

BYLAWS & CONSTITUTION
HART HIGH SCHOOL ATHLETIC BOOSTER CLUB
"DUGOUT CLUB"

ARTICLE I – NAME & LEGAL STRUCTURE

Section 1.01: The name of this organization is the Hart Dugout Club. The organization's mailing address is P.O. Box 220523, Newhall, CA 91321.

Section 1.02: The Dugout Club is a California nonprofit, public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes and is operated exclusively for charitable purposes within the meaning of Section 501(c)3 of the Internal Revenue Code.

Section 1.03: The Internal Revenue Service tax identification number for this organization is 95-4762826.

ARTICLE II – PURPOSE

Section 2.01: The purpose of this organization shall be a support group for the Baseball Athletic Program of William S. Hart High School by providing financial assistance and lending moral support to our students, athletes, coaches and teams.

Section 2.02: The Dugout Club shall support athletic and personal achievement in all student athletes, promote sportsmanship and encourage parent and community involvement related to Hart Baseball events.

Section 2.03: The Dugout Club shall work in cooperation with the school's administration to support the school's athletic programs.

ARTICLE III – BASIC POLICIES

Section 3.01: The organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall inure to the benefit of, or be distributable to its members, directors, officers or other individuals. The assets and income shall only be used to promote the organization purposes as described above. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to independent contractors for services provided for the benefit of the organization and to officers and members for reimbursable expenses of the organization.

Section 3.02: Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.

Section 3.03: Upon the dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Internal Revenue Code section 501(c)3.

Section 3.04: The fiscal year of the organization shall be October 1 to September 30.

ARTICLE IV – MEMBERSHIP

Section 4.01: Qualification. Membership is open to all parents, legal guardians of all past and present student athletes currently rostered on the Hart Baseball Team. All active coaches, Principal, Athletics Administrator, and the Athletic Director(s) shall automatically be considered ex-officio members of the organization.

Section 4.02: Voting members. Voting members will consist of all members of the organization. This does not include coaches.

Section 4.03: Rights and responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, right to vote for the officers, serve on committees and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and one-time disbursements, approve proposed policies and approve amendments to these bylaws.

Section 4.04: Quorum. The members present at any membership meeting of the organization, provided at least fifteen (15) members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Executive Board.

Section 4.05: Meetings. There shall be at least one general annual meeting in September at which the officers are elected. Additionally, the membership will meet at a minimum monthly from August through May to conduct regular business. Additional special meetings may be held alone or in conjunction with an event sponsored by the organization as deemed necessary by the Executive Board or at the request of twenty (20) or more members in writing to the Executive Board.

ARTICLE V – EXECUTIVE BOARD

Section 5.01: Membership. The Executive Board shall consist of the elected officers. Elected officers shall be President, Vice-President, Secretary and Treasurer. In addition, the Head Coach will serve on Executive Board as an Advisor but will not have voting rights.

Section 5.02: Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board may create Standing and Special Committees, approve the plans and work of the committees, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the organization.

Section 5.03: Meetings. The Executive Board shall meet as needed to prepare for general membership meetings and to conduct the affairs of the organization.

Section 5.04: Quorum. A quorum of the Executive Board for the conduct of the business shall consist of at least three (3) elected officers in attendance.

Section 5.05: Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same effect as a unanimous vote of the Board or of the committee.

Section 5.06: Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

ARTICLE VI – OFFICERS and their ELECTIONS

Section 6.01: Officers. The officers of this organization shall include a President, Vice President, Secretary and Treasurer. Co-Officers will not be accepted. No officer may hold more than one elected office at one time. Officers may not be related by blood, marriage, or reside in the same household.

Section 6.02: Officer Expectations. Officers are expected to attend all Board and general meetings if practicable. All officers are expected to keep a thorough record of all aspects of their position and all related material in an orderly way to pass on to the next person to take over their position.

Section 6.03: Election. A nominating committee composed of the current President and at least 2 other members shall begin seeking nominees in August of the year in which the candidates will be elected and develop a slate of candidates. The nominating committee may also, at its discretion, make recommendations to the President as to candidates for the Committee Chair positions. The candidates shall be announced to the membership in August or September depending on when those month's meetings are scheduled. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Officers shall be elected at the September meeting of the organization by the members present.

Section 6.04: Term. Officers shall serve a one-year term commencing on the first day of the Fiscal Year (October 1) until the last day of the Fiscal Year (September 30). The exception is the Treasurer who may serve for a three-year term.

Section 6.05: Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

ARTICLE VII – DUTIES OF OFFICERS

Section 7.01: President. The President shall be a member of the Executive Board and the principal executive officer of the organization. The President shall coordinate the work of officers and committees of the organization. The President shall preside at all meetings of the Executive Board and all general meetings. The President shall select and appoint the chairpersons of all standing and special committees of the organization. The President shall be authorized to sign checks of the organization.

Section 7.02: Vice President. The Vice President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform other duties as assigned by the President or the Executive Board. The Vice President shall be authorized to sign checks of the organization.

Section 7.03: Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the Executive Board and general meetings, shall see that all notices are duly given in accordance with these bylaws and in general, perform all duties incident to the office of Secretary and other duties as may be assigned by the President or Executive Board. The Secretary shall be authorized to sign checks of the organization.

Section 7.04: Treasurer. The Treasurer shall be a member of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the organization in accordance with the organization's financial policies. The Treasurer shall be authorized to sign checks and make disbursements as authorized by budget as approved or amended by the voting membership. The Treasurer shall present a written financial report, prepared in accordance with the organization's financial policies, at each general meeting and as requested by the Executive Board.

ARTICLE VIII – FINANCES

Section 8.01: Funds. Cash held by the Dugout Club include "general funds" which is money raised by the Dugout Club and used for the organization's operating purposes, and "team funds" which are those funds held by the Dugout Club on behalf of the Hart Baseball team.

Section 8.02: Budget. The Executive Board shall present to the membership at the first general meeting after the officers have been elected, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the voting members.

Section 8.03: Obligations. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 8.04: "Team Funds" Check Requests. The "team funds" check request form must be accompanied by an invoice or itemized receipts and authorized by the President or Treasurer.

Section 8.05: Checks. All checks for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Board. All payments of \$2500 or more must have prior approval of two officers of the Executive Board.

Section 8.06: Banking. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks or other depositories as the Executive Board may select and the Treasurer shall make disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds and/or requests for payment.

Section 8.07: Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. All expenses must be approved by the membership by way of approval of an annual budget or amendments approved by voting members. All expenses exceeding \$2500 must be approved prior to payment by two members of the Executive Board. The Executive committee shall review all financial activity on a monthly basis, in addition to supervising an outside accountant for quarterly or annual review based on board approval.

Section 8.08: Financial Report. The Treasurer shall present a financial report at each general meeting of the organization and shall prepare a final report at the close of the year in accordance with the organization's financial policies. The Treasurer shall also provide a written financial report as requested by the Executive Board.

ARTICLE IX – COMMITTEES

Section 9.01: The Executive Board shall create committees as required to carry on the work of the organization. The quorum for a committee meeting shall be a majority of its members.

Section 9.02: The term of office for a chairperson shall be one (1) year or until successors have been appointed. A chairperson may serve an additional term if appointed by the President and approved by the Executive Board.

Section 9.03: The chairperson shall present plans of work to the Executive Board for approval. No work shall be undertaken without the consent of the Executive Board.

Section 9.04: Each chairperson, upon expiration of his/her term of office or in case of resignation, shall turn over to his/her successor, all records, and other materials pertaining to the chairmanship.

Section 9.05: The Executive Board has the power to create special committees in order to carry out specific programs and projects. The chairperson and members of special committees shall serve until their assignments have been completed.

ARTICLE X – BYLAWS AMENDMENT


The bylaws will be reviewed, at a minimum, every four (4) years by a committee appointed by the Executive Board. These bylaws may be amended at any general meeting of the organization by a simple majority vote of the members present and voting, provided the notice of the proposed amendment shall be available thirty (30) days prior to the meeting.

ARTICLE XI – ARTICLES OF ORGANIZATION

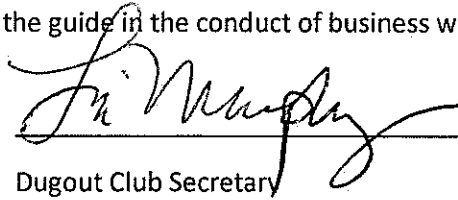
The “articles of organization” of this organization comprise these bylaws, as from time to time amended, and the “articles of incorporation”. In any event of any conflict between these bylaws and the articles of incorporation, these bylaws shall govern.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order Newly Revised shall be the guide in the conduct of business where procedure is not stipulated in the bylaws.



Dugout Club President



Dugout Club Secretary

Bylaws Adopted on: 10/8/2019