

# Jeff Davis Baseball Dugout Club

## Constitution and By-Laws

### Article I: Name of Organization

1. The name of this organization shall be known as the Jeff Davis Baseball Dugout Club.

### Article II: Objectives of the Organization

1. The objective of this organization shall be to promote and encourage Jeff Davis High School and Jeff Davis Middle School baseball players, and provide financial support for these programs.
2. This shall be a non-profit corporation.

### Article III: Membership

1. Membership in this organization is open to all male and female individuals who are 18 years of age or older and are willing to provide volunteer support with their time in supporting baseball in Jeff Davis County.

### Article IV: Officers

The officers of this organization shall be:

#### President:

- Shall preside over all meetings.
- Shall be authorized to sign checks.
- Shall provide a written agenda for each meeting.

#### Vice President:

- Shall act as an assistant to the president.
- Shall preside in the absence of the president.
- Shall be authorized to sign checks.

#### Secretary/Treasurer

- Shall act in the absence of the President and Vice- President
- Shall take the minutes of each meeting.
- Shall be in charge of all financial transactions.
- Shall be authorized to sign checks.

- Shall prepare a financial statement and present it at each meeting.

An annual election for officers will be held the first meeting in August of each year. There will be no term limit.

#### **Article V: Amending the Constitution and By-Laws**

1. It shall take a two-thirds vote of the members present to amend the Constitution with a minimum of 10 members voting.
2. The effective date of any change in the Constitution and By-Laws will be the next school year unless otherwise provided by the change.
3. All proposed changes to the Constitution must be presented in writing to the president and read at a regular meeting with a vote taken at the next regular meeting.

#### **Article VI: Meetings**

1. Regular meeting will be the 1<sup>st</sup> Tuesday of each month at 7:00 PM. Changes to the regular date and time may be made as necessary.
2. All called meetings may be announced as needed.
3. Agenda topics should be presented at least 2 days prior to the regular meeting.

#### **Article VII: Minutes**

1. The secretary shall keep a record of all business conducted during each meeting, regular or called. These minutes will be presented at the following meeting to be approved or amended by the members.

#### **Article VIII: Parliamentary Authority**

1. Robert's Rules of Order shall be the governing parliamentary authority for organization unless otherwise stated in these By-Laws.

#### **Article IX: Finances**

1. All checks shall require two authorized signatures.

#### **Article X: Board of Directors**

1. Board members will be comprised of the current officers, head baseball coach, and a member who is not a coach or current officer. (five total)

**Article XI:**

1. Head coach will have full authority over spending.