

The
Takedown
Club

By-Laws
Of

The Marietta Wrestling Booster Club
September 6, 2012

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Article I **Organization**

The Marietta Wrestling Booster Club is commonly known as The Takedown Club.

- A. Membership in the Takedown Club may be extended to any individual from the community, student body, alumni, and parent or faculty member interested in improving the future of the Marietta School System wrestling program.
- B. The Takedown Club’s purpose is to provide guidance, support and financial assistance to the Marietta wrestling programs implemented at the high school and the middle school levels.
- C. These By-Laws supersede any previously created By-Law document. Any changes to these By-Laws can be approved by a quorum vote of either the Executive Committee or the general membership.
- D. Membership (student-athlete player package) dues are applicable for the families of current student-athletes, non-voting members or other sports-interested and acceptable individuals and will be determined each fiscal year by the Executive Committee.
- E. Voting members shall be represented by those families who have completed payment of the current published student-athlete player package dues. Eligibility to vote on The Takedown Club matters shall consist of any Members considered in “Good Standing” which is determined by the Executive Committee and have voting rights if their dues are current at the time of the vote to be taken.
- F. Voting membership shall be entitled to no more than one vote per student-athlete in “Good Standing”.

- G. All active Marietta wrestling coaches are considered ex-officio members of the Takedown Club. The head varsity coach shall be a non-voting advisor of the Executive Committee of the Takedown Club.
- H. All wrestling student-athletes must be in good standing with the Takedown Club to receive benefits from the Takedown Club.

Article II **Meetings**

- A. Meetings will be held at Marietta High School unless otherwise notified.
- B. Meetings are open to all active members, and only those in attendance are entitled to vote. See voting requirements above regarding vote eligibility. No proxy votes shall be entertained.
- C. All decisions requiring general membership approval shall be decided by a simple majority vote of those members present, provided no other requirement exists.
- D. General membership meetings should be held two (2) times during the wrestling off-season & two (2) times during the wrestling season.
- E. Special meetings may be called by the President, a majority of the Executive Committee, a Varsity wrestling coach, the Principal or the Athletic Director. Only such business for which said meeting was called, shall be transacted at such meetings. Refer to Quorum voting requirements to validate a proper vote.

Quorum

A quorum is defined as the minimum number of members required to be present at a meeting before it can validly proceed to transact business. "Present at a meeting" is defined in addition to physical presence to include communication via email, conference call or other electronic method. Voting by Executive Committee must either be in present or in a written form via methods mentioned above.

- A. A quorum of the Executive Committee is defined as a minimum of three (3) out of six (6) members. Membership of the Executive Committee is defined as: President, Two Vice-Presidents, Treasurer, Secretary and the Head Varsity Coach.
- B. General Meetings – Must, at a minimum, have a quorum of the Executive Committee.

Article III **Duties of Officers**

A. President

The President shall:

1. have general supervision and management of all current affairs of the Takedown Club.
2. compile a preliminary budget with the assistance and approval of the Executive Committee, and the coaches and shall present the budget for approval to the general membership of the Takedown Club.
3. preside at all meetings of the Takedown Club.
4. carry out the decisions of the Executive Committee and shall appoint any special committee not otherwise provided for herein.
6. serve as an ex-officio member of all committees.

B. Vice-President – High School Operations

The Vice President shall:

1. perform the duties of the President in their absence.
2. ensure that all issues regarding the Marietta High School wrestling programs for Junior Varsity and Varsity are properly represented and communicated to all stakeholders.

C. Vice-President – Middle School Operations

The Vice-President shall:

1. ensure that all issues regarding the Marietta High School wrestling program for the Marietta Middle School are properly represented and communicated to all stakeholders.

D. Secretary

The Secretary shall:

1. record, report and maintain minutes of the general membership and Executive Committee meetings.
2. coordinate all correspondence and provide direction to standing or special committees.
3. assist the Vice President in communications with parents/membership.
4. maintain an updated version of the by-laws.
5. appoint an assistance who will assume all secretarial duties in his/her absence.

D. Treasurer

The Treasurer shall:

1. receive all funds of the Club.
2. maintain a detailed account of all income and expenditures.
3. endorse, on behalf of the Club, all negotiable instruments received and deposit them in accounts designated by the Executive Committee.
4. make disbursements as directed by the Executive Committee or President within the guidelines of the budget. Any disbursement requires written approval of two members of the Executive Committee members other than the treasurer. Approvals must be in written form with description of expense, reason for purchase, and signature of committee member. Approval signature can also be achieved through electronic form via email or other electronic method.
5. report on the financial status of the Club at general membership and Executive Committee meetings.
6. compile any tax applications or returns as required by federal or state law.
7. commit all accounts and other records to the succeeding Treasurer.
8. submit quarterly financial statements including income / expense and banking financial statements.
9. perform other related duties as directed by the President.

Article IV **Election of Officers**

No family may hold two (2) Officer positions. Co-Officers for each position are acceptable. Each position will only have one (1) vote on matters before the Executive Council. If there is disagreement between co-officers, being the only one present at the vote shall give the co-officer the right to vote and as a secondary tie-breaker, the first named Officer will be the primary voter. (Co-Officers will need to decide who will be the primary voter prior to accepting the role.)

A. Nominations

The President shall appoint a nominating committee at the general membership meeting in February. This committee shall be comprised of four (4) membership appointees. The Vice-) President shall organize the first committee meeting and a chairperson shall be elected by the committee. The committee shall meet to compile a slate of officers, contact the candidates to ascertain their willingness to serve, and present the slate at the general meeting in May. Other candidates may be nominated from the floor.

B. Elections

After nominations are closed, each candidate may speak for himself or allow another member to do so. A vote is taken by a show of hands. A majority vote is required for election. If more than two (2) candidates are running for the same office and no majority vote is obtained, the candidate receiving the least number of votes shall be eliminated and the vote retaken. This procedure shall be repeated until a candidate has been elected. Elections will be held at a general meeting in March.

C. Installation

Newly elected officers shall be installed at a brief ceremony toward the end of the awards banquet and shall assume all duties on the first day of the month following the meeting. Term for officers shall be (1) year. During the interim period, outgoing officers shall be expected to confer with and advise their successors as to their new duties. Outgoing officers are responsible to turn over all records pertaining to the operation of the Club at the end of their tenure.

D. Resignation

Any officer may resign at any time in writing to the President, Vice-Presidents, or Secretary of the Club. Unless otherwise requested in writing, the resignation shall be effective when tendered.

E. Removal

Any officer may be removed by a two-thirds (2/3) vote at a general membership meeting.

F. Replacements

The President shall ask the nominating committee for new Officer nominations, and with the majority approval of the Executive Committee, the replacement officer will complete the unexpired terms of office.

Article V **Standing Committees**

A. Concessions

The Concessions committee shall coordinate all supplies, equipment, food and personnel for the efficient operation of the concession stand. The committee shall be represented by at least two (2) people from the general membership. They shall maintain and abide by the Concession Stand Procedures, and work closely with the Treasurer to ensure that all funds are properly accounted for at the open and close of all concession dates.

B. Spirit wear

The Spirit wear Committee shall present to the Executive Committee ideas for new spirit wear purchases. Upon approval they shall procure, and maintain a current inventory of all spiritwear items.

C. Corporate Sponsorship

The Corporate Sponsorship Committee shall provide materials to the general membership to use when approaching potential corporate sponsors in our community. These sponsors may appear on the sponsor board at the stadium, or in the program. This committee shall also coordinate the fabrication of all sponsor signs, as well as provide for their installation at the beginning of the season. The costs of such sponsorship will be determined by a majority vote of the Executive Committee.

D. Hospitality

It shall be the duty of the Hospitality Sponsorship Committee to plan, organize and oversee all special events for the Takedown Club including, but not limited to, "First Shot" meeting being the initial meeting of the Officers of the Takedown Club, Senior Night and End of Season Banquet as well as host/coordinate and run the Hospitality Room at Varsity, JV or Middle School Tournaments hosted by MHS.

Article VI **Finances**

The fiscal year of the Takedown Club shall begin on the first day of May.

The President and Treasurer shall jointly negotiate and execute approved contracts on behalf of the Club.

No loan shall be contracted on behalf of the Club unless duly authorized by the general membership.

Annual dues shall be determined each year by the Executive Committee.

Those with the authority to sign checks are the Executive Committee members, who have current signature cards on file with the bank.