

CONSTITUTION AND BY-LAWS  
CREEKVIEW GRIZZLIES BOOSTER CLUBS

ARTICLE 1: NAME

The name of the organization shall be the Creekview Grizzlies Takedown Club.

ARTICLE 11: OBJECTIVE

The objective of the organization shall be to support and promote extracurricular activities at Creekview High School.

ARTICLE III: MEMBERSHIP

Section 1. Any person who is interested in the objectives of the organization shall be eligible for membership.

Section 2. Booster Club general membership dues if any will be determined by a majority vote of the club.

ARTICLE IV: OFFICERS

Section 1. The officers of the organization shall be president, vice- president, Secretary, treasurer, concession stand coordinator 1 & 2, hospitality room Coordinator, banquet coordinator, and computer operator. Each officer shall be elected annually for a term of one year.

Section 2. Booster club members, provided consent of the nominees has been secured, shall make nominations of officers from the floor.

Section 3. Election shall be held at either the first booster club meeting of the year or the final booster club meeting of the preceding year

Section 4. The Executive Committee shall fill vacancies in office, such officers to serve until the next regular election. The Executive Committee shall consist of the head coach, president, vice-president, secretary and treasurer.

Section 5. A quorum of the Executive Committee shall have authority to transact business between meetings.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The president shall preside at all meetings of the organization and the executive committee: shall appoint special committees: and shall have the authority to spend up to \$100.00 without approval of the organization. The president shall ensure the other officers perform their duties in a business like manner.

- Section 2. The vice president shall act as aide to the president and shall perform the duties of the president in his absence. The vice president will devise a work schedule for the Gate for all home matches and tournaments.
- Section 3. The secretary shall keep a record of all meetings of the organization and of the executive committee, and shall perform other such duties as delegated. The secretary will assume the duties of the President in the absence of both the president and the vice president. The secretary will maintain a member roster with information received from the head coach. The secretary will also mail post cards announcing club information.
- Section 4. The treasurer shall receive all monies of the organization, shall keep an accurate record of receipt and expenditures, and shall make disbursements in accordance with the approved budget, as authorized by the organization. The treasurer shall present a statement of account at every meeting of the organization and at other times when requested by the executive committee. The treasurer will also submit the following documents to the Creekview High School Principal and Athletic Director: (1) a proposed annual budget prior to booster club activities for the year and (2) a final annual financial report.
- Section 5. The concession stand coordinator 1 shall maintain a record of all food and beverages used in the concession stand. This record is to be passed along each year. This coordinator will also purchase food and beverages for the concession stand.
- Section 6. The concession stand coordinator 2 shall devise a work schedule for the concession stand for all home matches and tournaments. This coordinator shall be responsible for set up and clean up of the concession stand for all home matches and tournaments.
- Section 7. The hospitality room coordinator shall be responsible for planning the meals for the hospitality room, devising a work schedule and purchasing any items needed from food to paper products.
- Section 8. The banquet coordinator shall be responsible for planning the location and the menu for the banquet which will be voted upon by the club. This coordinator will also notify parents in writing of the banquet and collect the funds for the banquet.
- Section 9. The computer operator will be responsible for entering data during tournaments, and will also serve as one of the head score keepers during the tournament.

#### ARTICLE VI: MEETINGS

- Section 1. The organization will hold monthly meetings during the period the activity is in season or as deemed necessary by the organization or the executive committee.
- Section 2. A quorum shall constitute that number of members present at any regularly scheduled meeting.

#### ARTICLE VII: PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in ROBERTS RULES OF ORDER REVISED shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with the constitution and by-laws.

## ARTICLE VIII: AMENDMENTS

Section 1. The constitution and by-laws may be amended at any regular meeting of the organization by a two-thirds vote of those members voting, provided the proposed amendment was submitted in writing at a previous regular meeting.

### BY-LAWS

- I. Special committees may be appointed for specific purposes at any time and may be discharged upon completion of objective.
- II. No activity, program, or policy of this booster organization shall be employed to influence or control the athletic coaches or extracurricular sponsors for Creekview High School activities.
- III. Any requests for monies from the organization must be submitted in writing and verified with receipts.
- IV. The booster organization must adhere to the following Cherokee County Board of Education guidelines as outlined in the Athletic Handbook.
  - I. Booster clubs exist only to support the school and its program.
  2. A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal before booster club activities each year.
  3. All fundraisers and projects to be conducted by booster clubs must have prior written approval of the principal or designee. The Georgia sales and use tax regulations prohibit booster clubs access to the sales tax exemption form.
  4. All gifts or donations given to the school by the booster club become the property of the school.
  5. The principal shall receive a copy of the organization's annual financial report.