

## **Article 1 Name, Location, Objective**

**Section 1.1** The name of this association shall be Sprayberry High School Touchdown Club, herein after referred to as the "STDC."

**Section 2.1** The STDC's principal office shall be at Sprayberry High School in the city of Marietta, county of Cobb, state of Georgia. The mailing address shall be 2525 Sandy Plains Rd, Marietta, GA 30066.

**Section 3.1** The objective of the STDC is to provide support for the Sprayberry High School and Jr. Jacket Football programs.

**Section 4.1** The roles of the STDC are simple; the STDC exists as an organization of parents, alumni and community persons dedicated to:

Supporting, encouraging and advancing the football programs of Sprayberry High School, by cultivating a clean wholesome school spirit, promoting good sportsmanship, teamwork and developing high ideals of character.

The STDC shall support projects to improve the facilities and equipment necessary to provide exceptional football programs at Sprayberry High School.

The STDC shall not seek to influence or direct the technical activities or policies of the school administration or of the high school officials, responsible for conducting the football programs for Sprayberry High School.

## **Article 2 Membership**

**Section 2.1:** Membership in the Sprayberry Football Booster Club shall be opened to all parents of students attending Sprayberry High School, faculty, coaches, and staff of Sprayberry High School who desire to support Sprayberry Football Athletics program. Community members, extended family, businesses, and parents of students attending feeder schools (elementary and middle school) for Sprayberry High School who desire to support the Football Booster Club may also become a member of the Football Booster club.

**Section 2.2:** Membership fees shall be set annually by the Board.

**Section 2.3:** The term of membership shall coincide with the fiscal year. Dues collected during the last quarter of the fiscal year or during the summer will serve as membership dues for the upcoming school year.

**Section 2.4:** "Active Member" shall be defined as a member who has paid dues for the current membership year and is in good standing with the Football Booster Club. In addition, Active Members shall be a parent of a football player, trainer, or manager, or a parent of an incoming freshman who intends to seek a position on a team in the spring semester of the membership year.

**Section 2.5:** "Honorary Member" shall be defined as the following:

1. A member who has paid dues for the current membership, who is not an Active Member, but who desires to support the Football Booster Club.

2. A Parent who has had a football player, manager or trainer in the Football program and maintained good standing throughout their child tenure within the program.
3. Alumni

### **Article 3 Officers**

All Officers, Board Members, and Chairpersons of Committees serve strictly on a voluntary basis and shall not receive any compensation for their services as Officers, Board Members or Chairpersons. All Officers and Chair shall be members of the STDC.

#### **Section 3.1 President: The duties of the president shall include but not be limited to the following:**

1. The President shall preside at all meeting of the STDC membership and the BOD. Preserve order and regulate discussion. The President shall have general supervision of the STDC and attend its executive matters.
2. The President will have authority to co-sign all purchase orders and other financial obligations of the STDC as established under Article XI – Financial.
3. The President shall be the STDC’s liaison with the Athletic Director, Athletic Coordinator and Administration of Sprayberry High School and shall serve as the STDC’s representative to the Sprayberry High School Facility Improvement Campaign.
4. The President, with the advice and consent of the BOD, approves the committees and appoints the Committee Chairpersons. Board” means the Board of Directors of the Corporation and is comprised of the duly elected President.

#### **Section 3.2 Vice President Operations/Game Day Coordinator: The duties of the VP of Operations/ Game Day coordinator shall include but not be limited to the following**

1. Game Day Parking
2. Assigns Game Day Chains
3. Uniforms – Laundered
4. Upkeep of Fieldhouse
5. Ensure that Officials have access to their room before the game at halftime and after the game. As well as making sure that the room is clean and presentable.
6. Game Day announcer
7. Game Day Volunteer Coordinator
8. Preside at all Board or Club meetings
9. Oversee game day preparations for all home games for all teams including lining of the field, field upkeep, stadium appearance, ensure that lights, game clock and PA system are functioning and in good working order. Ensure that secured areas that need to be accessed are accessible and secured when not in use.
10. Provides an update to the board of all maintenance repairs, needed renovations or replacements involving the stadium grounds and facilities.

**Section 3.3 Vice President Operations/Events coordinator: The duties of the VP of Operations/Events Coordinator shall include but not be limited to the following:**

1. Stinger Club
2. Stinger Kids Club
3. Junior Jacket Liaison
4. Game Day event coordinator
5. Youth Football liaison
6. Assist with all football camps
7. Preside at all Board or Club Meetings

**Section 3.4 Vice President Community Relations Fundraising/Sponsorship: The duties of the VP of Community Relations Fundraising/Sponsorship shall include but not be limited to the following:**

1. Prepare a marketing plan outlining all fundraising activities for the club
2. Assist in securing major corporation for sponsorship for the Sprayberry Football Program
3. Insure that all sponsors and donors are recognized and thanked appropriately for their support.
4. Preside at all Board or Club meetings
5. Media Guide

**Section 3.5 Vice President Membership**

1. Secure all pre-game meals
2. Assist in securing major corporation for sponsorship for the Sprayberry Football Program
3. Volunteer Coordinator
4. Preside at all Board or Club meetings
5. End of the year banquet

**Section 3.6 Secretary**

1. Preside at all meeting of the STDC
2. Keep and report minutes of all meetings and any special meetings called by the President.
3. At the direction of the President shall be responsible for all official correspondence from the club to external organizations or individuals including but not limited to the high school administration, sponsors, donors and others as warranted.
4. Maintain a current and complete contact list of all parents of players, all club members and officers and alumni.
5. Responsible for notifying all members and officers of STDC meetings
6. Ensure that all parents are notified of all significant dates, activities, deadlines, requirements and schedules that involve the players.

**Section 3.7 Treasurer**

1. Shall be bonded at the expense of the STDC.
2. Shall collect and receive all monies of the STDC and shall deposit the same name of the STDC in an insured account.
3. Shall provide payment of bills of the STDC and will authority to co-sign all purchase orders and of he financial obligations of the STDC as established under Article 11-Financial

4. Shall obtain the signature of the President or Secretary on all checks exceeding \$500.
5. Provides a quarterly report for the membership at each STDC meeting
6. Complete Tax and Budget preparation for the season

### **Section 3.8 Concessions Director**

1. Manage the home and visitor concession stands for all games of all teams
2. Purchase all food, beverages, supplies and equipment needed to operate the concessions stand with the approval of the Board
3. Document all cash sales and turn in monies to the Treasurer following all games
4. Maintain complete and proper receipts to be turned in to the Treasurer weekly
5. Prepare a financial recap of each games concessions to be turned in to the treasurer
6. Work with VP of Operations to ensure that all equipment is in working order
7. Work with VP of Membership to ensure that Concessions has the appropriate number of volunteers for all home games

### **Section 3.9 Junior Jacket Director**

1. Oversee the Junior Jacket Program
2. Work with the treasurer to collect all fees for Junior Jacket Participants
3. Work with the Head Coach and the VP of Operations to ensure growth and consistency of the Junio Jacket and High School Football Programs.

## **Article 4 Board of Directors**

### **Section 4.1 The Board Shall be comprised of the following:**

1. President
2. Vice President Operations Game Day Coordinator
3. Vice President Operations Events Coordinator
4. Vice President Community Relations Fundraising/Sponsorship
5. Vice President Membership
6. Secretary
7. Treasurer
8. Concessions Director
9. Junior Jacket Coordinator
10. The Head Football Coach
11. Athletic Director
12. Principal's designee

### **Section 4.2**

1. The Board of directors shall serve as the Nominating Committee with the President citing as chairman of the Committee. The committee shall nominate and supply a list of candidates for each officer position in accordance with Article VI- Procedure, while nominating candidates. The Athletic Director/Administrator and Head Football coach must approve all nominations before the election.

## **Article 5 Committees**

The STDC Officers may establish committees for a specific term or for a special task as circumstances warrant. The President, with the advice and consent of the Board of Directors, approves the committees and appoints the committee Chairpersons. The committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power except a granted by the actions of the officers. The committee shall automatically dissolve at the expiration of the calendar year.

## **Article 6 Election**

### **Section 6.1**

1. The Office of the President and all other Officers shall be elected at the annual Spring meeting. A written or electronic notice of election will be sent to each member of the STDC prior to the meeting. At that meeting the nominating committee will submit all candidates for each open position.

### **Section 6.2**

1. A majority vote of the members in attendance is required for election. If more than 2 candidates are running for the same office and no majority vote is obtained, the candidate with the least number of votes is eliminated and the vote is retaken. The athletic director or Principal designee must be present during the election of officers.

### **Section 6.3**

1. All officer candidates must have a child currently in the specific Sprayberry Football Program that they are seeking position. High school officer positions require a player in the high school football program. Junior Jacket coordinator must have a child in either the Junior Jacket program or the high school program.

### **Section 6.4**

1. Any member present that has paid his/her membership and is in good standing with the STDC may vote. Only one vote per membership will be counted. No Proxy votes will be counted.

## **Article 7 Terms**

### **Section 7.1**

1. The term of office shall be from April 1 until the new elections are held in March-April of the following year. Vacancies among the Officers shall be filled by the BOD at the first regular meeting after the vacancy occurs or at a special meeting of the BOD. The appointed individual shall serve the remaining term.
2. Outgoing Officers shall be expected to confer with and advise their successors as to their new duties.
3. Any officer may resign at any time in writing to the President of the STDC

4. Any officer may be removed from office upon recommendation from the BOD or by any majority vote at a STDC meeting.
5. The President shall appoint with approval of the BOD individuals to complete unexpired terms.

## **Article 8 Meetings**

### **Section 8.1**

1. There will be meeting scheduled monthly for the Board of Directors. All Officers will be notified to attend meeting. The minutes from the last STDC meeting and a financial report will be provided to all STDC members.

## **Article 9 Procedure**

### **Section 9.1**

1. A quorum (two thirds vote of members present) must be present for any official STDC to be conducted.
2. The Act of a majority of Board Members at any meeting of the board shall constitute action by the Board of Directors, provided a quorum of the Board Members are in attendance.
3. "Roberts Rules of Order-Revised" Shall govern the procedure of the STDC meetings.

## **Article 10 Amendments**

### **Section 10.1**

1. These Bylaws may be amended by two thirds vote of the Board of directors present at a regularly scheduled meeting or at a special meeting of the BOD, provided notice of the proposed amendment has been provided to each Director and approved by the Principal and the Athletic Director prior to the meeting.

## **Article 11 Financial**

### **Section 11.1**

1. All monies collected by and for the STDC shall be for the express purpose of supporting the Football programs of Sprayberry high School.

### **Section 11.2**

1. The Treasure, President and/or Secretary shall sign all purchase orders, checks and other financial obligations of the STDC.

### **Section 11.3**

1. A budget for the fiscal year running from January 1 until December 31 will be prepared by the Head Coach, President, and Treasurer, approved by the Principal of Sprayberry High School, Board of Directors and submitted to the general membership of the STDC for approval at the spring meeting. Once approved, the budget will be submitted to the principal and Athletic Director of STDC by September 1 of each year.

#### **Section 11.4**

1. Purchase orders and other financial obligations for items which have been set forth by the approved budget can be approved by the Head Coach and President or Treasurer. If at any time during the year the cumulative expenditures for any budgeted category exceeds the amount budgeted future expenses for items in that category must be approved by the BOD. If circumstances dictate the budget may be adjusted during the fiscal year by Board approval. Once approved the adjusted budget will be submitted to the Principal and the Athletic Director of STDC and be in effect for the remainder of the year.

#### **Section 11.5**

1. For non-budgeted expenses, a majority vote of the STDC Officers can be approve a single expenditure for up to \$500 or for a multiple of expenditures not to exceed \$1000. Any expenditure above that shall be brought before the BOD and approved by a majority vote as set forth in Article 11.

#### **Section 11.6**

1. By majority vote of the Board of Directors, the president shall be authorized to execute all contracts on behalf of the STDC.

#### **Section 11.7**

1. All fundraisers must be approved by Sprayberry High School Athletic Director prior to the beginning of the event.

#### **Section 11.8**

1. Fundraising from the STDC are to be expended in areas including but not limited to the following:
  - a. Capital improvement projects to include remodeling locker rooms, coach's offices, improve weight room, training room, scoreboard, expand concession stands, improve restroom facilities and stadium needs and expansions
  - b. Major purchases associated with the football program
  - c. Football banquets and recognition dinners
  - d. Reconditioning of football equipment
  - e. Printing, distributing the football program media guide
  - f. Trainer supplies

- g. Field maintenance supplies
- h. Spirit Merchandise
- i. Uniforms and/or warm-ups
- j. Coaches apparel
- k. Clinic fees
- l. Coaches compensations

## **Article 12 Relationship with Coaches**

### **Section 12.1**

1. The STDC encourages football coaches to take advantage of every opportunity to work with the STDC to meet objectives of the program, including but not limited to the many fundraising projects supported by the STDC. The more coaches involved in the projects of the STDC the stronger the good will between the coaching staff and the STDC will become.

## **Article 13 Relationship with Athletic Director**

### **Section 13.1**

1. The STDC encourages the Athletic Director to take advantage of every opportunity to work with the STDC to meet the objectives of the program including but not limited to the many fundraising projects supported by STDC. The Athletic Director is encouraged to attend all STDC meetings and is to act as the official liaison between the Cobb County School System and the STDC.

### **Section 13.2**

1. All fundraisers must attain prior written approval of the Athletic Director before they can commence

## **Article 14 Relationship with Principal**

### **Section 14.1**

1. The STDC promises to work in accordance with the policies governing booster club's as set by the Cobb County School District. The STDC will notify all procedures and policies as they are amended in the CCSD. The principal has the discretion to disband any booster club if he/she determines the guidelines above are not being followed. In the event the club is disbanded all money will be turned over to the principal to be deposited into the football account in the school.
2. The STDC will understand the Principal has the final say on all matters that directly or indirectly affect the school, staff, coaches, students, facilities or guests.
3. The STDC will not interfere with the Principal's decisions in making coaching assignments



