

**NORTH COBB HIGH SCHOOL
VOLLEYBALL BOOSTER CLUB BY-LAWS**

ARTICLE I – NAME

The association, located in Kennesaw, Cobb County, Georgia organized under the name of North Cobb High School Volleyball Booster Club and hereinafter referred to as the “Association, Club, Booster Club, or Organization” is formed as a service club, not contemplating financial gain or profit.

ARTICLE II – OPERATING PARAMETER

As provided in the bylaws of the Georgia High School Association, this Club will be responsive to the policies of the Cobb County Board of Education and the Principal of North Cobb High School. Any provision herein contained which conflicts with the bylaws of the Georgia High School Association, the policies of the Cobb County Board of Education, or the policies of the Principal of North Cobb High School shall be null and void and the provisions of the aforesaid Georgia High School Association bylaws, policies of the Cobb County Board of Education or the policies of the Principal of North Cobb High School shall govern.

ARTICLE III – OBJECT

The object of this organization shall be to foster and promote interest in the volleyball program at North Cobb High School (NCHS). This organization shall have as its prime concern, the best interests of the students of NCHS who participate in, or who are associated with, or who are interested in volleyball activities of NCHS.

ARTICLE IV – MEMBERSHIP AND DUES

SECTION 1 – Eligibility

Any person who has a student participating in one of the established volleyball teams at NCHS, including its middle school age teams. Varsity team captain(s) and one student from each remaining team may be selected to act as Student Representatives/Advisors in a non-voting capacity. The Principal (or designee) of North Cobb High School, the Athletic Director (or designee), and the head coach of the volleyball program shall serve as ex-officio, non-voting members of the booster club.

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SECTION 2 – Dues

Annual membership dues shall be set by the Board of Directors at the last meeting in the spring semester of the school year, hereinafter defined in ARTICLE VIII, SECTION 1. All applications for membership shall be submitted by the first meeting of the school year and all dues shall be paid by the end of season meeting. Any exceptions to this payment plan require approval by both the President and Treasurer.

SECTION 3 – Voting Rights

All members possessing voting rights according to ARTICLE IV, SECTION 1 that are present at any regular or special meeting who have paid their annual membership dues will be allowed to vote at meetings.

SECTION 4 – Loss of Membership

Any member of the Volleyball Booster Club may be censored or removed from the club, for cause, by two-thirds vote of those present, after a recommendation to the membership by the Board of Directors and notice is given to the affected member in writing.

ARTICLE V – OFFICERS

SECTION 1 – General

The officers of the club shall be a President, Secretary and a Treasurer.

These officers shall be elected or re-elected annually from the membership and shall serve for a term of not less than one year. Elections will be held at the first meeting of the regular season of volleyball activities following tryouts and team commitment.

An officer who resigns shall be replaced by election from the membership. At the next scheduled meeting after notice of such resignation is received, the vacancy shall be announced to the membership. The vacancy shall be filled by election at the next meeting following such announcement.

SECTION 2 – Duties of the President

The President shall preside at all meetings of the club and shall appoint all committees as hereinafter defined and specified. They shall present to the membership an annual report on the affairs of the club. This report shall be at the same meeting at which new officers for the ensuing year take office. The President shall serve as Chairman of the Board of Directors (ARTICLE VI) and as ex-officio member of all committees. The President shall be responsible for

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the adherence of all Booster Club policies as set forth in these bylaws and any addenda herein attached. The President shall assume responsibility for and supervise all projects of the club. The President shall serve as Second Signer for the purposes of financial responsibility required by the bank.

SECTION 3 – Duties of the Secretary

The Secretary shall keep and report the minutes of all meetings to the membership, the Board of Directors, and any other meetings which the Secretary is designated by the President to attend.

Such minutes shall be maintained electronically in a manner as approved by the Board of Directors. A printed copy should be maintained in a binder in a manner as approved by the Board of Directors. All minutes are to be read and approved by the club at the next meeting after the minutes are made. The minutes are to be approved and signed by the Secretary and a President. No action is taken by the club or its officers except as these sections appear in the approved minutes or as set out in these bylaws. These minutes shall be committed to the hands of each newly elected Secretary to provide a running history of the club and of the affairs of the organization. Further, the Secretary shall examine these minutes and keep the membership advised of previous transactions which by their context infer continuing attention of the club. The Secretary shall perform such duties as may be designated by the President.

The Secretary shall maintain a complete listing of all Club members complete with address and phone number(s). It shall be the responsibility of the Secretary to maintain the approved Club email account so that communications are limited to eligible Club members. This person shall have the responsibility of notifying club members by telephone and/or email of all regular and special meetings and special events, including keeping the approved volleyball website up-to-date.

SECTION 4 – Duties of the Treasurer

The Treasurer shall receive and have custody of all funds of the club; when necessary and proper s/he shall endorse on behalf of the club all negotiable instruments and shall deposit the same into the credit of the club at such bank as the Board of Directors may designate. S/he shall make disbursements only in amounts which have been approved by the Board of Directors and/or membership except in routine expenses associated with the operation of the concession stand. The Treasurer shall have responsibility to ensure that the Volleyball Booster Club Management of Funds Policy (ADDENDUM A) is strictly adhered to and enforced. All disbursements (receipts) shall require the signature of the Treasurer and the President. In the event of an emergency and the Treasurer or President is unable to act, disbursements may be

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made with the signature of any two duly elected officers of the club. The Treasurer shall present a Final Annual Report at the conclusion of each year's business, and made available upon request to every eligible Volleyball Club member. All money shall be turned over to the Treasurer immediately upon completion of a project. All checks and cash are to be deposited in a timely manner. All checks are to be copied prior to being deposited and copies kept for future auditing purposes. Bank statements are to be sent to the President of the Volleyball Club, who checks the statements, and then turns it over to the Treasurer. A record is to be kept as to the project the money is in response to. A record is to be kept on all students responsible for the funds being generated to the Club. If any of the above conflict with ADDENDUM A (Management of Funds), the above is to be considered null and void in preference to the Management of Funds Policy.

ARTICLE VI – BOARD OF DIRECTORS

The Board of Directors shall consist of the President, the Secretary, and the Treasurer of the Club. The Board of Directors shall have the responsibility for the establishment of policies and procedures with the approval of the membership. It shall not conduct the business of the club without approval from the membership. All decisions reached by the Board of Directors shall be presented to the membership for action. The Board of Directors, with the advice and counsel of the coaching staff, shall prepare an annual budget to be presented to the membership at the first scheduled meeting of the spring school semester. The annual budget shall include fundraising projects and projected income of same, projected expenses and purchases. The budget is mandated to be made with an end of year carryover of at least \$1000.00. By a majority vote, the Board of Directors may waive the carryover amount as long as it is deemed absolutely necessary to the survival of the Booster Club. The proposed budget will be voted on by the membership and adopted by a majority of the membership present. Once the budget is passed, it is the President's responsibility to ensure that all expenses are kept within the budget as approved by the membership. The President also has authority to deny approved expenses if the income is below projected levels. Once adopted, no deviation may be permanently made without a majority vote of the membership present at the meeting at which it is presented. Disbursements for expenses itemized in the approved budget need no further approval of the membership, provided funds are available and the expense does not exceed the amount approved and all procedures as stated in ADDENDUM A are followed.

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ARTICLE VII – COMMITTEES

SECTION 1 – Standing Committees

The standing committees shall be Fundraising, Concession, and Banquets. The President shall appoint member(s) to these committees. The term for which each of these committees shall serve shall be the same as that of the officers. The duties of these committees are inferred by the name of each and are the same as is usual for service organizations of this type. However, the following specifically shall apply with respect to certain committees.

- A. Fundraising** – Shall limit its activities to affairs of the Club unless specifically authorized in other areas by the Board of Directors.
- B. Concession** – Shall be responsible for selecting and securing items to be offered for sale which are reasonable, practical and profitable. The chairperson(s) shall also be responsible for scheduling adequate help by Club members to operate the concession stand during all home games and tournaments.
- C. Banquets** – Shall be responsible for securing locations, scheduling volunteers, meal planning, organization of the event (with Coaching Staff), clean up and working with the Treasurer to buy approved items as needed at this event.

SECTION 2 – Special Committees

From time to time, the President may appoint special committees for specific purposes. When the function of such committee has been filled, it shall cease to exist.

ARTICLE VIII – MEETINGS AND THE CLUB YEAR

SECTION 1 – Club Year

The Club year shall be defined as commencing with the installation of new officers, and shall run for approximately twelve (12) months thereafter, until the next installation of officers, as approved in Article V, Section 1.

SECTION 2 – Meetings

Meeting dates, times and places shall be established by the President and/or Board of Directors except that the frequency of regular meetings shall in no case be less than three (3) times a year. A special meeting must be called within seven (7) days when a petition stating the purpose of such a meeting signed by at least five (5) members of the Club is presented to the President and/or Board of Directors.

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Announcement of the first Volleyball Booster Club meeting of the year shall be made at least one (1) week prior to said meeting. The membership shall be informed of a special meeting at least two (2) days prior to said meeting.

SECTION 3 – Quorum

The membership present at a meeting shall constitute a quorum for the transaction of business. The same rule applies to a special meeting provided the members have been duly notified of the meeting and its purpose in advance.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

The President shall have the authority to appoint a committee to study changes to the bylaws. Proposals to amend the bylaws have to be brought before the club membership to vote for adoption.

The Board of Directors shall have the authority to submit, and to place into the bylaws, addenda as it deems necessary to the operation of the club. These addenda will become effective upon majority approval by the Board of Directors and will become a permanent part of the bylaws upon a majority vote by the membership. Addenda not submitted to the club for vote become null and void at the conclusion of the season in which they are passed by the Board of Directors.

ARTICLE X – PARLIAMENTARY AUTHORITY

The Robert's Rules of Order (Current Edition) shall be the parliamentary authority for this club. Where procedures differ or conflict, the bylaws shall be governing rules of order in effect.

ARTICLE XI – BYLAW DISTRIBUTION

A copy of these bylaws shall be available for the Principal of North Cobb High School, the Athletic Director, the Volleyball Coaching Staff, and all good standing members of the club. Permanent copies are to be kept on file in the North Cobb High School office.

ARTICLE XII – DISSOLUTION OF NORTH COBB HIGH SCHOOL VOLLEYBALL CLUB

Upon the dissolution of the organization, the executive board, after paying or making provision for the payment of the liabilities of the organization shall distribute all of the assets of the organization to North Cobb High School.

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ARTICLE XII – DISPUTE RESOLUTION CLAUSE

In the event that the Booster Club and Board of Directors reach an impasse on any voting matter, the athletic director may be asked to issue a final resolution.

ADDENDUM A

The Cobb County School District Policy LEC-R, “Booster Organizations,” states that the local school Principal is ultimately responsible for the management of funds involving school activities. Your cooperation in following these policies and procedures is paramount to the financial success of the North Cobb High School Volleyball Booster Club and the continued financial support of our young people in the volleyball program.

1. BUDGET

Each fiscal year, the Board of Directors shall meet and construct a ‘proposed’ fiscal year budget. This committee will convene the first quarter of the calendar year prior to the next season to work on the budget. It will then be voted on according to the bylaws. This will allow ample time for purchases for the following fiscal year.

2. COLLECTION OF FUNDS

- A. Per Cobb County Board policy, all monies collected on campus or at school-related activities by school personnel will be turned into the school bookkeeper and receipted. A check for said amount will be issued to the Booster Club, if applicable.
- B. No cash funds may be used to reimburse anyone. Reimbursements must either be handled by check from the booster club or the school. This includes any funds taken up off site from fund raising activities, etc. All monies will be turned into either the school bookkeeper or club treasurer, whichever is applicable.
- C. Cashing of Checks: The cashing of personal or payroll checks from collected funds is strictly prohibited. Under no circumstances will this be allowed.
- D. Receipts: When turning in money to either the school or treasurer, some type of receipt will be issued. The receipt must identify the amount turned in and the person turning in the funds as well as the person in receipt of the funds.
- E. No cash purchases will be made with Booster Club Funds. All Booster Club funds are to be turned over to the Treasurer and deposited in the bank.

3. REIMBURSEMENT

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Reimbursements will be handled by check request only and with the appropriate documentation. Please Note: All receipts must be signed by the person (and the Treasurer) making the purchase and/or request for reimbursement.

4. PURCHASES/RECORDS

The following procedures are to be adhered to:

- A. All purchases over \$100.00 must be approved by the Club President prior to purchases or placement of order. This includes approved budgeted items. Such purchases will be recorded on a ledger sheet by the President. This ledger will be kept current and filled out by itemizing completely.
- B. Purchases for \$100.00 or less may be approved verbally by the Club President as long as the item is on the budget and the purchase will not exceed the budgeted amount. In all cases items purchased are to be recorded by the Treasurer as soon as possible after the item is received. All transactions are to be recorded appropriately and in a timely manner.
- C. Accounting Reports: Reports will be reviewed monthly and will include the following information:
 - 1. Bank Reconciliation
 - 2. Lists of Outstanding Checks
 - 3. Ledger Reports
 - 4. Check Register
 - 5. Income and Expense Statement
 - 6. Cash Flow Report
- D. Emergency purchases paid for by a Coach/staff member or a Booster Club member will be at their own risk and will not be reimbursed unless the purchase is documented in the Club President's ledger with an invoice or receipt and the amount is less than \$100.00. If a Booster Club member or staff member makes an unauthorized purchase, they are financially responsible for it.

5. FUNDRAISING

Raising funds for the Booster Club is necessary. The Booster Club is encouraged to engage in fundraising activities throughout the year, not just during the season. The

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following guidelines have been established to ensure the maximum benefit of each activity.

- A. Obtain administrative approval of fundraisers. This is to be done for activities on and off campus.
- B. A written accounting of expenditures and receipts will be given to the Treasurer.
- C. All monies collected for each fundraiser will be turned in to the Treasurer in a timely manner for posting and deposit.
- D. No fundraising money may be used to pay cash for items needed for said fundraiser.

6. AUDITING

Each fiscal year, prior to new officers taking office, the Booster Club books and journals will be audited by the North Cobb High School bookkeeper. Established and standard operating procedures will be followed during the process.