

**POPE TIP-OFF CLUB
BY-LAWS**

ARTICLE I - NAME

The name of this organization is the Pope Tip-Off Club and in these By-Laws will be referred to as the Club. It is formed as a service group without contemplation of pecuniary gain or profit.

ARTICLE II - PURPOSE

The purpose of the Club shall be the promotion, encouragement, and development of the basketball teams and the overall basketball program at Alan C. Pope High School and to improve and sustain the basketball spirit, fellowship and knowledge among its members and surrounding community.

ARTICLE III - OPERATING AUTHORITY

Section 1. The Club and its members shall operate under the authority extended to it by the Principal of Alan C. Pope High School and shall adhere to all policies and guidelines of the Principal.

Section 2. The final authority and decision maker regarding any questions on administrative procedures or Club activities will be the Principal of Pope.

ARTICLE IV - MEMBERSHIP AND DUES

Section 1. The membership of the Club shall consist of those persons organized to support and maintain the overall basketball program.

Section 2. Membership in the Club is not transferable.

Section 3. Dues for membership in the Club shall be recommended by the Board after review of the budget for the coming year and approved by a majority vote of the general membership present at the first General Membership Meeting. Dues will be payable annually by the end of November.

ARTICLE V - VOTE AND BY-LAW CHANGES OR AMENDMENTS

Section 1. Each member who has paid dues for the current year and is present at the meeting shall have one vote per family.

Section 2. The By-Laws may be amended by a majority vote of the members present.

Section 3. Any proposed changes or amendments to the By-Laws must be presented to the general membership at a regular meeting and submitted in writing to the President at that meeting. The secretary will mail a copy of the proposed change or amendment to the members in time for them to review the proposal before it is voted on at the next meeting.

ARTICLE VI - MEETINGS

Section 1. The Board of Directors shall meet annually in September at a place, time and date as set by the President. Board meetings should be held monthly. Additional meetings will be scheduled by the President as required to conduct the business of the Club.

Section 2. General Membership Meetings will be scheduled at the discretion of the Board. The membership should be notified in adequate time in advance of a scheduled meeting.

Section 3. Special meetings may be called by the President at any time with five days notice to the membership.

ARTICLE VII - QUORUM

A quorum for the transaction of any official business shall be 2/3 of the officers then in office. Voting may be done by proxy and a member represented by a written proxy shall be counted in achieving a quorum.

ARTICLE VIII - OFFICERS

Section 1. Officers to be elected from the general membership are:

President
Vice-President
Secretary
Treasurer

The President appoints the following members to the Board of Directors:

Team Advisor - Boys' Varsity
Team Advisor - Girls' Varsity
Team Advisor - Boys' JV
Team Advisor - Girls' JV
Team Advisor - Boys' Freshman
Team Advisor - Girls' Freshman
Chairpersons of Operating Committees

Section 2. Other officers will be the Boys' Head Coach, Girls' Head Coach, Past President, and the Director of the Pope Junior Basketball Program.

Section 3. The Officers retain the same voting privileges as other members of the Club.

Section 4. The Nominating Committee consisting of the Past President (Chairman), President, Varsity Boys' Coach and Varsity Girls' Coach shall present their proposed slate of Officers for the coming year at the January General Meeting. Additional nominations will be accepted from the floor. Election of new officers will take place after discussion and they will take office following the Annual Banquet.

Section 5. Nominees must receive a majority vote of the members present to be elected to the office for which nominated.

Section 6. Any vacancy in an office should be filled by the Board of Directors from the general membership and voting as outlined in Section 4 and 5 of this article.

Section 7. Officers may succeed themselves.

Section 8. The Director of the Pope Junior Basketball Program shall be selected by the current Director, Head Boys' Coach and the Head Girls' Coach.

ARTICLE IX - DUTIES OF OFFICERS AND COACHES

Section 1. Duties of President:

- A. Preside at all Club meetings.
- B. In the absence of the President, designate a representative to preside over the meeting. If no representative is designated, the membership present will select one of their members to preside
- C. Appoint all committees necessary to reach the goals of the Club.
- D. Present an annual report on the affairs of the Club to the general membership at the scheduled meeting the third Monday in September.
- E. Provides leadership for the Club and works directly with the Principal, Coaches, Committees, Team Advisors, etc., to assure that objectives of the Club are met.
- F. Serves as advisor to all committees.
- G. Designates check signing authority to the Treasurer, Secretary and one other officer for disbursement of Club funds.

Section 2. Duties of the Vice-President:

Serves in the absence of the President and will attend Board meetings and aid the President in running the Club.

Section 3. Duties of the Secretary:

- B. Advises Club of all team activities requiring Club support.
- C. Coordinates needs of all teams regarding requests for non-budgeted expenditures and submits to Treasurer for presenting at Club meetings.
- D. Designates a representative to fulfill duties during absence from Club meetings.

Section 7. Duties of the Director of the Junior Basketball Program:

- A. Prepares an annual budget to cover financial needs of the junior program.
- B. Secures gymnasium time for use of junior teams for both practice and games.
- C. Coordinates needs of all team activities requiring club support.
- D. Designates a representative to fulfill duties during absence from Board and/or Club meetings.
- E. Works with coaches in preparing and submitting a budget.
- F. Works with Club Treasurer in preparing report at any meeting on the financial status of the junior program.
- G. Working with other junior program coordinators, the Director will schedule games for the entire season including pre-season and end-of-season tournaments.

ARTICLE X - CLUB OBJECTIVES

Section 1. Sponsor and promote interest and support for the overall basketball program at Pope High School.

Section 2. Promote good sportsmanship and fair play in all activities supported by the Club.

Section 3. Plan, organize and implement Club supported activities such as the banquet, fundraisers, special trips and basketball camps, etc.

Section 4. Provide adequate funding for the basketball program at Pope.

Section 5. Promote parent and player involvement in all activities at Pope High School.

Section 6. Operate within all guidelines and policies of the Club and the Principal and Coaches at Pope High School.

Adopted - Nov. 2, 1997

Booster Club Essentials: Proper Formation and Governance

Excelsior Partners, LLC
for the
Cobb County School District (May 2012)

Checklist: Steps for tax-exempt formation

- 1. Incorporate:
 - a. Prepare articles of incorporation
 - b. Apply to Secretary of State (In GA: www.sos.state.ga.us)
 - c. Advertise in legal section of newspaper
 - d. Use "Inc." in your name to alert the general public you are incorporated
- 2. Get an Employer Identification Number (EIN):
 - a. Apply to IRS (www.irs.gov)
 - i. Complete Form SS-4
 - 1. May be done online
 - 2. No fee
- 3. Prepare and adopt by-laws:
 - a. Governance framework for the organization
 - b. Customized
 - c. Membership ratified via vote
- 4. Apply for 501(c)(3) tax-exempt status with the IRS:
 - a. Prepare IRS Form 1023 and file within the first 27 months. This form is 28 pages and with attachments is typically 50 to 100 pages.
 - b. Pay user fee of \$850. If your gross receipts are \$10,000 or less this fee is reduced to \$400.
 - c. www.stayexempt.irs.gov IRS educational site
- 5. File annually required documents:
 - a. Federal: IRS Form 990, 990-EZ, or 990-N
 - i. Failure to file over a period of time leads to de-certification of tax-exempt status
 - b. State: Registration with Secretary of State (In GA: \$50)
 - i. Failure to register over a period of time leads to "Administrative dissolution"
- 6. Put in place a member-approved budget annually
 - a. Officer's "license" to spend organization funds
- 7. Put in place appropriate accounting software
 - a. QuickBooks is a frequently used solution
- 8. Ensure Sales Tax compliance

- 9. Put in place controls to protect officers and members
 - a. Process controls (i.e.: Signature requirements, check requests, purchase orders, etc. as needed)
 - b. Self-assessments, informal audits, formal financial audits
- 10. Investigate and obtain appropriate insurance coverage
 - a. Bonding (D&O), property, liability, and umbrella
- 11. Adopt dispute resolution strategy to avoid costly, lengthy litigation
- 12. Consider and implement participation agreements as appropriate
- 13. Put in place Policy Statements and Operating Procedures where appropriate:
 - a. Written Conflict of Interest policy
 - b. Written Whistleblower policy
 - c. Written Document Retention and Destruction policy
 - d. Public availability of governing documents, policies, and financial statements
 - e. Board review of tax returns

COULD YOUR ORGANIZATION CHECK EVERY BOX?

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**For large groups, Excelsior Partners, LLC can be retained
 for private seminars and consulting.**

Ask for details or contact us at excelsiorpart@bellsouth.net