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Finish Line Club Constitution/ByLaws

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Constitution and By-Laws Of North Paulding High School Finish Line Club, Inc.

Article I Name

The name of this non-profit corporation, located at Acworth, Paulding County, Georgia, shall be North Paulding High School Finish Line Club, hereinafter referred to as the "Corporation," "Club," "Finish Line Club," or "Organization." The North Paulding High School Finish Line Club is formed as a 501(c) 3 non-profit service club.

Article II Purpose

The purpose of the Finish Line Club shall be to:

1. Promote and support the boys and girls cross-country programs at North Paulding High School. The Finish Line Club shall have as its prime concern the best interests of the students who participate in, or who are associated with Cross Country activities of North Paulding High School
2. Raise necessary funds to provide the team with uniforms, equipment, facilities, etc. The Finish Line Club shall look to the head coach for direction as to setting budgets and priorities.
3. Form committees as needed to assist with such things as (but not limited to) the end of season banquet, fundraising, upkeep and improvement of facilities and trails, and any other such items which may be requested by the coach and approved by the Executive Board.
4. To serve in a supportive role that enables the coaching staff to dedicate its time to coaching and teaching. The Finish Line Club, its officers, Executive Board, and members are in no way to be involved in, or attempt to become involved in, any decisions that the coaching and administrative staff may make.

Article III. Operating Policies and Procedures

1. As provided in the bylaws of the Georgia High School Association, this Finish Line Club is considered to be an extension of North Paulding High School and will be responsive to the policies of the Paulding County Board of Education and the policies of the Principal of North Paulding High School, and the Georgia High School Association. Any provision contained herein which conflicts with the bylaws of the Georgia High School Association, the policies of the Paulding County Board of Education, or the policies of the Principal of North Paulding High School shall be null and void and in such instance the provisions and policies of the aforesaid Georgia High School Association, the Paulding County Board of Education, or the Principal of North Paulding High School shall govern.
2. All activities of this Finish Line Club shall adhere to Section 501 (C) (3) and Section 170 (C) (2) of the Internal Revenue Code dealing with tax-exempt status for charitable or educational organizations. All activities shall also be strictly non-profit and politically non-partisan.
3. While all Finish Line Club members are encouraged to participate in fundraising activities that may be undertaken it is not a requirement for membership in this Finish Line Club, nor is it a requirement to participate in other Finish Line Club activities.

4. Any fundraising or other projects undertaken by this Finish Line Club must obtain prior written approval of the Principal or his/her designee. Under no circumstances shall Finish Line Club funds be commingled in any account with school activity or school system funds. Any funds or material goods donated to the school become the property of the school and the Finish Line Club shall relinquish all control of said funds or material goods.
5. The president and treasurer shall jointly negotiate any contracts on behalf of the Finish Line Club. Any contract must be approved by a majority of the Executive Board before it may be signed on behalf of the Finish Line Club.
6. No loan shall be contracted on behalf of the Finish Line Club without a vote of the membership at either a regular or special meeting.
7. This Finish Line Club shall use its funds only for the purposes specified in this document. Upon dissolution of the North Paulding Cross Country Finish Line Club the Executive Board shall dispose of its assets and funds by transferring them to the North Paulding High School Athletics Department, and no member or officer shall have any claim to said assets and funds.
8. The Executive Board, with the advice and counsel of the coaching staff, shall prepare an annual budget to be presented to the membership at the first scheduled meeting. The annual budget shall include fund-raising projects, including the projected income, projected expenses, and purchases pertaining to said projects. The budget shall be made with a year-end carry-over of at least \$500.00. The proposed budget will be voted on when presented to the membership, and adopted by a majority of the voting members present at the meeting. Disbursements for expenses itemized in the approved budget need no further approval by the membership provided funds are available and the expense does not exceed the amount approved. After approval of the budget, if any line item exceeds the budgeted amount in excess of \$500 that item must be approved by the Executive Board.

Article IV. Membership and Dues

1. Any person who has paid his/her annual dues and agrees to abide by the Constitution and By-Laws of the Finish Line Club is a member in good standing. The principal, athletic director and cross-country coaching staff of North Paulding High School shall be members, but shall be exempt from dues.
2. Annual dues will be determined by the Executive Board, and will cover the period from May 1 to April 30 each year of membership.
3. For the purpose of conducting Finish Line Club business each member in good standing shall have one vote.
4. Any member of the Finish Line Club may be censured or removed from the club for cause, including the violations of policies set forth by the Georgia High School Association, the Paulding County Board of Education, or the Principal of North Paulding High School. Member censorship or removal may be enacted only after a two thirds vote of the Executive Board followed by a two-thirds vote of those present at the next regular meeting or special meeting. Written notice shall then be given to the affected member, who may make a statement at the regular or special meeting but shall leave the room prior to the vote.

Article V. Meetings

1. Regular business meetings shall be held at North Paulding High School, with the exception that they may be held at another location to be determined by the club President in the event that the High School is not available. Meetings shall be held at least once each month during the Cross Country season (August through November) and at such other times as deemed necessary by the President.
2. Special meetings may be called by the President or by a majority of the Executive Board. The membership shall be informed via email or telephone of a Special Meeting and its purpose with at least three days prior notice given before any such Special Meeting. Action may be taken only on those matters specifically outlined in the notice of the Special Meeting.
3. The membership present at a regular meeting shall constitute a quorum for the transaction of business. The same rule applies to a special meeting provided the members have been duly informed and notified of the meeting and its purpose at least three days prior to said meeting.
4. All regular meetings and special meetings are open to all dues-paying members and those members in good standing in attendance are entitled to vote on any issue. No proxy votes shall be entertained.

Article VI. Officers

1. The officers of this "CLUB" shall be President, Vice-President, Secretary and Treasurer. All officers must be members in good standing. Employees of the Paulding County Board of Education and faculty at North Paulding High School, the athletic director and cross-country coaching staff of North Paulding High School are not eligible to be club officers. Furthermore, only one person from any family shall be a club officer or Standing Committee Chair.

2. Every officer shall take office immediately following their introduction at the End of Season banquet in November and shall serve for a term of one year. There shall be no other term limits on club officers.

3. The election of officers shall be held during the regular October meeting. A nominating committee consisting of the head coach, the President, and two other members at large from the Finish Line Club, who shall be agreed upon jointly by the head coach and president, shall nominate the proposed slate of officers. This proposed slate of officers shall be distributed to the membership at least one week prior to the regular October meeting via email and by posting on the team website. At the October meeting additional nominations will be entertained from the membership before elections are held. For any nomination to be considered the person nominated must agree to serve and must further agree to renew his/her membership for the following year. Officers shall be elected by a majority vote of those members in attendance.

4. If any officer leaves office for any reason a replacement shall be elected at the next regular meeting.

5. Duties of Officers

A. President – The president shall be responsible for general supervision and management of all current affairs of the Finish Line Club. He/she shall preside at all regular and special meetings and all Executive Board meetings. He/she shall have the authority to endorse, on behalf of the Finish Line Club, all negotiable instruments received and deposit those in the Finish Line Club's bank account, and to sign checks on behalf of the Finish Line Club if the treasurer is unavailable or treasurer's office is vacant. He/she shall carry out the decisions of the Executive Board and shall appoint any special committee not otherwise provided for herein. He/she shall serve as an ex-officio member for all committees.

B. Vice-President – The vice-president shall perform duties of the president in his/her absence. He/she shall undertake any duties assigned by the president, or Executive Board. The Vice-President shall assume the duties of the President if the office of the President shall become vacant.

C. Treasurer – The treasurer shall open a bank account and receive all funds of the Finish Line Club. He/she shall keep a detailed account of all income and expenditures. He/she shall endorse, on behalf of the Finish Line Club, all negotiable instruments received and deposit in accounts designated by the Executive Board. He/she shall make disbursements as approved by the president or by the Finish Line Club when requested at meetings of the general membership, or Executive Board. He/she shall compile and execute any tax application or returns as required by federal or state law. He/she shall commit all accounts and other records to the succeeding treasurer. He/she shall perform other related duties as directed by the president. The Treasurer shall give a financial report at every regular meeting.

D. Secretary – The secretary shall record, report, and maintain minutes of all meetings of the general membership and Executive Board. The Secretary shall, in the absence of the President and the Vice-President, preside at all meetings and perform all other duties of the office of President. The Secretary shall keep the minutes of all meetings and prepare an agenda for each monthly meeting. The Secretary shall execute all correspondence necessary to the organization as prescribed by the President.

Article VII. Executive Board

1. The Executive Board shall consist of the Officers of the Finish Line Club, plus one at-large member appointed by the Head Coach. The Head Coach shall be an ex-officio member of the Executive Board, acting in an advisory capacity.

2. A majority of the Executive Board members shall constitute a quorum. The Executive Board shall meet prior to regular meetings of the Finish Line Club. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board. All Executive Board meetings shall be closed to anyone not on the Executive Board.

3. The duties of the Executive Board shall be:

a) To transact the day to day business of the Finish Line Club meetings and such other business as may be referred to it by

the Finish Line Club.

- b) To create standing and special committees and to appoint the chairmen and members thereof.
- c) To prioritize projects and approve plans of work of the standing committees;
- e) To select an auditor to audit the treasurer's accounts at the end of the club year.
- f) To prepare and submit to the Finish Line Club for adoption a budget for the year.

4. The Executive Board may approve expenditures of Finish Line Club funds up to an amount of \$500 for items which are not in the annual budget. Any unbudgeted expenditures in excess of \$500 shall be approved only by a vote of the membership at a regular or special meeting.

Article VIII. Standing Committees

The Finish Line Club shall have the following standing committees, whose chairperson shall be appointed by the Executive Board:

1. Facilities and Trails – The facilities and trails chairperson shall coordinate all activities associated with creating and maintaining the necessary facilities and trails to be used by the North Paulding Cross Country Program.
2. Hospitality – The hospitality chairperson shall coordinate all Finish Line Club sponsored banquet activities, including supplies, food and personnel. They shall also coordinate all food and drink for meets and any other special events as needed.
3. Fundraising – The fundraising chairperson shall manage all approved fundraising efforts and activities, by and for the Finish Line Club. He/she shall perform other related duties as directed by the president.

Article IX. ANNUAL AUDIT

1. The purpose of the annual audit is to review and follow the financial transactions of the ending club year and to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with the club bylaws and budget limitations.
2. The annual audit shall take place at the end of the club year or upon resignation of the treasurer, before the new officer assumes his/her duties, and at any other time deemed necessary by the President or Executive Board. The audit should be completed as quickly as possible.
3. The auditing committee of no fewer than three members shall be appointed by the President and approved by the Executive Board no later than two weeks prior to the end of the club year.
4. Members of the auditing committee shall not be related to any signer on the checking account by marriage or any other relationship.
5. The outgoing Treasurer shall turn over all financial records and instruments to the auditing committee immediately upon the end of his/her term of service.
6. The annual audit report must be completed, signed, dated, and presented to the Executive Board no later than two weeks after receiving the books from the outgoing Treasurer. The report will be maintained in the records of the Secretary.
7. The outgoing officers cannot sign checks for the club after the books are closed for audit. It is recommended that expenditures during that time be limited to those of an emergency nature.

Article X. Amendments to Constitution/By Laws

This document may be amended at any regular meeting of the Finish Line Club by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.