



Allatoona High School Lacrosse Boosters

Revised Date: August 13, 2015

Amended: June 26, 2018

BY-LAWS OF THE ALLATOONA HIGH SCHOOL LACROSSE BOOSTER CLUB

Table of Contents:

ARTICLE I	- Membership and Fees	3
ARTICLE II	- Executive Committee	3-5
ARTICLE III	- Standing Committees	5-6
ARTICLE IV	- Meetings	7
ARTICLE V	- Finances	7-8
ARTICLE VI	- Board Transition	10
ARTICLE VII	- Amendments	10
ARTICLE VIII	- Confidentiality	10-11
ARTICLE IX	- Indemnification	11-12
ARTICLE X	- Miscellaneous	12

ARTICLE I - Membership and Fees

Section 1 Eligibility. Any person who is interested in supporting the objectives of this Club shall be eligible for membership at the membership levels with full rights and privileges as afforded by those set by the Board of Directors of this Club.

Section 2 Membership Fee. Annual membership dues shall be set by the Executive Committee and be valid per club year. The Club year will be from July 1 through June 30 of the following calendar year. Applications for membership may be submitted at any time. All dues shall be paid by February 1. Membership dues may be refunded upon approval of the Executive Committee. A letter requesting refund must be submitted prior to a player being selected to participate on a team. No refunds will be given after a player has participated in tryouts and been selected to participate on an Allatoona High School lacrosse team.

Section 3 Voting Rights. All members possessing voting rights according to Article IV, Section 1 that are present at any regular or special called meeting and who have paid their annual membership dues may vote at general membership meetings.

Section 4 Loss of Membership. Any member of the Club may be censored or removed from the Club, for cause, by two-thirds vote of those present, after a recommendation to the membership by the Board of Directors and notice is given to the affected member in writing.

ARTICLE II - Executive Committee

Section 1 Executive Committee. The Executive Committee shall consist of the President, Vice-President – Men's, Vice-President – Women's, Vice-President – Youth, Secretary and Treasurer. The Allatoona High School Athletic Director along with the Varsity Men's and Women's coaches will be members of the Executive Committee, but will not have voting rights.

- a) **Election.** The Executive Committee shall be elected by a majority of the voting membership present at the Annual Business Meeting.
- b) **Nominations.** The President, with concurrence of the Executive Committee, shall appoint a nominating committee of at least three (3) members at least sixty (60) days before the Annual Business Meeting. The nominating committee shall present a slate of nominees (who have agreed to serve) for positions of officers. Additional candidates may be nominated from the floor at the Annual Business Meeting.
- c) **Terms of Office.** A term is one fiscal year, 07/01 through 06/30. An individual may not serve in the same elective capacity for more than six consecutive terms with the exception of Treasurer, which can serve for eight consecutive terms, unless, otherwise approved by the Board.
- d) **Vacancy.** The President, with the approval of the Executive Committee, shall appoint any officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Executive Committee at their first meeting after the vacancy occurs.

Section 2 Duties of Executive Committee Members.

President. The President shall:

1. Have general supervision and management of all current affairs of this club.
2. Preside at all meetings.
3. In the event of a tie vote in the Executive Committee, the President shall cast the deciding vote.
4. Appoint standing committee chairpersons with the concurrence of the Executive Committee.
5. Appoint and/or dissolve all other committees as required.
6. Serve as ex-officio member of all committees.
7. Serve as primary spokesperson for the Club, except as otherwise specified.
8. Direct goals and budget performance

Vice-President - Men's/Women's. The Vice President(s) shall:

1. Perform all the duties of the President in his/her absence.
2. Facilitate the registration process of their respective teams, including collection of fees and appropriate player information.
3. Maintain a master spreadsheet of their respective teams.
4. With the help of the Head Coach, each Vice President will be responsible for developing and setting appropriate budgets for their respective teams. They will also be responsible for updating any income and expenditures and making any necessary adjustments to annual budgets.

Vice-President - Youth. The Vice-President of Youth shall:

1. Perform all duties of the President in his/her absence.
2. Facilitate the registration process of their respective teams, including collection of fees and appropriate player information.
3. Maintain a master spreadsheet of their respective teams.
4. With the help of the Head Coach, each Vice-President will be responsible for developing and setting appropriate budgets for their respective teams. They will also be responsible for updating any income and expenditures and making any necessary adjustments to annual budgets.
5. Coordinate all season activities including, but not limited to the following:
 - a. Set team schedules for all youth teams for both fall spring seasons;
 - b. Coordinate scheduling of referees for all planned games;
 - c. Ensure the referees are compensated accurately and communicate expense disbursements to the Treasurer;
 - d. Coordinate any tournaments for all youth teams.

Secretary. The Secretary shall:

1. Record, report and maintain minutes of all meetings of the general membership, Board of Directors and Executive Committee. Minutes from the Executive Committee meetings will be provided to the Board of Directors in a timely manner. Minutes from the Board of Directors' meetings will be distributed to the Board in a timely manner.
2. Coordinate all correspondence and provide direction to Standing or Special Committees.
3. Maintain updated versions of the Constitution, By-Laws and Amendments.

4. Appoint an assistant who will assume all secretarial duties in his/her absence.

Treasurer. The Treasurer shall:

1. Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices.
2. Make disbursements from the teams' encumbered funds and the general fund.
3. Pay expenses approved by the Executive Committee and shall secure proper vouchers thereof.
4. Receive and deposit moneys of the Club in the Club's checking and/or savings account.
5. Report on the financial status of the Club at meetings of the general membership, Executive Committee or Board of Directors.
6. Ensure the compilation and execution of any tax applications or returns as required by federal or state law.
7. Commit all accounts and other records to the succeeding Treasurer.
8. Perform other related duties as directed by the President

Section 3 Installation. Newly elected officers shall be voted on and installed at the Annual Meeting and shall assume all duties on July 1. 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 all records pertaining to the operation of the club at the end of their tenure.

Section 4 Resignation. Any officer may resign at any time in writing to the President, Vice-President(s) or Secretary of the Club. Unless otherwise requested in writing, the resignation shall be effective when tendered.

Section 5 Removal. Any officer may be removed upon recommendation from the Board of Directors or by a majority vote at a general membership meeting.

Section 6 Replacement. The President shall appoint, with the approval of the Executive Committee, individuals to complete unexpired terms of office.

ARTICLE III - Standing Committees

Section 1 Standing Committees. Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Executive Committee. The Chairperson from each Standing Committee shall serve as a voting member of the Board of Directors. Standing Committees and their primary functions follow.

- a) **Facilities:** The Facilities Committee shall be responsible for coordinating the purchase of equipment necessary to facilitate practice fields and game fields (paint, chalk, nets, goals, chemicals, field maintenance and repair). In addition, the Facilities Committee shall coordinate allocation of keys to storage pods, concession area and other facilities associated with the efficient operation of the lacrosse program.

- b) Concessions:** The Concessions Committee shall be responsible for the management of concessions. The Concessions Committee shall:
 1. Recruit and schedule parent volunteers to manage the concession for specific events;
 2. Record the labor-hours incurred for each event;
 3. Develop and maintain a Concession budget;
 4. Record the concession expenses and revenues for each event;
 5. Acquire all provisions required for the concessions stands;
 6. Recommend to the Executive Committee the allocation of profits to the encumbered funds of each sports team in accordance with the participation of volunteer help.
- c) Spiritwear:** The Spiritwear Committee shall coordinate the promotion of school spirit through the sale of apparel and memorabilia, bearing the Allatoona logo, at a nominal price. The Spiritwear Committee shall:
 1. Recruit the volunteer help required to help promote sales of Spiritwear;
 2. Manage the inventory to meet the changing needs of the student body;
 3. Develop and maintain a Spiritwear budget;
 4. Record an accurate and timely account of revenues and expenses of Spiritwear and coordinate its financial operation with the Treasurer;
 5. Report the ongoing status of operation to the Executive Committee.
- d) Fundraising:** The Fundraising Committee shall be responsible for all fundraising efforts on behalf of the program. The Fundraising Committee shall:
 1. Meet the Head Coach to determine the priorities of the team;
 2. Develop and maintain a Fundraising budget;
 3. Record the Fundraising expenses and revenues for each event;
 4. Recommend to the Executive Committee the allocation of profits to the encumbered funds of each sports team in accordance with the participation of volunteer help.
- e) Communications:** The Communications Committee shall be responsible for the communicating all information for the Club and Teams. The Communications Committee shall:
 1. Meet with the Head Coach to determine communications that need to be shared;
 2. Develop and maintain a Communications budget;
 3. Maintain and update the official website;
 4. Record the Communication expenses and revenues for each event.

Section 2 Standing Committee Recruiting. Standing Committee Chairpersons shall recruit as many members as necessary to discharge the responsibility of the Committee. The Chairperson shall also keep a file of the year's proceedings, for turnover to his/her successor.

ARTICLE IV - Meetings

Section 1 Annual Business Meeting. The Annual Business Meeting of the Club shall be held at Allatoona High School.

Section 2 General Membership Meetings. General Membership Meetings shall be held at Allatoona High School as needed. Meetings shall be open to all interested persons.

Section 3 Executive Committee Meetings. Executive Committee meetings shall be held monthly unless otherwise specified by the Executive Committee.

Section 4 Board of Directors. The Board of Directors' meetings shall be held at least annually unless otherwise specified by the President.

Section 5 Voting. Meetings are open to all active members and only those members in attendance are entitled to vote. No proxy votes shall be entertained. All decisions requiring general membership approval shall be decided by a simple majority vote of those members present, provided no other requirement exists.

Section 6 Special Meetings. Special meetings may be called by the President, a majority of the Executive Committee, any lacrosse coach, the Principal or his/her designee. Only such business for which said special meeting was called shall be transacted at such meetings. Special meetings may be called by the Executive Committee with one week's notification of members.

Section 7 Quorum. A quorum for the transaction of business at the Annual Business Meeting and at General Membership Meetings shall be the membership present at the meeting. A quorum for Executive Committee Meetings and Board of Directors' meetings shall be the board members present at the meeting. Votes will carry by majority rule.

Section 7.06 Robert's Rules of Order. Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Allatoona Lacrosse Boosters, its Executive Board and its Committees.

ARTICLE V - Finances

Section 1. The fiscal year of the Club shall begin on June 1.

Section 2. The President and Treasurer shall jointly negotiate and execute the approved contracts on behalf of the Club.

Section 3. No loan shall be contracted on behalf of the Club unless duly authorized by the general membership, the Board of Directors and the Principal (or designated representative) of Allatoona High School.

Section 4. Annual dues shall be determined each year by the Executive Committee.

Section 5. All monies received by the Club for any purpose other than the Endowment Fund, shall be deposited to the credit of the Club in a financial institution or institutions selected by resolution of the Executive Committee.

Section 6. All funds specified “Endowment Fund” shall be deposited into a savings account of the Lacrosse Endowment Fund.

Section 7. Funds raised by and/or allocated to specific sports teams, although deposited in the Club’s account, shall be separately tracked as “encumbered funds” for each sports team. Expenditures for these encumbered funds require Executive Committee approval, but may be expended on behalf of these teams at the discretion of the team’s Head Coach and/or duly authorized member.

Section 8. Funds raised by projects that have a specific advertised purpose, shall be deposited (and separately tracked) in the Club’s general fund to ensure disbursement for the advertised purpose and to safeguard the integrity of the Club and Allatoona High School.

AMENDMENT TO BY-LAWS

Pursuant to a majority oral and written consent of the Executive Board of AHS Lacrosse Booster Club, dated August 13, 2015, the by-laws are hereby amended on June 26, 2018 in its entirety as follows:

RESOLVED that Article II Sections 1(b) i, 1(c) i and 1(e), Article III Sections 1 (a) and 3, Article IV Sections 1.06, 5.06 and 6.06, Article V Section 1 with addition of Articles VI through X.

ARTICLE II

Section 1(b)i. Floor nominations will no longer be accepted at the Annual Business Meeting pursuant the required vetting process. Parties interested in elected positions will notify the Executive Board and/or Nominating Committee by a specified date prior to the Annual Business Meeting. These interested parties will be required to complete a questionnaire by a specified date. The Executive Board, Athletic Director or his/her designee, and each prospective Head Coach will review and vote on these interested parties prior to the Annual Business Meeting. Should this vote result in a tie, the members will be required to vote in the Annual Business Meeting overriding Article II Section 2 (3). If the vote at the Annual Business Meeting is a tie, it is then that Article II Section 2(3) stands.

Section 1(c)i. Board members must attend two-thirds of the scheduled board meetings outlined at the Annual Business Meeting. Therefore, any Board member who misses one-third or more of the scheduled board meetings shall be subject to termination of his/her Board position.

Section 1(e) Each officer shall carry out their duties as stated in the AHS Lacrosse Booster Club Standard Operating Procedures for their elected or appointed position.

ARTICLE III

Section 1(a). In the absence of the Club Board of Directors, the Executive Committee are the only voting members of the Club.

Section 3 Member(s) at Large. The Executive Board added two board positions September 2016. They are designed to allow those selected to shadow the current Executive Board member that will not be returning the next fiscal year.

(a) Member at Large has no voting privileges, but has access to any and all general board meetings and the open session of the Executive Board meetings.

(b) Member at Large term is a 1-year elected position by the Executive Board.

(c) Executive Board will elect the Member at Large positions each year after the Annual Business Meeting, should the position be needed for the following fiscal year.

ARTICLE IV

Section 1.06. Member with voting rights is defined as a parent/guardian of a player that has paid their membership dues by February 1 of the proceeding spring season. Only one vote per family will be counted.

Section 5.06. Meetings are open to general members as defined in Article IV Sections 1 and 2.

Section 6.06. Any lacrosse coach is defined as an Allatoona High School Lacrosse Coach.

ARTICLE V

Section 1. The fiscal year of the club shall begin on July 1.

ARTICLE VI – Board Transition

Board Transition. Within 30 days of the new year (July 1 of each year), the new board shall work in conjunction with the outgoing board to complete the following:

- (a) Change the signatures on file at the bank (if applicable with Treasurer).
- (b) Change passwords on all online management accounts {paypal, accounting software, online banking, etc. (if applicable with Treasurer)}.
- (c) Update Lacrosse website with new board members.
- (d) Train new treasurer on accounting software (if applicable).
- (e) Transition allatoonalax@gmail.com email address and/or any other AHS Lacrosse Booster Club email addresses to the appropriate board member.
- (f) Transition social media accounts (Facebook, twitter, etc) to the appropriate board member.
- (g) Approve the new budget and publish to the Allatoona Lacrosse website.
- (h) Assign committee chairs.

ARTICLE VII – Amendments

Section 1 Power to Amend By-laws. The Executive Board shall have the power to alter, amend, or repeal these by-laws or adopt new by-laws; provided, however, the exercise of such power shall be contingent upon such proposed alteration, amendment, or repeal having been presented to AHS Lacrosse Booster Club.

Section 2 Conditions. Action by the Executive Board with respect to by-laws shall be taken by the affirmative vote of a majority of all Executive Board members then holding office.

ARTICLE VIII – Confidentiality

Section 1 Confidentiality of Board Discussions and Board Documents. In order to encourage and foster open and candid discussion at its meetings, the Executive Board of AHS

Lacrosse Booster Club believes confidentiality must be maintained. Therefore, it is the policy that each Board member, Member at Large (if applicable) and committee member shall keep confidential any and all information relating to discussions at its meetings, including any and all materials, e.g., correspondence, reports, etc., unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. While Board and members are free to discuss actions adopted by the Board, disclosing or distributing any information concerning the discussion of such items during the Board meeting is prohibited. Board members acknowledge that any violation of this policy could cause harm to AHS Lacrosse Booster Club and frustrate Board deliberations. Therefore, any Board member who violates this policy shall be subject to termination of his/her Board position.

Section 2 Duty of Loyalty. Among the fiduciary obligations of an Executive Board member, Member at Large (if applicable) or Committee member of a non-profit corporation is a duty of loyalty to the non-profit corporation. This includes supporting, and not opposing directly or indirectly or taking any other stance against, the policies and positions duly adopted by the Executive Board. As representatives of AHS Lacrosse Booster Club, officers, Member at Large (if applicable) and committee members are obligated to maintain this duty of loyalty in all manner of activities during their terms of office. This duty of loyalty is not intended to, nor should it; discourage debate within Board or committee meetings. Such debate is encouraged and is part of the individual's responsibility in the deliberation process.

Section 3 Participation in Deliberations and Actions. In any case in which there is a question of loyalty, the Board member, Member at Large (if applicable) or committee member shall not participate in the meeting for the entire time the matter is discussed and voted upon.

ARTICLE IX – Indemnification

Section 1 Indemnification. In the event that any person who was or is a party to or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, seeks indemnification from the AHS Lacrosse Booster Club against expenses, including attorneys' fees (and in the case of actions other than those by or in the right of the AHS Lacrosse Booster Club, judgments, fines, and amounts paid in settlement), actually and reasonably incurred by him or her in connection with such action, suit, or proceeding by reason of the fact that such person is or was a Trustee, officer, employee, director, or agent of the AHS Lacrosse Booster Club, or is or was serving at the request of the AHS Booster Club as a Trustee, officer, employee, director, or agent of another Booster Club, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust, or other enterprise, then, unless such indemnification is ordered by a court, the AHS Booster Club shall determine, or cause to be determined, in the manner provided under Georgia law, whether or not indemnification is proper under the circumstances because the person claiming such indemnification has met the applicable standards of conduct set forth in Georgia law; and, to the extent it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified to the fullest extent now or hereafter permitted by Georgia law.

Section 2 Indemnification Not Exclusive of Other Rights. The indemnification provided in Section 1 shall not be deemed exclusive of any other rights to which those seeking

indemnification may be entitled under by-laws, or any agreement, vote of members or disinterested Trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Trustee, officer, employee, director, or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

Section 3 Insurance. To the extent permitted by Georgia law, the AHS Lacrosse Booster Club shall purchase and maintain liability insurance on behalf of the AHS Lacrosse Booster Club. The AHS Lacrosse Booster Club may provide, if approved by a vote of the Executive Board, errors and omission policies on an Executive Board member of the Booster Club.

ARTICLE X – Miscellaneous

Section 1 Construction. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these by-laws shall be invalid or inoperative, then, so far as is reasonable and possible:

- (a) The remainder of these by-laws shall be considered valid and operative.
- (b) Effect shall be given to the intent manifested by the portion held invalid or inoperative.

Section 2 Table of Contents; Headings. The table of contents and headings are for organization, convenience and clarity. In interpreting these by-laws, they shall be subordinated in importance to the other written material.

Section 3 Standard Operating Procedures. Executive Officers, Members at Large (if applicable), Committee Chairs shall adhere and operate under the guidelines procedures as outlined by the current AHS Lacrosse Boosters Club Standard Operating Procedures document. This document is to be reviewed and voted upon by the current year Executive Board after the Annual Business Meeting.

Certified by:

Kelli Tesler, Secretary

Dated: 6/26/18