# Hardaway Baseball Dugout Booster Club Bylaws

*Revised 3/13/2012*

*P.O. Box 8648, Columbus, Georgia 31908*

**Article I – NAME**

A. The official name of the organization shall be Hardaway Baseball Dugout Booster Club, hereinafter referred to as The Booster Club or The Club.

**Article II – PURPOSE**

A. The Hardaway Baseball Dugout Booster Club is a non-profit parent-based volunteer organization which provides support to the Hardaway High School baseball program, student-athletes, Building Principal, Athletic Director and Coaches of Hardaway High School; by encouraging and recognizing high scholastic achievement, sportsmanship and character, which contributes to the morale, spirit and enthusiasm of the student body and community; and provide a means for positive involvement between the community and the school. The booster club will raise funds to supplement individual booster club efforts, by facilitating consistent communications and by leveraging volunteer efforts.

B. The Booster Club will attempt to aid and assist the baseball program associated with Hardaway High School by providing fundraising activities to provide financial support not available through school funds. All dues, donations, and other monies received or earned by this organization shall only be used to achieve those aims and purposes as set out. The Booster Club shall have no salaried officers or directors.

   1. All dues and monies of The Booster Club shall be deposited into the Hardaway Baseball Dugout Booster Club account under the direction of the Head Coach or designee.

**Article III – MEMBERSHIP**

A. The membership at large is unlimited, and may be comprised of any individual who has reached their 18th birthday, who has paid all current annual

membership dues, regardless of whether he/she has children in school or participating in sports.

B. Regular Club membership fees shall be $30 per person or $50 per family, effective September 8, 2010 as voted on by all attending Booster Club member during the September 7, 2010 meeting.

   a. Only regular members shall have the privilege of voting or of holding office in The Booster Club

   b. The regular membership fee will cover the period from June 1 for one full year afterwards.

   c. Any member may resign at any time, but dues or contributions are not refundable.

D. The Executive Board may expel any member by a two-thirds vote, after notice and opportunity for hearing, for reasons to include but not limited to, conduct unbecoming a member.

**Article IV – OFFICERS**

A. The officers of the Club shall be President, Vice-President, Secretary and Treasurer.

   a. A nomination committee shall be formed in March composed of the current President, Vice-President, Secretary, Treasurer, Head Coach, and two members appointed at-large by the President. The nomination committee shall solicit interest from the membership and shall present a slate of officer nominations at the last regular membership meeting in April.

   b. The slate of nominations for officers from the committee shall be presented and verbal nominations from the floor shall be accepted at this time. Voting shall be by a show of hands from only paid Booster Club members.

   c. Election of club officers will take place at the last regular membership meeting in April.

   d. The term of office shall be one (1) year and officers are eligible to serve consecutive terms.

e. Nothing shall preclude the Booster Club from holding fund-raising events throughout the entire calendar year unless specifically precluded by the bylaws of the GHSA or other governing bodies.

B. **Duties of the President**

a. The President, Chief Executive Officer of the Club, shall preside at all meetings of The Booster Club and its Executive Board.

b. The President shall be entitled to vote at monthly and special meetings, only in case of a tie.

c. The President has the power to call a special meeting at any time in the event of an emergency or in the interest of the entire Club. The President may also call an Executive Board meeting.

d. The President shall be an ex officio member, with full voting rights, of all committees.

e. The President and/or Vice President shall attend all monthly, special and Executive Board meetings.

f. The President may submit authorization for check disbursement to the Treasurer as required for approved Booster Club fund expenses.

g. The President may at any time request a detailed report of receipts and disbursements and the condition of all Booster Club Finances from the Booster Club Treasurer.

h. The President shall provide leadership, organization and direction to the club.

i. The President shall serve as the liaison between the Club, the Athletic Director, schools, school board and administration, and community for all official Booster Club matters.

j. The President shall serve as the official spokesperson for The Booster Club.

k. The President shall appoint Chairpersons for all of the Standing or Ad Hoc Committees.

l. The President shall perform all such other duties as are incident to this office.

C. **Duties of the Vice President**

a. The Vice President shall act as the presiding officer of the Club in the absence of the President.

b. The Vice President shall be a member of the Executive Board with full voting rights.

c. The Vice President and/or President shall attend all monthly, special and Executive Board meetings.

d. The Vice President shall assume the duties of the President in the event of death, incapacity (to be determined by of a majority the Executive Board), or resignation of the President and shall assume the duties of the President for the balance of the term.

e. The Vice President shall perform such duties as from time to time may be assigned to him/her by the President or by the Executive Board.

D. **Duties of the Secretary**

a. The Secretary shall keep the records and minutes of the Club, record the attendance at meetings, and provide copies of the minutes to the membership at each monthly meeting, if requested.

b. The Secretary shall be a member of the Executive Board with full voting rights.

c. The Secretary will attend to all official correspondence and other related matters, as required or as referred by the President.

d. The Secretary will provide the agenda prior to regular meetings.

e. The Secretary shall keep a register of the mailing address of each member.

f. The Secretary shall attend all monthly, special and Executive Board meetings.

g. The Secretary shall perform or delegate such other duties as from time to time may be assigned to him or her by the President

E. **Duties of the Treasurer**

a. The Treasurer shall keep a just and accurate account of all monies received and disbursed. Money that is raised by individual players to offset their expenses shall be tracked by the Treasurer and a final statement of money raised to offset those expenses shall be given to the player or his family before the due date that said expenses are to be paid.

b. The Treasurer may write checks to the Head Coach or his/her designee as required for approved Booster Club fund expenses.

c. The Treasurer will prepare and present a year-end financial report clearly showing all club assets and liabilities at the annual April meeting and again at the September membership meeting.

d. The Treasurer shall prepare monthly financial reports on the financial condition of the Club for presentation to the membership at each regular meeting.

e. The Treasurer shall write checks for disbursement of authorized expenses and shall manage the Booster Club's checking account and all receipts of income and expense. The Treasurer may, at any time, request a detailed report of receipts and disbursements and the condition of all Booster Club Finances from the Head Coach.

f. The Treasurer shall be a member of the Executive Board with full voting rights.

g. The Treasurer shall attend all monthly, special and Executive Board meetings.

**Article V – EXECUTIVE BOARD**

A. The control, management, and government of the affairs of The Booster Club shall be vested in its Executive Board.

a. The Booster Club Executive Board will consist of the elected officers of President, Vice President, Secretary, Treasurer, Head Coach, Athletic Director, and Principal.

b. The immediate Past President shall serve as an ex officio voting member of the Board for one (1) year immediately following their term.

B. The duties of the Board are to oversee the operation of The Booster Club and to act for the general membership of the Club when the membership at large is not in session.

a. The board is charged with the responsibility to uphold these bylaws and to fulfill the mandates of the membership at large.

b. The Executive Board is empowered to vote on issues to assure the continuity of operation of the Club, to decide on project sponsorship,

either in work support efforts or financial sponsorship within the constraints of the annual budget.

c. The Executive Board shall meet when deemed necessary by the President.

d. The business of the Executive Board will be governed by a majority vote of the board members present and voting.

e. A quorum is defined as a simple majority of the Executive Board. A quorum must be present to bring an issue to a vote.

f. The Executive Board shall have the authority to rule on any immediate business, including disbursement of funds.

g. The Executive Board shall develop the Club's annual budget for presentation and approval at the annual meeting.

h. The Executive Board shall develop the Club's annual calendar of events for presentation at the annual meeting.

C. All officers and board members must be members in good standing of The Booster Club.

a. Attendance – a board member that resigns or misses more than three (3) consecutive board meetings without cause shall be considered to have vacated the position and by affirmative majority vote, the Club will appoint a member of The Booster Club to fill the remainder of the vacated term at the next meeting of the Club.

b. Any Director may be removed by the affirmative vote of the majority of Booster Club whenever in the Judgment of the Board the interests of The Booster Club will be served thereby. Reasons for removal include, but are not limited to, poor meeting attendance or official misconduct.

D. A majority of the entire Executive Board shall constitute a quorum. However, when filling vacancies occurring in the Executive Board, a majority of the existing Directors shall constitute a quorum.

E. The High School Athletic Director and Principal or his/her designee shall serve as automatic voting members of the Executive Board. They shall be afforded the same rights as any other elected member of the Executive Board.

a. The Athletic Director will act as the liaison between the school, coaching staff and the Booster Club. The Athletic Director shall advise the Executive Board of the ongoing needs of the athletic department.

**Article VI – SCHOOL REPRESENTATIVES**

A. The Principal or his/her designee shall be a member of the Club with full voting rights, and shall be a voting member of the Executive Board.

B. The Athletic Director or his/her designee shall be a voting member of the Executive Board and may submit authorization for check disbursement to the Head Coach as required for approved Booster Club expenses.

**Article VII – COMMITTEES**

The Club shall have the following standing committees: Membership, Fundraising, Business Sponsorship, Field Maintenance and Community and Public Relations, and any other standing or special or ad hoc committees appointed by the President as the Club shall deem necessary.

A. Membership Committee

a. The Membership Committee shall be responsible for issuing a membership card upon payment of the yearly membership fee.

b. The Membership Committee shall be responsible for annually proposing the membership fees for each membership category, to be finalized and ratified by the Executive Board.

c. The Membership Committee representatives, when possible, shall attend home sporting events in order to promote membership.

d. The Membership Committee shall keep a current membership list, available to members upon request.

e. The Membership Committee shall provide all fees collected to the Treasurer within one (1) week after receipt.

f. The Membership Committee shall provide a copy of the membership list to the Executive Board as requested.

g. The Membership Committee chairperson or representative shall attend all monthly Club meetings.

B. Fund Raising Committee

a. The Fund Raising Committee shall develop and present ideas to raise funds at monthly meetings for approval.

b. Fund Raising Committee members shall chair all projects approved by the Club.

c. The Fund Raising Committee shall report the progress and outcome of all fund raising projects to the Club.

d. The Fund Raising Committee shall provide all receipts for expenses and funds raised to the Treasurer no later than one (1) week after the event.

e. The Fund Raising Committee chairperson or representative shall attend all monthly Club meetings.

f. The Fund Raising Committee chairperson shall be responsible for filing all forms required law with the High School, City of Columbus and Sheriff's Department to insure all fundraising activities are legal and approved by the local jurisdiction.

C. Business Sponsorship Committee

a. The Business Sponsorship Committee will administer the Business Sponsorship Program.

b. The Business Sponsorship Committee will solicit business sponsors on an annual basis.

c. The Business Sponsorship Committee will maintain a current list of business sponsors and provide that list to the Executive Board.

d. The Business Sponsorship Committee will ensure that the business sponsors receive recognition -- e.g. plaques, certificates, advertisements -- agreed upon during the solicitation process.

e. The Business Sponsorship Committee will provide all fees collected to the Treasurer within one (1) week of collection.

f. The Business Sponsorship Committee will attend all monthly Club meetings.

g. The Business Sponsorship Committee chairperson will attend Executive Committee meetings upon request.

D. Field Maintenance

a. The Field Maintenance Committee shall see that all field related projects are taken care of as needed.

b. The Field Maintenance Committee is responsible for the baseball field and all areas that surround it.

E. Community and Public Relations

a. The Community and Public Relations Committee shall be responsible for production and dissemination of information to promote The Booster Club and athletic events.

b. The Community and Public Relations Committee is responsible for making sure that meeting notices are published and that any all events receive appropriate publicity.

c. The Community and Public Relations Committee shall be responsible for membership newsletters.

F. Concessions Committee

a. The Concessions Committee shall work directly under the Fund Raising Committee Chairperson.

b. The Concessions Committee shall see that the concession stand is open and staffed for baseball events and all such other events as needed or requested by the Head Coach, Fund Raising Committee and/or Executive Board.

b. The Concession Committee shall schedule adult Booster Club members to staff the concession stand, in proper numbers as to have relief members and adequately supervise student workers.

c. The Concessions Committee shall purchase food and drinks as needed to maintain proper inventory levels. Funding for such purchases shall be coordinated with the Treasurer and receipts will be required for reimbursement.

d. The Concessions Committee shall set prices for selling of the inventory items in order to maintain a proper gross profit margin.

e. The Concessions Committee shall collect funds and turn over said funds to the Treasurer or assigned agent within twenty-four (24) hours of the sporting or special event.

G. Webmaster

a. The Webmaster shall be appointed by the President.

b. The Webmaster shall maintain and update the Booster Club website as necessary throughout the calendar year and should post photos, schedules, and rosters as necessary for information dissemination to the Players and Booster Club members.

c. The Webmaster may attend all Membership meetings and Executive Board Meetings.

Ad Hoc Committees: These committees are responsible for the completion of a specific project generally completed within the school term and which does not represent an ongoing need of the Booster Club.

**Article VIII – NOMINATIONS AND ELECTIONS**

A. At the March meeting, the Nominations Committee shall be formed and shall be composed of the current President, Vice-President, Secretary, Treasurer, Head Coach, and two members appointed at-large by the President. The nomination committee shall solicit interest from the membership and shall present a slate of officer nominations at the last regular membership meeting in April.

B. The slate of nominations for officers from the committee shall be presented and verbal nominations from the floor shall be accepted at the last regular membership meeting in April. Voting shall be by a show of hands from only paid Booster Club members.

C. Officers elected at the April meeting shall begin their term on June 1.

D. At the April meeting, all officers shall be elected by a show of hands only from paid Booster Club members.

a. Each fully paid card carrying regular member of the general membership shall be entitled to one (1) vote in the election for the officers of the Club.

b. Members with family memberships shall be limited to a maximum of two (2) adult votes.

c. All officer elections shall be decided by majority vote.

E. Any elected office becoming vacant during the year shall be filled by a special election to be held at the next monthly meeting.

**Article IX – MEETINGS**

A. The regular general membership meetings of the Club shall be held monthly, except June, July and August, at Hardaway High School. Meetings may be held in June, July and August at remote locations as necessary and as scheduled by the Executive Board.

B. Fund-raising is encouraged throughout the entire calendar year, except as expressly prohibited by the GHSA and other authorities.

a. Additional meetings may be held at the discretion of the President.

b. All official business will be resolved at these meetings.

c. The annual meeting shall be held in September.

C. The scheduled day and time of the regular monthly meeting may be changed by a majority vote of members.

D. A quorum shall consist of six (6) members or ten (10) percent of the membership whichever is less.

E. A majority vote of members present shall decide motions and authorize expenditures within the general fund.

F. Committee meetings -- committees will meet at a time and place mutually agreed to by the committee members. The Chairperson will report to the general membership at the regularly scheduled monthly membership meeting subsequent to the committee meeting.

G. All meetings require reasonable notification to the required attendees of meeting location and time.

H. Parliamentary Authority – Roberts Rules of Order shall govern all deliberations of meetings or organizations unless otherwise specifically provided.

**Article X – Bylaws and Amendments**

A. These bylaws may be revised or amended by a majority vote of members present at a regular monthly or special meeting.

B. Amendments to these bylaws must be submitted for an initial reading in writing at least one (1) month prior to the meeting at which they will be voted upon.

C. No amendment shall be put to vote unless presented at the previous meeting.

**Article XI – Dissolution**

A. The Club may be dissolved by a two thirds (2/3) vote of the Executive Board.