

HHS Lacrosse Booster Club

# Hillsborough High School Lacrosse Booster Club

## Constitution/By-Laws

December 12, 2012  
\*Revised 10-31-2014  
\*Article 3  
\*Section 2

## **CONSTITUTION**

### **ARTICLE 1      NAME and PURPOSE**

Section 1:      The organization shall be known as the Hillsborough High School Lacrosse Booster Club.

Section 2:      The purpose of the Booster Club membership is to provide volunteers to participate in events that support and promote Hillsborough High School Boys' Lacrosse and to provide financial assistance to enhance the program under the direction of the Head Coach. This financial support shall be derived from grants, donations, and fundraising.

Section 3:      The organization shall be non-profit, non-sectarian and non-partisan. The organization shall be philanthropic in nature.

Section 4:      The Booster Club shall in no way interfere with the administration of the High School program.

Section 5:      The Booster Club will financially support the coaching staff for expenses incurred for professional development including workshops, clinics and conferences, educational and training videos, and lacrosse equipment that are not covered by the Board of Education. The Booster Club will support the coaching staff with any needed apparel not covered by the Board of Education.

### **ARTICLE 2      MEMBERSHIP**

Section 1:      Members of the club are granted advocacy rights through decision making via the voting process. The membership

## HHS Lacrosse Booster Club

of the club shall be limited to any persons over the age of eighteen (18). Alumni and any other interested people may become members.

Section 2: Each member shall have one (1) vote cast at all meetings.

### **ARTICLE 3 ADMINISTRATION**

Section 1: The Board of Trustees will be comprised of the President, Vice President, Secretary, and Treasurer.

Section 2: Nominations for the Board of Trustees will be made at the second to last general meeting of the school year with no anonymous nominations. Officers shall be elected at the last general meeting of the school year. Elections shall be by a simple majority of those members present and voting. To vote a voting member must have been present at 3 meetings during the voting year, the last General Meeting, which holds the voting meeting, does not count as one of those meetings. Voting by Absentee Email shall be allowed with the following: if an emergency occurs and notifies a board member in advance along with being at 3 meetings and is validated by the Secretary then that vote will be accepted.

Section 3: Newly elected officers shall assume their office following the Board of Trustees meeting held at the conclusion of the school year but no later than July 1. They will hold office for one (1) year. Officers may succeed themselves. In the event of a vacancy in any office for any reason, the Board of Trustees may fill the unexpired term by holding a "special election" among the members.

Section 4: The President shall preside over all business meetings and hold one scheduled meeting per month with

## HHS Lacrosse Booster Club

additional meetings if needed and/or at the request of the Head Coach. He/she shall be an ex-officio member of all committees and shall represent the organization as necessary. The President shall have the authority to request checks in the absence of the Treasurer. The President shall work with the Head Coach to ensure coordination between the school calendar, events and game/practice schedules. Responsibilities include providing communication between parents, the Coach, and the organization. The president will ensure to the best of his/her ability that the organization's and teams' needs are being met.

Section 5: The Vice President shall serve as second in command behind the President and assist the President in all activities, including overseeing committees and task forces, and in the absence of the President, preside at all meetings.

Section 6: The Treasurer shall collect and have charge of the funds of the club and shall pay all properly authorized bills. The Treasurer shall work with the Board of Trustees to develop, maintain, and revise an annual budget. At every monthly Booster Club meeting, the Treasurer shall provide to the general membership monthly financial reports that include budget updates (actual vs. planned), checks written, and account balances. The Treasurer shall arrange an annual review of the HHS Booster Club finances by an independent source selected by the Board of Trustees at the completion of the income tax year. The Treasurer shall submit necessary records and assure the annual tax return is professionally prepared and submitted in a timely manner. The Treasurer shall maintain insurance for the club.

Section 7: The Secretary shall keep minutes of all meetings and will post the minutes on the Hillsborough Lacrosse website (HHS Booster Club page). The Secretary shall conduct

## HHS Lacrosse Booster Club

all necessary correspondence, including email notification of monthly Booster club meetings to all members.

### **ARTICLE 4 MEETINGS**

Section 1: The club shall meet in regular session each month. The meeting dates will be established at the last meeting of the year or at the end of each meeting, whichever is most convenient for the Club members.

Section 2: A quorum for the purpose of conducting official meetings and business of the club shall consist of at least seven (7) members.

Section 3: A majority vote shall carry any motion having the Board of Trustee's and Head Coach's approval.

Section 4: When the club is without the services of the elected Secretary at meetings, the President shall appoint a secretary for that meeting.

### **ARTICLE 5 ORDER OF BUSINESS**

Section 1: The order of business at a regularly scheduled club meeting shall be as follows:

- A. Roll Call
- B. President's Report
- C. Vice President's Report
- D. Treasurer's Report
- E. Secretary's Report (Minutes)
- F. Coach's Report
- G. Committee Reports
- H. Unfinished Business
- I. New Business
- J. Adjournment

## HHS Lacrosse Booster Club

### **ARTICLE 6      GENERAL**

Section 1:            This Constitution shall be adopted on an annual basis by Board of Trustees and any members present at the first meeting of the year.

Section 2:            The fiscal year of the Booster Club, unless otherwise determined by the Board of Trustees, shall be October 1 to September 30 of the calendar year.

Section 3:            The President and Head Coach, in concurrence, shall have authority for incidental expenses up to \$500. All other expenditures must have the majority of members vote and the Head Coach's approval at a Booster Club meeting. All incidental expenditures which have not been budgeted and exceed \$500 must be approved by a majority of the Board of Trustees.

Section 4:            All fundraising, solicitation of donations or grants, and any team activity must be pre-approved by the Head Coach.

### **ARTICLE 7      DISSOLUTION**

Section 1:            In the event that the Booster Club ceases to exist, all remaining funds shall immediately be turned over to the Hillsborough High School Boys' Lacrosse program through the Athletic Director.

Section 2:            In the event that the Hillsborough High School Boys' Lacrosse Program ceases to exist, all remaining funds shall immediately be turned over to the Hillsborough Youth Lacrosse through the Athletic Director.

### **ARTICLE 8      AMENDMENT**

## HHS Lacrosse Booster Club

Section 1: This Constitution may be amended by a 2/3 vote of the Board of Trustees and any members present at the meeting.

Section 2: Constitutional changes must be presented to the Board of Trustees at a regularly scheduled meeting and be voted on at the following regularly scheduled meeting.