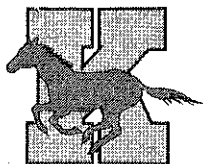
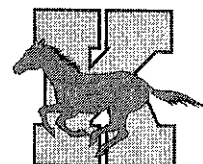


8/2015



Mustang Swimming and Diving



KMHS Swimming and Diving Booster Club By-Laws

The responsibility of the booster club is to provide assistance and support to the coaching staff and team members by helping the program grow in the areas of finance and organization. Parental support of their child's participation in the program is essential for a solid foundation and development of the booster club. I look forward a great deal in working with the parents in building the Kennesaw Mountain Swimming and Diving team into a top class program.

The booster club does not determine any process with the running of the swimming and diving program. This includes what teams are scheduled; who swims what events, practice times or commitments, or any other area of which the head coach's decision is FINAL. All business pertaining to the well-being of the swim program will go directly through the Head Coach and, if the coach deems necessary, the administrative lesion or Athletic Director, at the school.

A) The following officers are to be created:

- I) President
 - runs the booster club
 - oversees meetings and decisions

- II) Vice-President
 - runs the booster club in absence of President
 - oversees the committees and chairpersons

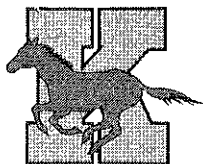
- III) Treasurer
 - All financial responsibilities
 - a) check writing
 - b) fundraising revenue
 - c) budget
 - d) concessions

- IV) Secretary
 - minutes of the meetings
 - team rosters and directory

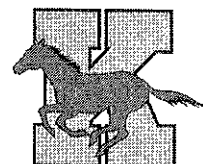
The following committees can also be created:

- I) Concessions
 - handles all duties pertaining the concession stand

8/2015



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The following committees can also be created:

- I) Concessions
 - handles all duties pertaining the concession stand

- II) Spirit Wear
 - distribute and collect money for all spirit wear ordered by the team members
- III) Fundraising
 - responsible for possible ideas of fundraising (with head coach's approval)
 - all paperwork, distribution, and roster of those completing their fundraising obligations.
- IV) Website
 - to update and maintain all information that goes on the KMHS Swim and Dive website
 - all information will be provided by the head coach or by the booster club, with the head coach's approval.
- V) Banquet
 - Will head the committee which will plan the banquet at the end of the season
 - This will include the date, place, price, and menu choices (decided by the seniors).
- VI) Meet Workers
 - Will organize the parent workers that will be needed every week to help run the meet
- VII) Email
 - Will create a email groups of the parents and athletes
 - Will email all needed information decided by the head coach or booster club.
 - This can include meet reminders, worker reminders, meet week sheets, etc...

Additional committees can be formed, if needed, at the approval of the head coach and school administration.

B) Nominations, Voting Procedures, and Meetings

- 1) The booster club will meet at least four to five times during the swim and dive season, with all officers and chairpersons expected to be in attendance.
- 2) Nominations are open to any parent(s) whose child is in good standing on the KMHS swimming and diving team, booster club, and school administration.
- 3) All members who are in good standing (dues paid, etc...) are allowed to vote in the elections

4) The elections will be held at the final meeting of the year (most likely at the banquet).

C) FINANCIAL

- 1) All checks will be written by the treasurer.
- 2) Checks can only be written for reimbursement if a receipt for item is given to the treasurer.
- 3) Head Coach can request a check at any time for program business.
- 4) Any checks to be written for any other reason must get approval of the head coach and/or booster club president.