

CHARTER and BYLAWS OF THE CHS SWIM TEAM BOOSTER CLUB

1101 North Byhalia Road
Collierville, Shelby County, TN 38017

Article I. Name

Section 1: The name of this organization is the Collierville High School Swim Team Booster Club.

Article II. Purpose (s)

Section 1: To support the Collierville High School Swim Team

Section 2: To perform all things necessary to assist the Collierville High School Swim Team and the swimming program. This includes, but is not limited to, securing essential operating funds and volunteering hours to ensure smooth functioning of the team at practice and meets.

Article III. Membership

Section 1: Membership consists of all team members, their parents or guardians and team coaches.

Section 2: Members represent Collierville High School and are expected to conduct themselves with honor and dignity in all matters relating to the Collierville High School Swim Team.

Section 3: To qualify for membership as a CHS Swim Team Booster Club, each person must ensure their team fee is paid. The amount of the team fee will be determined each year by the officers of the swim team elected by the Booster club.

Section 4: Membership is also extended to any patron (individual) of the swimming program. This includes the faculty sponsor appointed by the school. These individuals are not entitled to vote

Article IV: Officers

Section 1: The officers of this organization shall be President, Vice President, and Treasurer.

President: Shall conduct and preside at all general and board meetings, and supervise, conduct and record all of the business and affairs of the swim team, and sign all written instruments necessary to conduct the organization's business. The President shall keep apprised of, and abide by TISCA and County League Guidelines.

Vice President: Shall preside in the absence of the president, or by the request of the president

Treasurer: Shall organize and keep accurate account of all monies belonging to the organization. Duties include, but are not limited to fulfilling all guidelines in article VII.

Section 2: The primary function of the officers shall be the coordination and administration of the business and affairs of the swim team to ensure the common good of the swimming program. The officers shall have the power and authority necessary for the administration of the business and the affairs of the CHS Swim Team not reserved to the membership by other provision of these bylaws.

Section 3: The officers shall be elected (or re-elected) annually by the membership at the general meeting by a majority vote, from nominees nominated from the floor, or nominated by the coach(s). The term shall not exceed 2 years. Officers are expected to turn over all records and information at the close of their term of office.

Article V: Meetings

Section 1: A general meeting of the organization will be held at least one time each year. The officers will determine the date and time of this meeting. Special general meetings may be called by the President. The President or designee shall provide notice of these meetings by e-mail or

phone.

Section 2: Each member is entitled to one vote, for each action requiring a vote at the general meeting.

Section 3: The officers will have board meetings as needed, to handle, conduct, and transact the regular business of the organization. The officers and coach(s) will constitute the executive board. The executive board is entitled to voting privileges.

Section 4: A majority of members of the executive board shall constitute a quorum for the transaction of business. A quorum will be 3. In a coaching interim, a quorum will be 2 of the 3 officers.

Article VI: Committees

Section 1: Committees will be established by the officers and supervised by the President. Committees are based on the current years projects and demands.

Section 2: Committees shall remain intact for the period of time deemed necessary. A decision to discontinue any committee will be made by the officers.

Article VII: Financial Policies

Section 1: Fees paid will be deposited in an approved bank account, and shall only be disbursed as authorized and directed as by the executive board. The primary purpose of the monies will be for **essential operating expenses** of the swim team, which are delineated in the budget.

Section 2: Funds raised also will be deposited in an approved bank account. The primary purpose of these monies will be to cover essential operating expenses not covered by the team fee, then secondarily for team extras. The executive board will approve and authorize expenditure of team monies for all secondary purposes.

Section 3: The bank account will be set up with two authorized signatures on file. These will include the treasurer and president. Only one signature is required per check.

Section 4: An end of year treasurer's report/summary will be included in the files of the CHS Swim Team Booster Club, hence available to the executive board and membership. A copy will be provided to Collierville High School.

Section 5: The Booster Club will operate as a non-profit organization for public benefit and all proceeds will be used to further the work of the Collierville High School Swim Team.

Article VIII: Dissolution

Section 6: In the event of the dissolution of the Collierville High School Swim Team Booster Club, remaining assets, after satisfying all debts, will be forwarded to the Collierville High School Swim Team for use of the students involved.

Article VIII: Amendments to the Bylaws

Section 1: All amendments or changes to the CHS Swim Team Booster Club Bylaws require proposal of the changes to the president, who will in turn present the changes to the executive board, who will approve, modify or reject proposed changes by quorum.

[Revised and accepted by Board 01-11-2009]