

Kennesaw Mountain High School Soccer Booster Club

CONSTITUTION AND BYLAWS

**Approved July 27, 2000
Revised April 16, 2002
Revised September 12, 2005
Revised June 26, 2017**

By Laws

**Of
Kennesaw Mountain High School Soccer Booster Club**

Article 1

Name, Purpose, & Fiscal Year

Section 1: Name. The name of the organization is the KENNESAW MOUNTAIN HIGH SCHOOL SOCCER BOOSTER CLUB.

Section 2: Purpose. The KMHSSBC is organized exclusively to promote parent/student involvement; coordinate all supporting activities, encourage attendance at soccer-related functions; provide those services and equipment which are not provided by the school; ensure recognition for the soccer program and its athletes and increase the enjoyment of the fans at all soccer activities at Kennesaw Mountain High School.

Section 3: Fiscal Year. The fiscal year for the KMHSSBC shall begin on August 1st and end on July 31st.

Article II

Membership

Section 1: Membership. A membership entitles a family to one (1) vote on those matters which shall be called to vote, to hold office and all other rights and responsibilities of membership in the KMHSSBC.

Section 2: Dues. Membership dues shall be determined by the Executive Committee.

Section 3: Governmental Policies. The KMHSSBC 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 Colleges and Schools Accrediting Agency.

Article III

Meetings

Section 1: Executive 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 at the request of the head soccer coaches or the Principal.

Section 2: General Meetings. Shall be held as needed during the year, and monthly during the soccer season. (February- May)

Section 3: Special Meetings. Special Meetings may be called by the Executive Committee with one week's notification of the members. Said notification may be given orally or electronically.

Article IV Officers

Section 1: Number and Qualification. The officers of the Executive Committee shall consist of the following officers.

- A) Co- Presidents. The Co- Presidents shall have general supervision and management of all current affairs of the KMHSSBC. He/She shall preside at meetings of the organization. He/She shall report on any matters that may be of importance to this organization.
- B) Secretary. Shall record, report and maintain minutes of all meetings of the general membership and Executive Committee. Shall coordinate all correspondence and provide direction to standing committees.
- C) Treasurer. The treasurer shall receive funds of the KMHSSBC. Shall keep a detailed account of all income and expenditures. Shall endorse on behalf of the Executive Committee all negotiable instruments received and deposit them in accounts designated by the Executive Committee. Shall make disbursements as directed by the Executive Committee or Co- Presidents. Shall report on the financial status of the Organization when requested at meetings of the general membership or Executive Committee meetings. Shall commit all accounts and other records to the succeeding Treasurer. Shall provide quarterly financial reports to the AD in September, December, March and May. Shall complete, prior to the end of the school year, the current year's Gender Equity Report. Shall perform other related duties as directed by the Co- Presidents.

Article V Appointed Officers

Section 1: Nominations. The Executive Committee shall seek nominations in April. The Nominating Committee shall meet to compile a slate of officers, contact the candidates to ascertain their willingness to serve, and present the slate of officers via email to the membership and at the general meeting in May. No nominations will be accepted from the floor.

Section 2: Elections. After nominations are closed, each candidate will provide a short bio/description to be circulated to the membership. The vote will be held via ballot as the first matter of business at the May General Meeting. A majority is required for election.

Section 3: Installation. Newly elected officers shall be installed immediately after the elections are held in May and shall assume all duties.

Section 4: Resignation. Any officer may resign at any time in writing to the Co-Presidents, Secretary, or Treasurer of the KMHSSBC. Unless otherwise requested in writing, the resignation shall be effective when tendered.

Section 5: Removal. Any officer may be removed upon recommendation from the Executive Committee or by a majority vote at a general membership meeting.

Section 6: Replacements. The Co-Presidents shall appoint, with approval of the Executive Committee, individuals to complete un-expired terms of office.

Article VI Standing Committees

The following standing committees shall be established:

- A) Executive Committee. The Executive Committee shall be comprised of the head coaches, the Principal or his/her designee, and the following duly elected members: Co- Presidents, Secretary, and Treasurer to responsibly run, manage, record and dutifully manage all monies.
- B) Concessions. The Concessions Committee shall coordinate all supplies, equipment (including food and spirit items) and personnel for the efficient operation of the concessions.
- C) Fundraising. The Fundraising Committee shall coordinate membership drives and assist in all other fundraising activities, including sponsorship and banner sales.
- D) Hospitality. The Hospitality Committee shall coordinate the season kickoff, senior night, and the awards banquet.
- E) Building and Grounds. The Building and Grounds Committee shall coordinate all booster club activities relating to the construction, upkeep and maintenance of the stadium and grounds of Kennesaw Mountain High School.
- F) Public Relations. The Public Relations Committee shall be responsible for developing and maintaining the KMHS Soccer Web site, preparing and printing game programs.

Article VII Finances

Section1: The fiscal year of the KMHSSBC shall begin August 1st.

Section 2: One or both of the Co- Presidents and the Treasurer shall jointly negotiate and execute approved contracts on behalf of the KMHSSBC. This item pertains to Coaches' gear, Player gear, equipment, uniforms, Spiritwear and any and all other matters.

Section 2a: Coaches must present a quote for all desired materials. The Executive Board will review all quotes, approve or reject, and handle the completion of the ordering process.

Section 3: No loan shall be contracted on behalf of the KMHSSBC unless duly authorized by 2/3's of the general membership present.

Section 4: The Treasurer shall maintain only one checking account for the KMHSSBC.

Section 5: Annual dues shall be determined by the Executive Committee.

Section 6: An annual report shall be compiled at the end of the fiscal year.

Article VIII

Community Coaches

Section 1: Community Coaches will be paid in accordance with the established pay scale (Appendix 1).

Section 2: Final determination for compensation of community coaches will be decided by the executive board.

Section 3: Community coaches Compensation will not exceed that of the head coach

Section 4: Community coaches must be presented to the board prior to the final budget being determined (November)

Section 5: Community coaches must sign the compensation agreement prior to being on boarded (Appendix 2).