

GIBSON COUNTY HIGH SCHOOL PIONEER BULLPEN CLUB BYLAWS

Article I - Name and Date

- A. The name of this organization shall be Gibson County Pioneer Bullpen Club; hereinafter referred to as the Bullpen Club.
- B. The Bullpen Club bylaws are effective as of October and is a non-profit organization.

Article II - Objective

- A. The Bullpen Club will assist in promoting, developing and supporting the Gibson County High School Baseball program and student athletes.

Article III - Purpose

- A. The Bullpen Club exists for the purpose of supporting the Gibson County High School baseball program and coaching staff. It is responsible for raising the necessary funds in order to maintain, improve and expand the baseball program. Its role is supportive, rather than to influence the direction or content of programs.
- B. The Bullpen Club functions to promote a closer relationship between the community and the Gibson County High School Baseball program.
- C. The Bullpen Club shall be non-political, non-sectarian and non-profit in all its policies and activities. No part of the activities of the Bullpen Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this Bullpen Club shall not participate in, or intervene in, any political campaign on behalf of or in opposition to, any candidate for public office.
- D. The Bullpen Club shall conduct all of its business under the auspices of the elected Bullpen Club Board of Directors, Gibson County High School Head Varsity Baseball Coach, Gibson County High School Athletic Director, Gibson County High School Principle and Gibson County Special School District Policies and School Support Group Cooperative Agreement (enclosure 1).
- E. No part of the net earnings of the Bullpen Club shall be for the benefit of, or be distributable to, its members or officers, or to any private persons, except that the Bullpen Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions consistent with the purposes of this Bullpen Club.
- F. If the Bullpen Club dissolves, its assets will be administered by the Gibson County High School Athletic Director and the Gibson County Special School District Superintendent for the purpose of distribution to directly support the Baseball program at Gibson County High School.
- G. The principal office of the Bullpen Club is located at 361 Walnut Grove Road, Kenton, TN 38233.

Article IV - General Membership

- A. Any person who supports the objectives of the Bull Pen Club or a parent of a high school baseball student athlete and is willing to subscribe to its bylaws may become a general member upon payment of annual dues.
- B. Members must be 18 years of age or older and not a high school student, in order to vote, hold an office or chair a committee.
- C. Dues will be in an amount set by the Board of Directors for each general member plus one, and a majority vote by the general members for ratification. Membership dues will be collected every July and paid in full by September 30th. Only new player family members (after June tryouts), may join the Bull Pen Club for voting purposes during the month of June, if not already a paid member. These new members of the Bull Pen Club will be considered/credited as paid for the upcoming annual budget year as Bull Pen Club members that begins on July 1.
- D. Only a general member plus one, in good standing, are entitled to vote on Bullpen Club elections and other business matters requiring a vote.

Article V - Board of Directors

- A. Each Board of Director shall be a member and in good standing with Bullpen Club as well as the community and Gibson County High School.
- B. Officers of the Board of Directors shall be President, Vice President, Treasurer and Secretary.
1. The above officers shall be elected for a term of two (2) year's and shall serve until their successors are elected and installed. Nominations and election of officers shall take place in June of each year. Term of office will begin on July 1 of each year. Officers are not bound by term limits.
2. Nominations for office will be made at the June meeting, voting will be made on paper ballots by the general members during the meeting, collected and tallied by the secretary and two independent members appointed by the President.
3. The Bullpen Treasury Office cannot be an immediate family member of any other Board of Director. Immediate family member is defined as; husband, wife, son, daughter, son-in-law, daughter-in-law, grandparent or grandchild.
4. A Gibson County Special School District employee (part time or full time), Gibson County High School teacher or administrator, Gibson County Special School District Administrator or Board Member may not hold a position on the Board of Directors.
5. A vacancies occurring in an office during the year will be filled by appointment, by the President.
6. A Board of Director may be removed from their office with a 2/3 majority vote of current general members.

C. Duties of Board of Directors

1. President

- a. Supervise the affairs of the Bullpen Club.
- b. Ensure enforcement of the by-laws of this organization.
- c. Preside over Bullpen Club meetings.
- d. Submit a detailed statement of receipts and disbursements to the school principal and office of the Director of Schools by July 15 for the preceding school year.
- e. Maintain a copy of the Bullpen Charter, Bylaws, minutes and documentation recognition as a nonprofit organization.
- f. Establish committees, appointment committee chairpersons and co-chairpersons, and ensure the smooth operation of the organization.
- g. Delegating appropriate responsibilities to officers, and committee chairs.
- h. Prepare the agenda for all regularly scheduled meetings.
- i. Communicate and work with the local community, Gibson County High School Administration and coaches to insure integration of activities.
- j. Authorized to spend up to, but not over, \$200.00 without approval for programs no more than (4) times per year.
- k. Approve media publication concerning the Bullpen Club.
- l. Be familiar with Gibson County Special School Districts School Support Organization Policy.
- m. Establish and maintain a Bullpen Club website.
- n. Authorized as primary check signing authority.
- o. Prepares, concurrently with the head coach, the annual baseball budget for presentation and approval each July.
- p. Provide an annual baseball budget update to the general membership each December and a final annual baseball budget close out each July.

2. Vice President

- a. Attend all meetings and, in the absence or disability of the President or upon the President's request, perform the duties of that office.
- b. Assume the duties of the Secretary or Treasurer in their absence.

c. Coordinate and monitor committees in order to ensure the smooth operation of the organization.

d. Assume any duties assigned by the President.

e. Assist in coordinating and executing fund raising events and future initiatives.

f. Be familiar with Gibson County Special School Districts School Support Organization Policy.

g. Coordinates and assist the coaches in field maintenance activities.

h. Coordinates and executes baseball apparel for sales in support of the Bullpen Club.

i. Authorized as primary check signing authority in the absence of the President.

3. Secretary

a. The Secretary shall attend all meetings and record the minutes of all Bullpen Club Meetings and of the Board of Directors meetings.

b. Minutes of the general meetings will be available at the next Bullpen Club meeting.

c. The record copy of the minutes shall be kept by the Secretary, and maintained for a period of not less than three (3) years.

d. The minutes of the Secretary shall be the official record of the Booster Club.

e. Maintain records of Bullpen Club membership.

f. Help maintain a Bullpen Club website with the President.

g. Prepare election ballots.

h. Record and distribute minutes of the meeting.

i. Be familiar with Gibson County Special School District Support Organization Policy and submit appropriate documents to Gibson County Special School District.

4. Treasurer

a. The Treasurer shall attend all meetings and receive all monies of the Bullpen Club, including membership fees.

b. Keep accurate records of receipts and expenditures and disburse funds as authorized by the Bullpen Club.

- c. Co-sign all checks with either the President or Vice-President.
- d. The Treasurer shall present an updated statement of the Bull Pen Club financial health at every meeting.
- e. The Treasurer is responsible for maintaining the Bullpen Club bank account and securing signature changes as required.
- f. Be familiar and comply with Gibson County Special School Districts financial policy for School Support Organizations.
- g. Maintain financial records for a period of at least four (4) years in accordance with the Gibson County Special School Districts Cooperative Agreement.
- h. Submit a detailed statement of receipts and disbursements to the Bullpen President for submittal to the Principle and office of Director of Schools by July 15 for the preceding school year in accordance with the Gibson County Special School District Cooperative Agreement.
- i. Be prepared to provide access to all books, records and bank account information to officials of the local school board director, principle or auditors of the Comptroller's Office of the state of Tennessee.

Article VI - Meetings and Voting

A. General Meetings, Special Meeting and Committee Meetings of General Members.

- 1. General Membership Meetings of the Bullpen Club shall be held at a minimum, six (6) per year. Date, time and locations are determined by the President and consultation with the head baseball coach. Reasonable notice of meetings will be given via group text messaging, email and/or website posting.
- 2. The annual officer elections shall be in the month of June for the purpose of electing officers and determining annual dues. Date, time and locations are determined by the President.
- 3. All general meetings are open to the public.
- 4. Special meetings may be called by the President, or by a majority of the general members of the Bullpen Club with at least two (2) days' notice.
- 5. Committee meetings shall meet as often as necessary to perform their respective duties. The meeting shall be called by Committee Chairperson or by a majority of committee members.
- 6. The President of the Bullpen Club may call for an update of an appointed Committee at any time to ensure efficient operation of that Committee.

B. Voting of Members

1. A majority of the Bullpen Club general membership, but not less than six (6) voting members, shall constitute a quorum. Issues shall be decided by the majority of the vote. Non-voting business can be conducted without a quorum.

2. Voting maybe done by a show of hands, secret ballot or voice vote. A simple majority will pass a motion. In case of a tie, the President of the Board of Directors shall act as tiebreaker.

3. Non-Members may attend meetings but may not vote.

4. Coaches, Gibson County High School Administrators or Gibson County Special School District Administrators or Board members are encouraged to attend all meeting as non-voting members.

Article VII - Fiscal Policy

A. General.

1. The Bullpen Club Fiscal Year shall be July 1 through June 30 of each year.

2. The suggested amount of carryover in the General Fund at the end of any given fiscal year should be at least \$200 to cover continuing operating expenses.

3. Disbursements shall be limited to fiscal year budgeted funding unless approved by the Board of Directors.

4. All players in the Baseball Program may participate in games or practices during or after school, without reference to their financial contributions to the Baseball Booster Club or their family's ability to make such contributions. Coaches will not have access to the records which indicate donations received from any player's family.

5. Any donations or contributions to the Bullpen Club are nonrefundable, except by special vote of the entire Booster Club Board of Directors.

6. Any donor that wishes to remain anonymous, will be directed to the President of the Bullpen Club or to the Principle of Gibson County High School for arrangements of donations/contributions of anonymity.

7. Maintain financial record for a period of at least 4 years in accordance with the Gibson County Special School Districts Cooperative Agreement.

8. Submit a detailed statement of receipts and disbursements to the Principle and office of Director of Schools by July 15 for the preceding school year in accordance with the Gibson County Special School District Cooperative Agreement.

9. Be prepared to provide access to all books, records and bank account information to officials of the local school board director, principle or auditors of the Comptroller's Office of the State of Tennessee.

B. Authorization.

1. Expenditures shall be submitted to the Board of Directors for approval, and can only be authorized if the funds are available.

2. Authorized to spend up to, but not over, ~~\$200.00~~ \$250.00 without approval for the programs no more than four (4) times per year. All other authorizations will be approved by the Bullpen Club membership during a regular or special meeting provided a quorum is present.

C. Bank Transactions.

1. All financial transactions shall be handled through a checking account at an FDIC approved financial institution within the school district.

2. All incoming checks must be made payable to the Gibson County Pioneer Bullpen Club.

3. All invoices received by the Bullpen Club must be reviewed and paid within 90 days.

4. The Treasurer will co-sign all checks with either the President or Vice-President.

5. No Board Officer may sign a check when they are the payee.

6. No check shall be made out to Cash.

Article VIII - Fundraising

A. All fundraising activities must be approved by the Bullpen Club Board of Directors.

B. If the fundraiser is approved, the President or his designee will submit a School Support Organization Proposed Fundraiser Authorization request (enclosure 2) to the Athletic Director for routing to the Gibson County Special School District for approval.

C. Fundraisers must be consistent with school district policies and laws governing the operations of tax exempt organizations.

D. The Bullpen Club President shall appoint committee chairpersons for fundraising projects with the power to constitute committees.

E. All fundraising activity proceeds will be deposited into the Bullpen Club checking account.

Article IX - Amendments

A. The Bylaws may be reviewed and amended by the Bullpen Club Board of Directors. As part of the amendment process, drafts of proposed changes shall be reviewed by the full Bullpen Club at a General Meeting.

B. These bylaws shall be amended, altered, repealed, replaced or new provisions added only by a 2/3 vote of the members present at any general meeting. The amendments have been publicized to the general membership five days prior to said meeting.

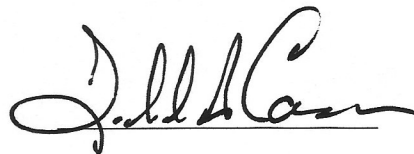
Certification

We certify that these bylaws of the Gibson County Pioneer Bullpen Club are the current bylaws of the organization. Adopted at this organization meeting of the Board of Directors on **8 August 2019** by an unanimous vote.



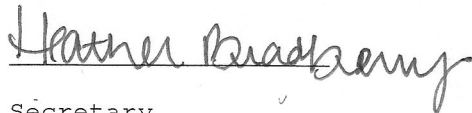
President

Anthony Steele



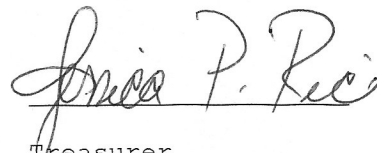
Vice President

Todd Carson



Secretary

Heather Bradberry



Treasurer

Jessica Rice