BYLAWS

The Champions Club of George Walton Academy

Effective September 18, 2025

Article I – Name and Purpose

Section 1.01. Name. The name of this organization shall be "The Champions Club" and may be informally referred to as "TCC", hereinafter referred to as "Club."

Section 1.02. Purpose. The Club is organized and operated as a parent led booster club in conjunction with George Walton Academy (GWA) for the purpose of supporting athletics programs at the school. The Club supports upgrades of sports facilities, equipment acquisition, training and other needs of all athletic programs through membership fees, direct parent or corporate partner financial contributions and in-kind trade donations.

Article II – The Champions Club Membership

Section 2.01. Eligibility. All parents, guardians, grandparents, GWA alumni, coaches, faculty, administrators, community members, business leaders, interested in supporting the objectives and purposes of the Club are eligible to participate as a member with paid annual membership fees, attend full Club member meetings, contribute ideas, provide financial support beyond annual membership fees, volunteer, and otherwise help the Club achieve its purpose.

Section 2.02. Dues. The Executive Committee has established a tiered annual membership fee to support GWA's athletic programs. The amount and payment schedule for dues shall be determined by the Executive Committee prior to the start of each school year and communicated to all existing members and GWA parents.

Annual membership levels and fees effective for the 2025-2026 school year:

- Golden Bulldog $1,000.00
- Bulldog $300.00
- Grandparent $100.00
- Faculty $100.00
- Coaches $25.00

Annual memberships are valid each school year effective the first day of school through the last day of the school in each year regardless of when the membership was purchased.

Section 2.03. Voting Rights. The Club Executive Committee shall retain voting rights on behalf of the Club membership regarding the annual budget, bylaws, project prioritization, funds utilization, and general Club operational business decisions.

Section 2.04. Rights and Responsibilities. Members shall have the right and responsibility to attend all Club member meetings, events sponsored by the Club, volunteer for committees, and can be nominated to the Executive Committee. Club members may attend monthly Executive Committee meetings as posted on The Champion Club website.

Article III – Executive Committee

Section 3.01. Executive Committee Members. The Executive Committee shall consist of appointed members as agreed initially by the GWA administration and athletic leadership. Effective September 18, 2025, the committee shall consist of eight (8) parent members at large, three (3) leadership positions.

Section 3.02. Term. Executive Committee Members at Large will serve on a rotating basis of two years beginning the 2025-2026 school year and will roll off in stages of (2) members each year thereafter.

For clarity, the first two members at large rolling off the Executive Committee will begin at the conclusion of the 2026-2027 school year and subsequent members of two will take place at the conclusion of each school year thereafter. Should an Executive Committee member resign prior to the completion of their term, the replacement will fulfill the remaining term and then have the option to complete a full two-year term.

All committee members will be required to reaffirm their commitment to serve prior to the first Executive Committee meeting of each year for the upcoming school year.

The Executive Committee Leaders are defined as the President, Treasurer and Financials/Audit. Leadership positions are appointed for five-year terms beginning the 2025-2026 school year. Should an Executive Committee Leader resign prior to the completion of their term, the replacement will fulfill the remaining term and then have the option to complete a full five-year term.

The term of any Executive Committee member can be extended to support the continuity of the Club. Any extensions will require a formal vote by the Executive Committee and require a majority approval.

Terms for all Executive Committee members will be posted on The Champions Club website.

Section 3.03. Vacancies. Effective September 18, 2025, all new Executive Committee members, except the Treasurer, will be nominated and approved by the current Executive Committee. All future Treasurer appointments will be determined by the GWA administration and athletic leadership.

Section 3.04. Authority. The affairs, activities, and operation of the Club shall be managed by the Executive Committee. The Executive Committee shall transact necessary business throughout the school year, and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees/Working Groups, approve the plans and work of standing and special committees, prepare and submit a budget to the Executive Committee for approval, and, in general, conduct the business and activities of the Club.

The authority of the Club and Executive Committee is limited to providing financial support for GWA athletics as noted herein and the Club has no explicit nor implied authority over the athletics programs as directed by the GWA administration and athletic leadership.

Section 3.05. Quorum. A quorum of the Executive Committee for the conduct of business shall consist of at least 51% of the appointed Executive Committee members in attendance or participating digital forms of voting.

Section 3.06. Reimbursement. Executive Committee members shall serve without compensation except for expenses incurred in the furtherance of the Club's business are allowed to be reimbursed with documentation in accordance with the GWA's financial policies and with prior approval.

Article IV – Duties of the Executive Committee Leaders

Section 4.01. President. The President shall be the principal executive officer of the Club and, subject to the control of the Executive Committee and shall in general supervise and

control all the activities of the Club. The President shall be a member of the Executive Committee and, when present, shall prepare meeting agendas and preside at all meetings of the Executive Committee and meetings of the full Club membership. The President shall vote only in the case of a tie in a vote of the Executive Committee.

Section 4.02. Treasurer. The Treasurer is the authorized custodian to have oversight of all funds of the Club in accordance with the Club's financial policies. The Treasurer shall function as the financial liaison with GWA's administration and athletic leadership. The Treasurer shall be a member of the Executive Committee. The Treasurer will be diligent and conscientious in ensuring all funds are received by the Club are spent in accordance with the Club's core operating budget and approved individual projects.

Section 4.03. Financials/Audit. The Financial/Audit leader will ensure the funds utilization, financial reporting and records are in accordance with accepted accounting practices. The Financial/Audit leader shall be a member of the Executive Committee.

The Financial/Audit leader will prepare the following:

- Prepare an annual budget for review and approval by the Executive Committee members.
- Prepare financial statements for the Club and individual parent funded projects.
- Present a financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts) at monthly Executive Committee Meetings and All Club Membership Meetings.
- Ensure an annual financial review or audit, is conducted and presented to the Executive Committee, general membership, and other stakeholders.
- Publish an annual report and optionally monthly financial summaries on Club's website or other membership communication methods.
- Liaise with GWA's CFO to provide updates on the Club's financials, anticipated expenses and the associated vendors, plus any other required financial documentation as requested.

Article V – Finances

Section 5.01. Budget. The Executive Committee shall present to the membership at the first regular meeting of the Club, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Club during the year. At the Executive Committee's option, the presentation of the budget to the Club members may take via email to expediate the communication in lieu of a face-to-face meeting. Any substantial deviation from the budget must be approved in advance by the Executive Committee.

Allocation of the funding sources noted in Section 5.02. Funding Sources and Utilization will support the athletic program needs beyond the core athletics budget managed by GWA. However, the Club may contribute up 20% of the Annual Membership fees to augment the athletic programs at GWA. This annual contribution percentage will be approved by the Executive Committee upon the completion of the annual membership drive by September and alignment with the proposed Club budget.

In addition, the Club may contribute a designated amount of the Annual Membership fees to support the Bulldog Fund to augment the needs of that program in supporting GWA's athletes.

Section 5.02. Funding Sources and Utilization. Four sources of funding support the activities of the Executive Committee on behalf the Club for the student athletes and athletic programs at GWA.

Annual Memberships Fees – derived from Club members annual dues as collected throughout each school year and held in an account on behalf of the Club by GWA. Funding will be directed towards athletic facility improvements or equipment purchase benefitting the athletic programs.

This funding may also be used for athlete awards, athletic program communication and promotion, select Club membership hospitality, coaching development and training, coaching stipends, general Club operational expenses and additional athletic investments as approved by the Executive Committee.

Funds utilization is prioritized and approved by the Executive Committee in accordance with these bylaws.

Club Fundraising Events / Programs – each year the Executive Committee will determine the fundraising events or programs to support incremental funding for the Club. The proceed of all events will be allocated to the Annual Membership Fee fund and applied accordingly.

The Club will host on behalf of GWA athletics the Champions Dinner each school year. All proceeds of this event will be used to replenish the Bulldog Fund and will be managed by GWA leadership according to their published program guidelines. The Club will not have any oversight nor decision making authority over the use of these funds.

Non-Designated Club Donations – funding received from individuals or corporate athletic partner donors as a non-designated Club donations will be allocated to the Annual Membership Fees fund and applied accordingly.

Parent or Corporate Partner Funded Projects – specific funding provided by parents and/or corporate partners for athletic projects as designated with their donation. Funds are directed to designated athletic facility improvements, new equipment purchases, athletic uniforms, athlete retreats, athlete awards, or as defined with parent or corporate partners donors.

Initial project scope will be approved by the Executive Committee and funding will be exclusively designated for each project and tracked independent of core Club funding noted above.

Section 5.03. Approval Matrix. The following details the approval authority related to funds use:

Purchase Amount	Approval Authority	Required Tracking
<$1,000.00	President	Purchases under $1,000 will be approved by the President. Treasurer & Financial/Audit leaders will be informed in writing and then the purchase recorded in Club financials
>$1,000.00	Executive Committee	Purchases over $1,000 require a formal vote with the Executive Committee at the monthly committee meeting unless an off-cycle approval via email is required to expediate the purchase(s). Subsequent purchase(s) will be recorded in Club financials

Section 5.04. Obligations. The Executive Committee will recommend to GWA any contracts or agreements required for the purchase of materials or services for any athletic projects / equipment and other purchases in support of the Club. Any deviation from the stated contract or agreement terms and conditions will be negotiated by GWA with the supplier and will be communicated to the Club's Executive Committee leaders. All Club related purchases from the general membership fee account or individual projects will be paid by GWA upon submission of all necessary supporting documentation from the Club.

For additional clarification, all membership fees, fundraising proceeds, non-designated Club donations, parent or corporate partner funded project donations will be paid directly to GWA and maintained in the specified accounts by the GWA Financial Administration per their internal policies. All checks or credit card payments from donors must include a project designation as to the restricted use of those funds. No member of the Executive Committee shall take direct payment on behalf of the Club nor GWA.

Any recommended procurements more than $25,000 will require a minimum of three competitive bids if practical from the project sponsor, which will be reviewed and voted on by the Executive Committee. Vendor or supplier recommendations will be based on price, ability to perform said service, quality, reputation, warranties, and involvement with GWA.

Procurement recommendations under $25,000 don't require competitive quotes, but three price comparisons are recommended to ensure competitive pricing. Regardless all procurement recommendation must adhere to the Conflicts of Interest provision of these bylaws as noted in Article VII below.

Given the nature of direct parent funded and trade in kind projects there may be situations where the services or equipment may be provided by that parent or a vendor of their choice. The Executive Committee will review each request to ensure the align with the vendor or supplier recommendations noted above.

It is further noted that the Executive Committee will be making the vendor or supplier recommendation to GWA, but the school retains the right to modify the recommendation based on their established procurement process.

All payments to 3rd parties or vendors related to Club projects will be facilitated through the specified point of contact on behalf of the GWA accounting department and in accordance with their published payment guidelines and as modified from time to time.

Section 5.05. Loans. No loans shall be made by the Club to its Executive Committee members.

Section 5.06. Financial Controls. The Club shall adopt appropriate financial controls to ensure the integrity with the use of the Club funds. Specifically, without limitation, the Club shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the Executive Comittee by way of approval at regular monthly meetings or via email as noted in 5.03. Approval Matrix.
- All checks, drafts, or other orders for the payment of money on behalf of the Club will be managed directly by George Walton Academy in accordance with their policies and documentation, as noted in Section 5.04. Obligations above. These payments will be tracked through the Club financials.

Section 5.07. Fiscal Year. The fiscal year of the Club shall be from August 1st to July 31st but may be changed by resolution of the Executive Committee.

Section 5.08. Financial Record Retention. All records of the Executive Committee shall be maintained and destroyed in accordance with law and standard record retention guidelines.

Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end financial report/statement, annual Internal Financial Review Reports	store in corporate record book, binder, and/or cloud-based software	**At Least Seven (7) Years** Consider keeping permanently.
Monthly reports	compile and file records on yearly basis; store in binder or cloud-based software	**Three (3) Years** Store w/financial records. Destroy after three years.

Article VI – Meetings

Section 6.01. Member Meetings. All member meetings will occur on the second Friday in September and on the third Friday January of each school year. Meetings will be conducted on the GWA campus unless stated otherwise. Meeting dates, times, and locations will be posted on The Champions Club's website at least thirty days prior to each meeting and communicated via email and social media.

Section 6.02. Special or Emergency Meetings. In rare occurrences, additional meetings may be required. The Executive Committee will notify members via email, phone, or face-to-face conversation of the meeting date, time, and location.

Section 6.03. Executive Committee Meetings. The Executive Committee will conduct monthly meetings between July and April to conduct the affairs of the Club. Attendees at the meeting will include the Executive Committee members, designated GWA Administration and Athletic leaderships plus GWA staff advisors. Meeting minutes and presentation material will be distributed post meeting to inform all parties present or not as the Club affairs, financial reports, project updates and voting results from Executive Committee business.

Article VII – Conflicts of Interest

Section 7.01. Existence of Conflict, Disclosure. The Executive Committee of Club should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Club. A conflict of interest may exist when the direct, personal, financial, or other interest(s) of any Club Executive Committee member competes or appears to compete with the interests of the Club. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Committee for resolution. If the conflict relates to a matter requiring Committee action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Committee, excluding the person who is the subject of the possible conflict.

Section 7.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Executive Committee is meeting. However, the person may be permitted to provide the Executive Committee with all relevant information.

Section 7.03. Minutes of Meeting. The minutes of the meeting of the Executive Committee shall reflect that the conflict was disclosed, and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.04. Annual Review. A copy of this conflict-of-interest statement shall be furnished to each Executive Committee member who is presently serving the Club or who hereafter becomes associated with the Club. This policy shall be reviewed annually for information and guidance of Executive Committee, and new Executive Committee members shall be advised of the policy upon undertaking the duties of their offices.

Article IX – Dissolution

The Club may be dissolved by a majority vote of the Executive Committee if it no longer can fulfill the intended purpose of supporting the athletic programs at GWA. The Head of School at GWA may terminate the Club at his/her sole discretion if the Executive Committee doesn't adhere to the published bylaws or exhibits financial irregularities with funds usage. In the event of dissolution of the Club, any remaining assets shall be distributed to GWA except for designated parent or corporate partner donations for specific projects.

Article X – Amendments

These Bylaws may be amended at any regular or special meeting of the Executive Committee by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.

Article XI – Adoption

These bylaws shall be adopted upon approval by a majority vote of members present at a regular meeting of the Club or participating in a digital form of voting.

Article XIII – Effective Date

These bylaws shall take effect immediately upon adoption.

Date of Adoption: September 18, 2025

President: Jeff ~~White~~

GWA Development Liasson: Logan Bear

Financial/Audit: Bill Bryson