

North Cobb Tennis Booster Club

Bylaws

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BYLAWS

ARTICLE I - NAME, LOCATION and OBJECTIVE

Section 1. The name of this organization shall be North Cobb Tennis Booster Club, herein after referred to as the "NCTB".

Section 2. The NCTB's principle office shall be at North Cobb High School, in the city of Acworth, County of Cobb, State of Georgia. The mailing address shall be: 3400 Old 41 Hwy NW, Kennesaw, GA 30144.

Section 3. The objective of the NCTB is to provide support for the Tennis programs of North Cobb High School and the community it serves.

Section 4. The roles of the NCTB are simple. The NCTB exists as an organization of parents, alumni and community persons dedicated to:

- Supporting, encouraging and advancing the tennis programs of North Cobb High School, thereby cultivating clean wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- The NCTB shall support projects to improve facilities and equipment necessary to provide exceptional tennis programs at North Cobb High School.
- The NCTB shall not seek to influence or direct the technical activities or policies of the school administration, or of school officials, responsible for conducting the tennis program for North Cobb High School.

ARTICLE II - MEMBERSHIP

Section 1. Membership is open to all who are willing to assist in achieving the objective of the NCTB. Annual dues, which will be established by the Board of Directors each year, shall be a requirement of membership. The membership year shall be from January 1st – December 31st

Section 2. Each member or Officer, in fulfilling his or her responsibility to the NCTB, shall act in good faith with respect to his or her fiduciary responsibility to the NCTB shall disclose any interest, financial or otherwise, which might be adverse to his or her responsibility or his relationship and shall not influence, participate, be present, or vote on any matter which may be in conflict with his responsibility or relationship.

An officer or member shall not accept any gift or gratuity from any third party, including a vendor or competitor, which raises a concern as to the individual's fulfilling this responsibility or relationship.

All members (including officers) are given payment options approved by the Board of Directors. As long as the payment schedule is followed and all dues are paid prior to the first match of the season, all members are considered in good standing and eligible to vote.

ARTICLE III - OFFICERS

The officers of the NCTB shall be a President, a Vice President, a 2nd Vice President, a Secretary and a Treasurer. Additional officers may also be elected as deemed appropriate by the Board of

Directors. Officers whose authority and duties are not prescribed in the Bylaws shall have the authority and perform the duties prescribed by the Board of Directors.

All Officers, Board Members, and Chairpersons of Committees serve strictly on a voluntary basis and shall not receive any compensation for their services as Officers, Board Members, or Chairpersons. All Officers and Chairpersons shall be members of the NCTB.

Section 1. President

The duties of the President shall include but not be limited to the following:

The President shall preside at all meetings of the NCTB membership and the Board of Directors, preserve order and regulate discussion. The President shall have general supervision of the NCTB and attend to its executive matters.

The President will have authority to co-sign all purchase orders and other financial obligations of the NCTB as established under Article XI -Financial.

The President shall be the NCTB's liaison with the Athletic

Administration of North Cobb High School and shall serve as the NCTB's representative to North Cobb High School Athletics Council.

The President, with the advice and consent of the Board of Directors, approves the Committees and appoints the Committee Chairpersons.

Section 2. Vice President/President Elect

The duties of the Vice-President/President shall include but not be limited to the following:

Upon the absence of the President, the Vice President/President Elect shall act in the President's full capacity. The Vice President/President Elect shall also provide support to the President.

The Vice President/President Elect shall, in the absence of the President, preside at all meetings of the NCTB membership and the Board of Directors, preserve order and regulate discussion.

The Vice President/President Elect shall supervise and manage the Committee Chairpersons.

Section 3. Secretary

The duties of the Secretary shall include but not be limited to the following:

The Secretary shall keep minutes of all NCTB meetings and shall preserve these minutes as permanent record.

The Secretary shall notify the Board of Directors of the time and location of each Board meeting and shall notify all NCTB members of the time and location of all NCTB meetings.

The Secretary shall keep and maintain the data base records of all members of the NCTB.

Section 4. Treasurer

The duties of the Treasurer shall include but not be limited to the following:

The Treasurer shall collect and receive all monies of the NCTB and shall deposit the same in the name of the NCTB in an insured account. The Treasurer shall provide for the payment of the bills of the NCTB and will have authority to co-sign all purchase orders and other financial obligations of the NCTB as established under Article XI - Financial.

Section 5. Past President - The duties of the Past President shall include but not be limited to the following: The Past president if asked, will assist the new officers with the transition into office.

Section 6. No officer may serve in the same position for more than two consecutive terms unless by unanimous decision the board agrees it is necessary to fill a critical position. No officer may serve more than four years (in total) on the board as an officer.

ARTICLE IV - BOARD OF DIRECTORS

Section 1. The Board of Directors shall manage the affairs of the NCTB. The Board of Directors shall be comprised of the Officers in Article III and the Head Tennis Coaches (Boys and Girls) of North Cobb High School.

ARTICLE V - COMMITTEES

The NCTB Officers may establish committees for a specific term or for a special task as circumstances warrant. The President, with the advice and consent of the Board of Directors, approves the Committees and appoints the Committee Chairpersons. The committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power except as granted by action of the Officers. The committee shall automatically dissolve at the expiration of the fiscal year.

Committees shall include, but are not limited to, the following: Section 1. Chairman – Transportation

There shall be a Chairman responsible for coordinating transportation to and from away tennis matches.

Section 2. Chairman – Merchandise/Spirit Wear

There shall be a Chairman for the purchase and resale of merchandise. The sale of this merchandise shall be for the promotion of school spirit and as a means of fund raising.

Section 3. Chairman– Corporate Signs

There shall be a Chairman for the purpose of producing, soliciting the advertising, and selling the Corporate Signs for the NCTB.

Section 4. Chairman– Food Coordination

There shall be a Chairman from both the boys and girls teams responsible for bringing food to all the at all home tennis matches and special events. Food should be provided for both North Cobb High School team members as well as the opponent.

Section 5. Chairman - Fundraising

There shall be a Chairman responsible for fundraising of the North Cobb High School Tennis programs. The Chairman will work closely with the Head Tennis Coaches and the Booster Club board member's.

Section 6. Chairman – Communications/IT Support

There shall be a Chairman responsible of the North Cobb Tennis Website to upload photos and important information. This Chairman will be the administrator of the site. Additionally, this chairman will aid in supporting an IT needs of the Booster Club.

ARTICLE VI - ELECTION

Section 1. All Officers shall be elected at the annual September meeting. A written or electronic notice of the election will be sent to each member of the NCTB prior to the September meeting. At that meeting, the Nominating Committee will submit a candidate for each officer position. In addition, each member will have the authority to submit nominations and to vote for the nominees. All officer candidates must have a child currently in the high school program. Voting via electronic means is acceptable. One vote per player/per membership dues paid.

ARTICLE VII - TERMS

Section 1. The term of office for all Officers shall be one year commencing October 1st and running until September 30th. Vacancies among the officers shall be filled by the Board of Directors at the first regular meeting after the vacancy occurs or at a special meeting of the Board of Directors. The elected individual shall serve the remaining term.

ARTICLE VIII - MEETINGS

Section 1. There will be at a minimum three scheduled meetings held annually. Meetings will occur monthly, and as necessary throughout the year. All members will be invited and are strongly encouraged to attend all meetings of the NCTB. The minutes of the Board meetings and all financial reports for the Board will be provided to any NCTB member upon request. A regular board meeting can be conducted via conference call and voting can occur via email provided the secretary records the voting results and all officers vote.

ARTICLE IX - PROCEDURE

Section 1. A quorum (50% of the Board Members of the NCTB) must be present at the NCTB and Board meetings in order for any official NCTB business to be conducted.

Section 2. The act of a majority of Board Members at any meeting of the Board shall constitute action by the Board of Directors, provided a quorum of the Board Members are in attendance.

Section 3. "Robert's Rule of Order - Revised" shall govern the procedure of the NCTB and Board meetings of the NCTB.

Section 4. Booster Club operating procedures will be approved and revised as necessary by a majority vote of the Board of Directors and provided to all serving on the board and in chairperson positions. Any procedures that conflict with these Bylaws are null and void.

ARTICLE X - AMENDMENTS

Section 1. These Bylaws may be amended by two-thirds vote of the Board of Directors present at a regularly scheduled Board meeting, or at a special meeting of the Board of Directors, provided notice of the proposed amendment has been mailed to the last known address of each Director prior to the meeting. The Board approved changes must then be ratified by the full membership of NCTB at the next scheduled meeting or a special meeting called with written or electronic notice being sent to each member.

ARTICLE XI - FINANCIAL

Section 1. All monies collected by and for the NCTB shall be for the express purpose of supporting the Tennis programs of North Cobb High School and the community it serves.

Section 2. The President and Treasurer shall sign all purchase orders and other financial obligations of the NCTB.

Section 3. A budget for the fiscal year running from January 1- December 31 will be prepared by the President and Treasurer, with input from the coaches and approved by the Board and submitted to the general membership of NCTB for approval at the Welcome Dinner. A copy of the proposed budget will be supplied to each member of NCTB at the Welcome Dinner. Once approved, the budget will be submitted to the Athletic Department of North Cobb High School by February 15, each year.

Section 4. Purchase orders and other financial obligations for items which have been set forth by an approved budget can be approved by the Head Coach (boys or girls) and President or Treasurer. If at any time during the year, cumulative expenditures for any budgeted category exceed the amount budgeted, future expenses for items in that category must be approved by the Board of Directors. If circumstances dictate, the budget may be adjusted during the fiscal year by Board approval. Once approved, the adjusted budget will be submitted to the Athletic Department of North Cobb High School and be in effect for the remainder of the fiscal year.

Section 5. For non-budgeted expenses, a majority vote of the tennis booster club Officers can approve a single expenditure for up to \$500.00, or for a multiple of expenditures not to exceed \$2,000.00. Any expenditure above that shall be brought before the Board of Directors and approved by a majority vote as set forth in Article IX — Procedures.

Section 6. By majority vote of the Board of Directors, the President shall be authorized to execute all contracts on behalf of the NCTB.

Section 7. Fundraising from the NCTB are to be expended in areas including, but not limited to, the following:

- Capital Improvement Projects to be determined.
- Major purchases associated with the Tennis programs.
- Tennis banquets and recognition dinners.
- Court Maintenance supplies.
- Play-off travel expense

- Coaching staff support
- Tournament Fees and Expenses
- Food and Drink for matches & tournaments

ARTICLE XII - RELATIONSHIP WITH COACHES

Section 1. The NCTB encourages Tennis coaches to take advantage of every opportunity to work with the NCTB to meet the objectives of the program, including but not limited to the many fund-raising projects supported by the NCTB. The more the coaches become involved in the projects of the NCTB, the stronger the good will between the Athletic Departments and the NCTB will become.

ARTICLE XIII - RELATIONSHIP WITH ATHLETIC DIRECTOR

Section 1. The NCTB encourages the Athletic Director to take advantage of every opportunity to work with the NCTB to meet the objectives of programs, including, but not limited to the many fund-raising projects supported by the NCTB. The Athletic Director is encouraged to attend all NCTB meetings and is to act as the official liaison between the Cobb County School System and the NCTB. In February of each year, the North Cobb Tennis Booster Club will submit a budget to the Athletic Director, in coordination with the coach of the program.

ARTICLE XIV – REMOVAL OF OFFICERS

- A.** An officer may be removed from the office by a majority vote of the Board of Directors upon being served written notice of the action.
- B.** Any elected officer so removed may, by submitting a written request to the Board of Directors within two (2) weeks after being served notice, appeal the decision of the Board of Directors in a hearing before the general membership.
- C.** The Board of Directors shall hold an appeal before the general membership at a meeting within two (2) weeks after being served the request for an appeal.
- D.** A simple majority of the general membership shall confirm the action of the Board of Directors.

ARTICLE XV - DISSOLUTION OF NCTB

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.