

Harrison High School Softball Booster Club

Statement of Purpose and Club Bylaws



Article 1. Statement of Purpose

Section 1.01 The purpose of this organization shall be to promote the activities of the Harrison High School fast pitch softball team. Such promotion shall be accomplished by, but not limited to, the following:

- (a) Provide financial support for team needs in terms of equipment, tournament fees and the general needs of the fast pitch softball team.
- (b) Promote and support academic and athletic achievement as well as leadership qualities among the players.
- (c) Cooperate with and provide support for the coaching and administrative staffs at Harrison High School.
- (d) Support the general growth and recognition of the fast pitch softball program at Harrison High School.

Section 1.02 It is not the purpose of the organization to make recommendations to or become involved with the day-to-day operations of the softball program. At no time will it be the organization's purpose to interfere with the policies, methods, requirements or other practices of the Harrison High School athletic department or administration.

Article 2. Organization Name and details

Section 2.01 The organization shall be known as the Harrison Softball Booster Club.

Section 2.02 The fiscal and fund raising year shall run from January 1 to December 31.

Article 3. Membership

Section 3.01 A member of the organization shall be defined as the parent or legal guardian of a student athlete that is actively participating in the fast pitch softball program.

- (a) Members of the club shall be requested to provide financial support to the organization by of annual dues as determined in the acceptance of the annual final budget.
- (b) In accordance with Harrison High School and Cobb County School District policy, participation in annual financial support shall be voluntary and no student-athlete shall be denied participation based upon financial contributions.

Section 3.02 The members of the coaching staff shall serve as consultative members of the organization.

- (a) Coaching staff may attend general meetings of the organization
- (b) Coaching staff shall not be present at voting sessions of the organization.

Section 3.03 The organization shall be governed by elected officers.

Article 4. Officers, Duties and Elections

Section 4.01 There shall be four officers, to include a President, Vice-President, Treasurer and Facilities Coordinator.

- (a) The President shall: preside over general meetings; be deemed to be the official spokesperson of the organization; be an authorized signer for the organization's checking account; appoint members to participate on necessary committees created; accept and deposit funds on behalf of the organization; participate in creation of the annual budget and will have general supervision and oversight of the organization.
- (b) The Vice-President shall: represent the President as requested by the President; assist the President in other matters as necessary.
- (c) The Treasurer shall: have custody and responsibility for the organization's funds; shall keep accurate financial records according to generally accepted principles; assist in planning for annual budget; make financial records available to the other officers as requested and present a quarterly update to the principal of Harrison High School or at such frequency as determined by applicable policy in force at that time.
- (d) The Facilities Coordinator shall coordinate the organization's interface with district and school officials and the coaching staff on issues related to fields and facilities.
- (e) The head coach of the fast pitch softball team shall be considered as an ex-officio officer and shall: participate in the annual budget planning process; participate in and attend all general (non-voting) meetings and provide general advice and guidance to the elected officers.
- (f) The organization's sponsor as designated by the administration of Harrison High School shall be considered an ex-officio officer.

Section 4.02 The term of all elected officers shall be one year.

Section 4.03 Elections shall be held annually following the end of the playing season for terms to begin effective January 1 of the following calendar year.

- (a) Any member of the organization may be nominated by another member for election to an officer's position.

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- (b) Election to an officer's position shall be determined by a majority vote of the general members present at the end of year meeting held subsequent to playing season end.
 - (c) Vacancies may be filled by way of the process defined in 4.03(a) above during an ad hoc general meeting called as necessary to fill such vacancy.

Section 4.04 An officer may be removed from office by way of the following procedure:

- (a) The presentation of a petition signed by a minimum of 25% of the members of the organization to either the principal of Harrison High School or the designated sponsor shall initiate this process. Said petition shall contain the reason(s) for consideration of the officer in question.
- (b) Upon receipt of the petition, a general meeting of the organization shall be called.
- (c) Upon receipt of the petition, written notice shall be provided to the officer in question.
- (d) At the following general membership meeting, a maximum of 30 minutes will be allowed for each party to present facts to the case. A maximum of 15 minutes shall be allowed for additional discussion or questions and answers.
- (e) The officer may be removed by way of a 50% majority vote of voting membership. If voting members are not present, they may be polled for their votes by way of a telephone call from either the school principal or the organization sponsor.

Article 5. Meetings and Voting Rights

Section 5.01 There shall be a minimum of four general meetings held per calendar year.

- (a) Following the conclusion of the playing season, a meeting shall be held to recap the season's activities and to elect officers for the following year. This meeting shall be held no later than December 1.
- (b) No later than March 15 a general meeting shall be held at which one topic will be the proposed budget, as presented by the current officers. The membership shall vote to approve or disapprove the proposed budget. Adjustments may be made to the budget during this meeting as determined by the members present.
- (c) No later than the final day of school a general meeting shall be held to review the final budget and discuss any other matter of general interest.
- (d) At or around the beginning of the school year, a meeting shall be held to discuss booster agenda items related to the upcoming season.
- (e) All meetings shall be held on the premises of Harrison High School.

Section 5.02 **An ad hoc meeting may be called at any time by any member or officer. Ad hoc meetings shall be called a minimum of 14 days following provision of the notification for the meeting.**

Section 5.03 **Communication shall be made via email or use of the group website to post notice of the meeting.**

- (a) Minutes of each meeting shall be kept by one of the officers present and shall be provided by way of email or posting to the group website.
- (b) Any objections to decisions reached and recorded during such meetings shall be made no less than 14 days after communication of such minutes as provided in 5.03(a) above and must be received in writing, either electronically or in hard copy by one of the officers of the organization.

Section 5.04 **Each family shall be accorded one vote for all matters requiring a general membership vote. 25% of the membership is required for a quorum.**

Article 6. **Funding Matters**

Section 6.01 **The organization shall raise funds through the collection of annual dues and various fundraising activities as allowed by policy of Harrison High School.**

- (a) Each player will be responsible for a portion of the overall Softball Booster Club Annual Budget (i.e. Annual Dues). This portion will be set each year through the Annual Budgeting process and approved by the HARRISON Softball Booster Club.
- (b) The player's Annual Dues can be satisfied through but not limited to Fundraisers, direct payment (parent payment, cash, etc.), the sale of Sponsorships (Media Guide Ads, Field Signs, etc.), the sale of merchandise (Bags, Coupons, etc.), Raffles and Donations.
- (c) Each Fundraiser will credit the player's Annual Dues commitment by a pre-defined rate. Each fundraiser will determine the rate by which the Player's Account is credited.
- (d) The HARRISON Softball Booster Club reserves the right to designate a Fundraiser for a particular need of the team or the HARRISON Softball Booster Club. In this case, the funds raised may not be credited to a Player's Account.

Section 6.02 **The annual budget shall be presented and reviewed in the first meeting of the calendar year as provided in 5.01(b) and (c).**

Section 6.03 **Unbudgeted funding needs shall be reviewed by the officers of the organization.**

- (a) The president shall have the ability to approve any single request up to \$150.00.

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- (b) The total unfunded amount that the president may approve during a single “term” shall be limited to \$1,000.00. A term is defined as a calendar quarter.
 - (c) Any requests that exceed the amounts in 6.03(a) and (b) require approval from the membership.
 - (d) Except for use of the “Coaches Bank Card,” and the related Booster Club Policies and Practices, neither the coaching staff nor any member of the Booster Club are authorized to obligate the Club contractually without an written authorization by the Booster Club President and Treasurer. Purchase requisitions and check requests will be utilized in such obligations. Email, and fax confirmation will be considered an acceptable format to satisfy the “written authorization” requirement.

Article 7. Upon dissolution of the organization, appropriate school policies in effect at the time shall dictate the details of the dissolution.

Article 8. Any item(s) not covered by these bylaws shall be dealt with by the officers of the organization pursuant to school policy as in effect at the time.

Article 9. These bylaws shall be reviewed annually by the officers. Amendments to the bylaws require approval of the general membership. A member may request to obtain a copy of the bylaws at any time.

Article 10. Without limiting the generality of the foregoing, nothing in these bylaws shall be construed, either in fact or by omission, to conflict with the policies of Harrison High School or the Cobb County School District.

Article 11. Payment Process: First payment for athletics participation is payable to the start of each athletic season. This payment is non-refundable and is to be paid through the online payment process.