

MILTON HIGH SCHOOL TRACK & FIELD BOOSTER CLUB BYLAWS

ARTICLE 1: Name

The name of the organization will be MILTON HIGH SCHOOL TRACK & FIELD BOOSTER CLUB, a booster club originally established under the MILTON ATHLETIC ASSOCIATION, INC., and subsequently in 2010 independently registered as a non-profit corporation under the laws of the State of Georgia to be designated in these bylaws as the MHS T&F Booster Club (the "Club").

ARTICLE 2: Purpose

The purpose of the MHS T&F Booster Club shall be to promote the advancement of the Milton High School Track & Field Team (the "Team") by providing support to the team coaches and team members. Our goals as an organization include, but are not limited to the following:

- To promote and publicize Milton High School Athletics
- To provide a rewarding experience and opportunity for athletic excellence for all participants
- To develop and enhance a sense of pride and tradition
- To encourage participation in Club activities
- To provide the necessary resources to supply the program with the highest quality training and equipment
- To develop short and long-range financial plans consistent with the support of the overall program objectives determined by the team coaches and the Milton High School Athletic Department

ARTICLE 3: Mission Statement and Philosophy

The members of the MHS T&F Booster Club believe that all students, parents, teachers, coaches and the community benefit from participation in school athletic events. Athletics is an integral part of the education process and should positively impact our student-athletes.

The club shall be a vehicle through which members are organized to promote and strive for improvements in athletics, encourage and recognize high standards of sportsmanship and academics and foster growth and development of the student-athletes.

ARTICLE 4: Policies

- Section 1: The Club will not attempt to influence, direct or control the policies set forth by the athletic department of school administration or interfere with the coaching of the Team. However, the Club will advise the head coaches regarding the non-athletic objectives of the program, as deemed appropriate by the Executive Board. The Club will seek advice from the head coaches or their designated representatives to guide the Club in making plans that advance the Track & Field program's goals and objectives at Milton High School.
- Section 2: The Club may cooperate with other organizations and agencies provided it makes no commitment, which binds its membership unless such commitments are approved by the membership.
- Section 3: The Club will abide by Fulton County Boards of Education policies and Milton policies and procedures, both of which will take precedence over these bylaws should conflicts develop.
- Section 4: The Club shall be non-commercial, non-sectarian and non-partisan and shall not endorse political candidates or commercial enterprises.

ARTICLE 5: Organizational Structure

- Section 1: The Club shall be the fundraising and support organization for the Team.
- Section 2: The Club shall be managed by a minimum of four officers (the "Officers") as set forth in Article 7 hereto.

ARTICLE 6: Membership and Dues

- Section 1: Anyone interested in the Team and willing to uphold the policies and bylaws of the MHS T&F Booster Club may become a member upon payment of dues. The Club will accept membership regardless of race, creed, gender, color, age or national origin. The annual dues will be determined by the Officers and will be assessed to the membership each fiscal year.
- Section 2: Zero dues are permissible.

ARTICLE 7: Officers and their Elections

- Section 1: The officers of the Club shall be a President, a Vice President, a Secretary and a Treasurer. Officers will serve for a term of one year and will remain in office until their successors are elected. Additional officers may be designated as the membership sees fit to elect.
- Section 2: Officers will be elected at the annual meeting, to be held in or around May of each year.
- Section 3: The term of office will begin June 1 and end May 31 of the following year. Officers shall not be eligible to serve more than four (4) consecutive terms in the same office.
- Section 4: Officers Elect have the authority to plan and budget, but will work within the budgetary process of the current year until the beginning of their own term. If election of new Offices occurs after the end of the fiscal year, the incumbent Officers will have the authority to plan and budget as necessary to maintain operation of the Club until election of the new Officers.
- Section 5: Any officer upon the expiration of his/her term of office or in the event of resignation shall without delay turn over to the newly elected officer of President, all books, records, funds or other material pertaining to his/her office and shall submit a written description of the functions he/she performed in order to help transition new Officers in to their individual responsibilities.
- Section 6: A vacancy occurring in any office or committee of the Club will be filled by appointment of the President with approval of all remaining Officers, or be filled by the remaining Officers for the remainder of the term.

ARTICLE 8: Duties of the Officers

- Section 1: The President will preside at all meetings. He/she will be a member of all committees ex-officio and will perform other duties that usually pertain to the office. He/she will have all of the general powers and duties, which are incident to the office of President of a corporation organized under the Georgia Nonprofit Corporation Code.
- Section 2: The Vice President shall act as an aide to the President and will perform the duties of President in the absence of the President. The Vice President will monitor the sponsorship, fundraising and membership efforts of the Club in all required aspects. The

Vice President will also have responsibility for all service activities performed by service organizations (i.e. Boy Scouts, Beta Club, etc.) on behalf of the Club.

Section 3: The Secretary will keep and make available the attendance and minutes of all meetings of the Officers and the minutes of all meetings of the general membership. He/she will be the designated Officer to mail (U.S. Mail, email, or otherwise) and receive all notices served by or upon the Officers of the Club, and will execute amendments to the Bylaws and will perform all other duties incident to the office of Secretary of a corporation organized under the Georgia Nonprofit Corporation Code.

Section 4: The Treasurer shall be responsible for the financial records and books of account, showing all receipts and disbursements of the Club. He/she will be responsible for the preparation of all required financial data and tax returns for the manner in which such records and books are kept and reported and for the deposit of all moneys and other valuable effects in the name of the Club.

At the Discretion of the Executive Board, an Assistant Treasurer may be designated and elected by the membership of the Club, and will be responsible for all reviewing deposits and expenditures, and reconciling bank statements, monthly. Any accounting discrepancy not immediately resolved with the Treasurer shall be disclosed to the President.

Section 5: Other Officers designated and elected by the membership of the Club shall have the responsibilities assigned to them by the membership at the time of election and other such responsibilities and duties that may be delegated to them by the President of the Club.

ARTICLE 9: Committees

Section 1: Committees shall be appointed by the President with the approval of the other Officers.

Section 2: Each committee chairperson shall be responsible for organizing his/her committee, appointing such deputies and establishing such subcommittees as he/she deems necessary or desirable. The Secretary shall be informed of the membership of each committee by the chairperson.

- Section 3: Each committee may adopt rules for its own governance so long as such rules are consistent with these bylaws or with rules adopted by the Officers.
- Section 4: Each member of a committee shall serve at the pleasure of the Officers.
- Section 5: Vacancies in the membership of any committee may be filled by the appointments made in the same manner as provided by in the case of vacancies for Officer's positions.

ARTICLE 10: Disbursement of Funds

- Section 1: The Treasurer shall have custody of all funds for the MHS T&F Booster Club.
- Section 2: The Executive Board shall be accountable for the dispersal of all funds. The President will be aware of all expenditures.
- Section 3: A disbursement request must be completed for all expenditures exceeding \$50.00 (Fifty Dollars). Supporting documentation (invoices, receipts) must be attached to the Disbursement form. The Disbursement form may be digital.
- Section 4: Requests for expenditures exceeding \$250.00 (Two Hundred Fifty Dollars) must have the approval of the Executive Board.
- Section 5: Only the Treasurer or the President is authorized to establish bank accounts or other financial accounts on behalf of the Club, and with the prior approval of a majority vote of the Executive Board.
- Section 6: Disbursement of funds for the purpose of paying or augmenting coaches salaries and stipends will only be made after all positions eligible to be funded by Fulton County, currently two head coaches and two assistant coaches, have been filled. The Club considers coaching positions (head coach, assistant coach) for the boys and girls teams as separate entities. They are not to be filled by the same individual, i.e. one person cannot be head coach for the boys' team as well as the girls' team.

ARTICLE 11: Meetings

- Section 1: A regular meeting of the membership of the MHS T&F Booster

Club will be held at least once a year.

- Section 2: Such annual meeting will be held in or around May of each year. At the annual meeting the membership will elect new Officers for the following year. The Treasurer will present a financial report of the previous year, as it stands as of the meeting date, and a proposed budget for the following year.
- Section 3: The date for the annual meeting and any other meeting of the Club shall be set by the President. A notice of fifteen (15) days will be given to as many potential families as can be reasonably determined. A quorum will be ten members.
- Section 4: Special meetings of the Club may be called by the President as he/she determines necessary or by petition to the President signed by at least ten (10) members of the Club specifying the date and purpose of the meeting.

ARTICLE 12: Ratification and Amendments

- Section 1: These Bylaws may be ratified, repealed or amended by the Executive Board of the MHS T&F Booster Club according to the Robert's Rules of Order, Revised.

ARTICLE 13: Procedure

- Section 1: The order of business shall be conducted according to basic parliamentary law as set forth in Robert's Rules of Order, Revised.

Acceptance of above Bylaws for MHS T&F Booster Club

Booster Club Officer Signatures:

Co-President: Dawn Sirras

Co-President: Dennis Blanco

Vice President (Concessions): Stephanie Stone, Stacie Behrmann

Vice President (Fundraising): Sue Walser

Vice President (Volunteers): Donnivant Dahunsi

Treasurer: Liz Sheinkopf

Secretary (Communications): Sage Conklin

Date: __01/11/2022_____

