

# **Johns Creek High School**

## **Diamond Club Operating Guidelines**

### **ARTICLE I. ORGANIZATION.**

**Section 1. NAME.** This organization shall be known as the Johns Creek Gladiators Diamond Club hereinafter called the "Diamond Club" or the "Softball Club".

### **Section 2. MISSION.**

- To instill excellence in the Johns Creek High School Athletic program by providing inspiration, guidance and assistance to all players and the coaching staff of Johns Creek High School in order to develop and sustain a top athletic program at every level;
- Securing closer contact between interested parents, students, teachers, coaches, administrators and members of the larger community, thereby assuring clear communication and cooperation among all those involved in the Johns Creek High School Athletic program;
- To provide all necessary support to the coaching staff to enable them to focus their time, energy, and effort to player and team development;
- To provide necessary volunteer assistance for the creation and maintenance of first class practice and playing facilities for the softball program;
- To provide necessary financial support for the softball program to ensure the essential items identified by the coaching staff are provided on an annual basis;
- To establish, support, encourage, and supervise a Junior Gladiator softball program to help prepare 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students that will be attending Johns Creek High School for success in the high school softball program;
- To participate in long-term capital planning for desired and/or required facilities as determined by the coaching staff and the Diamond Club;
- To foster close and supportive relationships among the families of the softball program participants;
- To effectively communicate with families of the softball program to keep them apprised of program status at all times through email and the softball program web site;
- To do everything within our power to help the softball program participants excel as Student-Athletes.

### **Section 3. ORGANIZATIONAL STRUCTURE.**

The Diamond Club operates under the direction of the Johns Creek Booster Club known as the **Gladiators Athletic Association** hereinafter referred to as the “**GAA**”. The GAA has been formed as a Georgia non-profit 501(c) (3) corporation and has applied for income tax exemption with the Internal Revenue Service. Contributions made to the GAA are tax deductible to the extent permitted by law. The GAA is the governing body for all sports club activities and these activities will be permitted only as they comply with the bylaws created and approved by the GAA.

### **ARTICLE II. MEMBERSHIP AND MEETINGS.**

**Section 1. VOTING MEMBERS.** The membership of the Diamond Club shall include any family with one or more participant in the Johns Creek High School softball program ***provided*** the family has remitted the Player Participation Fee(s) for the current season or made arrangements for payment. Each family is entitled to a ***single vote*** regardless of the number of players from that family in the program and a vote may only be cast by a parent or guardian. It is incumbent upon each family to determine which parent or guardian will vote. The Diamond Club will not adjudicate family disputes regarding which parent or guardian is eligible to vote and in such cases of dispute, the Diamond Club Executive Board may by a majority vote chose to exclude that family as a voting member for a specific meeting or meetings.

**Section 2. QUORUM.** A quorum consisting of at least eight (8) Voting Members is required to conduct business at a General Meeting. Executive Board members that meet the definition of a Voting Member in Article II, Section 1, shall be considered as Voting Members for the purposes of determining quorum.

**Section 3. GENERAL MEETING OF MEMBERS.** The general meeting of the Diamond Club shall be held twice annually at the discretion of the Executive Board. Typically, the meetings will be held in May or June prior to the start of the season and following the season in October or November. A written request for a general meeting of members shall be given to the Executive Board at least seven days prior to the meeting date.

**Section 4. INFORMATIONAL MEETING.** The head coach of any softball team may, without any requirements regarding advance notice, convene an informational meeting with parents, players, or both. The purpose of the meeting is for the coach to convey information, to discuss issues, to plan for upcoming events, or to seek opinions. Membership votes are not permitted at informational meetings and any decisions made at the meeting that are subject to Executive Board governance or voting shall be considered non-binding.

**Section 5. SPECIAL MEETING OF MEMBERS.** The Executive Board President or Head Coach may call a special meeting of members at any time on her/his own initiative. Additionally, a meeting may be called by the President upon written request of five (5) voting members. Notice of the meeting shall be given to each member at least seven (7) days prior to the meeting. At a special meeting, there shall only be

considered business as was specified in the notice of the special meeting. Meeting notice may be made by written, voice, or electronic means.

**Section 6. VOTING.** The Diamond Club Secretary will maintain a list of eligible families permitted to vote on membership matters. Proxy voting is permitted provided the Secretary receives the proxy designation in written or electronic form at least 72-hours prior to the start of the membership meeting in which the vote will be conducted. Absentee voting is also permitted in written or electronic form provided such vote is received at least 72-hours prior to the start of the membership meeting in which the vote will be conducted. Prior to the actual membership vote, the Secretary will identify to the membership any valid proxies received and the member(s) designated by those proxies. Valid absentee votes will be opened and counted by the Secretary following the conclusion of the membership vote and such votes will be included in the vote totals.

### **ARTICLE III. GOVERNMENT.**

**Section 1. EXECUTIVE BOARD.** The general management of the affairs of the Diamond Club shall be vested in the Executive Board. The Executive Board shall consist of five (5) elected positions consisting of the five officers. The President will cast a single vote only as a tie-breaker, when necessary.

**Section 2. OFFICERS.** The officers of the Diamond Club shall consist of President, Vice-President Operations, Vice-President Fundraising, Secretary and Treasurer.

**Section 3. EX OFFICIO MEMBERS OF EXECUTIVE BOARD.** The Principal, Athletic Director, immediate past President, the Head Coach, and GAA Vice President(s) shall be ex officio members of the Executive Board. However, they shall have no voting rights.

**Section 4. PRESIDENT AS COMMITTEE MEMBER.** The President shall be a member, ex officio, of all committees.

**Section 5. MEETING OF EXECUTIVE BOARD.** Meetings of the Executive Board shall be monthly from April through November or as modified or agreed upon by the Executive Board. Additional meetings may be called at the initiative of the President as necessary, by the Head Coach, or upon request to the President by any two (2) members of the Executive Board. A quorum (majority) of Executive Board members is required to convene an Executive Board meeting. Diamond Club members wishing to attend an Executive Board meeting must give a 48-hour notice to the President and state the subject to be addressed. Such notice may be provided through written, voice, or electronic means.

**Section 6. ORDER OF BUSINESS.** At all meetings of the Diamond Club and the Executive Board, the order of business shall be as follows:

- Reading and approval of the minutes from last meeting, if requested.
- Coaches Report.
- Treasurer's Report.

- Report of Executive Board Vice Presidents, if needed.
- Reports from Standing Chairs, as needed.
- Unfinished business.
- New business.
- General Comments.
- Adjournment.

#### **ARTICLE IV. ELECTION OF EXECUTIVE BOARD.**

**Section 1. ANNUAL ELECTION OF OFFICERS.** The voting members of the Diamond Club shall elect a President, Vice-President Operations, Vice-President Fundraising, Secretary, and Treasurer. The term of office for each elected officer is one calendar year beginning January 1<sup>st</sup> following their election and ending December 31<sup>st</sup>.

The Nominating Committee shall consist of three persons, two voting members and the VP Operations, with the VP Operations serving as chairman. The general membership will appoint the two members to the Nominating Committee. In the event more than two members are nominated for the committee, the VP Operations may choose which members will participate. The Nominating Committee shall obtain the consent of the nominees to place their names on the slate. Candidates will be nominated by the Nominating Committee at the end of the season meeting. Following the presentation of the nominees by the Nominating Committee, additional nominations will be taken from the general membership.

Presentation of the candidates by the Nominating Committee shall be made at the season end meeting. Additional nominations may be made at this time from the floor. The meeting of the voting members to elect officers shall be the Annual Election of the Diamond Club, which shall be held during the season end meeting. The voting is to be conducted by ballot and decided by the majority vote of the voting members present at the Annual Election. If there is but one nominee for any position, voting for that office may be held by a voice vote. Each voting member as defined in Article II. Section 1 shall have one vote per position per election. Newly elected officers will be announced following the election and will assume their duties on January 1<sup>st</sup> of the following year.

**Section 2. REQUIREMENTS TO HOLD OFFICE.** Nominees for the Executive Board of the Diamond Club must meet the following criteria:

- Nominees must be a member of the JCHS Gladiator Athletic Association (GAA) in both current and good standing (any level of GAA membership is considered sufficient).
- Nominees must be a general member of the Diamond Club in both current and good standing. The nominating committee may nominate and the general membership may elect an individual that is not part of the general membership provided that nominee has specific approval of the Johns Creek High School Athletic Director and the Head Coach. This allows outside leadership to

be nominated and elected if deemed in the best interest of the Diamond Club. Any such individual must still meet the GAA membership requirement above.

- Before assuming an elected position, each candidate will have read, understood, and agreed to the responsibilities required of their elected position.

### **Section 3. RESIGNATION OR REMOVAL FROM AN OFFICE AND REPLACEMENT.**

#### **Resignation**

Any person resigning from office must do so in writing, submitted to the President with two (2) weeks notice of resignation.

#### **Removal**

Any Elected Officer, Major Chair Person, Ad-Hoc Committee Chairperson or Committee Member may be removed, with cause, at any meeting of the Executive Board. "Cause" shall mean but shall not be limited to the following:

- Does not comply with the bylaws of the GAA;
- Failure to maintain current and good standing membership in the GAA;
- Does not comply with the operating guidelines of the Diamond Club;
- Participation in transactions or activities which could jeopardize the Varsity, Jr. Varsity, or Freshman teams, the GAA, the Diamond Club, or Johns Creek High School;
- Theft, embezzlement, or commingling of funds of the Diamond Club with the funds of any such person;
- Failure to fulfill the responsibilities of the job;
- Use of the Diamond Club and its resources for personal gain;
- Conviction of a felony.

#### **Replacement**

The Executive Board will be responsible for an appointment or a replacement of an officer or committee chairperson who resigns, is removed or cannot complete her/his term. In the event an officer or committee chairperson is to be replaced, any Executive Board officer can make a nomination. The nomination(s) will be decided upon by the Executive Board by majority vote to complete the term.

**Section 4. TERM OF OFFICE.** Each term of office will for one calendar year beginning January 1<sup>st</sup> following their election and ending December 31<sup>st</sup>. All materials, documentations, records, receipts, keys and other supporting documentation in the possession of any past officer will be transferred and delivered to the newly elected officer no later than thirty days (30) after the Annual Election results are announced.

Executive Board Officers shall not be eligible to serve more than two consecutive terms in the same office without the express approval of the membership. If an officer is nominated for an office by the Nominating Committee or the membership and has served two consecutive terms in that office, the

membership will be required to vote to allow that officer to be placed into nomination for the office prior to the Actual Election. In the event the membership does not approve waiver of the term of office limitation, that nominee will be removed from the election slate. The term of office limitation only applies to an officer seeking the same office after serving two or more consecutive terms in that office (does not apply if nominated for a different office on the Executive Board than he/she is currently serving).

## **ARTICLE V. DUTIES AND POWERS OF EXECUTIVE BOARD.**

**Section 1. MANAGEMENT OF THE DIAMOND CLUB.** The Executive Board shall have general charge and management of the affairs, funds, interests, and property of the Diamond Club. The Executive Board shall have full power, and it shall be their duty to carry out the purposes of the Diamond Club according to the Guidelines.

**Section 2. RULE MAKING.** The Executive Board may make rules for the conduct of the members consistent with GAA, GHSA and Johns Creek High School rules. The Executive Board has the right to make rules governing the use of the Diamond Club's property, and define and limit the privilege of members, not inconsistent with anything set forth in these Operating Guidelines.

**Section 3. POWERS.** The Executive Board of the Diamond Club shall be accountable for review of all monthly club treasury reports. Those reports need to be submitted to the GAA Treasurer on a monthly basis. All requisitions should be processed through the Treasurer who works directly with the GAA Treasurer and Johns Creek High School book keeper.

**Section 4. DIAMOND CLUB SCHOLARSHIPS.** The Diamond Club has the authority to grant financial "scholarships" to student-athletes for the waiver of certain program fees. These "scholarships" must be approved by the President, VP Operations and Treasurer. Financial consideration "scholarships" would include fees, camp payments, workout sessions, or Diamond Club related expenses that a student-athlete may incur to play softball . Consideration "scholarships" can be requested by any Diamond Club member, Coaching Staff member, or Johns Creek High School administrator in writing.

The names of those student-athletes receiving financial considerations shall remain confidential. Any "scholarship" made to a student-athlete shall be reviewed on a yearly basis.

No uniform or equipment will be issued to any scholarship player until financial arrangements and paperwork have been completed and are on file with the Diamond Club and Johns Creek High School Athletic Director. The Head Coach and Executive Board will assist in making clear the scholarship athletes' role in team fundraisers and other required services (i.e. volunteer hours) in exchange for financial "scholarships".

## **ARTICLE VI. DUTIES OF OFFICERS.**

**Section 1.** The **President** shall preside at all meetings, be ex-officio of all committees of the Diamond Club except the nominating committee, and shall be a voting member of the Executive Committee of the Gladiators Athletic Association (GAA). The president shall submit an approved Diamond Club budget developed in conjunction with the Head Coach to the GAA Treasurer and the Athletic Director prior to the beginning of the sports season.

**Section 2.** The **Treasurer** shall keep track of all income and expenditures as compared to the established budget for the sport. The treasurer or designee must present all bills for payment and turnover all collected funds for deposit to the Association Treasurer. All Diamond Club funds will be deposited and disbursed through the GAA Treasurer and the GAA bank accounts specifically established by the GAA for sports club operation. The Diamond Club will not maintain its own bank accounts.

**Section 3.** The **Secretary** shall keep the written minutes of all meetings of the Diamond Club and be responsible for getting those minutes to the Association Secretary prior to the Associations monthly meetings. The secretary will handle all communication necessary for club exposure to its members and the community. Standing committees administered by the Secretary include but are not limited to: Website, Media, Community Service, Program, etc.

**Section 4.** The **Vice President of Operations** shall oversee all activities related to Diamond Club operations including field maintenance, capital planning, and special events. These would include team parent liaison, oversee nominating procedure for new officers, and oversee Volunteer Committee chairperson for sports club athletic events not related to fundraising. In the absence of the President, the VP of Operations shall act to perform his duties. Standing committees administered by VP of Operations include but are not limited to: Field Maintenance, Capital Improvement, Field Workday Events, Season Kickoff Dinner, Award Banquet, Nominating Committee, etc.

**Section 5.** The **Vice President of Fundraising** shall work in conjunction with the Associations Fundraising Chairperson. All proposed fundraising projects must prior approved by the Principal's Secretary and the GAA chairperson for fund raising. The VP of Fundraising shall be responsible for membership to the GAA and club fundraising including the recruiting and coordinating all required volunteers necessary to successfully complete each fundraising objective. Standing committees administered by VP of Fundraising, but not limited to: Spirit Wear, Membership, Team Fundraisers, etc.

## **ARTICLE VII. STANDING COMMITTEES.**

**Section 1.** The Diamond Club will form Committees and assign Chair people to those committees that benefit the progress and programs of their particular sport. Those Chairs will report to one of the elected officers of the Sports Club as determined by the slate of officers.

## **ARTICLE VIII: RULES AND REGULATIONS FOR MEMBERS.**

**Section 1. EXPULSION.** Any member, whose conduct shall in the opinion of the Executive Board be considered detrimental to the welfare of the organization, may be expelled from membership by the same procedures listed in Article IV, Section 3.

**Section 2. ADDITIONAL RULES AND REGULATIONS.** The Executive Board may establish and enforce any and all additional rules and regulations deemed advisable and necessary and must have a majority vote of the Executive Board of The Diamond Club.

**Section 3. PARLIAMENTARY PROCEDURES.** Robert's Rule of Order shall be the final source of authority in questions of parliamentary procedure and shall govern all meetings.

**Section 4. USE OF CLUB MATERIALS OR EVENTS.** Members are prohibited from utilizing Club merchandise or events for personal gain without prior approval from the Executive Board.

#### **ARTICLE IX: COMPENSATION OF OFFICERS AND MEMBERS.**

**Section 1. COMPENSATION.** All roles are voluntary and as such the officers, committee chairmen, and members serving on committees shall not receive any salary or compensation for services rendered.

#### **ARTICLE X: FISCAL YEAR.**

**Section 1. FISCAL YEAR.** The fiscal year of the Diamond Club shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> (calendar year).

#### **ARTICLE XI: BOOKS, RECORDS AND REPORTS.**

**Section 1. ANNUAL REPORT.** The President of the Diamond Club shall prepare annual or other reports as determined by Executive Board or GAA and shall provide copies to the GAA. President reports shall be provided at the last meeting of the year prior to the new Executive Board assuming office. It shall outline stated goals, accomplishment, issues facing club and forecast next year's direction and budget.

**Section 2. PERMANENT RECORDS.** The Diamond Club shall keep current and correct records of the accounts, minutes of the meetings and proceedings and membership records (if any) of the Diamond Club. Such records shall be kept by the Secretary and the President. Any such records shall be in electronic form or in a form capable of being converted into written form.

**Section 3. INSPECTION OF CLUB RECORDS.** Any Diamond Club member in good standing shall have the right at any reasonable time to request examination of relevant books and records of accounts, minutes, and related records of the Diamond Club. Such written requests, including a statement of purpose for the review, must be made to the President of the Diamond Club who in turn will present the request to the Executive Board for a vote on the request. The Executive Board may by a majority vote reject or approve the request for review. In the event a request is rejected, the member is entitled to appeal the decision to the GAA and/or the Athletic Director.

**ARTICLE XII: AMENDMENTS.**

**Section 1. GUIDELINES.** Any amendment to the Diamond Club Operating Guidelines shall be submitted in writing and must be approved by the majority of the Executive Board prior to sending it to the general membership for a two-thirds majority vote of the membership.

**Gladiator Athletic Association (GAA) Approval**

**Approval of the Gladiator Athletic Association (GAA) for presentation to the General Membership of the Diamond Club for their adoptance.**

\_\_\_\_\_ Ed Deck, Vice-President, GAA

\_\_\_\_\_ day of \_\_\_\_\_, 2010.

**General Membership Adoptance**

**Certified to be The Diamond Club Operating Guidelines and adopted by the General Membership on**

\_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_ Deb Langill, Secretary

\_\_\_\_\_ Reese Jacobs, President