

**HARRISON HIGH SCHOOL VOLLEYBALL BOOSTER CLUB, INC.**

**CONSTITUTION**

**ARTICLE I**

**TITLE**

The name of this non-profit corporation shall be **HARRISON HIGH SCHOOL VOLLEYBALL BOOSTER CLUB, INC.** (hereinafter referred to as the “CLUB”).

**ARTICLE II**

**PURPOSE**

The CLUB’s purpose shall be to support the Harrison High School Volleyball Program in the following ways:

- A. Promote student/parent involvement and support of the team.
- B. Coordinate all supporting team activities.
- C. Encourage attendance at volleyball games and related functions.
- D. Provide services, facilities, and equipment that are not provided for by the school or county.
- E. Ensure recognition for the Volleyball Program and its athletes.
- F. Increase fan enjoyment and participation at volleyball events.

**ARTICLE III**

**MEMBERSHIP**

Membership shall be granted to any person who has paid their annual dues and agrees to abide by the CLUB’s Constitution and By-Laws.

## ARTICLE IV

### DUES

Amount and method of payment of dues shall be governed by the CLUB's By-Laws. Harrison High School Principal, their designee, student manager's/trainer's parent/s, and all volleyball coaches shall be exempt from annual dues.

## ARTICLE V

### EXECUTIVE COMMITTEE

#### Section 1

The CLUB shall be governed by the Executive Committee, which shall be responsible for the CLUB's general welfare. The Executive Committee shall be responsible to the general membership for its actions.

#### Section 2

The Executive Committee shall be comprised of the volleyball coaches, the Principal or their designee (as an *ex officio* member), and the following duly elected officers: PRESIDENT(S), VICE-PRESIDENT(S), SECRETARY, AND TREASURER

#### Section 3

Additional Executive Committee representatives/assistants shall be appointed by the President(s).

#### Section 4

Vacancies in office shall be filled by appointment of the President(s) with approval of the Executive Committee.

#### Section 5

The Executive Committee shall be responsible for handling day-to-day expenses, supervising standing committees and authorizing budgeted CLUB expenditures and any non-budgeted expenditure up to \$1,500.00.

## **ARTICLE VI**

### **BOARD OF DIRECTORS**

#### **Section 1**

The Board of Directors shall be comprised of the Executive Committee and one (1) representative from each standing committee.

#### **Section 2**

The Board of Directors shall be responsible for prioritizing proposed projects, recommending policies and presenting budget proposals to the President.

## **ARTICLE VII**

### **POLICIES AND PROCEDURES**

The CLUB shall adhere to the following policies and procedures:

A. All activities shall adhere to Section 501(c)(3) and Section 170 (c)(2) of the Internal Revenue Code dealing with tax-exempt status for charitable or educational organizations.

B. Upon dissolution of the Club, the Executive Committee shall dispose of its assets by transferring them to the general account of Harrison High School.

C. The CLUB shall be politically non-partisan.

D. The CLUB's activities shall be conducted on a strictly non-profit basis.

E. The CLUB shall be subject to the policies and approval of the Principal of Harrison 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 IX**

### **AMENDMENTS**

The 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.

**HARRISON HIGH SCHOOL VOLLEYBALL BOOSTER CLUB, INC.**

**BY-LAWS**

**ARTICLE 1**

**QUORUM**

The quorum required to conduct the CLUB's business is defined as follows:

- A. Executive Committee – three officers.
- B. Board of Directors – fifty percent of members including three officers.
- C. General Membership – Board of Directors' quorum plus those members present at a regular meeting.

**ARTICLE II**

**CLUB MEETINGS**

**Section 1**

CLUB meetings shall be conducted at Harrison High School unless otherwise scheduled.

**Section 2**

CLUB meetings are open to all dues-paying members and those exempted in Article IX , Dues. Members attending are entitled to one vote per family. No proxy votes shall be entertained.

**Section 3**

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

**Section 4**

General membership meetings shall be held quarterly on the 1<sup>st</sup> Tuesday of the month beginning the 1<sup>st</sup> Tuesday in January at 7:00 PM. Special meetings may be called by the Executive Committee with one week's notification of CLUB membership. The Board of Directors shall convene concurrent with the general membership meeting. Executive Committee meetings shall be held prior to, subsequent to, or concurrent with general membership meetings. Special meetings may be called by the President, Coach, or Principal. Standing Committees shall meet as prescribed by the President and/or Chairperson. The Coach(es) shall attend Executive Committee meetings unless excused. No Executive Committee meeting or General meeting shall be held without a coach or school administrator present.

**Section 5**

The procedural rules contained in the current edition of ROBERTS RULES OF ORDER NEWLY REVISED shall govern the conduct of meetings.

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**ARTICLE III**

**OFFICERS' DUTIES**

Elected officers' duties are as follows:

**A. President(s).** The President shall exercise general supervision and management over all current CLUB business and affairs, including the following duties:

1. (S)he shall preside at all CLUB meetings.
2. (S)he shall report on any and all matters of importance to the CLUB.
3. (S)he shall carry out the Executive Committee's decisions and shall appoint any special committee not otherwise provided for herein.
4. (S)he shall serve as an *ex officio* member of all committees.
5. (S)he shall co-sign with the Treasurer all CLUB checks/payments.
6. (S)he shall exercise general supervision and management over the following standing committees: The Membership Committee, The Team Parent Committee

**B. Vice-President(s).** The Vice-President shall perform the duties of the President in the event of their absence. The Vice-President shall undertake any duties assigned by the President, Executive Committee, or Board of Directors.

1. (S)he shall exercise general supervision and management over the following committees: The Public Relations Committee, The Fundraising Committee.

**C. Secretary.** The Secretary shall record, report, and maintain minutes of all CLUB general membership meetings, Board of Directors, and Executive Committee meetings.

(S)he shall coordinate all correspondence and provide direction to standing or special committees. (S)he shall appoint an assistant who will assume all secretarial duties in his/her absence.

1. (S)he shall exercise general supervision and management over the following committees: The Scholarship Committee, The Hospitality Committee and The Play for the Cure Committee.

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**D. Treasurer.** The Treasurer shall receive all CLUB funds and perform the following duties:

1. For all check transactions, (s)he shall obtain the co-signature of an Executive Committee member authorized to sign checks.
2. (S)he shall keep a detailed account of all income and expenditures.

3. (S)he shall endorse, on behalf of the CLUB, all negotiable instruments received and deposit them in accounts designated by the Executive Committee.
4. (S)he shall make disbursements as directed by the Board of Directors, Executive Committee, or President.
5. (S)he shall report on the CLUB's financial status when requested at general membership, Executive Committee, or Board of Directors meetings. (S)he shall compile and execute any tax applications or returns as required by federal or state law.
6. (S)he shall file the State of Georgia corporation registration renewal by March 1. (S)he shall file the annual federal tax return by April 15. (S)he shall have a financial audit completed by December 31. 1099 forms completed and mailed by 1/31.
7. (S)he shall complete quarterly CLUB financial reports, as well as an annual financial accounting report, to be presented to the Executive Committee for its approval. Upon approval, the annual financial accounting report shall be submitted to the Principal, who in his/her right, authority, and discretion may audit the CLUB's financial records.
8. (S)he shall commit all accounts and other records to the succeeding
9. (S)he shall perform other related duties as directed by the President.
10. (S)he shall appoint an assistant who will assume the duties of the Treasurer in the event of his/her absence.
11. (S)he shall exercise general supervision and management over the following committees:  
The Concession Committee.

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#### **ARTICLE IV**

#### **ELECTION OF OFFICERS**

##### **Section 1. Nominations.**

The President shall appoint a Nominating Committee at the November general membership meeting. The Nominating Committee shall be comprised of the volleyball coaches, the outgoing president, and two (2) general membership appointees. The Nominating Committee shall compile a slate of officers, contact candidates to ascertain their willingness to serve, and present the slate of officers at the CLUB's end of season general membership meeting. Other candidates may be nominated from the floor at that time.

**Section 2. Elections.**

After nominations are closed, each candidate may speak for themselves or allow another member to do so. The candidates shall be excused while a vote is taken by a show of hands. The order in which the votes are taken is as follows: President, Vice President, Treasurer, and Secretary. 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.

**Section 3. Installation.**

Newly elected officers shall be installed at the January meeting and shall assume all duties on the first Tuesday of January. During the interim period, out-going 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 President, Vice-President, or Secretary of the CLUB. 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 President shall appoint, with the Executive Committee's approval, individuals to complete unexpired terms of office.

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**ARTICLE V****STANDING COMMITTEES**

The following Committees shall be established:

**A. Team Parents**

This Committee shall be comprised of parent liaisons for both Varsity and Junior Varsity teams. Their duties include the following:

1. They shall coordinate all game day and tournament refreshments for the team.
2. They shall maintain communication between team members, their parents, and the CLUB.

3. They shall assist coaches with team activities and other support, as needed.
4. They shall assist in coordinating scheduling of concession workers as directed by the President or Concessions Committee.
5. They shall notify CLUB members of any upcoming special events and meetings, as requested by CLUB officers and/or coaches.
6. They (or their designee) shall coordinate team travel arrangements, as needed.

#### **B. Membership**

The Membership Committee shall develop membership forms, implement and maintain a record system, coordinate membership drives, coordinate membership tables at volleyball functions, maintain a current membership roster and provide rosters as requested.

#### **C. Hospitality**

The Hospitality Committee shall coordinate all booster sponsored banquet and press box activities, including supplies, food, and personnel for activities such as the First Dig Banquet, Senior Night, and End of Season Awards Banquet.

#### **D. Concessions**

The Concessions Committee shall coordinate all supplies, equipment (including food and spirit items) and personnel for the efficient operation of the concessions.

#### **E. Public Relations**

This Committee shall advise the school's media assignee of any newsworthy events or accomplishments and prepare CLUB inserts for student publications. This committee is responsible for match events, fan activities, and fan recruitment. This committee shall also monitor and maintain the CLUB's website and any online publications.

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#### **F. Scholarship**

This committee shall develop the CLUB's scholarship program, including the scholarship selection process, nature, amount, and number of scholarship(s), to be awarded annually to senior class volleyball player(s), manager(s), or trainer(s) who have demonstrated leadership ability, academic excellence and community involvement.

#### **G. Fundraising**

This Committee shall be responsible for all CLUB fundraising events including coordination of the Peachtree Classic Tournament, Youth Camp, Summer Dig Play Camp, Spirit Wear, and CLUB Sponsorship programs, and any other fundraising activities, as authorized by the Executive Committee, Board of Directors, and/or general membership. All CLUB fundraising projects must secure prior written approval of the Principal or his/her designee and follow all Cobb County School District guidelines pertaining to fundraising activities.

### **ARTICLE VI**

## **FINANCES**

### **Section 1**

The CLUB's fiscal year shall begin the first day of June.

### **Section 2**

The President and 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 CLUB and all of its committees.

### **Section 5**

The Executive Committee shall determine the amount of Annual Dues for CLUB members.