

***McINTOSH VOLLEYBALL BOOSTER CLUB  
BYLAWS***

**ARTICLE I: NAME AND PRINCIPAL OFFICE**

- A. The name of this organization shall be the McIntosh Volleyball Booster Club (hereinafter referred to as the “Booster Club” or “Club”)
- B. The principle office of the organization shall be McIntosh High School, 201 Walt Banks Road, Peachtree City, Georgia 30269.

**ARTICLE II: OBJECTIVES**

- A. The McIntosh Volleyball Booster Club has been formed, and shall exist, for the sole purpose of promoting good fellowship and fostering and advancing the cause of high school volleyball and related activities of McIntosh High School.
- B. The McIntosh Volleyball Booster Club is an independent subsidiary of the McIntosh High School Athletic Booster Club, a not-for-profit organization of the State of Georgia.

**ARTICLE III: Membership**

- A. Membership in the McIntosh Volleyball Booster Club shall be open to all persons whose interests do not conflict with the objectives of the club as stated in Article II.
- B. No person shall be considered a member in good standing, hereinafter referred to as “Member”, unless dues for the current year have been paid.
- C. All Members in good standing shall be entitled to vote, hold office, and participate in all activities.
- D. Annual dues shall be reviewed from time to time by the Booster Board and Head Coach to determine whether an increase or decrease in dues is appropriate, taking into account current and future expenditures. The decision to increase or decrease such dues must then be approved by vote of the Booster Board and Head Coach.

## **ARTICLE IV: Voting**

- A. One vote per Member is allowed. In the case of two or more children playing on any one or more of the volleyball teams, dues refers to each player, and therefore, the number of votes that family is entitled to is equal to as many players that such dues have been paid for.
- B. No vote may be taken by the Booster Club unless Members have been notified of the meeting at which the vote is to be taken. Notification shall be considered duly given by either personal or telephone notification. Personal notification shall include, but not be limited to, direct conversation with the Member, or an email to the most recent email address provided by the Member. Telephone notification shall include, but not be limited to, direct conversation with the Member, or message left with an individual answering the telephone or on a message machine.
- C. At the time of notification of a Club meeting, it is not necessary to specify that a voting matter will be brought before the Club. The holding of a meeting denotes that items of concern to Members will be discussed and may possibly result in a vote on either an agenda or non-agenda item(s).
- D. In order for any vote to pass, a majority vote of those Members present at the meeting is required.

## **ARTICLE V: Meetings**

- A. The necessity of meetings of the Club shall be determined by the President. Any Member may suggest the holding of a meeting to the President.
- B. Principal or their designee must be present for all official booster club business to occur. (Just for clarification, their designee can be the Athletic Director or head coach of the program)

## **ARTICLE VI: Board of Directors**

- C. All elected or appointed officers of the Club shall be members of the Board of Directors. Each Board member must have a student-athlete in the program of the board they are a member of. Each director shall hold office until the first annual meeting of the membership and until his/her successor is elected or appointed, or until earlier resignation, removal from office, or death.

- D. Officers will be elected at an annual Booster Club meeting to be held **within 45 days** after the conclusion of the Volleyball season. The “season” shall not be deemed to conclude until the completion of all scheduled and tournament games for all teams.

## **ARTICLE VII: Officers**

- A. The elected officers of the McIntosh Volleyball Booster Club shall be the President, Vice President, Secretary, and Treasurer. The McIntosh High School Principal has the right to remove any board member.
- B. The officers shall either be elected annually by the membership by a majority of those voting, or in the case, where no vote is possible, either due to the inability to hold a meeting, in an emergency, or under extenuating circumstances; the President may appoint another Member to hold office. In the event of the President’s inability to serve or extended unavailability, the remaining officers may conduct the normal course of business by majority vote.
- C. Board Term Limits - An executive board member's term shall not exceed more than 2-years consecutively for his/her elected position. A board member may be elected to another position at the end of his/her 2-year term. (Term limits may be annual appointments)
- D. The **President** shall preside at all meetings of the Club and shall have general supervision of the affairs of the Club, serve as liaison between team parents, members and coaches, and be responsible for the coordination of the activities and the responsibilities of the other officers of the Club.
- E. The **Vice President** shall serve as liaison between event/season chairpersons (i.e. concessions, gameday, senior night, banquet) and be responsible for the coordination of the activities within the Club. The Vice President may also, from time to time, at their discretion, appoint another Member to “chair” a Specific Event.
- F. The **Secretary** shall keep the records of the meetings of the Club. The Secretary shall be the custodian of all records of the Club with the exception of those pertaining to financial matters, which shall be kept by the Treasurer; and those being kept and maintained by any individual appointed by the President regarding a specific event. A copy of all minutes shall be given to the President as soon as practicable after a meeting.
  - 1. The Secretary will also be responsible for distributing a copy of these bylaws to all new Club Members on an annual basis. Distribution shall include, but not be limited to, an electronic version located on the McIntosh Volleyball website.

- G. The **Treasurer** shall keep, or cause to be kept, the financial books and records of the Club, and shall faithfully account for its funds. In addition, the Treasurer shall prepare a complete written report of the financial status of the Club and other reports as may be requested from time to time. The financial records of the Club shall be available for perusal by any Member of the Club, with reasonable notice of such request being given to the Treasurer. In addition, the Treasurer shall also be responsible for maintaining a petty cash fund for reimbursement of small expenses incurred by any Club Member.
- H. Any “Specific Event” **Chairperson**, either appointed by the President or elected by the Club, shall be responsible for maintaining accurate records of such events and is responsible for reporting the plans, status, and outcome of such events to the Vice President on a regular basis. All monies, if any, resulting from such an event, shall be turned over to the Treasurer for deposit into the Club account. At the conclusion of each event, the Chairperson is responsible for turning over to the Vice President and Treasurer, complete financial records, including, but not limited to, all expenses incurred and all monies earned. The Chairperson shall also be responsible for turning over to the Vice President and Secretary, a copy of all pertinent information and notes pertaining to such an event, so that complete and accurate records will be passed down to future officers of the Club. This will ensure that future Club events will be improved upon each year.

### **ARTICLE VIII: Expenses**

- A. No Member shall commit to any expenditure of Club funds, without the prior consent of either the President or Treasurer.
- B. Any commitment of expenditure exceeding \$100, requires the prior approval of both the President and Treasurer. In such circumstances when it is not possible to obtain the approval from both, either the President or Treasurer may approve the expenditure; however, they are required to notify the other of such commitment as soon as practicable.
- C. It is the responsibility of both the President and Treasurer to keep each other informed of any commitment of expenditure on a regular basis.
- D. The Treasurer shall be responsible for managing a \$100 petty cash fund for reimbursement of minor expenses. It is the responsibility of the Treasurer to ensure that the cash balance and receipts for reimbursements shall equal \$100 at all times.
- E. In the event of a State Championship, if funds are available, the Booster Club will provide the cost of a basic ring to each player.

### **ARTICLE IX: Checks and Drafts**

- A. All requests for payment from the Club's account must have a Request for Reimbursement form filled out and signed by the Treasurer, or in absence of the Treasurer, the President. All requests for payment of \$25 or more must have the prior written approval of both the President and Treasurer.
- B. Reimbursements of \$25 or less, requested by any one of the current year's Volleyball coaches, does not require the approval of the President or Treasurer. However, such requests necessitate the completion of the proper paperwork as required by the Request of Reimbursement, along with receipts, paid invoice or canceled check.
- C. No reimbursement, other than that stipulated in Paragraph B above, shall be distributed from the Booster Club account, unless the above referred to Request for Reimbursement is properly signed by either the Treasurer or President.

#### **ARTICLE X: Fiscal Year**

- A. The fiscal year of the McIntosh Volleyball Booster Club shall begin and end at the annual meeting (within 45 days after the conclusion of the Volleyball season, see Article VI, paragraph B).

#### **ARTICLE XI: Exceptions**

- A. In all cases of situations not covered in these Bylaws, the Booster Club Officers and Members shall determine by majority vote the proper procedures to follow. The procedures will then be added to these bylaws, if applicable.