



South Forsyth H.S. Lacrosse Booster Club, Inc.

BYLAWS

August 27, 2012 (as amended 11/1/2016)

Definitions

Capital Fund. The income, organization dues or any other contributions identified as capital fund income by the Executive Board Officers.

Organization. The South Forsyth HS Lacrosse Booster Club, Inc. The legal organization formed on behalf of the boys' lacrosse program at South Forsyth High School (SFHS).

Executive Board. The elected members who will transact the activities related to the duties of the Executive Board in conjunction with the Head Coach.

Fiscal Year. August 1 – July 31 is the official operational months of the organization.

Member. A parent or legal guardian of a lacrosse player whom has a son enrolled at SFHS, the player(s) has registered and player(s) fees are paid in full for their son to participate in the South Forsyth H.S. Lacrosse Program for the current Fiscal Year.

Officers. Members elected to the Executive Board.

Quorum. The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid, in the case of this organization, this shall be two thirds of the members or two thirds of those present.

Article I. Name

The name of the organization shall be South Forsyth H.S. Lacrosse Booster Club, Inc. located in Cumming, Georgia hereinafter referred to as the "Organization". The name of the Team shall be the "South Forsyth Lacrosse Program", hereinafter referred to as the "Program".

Article II. Purpose

Section 1. The purpose of this organization shall be to supply and acquire equipment, materials and other needs as they arise in the program.

Section 2. The organization shall provide financial support and assist the South Forsyth Boys Lacrosse Program with fundraising activities to support the continued costs of running the program.

Section 3. To work to support, promote and advance other youth lacrosse programs in Forsyth County serving the youth that are districted to attend South Forsyth High School in the future.

Section 4. To play a supportive role in the South Forsyth High School Lacrosse Program and be under the direct supervision of the Head Coach at all times. The South Forsyth H.S. Lacrosse Booster Club, Inc. is an independent organization.

Article III. Membership and Dues

Section 1. Any person who is interested in supporting the objectives of this organization and is a parent or legal guardian of a lacrosse player that has a son enrolled at SFHS and has registered and paid for their son to participate in the South Forsyth H.S. Lacrosse Program for the current Fiscal Year shall be eligible for membership with full rights and privileges as set by the Officers of the Organization.

Section 2. Dues, if any, will be established by the Executive Board.

Article IV. Organization Structure

The governing body shall consist of the Head Coaches, School Administrator and Executive Board of officers consisting of a minimum of a President, Treasurer, Secretary and Operations Officer with an option to include a Vice President. The officers shall be appointed as per Section 2 of this Article.

Section 1. Membership

Head Coach. The coach(es) serving in the position of Head Varsity Coach. The head coach shall be the only permanent member of the Executive Board.

School Administration. The school administration consists of the High School Principal and High School Athletic director.

The Executive Board. The purpose of the Executive Board will be governance and oversight of the official matters related to the incorporation of the Lacrosse Club at SFHS.

The Executive Board shall consist of a president, a vice president, a secretary, a treasurer, an operation officer and head coach.

President. The President shall preside over meetings of the organization and executive board, serve as the primary contact for the organization related to governance matters, call special meetings as deemed necessary for the benefit of the organization, and perform any other duties prescribed by the Head Coach.

Vice President. The Vice-President shall assist the President and carry out the President's duties related to the organization in his or her absence or inability to serve. The Vice-President will be involved with organizing and overseeing committees and perform any other duties prescribed by the Head Coach.

Secretary. The Secretary shall keep all records related to SFHS Booster Club Inc. The Secretary shall take and record a correct, full and impartial account of proceedings at all meetings, prepare the agenda, handle correspondence, and send notices of meetings to the membership as needed. The Secretary also keeps a copy of the minute's book, bylaws, rules,

and any other necessary information specific to the legal filings of the organization. An additional duty of the Secretary will include assisting in maintaining the programs website.

Treasurer. The treasurer shall receive all funds received by the organization, keep accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. The Treasurer will present a financial statement and reconciled bank statements at each quarterly meeting and at other times as requested by the executive board.

Operations Officer. The Operation Officer shall manage and support the booster club activities by working with the membership to plan, coordinate and execute events and support games. The operations officer will responsible for working with team coordinators to insure games are supported by volunteers as prescribed by the head coach.

Section 2. Nominations and Elections. Nominations for the board of the next fiscal year will be held at a designated Quarterly Meeting prior to the end of the current fiscal year. All nominations shall be made from the floor.

The SFHS head coach and administration shall review the list of nominees and present the Executive Board a list of nominees to be voted on at the organization members meeting.

Voting will be done by ballot and 2 parental votes are allowed per participating player. In order to vote, each parent must be a member as defined in the definitions section of this document for current fiscal year.

Section 3. Eligibility. Members are eligible for office if they are members as defined in the definitions section of this document and are in good standing.

Section 4. Terms of Office. Officers are elected for one year. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of Executive Board President, the Vice-President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected as prescribed in Article IV Section 2. If there is a vacancy in any other office, members will fill the vacancy with an election at the next regular meeting as prescribed in Article IV, Section 2.

Section 6. Removal from Office. Executive Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular Executive Board meeting where previous notice has been given.

Section 7. Regular Meetings. The regular meetings of each program will be held in conjunction with the start and end dates of the Lacrosse Fiscal year (August 1 through July 31) and are to be held at least once each calendar month (with the exception of June and July where it will be at the discretion of the executive board) during such year. Exact dates will be determined by the Executive Board Officers. The Secretary will insure all Regular Meetings are posted on the organization website. These meetings are not open to the organization membership, but members can request attendance in writing to a Regular Meeting to the President.

Section 8. Special Meetings. Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 7 days prior to the meeting.

Section 9. Quarterly Meetings. Quarterly meetings will be held at a date determined by the Executive Board Officers. The quarterly meetings are for receiving reports and conducting other

business that should arise. A quarterly meeting will be designated for the purpose for approving the organization's annual budget. A quarterly meeting will be designated for the purpose of electing new officers. The Secretary will notify the members of the meetings and these meetings will be open to the general membership.

Section 10. Quorum. The quorum shall be two thirds of members of the organization membership or two thirds of those present.

Section 11. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve operating expenditures, and prepare reports and recommendations to the membership.

Section 12. Directors and Committees. The Officers will determine the Director and committee structure at the beginning of each year, to serve the needs of the organization.

Directors. Board members will seek Directors who are committed to the goals of the organization, and in support of the SFHS Head Coaches. Directors must be members as defined in the definition section of this document and are appointed by the Executive Officers and at their discretion can be removed from their position.

Committees.

- a. **Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.
- b. **Standing Committees.** Committees shall be determined by the Executive Officers based on the organization's needs and requirements.
- c. **Additional Committees.** The Executive Board may appoint additional committees as needed.

Article VI. Finances

Section 1. Annual Budget. A tentative budget shall be drafted by October 1st of each lacrosse school year. Approval of the Annual Operating Budget shall be made by the Head Coach with an affirmative vote of the majority of the Executive Board. Addendums may be made to the budget throughout the year by the Head Coach as deemed necessary.

Section 2. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. Expenditure Approval. Unexpected expenditures, not previously included in the annual budget, must be approved as follows:

1. Individual amounts \$500 and under – based on funds per Treasurer.
2. Individual amounts over \$500.00 – Approved by the Executive Board Officers.
3. Individual amounts over \$3000.00 – Approved by vote of Active Membership.

Section 4. Authorized check signors for the organization shall be the Treasurer and in his/her absence, the President.

Section 5. The Treasurer shall prepare a financial statement as of July 31st of each year to be reviewed by the Executive Officers.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the high school lacrosse program.

Section 7. The fiscal year shall end on July 31st.

Article VII. Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article VIII. – Dissolution & IRS Language

The organization may be dissolved with previous notice (30 calendar days) and a two-thirds vote of those Executive Board Officers present at the meeting.

a) No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by section 501(h) of the Internal Revenue Code, as amended) nor shall the corporation participate in or intervene in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

b) No part of net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization) and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets upon dissolution of the organization.

c) In the event of dissolution, all the remaining assets and property of the corporation shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws; or to the federal government, or to a state or local government for a public purpose; or to any other organization to be used in such as in the judgment of a Justice of the Supreme Court of the State of Georgia will best accomplish the general purposes for which this corporation was formed.

Article IX. Amendments

These bylaws may be amended at any regular or special meeting of the Executive Board, providing that previous notice was given in writing at the prior meeting and then sent to all Executive Board members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum. All amendments must have approval of head coach and/or administration.