

NORTH COBB HIGH SCHOOL TOUCHDOWN CLUB BYLAWS

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ARTICLE I - NAME, LOCATION and OBJECTIVE

Section 1. The name of this organization shall be North Cobb High School Touchdown Club, herein after referred to as the “NCTDC”.

Section 2. The NCTDC’s principle office shall be at North Cobb High School, in the city of Acworth, County of Cobb, State of Georgia. The mailing address shall be: 3400 Old Highway 41, Kennesaw, Georgia 30144.

Section 3. The objective of the NCTDC is to provide support for the Football programs of North Cobb High School.

Section 4. The roles of the NCTDC are simple. The NCTDC exists as an organization of parents, alumni and community persons dedicated to:

- Supporting, encouraging and advancing the football programs of North Cobb High School, thereby cultivating clean wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- The NCTDC shall support projects to improve facilities and equipment necessary to provide exceptional football programs at North Cobb High School.
- The NCTDC shall not seek to influence or direct the technical activities or policies of the school administration, or of school officials, responsible for conducting the football programs for North Cobb High School.

ARTICLE II – MEMBERSHIP

Section 1. Membership is open to all who are willing to assist in achieving the objective of the NCTDC. The membership year shall be from January 1 through December 31.

Section 2. Each member or Officer, in fulfilling his or her responsibility to the NCTDC, shall act in good faith with respect to his or her fiduciary responsibility to the NCTDC, shall disclose any interest, financial or otherwise, which might be adverse to his or her responsibility or his relationship and shall not influence, participate, be present, or vote on any matter which may be in conflict with his responsibility or relationship. An Officer or member shall not accept any gift or gratuity from any third party, including a vendor or competitor, which raises a concern as to the individual's fulfilling this responsibility or relationship.

ARTICLE III – OFFICERS

All Officers and Board Members shall be members of the NCTDC.

Section 1. President - The duties of the President shall include but not be limited to the following: The President shall preside at all meetings of the NCTDC membership and the Board of Directors, preserve order and regulate discussion. The President shall have general supervision of the NCTDC and attend to its executive matters.

The President will have authority to co-sign all purchase orders and other financial obligations of the NCTDC as established under Article IV - Financial. The President shall be

the NCTDC's liaison with the Athletic Director, Athletic Coordinator and Administration of North Cobb High School.

Section 2. Vice President/President Elect - The duties of the Vice-President/President shall include but not be limited to the following;

Upon the absence of the President, the Vice President/President Elect shall act in the President's full capacity. The Vice President/President Elect shall also provide support to the President.

The Vice President/President Elect shall, in the absence of the President, preside at all meetings of the NCTDC membership and the Board of Directors, preserve order and regulate discussion.

Section 3. Secretary - The duties of the Secretary shall include but not be limited to the following:

The Secretary shall keep minutes of all NCTDC meetings and shall preserve these minutes as permanent record.

The Secretary shall notify the Board of Directors of the time and location of each Board meeting and shall notify all NCTDC members of the time and location of all NCTDC meetings.

The Secretary shall keep and maintain the database records of all members of the NCTDC.

The Secretary will keep e-mail and contact lists updated.

Section 4. Treasurer(s) - The duties of the Treasurer(s) shall include but not be limited to the following:

The Treasurer(s) shall coordinate and be ultimately responsible for the collection and receiving all monies of the NCTDC and shall deposit the same in the name of the NCTDC in an insured account. The Treasurer(s) shall provide for the payment of the bills of the NCTDC and will have authority to co-sign all purchase orders and other financial obligations of the NCTDC as established under Article IV – Financial.

Section 6. No officer may serve in the same position for more than four consecutive terms.

Section 7. If an officer of the Board of Directors does not fulfill duties required as described in Article III, that Officer will be notified in writing of the meeting at which removal from office will be discussed and voted upon. At that meeting, the Officer may present statements to the Board of Directors in an effort to retain the position. Removal will occur if so, voted by majority of the Officers present at the meeting or voting by appropriate proxy.

Article IV – FINANCIAL

The Treasurer(s) will obtain another signature on all checks in excess of \$1000 dollars. The Treasurer(s) will provide a quarterly financial report for the North Cobb High School Principal as mandated by Cobb County School District policies. The Treasurer(s) will provide a financial report for the membership at the first annual NCTDC meeting and board

meeting.

Article V - BOARD OF DIRECTIONS

Section 1. The Board of Directors shall manage the affairs of the NCTDC. The Board of Directors shall be comprised of the Officers in Article III, the Head Football Coach of North Cobb High School and the Athletic Director of North Cobb High School and the Principal's designee.

The Head Football Coach, the Athletic Director and Principal of (North Cobb High School are considered to be ex-officio, non-voting members of the Board of Directors.)

Section 2. The Board of Directors shall serve as the Nominating Committee with the President acting as Chairman of the Committee. The committee shall nominate and supply a list of candidates for each officer position in accordance with Article VI - Elections. The committee will also act in accordance with Article IX - Procedure, while nominating candidates.

The Athletic Director and/or Head Football Coach must approve all nominations before the election however they are considered to be ex-officio, non-voting members of the NCTDC.

Section 3. (Dispute Resolution) In the event of a deadlock on any decision, the Athletic Director will be brought in to decide.

Article VI - COMMITTEES

The NCTDC 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 as granted by action of the Officers.

Committees shall include, but are not limited to, the following:

Section 1. Chairman – Community Relations

There shall be a Chairman for the purpose of soliciting businesses to sponsor the Chop Shop, all pre-game meals and non-NCTDC concession volunteers.

Section 2. Chairman - Player Development Group

There shall be a Chairman for the purpose of producing, soliciting the advertising, and selling the Corporate Sponsorship opportunities for the NCTDC. There shall be a Chairman responsible for providing the announcer and scoreboard operator for all home football games. The Chairman will be responsible for all functions of the press box. The Chairman will work with the school AD ensure the scoreboard, lights and P/A are in working order. The Chairman will also be responsible for choosing a chain crew, monitoring sideline personnel and assisting in the painting of the field and any additional stadium needs.

Section 3. Chairman - Concessions

There shall be a Chairman responsible for concession sales at all home football games including youth programs and special events. This will include ordering supplies, and

coordinating personnel to ensure efficient operation of the concession stands. This Chairman will secure help in delivery and feeding of players prior to games.

Section 4. Chairman - Game Programs/ Media Guide and Picture Coordination

There shall be a Chairman for the purpose of coordinating all the solicitation of ads, program layout, pictures and collection of money from the football program. As well as coordinating with the photo vendor for team pictures.

Section 5. Chairman - Junior Warriors

There shall be a Chairman responsible for the registration, recruitment and operations of the youth program, coordinating and directing all activities of the feeder program. The Chairman will be expected to support the NCTDC in all fundraising efforts.

The Head Coach and Athletic Director in conjunction with the Principal shall have final authority relating to the appointment, removal, discipline or replacement of youth football coaches.

The Chairman shall also work with the head coach to coordinate youth feeder program team moms.

Article VII - ELECTION

Section 1. All Officers shall be elected at the annual Spring meeting. A written or electronic notice of the election will be sent to each member of the NCTDC prior to the January meeting. At that meeting, the Nominating Committee will submit all candidates for each officer position. In addition, each member will have the authority to speak for themselves or allow another member to do so.

Section 2. 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 receiving the least number of votes is eliminated and the vote retaken. The Athletic Director or Principal designee must be present during the election of officers however are considered to be ex-officio, non-voting members.

Section 3. Any member present that is in good standing with the NCTDC may vote. Only one vote per membership will be counted. No proxy votes will be counted.

Article VIII - TERMS

Section 1. The term of office for all Officers shall be from Feb 1 until the new elections are held in February. Vacancies among the Officers shall be filled by the Board of Directors at the first regular meeting after the vacancy occurs or at a special meeting of the Board of Directors. The appointed individual shall serve the remaining term.

Section 2. (Transition) Outgoing officers shall be expected to confer with and advise their successors as to their new duties.

Section 3. (Resignation) Any officer may resign at any time in writing to the President or Vice President of the NCTDC.

Section 4. (Removal) Any officer may be removed from office upon recommendation from the Board of Directors or by a majority vote at a general membership meeting.

Section 5. (Replacements) The President shall appoint with approval of the Board of Directors, individuals to complete unexpired terms.

Section 6. (Dissolution) Upon dissolution of the NCTDC, all assets will be distributed to the North Cobb High School Principal and deposited into an account for the North Cobb High School football athletics program per Article XV.

Article IX - MEETINGS

Section 1. There will be at a minimum three scheduled meetings held annually. Meetings will occur in Feb/March/April, July/August, and November/December and as necessary throughout the year. All members will be invited and are strongly encouraged to attend all meetings of the NCTDC. The minutes of the last NCTDC meeting and a financial report (in the spring meeting) will be provided to all NCTDC members.

Article X - PROCEDURE

Section 1. A quorum (50% of the NCTDC Officers) must be present at the NCTDC and Board meetings in order for any official NCTDC business to be conducted.

Section 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.

Section 3. "Robert's Rule of Order - Revised" shall govern the procedure of the NCTC and Board meetings of the NCTC.

Article XI - AMENDMENTS

Section 1. These Bylaws may be amended by two-thirds vote of the Board of Directors present at a regularly or special called Board meeting, or at a special meeting of the Board of Directors, provided notice of the proposed amendment has been mailed or emailed to the last known address of each Director, and approved by the Principal and Athletic Director prior to the meeting. The Board approved changes must then be ratified by the full membership of NCTDC at the next scheduled meeting or a special meeting called with written or electronic notice being sent to each member.

Article XII - FINANCIAL

Section 1. All monies collected by and for the NCTDC shall be for the express purpose of supporting the football programs of North Cobb High School.

Section 2. 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 and Board Members and submitted to the general membership of NCTDC for approval at the

Feb/March/April meeting. A copy of the proposed budget will be available for each member of NCTDC at the July/August meeting. Once approved, the budget will be submitted to the Principal and Athletic Director of NCHS by September 1 each year.

Section 3. Purchase orders and other financial obligations for items which have been set forth by an approved budget can be approved by the Head Coach and President or Treasurer(s). If at any time during the year, cumulative expenditures for any budgeted category exceed the amount budgeted, future expenses for items in that category must be approved by the Board of Directors. If circumstances dictate, the budget may be adjusted during the fiscal year by Board approval.

Section 4. For non-budgeted expenses, a majority vote of the NCTDC Officers can approve a single expenditure for up to \$1500.00, or for a multiple of expenditures not to exceed \$5,000.00. Any expenditure above that shall be brought before the Board of Directors and approved by a majority vote as set forth in Article X - Procedure.

Section 5. By majority vote of the Board of Directors, the President shall be authorized to execute all contracts on behalf of the NCTDC.

Section 6. Fundraising from the NCTDC are to be expended in areas including, but not limited to, the following:

- 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.
- Major purchases associated with the football programs.
- Football banquets and recognition dinners.
- Re-conditioning of football equipment.
- Printing, distributing the football program media guide.
- Trainer supplies.
- Field maintenance supplies.
- Play-off travel expenses.
- Spirit merchandise.
- Uniforms or warm-Ups
- Coaches' clothes
- Clinic fees
- Coaches' compensations

Section 7. Upon dissolution of the NCTDC, all assets will be distributed to the North Cobb High School Principal and deposited into an account for the North Cobb High School football athletics program per Article XV.

Article XIII - RELATIONSHIP WITH COACHES

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

Article XIV - RELATIONSHIP WITH ATHLETIC DIRECTOR

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

Section 2. All fundraisers must attain prior written approval of the Athletic Director before they can commence.

Article XV - RELATIONSHIP WITH PRINCIPAL

Section 1. The NCTDC promises to work in accordance with the policies governing booster club's as set by the Cobb County School District. The NCTDC will modify 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 of the North Cobb High School.

Section 2. The NCTDC will understand the Principal has the final say on all matters that directly or indirectly affect the school, staff, coaches, students, facilities or guests.

Section 3. The NCTDC will not interfere with the Principal's decisions in making coaching assignments.