

Bylaws
of
OC Tennis Club
Adopted November 12, 2023

Article I – Name, Description & Purpose

SECTION 1: NAME - The name of the organization shall be **OC Tennis Club or “Club.”** The Club is located at 528 US-51, Troy, Tennessee 38260.

SECTION 2: DESCRIPTION – The Club is a non-profit School Support Organization (SSO). This Club shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit, and nonpartisan, and shall seek neither to direct the administrative activities of the Obion County Schools District nor to control its policies.

SECTION 3: PURPOSE – The Club’s purpose shall be to support and assist the Obion County Central High School (OCCHS) tennis teams and coaches as allowed by the TSSAA and the Obion County Schools Board of Education, SSOFFA, and Booster Club policies and procedures. Such support may include, but is not limited to:

- a. Promoting interest in the OCCHS tennis program,
- b. Fundraising to aid in financing the unmet expenses of the program and special needs,
- c. Assisting the coaches and players as needs arise,
- d. Encouraging athletic achievement, high morale, excellence, pride, and good sportsmanship amongst the tennis teams, student body, and community.
- e. Aid parent, guardian, and community involvement and strive to ensure that opportunities continue to be available to the students of Obion County Central High School.

Article II - Membership

SECTION 1: Membership shall be automatically granted to all parents and guardians of current OCCHS Players. Members have voting privileges, one vote per team member represented by a parent or guardian.

SECTION 2: Membership in the Club shall be made available without regard to race, color, creed, religion, sex, age, handicap, or national origin.

SECTION 3: There are no membership dues, however, the Executive Board reserves the option to establish membership dues as necessary to support the Club’s functions.

Article III – Officers & Executive Board

SECTION 1: EXECUTIVE BOARD – The Executive Board shall consist of the following: president, vice-president, secretary, and treasurer.

SECTION 2: OFFICERS - The officers shall include a president, vice-president, secretary, and treasurer. The president and treasurer cannot be an employee of Obion County Schools.

SECTION 3: ELECTION OF OFFICERS - The officers shall be elected from the membership at the May general meeting. The Membership shall be notified by March 31st of any open board positions. A slate of officers shall be presented by April 30th to the membership. c. The May election may take the form of a voice vote, if there is only one candidate per office, otherwise the election should be by ballot.

SECTION 4: TERM OF OFFICE – Officers are elected for one year. Officers may serve no more than two (2) consecutive terms in the same officer position.

SECTION 5: QUALIFICATIONS - Any Club member in good standing may become an officer of the Club.

SECTION 6: DUTIES –

Executive Board – Develop the annual budget, establish and oversee committees to oversee the work of the Club, establish fundraising programs, approve by a majority vote of the Board any unbudgeted expenditures not to exceed \$100.00, and transact business between meetings.

President - Preside at all meetings of the Club; serve as the official representative of the Club, regularly meet with the designated district representative about booster activities; resolve problems in the membership; and regularly meet with the treasurer to review the organization's financial position.

Vice President - Preside at meetings in the absence or inability of the president to serve; perform administrative functions delegated by the president; coordinate Club fundraising and sponsorship activities; and oversee the committee system of the Club.

Treasurer – The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay all authorized expenses. The treasurer will use a receipt book to document all collections received for deposit and maintain a copy of all collection documentation from fundraisers. Collection documentation should be reconciled with deposits and variances reported to the Executive Board members in a timely manner. The treasurer will prepare a monthly financial report and present a detailed financial report at every meeting or when requested by the Executive Board. The treasurer will also prepare year-end detailed financial reports and ensure that any required state and IRS reports are filed on time. All financial records shall be maintained in a manner that can be readily accessible upon request.

Secretary – Record and distribute minutes of all Executive Board and General Club meetings; prepare agendas for official Club meetings; conduct and report on all correspondence on behalf of the Club; maintain records of attendance of each member. The Secretary shall bring the bylaws, policies, standing committee rules, current membership, and committee records to all meetings.

SECTION 7: REMOVAL – An officer can be removed from office for failure to fulfill the duties of the office, after reasonable notice, by a majority vote of the Executive Board.

SECTION 8: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a Club member to fill the vacancy for the remainder of the officer's term. If the office of the president becomes vacant, the vice-president will become the new president with the new vice-president being elected at the next regularly scheduled meeting.

Article IV – Meetings

SECTION 1: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

SECTION 2: GENERAL CLUB MEETING - General Club meetings shall be held to conduct the business of the Club. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

SECTION 3: VOTING– Each member in attendance at a Club meeting is eligible to vote, one vote per team member represented by a parent or guardian. Absentee or proxy votes are not allowed.

SECTION 4: QUORUM –

Executive Board - THREE members of the executive board shall constitute a quorum of the Executive Board.

General Membership-Board of Directors' quorum plus members present at a regular meeting.

Article V – Financial Policies

SECTION 1: FISCAL YEAR – The fiscal year of the Club will be July 1 and ends June 30 of the following year.

SECTION 2: BANKING – All funds shall be kept in a checking account in the name of the Club, requiring two signatures of the Executive Board, and held at a local financial institution. Any purchases by use of a debit card must match the expenditures to the bank statement.

SECTION 3: ACCOUNTING POLICY – The SSO Financial Accountability Act requires that every school support organization adopt a written accounting policy. The Club has elected to accept the Model Financial Policy (Procedures Manual) adopted by the Tennessee Comptroller of the Treasury as the Club's accounting policy. See SECTION 2: BANKING which states additional requirements for debit card usage.

SECTION 4: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly, and an accounting of such funds shall be presented at all meetings. The Club shall establish a committee to review its financial records each year.

SECTION 5: ENDING BALANCE – The organization shall leave a minimum of \$1.00 in the treasury at the end of each fiscal year.

Article VI – Bylaws Amendments

Amendments to the bylaws may be proposed by any Club member. Amendments presented at a Club meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all voting members present is required to adopt an amendment to the Bylaws.

Article VII - Dissolution

In the event of the dissolution of the Club, any funds remaining shall be donated to Obion County Central High School.

Article VIII – Parliamentary Authority

Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Club, the Executive Board, and committees, in all instances wherein its provisions do not conflict with these Bylaws.