
Bylaws for North Cobb High School Swim and Dive Booster Club

Article I – Name

The name of this organization shall be the North Cobb High School Swim and Dive Booster Club, hereafter referred to as the "NCHS Swim & Dive Booster Club"

Article II – Purpose

The purpose of NCHS Swim & Dive Booster Club is to:

1. Provide support and funding for the North Cobb High School Swim and Dive Team.
 2. Promote the sport of swimming and diving within the community.
 3. Organize and coordinate team fundraising, events, and activities.
 4. Foster a spirit of teamwork, community involvement, and school pride.
 5. Encourage sportsmanship and personal development of student-athletes.
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Article III – Registered Office and Registered Agent

NCHS Swim & Dive Booster Club shall continuously maintain in Georgia (i) a registered agent and (ii) a registered office with the same address as that of the registered agent. The address of the initial registered office is 4602 Howell Farms Drive NW, Acworth, Ga 30101. The initial registered agent at that office shall be Tameka Ringer. The county of the initial registered office shall be Cobb. The Executive Board may from time to time change the registered agent and/or the address of the registered office by filing the appropriate statement in the Office of the Secretary of State of Georgia in accordance with Section 14-3-502 of the Code.

The principal office of NCHS Swim & Dive Booster Club shall be located at 3400 Old 41 Hwy NW, Kennesaw, GA 30144 or such place as the Executive Board may fix from time to time. The NCHS Swim & Dive Booster Club may have other offices at such place or places, both within or without the State of Georgia, as the Executive Board may designate from time to time, or the business of the Corporation may require.

Article IV – Membership

1. **Eligibility:** Membership is open to all individuals age 18 and up who have a vested interest in the support of the North Cobb High School Swim and Dive Team.
 2. **Dues:** Membership dues, if applicable, will be determined annually by NCHS Swim & Dive Booster Club. Dues are used to cover operating expenses and fund the activities of the NCHS Swim & Dive Booster Club.
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Article V – Officers and Board of Directors

1. **Officers:** The elected officers of the NCHS Swim & Dive Booster Club shall include:
 - **President:** The duties of the President shall include but are not limited to, the following: a) preside at all meetings of the general membership; b) report his/her activities with regard to the Corporation at all meetings of the Board; c) compile a preliminary budget with the assistance and approval of the Executive Board and present the budget for approval to the members at a general membership meeting; d) open and/or close a bank account for the Corporation; e) endorse, on behalf of the Corporation, all negotiable instruments received and deposit in accounts designated by the Executive Board if the Treasurer is absent or the office is vacant; f) appoint, with the advice and consent of the Board, committees of the Corporation and committee chairs and serve as an ex-officio member of all committees; g) execute approved contracts on behalf of the Corporation; h) assure that the purposes of the Corporation are being served; i) appoint and/or fill all vacancies of the Board; and j) perform such other duties incident to the office as may be assigned from time to time by the Executive Board.
 - **Vice President:** The duties of the Vice President shall include, but are not limited to, the following: a) attend all general meetings of the Corporation and all regular and special meetings of the Board; b) serve as President, in the absence or disability of the President; c) perform such duties as may be delegated to him/her by the President or as may be prescribed by the Board; and d) succeed to the office of President, at the will of the Corporation's membership.

- **Secretary:** The duties of the Secretary shall include, but are not limited to, the following: a) attend and keep the minutes of all general membership meetings of the Corporation and all regular and special meetings of the Board; b) keep such other records as the Board shall decide; c) maintain updated versions of the Bylaws and Articles; d) appoint an assistant who will assume all secretarial duties in his/her absence; and e) perform all of the duties usually incident to the office of Secretary and other related duties as directed by the President or as may be prescribed by the Board.
 - **Treasurer:** The duties of the Treasurer shall include, but are not limited to, the following: a) attend all general meetings of the Corporation and all regular and special meetings of the Board; b) keep the financial records of the Corporation; c) open and/or close a bank account for the Corporation; d) provide a monthly financial statement to the Executive Board and Head Coach(s) of the Swim and Dive Teams; e) collect dues and activity fees for any events to raise funds for the Swim and Dive Teams; f) pay when due, bills or debts owed by the Corporation and make disbursement within the guidelines of the budget (any discretionary disbursement over \$100.00 will require vote by the Executive Board); g) endorse, on behalf of the Corporation all negotiable instruments received and deposit them in accounts designated by the Board; h) compile and execute any tax applications or returns as required by federal or state law and cause all compliance reports to be submitted (such as annual state corporate registrations); i) commit all accounts and other records to the succeeding Treasurer; j) render a short financial report at each general meeting of the Corporation; k) have custody of all funds of the Corporation, subject to the approval of the Board; l) prepare an annual financial report at the end of the fiscal year; and m) perform all the duties usually incident of the office of Treasurer and other related duties as directed by the President or as may be prescribed by the Board.
 - **Member at Large:** The duties of the Member at Large include, but are not limited to the following: a) represents the interests of the Board and assists other board members as needed; b) attend meetings and contribute to discussions
2. **Board of Directors:** The Board of Directors shall consist of the elected officers and other appointed members. The number and composition of the Board will be determined by the President.
 3. **Terms:** The term for each officer shall be one year, with the possibility of re-election. Officers may serve multiple consecutive terms.

4. **Election of Officers:** Officers shall be elected by a majority vote of the membership at the annual meeting. Nominations for officers will be accepted prior to the 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. The newly elected officers shall be installed at the general membership meeting and shall assume all duties on the first of April following such election and shall serve until March 31st. During the interim period, outgoing officers shall be expected to confer with and advise their successors as to their new duties. Outgoing officers are responsible to turn over all records pertaining to the operation of the Corporation at the end of their term.
5. **Removal of Officers:** Officers may be removed from office by a two-thirds vote of the membership for failure to perform their duties or for misconduct.
6. **Resignation:** Any board member who is a duly-elected officer, may, at any time, resign as a board member by delivering notice of their resignation in writing or by electronic transmission to Head Coach/coaches, the President, or the Secretary, and such resignation shall be effective when the notice is delivered unless it specifies a later effective date (not more than thirty (30) days after delivery of such resignation).
7. **Familial Relationship:** No two (2) or more persons may simultaneously serve as voting members of the Board if they are related either by birth or marriage.

Article VI Policies and Procedures: NCHS Swim & Dive Booster Club shall adhere to the following policies and procedures; (i) upon dissolution of the NCHS Swim & Dive Booster Club, the Board shall dispose of the Corporation's assets in accordance with its Articles of Organization; (ii) NCHS Swim & Dive Booster Club shall be politically non-partisan; provided that this shall not prohibit NCHS Swim & Dive Booster Club from taking a stand on proposed tax assessments and/or bond issues; (iii) the activities of NCHS Swim & Dive Booster Club shall be conducted on a strictly non-profit basis; (iv) NCHS Swim & Dive Booster Club shall be subject to the policies and approval of the Principal of North Cobb High School, The Cobb County Board of Education, the Georgia High School Association, the Georgia State School Standards, and the Southern Association of Colleges and School Accrediting Agency; and (v) all activities shall adhere to Section 501(c)(3) and Section 170(c) of the IRS Code. These Bylaws were

duly adopted by the Executive Board of the Corporation, effective the 9th day of March, 2025.

Article VI – Meetings

1. **General Meetings:** General meetings shall be held at least one time per fiscal year, with additional meetings scheduled as necessary. These meetings will be open to all members.
 2. **Board Meetings:** Board of Directors meetings will be held annually or as needed. These meetings are open to the general membership unless otherwise specified.
 3. **Annual Meeting:** An annual meeting shall be held at the end of the team season for the election of officers, review of financials, and discussion of the NCHS Swim & Dive Booster Club activities.
 4. **Quorum:** A majority of the Board shall constitute a quorum. However, if less than a quorum of the Officers is present at said meeting, a majority of the Officers present may adjourn the meeting without further notice.
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Article VII – Committees

1. **Standing Committees:** The following standing committees may be formed:
 - **Fundraising Committee:** Oversees all fundraising efforts.
 - **Event Committee:** Coordinates events for the team, such as banquets, socials, and team-building activities.
 - **Communications Committee:** Manages communication channels, including newsletters, social media, and email distribution.
 - **Volunteer Committee:** Coordinates volunteers for meets, events, and other team activities.
 2. **Ad-Hoc Committees:** The President or Board may establish ad-hoc committees as needed for specific purposes.
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Article VIII – Finances

1. **Fiscal Year:** The fiscal year of the NCHS Swim & Dive Booster Club shall begin on April 1st and end on March 31st.

2. **Budget:** The Treasurer shall present a proposed budget at the first general meeting of the fiscal year. The budget will be reviewed and approved by the membership.
 3. **Expenditures:** All discretionary expenditures exceeding \$100 shall require approval from the Board of Directors.
 4. **Financial Oversight:** NCHS Swim & Dive Booster Club's financial records will be reviewed annually by the Board to ensure accuracy and accountability.
 5. **Compensation:** Directors shall serve without compensation. A Director may also serve the NCHS Swim & Dive Booster Club in a capacity other than that of Director and may receive compensation for the services rendered in that other capacity. In the event that a Director is compensated by the Corporation for services rendered in a capacity other than that of Director, the Board shall determine the compensation of the Director in accordance with the following practices and procedures: (a) The Board shall maintain a Conflict of Interest Policy at all times and shall follow the rules and procedures of such Conflict of Interest Policy, as it may be amended from time to time, when determining the compensation to be paid to a Director. (b) A Director who receives compensation, directly or indirectly, from NCHS Swim & Dive Booster Club shall not vote on matters pertaining to his or her compensation or on matters pertaining to the compensation of any other Director and shall not serve on a committee whose jurisdiction includes compensation matters. (c) The Board shall approve a Director's compensation arrangement in advance of paying any compensation to such Director. (d) The date and terms of approved compensation arrangements shall be documented in writing. (e) The decision made by each Director who decided or voted on a compensation arrangement shall be recorded in writing. (f) Compensation arrangements will be based on information about compensation paid by similarly situated taxable or tax-exempt organizations for similar services and, to the extent reasonably available, current compensation surveys compiled by independent firms and actual written offers from similarly situated organizations. (g) The Board shall record in writing the information on which the Board relied to base its decision and the source of such information. (h) The compensation of a Director shall be determined by a majority of the entire Board; provided that, in the event that there are not a sufficient number of Directors permitted to vote to constitute a majority of the entire Board, such compensation shall be determined by a majority of all of the Directors permitted to vote on such compensation matter.
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Article IX – Amendments

1. **Proposal of Amendments:** Any member may propose amendments to these bylaws. Proposals must be submitted in writing to the Secretary.
 2. **Notice:** Proposed amendments will be presented to the membership at least two weeks prior to the vote.
 3. **Approval:** Amendments shall be adopted by a two-thirds majority vote of the membership present at the meeting.
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Article X – Dissolution

1. **Dissolution:** In the event that NCHS Swim & Dive Booster Club must dissolve, all remaining assets shall be donated to the North Cobb High School Swim and Dive Team or another charitable organization with a similar mission, as determined by the membership and Board of Directors.
 2. **Notification:** Members will be notified of any decision to dissolve the NCHS Swim & Dive Booster Club at least 30 days before the vote to dissolve.
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These bylaws are hereby adopted on this **9th of March 2025** by the **North Cobb High School Swim and Dive Booster Club**.


Signed:



Liz Li, President



Temeka Ringer, Vice President



Adriana Moore, Treasurer



Elizabeth Gallant, Secretary