

Bylaws of the Alpharetta High School Swim and Dive Team Booster Club

Article 1 Name

The name of the organization shall be the Alpharetta High School Swim and Dive Team Booster Club

Article 2 Objectives

- To promote the advancement, visibility and understanding of the swim and dive team.
- To provide support to the swim and dive team coaching staff and athletes.
- To provide and manage adequate funding for the swim and dive team.

Article 3 Policies

Section I. The Booster Club shall not seek to direct, control or interfere with the Alpharetta High School Swim and Dive 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. Those governing the Booster Club shall be attached to these bylaws as an integral part of them.

Article 4 Organizational Structure

Section 1. The Booster Club shall be the governing body for Alpharetta High School Swim and Dive Team.

Section 2. The Booster Club shall have a minimum board consisting of a President, Vice President, Secretary and a Treasurer with other positions voted on and established to support the club. No member of the Board shall serve more than a two (2) year term.

1. The Booster Club President shall preside at all Booster Club meetings, be ex-officio of all committees of the Booster Club except the nominating committee. The President shall represent Alpharetta High School Swim and Dive Team Booster Club at all AHS Athletic Association meetings. No President shall serve more than a two (2) year term.

2. The Booster Club Vice President shall act in the President's absence and shall perform other duties as may be assigned by the President. No Vice President shall serve more than a two (2) year term.

2. The Booster Club Secretary shall keep the written minutes of all meetings of the Booster Club, shall help obtain and maintain information for the team roster, handle team communications, shall perform such other duties of the Booster Club as may be assigned. No Secretary shall serve more than a two (2) year term.

3. The Booster Club Treasurer shall be responsible for all financial aspects of the Booster Club. The treasurer must submit a yearly summary and anticipated budget to the school administration for tax and oversight purposes. No Treasurer shall serve more than a two (2) year term.

Article 5 Executive Committee

Section 1. The business and affairs of the Booster Club shall be managed by the Executive Committee consisting of the Head Coach, Community Coach(es), the President, Vice President, Secretary, and the Treasurer. No member of the Executive Committee, other than the coaching staff, shall serve more than a two (2) year term.

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 death, resignation, retirement, disqualification, or removal, shall serve until a successor has been elected and qualified.

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 with respect to which notice of such purpose has been given, and a removed 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 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 then in office shall be necessary to constitute a quorum for the transaction of business.

Article 6 Officers and their Elections

Section 1. The officers of the Booster Club shall be a President, Vice President, Secretary, and a Treasurer. Officers shall serve for a term of no more than two (2) years and shall remain in office until their successors are elected. Additional officers may be designated as the Executive Committee sees fit.

Section 2. Officers shall be elected at an annual meeting or by electronic vote using email submission.

Section 3. The term of office shall begin July 1st and end June 30th.

Section 4. 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.

Article 7 Duties of the Officers

Section 1. The President of the Booster Club shall preside at all meetings, shall be a member ex officio of all committees, shall be a member of the Executive Board of the Booster Club, shall represent the Booster Club at all AHS Athletic Association meetings, and shall perform other duties that usually pertain to the office. She/he will have all of the general powers and duties, which are incident to the office of President.

Section 2. The Vice President shall act in the President's absence, shall be a member of the Executive Board of the Booster Club, and shall perform other duties as may be assigned by the President.

Section 3. The Secretary of the Booster Club shall keep and make available the attendance and minutes of

all meetings of the Executive Committee; will be the designated officer to mail and receive all notices served by or upon the Executive Committee or the Booster Club, execute amendments to these Bylaws, shall be a member of the Executive Board of the Booster Club, and will perform all other duties incident to the office of Secretary.

Section 4. The Treasurer of the Booster Club shall be a member of the Executive Board of the Booster Club, shall be responsible for recording and processing all Booster Club memberships and allocating the proper funds to the Booster Club.

Article 8 Fiduciary Responsibility

Section 1. The Alpharetta High School Swim and Dive Team Booster Club 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 public record and 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 Swim/Dive Team".

Section 3. It is the goal of the Booster Club to maintain a balance in the checking account from year to year should investments need to be made in the program in subsequent years.

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

Section 5. Any officer of the Executive Committee can review the financial records at any time for any reason. Any member of the Booster Club can review the records of the swim/dive team with a reasonable notice as well.

Article 9 Committees Section

Section 1. Standing Committees shall be reviewed each year and voted on by the Executive Committee. Committees will be developed each year according to the needs of the swim and dive team. Committee Chairmen shall serve for a term of no more than two (2) years.

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 Booster Club shall hold a meeting in the fall before swim and dive season starts and at the end of the swim and dive season in the winter.

Section 3. The annual meetings shall be open to any current Booster Club members.

Section 4. The privilege of holding office, making motions, debating, and voting shall be limited to Executive Board of the Swim and Dive team Booster Club.

Article 11 Amendments

Section 1. All proposed amendments to the By-laws shall be referred to the Executive Committee.

Section 2. These Bylaws 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 Bylaws changes will be made.

Article 12 Parliamentary Authority

Robert's Rules of Order, Revised, shall govern the Booster Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article 13 Fiscal Year The fiscal year of the Alpharetta Swim and Dive Team Booster Club shall be from August 1st to June 30th.

I hereby certify that the members of the Alpharetta Swim and Dive Team Booster Club duly adopted the foregoing Amendments to the Bylaws.

Shane Kearney – Head Coach

Chandalyn Pulmano – Community Coach

Kim Kloecker – President

Lisa Tigert– Secretary

Rob Casey – Treasurer