

Tift County High School Cross Country Bylaws

Effective May 2010

Article 1-Organization

This Organization shall be a non-profit, unincorporated association unless state laws require differently. The name of this organization shall be: Tift County High School Cross Country Booster Club, located in Tifton, GA.

Article 2-Purpose

The purpose of the Association is to facilitate and support the Tift County High School Cross Country Team, Middle school Cross Country Team, and their parents/guardians for team growth, fan participation, image and presence in the school and community, as well as to participate in meeting financial and administrative needs as agreed upon with the coaching staff. The Association will serve as a communications link between the administration at Tift County High School, the coaching staff, the team captains, the team members and the Association members. The Association will represent the team to the TCHS Athletic Association as required.

Article 3-Officers and Elections

1. General

Officers shall consist of a President, Vice-president, and Secretary/Treasurer. These offices may be held jointly by husband and wife partner. In matters requiring a vote, each office is allocated only one vote. There can be additional officers, committee chairpersons, and other officials as the President shall appoint from time to time.

These officers shall be elected annually from the membership. The proposed slate should be presented to the parent group at a meeting preceding the election meeting. The proposed slate shall be nominated by a nominating committee consisting of the head coach, the President, and two other members at large from the association. The committee may nominate more than one proposed officer for each position and may also take nominations from the floor to be considered for each office. The full slate must be accepted by a majority vote of the eligible membership at large group in attendance at the election meeting. Elections will be held at the conclusion of the regular season of cross country activities but no later than April 1st following the season so as to be in line with the timelines required for budgeting for the next school year. Officers shall take over their duties immediately following the election meeting and will remain in effect until the next nominating meeting. Any officer who resigns will be replaced by election from the membership as needed.

As the new officers assume their duties, all annual reports shall be received and the new officers, retiring board, and coaches shall hold a joint session. At the joint session, the retiring officers shall transfer all books and papers in their possession and belonging to the cross country program to the new administration as to the status of affairs of the cross country program.

Officers shall have the responsibility for the establishment of policy and procedure with the approval of the membership. They shall conduct the business of the club as elected officers of this organization. All decisions reached by the officers shall be presented to the membership.

2. Duties

The President shall oversee the other elected officers and ensure the duties of each office is executed; stay informed of plans of sub-committees, work closely with the Head Coach on dates, events, etc; work closely with fundraising chair and coach to establish a budget for upcoming season; work closely with PR chair; set meeting dates for the Booster Club meetings.

The Vice-President shall assist the President in the performance of these duties and shall assume the position of President in the event that the elected President is unable to fulfill the obligation of the elected term.

The Secretary/Treasurer shall keep a record of all regular and special meetings and all executive board meetings. A cross country program membership list shall also be maintained that includes all contact information of current members. In addition, it will be the duty of this officer to receive all monies due to the cross country program and deposit them in the booster club account. The coach, along with the Secretary/Treasurer, will be signees on the booster club checking account. The Treasurer will disperse funds of the cross country program only for the purposes approved by the cross country program. This officer shall present a statement of accounts at regular meetings and at any other time when requested to do so by the President or Head Coach, and shall make a full report at an annual meeting. The accounts of the Treasurer may be audited by a committee approved by the President.

The President, Vice-President, Secretary/Treasurer, and Head Coach comprise the executive committee. In addition to the specified job duties listed above, this committee will approve the plans of work of other committees, transact necessary business that will be required of the cross country program, present a report to the membership at regular meetings, approve any bills within the limits of the budget, and approve plans for the development of the cross country program.

Article 4- Committees

The standing committees of the club shall be as follows:

The Banquet Chairman will be in charge of the annual awards banquet with regard to food, decorations, program, slide show, and collection of money at the banquet. This member will meet with the Coach prior to planning and will form a committee to assist with the execution of this plan.

The Spirit Chairman plans ideas to promote enthusiasm among team members, promotes team spirit with posters and banners at meets and send off luncheons. This officer is in charge of "goodie bags" for region and state meets. This officer will assist the head coach in developing ideas for team apparel and will recruit parent volunteers to assist in the execution of said duties.

The Fundraising Chairman will work closely with the coach before the season to establish an amount needed for the season budget. This officer will promote the team's primary fundraiser, "The Run for Love", and will develop a committee of volunteers to carry out the fundraiser through race day. This officer will assist the Public Relations Chairman with information to include on the website in regards to the entry form and race promotion flyers.

The Snack Fund/Sports Drink Chairman will purchase sports drinks and bring them to each meet or to the team bus before leaving for every meet.

The Public Relations Chairman will implement a team website to interface with TCHS and GHSA sports websites. He/she will develop a relationship with the local newspaper sports editor and will email meet results, pictures and articles to the local newspaper. This officer will keep an updated email list of all parents in order to send out weekly information on behalf of the coach and executive committee.

Article 5-Meetings

Regular meetings of the Cross Country Booster Club will be held during the school year with a minimum of bi-monthly meetings being held during the cross country season, which begins in August and ends in November. Meetings will be scheduled by the President with ample notice given as to date, time, and location. Outside of the season, meetings will be scheduled with ten days notice, when at all possible, by the President as needed to complete work for the association. All meeting notices will be emailed to the membership and posted on the cross country website.

Article 6-Membership

Any person who is interested in supporting the objectives of this association shall be eligible for membership. However, voting privileges will be limited to only members who are active volunteers (as determined by the executive committee at the time the vote is taken), and they will be given only one vote per family of the active participants on both the middle school team and varsity team. At this time, there are no membership dues required for membership, but a vote by executive committee can amend this as deemed necessary for the good of the Cross Country Booster Club.

Article 7- Bylaws and Amendments

The bylaws shall be approved at a meeting of the Cross Country Booster Club by a majority vote of those members eligible to vote and actually casting their vote at said meeting. In the event that an eligible voting member is not able to be present at this meeting or at an amendment meeting, an email may be used for the eligible member to cast his vote. In the event that email is used for a vote, the Secretary will maintain a record of all votes cast. The bylaws may be amended by a majority vote of the Cross Country Booster Club at any regularly called meeting. Such amendments may only be recommended by executive committee and shall be presented in writing and read at the regular meeting prior to the time of voting.

Article 8-relationship with Principal and Athletic Director

The Cross Country Booster Club shall operate in full support of the school principal, athletic director, and coaches. At no time should the Cross Country Booster Club make recommendations or become directly involved in the day to day operations of the school athletic program. The Cross Country Booster Club serves only to support the cross country program and has no say in the establishment of policy by the school principal, athletic director, or head coach.

Article 9-Ownership

No officer or member (past or present) shall at any time have any claim against the club or interest in any funds, equipment, or property that has been or may be acquired by the club.