



Walton Lady Raiders Tennis Booster Club, Inc.
EIN: 46-3637339

BY-LAWS OF THE
WALTON LADY RAIDER TENNIS BOOSTER CLUB, INC.
Adopted on November 6, 2013

ARTICLE I: NAME and ADDRESS

The name of this organization shall be the Walton Lady Raider Tennis Booster Club, Inc., referred to herein as the "Booster Club". The Booster Club shall be recognized by the Walton High School Athletic Department as the official booster club for the Lady Raiders Tennis team.

The Booster Club shall have its principal office and place of business located at 1590 Bill Murdock Road, Marietta, Georgia 30062.

ARTICLE II: PURPOSE OF THE ORGANIZATION

The Booster Club is a corporation established as a not-for-profit entity to support the Lady Raiders Tennis team at Walton High School, herein referred to as the "School". The purpose of the Booster Club shall be to work in cooperation with the School Athletic Department, the coaches, the faculty, the players, and the parents to develop financial and volunteer support for the girls' varsity and junior varsity tennis teams, collectively known as the "Program" and to advance the Program. The Booster Club's primary objective is to provide support for the Program through a variety of activities including fundraising, assistance with team activities, and promotion of the sport.

The Booster Club recognizes the Program is an extra-curricular activity that is supplemental to the primary reason for student athlete enrollment in school, which is to pursue an education as directed by the Cobb County Board of Education. The education goals of the student athletes shall never be secondary to any activity sponsored or enabled by the Booster Club.

ARTICLE III: SCHOOL AFFILIATION

SECTION 1. PARTNERSHIP: Though a separate entity, the Booster Club agrees to abide with all applicable board policies, regulations and procedures of the Cobb County Board of Education in all of its activities and functions. The Booster Club realizes it is not a part of the School, but recognizes the authority and requirements of the Cobb County Board of Education with respect to outside organizations affiliated with school programs. The Booster Club shall exist in



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partnership with the Cobb County Board of Education and the School, and work to promote and support the Program as a partner.

SECTION 2. PRINCIPAL: The Walton High School Principal ("Principal") is responsible for the relationship between the School and the Booster Club. The school administration will periodically meet with the Booster Club to monitor its activities as they relate to the School. The Principal has the authority to dissolve the relationship between the School and the Booster Club at his or her discretion.

SECTION 3. AUTHORIZATION: Prior approval is required from the Walton High School Athletic Director ("AD") for any activity that will be hosted on or utilize a School facility and represent the School. In addition, prior AD approval is required for any capital improvement to a school facility. Approval request will be submitted in person or via electronic mail to the AD with reasonable advance notice.

SECTION 4. NOTICE AND FILING: For purposes of providing notification or document filing to the School administration, and where guidelines are not specifically defined, then an electronic mail sent to the office of the AD will suffice.

ARTICLE IV - GENERAL OPERATIONS

SECTION 1. BOOSTER CLUB MEMBERSHIP. Membership shall include parents or guardians that have a student athlete or athletes participating in the Program, interested supporters, and other persons volunteering their services in the club, herein referred to as "Members". Regular Members shall pay annual dues as set by the Booster Club Board of Directors, herein referred to as "Executive Officers". The head tennis coaches and coaching staff shall be entitled to honorary non-voting membership in the Booster Club. Membership in this Booster Club terminates after the Awards Banquet or on May 31, whichever occurs later. Membership may be terminated for cause as determined by the Board of Directors.

SECTION 2. MEETINGS. The Booster Club shall have one general meeting each year, known as the Kick-off Dinner Meeting. Special meetings may be held as the Executive Officers determine necessary. Meetings are to be announced by the Executive Officers of the club. Meetings will be held at a time and location to be determined by the Executive Officers and which is convenient to the majority of the membership. Meetings are open to the public. Minutes shall be taken during each meeting by the Secretary, or designee, and kept on file with the Booster Club.



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Elections: The Kick-off Dinner Meeting shall be held for the purpose of electing Executive Officers. If the election of Officers shall not be held on that day, the Executive Officers shall cause the election to be held at a designated meeting of the organization as soon thereafter as convenient.

SECTION 3. FINANCES. All funds of the Booster Club are to be deposited in a bank account approved by the Executive Officers and may be withdrawn on the signature of the Treasurer and either of the co-Presidents. The funds of the Booster Club shall be used to further purpose expressed in Article II of these Bylaws. Only the Treasurer or a co-President, upon the approval of the Executive Officers, shall be authorized to disburse funds.

a) Fiscal Year: The fiscal year of the Booster Club shall begin July 1st-June 30th.

b) Budgeting: The Executive Officers shall meet in May of each year to prepare a budget for the following year. The budget shall be voted on and approved by the Executive Officers. The budget may be amended, as necessary, by a vote of the Executive Officers. Any proposed expenditures involving capital improvements or alterations to a facility controlled by the Cobb County Board of Education and/or the School will require prior approval from the AD. All projects that require the financial obligation of the Booster Club as proposed by coaches will be presented to the Executive Officers by the co-Presidents during the May budget meeting.

c) Expenditures: Expenditures shall be managed and tracked to the approved budget by the Treasurer. No single item expenditure can exceed more than 5% of the budgeted amount for that item. Unused funds cannot be applied to other items without the approval of the Executive Officers. Total expenditures cannot exceed approved total budgeted amount without the approval of the Executive Officers. A request for purchases from a coach, school administrator or nonmember shall only be recognized when accompanied by proper authorization from the school administration. The co-Presidents of the Booster Club shall have the authority to authorize expenditures up to five hundred dollars (\$500.00) each month from the Booster Club funds without calling a special meeting of the Executive Officers. A report of these expenditures shall be given at the next regular meeting.

d) Payment of Debts: The Treasurer of the Booster Club shall pay by check all debts of the Booster Club within seven (7) days after receipt or on approval of the Executive Officers.

e) Bond Required: The Treasurer of the Booster Club shall be bonded in an amount set by the Executive Officers. The fee for the bond shall be paid from the funds of the Booster Club. The



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Executive Officers shall determine on an annual basis whether to purchase a bond for the remaining officers.

f) Annual Audit: An annual audit by one or more non-Board members shall be required. The Treasurer shall submit a detailed report at the end of each fiscal year. One of the co-Presidents and one other officer shall select an auditor or auditors. A formal letter from the auditor shall be standard procedure expressing the findings and filed in the records of the Booster Club.

SECTION 3. SPECIAL MEETINGS. Special meetings of the Booster Club for any purpose or purposes may be called by the President or may be called by the President at the request of the Members.

SECTION 4. PLACE OF MEETING. The preferred location for Booster Club meetings is at the School; however, the Executive Officers may designate any place in the School district for the scheduled meetings or any special meetings of the Booster Club.

SECTION 5. NOTICE OF MEETING. Written notice stating the place, day and hour of the meeting shall be provided to the membership with reasonable advance notice. Notices may be sent home with the players or mailed or electronically mailed or communicated by way of telephone. If mailed, such notice shall be deemed delivered when deposited with the United States Postal Service, addressed to the member. If sent by electronic mail, such notice shall be deemed delivered when electronically sent to a known electronic address for the recipient. Meetings may also be scheduled by calling the membership. If notice is given by telephone, such notice shall be deemed delivered when a message is delivered to the member, a member of the person's household or to an answering message device. At a minimum ninety percent of the currently active membership must be contacted, using the above definition, before a meeting may be called in this manner.

SECTION 6. VOTING. A simple majority of those Members present and voting shall be required to pass any actions presented to the membership. There shall be a minimum of 25 percent of the Members of the Booster Club present unless specifically stated otherwise in any announcement of such meeting. Nonmembers attending a Booster Club meeting shall not vote in matters brought in front the membership. Matters requiring the vote of the membership shall include election of officers and any other matter within the discretion of the Executive Officers.

SECTION 7. MANNER OF ACTING. The act of the majority of the Executive Officers present at a meeting at which a quorum is present shall be the act of the Booster Club. In the event of



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elections or a matter presented to the Members for a vote, the act of the majority of Members present at a meeting at which a quorum is present shall be the act of the Booster Club.

SECTION 8. ACTION WITHOUT A MEETING. Any action required or permitted to be taken at any meeting of the Executive Officers may be taken without a meeting if a written consent thereto is signed by not less than a majority of the Directors and such written consent is delivered to the Secretary of the Corporation for the purpose of inclusion in the minutes or filing in the corporate records. Such consent shall have the same force and effect as a unanimous vote of the Executive Officers and may be evidenced by one or more written consents describing the action(s) taken. Such written consent may be in the form of email communication, and noted as such in the minutes.

SECTION 9. CONFLICT OF INTEREST POLICY. For purposes of this provision, the term "interest" shall include personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern and/or having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the organization.

a) No director or officer of the organization shall be disqualified from holding any office in the organization by reason of any interest in any concern. A director or officer of the organization shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the organization or with any entity of which the organization is an affiliate. No transaction of the organization shall be voidable by reason of the fact that any director or officer of the organization has an interest in the concern with which such transaction is entered into, provided:

- 1) The interest of such officer or director is fully disclosed to the board of directors.
- 2) Such transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the organization.
- 3) Payments to the interested officer or director are reasonable and do not exceed fair market value.
- 4) No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.



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b) The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

SECTION 10. RULES OF ORDER. The rules contained in Robert's Rules of Order, revised, shall govern all meetings of the Booster Club in all cases to which they are applicable, and in they are not in conflict with these by-laws.

ARTICLE V - EXECUTIVE OFFICERS AND FUNCTIONS

SECTION 1. GENERAL POWERS. The business and affairs of the Booster Club will be managed by its Board of Directors (Executive Officers) with the consent of the membership.

SECTION 2. NUMBER, TENURE AND QUALIFICATIONS. The number of officers of the Booster Club shall be four. The officers will represent the entire Program. Each Officer shall hold office from July 1-June 30(the defined fiscal year for the club) following the annual election and until his or her successor has been elected and qualified.

SECTION 3. ELECTIONS. The Executive Officers shall be elected to the position in the following manner:

A nominating committee shall be formed before the date of the Kick-off Meeting. This committee will operate independently of the Executive Officers. The nominating committee will report at the Kick-off Meeting the name of at least one nominee for each office to be filled. Nominations may be made from the floor for any officer position. In all instances, consent of each nominee must be obtained prior to his/her name being placed in nomination. Any Booster Club member may serve on the nominating committee. The slate of officers shall be voted on and a majority vote of those Members present is required for acceptance. Should a position become vacant for any reason, the Executive Officers shall appoint a member of the Booster Club to assume the office until the next election.

SECTION 4. MEETINGS. Meetings of the Executive Officers shall be called by or at the request of the co-Presidents or by any two officers. The person or persons calling a meeting of the membership may fix the place for holding any meeting of the Booster Club.

SECTION 5. NOTICE. Notice of any meeting shall be given at least one (1) day prior to the meeting and may be given by written notice delivered personally or mailed or electronically mailed to each officer at his or her business address, email address, or by telephone. If mailed, such notice shall be deemed delivered when deposited in the United States Mail so addressed,



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with postage thereon prepaid. If sent by electronic mail, such notice shall be deemed delivered when electronically sent to a known electronic address for the recipient. If notice is given by telephone, such notice shall be deemed delivered when a message is delivered to the officer or a member of the person's household or to an answering message device. Special or emergency meetings may be called with less notice where conditions warrant such action.

SECTION 6. QUORUM. A majority of the number of officers fixed shall constitute a quorum for the transaction of business at any meeting of the Executive Officers.

SECTION 7. COMPENSATION. Executive Officers are volunteers and shall receive no compensation or favoritism for their participation and service. Officers must pay Booster Club dues as a regular member of the organization.

ARTICLE VI – OFFICERS/BOARD OF DIRECTORS

SECTION 1. NUMBER AND POSITIONS. The Booster Club shall have an Executive Board that consists of the elected officers of the organization. The Executive Board shall consist of two (2) co-Presidents, a Secretary and a Treasurer. In addition to these positions, at the discretion of the Executive Officers and at the co-Presidents' appointment, positions and/or committees can be created to carry out or expedite the work of the Booster Club.

SECTION 2. REMOVAL. Any officer or agent may be removed by the membership whenever, in its judgment, the best interests of the organization will be served thereby. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled in accordance with Article V, Section 3.

SECTION 3. CO-PRESIDENTS. The co-Presidents shall preside over all meetings of the Booster Club and of the Executive Board. If unable to preside at a meeting for any reason, the co-Presidents shall delegate their authority to the Secretary. The co-Presidents shall represent the membership at all meetings called or scheduled by the School or in whatever other capacity arises. The co-Presidents shall have the authority to appoint chairmen of all committees, as needed. In general, the co-Presidents shall supervise all of the business and affairs of the Booster Club and effect compliance with the rules, regulations and policies of the Cobb County Board of Education and the School Athletic Department. The co-Presidents shall coordinate the operation of all Booster Club functions, projects, and activities. The co-Presidents in general shall perform all duties incidental to the office of President and such other duties as may be prescribed by the membership from time to time.



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SECTION 4. SECRETARY. The Secretary shall: (a) keep the minutes of all meetings of the Executive Board and all meetings of the membership and maintain proper filings of minutes in accordance with provisions of these By-Laws, (b) see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; (c) be custodian of the records; (d) keep a register of the contact information of each member, including but not limited to postal address, email address, and telephone number to be furnished to the Secretary by such member; (e) shall sign, with either of the co-Presidents, all contracts in the name of the Booster Club; and (f) in general perform all duties incidental to the office of the Secretary and such other duties as from time to time may be assigned to him or her by the President or by the membership.

SECTION 6. TREASURER. The Treasurer shall: (a) have charge and custody of and be responsible for all funds of the organization, (b) receive and give receipts for moneys due and payable to the organization from any source whatsoever, and deposit all such moneys in the name of the Booster Club in such banks, trust companies or other depositories as shall be selected; (c) pay all bills on approval of the Executive Board; (d) keep the financial records of the Booster Club and track expenditures to a Booster Club approved budget that categorizes expenses utilizing basic accounting principles, and (e) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the membership.

ARTICLE VII – LIABILITY

The Executive Officers and the membership of the Booster Club shall not be held liable for actions taken in the course of carrying out the business of the Booster Club. Parental permission shall be sought for all activities in accordance with the policies and procedures of the School Athletic Department, School, and the Cobb County Board of Education. The Executive Officers and the membership of the Booster Club assume no personal liability for debts incurred by or contracts entered into on behalf of the Booster Club.

ARTICLE VIII - CONTRACTS, LOANS, GENERAL POLICIES

SECTION 1. CONTRACTS. No member or Executive Officer of the organization may enter into a contract on behalf of the organization without approval of the Executive Officers.

SECTION 2. LOANS. No loans shall be contracted on behalf of the organization and no evidences of indebtedness shall be issued in its name without approval of the membership.

SECTION 3. The Booster Club shall be non-political and non-sectarian.



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SECTION 4. The name of the Booster Club and/or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.

SECTION 5. The Booster Club shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of, or in opposition to, any candidate for public office.

SECTION 6. In the event of the dissolution of the Booster Club, its assets shall be distributed to the Walton High School Athletic Department and in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.

ARTICLE IX – REPRESENTATION

All activities of the Booster Club shall be conducted in the name of the organization and shall represent the Booster Club, the Program, and the School in a positive light and encourage a healthy environment in which players can engage in athletic competition, develop athletic skills, and learn proper sportsmanship. Members are guided by the Georgia High School Association (www.ghsa.net) sportsmanship code that is in effect at all of their sanctioned events.

ARTICLE X - SPECIAL PURPOSE FUND RAISING

Fundraising activities shall be conducted only to support the activities of the Program by assisting with participation in games including game fees, travel costs, and meals, to purchase additional uniforms, supplies, and equipment, to enhance and maintain facilities and equipment, and the purchase of trophies or team awards. Fund raising activities shall be done in the name of the Booster Club and community-wide activities shall be coordinated through the School administration to minimize competition with other fund raising activities of the School. All fund raising activities shall be in good taste, reflect positively on the players, the School, and the Booster Club, and provide a healthy growth oriented opportunity to the participants. Funds shall be deposited in the established checking account for the Booster Club. Funds shall be spent and utilized for the support of the Program and Booster Club expenses related to its operations and fundraising activities at the discretion of the membership and under the direction of the Executive Officers. The Booster Club and its Executive Officers retain ultimate control over all funds and how they are collected and spent through the procedures set forth in these By-Laws.



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All fundraising events must follow the established procedures of the Cobb County Board of Education for advance approval and will be submitted to the AD no later than August 1st for the following school year. Confirmation from the AD will be forthcoming following approval from the Cobb County Board of Education.

ARTICLE XI – AMENDMENTS

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by the membership at a regular or special meeting by a majority vote.

The above By-Laws are certified to have been adopted by the membership of the Walton Lady Raiders Tennis Team Booster Club on the 6th day of November, 2013 and are effective as of the date approved by the AD.

Shirley Ann Jerni
Secretary