

BY-LAWS
OF
HARRISON HIGH SCHOOL FOOTBALL BOOSTER CLUB, INC.

ARTICLE I

NAME

The name of the Corporation shall be:

HARRISON HIGH SCHOOL FOOTBALL BOOSTER CLUB, INC.

And it is sometimes referred to in these Bylaws as the Corporation or the Club.

ARTICLE II

PURPOSES

1. The purposes for which the Corporation is formed are those set forth in its Certificate of Incorporation as from time to time amended. Namely, to promote interest in the football programs at Harrison High School; to raise funds for the football programs for all eligible students at Harrison High School, the Harrison High School Junior Program and other activities approved by the BOARD OF DIRECTORS; to lend moral and financial support to all phases of the football program at Harrison High School, to cooperate and work in all possible ways with the Principal, Coaches and Staff; to promote excellence in all athletic and scholastic endeavors at Harrison High School; and to engage in any other lawful activity for which nonprofit corporations may be organized under the Georgia Nonprofit Corporation Code. The Corporation is not formed for the pecuniary of financial gain and no part of the assets, income, or profit of the Corporation is distributable to, or inures to the benefit of its directors, officers, or members, except to the extent permitted under the Georgia Nonprofit Corporation Code. No substantial part of the activities of

the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

2. The Corporation shall have no authority to dictate or interfere in any way with the Athletic Staff, its policies or those of the School Administration.
3. In the event of the dissolution of this organization, any funds remaining in the treasury shall be donated to a nonprofit organization to be determined by the BOARD OF DIRECTORS.

ARTICLE III

MEMBERSHIP

1. Any person who subscribes to the purposes and basic policies of the Corporation may become a member in good standing of the Corporation, subject to compliance with the provisions of the Bylaws and to the payment of the annual dues.
2. Membership status will be established on an annual basis by each BOARD OF DIRECTORS. Membership may be extended to any individual or family who supports the purposes of the Corporation.
3. Provisional Membership status may only be extended to individuals who do not have a child in the program (and therefore don't pay membership dues) by payment of an annual fee as determined by the BOARD OF DIRECTORS. Provisional members in good standing shall be eligible to serve in an elective or appointive position, excluding the following: President, Executive Vice President, Secretary, Treasurer, or Vice President for Concessions. The BOARD will be limited to no more than 2 provisional members serving at a time.

4. Only members of the Corporation in good standing shall be eligible to participate in its business meetings and to serve in any of its elective or appointive positions, “Good Standing” will be established by timely payment of membership dues for the current year, as established by the BOARD OF DIRECTORS.
5. Each member of the Corporation shall pay annual dues in the amount and as prescribed by the BOARD OF DIRECTORS.
6. The fiscal year of the CORPORATION shall be from January 1 to December 31.
7. It shall be the duty of each club member to abide by and to support the club’s purposes and objectives as set forth in these Bylaws and to provide reasonable support of the club’s activities as requested by the club officers and committees.
8. Each Family in good standing shall have one (1) vote.

ARTICLE IV

BOARD OF DIRECTORS

1. The BOARD OF DIRECTORS shall consist of the following members:
 - (a) The Officers of the Club
 - (b) The Head Football Coach (Non Voting)
 - (c) The School Principal (Non Voting)
 - (d) The Immediate Past President of the Corporation (Non Voting)
2. The members of the BOARD OF DIRECTORS shall serve until the election and qualification of their successors.
3. The duties of the BOARD OF DIRECTORS shall (a) transact necessary business of the CORPORATION in the intervals between meetings of the CORPORATION; (b) to consider all questions of policy; (c) to present recommendations to the

CORPORATION for action; (d) to present a report at the regular meeting of the CORPORATION; (e) to approve a budget for the fiscal year; (f) to approve or reject all expenditures in excess of the approved departmental budget - any one instance or cumulative for the fiscal year. The annual budget shall be presented to the membership for approval at the Spring General Meeting.

4. Fifty percent (50%) of the BOARD OF DIRECTORS shall constitute a quorum. The absence of quorum shall not prevent the conduct of the business of the Corporation and the provision is hereby made for the ratification of any action taken at the next regular meeting when a quorum is present.
5. Each member of the BOARD OF DIRECTORS shall have one (1) vote. The High School Principal and the Head Football Coach, and Immediate Past President are not voting members.
6. The High School Principal must approve all prospective members of The BOARD OF DIRECTORS before that prospective member is installed into position.
7. The members of the BOARD may not serve in any varsity staff football coaching capacity. The Executive Members of the BOARD may not serve in any Varsity staff coaching capacity.
8. The Immediate Past President of the Corporation will serve one (1) year in a non-voting position as an advisor to the BOARD. If at any time the Past President received a vote of “No Confidence” from the BOARD or has been removed from the BOARD or was under consideration to be removed from the BOARD in the previous years, the Past President is not eligible to sit on the BOARD.
9. All BOARD MEMBERS and Committee members will read and agree in writing to the Corporations “Conflict of Interest” policy, “Confidentiality Policy”, and Whistleblower Policy.
10. No two or more persons may simultaneously serve as voting members of the BOARD if they are related either by birth or through marriage.

11. All BOARD MEMBERS and BOARD approved assistants will annually undergo the same credentialing process as do the Junior Program Coaches and Staff. All BOARD MEMBERS must be of sound character and not be disqualified from service as defined in the “Exclusions” section of the “Credentialing” document.

ARTICLE V

CLUB OFFICERS

1. OFFICERS

The officers of the CORPORATION shall consist of the President, Executive Vice President, Secretary, Treasurer, Vice President for Concessions, Vice President for Facilities, Vice President for Equipment, Vice President for Membership, Vice President for Merchandising, Vice President for Fundraising, Vice President for Sponsorships, Vice President for Communication, Vice President for PR and Alumni Affairs, and Vice President for Junior Program. Although BOARD MEMBERS may have an assistant, these assistants are not considered BOARD MEMBERS. Assistants will not attend board meetings (except as approved in advance by the PRESIDENT), and shall not vote in any board related business.

2. ELECTION.

- (a) The nominating committee shall be appointed by the President. A list of the proposed Board Candidates shall be presented by the President to the BOARD OF DIRECTORS at the November or December meeting of the BOARD.
- (b) The nominating committee shall consist of at least five (5) members of the club (which includes two (2) sitting members of the BOARD), the Head Football Coach and the School Principal.
- (c) The nominating committee shall interview and present a proposed slate of officers to the general membership not later

than ten (10) days prior to the December annual meeting. Other nominations may be made at the time of this meeting by the general membership. No nomination may be presented without the prior consent of the nominee.

(d) The election of officers from the slate of nominations shall be held at the December General Meeting. The members of the Club present at this meeting shall constitute a quorum and the officers shall be elected by a majority vote in a manner prescribe by the PRESIDENT. In the event of a tie, the elected officer shall be decided by the flip of a coin. Only members in good standing and present at the December General Meeting may vote.

(e) The term of office shall be for one (1) year beginning January 1 after the election. At that time, all documents and files will be transferred to the new officer.

3. Vacancy. If a vacancy occurs in the BOARD OF DIRECTORS, the President shall have the power to fill the vacated position for the unexpired term, with the consent and approval of the BOARD. In case a vacancy occurs in the office of the President, the Executive Vice President shall serve the unexpired term. In the event that vacancies in both offices of President and Executive Vice President shall occur simultaneously, the BOARD OF DIRECTORS shall decide among its members a successor to the office of President who then shall nominate a successor to the vacated position of the Executive Vice President and the nominee must be approved by a majority vote of the BOARD OF DIRECTORS.

4. Officer qualifications and duties. All officers shall be members in good standing of the club as a requirement to take and hold office. The expulsion of any officer from their office shall follow the same procedure as set forth in the Bylaws for the expulsion of a member from the membership in the club, except that the expulsion of an officer from his office does not constitute their expulsion from general membership of the club.

(a) President.

The President shall be the chief officer of the Corporation and shall preside at all meetings and shall have general supervision over the affairs of the Corporation. They shall present to the membership an annual report on the affairs of the Corporation. This report shall be given at the December General Meeting when the new officers are elected. The President shall act as the chairman of the nominating Committee. The President shall appoint at least five (5) club members to serve on the new officer nominating Committee (which includes two sitting members of the BOARD). The President will have the authority to co-sign checks and will be bonded. The President only votes to break a tie.

(b) Executive Vice President.

In the absence of the President, the Executive Vice President shall have all the rights, privileges, and duties of the President as set out in the Bylaws. The Executive Vice President shall serve as an active assistant to the President and perform such duties as requested by the President. The Executive Vice President will work with other BOARD and Committee members to plan and organize game day activities. The Executive Vice President will work with the President and Treasurer in maintaining and implementing the approved annual budget. The Executive Vice President is authorized to sign checks and will be bonded.

(c) Secretary.

The Secretary shall keep a written record of all general and BOARD meetings, be responsible for all Club correspondence and serve as Parliamentarian for the meetings. The minutes of the meeting shall be kept in a legible and orderly manner in a bound ledger book. Any page not used in this book shall be voided but not removed from the book. All minutes from the previous meeting shall be read at the subsequent meeting for approval and shall be signed by the meeting chairperson. In lieu of a reading of the minutes, the Secretary may distribute copies (including via electronic means) of the proposed minutes to the BOARD OF DIRECTORS prior to a BOARD meeting and shall incorporate changes and corrections submitted by a BOARD member following their review. The Secretary will maintain and update all policies and the Corporation By-Laws. The Secretary will be bonded.

(d) Treasurer.

The Treasurer shall prepare, present and obtain Board approval on an annual financial budget. The TREASURER shall keep a record of all monies and other valuables acquired or disbursed by the Club. The Treasurer shall pay all Club debts authorized by the Club and maintain a file of all receipts and invoices for debts paid. The Treasurer shall oversee and maintain a checking account for the Club's funds. Any interest earned on unused Club funds shall be added to the Club's funds. At each Board meeting, the Treasurer shall give a written report of all disbursements and collections of monies compared to the approved budget since the preceding meeting and shall give an oral report of the status of the Club finances at each general meeting. A written report summarizing the Club financial activity for the year shall be provided for the general membership at the December meeting. The Treasurer is authorized to co-sign all checks and will be bonded. The Treasurer is authorized to appoint a Bookkeeper, subject to approval of the Board. The Bookkeeper will be authorized to co-sign all checks and will be bonded. The Treasurer will be required to have a financial examination produced at year end by an external financial firm and results copied to the High School Principal. The Treasurer will be responsible for filing annual IRS forms, prepared by an external financial firm and shall maintain copies of such.

(e) Vice President for Junior Program.

The Vice President for Junior Program shall have the responsibility of directing, scheduling and coordinating the activities of the Football Junior Program. The Vice President for Junior Program will enforce the policies and procedures approved by the BOARD, including Coaches' sidelines behavior. The Vice President for Junior Program will select head football coaches and assistant coaches based on the approval of the High School Head Football Coach and the guidelines approved by the BOARD OF DIRECTORS. Coaches will report to The Vice President for Junior Program concerning all disputes and actions needed to maintain policies of the BOARD. The Vice President for Junior Program will chair all coaches meetings, set practice schedules, and game

schedules with approval from the BOARD and in accordance with the current Junior Program Football Association. The Vice President for Junior Program will attend or ensure that the Club is represented at the meetings of the current Junior Program Football Association.

(f) Vice President for Concessions.

The Vice President for Concessions shall be responsible for coordinating all club activities concerning the sale of concessions all football games and other activities involving the football team or the Club. An accounting in writing of all financial activity shall be provided to the Treasurer after each activity in which concessions are sold. The Vice President for Concessions is responsible for staffing of these events. The Vice President for Concessions shall be responsible for departmental budget development. The Vice President for Concessions shall be bonded.

(g) Vice President for Facilities.

The Vice President for Facilities shall be responsible for the maintenance of the fields, surrounding grounds, and facilities utilized by the Football Program, to include but not limited to the Football Field House, Stands and Weight Room. The Vice President for Facilities will oversee plans, replacement projects and capital renewal projects for the facility, and may be asked to work with the School on such projects. The Vice President for Facilities shall be responsible for obtaining any and all approvals needed to conduct projects as approved by the Board. The Vice President for Facilities shall be responsible for departmental budget development.

(h) Vice President for Equipment (Jr. Program)

The Vice President for Equipment (Jr. Program) shall be responsible for assisting Junior Program coaches with equipment and uniform fittings. The Vice President for Equipment is responsible upkeep and maintenance of all Junior Program uniforms, equipment and coaching supplies. The Vice President for Equipment shall be responsible for departmental budget development.

(i) Vice President for Membership.

The Vice President for Membership shall be responsible for coordinating all Club activities concerning the acquisition of members for the Club. The Vice President for Membership is responsible for all season ticket sales and registration fees, for both the Junior Program and the High School Program, and shall maintain a current directory of the members and alumni. The Vice President for Membership shall be responsible for departmental budget development.

(j) Vice President for Merchandising.

The Vice President for Merchandising shall be responsible for the purchase and sales of apparel, spirit wear, and related items. The Vice President for Merchandising shall be responsible for the coordination of all purchases by the Club of any football “branded” merchandise. An accounting in writing of all expenses and collections obtained through apparel sales efforts shall be provided to the Treasurer. The Vice President for Merchandising shall be responsible for departmental budget development. The Vice President for Merchandising shall be bonded.

(k) Vice President for Fundraising.

The Vice President for Fundraising shall be responsible for coordinating all Club activities concerning fundraising activities conducted by its members. An accounting in writing of all expenses and collections obtained through fund raising or special projects shall be provided to the Treasurer. The Vice President for Fundraising shall be responsible for departmental budget development. The Vice President for Fundraising shall be bonded.

(l) Vice President for Sponsorship.

The Vice President for Sponsorship shall be responsible for coordinating all Club Sponsorship activities, including but not limited to, Corporate Sponsorships, Meal Sponsorships, Souvenir Program, and Print and Video Marketing. An accounting in writing of all expenses and collections pertaining to sponsorship or special projects shall be provided to the Treasurer. The Vice President for Sponsorship shall be responsible of departmental budget development. The Vice President for Sponsorship shall be bonded.

(m) Vice President for Communications.

The Vice President for Communication shall be responsible for maintaining the overall communication strategy for all events of the Club to the general membership and Club Sponsors. This includes, but is not limited to, publishing a weekly newsletter, communicating with the general membership via emails, flyers, announcements at practices, and coordinating other Club publicity matters and important dates as approved by the BOARD. The Vice President for Communication will work through Team Moms and committee chairs to coordinate all year end banquets, and other events as required. The Vice President for Communication shall be responsible for department budget development.

(n) Vice President for Public Relations and Alumni Affairs.

The Vice President for PR and Alumni Affairs shall be responsible for maintaining the Club website, and for coordinating information with the newspapers and media. The Vice President for PR and Alumni Affairs will distribute information to past players and families, keep an active roll of all alumni, develop an alumni newsletter to be communicated via email. The Vice President for Alumni Affairs will be responsible for communication of all information to outside sources and media including, for events such as, but not limited to, camps, fundraising events, player and alumni recognition.

5. Financial Activities:

(a) Unbudgeted expenditure over \$500.

(b) The actual amounts of supplemental payments to the Coaching Staff,

must be pre-approved by the BOARD. The BOARD will operate on a cash basis and is required to have a balanced budget, as defined by Cobb County School System.

The Club shall operate in compliance with current IRS reporting requirements relating to not-for-profit organizations.

6. Attendance.

(a) BOARD MEMBERS shall be required to attend a minimum of 2/3 of Board Meetings called during the fiscal quarter. A board

member may not miss 2 consecutive board meetings, unless prior approval is granted by the President or Executive Vice President.

(b) Failure to comply with attendance requirements may result in removal from Board position.

7. Compensation.

(a) BOARD MEMBERS shall not receive compensation for their services as BOARD MEMBERS. BOARD MEMBERS may receive reimbursement for approved expenses upon presentation of proper documentation .

ARTICLE VI

EXPULSION OF MEMBERS FROM THE CLUB

A member can be expelled from the Club according to the procedures as set forth in these bylaws.

A member of the Club may be expelled from the Club if they fail to abide by these Bylaws and/or policies of the program; if they are found to have acted in a criminal or morally objectionable way; if they fail to perform their duties satisfactorily as a member of the BOARD; or if their membership becomes detrimental to the Club.

A member of the Club may request a hearing before the BOARD OF DIRECTORS, requesting a vote of recommendation from the BOARD to the Club membership for the expulsion of a member from the Club. The Club member who is the subject of this expulsion request must be notified in writing of the meeting no less than ten (10) days before the meeting and may request a postponement of that meeting for no more than ten (10) days. The written notification of this meeting must set forth the grounds for the expulsion request and no other reasons for the expulsion request may be discussed at the BOARD meeting. The member who is the subject of the expulsion vote request or their designated representative may be present at the BOARD meeting in their defense. A majority vote of the BOARD members present constitutes a recommendation of expulsion to be voted upon by the membership at the next general membership

meeting of the Club. If the President is under consideration for expulsion, the Executive Vice President will preside over the meeting for the discussion on that subject.

ARTICLE VII

MEETINGS

1. There shall be a minimum of three (3) general meetings of the Corporation which are open to all members. The date, time, and place of these three (3) General Meetings shall be set by the BOARD OF DIRECTORS and approved by the principal or their designated representative. The meetings are to be held as follows: (1) meeting during the spring practice time, one (1) meeting during the regular football season; and one (1) meeting during the month of December. Fourteen (14) calendar days written notice of these meetings must be given to the membership.
2. Special General Meetings may be called by the President or by a majority of the BOARD OF DIRECTORS. Fourteen (14) days written notice of these meetings must be given to the membership. Only such business as was announced in the notification may be transacted at these meetings.
3. The members present at a meeting shall constitute a quorum for the transaction of business.
4. Meetings of the BOARD OF DIRECTORS may be called by the President or by at least five (5) members of the BOARD OF DIRECTORS. The BOARD OF DIRECTORS will meet a minimum of six (6) times in a fiscal year. Meetings of the BOARD OF DIRECTORS are open to general membership, if the member has requested prior approval for an item to be placed on the agenda. The general membership may or may not participate in the discussions at the discretion of the presiding

officer, and the general membership may not have voting privileges at BOARD meetings.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended, repealed, or altered in whole or in part by a 2/3 (two-thirds) majority vote at any meeting of the attending members, provided that the members have been notified in writing of the proposed amendments at least fourteen (14) days prior to the meeting at which they will be voted upon.

ARTICLE IX

PARLIMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall be the authority in all proceedings not covered by the Bylaws.

ARTICLE X

MISCELLANEOUS

Whenever written notices are required in connection with these By-Laws, such notice shall be deemed properly given if delivered by electronic mail. A member may elect to receive notices by U.S. Mail by notifying a BOARD member in writing of such preference. It is the responsibility of each member to provide a current, valid electronic mail and U.S. mail address either to the Vice President for Membership, Vice President for Communication ,or to the Secretary.

Revised and Accepted _____
Entered into Minutes _____
Signed _____