

Kennesaw Mountain High School Volleyball Boosters

ARTICLE I - NAME

The name of this organization shall be the Kennesaw Mountain High School Volleyball Boosters here in after referred to as the "Club".

ARTICLE II - PURPOSE

The Club is a non-profit organization established to promote interest in the volleyball programs at Kennesaw Mountain High School, to cooperate and work in all possible ways with the Coaches and Staff, and to promote excellence in all Scholastic and Athletic endeavors at Kennesaw Mountain High School and the surrounding community.

ARTICLE III - MEMBERSHIP

Section 1 **Qualification:** Membership is open to any Kennesaw Mountain High School parents whose child is in good standing with Kennesaw Mountain High School volleyball team and the school administration. Membership shall be granted to those persons interested in the volleyball programs at Kennesaw Mountain High School and willing to abide by the rules of this Club upon payment of annual dues.

Section 2 **Voting Members:** Voting members shall be limited to the parents of Varsity and Junior Varsity players, managers and Coaches. Head Coach and assistants will have voting rights and will be responsible for the counting of votes. An administration liaison will oversee counting of the votes and in case of a tie will cast the deciding vote.

Section 3 **In Good Standing:** Any member of the Club, whose dues for the current year have been paid, shall be considered a member in good standing. Membership in the Club is not transferable.

Section 4 **Rights of Members:** Members shall be entitled to:

- The right to vote on all matters requiring a vote by members of the Club.
- Eligibility for election or appointment to any office, committee, or the Executive Board, excepting the restrictions for the office of President.
- Notification of meetings
- Admission to any meeting of the Club.
- Such other rights as the Executive Board may from time to time determine.

Section 5 **Budget/Dues:**

- Dues for membership in the Club shall be established by the board after review of the budget for the coming year.
- The budget is then approved by a majority vote of the general membership present at the first General Membership Meeting in August.
- The fiscal year for the Club will begin January 1st and end December 31st of each year.

ARTICLE IV – BY-LAW CHANGES OR AMENDMENTS

Section 1 The by-laws may be amended by a majority vote of the members present at a general meeting.

Section 2 Any proposed changes or amendments to the by-laws must be presented to general membership at a regular meeting and submitted in writing to the President at that meeting. The secretary will mail a copy of the proposed change or amendment to the members in time for them to review the proposal before it is voted on at the next meeting.

ARTICLE V – MEETINGS

Section 1 **Annual Meeting:** The annual meeting of the Club shall be held in August of each year. This will be the “Meet the Team” meeting.

Section 2 **Executive Board Meetings:**

- Executive Board Meetings will be scheduled as required.
- Special meetings of the board may be called upon request of three (3) or more voting members of the board.
- A quorum for the transactions of the Executive Board business shall be two-thirds (2/3) of the officers present at the meeting. Voting may be done by proxy and a member represented by a written proxy shall be counted in achieving a quorum.

ARTICLE VI – OFFICERS OF THE ORGANIZATION

Section 1 Officers to be elected from the general membership are:

- President: Robert Born - 770-655-2126
- Vice President: Tim Spurgeon
- Treasurer: Zena Harris
- Secretary: Marc LeBrun

Elected officers shall constitute the Executive Board

Section 2 Each of these positions has one (1) vote. In the event that two (2) or more people are elected to serve one position, their vote shall be divided into equal portions, not to exceed one (1) vote per position.

Section 3 Other officers will be the Varsity and Junior Varsity Coaches.

Section 4 These officers retain the same voting privileges as other members of the Club.

Section 5 Qualifications: The President must have served at least one term on the Executive Board prior to election, unless previous members of the board are unwilling to take the position.

Section 6 Nominations/Volunteers for officers will be accepted from the floor up to and including the End of Season Banquet of each year. Election of new officers will take place after discussion at the beginning of the banquet.

- Section 7** Nominees must receive a plurality vote of the members present to be elected to the office for which nominated and without the existence of a Conflict of Interest. See Article X.
- Section 8** In the event of vacancy in the office of President, the Vice President shall assume the title and duties of the President for the unexpired term.
- Section 9** In the event of vacancy in the office of Vice President, Secretary or Treasurer, the President shall have the right of appointment of successor with the approval of the Executive Board, for the unexpired term
- Section 10** Officers, except the President, may succeed themselves.
- Section 11** The Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the Club's interest are allowed to be reimbursed with documentation in accordance with the Club's financial policies, and with prior approval.

ARTICLE VII – DUTIES OF OFFICERS

- Section 1** **President:** The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Board or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.
- Section 2** **Vice-President(s):** 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 such other duties as are assigned by the President or the Executive Board.
- Section 3** **Secretary:** The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall manage and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.
- Section 4** **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 receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Treasurer shall make disbursements as authorized by budget as approved, or amended, by

the membership. The Treasurer shall present a written financial report, prepared in accordance with the organization's financial policies, at each General Membership Meeting of the membership and at other times as requested by the Executive Board.

ARTICLE VIII – INDEMNIFICATION OF OFFICERS

The Club shall indemnify and hold harmless each officer of the Club from and against any and all claims and liabilities to which they may become subject to by reason of acting as an officer of the Club, or by reason of alleged acts or omissions as an officer as aforesaid. The Club shall reimburse each officer of the Club for all reasonable legal and other expenses incurred in connection with defending against any such claims or liabilities. However, no officer shall be indemnified against or reimbursed for any expenses incurred due to negligence or willful misconduct.

ARTICLE IX – FINANCES

- Section 1** **Budget:** The Executive Board shall present to the membership at the first regular meeting of the membership 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 membership.
- Section 2** **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 3** **Loans:** No loan shall be made by the organization to its officers or members.
- Section 4** **Checks:** All checks, drafts, or other orders for the payment of money on behalf of the organization shall be approved by the President prior to payment by the Treasurer. Any check of \$1000 or more must be approved by both the President and Vice President or Secretary prior to payment by the Treasurer.
- Section 5** **Banking:** The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Board may select and shall make such 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 orders of payment.
- Section 6** **Financial controls:** The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:
- all expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
 - an officer or other person without check signing authority designated by the Board shall review all bank statements; and,

- a committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 7 Financial Report: The Treasurer shall present a financial report at each membership 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 Executive Board shall have the report and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The internal audit committee shall consist of two or more board or voting members of the organization who are not involved in the routine handling of the organization’s finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation.

Section 8 Fiscal Year: The fiscal year of the organization shall be from January 1 to December 31 but may be changed by resolution of the Executive Board.

Section 9 Record retention: All records of the organization shall be maintained and destroyed in accordance with the law and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Yearend Treasurer’s financial report/statement	Store in corporate record book.	<u>Permanent</u>
Treasurer’s reports, periodic	Compile & file records on yearly basis.	<u>Three Years.</u> Store w/financial records. Destroy after three years.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile & file records on a yearly basis.	<u>Seven Years.</u> Store w/financial records. Destroy after seven years.

Section 10 Dissolution Clause: Should the organization disband or dissolve at any time, for any reason, all funds held by the organization should be directed to the sports account of the Kennesaw Mountain athletic department (Kennesaw Mountain athletics with attention to volleyball) under the care and management of the Kennesaw Mountain Athletic Director (AD). The transferred funds should be held and only used for the direct benefit of volleyball activities, players and coaches at the approval and discretion of the AD. At which time the organization is reformed and officers are elected to assume operation of the organization, all funds, or remaining funds if any are used while in the care of the AD, previously held will be returned to the organization's bank account by the AD from the Kennesaw Mountain athletic department sports account. The organization shall incur no fees, taxes, penalties or other miscellaneous charges from the athletic department for their management of the funds while the organization was dissolved.

ARTICLE X - CONFLICT OF INTEREST

Existence of Conflict: A conflict of interest exists when the personal, financial or other interest(s) of any member competes or appears to compete with the interests of the Club.

ARTICLE IX - AMENDMENTS

These bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.