

**Pebblebrook High School
One Booster Club By-Laws**



**991 Old Alabama Road
Mableton, Georgia 30126
2015 – 2016 School Year**

By-Laws of Pebblebrook High School One Booster Club

ARTICLE I – NAME

This organization shall be known as the
Pebblebrook High School One Booster Club.

This organization is a standing committee of
Pebblebrook High School.

ARTICLE II – PURPOSE

1. To promote school spirit. To promote awareness of, and participation in, all aspects of all school sports.
2. To encourage membership and participation in the One Booster Club by all parents of students on sports teams, family members, and members of the Pebblebrook community.
3. To acquire by purchase, gift, devise, bequest, exchange, promotion, and other fund raising activities, such funds and other personal property as may be necessary and useful in improving the Pebblebrook boys' and girls' athletic programs and facilities.
4. Provide such other services and assistance that may be beneficial for the betterment of Pebblebrook High School Athletics.
5. All of the above to be done in cooperation with the School Administration.

ARTICLE III – MEMBERSHIP

1. Membership in the Pebblebrook One Booster Club shall be open to any adult who genuinely is interested in our purpose.
2. The Pebblebrook One Booster Club shall conduct an annual membership drive and will continue to solicit persons to membership throughout the school year. A mandatory donation for membership will be \$25 annually. The Executive Board will review this amount annually. This membership fee is required in order to participate in sports committee discussions and have a voice within that committee.
3. The privilege of holding office, making motions and voting shall be restricted to members of the organization. Members need to have attended a minimum of one meeting during the current school year prior to having voting privileges. If it is the first meeting of the school year, a current member will have voting privileges for this meeting, if they attended a minimum of one meeting the prior school year.
4. A sports representative will be appointed by the coach of each team. The sports representative will act as a liaison between Pebblebrook High School One Booster Club and the coach. This sports

representative should attend the Pebblebrook High School One Booster Club meetings during their sports season. If he or she cannot attend a meeting, a substitute should attend in his or her place.

ARTICLE IV – EXECUTIVE BOARD

1. The officers of this organization shall be: President(s), Vice-President(s), Secretary(s), and Treasurer(s).
2. All officers of this organization shall be elected annually by the general membership. Elections shall be held in the spring and the term of office shall be July 1- June 30.
3. The Executive Board shall consist of the elected officers.
4. Advisors to the Board, without voting rights, shall be the school Principal and the Girls' and Boys' Athletic Director(s), coaches, or their designated representatives as directed by the CCSD Board of Education rules and in an advisory capacity.
5. Any club member may make a nomination for the next slate of candidates for election to office.
6. All elected officers shall serve for two years and may not hold the same office for more than two consecutive years unless voted on and approved by the Executive Board.
7. No member of the Executive Board shall be allowed to hold any elected position on any sports committee or act as liaison/representative for any sport team.
8. Only parents of current high school students may hold or be nominated for an elected position on the Executive Board unless approved by the currently sitting Executive Board Members.

ARTICLE V – FUNDING

1. All funding requests are required in writing using the Request for Funding Consideration Form.
2. Any team requesting funds is required do some form of fundraising in the current school year prior to requesting funds from the One Booster Club.
3. Personal property and funds acquired by the One Booster Club will be spent and used on a priority basis as voted upon by a 2/3 majority by the members present at the regularly scheduled meetings.
4. All funding requests for the amount of \$500 or more must be voted on by the Executive Board. A majority is needed to be passed, which can take place prior to the regularly scheduled monthly board meetings.

ARTICLE VI – OFFICERS, MEMBERS, AND DUTIES

1. President – The President(s) shall preside at all meetings; shall appoint, with the approval of the Executive Board, all committee chairpersons and committee members to fill any vacancy; and shall have general supervision and direction of the affairs of the organization. This office may be shared by more than one person.
2. Vice-President – The Vice-President(s) shall assist the President in all matters concerning the organization and shall assume all duties of the President in her/his absence.

3. Secretary – The Secretary(s) shall keep the papers and written records of the organization, shall keep current and accurate minutes of the activities, shall send all notices of the meetings as may be required, and shall perform such other duties as are incident to the office.
4. Treasurer – The Treasurer(s) shall receive all income and deposit it in a bank approved by the Executive Board; shall disburse the funds as the Executive Board may determine and direct; shall keep accurate records of these activities and shall present a statement of record at each meeting or any other time the Executive Board directs; shall propose and submit an annual budget for the club; shall make available the books to the auditor for audit.
5. Ex-Officio Officers (Principal and Athletic Director) – School officials shall not have voting rights on the Executive Board or within the general body. The primary role will be to advise on all matters that are in the interest of both the school and the booster club.
6. Sport Committee Officers – Each recognized member sport shall conduct its respective business within the committee and, at minimum, have a Chairperson and an Ex-Officio member (head coach). It may also have Vice Chairperson, Accountant, and Secretary.
 - a. The Sports Committee Accountant will follow the guidelines and procedures set forth by the Booster Club Treasurer.
7. Booster Member – Members of the Pebblebrook High School One Booster Club shall be in good standing financially and contributes with a voice on their respective sports committee and the general body.
8. Voting Body – Votes shall be cast by the Head Coach or the Designee of the sports committee.
9. All officers shall maintain a written record of the activities of their position for the purpose of helping transition new Booster officers into their individual responsibilities.

ARTICLE VII – MEETINGS

1. General Body meetings will typically meet the second Monday of the month throughout the school year or as otherwise scheduled and approved.
2. The Executive Board shall meet prior to the general body meeting to set and publish the agenda and voting items for the general body meeting within 48 hours prior to that meeting.
3. Emergency meetings may be called at any time by the President(s) or any other officer with at least 48 hours' notice.
4. Quorum shall constitute 51% of the membership of all represented sports teams represented for the transaction of any business of the organization.

ARTICLE VIII – RATIFICATION AND AMENDMENTS

1. These By-Laws may be ratified, repealed, or amended by the Executive Board and members of the Pebblebrook High School One Booster Club according to the Robert's Rules of Order, Revised.
2. When a change in chief administration (Principal) occurs at the school, or the CCSD School Board creates/revises policy related to Booster Club Operations, the Executive Board shall meet to review the by-laws and present recommendations for amendments to the general body.

3. Each sport recognized by the school shall have only one vote in the quorum. The team's head coach or appointed/elected designee will cast the vote publicly for the team.
4. The members of the Executive Board will not cast an individual vote.

ARTICLE IX – STANDING RULES

1. Cobb County School District Board Policy supersedes the standing rules and By-Laws.
2. This organization is formed exclusively for charitable and benevolent purposes and not for profit, and no part of its earnings shall directly benefit any member (with the exception of the approved stipend for the treasurer.)
3. The proposed annual budget will be voted upon at the first meeting of the school year.
4. Signatory (check signing) privileges must include the President, Treasurer, and at least one other officer.
5. Upon liquidation, dissolution, or abandonment of this organization, any property or funds shall be turned over to Pebblebrook High School.
6. An annual audit shall occur before the close of the fiscal year, and a report shall be given to the membership.
7. The Executive Board shall meet prior to any General Body meeting.
8. The agenda for all meetings will be posted/distributed within 48 hours prior to the meeting.

ARTICLE X – PROCEDURE

1. The order of business shall be conducted according to basic parliamentary law as set forth in Roberts Rules of Order, Revised.
2. All business of this organization shall be governed by these By-Laws.
3. Each Sports Committee shall create Standard Operating Procedures specific to their individual needs that are based and expanded upon this General Body By-Laws.
4. Sports Committee meetings may be held to conduct specific sports business at the desire of the head coach and the committee chairperson.
5. Each Sport Committee may conduct middle school athletics at the desire of the head coach and be supported by the booster committee for that sport. The Head Coach of the Varsity Sport will determine the governance and function of the middle school team(s). This includes, but is not limited to, elected positions, staff, and finances required for participation.

**Acceptance of above By-Laws for
Pebblebrook High School
One Booster Club**

Booster Officer Signatures

Date: _____

President: **Mary Jenkins** _____

Vice President: **Brandon Preston** _____

Treasurer: **Kymberli Arnold** _____

Secretary: **Sylvia Atchison** _____

School Official(s): _____