

# **THE CONSTITUTION AND BYLAWS OF EAST FORSYTH HIGH SCHOOL VOLLEYBALL BOOSTER CLUB**

East Forsyth High School  
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## **ARTICLE I ARTICLES AND PURPOSE**

### **SECTION 1.1 - NAME**

The organization shall be known as *East Forsyth High School Volleyball Booster Club*. Throughout this document, *East Forsyth High School Volleyball Booster Club* is the *Booster Club and/or EFVBC*

### **SECTION 1.2 - PURPOSE**

The purpose of the Booster Club shall be to support the Volleyball Program at East Forsyth High School in accordance with the Georgia High School Association (GSHA) and maintain an atmosphere that is consistent with the educational philosophy of the East Forsyth school community. The Booster Club is to provide fundraising initiatives and volunteer support for the East Forsyth High School Volleyball Program. The Booster Club will foster other activities to build enthusiasm, confidence, and spirit.

### **SECTION 1.3 - LIMITATIONS**

The Booster Club shall work at all times to support the school regardless of success in competition, to keep educational goals of competition at the forefront of all policies, and conduct proper interaction with directors, coaches, and sponsors through lines of authority as established by the Forsyth County School Board. The

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Booster Club shall act in accordance with the GHSA Athletics Booster Club Guidelines. The Principle of East Forsyth High School can terminate and dissolve the Booster Club at any time he or she may see fit.

## **ARTICLE II MEMBERSHIP**

### **SECTION 2.1- GENERAL MEMBERSHIP**

Membership is open to all who are willing to assist in achieving the objective of the EFVBC. Annual dues (player fees), which shall be established by the Board of Directors each year, shall be a requirement of membership. Each member or Officer, in fulfilling his or her responsibility to the Club, shall act in good faith with respect to his or her fiduciary responsibility to the Club, shall disclose any interest, financial or otherwise, which might be averse to his/her responsibility or his/her relationship and shall not influence, participate, be present, or vote on any matter which may be in conflict with his responsibility or relationship. An officer or member shall not accept any gift or gratuity from any third party, including a vendor or competitor, which raises a concern as to the individual's fulfilling this responsibility or relationship.

### **SECTION 2.2 - RIGHTS AND RESPONSIBILITIES**

The membership shall have the right to attend meetings and events sponsored by the organization, serve on committees, and be appointed to an officer or chairperson position. Board members shall have the sole right to review and approve the annual budget and approve amendments to these bylaws. General membership may review previous budgets through the annual Gender Equity report filed with Forsyth County Schools.

### **SECTION 2.3 - QUORUM**

A general membership meeting provided the Head Coach and at least two (2) voting members of the Board shall be present to consist of a quorum for the transaction of business related to Booster Club business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which a quorum is not present may be discussed, however a motion to vote by the Board cannot be called.

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## SECTION 2.4 - MEETINGS

There shall be at least one general annual meeting of the membership during the year, which may include the End of Season Banquet or Commitment Night. The timing could change from year to year based on try-out dates and/or end of the season. The Head Coach will schedule and call to order all Board meeting.

## ARTICLE III OFFICERS of the BOOSTER CLUB

### SECTION 3.1 - TITLES

The Officers of the Booster Club, who are called Board Members, shall consist of the following executive officers and committee chairs.

#### **Executive Officers (Voting Members)**

*Head Coach*

*President (Booster Member)*

*Vice President*

*Secretary*

*Treasurer*

*At large*

*At Large*

#### **Committee Chairs (Non-Voting Members)**

*Concession Chairperson*

*Food Chairperson*

*Fundraising Chairperson*

*Media/Communications Chairperson*

## SECTION 3.2 - SELECTION

All Executive Officers shall be appointed by the Head Coach. Committee chairs shall be appointed by the Executive Officers, with approval from the Head Coach. An amendment shall be executed and included with the By Laws on an annual basis and signed by the Head Coach to formalize who is appointed as Executive Officers and Committee Chairs each consecutive year. An Executive Officer may serve as a Committee Chair.

## SECTION 3.3 – VOTING and QUORUM

All Board members may express their individual concerns regarding any matter requiring an official vote. Executive Officers shall have the equivalent of one official vote. Committee Chairpersons will not possess an official vote. A Quorum to cast an official vote must consist of at least three (3) Executive Officers, inclusive of the Head Coach.

## SECTION 3.4 – BOARD MEETING DATES AND TIMES

Board Meetings shall be held as needed throughout school year. Time and locations may be determined by the Head Coach or President; the Head Coach needs to be present for official business to be conducted and voted upon. The Board shall hold annual meetings prior to tryouts, beginning of the regular season, and completion of the post season. Special meetings may be called by the Head Coach, President, or written request of an Executive Officer and two (2) members of the Booster Club.

## SECTION 3.5 - ACTION WITHOUT A MEETING

Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these bylaws) may be taken without a meeting if four (4) out of seven (7) Executive Officers, inclusive within the four (4) must be the Head Coach, consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board. The voting can occur via in-person or electronic communication platform used by the group.

### **SECTION 3.6 - PARTICIPATION IN MEETING BY CONFERENCE TELEPHONE**

Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

### **SECTION 3.7 – REIMBURSEMENT**

Executive Officers and Committee Chairs shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

### **SECTION 3.8 - TENURE**

Officers shall be appointed in February and shall begin their term in March. They shall serve for a period of one (1) year, March 1<sup>st</sup> through February 28<sup>th</sup> (29<sup>th</sup> if a leap year). Officers may be re-appointed for the same position or appointed for another position with no limit on number of years to serve. If a vacancy occurs, the Head Coach is authorized to appoint another member in good standing to the Board on a temporary basis, till the new year.

### **SECTION 3.9 - ELIGIBILITY**

All members in good standing that are the parent/guardian of a current player shall be eligible to hold office. To be in good standing, a member must have paid membership dues for the current year.

### **SECTION 3.10 - REMOVAL**

An Executive Officer removal, except the Head Coach, shall be initiated by letter to the Head Coach or President and shall be received ten (10) days prior to a scheduled Board Meeting. A letter to remove the President shall be given to the Vice President and shall be received ten (10) days prior to a scheduled Board meeting. If sufficient cause is presented to the Head Coach to call for a vote of

removal, a vote shall be conducted by secret ballot and shall require 2/3 votes, a quorum being present. The Head Coach can only be removed by the leadership of East Forsyth High School, including the Athletic Director and/or Principle.

## **ARTICLE IV DUTIES OF OFFICERS**

### **SECTION 4.1 – HEAD COACH**

The Head Coach shall be the principle executive officer of the organization and the officially employed by Forsyth County Schools as the Head Coach of the East Forsyth Volleyball Program. The Head Coach is a member of the Executive Officers and shall have the sole power to break a tie, in the event the required majority is not reached with an official vote. The Head Coach has the sole authority to appoint Executive Officers and Committee Chairpersons. The Head Coach will submit an annual budget proposal to the President, Vice President, and Treasurer prior to the first official Board meeting of the new year, including any possible increases or decreases in player fees, major capital expenses, or any new annual line items for the upcoming season.

### **SECTION 4.1 - PRESIDENT**

The President shall be the principle executive officer of the organization and, subject to the control of the Executive Board shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. He/she shall see that The Constitution and bylaws made in pursuance thereof are faithfully executed and available digitally online or at meetings on request. The President and Head Coach or the President and the East Forsyth Athletic Director (Amendment I) shall have the power to approve expenditures for \$500.00 or less, if funds are available, without a vote. If funds are greater than \$500 then a vote of the Executive Board, with the Head Coach in the Majority, is required to approve the expenditure. Vote is acceptable over phone or digital communication used by the Board or in person. The President has the authority to audit the budget report of the Treasurer at

random. He/she shall review the annual budget submitted by the Head Coach prior to the first Board meeting of the year. Provide feedback on all anticipated expenditures and revenues for the year. The President is one of two individuals (the Treasurer being the other) authorized to hold a debit card on behalf of the Booster Club.

#### **SECTION 4.2 - VICE PRESIDENT**

The Vice President shall act as President in the absence or incapacity of the President. The Vice President shall act as the primary officer responsible for the East Forsyth Feeder program, in addition to his/her responsibilities related to the East Forsyth Volleyball Booster Club. He/she shall review the annual budget submitted by the Head Coach prior to the first Board meeting of the year. Provide feedback on all anticipated expenditures and revenues for the year.

#### **SECTION 4.3 - SECRETARY**

The Secretary shall be a member of the Executive Officers. The Secretary shall record the minutes of all meetings, either business or board, submit minutes at the next meeting for approval, and handle the notification to Board Members as needed for special called meetings. The Secretary shall publish both electronic and hardcopy minutes for approval. The Secretary shall follow-up with thank you notes or letters of appreciation. The Secretary shall perform all duties incident to the office of the Secretary and such other duties as to be assigned by the Head Coach, President and/or the Executive Board.

#### **SECTION 4.4 – TREASURER**

The Treasurer shall be a member of the Executive Officers. The Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds of the organization in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request. The Treasurer is one of two individuals (the President being the other) authorized to hold a debit card on behalf of the Booster Club.

The Treasurer shall:

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- Review the annual budget submitted by the Head Coach prior to the first Board meeting of the year. Provide feedback on all anticipated expenditures and revenues for the year.
- Ensure that numbered receipts are provided for cash received by the organization.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized by approved budget, or an amendment to the budget.
- Present a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), for the end of the year Title IX report and at other times as requested by the Executive Board.
- See that an annual financial review or audit, as appropriate based on budget size, is conducted and presented to the Executive Board and Forsyth County Schools as a part of the annual Title IX report.
- Maintain financial records [including financial reports, checkbook, bank statements, deposit slips, cash tally sheets, documentation regarding transactions, IRS Form 990 documents, tax exemption status under 501(c)(3)] and turn all over to the new treasurer.

#### SECTION 4.5 – At-Large

The At-Large members of the Executive Officers shall each have one vote and at times be requested to complete duties assigned to other Executive Officers.

#### SECTION 4.6 - TEAM REPRESENTATIVES

Each Team Representative shall be responsible for contacting parents and players as needed. The Team Rep shall coordinate for decorating the team locker rooms during the scheduled season. All actions to be pursued by the Team Rep shall receive prior approval from Team Coach, Booster Club, or Athletic Director.

#### SECTION 4.7 - COMMITTEES

The president and/or executive board may create such standing and special committees as it may deem necessary to carry on the work of the club. The term of each chairman shall be one (1) year or until the selection of a successor. A quorum

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of any committee shall be a majority of its members. Committees may include but are not limited to, Concessions, Food, Media/Communications, Fundraising, and/or Senior Night. Committee Chairpersons are authorized to complete tasks assigned by the Head Coach and/or Executive Officers. Committee Chairpersons must have prior approval from Executive Officers regarding reimbursement of spending.

## **ARTICLE V FINANCES**

### **SECTION 5.1 – BUDGET**

The Executive Officers shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget summary of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation (expenditures which cause anticipated overage of \$500 from the approved amount) from the budget must be approved by the Head Coach and Executive Officers.

### **SECTION 5.2 - RECEIPTS**

All monies received by the Booster Club shall be turned over to the Treasurer, who shall deposit the same in a local depository in the Booster Club's account. Bank statements are to be accessible to the Head Coach, President, Vice President, and Treasurer.

### **SECTION 5.3 - EXPENDITURES**

No monies shall be expended by the Booster Club, except by check, draft or debit card, on its account in a local depository. All checks or drafts shall be signed by the Treasurer or President. The Treasurer shall supply the bank with a signature card(s) and corporate resolution, which shall be changed if new officers are elected. The Treasurer shall retain the initialed statements and all canceled checks as part of the Booster Club's financial records. The use of a Debit Card is authorized for the President or Treasurer, with preference to the President. The Head Coach will not be authorized to hold a debit card for expenditure purposes.

## SECTION 5.4 – LOANS

No loans shall be made by the organization to its officers or members. Any contract requiring multiple payments and/or payment plan must be authorized with a majority vote by Executive Officers and signed by the Head Coach.

## SECTION 5.5 – BANKING

The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Officers. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All Deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted.

If debit cards are established in the name of the organization, the policy of the Booster Club is to authorize one individual, either the President or Treasurer with preference to the President as a means of checks and balances. No personal charging on the card by the authorized users shall be allowed.

## SECTION 5.5 - AUTHORIZATION

The Head Coach, President, and/or Treasurer may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. Monies of the Booster Club shall be expended only for such general purposes and such specific items as may be authorized by the Board. The President and Treasurer shall be held personally accountable for all monies expended, for any purpose or item, not authorized by the Board. Votes can be accepted by phone, email or in person.

## SECTION 5.6 - FINANCIAL CONTROLS

The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the Executive Officers, by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Officers.
- All checks should be signed by two officers of the Executive Board, and checks of the corporation shall include above the signature line a notice to this requirement;
- An Executive Officers shall have the authority to request a review and reconcile all bank statements on a monthly basis; and,
- Executive Officers may request an audit of the financial records of the Booster club, either on behalf of Executive Officers or the membership. At least two (2) Executive Officers must submit in writing to the request the audit.
- The Executive Officers will make every effort (within reason) to maintain transparency with the expenditures of the Booster Club. In compliance with Forsyth County Title IX requirements, the Booster club will submit an end of the year budget report to the county, which is made available to membership upon a Freedom of Information Request.

## SECTION 5.7 - FINANCIAL REPORT

The Treasurer shall present a financial report at each Executive Officers meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Officers shall submit the yearend report to Forsyth County School Board, in compliance with Title IX. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority pm bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

## SECTION 5.8 - FISCAL YEAR

The fiscal year of the organization shall be from January 1 to December 31<sup>st</sup> but may be changed by resolution of the Executive Officers.

## SECTION 5.9 - FINANCIAL RECORD RETENTION

All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

**RECORD TYPE:** Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s

**STORAGE:** Store in corporate record book, binder, or cloud-based software.

**PERIOD OF TIME:** At least seven (7) years. Consider keeping permanently.

**RECORD TYPE:** Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents. Compile and file records on a yearly basis.

**STORAGE:** Store in binder or cloud-based software.

**PERIOD OF TIME:** Seven (7) Years. Store with financial records. Destroy after seven (7) years.

**RECORD TYPE:** Treasurer's Reports (monthly). Compile and file records on a yearly basis.

**STORAGE:** Store in binder or cloud-based software.

**PERIOD OF TIME:** Seven (7) years. Store with financial records. Destroy after seven (7) years.

## SECTION 5.10 – FUNDRAISING

Fund raising activities will be done as an entire program. At any point in time, shall the Executive Officers vote to separate fundraising into “HIGH SCHOOL VOLLEYBALL PROGRAM” and “FEEDER PROGRAM”, an amendment shall be executed stating such modifications.

## ARTICLE VI

### THE CONSTITUTION AND BYLAWS OF EAST FORSYTH HIGH SCHOOL VOLLEYBALL BOOSTER CLUB

## **CONFLICTS OF INTEREST**

### **SECTION 6.1 - EXISTENCE OF CONFLICT, DISCLOSURE**

Directors, officers, employees and contractors of Corporation should refrain from any actions, or activities that impair, or appear to impair their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

### **SECTION 6.2 - NON-PARTICIPATION IN VOTE**

The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

### **SECTION 6.3 - MINUTES OF MEETING**

The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

### **SECTION 6.4 - ANNUAL REVIEW**

A copy of any “conflict of interest” statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Corporation, or who hereafter becomes associated with the Corporation. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officer and directors, staff members and

contractors shall be advised of the policy upon undertaking the duties of their offices.

## **ARTICLE VII BY-LAWS**

### **SECTION 7.1 - PASSAGE**

Bylaws in pursuance of this Constitution shall be passed on motion from the floor at any regular or special meeting, by a simple majority of the Executive Officers present, a quorum being present.

### **SECTION 7.2 - WRITING**

All Bylaws shall be written and shall become a permanent part of the record of the Booster Club.

### **SECTION 7.3 - AMENDMENTS OR REPEAL**

The Constitution and Bylaws may be amended or repealed by written notice received by the Head Coach, President or Vice President at least ten (10) days in advance of a regular meeting and approved by 2/3 of the members present, a quorum being present.

### **SECTION 7.4 - CONFLICT**

Any Bylaws passed in conflict with the provisions of The Constitution and Bylaws of the East Forsyth High School Volleyball Booster Club shall be in the form of an amendment, subject to the terms of Section 3, Article VII and implemented in accordance with Article VIII or shall be void and no force and effect. The members, by a simple majority vote of the members present, a quorum being present, shall have the authority to determine whether or not such conflict exists.

## **ARTICLE VIII INDEMNIFICATION**

Every member of the Executive Board, officer or employee of the Corporation may be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board,

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officer or employee in connection with any threatened, pending or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Corporation, or any settlement thereof, unless adjusted therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and exclusive of all other rights which such member of the Board, officer or employee is entitled.

## **ARTICLE IX AMENDMENT**

The Constitution and Bylaws of the East Forsyth High School Volleyball Booster Club shall be amended only in writing at any regular or a special meeting of the membership by majority vote of the members present, provided that at least (30) days' notice of the proposed amendments have been made to the membership, or alternatively the membership waives the required notice. Any amendment put forth shall be reviewed by the Executive Board and by signature of the President if passed. The amendment must be attached to the front of The Constitution and Bylaws to form a part of the same.

## **ARTICLE X ADOPTION**

A 2/3 majority vote of the Executive Officers present, a quorum being present, at any Board meeting shall be sufficient to give the Head Coach authorization to sign The Constitution and Bylaws or an Amendment thereof, thereby adopting the document to become of full force and effect.

## **ARTICLE XI RECORDS**

For an athlete to have their name on the East Forsyth volleyball record board, the player must either be a student enrolled at EFHS or an alumnus of EFHS. If an athlete is no longer enrolled at EFHS as a student and not a graduate of EFHS, the name shall be removed from the record board. Special consideration due to military, illness, or family situation may be approved by the AD to allow a record to stay on the board when a student leaves due to circumstances beyond their control and unrelated to participation in sport.

***The Constitution and Bylaws of the East Forsyth High School Volleyball Booster Club, adopted in accordance with the adoption guidelines outlined in Article IX of this constitution, is made effective this 3<sup>rd</sup> March 2025.***

**Chris James, Head Coach  
East Forsyth Volleyball**

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