

By-Laws of the Chattahoochee High School Athletic Booster Association, Inc

Article 1 - Name

The name of the organization shall be the Chattahoochee GOLF Athletic Booster Association, Inc., a nonprofit corporation under the laws of the State of Georgia, designated in these by-laws as the Association.

Article 2 - Objectives

The objectives are to:

- a. Promote the advancement of the athletic program.
- b. Provide a better understanding of the program and its services. To sponsor any program to further the financial support of our teams.
- c. Secure adequate protection for our students.
- d. Promote more active students and parent participation in the athletic program.

Article 3 - Policies

Section 1 - The Association shall not seek to direct or control the administrative policies of the school or interfere with the coaching staff.

Section 2 - The Association may cooperate with other organizations and agencies, provided it makes no commitments which bind its membership unless such commitments are approved by the membership.

Section 3 - The Association shall abide by all Fulton County Schools policies and procedures which shall take precedence over these bylaws should conflicts develop. Those governing booster clubs shall be attached to these bylaws as an integral part of them.

Article 4 - Organizational Structure

Section 1 - The Association shall be the governing body for all sport booster activity at the school.

Section 2 - Sport Clubs may be formed as desired to further the support for specific sports.

- a. A Sport Club shall be a subsidiary of the Association.
- b. A Sport Club shall have written guidelines which shall be approved by the Executive Committee, which shall be filed with the Association.

- c. A Sport Club shall actively solicit membership from every family of athletes participating in the named sport (s). Dues to a Sport Club shall be established annually and shall be inclusive of those established by the Association.
- d. A Sport Club shall coordinate all fund-raising activities through the Association and keep the Association informed of all club activities.
- e. A Sport Club shall have at least a President, a Secretary, a Treasurer, and a Membership Chairperson. The same person could serve multiple roles.
- f. Sport Club officers' duties include but are not limited to:
 - 1. The President shall preside at all meetings, be ex-officio of all committees of the Sport Club except the nominating committee and shall be a member of the Executive Committee of the Association. The President shall submit an approved Sports Club budget developed in conjunction with the Sports Club Coach to the Association Treasurer and the Athletic Director prior to the beginning of the sports season.
 - 2. The Secretary shall keep the written minutes of all meetings of the Sport Club shall perform such other duties of the Sport Club as may be assigned, and shall perform the duties of the President in the absence of that officer.
 - 3. The Membership officer shall keep a accurate list of all athletes participating in the sport supported by the Club and those that are Association members, shall actively solicit membership for the Club and the Association, , and shall remit all membership dues collected to the Membership Chairman or Membership Treasurer of the Association as soon as possible after receipt.
 - 4. The Treasurer shall keep track of all income and expenditures as compared to the established budget for the sport. The Treasurer or designee must present all bills for payment and turnover all collected income for deposit to the Association Treasurer. Sports clubs are not permitted to have individual bank accounts.

Section 3 – Jr. Cougars and non-sanctioned GHSA Sports

- a. Jr. Cougar and non-sanctioned GHSA Sports shall not be included in the Association. All bills for payment and income collected for deposit shall not be processed through the Association bank account.

Article 5 - Membership and Dues

Section 1 - Anyone interested in the athletic program and willing to uphold the policies and bylaws of the Association may become a member upon payment of dues. The Association shall accept membership regardless of race, creed, color, sex, or national origin.

Section 2 - The annual dues of the Association are approved by the Executive Committee normally at its April Meeting.

Section 3 - Membership when granted is to each high school student and parent/guardian living in the same household.

Section 4 - Funds specifically earmarked for a Sport Club shall be allocated to that sport.

Article 6 - Board of Directors

Section 1 - The business and affairs of the Association shall be managed by the Board of Directors. In addition to the powers and authority expressly conferred upon it by these by-laws, the Board of Directors may exercise all such powers of the Association and do all such lawful acts and things as are not by law, by any legal agreement among the members, by the Articles of Incorporation or by these by-laws directed or required-to be exercised or done by the members.

Section 2 - The Board of Directors shall consist of the officers of the Association, the school principal and the school athletic director. The consistency of the Board can be changed by a resolution of the Executive Committee. Except as provided in Section 4, the directors shall be elected by the affirmative vote of a majority of the Executive Committee represented at the Annual Meeting. Each director, except in case of death, resignation, retirement, disqualification, or removal, shall serve until the next succeeding annual meeting and until his successor shall have been elected and qualified.

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

Section 4 - A vacancy occurring in the Board of Directors, except by reason of removal of a director may be filled for the unexpired term, and until the members shall have elected a successor, by affirmative vote of a majority of the directors remaining in office though not less than a quorum of the Board of Directors.

Section 5 - Special meetings-of the Board of Directors may be called by or at the request of the President, or in his absence by the Secretary of the Association or by any two directors in office at that time.

Section 6 - No notice shall be required for any regularly scheduled meeting of the Directors of the Corporation. Unless waived, the President or Secretary of the Corporation or any Director thereof shall give notice to each Director of each special meeting stating the time and place of the meeting. Such notice shall be given by providing a notice of the meeting via personal contact, mail, email, telephone, telegram, cablegram, or personal delivery at least twenty-four {24} hours before the date of the meeting. Notice shall be deemed to have been given by email, telegram, or cablegram at the time the notice is filed with the transmitting agency. Attendance by a director at a meeting shall constitute a waiver of notice of such meeting, except where the director states, at the beginning of the meeting, his objection, or objections to the transaction of business at the meeting.

Section 7 - At meetings of the Board of Directors, the presence of at least one-half (1/2) of the directors then in office [but not less than three (3) directors unless Georgia law otherwise permits] shall be necessary to constitute a quorum for the transaction of business.

Section 8 - Except as otherwise provided in this section or by law, the act of a majority of the directors presents at which a quorum is present at the time shall be the act of the Board of Directors. Adoption, amendment, and repeal of a by-law is provided for in Article Twelve of these by-Laws. Vacancies in the Board of Directors may be filled as provided in Section 4 of this Article.

Section 9 - Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if a written consent thereto shall be signed by all the directors and such written consent is filed with the minutes of the proceedings of the Board. Such consent shall have the same force and effect as a unanimous vote of the Board of Directors.

Article 7 - Officers and their Elections

Section 1 - The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, and a Membership Chairperson. Officers shall serve for a term of one year and shall remain in office until their successors are elected. The President shall not serve more than two consecutive terms in the same office.

Section 2 - Officers shall be elected at the annual meeting.

Section 3 - The term of office shall begin July 1 and end June 30. Officers Elect shall have authority to plan and budget but will work within the budgetary process of the current year until the beginning of their own term.

Section 4 - A vacancy occurring in any office or committee of the Association, except that of President of the Association or President of a Sport Club, shall be filled by the Executive Committee for the remainder of the term.

Section 5 - A nominating committee of three members shall be elected by the Executive Committee at least 30 days but no more than 60 days before the date of the annual meeting. This committee will choose its chairman and will operate independently of the Executive Committee. The nominating committee shall report at the annual meeting the name of at least one nominee for each office to be filled. Nominations may be made from the floor for any of the officer positions. In all instances, consent of each nominee must be obtained before his or her name is placed in the nomination.

Article 8 - Duties of the Officers.

Section 1 - The President shall preside at all meetings; shall be a member ex officio of all committees, except the nominating committee; shall be a member of the executive boards of all Sport Clubs; and shall perform other duties that usually pertain to the office.

Section 2 - The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer.

Section 3 - The Secretary shall keep the written records of membership, attendance, and minutes of all Sport Clubs, and shall perform other duties of the Association as may be delegated to him or her. The Secretary shall determine that a quorum exists at all meetings.

Section 4 - The Treasurer of the Association:

- a. Shall receive all monies of the Association and all Sport Clubs.
- b. Shall deposit said monies in an account in the name of the Association.
- c. Shall keep an accurate record of receipts and expenditures.
- d. Shall report receipts and expenditures at each meeting of the Executive Committee.
- e. Shall report receipts and expenditures for each Sport Club at each meeting of the Executive Committee.
- f. Shall pay out funds only as authorized by the Association and for each Sport Club as approved through the Association.
- g. Shall pay all approved expenditures by check drawn on the Associations bank account.
- h. Shall sign all checks. The President is the only other executive officer beyond the Treasurer that has check writing authority.
- i. Checks other than those requested by individual Sports Clubs of \$1,000.00 and over shall require the approval of another officer. .
- j. Shall be the Chair of the Budget Committee.
- k. Shall submit all records for a financial review annually. A written report of the financial review shall be presented to the Board of Directors.

Section 5 - The Membership Chairperson of the Association:

- a. Shall in partnership with the Sports Clubs solicit membership according to these bylaws and the annual fees and structure adopted by the Association.
- b. Shall maintain an accurate list of members and donations by level and by sports clubs which shall be presented at all Executive Committee meetings.
- c. Shall submit all membership proceeds along with a report of the donors and the allocations to Sports Clubs to the Treasurer as soon as possible after the monies are received.
- d. Shall distribute membership cards and incentives to members.
- e. Shall, per IRS guidelines, provide a "tax receipt" that states the quid pro quo value of the membership donation.
- f. Shall have its plan of work approved by the Executive Committee.

The above duties may be split between a Membership Chairperson and a Membership Treasurer. The Membership Treasurer shall in essence report to the Membership Chairperson. The Membership Treasurer appointment should be approved by the Executive Committee. In the absence of the Membership Chairman, the Membership Treasurer will assume the responsibilities of the Membership Chairman.

Article 9 - Executive Committee

Section 1 - Each member of the Executive Committee must be a member of the Association.

Section 2 - The Executive Committee shall consist of the officers of the Association, the Chairpersons of the standing committees, the past President of the Association, the President of each Sports Club, the Principal or the Principal's designee and the Athletic Director.

Section 3 - Its duties shall be to approve plans of work of all committees, to approve plans of work of each Sport Club, to authorize expenditures of the Association and any Sport Club, to fill vacancies of the Association, to present a report at regular meetings of the Association for information and any necessary action, to transact necessary business between meetings, and such other business as may be referred to it by the Association.

Section 4 - Regular meetings of the Executive Committee shall be held at least eight (8) times per year, the time to be fixed by the Executive Committee at its first meeting of the year. At least half of the members shall constitute a quorum. An act of a majority of the Executive Committee present at which a quorum is present shall be the act of the Executive Committee. Special meetings may be called with five (5) days' notice by the President or by a majority of the committee.

Section 5 -The Executive Committee shall expend funds as prescribed by a budget approved by the Association or by a budget approved by a Sport Club.

Article 10 - Committees

Section 1 - Standing Committees shall be:

- a. Budget - This shall recommend a budget to the Executive Committee for adoption at the July meeting. The members shall be the President, the immediate past President, the Treasurer, who shall chair the committee, and the immediate past Treasurer.
- b. Membership - This shall review the membership program structure and fees and recommend a program for the upcoming school year to the Executive Committee for adoption. Approval should be gained by mid-April each year. It may also recommend additions to the structure to the Executive Committee for adoption throughout the year. Such additions shall not change the structure and fees approved at the Annual Meeting. The school must approve any incentives involving free admission to games. The Membership Committee shall not solicit families of athletes in sports independently or without the approval of the Sports Club.

Section 2 - Standing committees shall be composed of a Chairperson and at least two members and shall serve for a term concurrent with that of the Executive Committee. All committee members shall be appointed by the President and affirmed by the Executive Committee and shall make such reports as it may direct.

Article 11 - Meetings

Section 1 - An Annual Meeting of the Executive Committee shall be held on or before the May Executive Committee meeting of each year. It shall elect officers for the following year. Notice of fifteen (15) days shall be given to the members of the Executive Committee.

Section 2 - Special meetings of the Association may be called with a petition to the Executive Committee signed by ten (10) members of the Association specifying the date and purpose of the meeting. Members of the Association shall have at least ten (10) days' notice of special meetings. A quorum shall consist of a quorum of the Executive Committee as defined in Article 9, Section 4 plus ten (10) non-Executive Committee members of the Association.

Section 3 - The privilege of holding office, making motions, debating, and voting shall be limited to members of the Association.

Article 12 - Amendments

Section 1 - All proposed amendments to the bylaws shall be referred to a bylaws committee.

Section 2 - These bylaws may be amended at any meeting of the Executive Committee *by* a two thirds (2/3) vote of the Executive Committee members present provided that 30 days' notice has been given the members that bylaws changes will be made at the meeting. Notice of the meeting may be made via personal contact, mail, Email, telephone, telegram, cablegram, or personal delivery. Attendance by a member at a meeting shall constitute a waiver of notice of such meeting, except where the member states, at the beginning of the meeting, his objection to the amending of the bylaws at the meeting.

Article 13 - Parliamentary Authority

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

Article 14 - Fiscal Year

The fiscal year of the Association shall be from July 1 to June 30.

I hereby certify that the foregoing revised By-laws were duly adopted by the members of the Association on the 28th, April 2024.

Chattahoochee Golf ABA