

North Cobb High School North Cobb Cross Country Booster Club

BYLAWS (Drafted 05/14/2007)

Article I. NAME

The name of the association, located at Kennesaw, Cobb County, Georgia, shall be North Cobb Cross Country Booster club, hereinafter referred to as the "Association," "Club," "Booster Club," or "Organization." The North Cobb Cross Country Booster Club is formed as a non-profit service club.

Article II. PURPOSE

The purpose of this organization shall be to foster and to promote interest in the Cross Country program at North Cobb High School. The organizations shall have as its prime concern the best interests of the students of said school who participate in, or who are associated with, or who are interested in Cross Country activities of said school.

Article III. OPERATING PARAMETER

As provided in the bylaws of the Georgia High School Association, this club will be responsive to the policies of the Cobb County Board of Education and the policies of the Principal of North Cobb High School. Any provision herein contained which conflicts with the bylaws of the Georgia High School Association, the policies of the Cobb County Board of Education, or the policies of the Principal of North Cobb High School shall be null and void; in such instance, the provisions and policies of the aforesaid Georgia High School Association, the Cobb County Board of Education, or the Principal of North Cobb High School shall govern.

Article IV. MEMBERSHIP AND DUES

1. *Eligibility*
Any person who is interested in supporting the objectives of this club shall be eligible for membership with full rights and privileges as set by the officers of this club.

2. *Dues*
 - A. The annual Cross Country runner's fee shall be voted upon by those in attendance at the last official meeting of the season, and will be valid for the upcoming school year.
 - B. The annual individual membership dues shall be voted upon by those in attendance at the last official meeting of the season, and will be valid for the upcoming school year.
3. *Voting Rights*

All runners, parents, and other club members who have paid their annual runner's fees or membership dues and who are present at any regular or special meeting shall be allowed to vote at that meeting.
4. *Loss of Membership*

Any member of the Cross Country Booster Club may be censured or removed from the club for cause, including the violations of policies set forth by the Georgia High School Association, the Cobb County Board of Education, or the Principal of North Cobb High School. Member censorship or removal may be enacted only after a recommendation to the general membership by the club officers and by a two-thirds vote of those present at the regular or special meeting. Written notice shall then be given to the affected member.

Article V. OFFICERS

1. *General*

The officers of the club shall be a President and Vice President, or two Co-Presidents, a Secretary, and a Treasurer (also known as the Executive Committee). One female student athlete and one male student athlete shall be selected by the club officers to act as Student Representatives/Advisors.

These officers shall be elected annually from the membership and shall serve for a term of not less than one year. Elections will be held at the conclusion of the regular season of Cross Country activities for the forthcoming season.

An officer who resigns shall be replaced by election from the membership.

Officers shall have responsibility for the establishment of policy and procedure with the approval of the membership. They shall conduct the business of the club as elected officers of this

organization. All decisions reached by the officers shall be presented to the membership.

The President and Treasurer, with the advice and counsel of the coaching staff, shall prepare and annual budget to be presented to the membership at the first scheduled meeting. The annual budget shall include fund-raising projects, including the projected income, projected expenses, and purchases pertaining to said projects. The budget shall be made with a year-end carry-over of at least \$500.00. The proposed budget will be voted on when presented to the membership, and adopted by a majority of the voting members present at the meeting. Disbursements for expenses itemized in the approved budget need no further approval by the membership provided funds are available and the expense does not exceed the amount approved. After approval of the budget, if any line item exceeds the budgeted amount in excess of \$500 then that item must be presented to the membership again for approval.

2. *Election of Officers*

Open nominations for new officers shall be taken from the membership in attendance at the final regular business meeting of each club year. All candidates for office must be members of the Booster Club in good standing. All candidates must agree to serve in the office for which they are nominated. Newly-elected officers will assume their duties immediately following the new officer installation.

3. *Duties of the President and Vice President, or Co-Presidents*

The President(s) shall preside at all meetings of the club and shall appoint all committees as hereinafter defined and specified. The President(s) shall be responsible for the adherence of all Booster Club policies as set forth in these bylaws and any addendum herein attached. The President(s) shall assume responsibility for and supervise all projects of the club. The President(s) have the responsibility to ensure that all club expenses are kept with the budget as approved by the membership.

The Vice President shall assist the President in the performance of these duties and shall assume the position of President in the event that the elected President is unable to fulfill the obligation of the elected term.

4. *Duties of the Secretary*

The Secretary shall keep and report the minutes of all meetings of the club. Such minutes shall be kept in a legible and orderly

manner. All minutes are to be read and approved by the club at the next meeting after the minutes are made. No action shall be taken by the club or its officers except as those actions appear in the approved minutes or as set out in these bylaws. The minutes shall be committed to the hands of each newly elected Secretary to provide a running history of the club and of the affairs of the organization. The Secretary shall also maintain accurate records of membership and current bylaws that become a part of the recorded history of the organization along with the minutes.

5. *Duties of the Treasurer*

The Treasurer shall receive custody of all funds of the club upon the completion of a club year-end audit. The Treasurer shall maintain custody of all funds of the club; when necessary and proper, he/she shall endorse on behalf of the club all negotiable instruments and shall deposit the same to the credit of the club at such bank or banks as the officers may designate.

The Treasurer shall keep careful and accurate records of all funds received and disbursed. He/she shall make disbursements only in amounts that have been approved by the officers and/or the membership. He/she shall issue receipts for cash received. All funds shall be deposited in a timely manner. All bills are to be paid by check. Checks over the amount of \$500.00 shall require two signatures, including that of the Treasurer and one other member unrelated to the Treasurer by marriage or any other relationship.

The Treasurer shall present a report at each general meeting of the club, and a Final Annual Report at the conclusion of each year. The treasurer shall have the accounts examined annually at the end of the club year, or upon the change of treasurer, by an auditor or an auditing committee that has been appointed by the President(s) and consists of not fewer than three members.

6. *Removal of Officers*

- A. An officer may be removed from office by a majority vote of the Executive Committee upon being served written notice of the action.
- B. Any elected officer so removed may, by submitting a written request to the Executive Committee within two (2) weeks after being served notice appeal the decision of the Executive Committee in a hearing before the general membership.

- C. The Executive Committee shall hold an appeal before the general membership at a meeting within two (2) weeks after being served the request for an appeal.
- D. A simple majority (51%) of the general membership shall confirm the action of the Executive Committee.

Article VI. ANNUAL AUDIT

The purpose of the annual audit is to review and follow the financial transactions of the ending club year through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with the club bylaws and budget limitations.

The annual audit shall take place at the end of the club year or upon resignation of the treasurer, before the new officer assumes his/her duties, and at any other time deemed necessary. The audit should be completed as quickly as possible.

The auditor or auditing committee of no fewer than three members shall be appointed by the President(s) no later than two weeks prior to the end of the club year. The auditor or auditing committee member shall not be related to any signee on the checking account by marriage or any other relationship. The outgoing Treasurer shall turn over all financial records and instruments to the auditor or auditing committee immediately upon the end of his/her term of service.

The annual audit report must be completed, signed, dated, and presented to the officers no later than two weeks after receiving the books from the outgoing Treasurer. The report will be maintained in the records of the Secretary.

The outgoing officers cannot sign checks for the club after the books are closed for audit. It is recommended that expenditures during that time be limited to those of an emergency nature.

Article VII, COMMITTEES

The standing committees of the club shall be Fundraising, Banquet/Awards, and Refreshment. The term for which each of these committees shall serve shall be the same as that of the officers. The duties of these committees are inferred by the name of each and are the same as is usual for service organizations of this type. All money collected by committee chairmen shall be given directly to the Treasurer immediately upon completion of the committee's project.

From time to time, the President(s) may appoint special committee for special purposes. When the function of such a special committee has been fulfilled, it shall cease to exist.

Article VIII. MEETINGS AND THE CLUB YEAR

1. *Club Year*

The club year shall be defined as commencing with the installation of new officers at the end of the season banquet, and shall run for approximately twelve months thereafter, until the next installation of officers.

2. *Meetings*

Regular business meeting dates, times, and places shall be established by the President(s) except that meetings shall be held at least once each calendar month during the Cross Country season, extending from September through November. The membership shall be informed of a special meeting with at least two days prior notice given before any such special meeting. The end-of-season banquet shall not be considered as a regular business meeting.

3. *Quorum*

The membership present at a regular meeting shall constitute a quorum for the transaction of business. The same rule applies to a special meeting provided the members have been duly informed and notified of the meeting and its purpose at least two days prior to said meeting.

Article IV. AMENDMENTS TO THE BYLAWS

The President(s) shall have authority to appoint a committee to study changes to these bylaws. Proposals to amend the bylaws may be made at any regular business meeting. The members shall be notified of the proposed changes in the bylaws and the meeting at which they will be presented. Members in attendance at said meeting shall vote on the adoption of the changes.

The officers shall have the authority to submit and place into the bylaws addendum(s) as deemed necessary for the operation of the club. Any such addendum(s) will become effective upon a majority vote by the membership present at any regular business meeting.

Article X. PARLIAMENTARY AUTHORITY

The Robert's Rules of Order Revised shall be the parliamentary authority for this club. Where procedures differ or conflict, the bylaws shall be the governing rules of order in effect.

Article XI. DISTRIBUTION OF BYLAWS

A copy of these bylaws shall be available upon request for the Principal of North Cobb High School, the Athletic Director, Cross Country Coaching Staff, anyone who is presently a member in good standing, and anyone who joins the club in the future. Permanent copies are to be kept on file in the North Cobb High School Office. The Secretary of this organization shall be responsible for maintaining and disbursing the current approved bylaws to the North Cobb High School Office, the current club officers and newly elected officers.

Article XII OWNERSHIP

No officer or member, (past or present), shall, (at any time), have any claim against the club nor interest in any funds, equipment, or property that has been or may be acquired by the club.

Any equipment or property acquired by this organization for the Cross Country program shall become the property of North Cobb High School. The gift or donation will be accepted by the Principal with a signed statement indicating that they are to become the property of the school. In the event that the club should be dissolved or cease to function at any time, all accumulated funds, equipment, and property shall be turned over to North Cobb High School Track and Field Booster Club subject to the express condition that they be used for the purpose for which they were acquired.