



**Allatoona Buccaneer
High School**

Constitution

And

By-Laws

Allatoona Tennis Booster Club

By-Laws

ALLATOONA TENNIS BOOSTER CLUB

ARTICLE I

QUORUM

The quorum required in order to conduct the business of the Allatoona Tennis Booster Club is defined as the following:

- A. Executive Committee-three officers and the coaches of both the boy's and girl's varsity tennis team.
- B. General Membership-Board of Directors' quorum plus those members present at a regular meeting.

ARTICLE II

MEETINGS

Section 1

Meetings shall be conducted at Allatoona High School unless otherwise noted.

Section 2

Meetings are open to all dues-paying members and those members in attendance are entitled to vote. No proxy votes 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 requirements exists.

Section 4

General membership meetings shall be held once a month at 7:00pm (time may be subject to change) during the Allatoona school year. Special meetings shall be called by the Executive Committee with one week's notification of the membership.

The Board of Directors shall convene concurrent with the general membership meeting. Special meetings may be called by the Executive Committee with one week's notification of the members.

Executive Committee meetings shall be held prior to, subsequent to or concurrent with the general membership meetings. Special meetings may be called by the Co-Presidents. Coach/coaches, Co-Presidents, Secretary/Treasurer shall attend Executive Committee meetings unless excused.

Section 5

The procedural rules contained in the current edition of ROBERTS RULES OF ORDER NEWLY REVISED shall govern the conduct of the meetings.

ARTICLE III

DUTIES OF OFFICERS

Elected officers and their duties are as follows:

A. CO-PRESIDENTS

The Co-Presidents shall have general supervision and management of all current affairs of this Organization.

One of the Co-Presidents will represent the boys team and the other Co-President will represent the girls tennis team.

He/she shall preside at all meetings of the Organization.

He/she shall report on any matters that may be of importance to this Organization.

He/she shall carry out the decisions of the Executive Committee and shall appoint any special committee not otherwise provided for herein.

He/she shall act as an ex-officio member of all committees.

He/she shall initial all Tennis Booster Club checks in excess of \$300.00.

B. SECRETARY/TREASURER

The Secretary/Treasurer shall record, report, and maintain minutes of all meetings of the general membership, Board of Directors and Executive Committee.

The Secretary/Treasurer shall receive all funds of the Organization.

He/she shall obtain the initials of one of the Co-Presidents for all checks in excess of \$300.00.

He/she shall keep a detailed account of all income and expenditures.

He/she shall endorse, on behalf of the Organization, all negotiable instruments received and deposit them in accounts designated by the Executive Committee.

He/she shall make disbursements as directed by the Board of Directors, Executive Committee or Co-Presidents.

He/she shall report on the financial status of the Organization when requested at meetings of the general membership, Executive Committee or Board of Directors.

He/she shall compile and execute any tax applications or returns as required by federal or state law.

He/she shall commit all accounts and other records to the succeeding Treasurer.

He/she shall perform other related duties as directed by the President.

He/she shall appoint an assistant who will assume the duties of the Secretary/Treasurer in his/her absence.

ARTICLE IV

ELECTIONS OF OFFICERS

Section 1

NOMINATIONS – Candidates will be nominated from the floor at the general membership meeting. At least one candidate will represent the boys tennis team and at least one other candidate will represent the girls tennis team. The candidates will be voted on at that time.

Section 2

ELECTIONS – A majority vote is required for election.

Section 3

INSTALLATION – Newly elected officers shall be installed at an Executive Committee meeting and shall assume all duties at that time. Out-going officers shall be expected to confer with and advise their successors as to their new duties.

Section 4

RESIGNATION – Any officer may resign at any time in writing to either of the Co-Presidents or the Secretary/Treasurer of the Organization. Unless otherwise requested in writing, the resignation shall be effective when tendered.

Section 5

REMOVAL – Any officer may be removed upon recommendation from the Board of Directors or by a majority vote at a general meeting.

Section 6

REPLACEMENTS – Either of the Co-Presidents shall appoint, with the approval of the Executive Committee, individuals to complete unexpired terms of office.

ARTICLE V

FINANCES

Section 1

The fiscal year of the Allatoona High School Tennis Booster Club shall begin on the first day of June.

Section 2

The Co-Presidents and Secretary/Treasurer shall jointly negotiate and execute approved contracts on behalf of the Organization.

Section 3

No loan shall be contracted on behalf of the Organization unless duly authorized by the general membership.

Section 4

The Secretary/Treasurer shall maintain only one checking account for the Organization and all its committees.

Section 5

Annual dues shall be determined by the Executive Committee.