

BY-LAWS

KENNESAW MOUNTAIN HIGH SCHOOL Track and Field PROGRAM

ARTICLE I

QUORUM

The quorum required in order to conduct the business of the Kennesaw Mountain High School Track Program is defined as follows.

- A. Executive Board- fifty percent of the members of the Board.
- B. General Membership- Executive Board's quorum plus those members present at a scheduled or called meeting.

ARTICLE II

MEETINGS

Section 1

Meetings shall be conducted at Kennesaw Mountain High School unless otherwise notified.

Section 2

Membership meetings are open to all due-paying members and those members in attendance are entitled to vote on any issue which the Board presents to them. No proxy votes shall be entertained.

Section 3

All decisions submitted to the general membership for approval shall be decided by a simple majority vote of those members present, provided no other requirements exists.

Section 4

Membership meetings shall be held quarterly each year. Special meetings may be called by the President with one weeks' notification of the membership.

The Executive Board meetings shall be held prior to, subsequent to, or concurrent with general membership meetings. Special meetings may be called by the President or at the request of the head Varsity Coach or Principal's designee.

ARTICLE III

DUTIES OF OFFICERS

Elected officers and their duties are as follows:

- A. President

The President shall have general supervision and management of all current affairs of this Corporation.

He/She shall preside at all meetings of this Corporation.

He/She shall report on any matters that may be of importance to this corporation.

He/She shall carry out the decisions of the Executive Board and shall appoint any special committee not otherwise provided for herein.

He/She shall serve an ex-officio member of all committees.

B. Vice-President

The Vice-President shall perform the duties of the President in his/her absence.

He/She shall undertake any duties assigned by the President, or Executive Board.

C. Secretary

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

He/She shall coordinate all correspondence and provide direction to Standing or special committees.

D. Treasurer

The Treasurer shall receive all funds of the Corporation. He/She shall obtain the signatures of two (2) persons authorized on signature cards to sign checks.

He/She shall keep a detailed account of all income and expenditures.

He/She shall endorse, on behalf of the Corporation, all negotiable instruments received and deposit them in accounts designated by the Executive Board.

He/She shall make disbursements as approved by the President or the Executive Board.

He/She shall report on the financial status of the Corporation when requested at meetings of the general membership, or executive Board.

He/She shall compile and execute any tax application or returns as required by federal or state law.

He/She shall commit all accounts and other records to the succeeding Treasurer.

He/She shall perform other related duties as directed by the President.

ARTICLE IV

Section 1

The President and Treasurer shall jointly negotiate and execute approved contracts on behalf of the Corporation.

Section 2

No loan shall be contracted on behalf of the corporation unless duly authorized by the general membership.

Section 3

The Treasurer shall maintain only one checking account for the Corporation and all its committees.

ARTICLE V

ELECTION OF OFFICERS

SECTION 1

Nominations-The Varsity Head Coach shall appoint a nominating committee at the December meeting of the calendar year. The committee will be comprised of the Varsity Head Coach, the Principal's designee, and 1 to 2 general membership appointees. The nominating committee will present officer nominations, to the general membership at the December meeting of the calendar year.

SECTION 2

Elections-After nominations are closed at the December meeting of the calendar year, each candidate may speak for him/herself or allow another member to do so. The candidates shall be excused while a vote is taken by a show of hands. A majority vote is required for election. If more than two candidates are running for the same office and no majority vote is obtained, the candidate receiving the least number of votes shall be eliminated and the vote retaken. This procedure shall be repeated until a candidate has been elected. Those not elected may be nominated again for remaining positions. All newly elected officers will take office immediately following their election.

Section 3

Resignation-Any officer may resign at any time in writing to the President. Unless otherwise indicated in writing, the resignation shall be effective when tendered.

Section 4

Removal-Any officer may be removed upon recommendation from the Executive Board or by a majority vote at a general membership meeting.

Section 5

Replacements-The President shall appoint, with the approval of the Executive Board and Head Varsity Coach, individuals to complete unexpired terms of office.