

## By-Laws

### Kennesaw Mountain High School Lacrosse Booster Club, Inc.

#### Article I

##### Name, Purpose, and Fiscal Year

Section 1. Name. The name of the corporation is KENNESAW MOUNTAIN HIGH SCHOOL LACROSSE BOOSTER CLUB, Inc. a non-profit organization. The organization may be referred to hereafter as the "Organization" or the "Committee".

Section 2. Purpose. The Organization is or organized exclusively to promote parent/student involvement; coordinate all supporting activities, provide those services, facilities and equipment which are not provided by the school; ensure recognition for the lacrosse program and its athletes and increase the enjoyment of the fans at all lacrosse activities at Kennesaw Mountain High School.

Section 3. Fiscal year. The fiscal year of the organization, unless otherwise determined by the Officers, shall be August 1 to July 31.

#### Article II

##### Membership

Membership in the Organization shall be open to all parents or guardians of students who play lacrosse, or others interested in supporting the club. Membership shall become effective upon payment of annual membership dues. The membership year shall run from November 1 through October 31. Membership is effective only for the membership year in which dues are paid. A single membership entitles the individual to one (1) vote on those matters which members shall be called upon to vote, to hold office, and all other rights and responsibilities of membership in the Committee. No proxy votes shall be entertained.

#### Article III

##### Meetings

Section 1. Meetings shall be conducted at Kennesaw Mountain High School unless otherwise notified.

Section 2. Membership meetings are open to all dues-paying members and those members in attendance are entitled to vote on any issue, which the Board presents to them. No proxy votes shall be entertained.

Section 3. All decisions submitted to the general membership for approval shall be decided by a simple majority vote those members present, provided no other requirements exists.

Section 4. Membership meetings shall be held at least 3 times each year. The President with one week's notification of the membership may call special meetings.

The executive Board meetings shall be held prior to, subsequent to, or concurrent with general membership meetings. Special meetings may be called by the President or at the request of the head Varsity Coach or Principal's designee.

#### Quorum

THE QUORUM REQUIRED IN ORDER TO CONDUCT THE BUSINESS OF THE Kennesaw Mountain High School Lacrosse Program is defined as follows:

- A. Executive Board- Fifty Percent of the members of the board
- B. General Membership- Executive Board's quorum plus those members present at a scheduled or called meeting.

### **Article IV**

#### Officers and Elections

Section 1. The organization shall be represented by an Executive Board consisting of four elected officers: President, Vice President, Secretary and Treasurer.

Section 2. Officers shall be elected for a term of one year. The term of office shall be from May to May. No member shall hold more than one office at a time.

Section 3. Any booster whose membership is paid up shall be eligible to run for and serve as an officer and/or chairperson of any committee.

Section 4. In event that an officer cannot complete his/hers full term for any reason, a replacement for that term will be appointed by majority vote of the remaining members of the Executive Board.

Section 5. Any officer may be removed upon recommendation from the Executive Board and majority vote at a general meeting.

Section 6. Nominating Committee consisting of 3 people will be elected at the March meeting.

Section 7. The nominating committee will present the slate of officers at the May (Banquet) meeting. At that time nominations can be made from the floor. A majority vote is required for the election.

## **Article V**

### Duties of Officers

Section 1. President – The President shall preside at all meetings of the organization, appoint all committees and shall be exofficio member of all committees, except the nominating.

Section 2. Vice President – The Vice President shall assume all the duties of the President in his/hers absent. He/She shall undertake any duties assigned by the President of Executive Board.

Section 3. Secretary – The Secretary shall keep the records and minutes of all meetings, attend to the correspondence and perform such other duties as deemed necessary.

Section 4. Treasurer – The Treasurer shall receive all funds due the organization, deposit in a timely manner and pay all bills as determined by the membership. He/She shall obtain the signatures of two (2) of the persons authorized to sign checks. The treasurer shall keep a detailed account of all income and expenditures and provide a printed financial statement at all general and board meetings. Also the Treasurer shall compile and execute any tax application or returns as required by the federal or state government. The books shall be audited on a yearly bases by the Audit committee. The Treasurer must turn over all accounts and records to the succeeding Treasurer.

## **Article VI**

### Standing Committees

Section 1. There shall be the following standing committees: Auditing, Banquet, Clothing/Spirit Wear, Field Maintenance, Concessions, Senior Activities and Fundraising and such other committees as the President and/or Head Coach shall deem necessary.

Section 2. The audit committee shall consist of 1 or more members without check signing privileges. The primary objectives of the audit shall be to verify the accuracy of the treasurer's financial reports; ensure that the organization cash balances are accurate; determine that established procedures for handling booster funds have been followed; ensure that expenditures occurred in accordance to the approved budget and ensure that

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all revenues have been appropriately received and recorded. The books will be audited at the end of every fiscal year.

## **Article VII**

### Amendments

These by-laws may be amended after approval of the Executive Board and a two-thirds vote of the membership at a general meeting.

## **Article VIII**

### Dissolution of the Organization

Upon formal dissolution of the Kennesaw Mountain High School Lacrosse program, the Executive Board shall dispose of its assets by transferring them to the general account of Kennesaw Mountain High School.

## **Article IX**

### Parliamentary Procedure

The rules contained in "Robert's Rules of Order" shall govern the Organization in all cases to which they are applicable.