

North Cobb High School Takedown Club By-laws

Article 1: Name

The full name of the organization is the North Cobb High School Takedown Club- hereafter referred to as the “Booster Club”.

Article 2: Vision

Creating an environment that produces the best student athletes and fans.

Article 3: Mission

To support the North Cobb High School Wrestling by providing human, material, and financial resources as needed.

Article 4: Goals

The goals of the Booster Club are threefold: (1) raise adequate funds to support the program, (2) support the wrestling program and coaches, and (3) promote participation among faculty, friends, parents, and students,

Article 5: Membership

A Booster Club member includes anyone who pays annual dues to support the club’s vision, mission, and goals. Booster Club dues are paid annually and retain membership for one calendar year, August 1st – September 30th.

- Removal of Members- Membership may be revoked for any member based on a majority vote of the general membership after recommendation from the Board.

Article 6: Board of Directors

The Board of Directors has permanent and rotating members. The permanent members (**ex-officio members**) consist of the Head and Assistant Wrestling Coaches, Community Coaches, the Principal, and the Athletic Director (these members are exempt from the Booster Club Membership Fee). The rotating members include the President, Vice President, Treasurer, and Secretary (these members pay Booster Club dues) and **Junior Program Coordinator**. The permanent members are **non-voting** members and the rotating members are to vote for members.

Article 7: Duties of Rotating Board Members

A. President

1. Will preside at all General Membership and Board of Directors meetings.
2. Shall have general supervision and management of all current affairs of the Booster Club.
3. Shall report on any matters that may be of importance to the Head Wrestling Coach and Booster Club.
4. Shall carry out the decisions of the Board of Directors and shall appoint any special committee and committee chairs not otherwise provided for herein.
5. Shall assume the duties of the Treasurer/Vice President in the event that these appointments have not been made.
6. Along with the Head Wrestling Coach, will make decisions necessary for the operation of the wrestling program when a general membership meeting is not feasible.

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7. Along with the Head Coach, will make decisions necessary for the operation of the wrestling program until a working Booster Club Board of Directors is in place.
- B. Vice President
1. Will preside at all General Membership and Board of Directors meetings
 2. Will assist in Concession Committee and be responsible for set-up and filling of volunteers for matches and tournaments.
 3. Shall perform the duties of and preside over meetings in the absence of the President.
 4. Shall undertake any duties assigned by the President or the Board of Directors
- C. Treasurer
1. Will preside at all General Membership and Board of Directors meetings.
 2. Shall keep a detailed account of all income and expenditures.
 3. Shall reconcile account statements then forward to the Booster Club President and Head Wrestling Coach.
 4. Shall report on the financial status of the Booster Club when requested at meetings of the Board of Directors.
 5. Shall commit all accounts and other records to his/her successor
 6. Shall perform other related duties as directed by the President
- D. Secretary
1. Will preside at all General Membership and Board of Directors meetings.
 2. Will take minutes at each General Membership meeting.
 3. Shall coordinate all correspondence and provide direction to Standing Committees.
 4. Will assist the President, Vice President, and Treasurer whenever necessary.
 5. Shall appoint and assist anyone who will assume all secretarial duties in his/her absence.
- E. Junior Program Coordinator
1. Shall serve as a liaison between the Head Coach/Booster Club and the day to day operations of the Junior Program.
 2. Shall report on any matters that may be of importance to the Head Wrestling Coach and Booster Club.
 3. Along with the Head Wrestling Coach and President, will make decisions necessary for the operation of the Junior Program when a general membership meeting is not feasible.

Article 8: Voting

The General Membership votes: to elect the President, Vice President, Treasurer, and Secretary, or to revise the by-laws. The majority present at a general membership meeting shall decide any vote. Each paid family can have no more than two votes. A quorum for the General Membership is thirty percent of all paid members in good standing. All other votes reside with the Board of Directors. A quorum of the Board of Directors is four. All voting will be conducted under the Roberts Rules of Order.

Article 9: Meeting

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General Membership meetings can be called all year, but normally begins in the month of September. These meetings will be monthly until after the end of wrestling season starting in April. There may be, from time to time, an additional called meeting to resolve issues or to plan for special tournaments to be held at the school. Each meeting is preceded by a public announcement of date, time, and location two weeks prior. Board of Directors meetings occur as needed regularly, each month of the school year.

- Dispute Resolution – If there is any dispute that cannot be solved within the executive board and the general members, the North Cobb Athletic Director and/or Principal will convene and make any necessary decisions based on the best needs of the student athletes.

Article 10: Election of Officers

The Board of Directors shall appoint a nominating committee one month prior to the end of wrestling season (Normally in February). The committee will include one member of the Board of Directors, the Head Coach, the Head JV Coach, the Athletic Director, and at least two general paid Booster Club members. The committee will submit a slate of candidates for the Board of Directors to be voted on at the last meeting (April) of the Booster Club year. Nominations may be taken from the floor after the announcement of the candidates. Nominations from the floor will be taken under the Roberts Rules of Order.

- A. Installation- Newly elected officers shall be installed at the April Booster Club meeting each year and shall assume all duties on the first of May. During the interim period, outgoing officers shall be expected to confer with and advise their successors as to their new duties.
- B. Resignation- Any officer may resign at any time in writing to the Head Wrestling Coach, President, Vice President, Treasurer or Secretary of the Booster Club. Unless otherwise requested in writing, the resignation shall be effective when tendered.
- C. Removal- Any officers may be removed upon recommendation from the the Executive Board or by a majority vote at a General Membership meeting.
- D. Replacements- The President shall appoint, with approval of the Executive Board, individuals to complete unexpired terms of office.

Article 11: Standing Committees

The following Standing Committees shall be established. All committee chairpersons must submit all plans for events, and funding requests for events to the Board of Directors for approval before implementing. Each committee shall prepare, maintain, and update a record of its activities and purchases, with suggestions and/or comments on the most efficient method of operation.

- A. Hospitality- The Hospitality Committee shall coordinate all Booster Club sponsored banquets (Senior Night, Awards Banquet, etc.), this will include supplies, food and personnel.
- B. Concessions- The Concessions Committee shall coordinate all Booster Club sponsored concession stand events (Screen on the Green, Home Dual Meets and Tournaments), this will include supplies, food and personnel.

Article 12: Dissolution

In the event of the dissolution of the Booster Club, all monies retained in the wrestling account will be turned over to North Cobb High School and disseminated in a manner determined by the Athletic Director and Principal.