

ALPHARETTA HIGH SCHOOL

AHS FENCING BOOSTER BYLAWS

Membership

1. The club shall have only one class of members. The members shall be parents or legal guardians of students participating in the fencing activities and any adults willing to promote the purpose of the Alpharetta High School Fencing Club.
2. The team captains of the Alpharetta High School Fencing Club shall be ex officio members of the organization.
3. Other fencing members may attend meetings as requested by the Executive Committee. However, students are not eligible for membership.

Officers and their Specific Duties

BOARD MISSION

Together with the coach and the team captains, AHS Fencing Booster guides the Alpharetta High School Fencing Club by facilitating excellence in student educational experience; providing special competition opportunities, including travel; aiding fundraising opportunities benefiting both the organization and students; attending to financial decisions based on program and budgetary needs; and serving as fiduciary guardians.

GENERAL

1. Once established, officers for the organization shall be elected at the April/May General Meeting. The newly elected officers will be introduced at this General Meeting and are to assume their duties beginning in June.
2. A Nominating Committee composed of the one Executive Committee member designated by the President and two other members shall solicit candidates for the officer positions in the Association.
3. A ballot shall be prepared and used at the April meeting to vote for the new officers.
4. A majority vote of the members present at the April (spring) Meeting will be sufficient to elect new officers.
5. A vote is needed only if there is more than one candidate; otherwise a sole candidate for an office can be appointed to that office by the President without a vote.

DUTIES OF THE PRESIDENT

The President shall:

1. be in contact with the coach and all other officers of the organization;
2. work with the Treasurer to establish annual budget;
3. have supervision over the business affairs of the organization;
4. oversee of all elections and declare results;
5. not vote, but will cast a deciding vote in case of a tie;
6. be chairperson of the Executive Committee;

7. preside over all executive and general meetings and maintain order;
8. enforce observance of the operational plan of the organization;
9. put all motions, when seconded, to a vote;
10. direct the secretary to call special meetings of the organization or have the power to do so themself;
11. appoint all standing and special committee chairs deemed necessary to fulfill the business and activities of the organization subject to the approval of the Executive Committee;
12. serve ex officio on all committees except the Nominating Committee;
13. represent the organization at any meeting the organization delegates; and
14. be available for advice and counsel during the year following the completion of their term of office, at which time they shall consult with the incoming President and turn over all appropriate files, reports, and keys.

DUTIES OF THE SECRETARY

The Secretary shall:

1. attend all meetings and act as clerk, and record all votes and minutes of all transactions;
2. keep a copy of the operational plan;
3. keep a file of all recordings, communications and flyers;
4. prepare and distribute agendas 72 hours before meetings to each member of the Executive Committee;
5. keep a correct record and minutes of the proceedings for all meetings of the organization and Executive Committee, and email a copy of the minutes or recordings to each member of the Executive Committee within a week of each meeting;
6. post a written report of minutes in a Google Docs, including a report of all attendees;
7. attend to all routine correspondence;
8. on instruction from the President, conduct all correspondence for the organization including the sending of appropriate thank you notes;
9. immediately provide to the President copies of all correspondence;
10. notify those elected to office within ten days of their election;
11. apprise committee members of their appointments; and
12. upon leaving office, transmit all property of the organization entrusted to them to their successor.

DUTIES OF THE TREASURER/ASSISTANT TREASURER

The Treasurer shall:

1. serve as chair of the Budget Committee and be responsible for presenting the budget to the Executive Committee for review and for presenting the budget for adoption at the first general meeting of the fiscal year;
2. be bonded and shall receive all funds due the organization, issue appropriate receipts, be solely responsible for deposits of funds in a designated depository determined by the board, and shall pay all bills upon authorization of the board;
3. authorize in writing any expenditure or check requests made on behalf of the association by the executive board;

4. maintain correct accounts of all monies and shall make deposits and payments designated by the Executive Committee;
5. keep account of funds held by individual students and carry said accounts over from year to year;
6. give a complete financial report by submitting a written report to the Executive Committee at least on a quarterly basis; and
7. prepare a summary of finances at the end of the fiscal year, which shall be available to all booster club members, including an itemization of expenses and profits from all association activities.
8. Any two elected officers can authorize emergency expenditures up to fifty dollars.
9. All disbursements will be made by check or debit card. All disbursements and deposits will be in the name "AHS Fencing Booster."

OTHER EXECUTIVE COMMITTEE MEMBERS

1. FUNDRAISING CHAIR(S)
2. UNIFORM AND VOLUNTEER CHAIR(S)

OTHER POSITIONS

The Armorers and Fencing Time Live volunteers are technical non-voting members of AHS Fencing Booster, appointed by the President.

VACANCIES

1. In case of a vacancy in the office of the President, the Secretary, Treasurer, or the previous President shall serve for the unexpired term.
2. In the event of a vacancy in other elective offices, the Executive Committee may fill an unexpired term by appointment. Elected offices vacated during the year shall be filled upon nomination by the President and upon approval of the executive board.
3. Any officer or committee chair may be removed by a two-thirds vote of the Executive Committee.

Meetings

GENERAL MEETINGS

1. The general meetings of the AHS Fencing Booster shall be held and shall be open to all parents of Alpharetta High School Fencing Club students.
2. The last meeting of the school year shall be known as the annual meeting at which time annual reports shall be received and officers for the following year shall be elected.
3. The board shall encourage attendance through appropriate announcements and/or emails.
4. Public notices shall be made of all meetings.
5. A vote of a quorum of the Executive Committee, made not less than two weeks in advance, may alter the date of the regular meeting.
6. In the event of a schedule conflict with the coach, a meeting may be rescheduled.

SPECIAL MEETINGS

1. The President may call special meetings at any time, or a majority of the Executive Committee may call for a special meeting.
2. Special meetings may be called at the discretion of the Executive Committee or the coach.
3. Special meetings may be called upon the written request of 10 members/parents of the organization.
4. All members/parents are to receive notification for such meetings stating the purpose of the meeting.
5. Business transacted at all special meetings shall be confined to the objects stated in the call and matters germane thereto.

EXECUTIVE COMMITTEE/BOARD MEETINGS

1. Executive committee meetings shall be held at the call of the President or a majority of the Executive Committee.
2. Executive Committee meetings may be called by any member of the executive board upon agreement of the majority of the executive board.
3. Executive Committee meetings shall be held at any time by call of the President, coach, or any three members.
4. All members shall be given reasonable prior notice by the secretary regarding the time, place and purpose of an Executive Committee meeting.
5. The Secretary shall prepare the agenda for each meeting and members may add items needed for discussion.
6. A majority of the Executive Committee members shall constitute a quorum at Executive Committee meetings.
7. As at all meetings, a simple majority of the members present and voting shall be sufficient to vote on any motion or issue.

GENERAL ORDER OF BUSINESS

1. Call to order
2. Old business
3. Treasurer's report
4. Miscellaneous reports, fundraising, coordinators, guest speakers
5. New business
6. Adjournment

EXECUTIVE COMMITTEE OR BOARD

1. The elected officers of the organization, the immediate past President, the Treasurer/Assistant Treasurer, the Secretary, fundraising chairs, volunteer coordinator chair, and the ex-officio constitute the executive board.
2. The elected officers constitute the Executive Committee.
3. One of the Alpharetta High School Fencing Club team captains can also be included as a voting member of the Executive Committee.
4. The board shall meet at its discretion before the stated general membership meeting.
5. The board shall meet at the discretion of the President.

6. The purpose of the Executive Committee shall be to facilitate business. This shall include the following:

- a) To review the plans and activities of the various other committees.
- b) To evaluate the plans for fundraising projects and to select and present appropriate options to the membership for approval or modification.
- c) To recommend to the general membership specific expenditures either for the operation of the organization or for the benefit of the Alpharetta High School Fencing Club in keeping with the guidelines of the annual budget.
- d) To recommend to the general modifications to the annual budget approved by the board and association parents/membership.
- e) To facilitate the general parent meetings.

Finances

1. Monies or funds raised by, for, or in the name of the Alpharetta High School Fencing Club under the sponsorship of the AHS Fencing Booster become the property of the AHS Fencing Booster.
2. Such funds are to be used only to cover minimal operating expenses and to support approved projects, activities, and programs of the AHS Fencing Booster.
3. The fiscal year shall be from June to May (treasurer may use discretion for closing books based on late in the school year activity).
4. Monies shall never be returned to the students or refunded in any manner.
5. All monies earned by or donated to the organization are for the ultimate benefit of the Alpharetta High School Fencing Club. As such, these funds should be expended each year for legitimate needs as determined by the executive board and coach. A nominal carry over amount of \$5,000.00 from one year to the next may be considered, but is not required. An effort to properly use funds in excess of this amount should be made. A majority vote of the executive board shall be required to carry over funds in excess of this amount.

Dissolution

1. Upon dissolution or disbandment of this organization, any and all unallocated cash funds shall be turned over to Alpharetta High School for exclusive use of the Fencing Club.

Standing Rules

1. All matters pertaining to the activities, events, and projects of the Alpharetta High School Fencing Club and the parent association organization must meet with the approval of the fencing coach.
2. Equipment of the organization is not to be lent to any person or organization for use outside of the school buildings or grounds.
3. Each member shall have an equal right to speak on all matters brought before the organization.
4. Persons granted the right to speak should give their names.
5. No matters will be discussed that originate outside the organization. An organizational member will introduce all matters.
6. Political speakers will not be allowed to occupy the time of the organization.

7. Anyone with evidence of misconduct or fraud within the organization is obligated to notify the board and the faculty advisor, preferably in writing. Appropriate action shall be taken by the board no later than the next regular meeting, which may include reporting the problem to the school administration or the county board of education.

Amendments

1. Any proposed changes or amendments shall be submitted in writing to the Executive Committee thirty days prior to a committee meeting, at which time they will be voted upon.
2. These guidelines shall be available to parents at the August meeting.