By-Laws

Harrison Tennis Booster Club

Women

**Article I Quorum**

The quorum required in order to conduct the business of the Harrison High School

Tennis Booster Club shall be defined as follows:

1. **Executive Board**-more than one-half of the current Board in office shall constitute a quorum of the Executive Board.
2. **General Membership**-a quorum of the Executive Board members present at a regular meeting constitute a quorum of the General Membership.

**Article II Meetings**

**Section 1** An annual meeting shall be held at Harrison High School unless otherwise

notified. The Executive Board shall convene, as needed, prior to any annual

meeting.

**Section 2** Annual meeting is open to all active members and only those members in

attendance are entitled to vote. No proxy shall be entertained.

**Section 3** All decisions requiring general membership approval shall be decided by a simple

majority vote of those members present, provided no other requirement exists.

**Section 4** Special meetings shall be called as needed by the Executive Committee.

**Section 5** The procedural rules contained in the current edition of Robert’s Rules of Order

Newly Revised shall govern conduct of meetings.

**Article III Duties of Officers**

Appointed officers and their duties as follows:

1. **Booster Club President (One)**

The President shall have general supervision and management of all current affairs of this Organization.

The President shall preside over all meetings of this organization.

The President shall report on any matters that may be of importance to this Organization.

The President shall carry out the decisions of the Executive Board and shall appoint any special committee not otherwise provided for herein.

The President shall act in a manner that is representative of the expectations of Harrison High School and the Cobb County School System.

1. **Vice President (One)**

The Vice President, as a representative of the Men’s or Women’s Team, will serve as the team leader in activities that are not related to on-court activities.

The Vice President, as a representative of the Men’s or Women’s Team, will act as a liaison between the team’s coach and the Booster Club President.

The Vice President, as a representative of the Men’s or Women’s Team, will oversee all decisions made by members of the Executive Board, except the Coach, Principal, administrative designee, or Booster Club President.

The Vice President, as a representative of the Men’s or Women’s Team, will oversee and issue all communications/announcements of a pre-match, post-match, pre-season, or post-season nature.

The Vice President, as a representative of the Men’s or Women’s Team, will appoint a Team Leader of a possible Men’s or Women’s Junior Varsity Team, with the approval of the appropriate coach. The designated Team Leader will take on the responsibilities of the Vice President for the Junior Varsity Team.

The Vice President, as a representative of the Men’s or Women’s Team, shall act in a manner that is representative of the expectations of Harrison High School and the Cobb County School System.

1. **Treasurer (one)**

The Treasurer, as a representative of the Men’s or Women’s Team, shall receive all funds of the Organization. In doing so, the Treasurer shall keep a detailed account of all income and expenditures, including a copy of all receipts accumulated through approved expenditures made by any member of the Board.

The Treasurer, as a representative of the Men’s or Women’s Team, shall endorse, on behalf of the Organization, all negotiable instruments received and deposit them in accounts designated by the Executive Board.

The Treasurer, as a representative of the Men’s or Women’s Team, shall make disbursements as directed by the Executive Board, including, but not limited to: the purchasing of equipment as needed by coaches, the purchasing of player/coach uniforms and any pre-season, in-season, or post-season events in coordination with the Harrison High School Tennis Program.

The Treasurer, as a representative of the Men’s or Women’s Team, should report all expenditures to the appropriate Vice President and Booster Club President, as a means of checks and balances.

The Treasurer, as a representative of the Men’s or Women’s Team, shall report on the financial status of the Organization at each meeting of the general membership or Executive Board.

The Treasurer, as a representative of the Men’s or Women’s Team, shall compile and execute any tax applications as required by Federal and State Law.

The Treasurer, as a representative of the Men’s or Women’s Team, will also act as Treasurer of a possible Men’s or Women’s Junior Varsity Team.

The Treasurer, as a representative of the Men’s or Women’s Team, shall commit all accounts and other records to the succeeding Treasurer.

In accordance with Title IX, expenditures for both the Men’s and Women’s Team shall be equitable in nature.

The Treasurer, as a representative of the Men’s or Women’s Team, shall act in a manner that is representative of the expectations of Harrison High School and the Cobb County School System.

1. **Logistics Coordinator (one)**

The Logistics Coordinator, as a representative of the Men’s or Women’s Team, shall coordinate all travel arrangements and food assignments for each match.

The Logistics Coordinator, as a representative of the Men’s or Women’s Team, shall report all logistics for each match to the team’s Vice President, in order that necessary information is transmitted to all players and parents.

The Logistics Coordinator, as a representative of the Men’s or Women’s Team, shall act in a manner that is representative of the expectations of Harrison High School and the Cobb County School System.

**Article IV** **Appointment of Officers**

**Section 1** **Appointment**-at the end of each season, the Executive Board, along with members, will discuss and appoint future Executive Board members.

**Section 2** **Resignation**-any officer may resign at any time in writing to the President of the

Organization. Unless otherwise requested in writing, the resignation shall be

effective when tendered.

**Section 3** **Removal**-Any officer may be removed upon recommendation from the Executive Board or by a majority vote at a general membership meeting.

**Section 4** **Replacements**-The President shall appoint, with the approval of the Executive Board, individuals to complete unexpired terms of office.

**Article V Standing Committees**

Standing Committees may be established on a necessity, annual basis with the recommendation of the Executive Board. Membership within a standing committee will be established through an inquiry for volunteers. Recommended possible annual standing committees include:

* Hospitality-coordinate all booster-sponsored banquets (pre-season, post-season)
* Fund Raising-coordinate all fund raising activities
* Gift-coordinate the selection and purchase of post-season gifts for all team players and coaches.

**Article VI Finances**

**Section 1** The Fiscal year of the Harrison High School Tennis Booster Club shall begin on the first day of June and the end of the last day of May.

**Section 2** No loan shall be contracted on behalf of the Organization unless duly authorized by the General Membership.

**Section 3** A recommendation for the annual dues shall be made and set by the Executive Board. The amount will be set before tryouts for the following year. All tryout participants must be notified of the annual dues prior to the beginning of tryouts.

**Article VII** **Amendments**

The Constitution may be amended at any scheduled meeting of the General Membership by a

majority vote of the members present if there is a number of general members in attendance equal

to that of the total number of Board Members currently in office.

Constitution

Harrison Tennis Booster Club

Women

**Article I** **Title**

The name of this organization shall be the Harrison Women’s Tennis Booster Club

**Article II Purpose**

The purpose of the organization shall be to support the Tennis program at Harrison High School in the following manner:

1. Promote parent/student-athlete involvement
2. Coordinate all supporting activities
3. Encourage attendance at tennis-related functions
4. Provide services, facilities and equipment which are not provided for by the school
5. Ensure recognition for the tennis program, its athletes and coaches
6. Increase faculty and student recognition of tennis team accomplishments

**Article III Membership**

Any parent, guardian, or legal custodian of a student who is a member of the Harrison

Tennis program, either Varsity or Junior Varsity in nature, shall be deemed an active

member. Only active members may vote, serve as officers or directors or be counted

toward a quorum at a meeting of the membership. All members must agree to abide by

the Constitution and By-Laws. The Principal of Harrison High School or his/her

administrative designee and all current tennis coaches shall be ex-officio members. All

members of both the men’s and women’s tennis team of Harrison High School shall be

deemed as full, active, non-voting members.

**Article IV Dues**

Amount and method of payment shall be governed by the By-Laws.

**Article V Executive Board**

Section 1 The Organization shall be governed by the Executive Board which shall be

responsible for the General Welfare of the Organization and responsible to the

membership for its actions.

Section 2 The Executive Board shall be comprised of both the men’s and women’s tennis

coaches, assistant coaches (if applicable), the Principal of Harrison High School

or his designee (as an ex-officio member), and the following duly appointed roles:

Booster Club President

Booster Club Vice President

Treasurer

Logistics Coordinator

Section 3 Vacancies in office shall be filled by appointment through a discussion process

within the Executive Board. If there are multiple candidates for a vacant

position, a secret-ballot vote by the Executive Board will determine the outcome .

Section 4 The Executive Board shall be responsible for handling day-to-day expenses,

supervising any and all standing committees, and authorizing approved

expenditures and any non-budgeted expenditure up to and not exceeding $500 per

season/per team.

**Article VI Standing Committees**

The Standing Committees, as defined in the By-Laws, shall serve as directed by the President and Vice Presidents.

**Article VII Policies and Procedures**

The Harrison Tennis Booster Club shall adhere to the following policies and procedures:

1. All activities shall adhere to Section 501 (C) (3) and Section 170 (C) (2) of the Internal Revenue code dealing with tax-exempt status for charitable or educational organizations.
2. Upon dissolution of the Tennis Booster Club, the Executive Board shall dispose of its assets by transferring them to the General Account of Harrison High School.
3. The Organization shall be politically non-partisan.
4. The activities of the Organization shall be conducted on a strictly non-profit basis.
5. This Organization shall be subject to the policies and approval of the Principal of Harrison High School, the Cobb County Board of Education , the Georgia High School Association, Georgia School Performance Standards, and the Southern Association of Colleges and School Accrediting Agency.

**Article VIII Amendments**

This constitution may be amended at any scheduled meeting of the General membership

by a majority vote of the members present if there is a quorum in attendance.

Any changes shall be made only after notification of the General Membership of at least

one month.