

Bylaws of the Alpharetta High School Track and Field Team Booster Club

Article 1 Name

The name of the organization shall be the “Alpharetta High School Track and Field Booster Club” (**Booster Club**).

Article 2 Objectives

The organization shall operate as a nonprofit organization under the financial umbrella of AHSAA, exclusively for support of the Alpharetta High School (AHS) Track and Field coaches and athletes:

- a) To promote the advancement and recognition of the Track and Field program
- b) To provide support to the Track and Field coaching staff and athletes.
- c) To provide and manage adequate funding for the Track and Field program through fundraising activities and through soliciting and collecting contributions from parents, Booster Club members, and other interested parties.

Article 3 Policies

Section 1. The Booster Club shall not seek to direct, control or interfere with the AHS Track and Field Team coaching staff.

Section 2. The Booster Club shall abide by all Fulton County Schools policies and procedures, which shall take precedence over these by-laws should conflicts develop.

Article 4 Organizational Structures

Section 1. The Booster Club shall be the governing body for AHS Track and Field team.

Section 2. The Booster Club shall have a minimum Board (Executive Committee) consisting of a President, Vice President, Secretary, Treasurer, and Head Coach with other positions voted on and established to support the club. No member of the Executive Committee shall serve more than 3 consecutive years in the same position on the Booster Club Board. Because of the sensitive nature of personal information shared during Booster Board meetings, members are expected to keep certain information confidential.

Article 5 Executive Committee

Section 1. The business and affairs of the Booster Club shall be managed by the Executive Committee consisting of the President, Vice President, Secretary, Treasurer and Head Coach. No member of the Executive Committee shall serve more than 3 consecutive years in the same position, except for Head Coach.

Section 2. The number of members of the Executive Committee shall not be less than three (3). Each member of the Executive Committee, except in case of resignation, retirement, removal, disqualification or death, shall serve until the successor has been selected and qualified.

Bylaws of the Alpharetta High School Track and Field Team Booster Club

Section 3. Any Executive Committee member may be removed from office with or without a cause by the affirmative vote of a majority of the members of the Executive Committee. Removal action may be taken at any Booster Club meeting in which notice of such purpose has been given, and a removed Executive Committee member's successor may be elected at the same meeting to serve the unexpired term.

Section 4. A vacancy occurring in the Executive Committee, except by reason of removal of an Executive Committee member, may be filled for the unexpired term, and until the Board of Directors shall have elected a successor, by affirmative vote of a majority of the Executive Committee remaining in office though less than a quorum of the Executive Committee.

Section 7. No notice shall be required for any regularly scheduled meeting of the Executives of the Booster Club.

Section 8. At meetings of the Executive Committee, the presence of at least one-half (1/2) of the Executives in office is necessary to constitute a quorum for the transaction of business.

Article 6 Officers and their Elections

Section 1. Elected officers of the Booster Club include: President, Vice President, Secretary, and Treasurer. Officers shall serve no more than 3 years consecutively in the same role on the Booster Club Board and shall remain in office until their successors are elected. Additional officers may be designated as the Executive Committee sees fit.

Section 2. A vacancy occurring in any office or committee of the Booster Club shall be filled by the Executive Committee for the remainder of the term.

Section 3. The process for the Election of Board Members is as follows:

- a) Evaluations - The Executive Committee evaluates applicants for open board seats. This committee may interview the applicants, talk to them about the process and try to understand how the applicant can fulfill current board needs.
- b) Nominations - Nominees are typically members of the Booster Club or selected from the community at large. The Executive Committee reviews the applicants and nominates them.
- c) Voting - If there is a quorum (the presence of at least one-half (1/2) of the Executives then in office), the Executive Committee at the Board Meeting vote to accept or reject the person up for nomination.

Section 4. The current Booster Board can revise the timeframe for election and service as needed, but officer terms cannot last more than one season, and the new Booster Board should be in place no later than the 2 weeks prior to the official start of season practice.

Bylaws of the Alpharetta High School Track and Field Team Booster Club

Article 7 Duties of the Officers

Section 1. The **President** of the Booster Club shall preside at all meetings, shall be a member of all committees. He/she will have all of the general powers and duties which are incidental to the office of President.

Section 2. The **Vice President (VP)** of the Booster Club shall oversee all social activities and other such duties as may be assigned. The VP will lead meetings if the President is not available and he/she shall perform the duties of the Booster Club President in the absence of the president. The VP should be a candidate for the President position the following term.

Section 3. The **Secretary** of the Booster Club shall keep the attendance and minutes of all meetings of the Executive Committee; execute amendments to these By-laws, and will perform all other duties incident to the office of Secretary.

Section 4. The **Treasurer** of the Booster Club shall be responsible for recording and processing all booster club memberships, allocating the proper funds to the Booster Club, and will perform all other duties incidental to the office of Treasurer. The Treasurer will submit a yearly summary, anticipated budget and any other financial documentation required by the AHS Athletic Association.

Article 8 Fiduciary Responsibilities

Section 1. The AHS Track and Field Team is a non-profit organization and the Treasurer of the Booster Club is responsible for all budgeting, planning, and execution of the funds received and disbursed for the team.

Section 2. The records of the Booster Club are subject to audit by the school administration or other oversight authorities. The Treasurer maintains detailed records of all receipts and all expenditures. Any amounts paid to the Booster Club should be in a check payable to the "AHS Track and Field".

Section 3. It is the goal of the Booster Club to maintain a balance in the checking account from year to year should expenditures be needed prior to collection of participation fees.

Section 4. The Booster Club maintains a checking account at a local financial institution. There are two designated signers on the account, the President and the Treasurer.

Section 5. Any officer of the Executive Board can review the financial records at any time for any reason.

Bylaws of the Alpharetta High School Track and Field Team Booster Club

Article 9 Committees Section

Section 1. Standing Committees shall be reviewed each year and voted on by the Executive Board. Committees will be formed each year according to needs of the Track and Field team.

Article 10 Meetings

Section 1. A regular meeting of the Executive Committee shall be held at least two (2) times per year or as otherwise needed.

Section 2. The privilege of holding office, making motions, debating, and voting shall be limited to Executive Board of the Booster Club.

Article 11 Amendments

Section 1. Proposed amendments to by-laws should be referred to the Executive Committee.

Section 2. These by-laws may be amended at any meeting of the Booster Club by a two thirds (2/3) vote of the members present provided that 7 days written notice to all Booster Club members that by-laws changes will be made.

Article 12 Parliamentary Authorities

Robert's Rules of Order, Revised, shall govern the Booster Club in cases to which they are applicable and when they are consistent with these by-laws.

Article 13 Fiscal Year

The fiscal year of the Booster Club shall be from September 1st to August 31st.

Bylaws of the Alpharetta High School Track and Field Team Booster Club

I hereby certify that the foregoing Amendments to the By-Laws were duly adopted by the members of the Booster Club.

Executive Committee:

President: _____ Date: _____

VP: _____ Date: _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____

Head Coach: _____ Date: _____