

Constitution and By-Laws Lakeside High Lacrosse Booster Club, Inc.
a Georgia Nonprofit Organization

CONSTITUTION OF LAKESIDE HIGH LACROSSE BOOSTER CLUB

ARTICLE I. NAME

The name of the organization is the Lakeside High Boys Lacrosse Booster Club, Inc., herein referred to as "the Club".

ARTICLE II. PURPOSE AND FUNCTION

The Club shall operate as a not-for-profit organization with the exclusive purpose of supporting the Lakeside High School (LHS) Boys Lacrosse Program. Such activities are for the purpose of providing financial support, physical assistance, and promotion of the LHS Boys Lacrosse Program.

ARTICLE III. MEMBERSHIP

The membership shall be open to any parent or guardian of a student who is a member of the LHS Boys Lacrosse Team and has paid his dues to the Club. Membership is also extended to the LHS principal and LHS Boys Lacrosse coaches. Membership shall run annually.

ARTICLE IV. BOARD OF DIRECTORS

The affairs of the Club shall be managed by a Board of Directors that shall consist of no less than one (1) or more than seven (7) members who shall comply with the Constitution and By-Laws of the Lakeside High Lacrosse Booster Club.

ARTICLE V. OFFICERS

The officers of the Club shall be a president, a secretary, and a treasurer. If the Board of Directors deems it necessary, additional officers may be elected.

ARTICLE VI. MEETINGS

Two (2) regularly scheduled meetings shall be held annually. A general membership meeting shall be held in August and an annual general membership meeting shall be held in May. Meetings other than the two (2) yearly meetings will be conducted upon call of the President or any two (2) members of the Board of Directors.

ARTICLE VII. AMENDMENTS

These Articles of the Constitution may be amended at any meeting of the membership by two-thirds (2/3) affirmative vote of the voting members present, provided due notice of the proposed amendment(s) has been given in writing to all members at least ten (10) calendar days before the meeting.

BY-LAWS OF LAKESIDE HIGH LACROSSE BOOSTER CLUB

ARTICLE I. MEMBERSHIP

- Section 1: Membership is open to the following:
- a. Each parent or guardian of a student who is a member of the LHS Boys Lacrosse Team and paid dues to the Club.
 - b. The LHS principal and Boys Lacrosse team coaches.
 - c. Members in category (b) of this section shall be exempt from paying membership dues and shall have no voting privileges.

Section 2: Annual membership dues and the due date shall be set by the Board of Directors.

Section 3. The membership year shall run from the January general membership meeting (the first general membership meeting called after the confirmation of the team roster) to the next January general membership meeting.

ARTICLE II. VOTING RIGHTS, PROCEDURE AND NOTICE

- Section 1: Voting shall be herein distinguished between general voting (including but not limited to election of officers as well as standard business and motions) and amendments to the Club constitution and/or by-laws.
- a. Each member in good standing shall be entitled to one vote in matters requiring a vote of the general membership.
 - b. In general voting, a simple majority shall carry the vote.
 - c. In voting on revision or replacement of the by-laws, a two-thirds majority shall be required to carry the vote.
 - d. A quorum of at least ten percent (10%) of the membership must be present at any meeting in order to transact or resolve business.
 - e. Notice of meetings shall be made via email communications no less than ten (10) days unless emergent circumstances do not allow for the standard ten-day prior notification.
 - f. Voting at an in-person meeting of members shall be by a show of hands except where a ballot is demanded by a member either before or after a vote by show of hands. Voting at an online meeting of the members via Zoom or another similar platform shall be by electronic poll. Voting on any contested election of officers shall be by ballot.
 - g. Voting by proxy is allowed for members in good standing. All proxies shall be in writing and shall be submitted to any officer via email, text, in person, or via another member of the Club prior to the start of the meeting. Any proxy shall be valid only for one meeting and shall count toward determination of a quorum. For the purpose of the Club, the proxy is a written authorization empowering another member in good standing to vote or act for the signer of the proxy.

ARTICLE III. BOARD OF DIRECTORS

Section 1: Number and Term of Office

- a. The business and operation of the Club shall be managed and controlled by a board consisting of the officers of the Club described in ARTICLE IV of these By-Laws.
- b. The board may also include at least one (1) but no more than three (3) non-voting ex-officio members appointed by the officers.
- c. Each director shall serve one (1) term of twelve (12) months commencing July 1.
- d. Board members are eligible for re-election.

Section 2: Voting

- a. The voting members of the Board of Directors shall be the officers of the Club described in ARTICLE IV of these By-laws.
- b. Each voting member of the Board of Directors shall have one vote.
- c. Ex-officio members shall not be entitled to vote.
- d. Absent voting board members may give their written and signed proxy to a board member in attendance at a Board of Directors meeting. Proxies shall be in writing and shall be submitted via email, text, or in person prior to the start of the meeting. Any proxy shall be valid only for one meeting and shall count toward determination of a quorum.

Section 3: Vacancies

In case of any vacancy on the Board of Directors, a successor to hold office for the unexpired term shall be elected by the Board of Directors.

Section 4: Meetings

The Board of Directors meetings shall be held on a date and at a time and place set by the President.

Section 5: Quorum

A majority of the Directors shall be present at a scheduled meeting to constitute a quorum for the transaction of business.

Section 6: Annual Budget

The Club's annual budget is approved as follows:

- a. The Treasurer shall submit a tentative annual budget for consideration by the Board of Directors.
- b. A proposed annual budget shall be presented to the general membership for their approval no later than the September general meeting.
- c. The Board of Directors has the responsibility to disburse funds at their discretion within the approved budget categories.
- d. The annual budget may include a contingency fund established to respond to non-budgeted expenditures.

ARTICLE IV. OFFICERS

Section 1: Officers and Term of Office

The officers of the Club shall be President, Secretary, and Treasurer. Additional officers including but not limited to Vice President and Fundraising Chair may also be elected.

- a. All officers shall be a parent or guardian of a student active in the LHS Boys Lacrosse Program at the time of their election and anticipate having a student active in the following fiscal year.
- b. Commencing on July 1, officers shall serve a term of one (1) year or until their successor has been elected or they are removed from office.
- c. Officers shall serve no more than two (2) consecutive terms in one position unless no successor is nominated and elected for any office.

Section 2: Election

- a. At the March meeting of the Board of Directors the President shall appoint a three (3) member nominating committee consisting of members of the Club in good standing. The nominating committee shall prepare a slate of officer nominees for the following year.
- b. The nominating committee shall distribute the slate of nominees to the membership at least fifteen (15) days prior to the election meeting.
- c. Election of officers for the following year shall occur at the annual general membership meeting (End of Season Banquet) in May. Other business of the Club may be conducted at this meeting as the Board deems necessary. Additional nominations from the floor may be received at the meeting. The officers may be elected individually or as a slate. The election will be determined by a plurality of the members in attendance.

Section 3: Vacancies

In case of a vacancy of any office, the Board of Directors shall appoint a successor to hold the office for the unexpired term. A vacancy exists when any officer resigns from office or is removed by the Board.

Section 4: Removal of Officers

The Board of Directors may remove any officer if a majority of the Directors present at a duly constituted meeting votes for the removal. Removal is effective only if it occurs at a meeting called for that purpose. Notice must be sent to all directors that the purpose of the meeting is removal.

Section 5: Duties

- a. The President
 1. Shall preside at all meetings of the Club and of the Board of Directors.
 2. Shall call meetings as provided by these By-Laws.
 3. Shall serve as the chief officer of the Club with general management of its affairs.
 4. Shall see that orders of the general membership and the directors are carried into effect.
 5. Shall ensure compliance with the rules, regulations, and policies of the Board of Education and the Lakeside High School Athletic Department.
 6. Shall be bonded as prescribed by the Board of Directors.
- b. The Vice-President

1. Shall have such powers and perform such duties as may be delegated to him/her by the President.
 2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers of the President.
- c. The Secretary
1. Shall record and keep the minutes of all meetings of the Board of Directors and all meetings of the membership.
 2. Shall submit minutes of the previous meeting of the Board of Directors and members for approval.
 3. Shall keep such other non-financial records as directed by the Board of Directors.
 4. Shall maintain and keep by-laws up to date.
 5. Shall perform such other duties as may be assigned by the President or Board of Directors.
- d. The Treasurer
1. Shall keep the financial records of the Club, receive all monies of the Club and disburse the same upon approval of the Board of Directors, and maintain the Club bank account jointly with the President.
 2. Shall prepare and present detailed financial reports showing receipts and disbursements from the current fiscal year for approval by the officers and members.
 3. Shall be responsible to file tax returns, reports, and other information that is deemed necessary.
 4. Shall be bonded as prescribed by the Board of Directors.

ARTICLE V: CALENDAR AND MEETING INFORMATION

Section 1: The fiscal year of the Booster Club shall begin July 1 and end June 30.

Section 2: General membership meetings shall occur during:

1. August to organize for the new season.
2. September to consider the annual budget.
3. Before Thanksgiving prior to the beginning of conditioning drills.
4. January after try-outs to introduce coaches and players and collect dues.
5. May, the annual meeting to elect officers for the following year.

Section 3: Additional general membership meetings may occur as determined by the President or when requested to do so in writing by at least ten percent (10%) of the voting members. The membership shall receive advance notice of such meetings not less than ten (10) calendar days via email communications. A meeting agenda shall be included in the meeting notice.

Section 4: Roberts' Rules of Order will govern the conduct of each meeting and the President shall be the final arbitrator of all parliamentary questions.

Section 5: All meetings will be held at Lakeside High School, unless an alternate location is set by the Board of Directors at least ten (10) calendar days in advance and due notice is given to all members via email communication.

ARTICLE VI: FINANCES

Section 1: The funds of the Club shall be used to further the purpose expressed in Article II of this Constitution. Only the Treasurer, upon the approval of the Board of Directors, shall be authorized to disburse funds.

Section 2: There shall be a budget committee, chaired by the Treasurer, responsible for preparing an annual budget.

Section 3: The Board of Directors shall establish prudent, written money-handling practices of the Club and review these practices each year. Each officer responsible for handling, receiving and disbursing funds for the Club will receive a copy of these policies. Such officers shall also be bonded at the expense of the Club before their responsibilities begin. The Treasurer shall oversee adherence to these policies.

Section 4: The Treasurer shall make the following special reports:

1. Projects for the current year at the May annual general membership meeting (End of Season Banquet)
2. A final report on the prior year's financial matters at the August general membership and organizational meeting.
3. Quarterly financial report to the general membership
4. A proposed annual budget for the new year shall be presented and voted on at the September general membership meeting.

Section 6: All funds of the Club must be deposited in a bank account approved by the Board.

Section 7: All disbursements from the Club bank account must be issued by check or through the Club bank account digital payment system and shall be properly documented.

Section 8: Any and all financial obligations incurred by the Club shall be solely that of the Club.

ARTICLE VII: EQUIPMENT AND UNIFORM OWNERSHIP

Section 1: Title to all equipment and uniforms purchased by the Club shall be retained by the Club until such time as the membership may elect to transfer ownership to Lakeside High School.

ARTICLE VIII: BASIC POLICIES OF OPERATION

Section 1: The Club is organized as a nonprofit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property.

- Section 2: The Club shall do nothing to violate the rules of the Georgia High School Association, the policies of the Dekalb County Public School system, or any other scholastic organization or associate of which Lakeside High School is a member.
- Section 3: The Club will operate in full support of the school principal, athletic liaison, and program coaches. At no time will the Club become involved in the day-to-day operations of the school athletic programs.
- Section 4: The Club shall be non-political and non-sectarian.
- Section 5: The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.
- Section 6: The Club shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- Section 7: Persons representing the organization shall make no commitments that bind the Club, unless authorized by the Board of Directors.

ARTICLE IX: DISSOLUTION OF THE CLUB

- Section 1: In the event the Lakeside High Lacrosse Booster Club dissolves, all club funds and property will become the property of Lakeside High School. When depositing in a school account, the Club relinquishes all control of these funds.

ARTICLE X: AMENDMENTS

- Section 1: These By-Laws may be amended at a meeting of the membership by a 2/3 affirmative vote of the members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least ten (10) calendar days before the meeting.

ARTICLE XI: EFFECTIVE DATE OF CONSTITUTION AND BY-LAWS

- Section 1: The Constitution and By-Laws shall be adopted and effective upon approval by vote of the membership which occurred on August 9, 2023.