

Kennesaw Mountain High School Soccer Booster Club

CONSTITUTION AND BYLAWS

**Approved July 27, 2000
Revised April 16, 2002
Revised September 12, 2005**

Constitution

Kennesaw Mountain High School Soccer Booster Club

Article I **Title**

The name of this organization shall be the “**Kennesaw Mountain High School Soccer Booster Club.**”

Article II **Purpose**

The purpose of the organization shall be to support the soccer program at Kennesaw Mountain High School in the following manner:

- A. Promote parent/student involvement
- B. Coordinate all supporting activities, including feeder program if any
- C. Encourage attendance at soccer-related functions
- D. Provide those services, facilities, and equipment which are not provided by the school
- E. Ensure recognition for the soccer program and its athletes
- F. Increase enjoyment of the fans

Article III **Membership and Dues**

Section 1 - Eligibility

Any person who is interested in supporting the objectives of this club shall be eligible for membership at the membership levels with full rights and privileges as afforded by those set by the Board of Directors of this Club.

Section 2 - Dues

Annual membership dues shall be set by the Board of Directors at their first meeting of the new school year and be valid per club year. The club year will be from July 1 through June 30 of the following calendar year. Applications for membership may be submitted at any time. All dues shall be paid by the March meeting. Membership dues may be refunded upon approval of the Executive Committee. A letter requesting refund must be submitted to a member of the Executive Board by March 1 each year to be considered.

Section 3 - Voting Rights

All members possessing voting rights according to Article III, Section 1 that are present at any regular or special meeting and who have paid their annual membership dues may vote at general membership meetings.

Section 4 - Loss of Membership

Any member of the Kennesaw Mountain High School Soccer 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 IV Executive Committee

Section 1

The Executive Committee shall govern the organization, which shall be responsible for the general welfare of the organization and responsible to the membership for its actions.

Section 2

The Executive Committee shall be comprised of varsity soccer coaches, the Principal or his/her designee, and the following duly elected officers:

Co-Presidents, (1) from the boys' teams and (1) from the girls' teams, or President and Vice President, plus Secretary, and Treasurer.

The Executive Committee may add one past Executive Committee member of the Organization to the Executive Committee if it deems necessary to promote continuity.

Section 3

Assistants to officers shall be appointed by Co-Presidents or President, and will become members of the Executive Committee.

Section 4

Vacancies in office shall be filled by appointment of Co-Presidents or President with the approval of the Executive Committee.

Section 5

The Executive Committee shall be responsible for handling day-to-day expenses, supervising the standing committees and authorizing approved expenditures any non-budgeted expenditures up to \$1,000 per month.

Article V Board of Directors

Section 1

The Board of Directors shall be comprised of the Executive Committee and Chairperson from each Standing Committee. There will be one vote per committee and office.

Section 2

The Board of Directors shall be responsible for prioritizing proposed projects, recommending policies, and presenting budget proposals to the Co-Presidents or President and General Membership.

Article VI Standing Committees

The Standing Committees, as defined in the by-laws, shall service as directed by the Co-Presidents or President of the Corporation.

Article VII Policies and Procedures

The **Kennesaw Mountain High School Soccer Booster Club** shall adhere to the following policies and procedures:

- A. All activities shall adhere to section 501(c)(3) and section 170(c) of the Internal Revenue Code dealing with tax-exempt status for charitable or educational organizations.
- B. Upon dissolution of the Soccer Booster Club, the Executive Committee shall dispose of its assets by transferring them to the General Account of Kennesaw Mountain High School.
- C. The Organization shall be politically non-partisan.
- D. The activities of the Organization shall be conducted on a strictly non-profit basis.
- E. This Organization 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 School Standards, and the Southern Association of College and School Accrediting Agency.

Article VIII Amendments

This Constitution may be amended at any scheduled meeting of the General Membership by a majority vote of members present if there is a quorum in attendance.

Any changes shall be made only after notification of the General Membership of at least one (1) month.

By Laws

Kennesaw Mountain High School Soccer Booster Club

Article I Quorum

The membership present at a regular 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 II Meetings

Section 1

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

Section 2

Meetings are open to all active members and only those members in attendance and good standing are entitled to vote at General Membership meetings. No proxy votes shall be entertained. Voting rights at Board of Directors meetings will be as described in Article V, Section 1 of the Constitution of this Organization.

Section 3

All decisions requiring General Membership approval shall be decided by a simple majority vote of those members present, provided no other requirement exists.

Section 4

General Membership meetings shall be held monthly. Executive Committee, with one week's notification to General Membership, may call special meetings.

The Board of Directors shall convene concurrent with the General Membership meeting at 6:30PM. Executive Committee, with one week's notification to members, may call special meetings.

Standing Committee meetings shall be held prior to, subsequent to, or concurrent with General Membership meetings. Special meetings may be called by the Co-Presidents or President, or at the request of a soccer coach or the Principal or his/her designee.

Section 5

The procedural rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern conduct of the meetings.

Article III Duties of Officers

Elected officers and their duties are as follows:

A. Co-Presidents or President

The Co- Presidents or President shall have general supervision and management of all current affairs of the Organization.

The Co- Presidents or President shall preside at meetings of the Organization.

The Co- Presidents or President shall report on any matters that may be of importance to this Organization.

The Co- Presidents or President shall carry out the decisions of the Executive Committee and shall appoint any special committee not otherwise provided herein.

The Co- Presidents or President shall serve as an ex-officio member of all committees.

Note: The Co- Presidents or President shall be selected by Executive Committee as the Administrative President.

B. Vice President(s)

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

The Vice President shall undertake any duties assigned by the President, Executive Committee, or Board of Directors.

C. Secretary(s)

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

The Secretary shall coordinate all correspondence and provide direction to standing or special committees.

The Secretary shall appoint an assistant who will assume all secretarial duties in his/her absence.

D. Treasurer(s)

The Treasurer shall receive all funds of the Organization.

The Treasurer shall keep a detailed account of all income and expenditures.

The Treasurer shall endorse, on behalf of the Organization, all negotiable instruments received and deposit them in accounts designated by the Executive Committee.

The Treasurer shall make disbursements as directed by the Board of Directors, Executive Committee, or Co- Presidents or President.

The Treasurer shall report on the financial status of the Organization when requested at meetings of the general membership, Executive Committee, or Board of Directors meetings.

The Treasurer shall compile and execute any tax applications or returns as required by state and/or federal law.

The Treasurer shall perform other related duties as directed by the Co-Presidents or President.

The Treasurer shall appoint an assistant who will assume the duties of the Treasurer in his/her absence.

Article IV Election of Officers

Section 1

Nominations- A Nominating Committee consisting of the two varsity coaches, the school Principal or his/her designee, and three General Members of the Organization will recommend a slate of candidates for officers in the Organization each year. The Co-Presidents or President will appoint the General Members at the General Membership meeting in January of each year. The Nominating Committee will decide whether to have Co-Presidents -- one from the boys' team and one from the girls' team, or President and Vice President on the slate. The committee will then compile a slate of officer candidates, contact the candidates to ascertain their willingness to serve, and present the slate of officers at the General Meeting in April. Other candidates may be nominated from the floor at that time.

Section 2

Elections- After nominations are closed, each candidate may speak for himself or allow another member to do so. The candidate shall be excused while a vote is taken by a show of hands. A majority 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. Elections shall be held at the General Meeting in April.

Section 3

Installation- Newly elected officers shall be installed at the Awards Banquet and shall assume all duties on the first of July. During the interim period, outgoing officers shall be expected to confer with and advise their successors as to their new duties.

Section 4

Resignation- Any officer may resign at any time in writing to the Co- Presidents, or President, Vice President, Secretary, or Treasurer of the Organization. Unless otherwise requested in writing, the resignation shall be effective when tendered.

Section 5

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

Section 6

Replacements- The Co-Presidents or President shall appoint, with the approval of the Executive Committee, individuals to complete un-expired terms of office.

Article V Standing Committees

The following standing committees shall be established:

Fundraising, Field Operations, Membership/Social, Public Relations, and Concessions.

Adhoc Committees will be formed with the approval of the Executive Committee and will not have voting privileges.

Article VI Finances

Section 1

The fiscal year of the Kennesaw Mountain High School Soccer Booster Club shall begin on the first day of July.

Section 2

The Co- Presidents, or President, and the Treasurer shall jointly negotiate and execute approved contracts on behalf of the Organization.

Section 3

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

Section 4

The Treasurer shall maintain only one checking account for the Organization.

Section 5

An annual report shall be compiled at the end of the fiscal year.