assist and support the baseball programs of Lakeside High School. This will include, but not be limited to:
  - (1) Increasing school spirit and sportsmanship among students, faculty, staff, administration, parents, and the community at large,
  - (2) Fostering and promoting the general welfare of student athletes, and
  - (3) Raising money and promoting the general welfare through various activities deemed proper to support the purposes of the club.
- (b) The Dugout Club will do nothing to violate the rules of the Georgia High School Association, the policies of the DeKalb County School System, or any other scholastic organization or association of which Lakeside High School is a member.
- (c) The Dugout Club will operate in full support of the school principal and baseball coaches at Lakeside High School. At no time will the Dugout Club make recommendations or become involved with the day-to-day operations of the school athletic programs. At no time will it be the organization's purpose to interfere with the policies, methods, eligibility requirements, or other practices of the Lakeside High School athletic department or administration.

## **Article III – Membership**

- (a) Membership of the Dugout Club shall be extended to the following:
  - (1) Each parent or guardian of current middle school, junior varsity, and varsity baseball players of the Lakeside High School baseball program,
  - (2) Former players and/or parents or guardians of former players,
  - (3) Other members of the community interested in the health and improvement of the Lakeside High School Baseball Program, and
  - (4) The Principal of Lakeside High School, as well as Lakeside Faculty Baseball Coaches.

- (5) Members of the Dugout Club from category (4) of this section shall be exempt from paying membership dues, and shall have no voting privileges
- (6) No member of the Lakeside High School or any DeKalb County School District faculty, administration, or staff may hold any office, appear on a signature card for the Dugout Club bank account, or sign checks for the Dugout Club.
- (b) The Board of Directors shall be entitled to grant membership to any other persons the Board deems desirable, without payment of any dues. Persons who are granted membership under these conditions shall be non-voting members and will not be eligible to hold elective office or serve as a chairperson of any committee.
- (c) Membership Fees are governed as follows:
  - (1) Annual membership dues, proposed by the Board of Directors and confirmed by the Dugout Club, shall be per family or per individual.
  - (2) Membership Dues are separate from Player's Fees and one may not substitute for the other.
- (d) The membership year shall run from the Viking Night meeting (the first general meeting called after the announcement of team rosters) until the next Viking Night.

**Article IV - Voting Rights, Voting Procedure, and Notice**

Voting shall be herein distinguished between general voting (including but not limited to election of officers and board members as well as standard business and motions) and Amendments (revision or replacement of the by-laws).

- (a) Each member shall be entitled to cast no more than one vote on any issue.
- (b) Only members in good standing shall have the right to vote on Dugout Club business.
- (c) In general voting, a simple majority shall carry the vote.
- (d) In voting on the revision or replacement of the By-laws, a two-thirds majority shall be required to carry the vote.
- (e) At all meetings of the membership, there shall be no transaction or resolution of business without the favorable vote by a majority of the voting members of the Dugout Club membership present at the meeting or represented by proxy. A quorum shall be declared by the secretary if voting members in good standing from fifteen (15) families of current members of the Dugout Club are present or represented by proxy.
- (f) A quorum of the Board of Directors, consisting of a majority of the members of the Board, must be present for voting purposes at Board meetings.

- (g) Notice for all meetings shall be made via email communication, school correspondence and web site posting not less than ten (10) days or more than thirty (30) days before the meeting.
- (h) Voting at a meeting of members shall be by a show of hands except where a ballot is demanded by a member either before or after a vote by show of hands. Voting on any contested election of officers shall be by ballot.
- (i) Voting by proxy shall be allowed. The general proxy of any member in good standing may only be voted by another member in good standing. All proxies shall be in writing, and shall be submitted to the secretary at the beginning of the meeting. Any proxy shall be valid only for one meeting and shall count toward determination of a quorum.

#### **Article V - Elections**

- (a) At the March meeting of the Board of Directors, the Board of Directors shall appoint a nominating committee, which shall consist of five (5) members of the Dugout Club in good standing. The nominating committee will prepare a slate of nominees for the following year.
- (b) The nominating committee will distribute the slate of candidates to the membership and publish it on the Dugout Club website at least thirty (30) days prior to the spring election meeting, along with notice of election.
- (c) Election of officers for the following year will occur at a membership meeting prior to the spring baseball banquet. Other business of the Dugout Club may be conducted at this meeting that the Board deems necessary. Nominations from the floor will be accepted. The Board of Directors will be voted on individually or as a slate by all Dugout Club members in attendance. The outcome will be decided by a plurality.

#### **Article VI - Officers**

Members of the Dugout Club may vote on and elect other members to become officers of the Dugout Club. Those positions shall be titled President, Vice President, Secretary, Treasurer, and Fundraising Chair.

- (a) President: The President shall be the active head of the organization and subject to the decisions of Board of Directors and Membership and shall have general control and management of all its activities and affairs. The President shall preside at all meetings, make all other appointments that are required, and assign chairmanships for standing or special function committees.
- (b) Vice President: The Vice President shall assist the President at all times with respect to special assignments or committees. In the absence, inability or resignation of the President, the Vice President shall assume the duties of the President.

- (c) Secretary: The Secretary shall keep a record of all proceedings of the meetings and shall keep all non financial records of the organization, issue notices of meetings and submit minutes of the previous meeting of the Board of Directors and members for approval, as well as general communication to members.
- (d) Treasurer: The Treasurer shall assume direction of all financial matters. The Treasurer shall keep a record of and have custody of all funds of the organization. The Treasurer shall keep a record of all monies received and paid out and all vouchers and receipts thereof. The Treasurer shall keep books of accounts of the financial condition of the organization and shall prepare a monthly financial report for approval by the officers and members at its regular monthly meetings. The Treasurer shall be responsible to file tax returns, reports and other information that is deemed necessary.
- (e) Fundraising Chair: The Fundraising Chair shall be responsible for all fundraising events of the Dugout Club, including, but not limited to, the concession operations. The Fundraising Chair and a related committee, appointed by the Board of Directors, will review fundraising activities submitted by outside organizations and members and provide recommendations to the Board of Directors for their approval.
- (f) Officers shall serve a term of one year or until their successors have been elected.
- (g) Officers shall serve no more than two consecutive terms in one position.
- (h) Only one officer is allowed from a family during any given term.

## **Article VII - Board of Directors**

- (a) The administrative body of the Dugout Club shall be the Board of Directors. The Board of Directors of the Dugout Club shall consist of the officers of the organization plus a non-voting representative of the Principal of Lakeside High School (typically the Varsity Baseball Coach), and a parent representative selected by the Board of Directors from the parents of the middle school team, who shall serve with vote from his/her selection as soon as possible after Viking Night during the middle school season through the Banquet meeting.
- (b) The regular business meetings of the Board of Directors will be the second Tuesday in each month August through May, or on a date as close to this as possible named by the President. All Board of Directors meetings are open to the full membership of the Dugout Club.
- (c) The Board of Directors shall be authorized to name any standing committee or special committee as it shall judge necessary. The Board will also appoint

Committee Chairs who will then become non-voting members of the Board of Directors, for specific support committees and operating groups within the Dugout Club. These committees will change and expand as the business dictates. Committee Chairs must be active members in good standing of the Dugout Club.

- (d) The Board is the sole authority for interpretation of these Bylaws and the decision of the Board upon any question of interpretation, or upon any matters affecting the association and provided for by these Bylaws and regulations made there under, shall be binding on all the members.
- (e) If there are no members of the Board, any ten members of the Dugout Club may call a meeting and elect Directors for the purpose of serving as a nominating committee and for calling a general meeting to elect members of the Board.
- (f) In the event of a Board vacancy other than the president, the Board will appoint a person to fill the vacancy until the next general election.

#### **Article VIII - Calendar and Meeting Information**

- (a) The Dugout Club shall operate on a fiscal year that runs from June 1<sup>st</sup> through May 31<sup>st</sup>.
- (b) An annual general and organizational meeting of the Dugout Club membership shall occur during August each year. A general meeting to consider the budget shall be held prior to the end of September each year. A general meeting prior to the beginning of conditioning drills shall be held prior to Thanksgiving each year. A general meeting of the Dugout Club, historically known as Viking Night, shall be held to introduce coaches and players to the Dugout Club prior to the beginning of the spring season during February of each year. A general meeting, including the election of new officers shall be held at or near the end of the spring season. The exact date and time of each meeting will be determined by the President in consultation with the varsity baseball coach.
- (c) Additional general meetings of the Dugout Club shall occur as determined by the President or when requested to do so in writing by at least ten percent (10%) of the voting members. The membership shall receive advanced notice of such meetings not less than ten (10) days nor more than thirty (30) days via email communication, school correspondence, and website posting. A meeting agenda shall be included with the meeting notice. Meetings shall be open to the public.
- (d) Subject to the presence of a quorum, all business conducted at the annual general meeting, any general meeting, or a specially called meeting shall require a simple majority vote to pass a resolution.

- (e) The rules contained in the current edition of *Robert's Rules of Order* shall govern the Club in all cases to which these are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Club may adopt.
- (f) All meetings will be held at Lakeside High School, unless an alternate location is set by the Board of Directors at least ten (10) days in advance and due notice is given to all members.

### **Article IX - Finances**

- (a) There shall be a budget committee, chaired by the Treasurer, whose responsibility to prepare a budget.
- (b) The Board of Directors will establish prudent, written money-handling practices of the Dugout Club and review these practices each year. Each member that has responsibility for handling, collecting or depositing funds for the Dugout Club will be given a written copy of these policies. Such members shall also be bonded before their responsibilities begin. The Treasurer shall oversee adherence to these policies.
- (c) The Treasurer shall make the following special reports:
  - (1) At the Banquet meeting, projections for the current year.
  - (2) At the annual general and organizational meeting, a final report on the prior year's financial matters.
  - (3) At least quarterly, a financial report shall be presented to the general membership of the Dugout Club.
  - (4) A budget shall be presented and voted on as soon as possible after the beginning of the school year after the Budget Committee shall obtain the information necessary to prepare such budget.
- (d) All officers with check-signing authority shall be bonded at the expense of the Dugout Club.
- (e) All Funds of the Dugout Club must be deposited in the Dugout Club's bank account.
- (f) All disbursements from the Dugout Club bank account must be issued by check only, and shall be properly documented.
- (g) All checks issued from the Dugout Club bank account shall bear the signatures of the President and the Treasurer. In the event of the

unavailability of the President, a check may be issued bearing the signatures of the Vice President and the Treasurer.

- (h) Any and all financial obligations incurred by the Dugout Club shall be solely that of the Dugout Club

#### **Article X - Dissolution of the Dugout Club**

In the Event the Lakeside High School Dugout Club dissolves, all club funds and property will become the property of Lakeside High School. When deposited in a school account, the Dugout Club relinquishes all control these funds.

#### **Article XI - Effective Date of By-Laws**

The Constitution and By-Laws shall be effective upon adoption, which occurred November 1, 2005.