

Kennesaw Mountain Basketball Booster Club By-Laws

Article I. Name, Purpose

Section 1.01 Name

- (a) The name of the organization shall be the Kennesaw Mountain Basketball Booster Club, Inc. unless the executive council deems it necessary to change the name at a later date. The Organization may be referred to hereafter in these by-laws as “the booster club”.

Section 1.02 Purpose

- (a) The mission of the booster club is to provide the Kennesaw Mountain Basketball program with organized and structured to support to maintain a quality basketball program.
- (b) Core values:
- 1) Promote parent/student involvement
 - 2) Coordinate all supporting activities, including metro and youth league activities
 - 3) Encourage attendance at basketball related functions
 - 4) Provide those services, facilities, and equipment which are not provided for by the school
 - 5) Ensure recognition of the basketball programs and its athletes
 - 6) Increase the enjoyment of fans at all basketball related activities at Kennesaw Mountain High School
 - 7) To raise funds to be utilized by the Kennesaw Mountain Basketball program
 - 8) To conduct all of our financial activities in accordance with these Bylaws and the budget as adopted and amended by the voting membership including the establishment and operation of the Kennesaw Mountain Basketball Booster Club, Inc. as a tax-exempt entity under the Internal Revenue Code

Article II. Membership

Section 2.01 Qualification

- (a) Membership into the booster club shall be open to all parents and guardians of participants in the Kennesaw Mountain Basketball program who are interested in the purpose of the booster club as stated in Article I Section 2 of these Bylaws, and are willing to take an active part as a volunteer. Membership into the booster club shall not be transferable.

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Section 2.02 Privileges

- (a) Membership dues must be paid in full to be considered a member in good standing by the February nominating meeting. Only members in good standing are eligible to vote and hold office. Each member shall be entitled to one vote; provided, however, that, regardless of the number of members, each participant's family is entitled to no more than one (1) vote. Members must be in attendance at the time of a vote in order to exercise their right to vote. No voting by proxy shall be allowed.
- (b) All participants in the Metro and High School program will receive a membership application during the beginning of their respective seasons. Anyone not participating in the Metro or High School program can submit a request for an application to the Board.

Section 2.03 Dues

- (a) Annual Dues: Annual dues shall be collected annually at or before the preseason General Meeting as described in Article III Section 3(Meetings). The amount of the annual shall be established by the Executive Committee prior to the preseason General Meeting
- (b) Waiver of Dues: The Executive Board may waive annual dues on a case by case basis upon request.

Section 2.04 Governmental Policies

- (a) The booster club shall be subject to the policies and approval of the Principal of Kennesaw Mountain High School, the Cobb County Board of Education, the Georgia High School Association, the Georgia State Standards, and the Southern Association of Colleges and Schools Accrediting Agency.

Article III. Meetings

Section 3.01 Executive Committee meetings

- (a) Shall meet as needed to carry out the duties and responsibilities outlined in the Articles of the Bylaws.

Section 3.02 Board Meetings

- (a) The Board of Directors may fix the time and method for calling its own meetings.

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Section 3.03 General Meetings

- (a) General Meetings shall be held each month at a time and place to be determined by the executive committee.

Section 3.04 Special Meetings

- (a) The President of the booster club may call special meetings of the Executive Committee. The majority of the Executive Committee may, by a joint action, request that the President call a special meeting for a specific purpose and it shall be mandatory for the President to call such meetings. Special meetings may be called by the executive committee with one week's notification of the members. Said notification may be given orally.

Section 3.05 Quorum

- (a) At any meeting a majority of the Board of Directors must be present to constitute a quorum for the transaction of business. Any meeting lacking a quorum must be adjourned. Voting shall be by majority vote cast in person.
- (b) A quorum shall consist of the following:
 - 1) Executive Committee Meeting – 50% of Executive Committee members and 3 officers
 - 2) Board Meeting – 75% of the officers must be present
 - 3) General Membership – 50% of the General membership members and 3 officers

Article IV. Organizational Structure

Section 4.01 Board of Directors

Composition: The booster club shall be represented by a Board of Directors consisting of five (5) elected officers as follows: President, Boys Vice-President, Girls Vice-President, Treasurer, and Secretary. The Varsity Boys' and Varsity Girls' head coaches will also be members of the Board of Directors as Ex-Officio members outlined in Section 4.02(2).

Authority: The Board of Directors shall be responsible for the day-to-day implementation of the policies set forth by the booster club members and Bylaws.

Expenditures/Budget: The Board of Directors shall be responsible for the management of all receipts and disbursements. It shall adopt a budget to govern the booster clubs expenditures for the fiscal year. The Treasurer and the President shall have the authority to approve expenditures not specified in the annual budget, provided that the amount of

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such expenditure does not exceed over One Thousand Dollars (\$1000.00). Any unbudgeted expenditures exceeding One Thousand Dollars (\$1000.00), must be approved by a majority of those present at a Board Meeting.

Section 4.02 Executive Committee

Composition:

- 1) The Executive Committee shall be comprised of the Board of Directors (officers), Youth League Director, the Metro (Middle School) League Director, and the Chair or designated representatives from each standing committee.

- 2) Ex-Officio: The Head Boys' basketball coaches, the Head Girls' basketball coaches, and the Athletic Director will serve as Ex-Officio members of the Executive Committee, but shall have no voting rights. The Board of Directors may elect and appoint any number of members to serve as Ex-Officio members of the Executive Committee who shall serve in an advisory capacity, but shall have no voting rights.

Authority: The Executive Committee shall be responsible for prioritizing proposed projects, recommending policies, and presenting proposals to the President.

Section 4.03 Election of Officers

Officers will be elected following the procedures listed within this section.

Section 4.04 Nominations

The executive committee shall appoint a nomination committee at the general membership meeting in December. This committee shall be comprised of, the Head Basketball Coaches, one general membership appointee, and one member of the executive committee. The nominating committee shall meet, compile a list of candidates willing to serve, and present the slate of officers at the general meeting in February. Other nominations may be made from the floor at that time.

Section 4.05 Qualifications

The Board positions require active participation in the Booster Club. Each candidate has to attend at least 60% of Booster Club meetings. Candidates seeking the President or Treasurer position must have previous Board experience or head one of the standing committees listed in Article 5. All candidates are subject to a background check and a credit check for the President or Treasurer position respectively. Board members must have an active High School student in the program and/or have a former student that participated in the high school program.

Section 4.06 Elections

After nominations have been closed, each candidate may speak for him or herself or allow another member to do so. The candidates shall be excused while a vote is taken either by a show of hands or a ballot. A majority vote is required for election.

Section 4.07 Installation

Newly elected officers shall be installed at the March meeting and shall assume duties on the first of March. During the interim period, outgoing officers shall be expected to confer with and advise their successors to their new duties.

Section 4.08 Resignation

Any officer may resign at any time in writing to the President of the organization. Unless otherwise requested in writing, the resignation shall be effective when tendered.

Section 4.09 Removal

Any officer may be removed upon recommendation from the executive committee or by a majority vote at a general membership meeting.

Section 4.10 Replacements

The President shall appoint, with the approval of the executive committee, individuals to complete unexpired terms of office.

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Article V. Elected Officers

The following five officers shall be elected following procedures in section three of this article: President, Vice-president (Boys and Girls), Treasurer, and Secretary. A listing of duties and responsibilities shall be as follows:

President: The President(s) shall have general supervision and management of all current affairs of this organization. Shall preside at all meetings of the booster club. Shall report on any matters that may be of importance to the booster club. Shall carry out the decisions of the Executive Committee and shall appoint any special committee not otherwise provided by in theses by-laws. Shall serve as an ex officio member of all committees.

Vice-President(s): The Vice-President shall perform the duties of President in his absence. Shall undertake any duties assigned by the president, Executive Committee, or Board of Directors.

Secretary The Secretary shall record, report, and maintain minutes of all meetings of the general membership, Board of Directors, and Executive Committee. Shall coordinate

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all correspondence and provide direction to standing or special committees. May appoint an assistant who will assume all secretarial duties in his absence.

Treasurer: The treasurer shall receive all funds of the organization. Shall keep a detailed account of all income and expenditures. Shall endorse, on behalf of the booster club, all negotiable instruments received and deposit them in the booster club account. Shall make disbursements as directed by the Executive Committee, the Board of Directors, or the President. Shall report on the financial status of the booster club when requested at meetings. Shall compile and execute any tax applications or returns as required by federal or state law. Shall commit all accounts and other records to the succeeding treasurer. Shall perform other related duties as directed by the President, and shall appoint an assistant who will assume the duties of treasurer in their absence.

Article VI. Fiscal Policies

Section 6.01 Checks, Drafts, Etc.

- (a) All checks, draft, and other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the booster club, shall be signed by either the Treasurer or the President of the *Kennesaw Mountain Basketball Booster Club, Inc.* listed on the signature card maintained by the bank. The Board of Directors will designate officers to be added to the booster club's bank signature card for this purpose and for accessing information on the bank accounts.

Section 6.02 Deposits

- (a) All funds to the booster club shall be deposited to the credit of the Kennesaw Mountain Basketball Booster Club in the bank account designated by the Board of Directors.

Section 6.03 Budget

- (a) A budget shall be developed annually by the President and the Treasurer, with input from the Executive Committee. Once approved by the Board of Directors, the budget shall be presented to the membership of the booster club for ratification.
- (b) The budget must be ratified by a quorum present at a general meeting of the booster club.

Article VII. Standing Committees

Section 7.01

(a) The following committees shall be established:

Fundraising - The fundraising committee shall coordinate all areas of fundraising for the booster club as needed and directed by the president and the executive committee

Membership - The membership committee shall develop membership forms, implement and maintain records, coordinate membership drives, man membership tables at basketball functions, maintain current membership roster, and provide rosters as requested

Game Programs - The Game Programs Committee shall be responsible for all preparations involved in the distribution of game programs and rosters, including advertising, printing, and sales

Concessions - The concessions Committee shall coordinate all supplies, equipment (including food and spirit items) and personnel for the efficient operation of the concessions

Public Relations/Communications - The Public Relations/Communications committee shall advise the school's media assignee of any newsworthy events or accomplishments. Additionally, this committee shall contact members as requested by the President or Secretary, provide phone scheduling of concession workers as directed by the President of Concessions Committee, and notify members of any upcoming special events.

Hospitality - The Hospitality Committee shall coordinate all booster-sponsored end of year banquet and game day activities including but not limited to supplies, food, and personnel.

Youth League - The youth league committee shall consist of the youth league Board of Directors and shall be responsible for the day-to-day running of the youth league as well as informing and advising the booster club of all activities involving the Youth League

Metro League - The metro League committee shall consist of the metro league coordinators and metro coaches and shall inform and advise the booster club of all activities involving the middle school feeder program. The committee shall have the responsibility of directing and coordinating the activities of the booster-funded feeder programs.

(b) Each Committee shall prepare, maintain, and update a quarterly record of its activities, with suggestions and or comments on the most effective and efficient methods of operation.

Article VIII. Metro League Program

The Metro League Committee shall have the responsibility of directing and coordinating the activities of the booster-funded feeder programs.

The Executive Committee shall recommend a Chairperson whose experience is compatible with the teaching strategies of the Kennesaw Mountain Basketball Program.

The committee shall monitor the feeder program to ensure its compatibility with the high school program, and shall assist the Chairperson in funding recommendations and budget requirements.

The committee shall collect all registrations, gate, and net concession revenues for submission to the booster club's general funds account.

The Varsity Head Coaches, in conjunction with the athletic director, shall have final authority relating to the appointment, removal, discipline, or replacement of any and all coaches within the feeder program.

The committee shall maintain scheduling information and report such information to the general membership

The Metro Chairperson shall execute the league participation agreements with the basketball booster club. The chairperson shall also be responsible for securing game day officials.

The booster club shall be responsible for any budgeted feeder program fees, officials' fees, insurance, and miscellaneous expenses. Capital expenditures in excess of budgeted amounts will require committee review and executive committee approval.