

BY-LAWS
2019-20
CAMPBELL HIGH SCHOOL GIRLS LACROSSE BOOSTER CLUB

ARTICLE 1 Name

The name of the organization is Campbell Girls Lacrosse, Incorporated (“Booster Club”). The Booster Club is a nonprofit corporation organized under the laws of Georgia. The Booster Club is a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) as a subordinate under Parent Booster USA Incorporated’s November 5, 2005 IRS Group Exemption Letter Ruling.

ARTICLE 2 Purposes

The Booster Club is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Code. The specific purposes of the Booster Club include, but are not limited to, promoting the advancement of the Campbell Girls Lacrosse program (“Girls Lacrosse”) by providing support to the Principal, Athletic Director and team coaches.

ARTICLE 3 Policies

- Section 1. The Booster Club will not seek to direct or control the administrative policies of the school or interfere with the coaching staff in the operation of the teams.
- Section 2. The Booster Club may cooperate with other organizations and agencies, provided it makes no commitments that bind its membership unless such commitments are approved by the membership.
- Section 3. The Booster Club will abide by all Cobb County Board of Education policies and procedures, which will take precedence over these By-Laws, should conflicts develop. Cobb County Board of Education policies governing booster clubs will be attached to these By-Laws as an integral part of them.

ARTICLE 4 Organizational Structure

- Section 1. The Booster Club will be the governing body for all Girls Lacrosse booster activity at Campbell High School.
- Section 2. The Booster Club will be managed by an Executive Board of Directors (“Executive Board”), whose duties and responsibilities are set out herein.
- Section 3. No part of the net earnings of the Booster Club shall inure to the benefit of or be distributed to any Director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the Booster Club. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of the Booster Club shall be limited to reasonable amounts.

Section 4. No substantial amount of the activities of the Booster Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE 5 Membership

- Section 1. Anyone interested in the Girls Lacrosse program and willing to uphold and adhere to the policies and By-Laws of the Booster Club may become a member subject to the requirements set out below. The Booster Club will accept membership regardless of race, creed, color, sex or national origin.
- Section 2. The annual dues for membership in the Booster Club, will be set by the head coach and approved by the Booster Club.
- Section 3. Membership in the Booster Club will include each participating high school student and any parent/guardian living in the same household as said student. ("Membership Family").
- Section 4. One vote is granted to each Membership Family regardless of the number of people in each Membership Family.
- Section 5. To be eligible for membership in the Booster Club, a person must:
- (1) have a child who is a current student at Campbell High School actively participating in the Girls Lacrosse program; or
 - (2) in the case of an "off season," a person must have a child who will be a student at Campbell High School the following school year and who, in good faith, anticipates that child will participate in the Girls Lacrosse program.
- "Off Season" means the period of time between the end of a team's lacrosse season and the beginning of the next school year.

ARTICLE 6 Executive Board of Directors

- Section 1. The business and affairs of the Booster Club will be managed by the Executive Board of Directors ("Executive Board"). This managerial decision making authority shall include, but is not limited to, establishing fees, approving expenditures of Booster Club funds, operating and overseeing fundraising activities, managing the Summer and Fall activities, and directing the general day to day operation of the Girls Lacrosse program. In addition to the powers and authority expressly conferred upon it by these By-Laws, the Executive Board may exercise all such powers and do all such lawful acts and things that are not prohibited by law, by any legal agreement among the members, or by these By-Laws, to operate the Booster Club.

Section 2. Any member of the Executive Board may be removed from office with or without cause by a majority vote of the other remaining Executive Board members. Removal action may be taken at any Executive Board meeting with respect to which notice of such purpose has been given and a majority of the Executive Board remaining in office, though less than a quorum of the Executive Board is present.

(1) Failure to be present for two (2) meetings in a row will result in immediate dismissal from the Executive Board.

Section 3. A vacancy occurring in the Executive Board during a term of office for any reason may be filled for the unexpired term by vote of a majority of the Executive Board remaining in office, though less than a quorum of the Executive Board is present.

ARTICLE 7 Directors and their Elections

- Section 1. The Directors of the Executive Board shall be a President, a Vice President, a Treasurer, a Secretary.
Except for President and Treasurer, each office may be held by two or more individuals simultaneously.
- Section 2. The Executive Board will be filled on an annual basis as set out below.
- Section 3. The term of office for Directors will begin at the end of the year team banquet to the following year's team banquet.
- Section 4. The Executive Board offices shall be filled by individuals who are willing to sacrifice the time and commitment necessary for the successful operation of the Girls Lacrosse program. The sole goal and purpose of individuals seeking to hold an office of the Executive Board shall be the betterment of the program.
- Section 5. Before the banquet of each year the Executive Board shall notify the Booster Club membership of the vacancy of Executive Board offices, and invite Booster Club members to nominate themselves by the end of the year banquet to fill such vacancies.
- Section 6. The Executive Board has the authority to add or create additional Executive Board offices if needed for the successful operation of the Booster Club.

ARTICLE 8 Duties of the Director

- Section 1. The President will preside at all meetings, will be a member ex officio of all Committees, and will perform other duties that usually pertain to the office. The President will have all of the general powers and duties that are incident to the office of President of a corporation organized under the Georgia Nonprofit Corporation Code.
- (1) The President will be selected by the School Head Coach, and as such does not need to be a current member of the Booster Club
 - (2) The President must have served two (2) years in any other Executive Board position before being eligible for selection
 - (3) The President must have the time available to commit, and, if not, is subject to removal based on Article 6, Section 2, Rule 1
- Section 2. The Vice President will act as an aide to the President and will perform the duties of the President in the absence of that officer.
- Section 3. The Treasurer is a highly specialized position that requires a very large time commitment. The Treasurer will be responsible for (1) the financial records and books of account, maintaining all receipts and disbursements of the Booster Club, (2) the preparation of all required financial data and the manner in which such records and books are kept and reported, (3) the deposit of all monies and other valuable effects in the name of the Booster Club, and (4) the writing of all checks or other disbursements of Booster Club funds, (5) oversee all fundraising activities performed by the Booster Club.
- (1) The Treasurer will serve for a period of at least 2 (two) years.
 - (2) In the sitting Treasurer's second, or final, year, the Executive Board will select for the period of one (1) year a Treasurer Backup. This Backup will not have a vote on the Executive Board, but is required to attend meetings and volunteer in the same manner as an Executive Board member. During this time, the current sitting Treasurer will perform knowledge transfer to the Treasurer Backup. At the end of the year the Treasurer Backup will assume the role of the Executive Board Treasurer and will have a vote and be subject to all Executive Board rules and restrictions
- Section 4. The Secretary will be in charge of disseminating all information, notices and reports concerning the Girls Lacrosse program to the Booster Club.
- (1) The Secretary may, at their discretion, form a Communications Sub-Committee to distribute the tasks for the different teams, and to manage the various social media platforms. Members of this working group will serve at the Communication Director's discretion, and shall have no Executive Board vote.

ARTICLE 9 Committees

- Section 1. To assist with the smooth operation of the Girls Lacrosse program, the Executive Board may create various committees. The committees so created will be identified to the Booster Club and the Executive Board will actively seek to fill these committees with volunteers from the Booster Club. The Executive Board will designate a Board member to oversee the functioning of each committee at its discretion.
- Section 2. The Committee heads and volunteers will be supervised by and report to the Executive Board. No expenditures of Booster Club funds shall be made by a committee head or committee member without prior approval of the Executive Board.

ARTICLE 10 Meetings

- Section 1. Meetings of the Executive Board shall be held no less than once per month throughout the term of office on a schedule established by the President.
- Section 2. A majority of the Executive Board shall constitute a quorum for the transaction of business, the term "majority" being defined as more than half. Each Director (not including vacancies) shall be entitled to one (1) vote. Except as otherwise required by the Georgia Nonprofit Corporation Code, the Corporation's Articles of Incorporation or these By-Laws, if a quorum is present, the affirmative vote of the majority of Directors present at a meeting entitled to vote and voting on any matter shall be an act of the Executive Board. If at any meeting of the Executive Board there shall be less than a quorum present, a majority of those present may adjourn the meeting, without further notice except announcement at the meeting, until a quorum shall have been obtained.

- Section 3. Special meetings of the Executive Board may be called by or at the request of the President, or in his absence by the Vice President or Secretary of the Booster Club, or by any two Directors in office at that time.
- Section 4. Any action required or permitted by these By-Laws or otherwise to be taken at any meeting of the Executive Board may be taken without a meeting if the majority of the Executive Board agrees to such action. The minutes of the proceedings of the Executive Board shall reflect the consent to such action.
- Section 5. The Secretary will circulate draft meeting minutes to the Executive Board within one week of an Executive Board Meeting. The Executive Board shall have an additional one week to submit modifications or changes to the draft minutes. The Executive Board will vote to approve the minutes at its next regularly scheduled meeting. Minutes of the Executive Board meetings will be made available to the Booster Club members upon request.

ARTICLE 11 Amendments

The Executive Board shall have the power to alter, amend repeal or adopt new By-Laws and/or the Articles of Incorporation of the Corporation by an affirmative vote of two-thirds (2/3) of the Directors currently serving, at any meeting of the Executive Board; provided, however, notice of the contemplated action is provided to each member of the Executive Board at least ten (10) days in advance of said meeting.

ARTICLE 12 Fiscal Year

The fiscal year of the Booster Club will be from August 1 (begin of the season) to June 1 (end of the season).

ARTICLE 13 Booster Club Funds

- Section 1. One purpose of the Booster Club is to collect funds, through the imposition of fees and certain Fundraising activities, to be used for the purpose of supporting the Boys Lacrosse program.
- Section 2. The Executive Board will create a budget for the then current fiscal year, which may be altered or amended as circumstances require throughout the year. The budget will be made available to Booster Club members upon request.
- Section 3. The Executive Board will have the authority and responsibility to establish or set any fees charged to Booster Club members and will oversee all disbursements of Booster Club funds that will be made.

Section 4. Any funds remaining in the Booster Club bank account at the end of any fiscal year will remain in the account and be made available for use by the following year's Booster Club.

Section 5. It is anticipated that on occasion a coach of one of the Girls Lacrosse teams, an Executive Board member, or a Booster Club member may incur expenses associated with the operation of the Booster Club or Girls Lacrosse. Any such expense may be reimbursed at the discretion of the Executive Board upon submission of valid receipts or other documentation; provided however, that reimbursement will not be permitted for any expense related to the purchase or consumption of alcoholic beverages. Any non-budgeted expense in excess of \$500 must be pre-approved by the Executive Board.

ARTICLE 14 Booster Club Member Questions

All Booster Club members are encouraged to bring any issue of concern with regard to the operation of the Booster Club or suggestion for the betterment of Girls Lacrosse to the attention of the Executive Board. The Executive Board will review any such concern or suggestion at its next scheduled meeting. At its discretion, the Executive Board may bring any such concern or suggestion to the attention of the membership for action.

ARTICLE 15 Dissolution

Section 1. A decision to dissolve the Booster Club and to distribute the Booster Club's assets in a particular manner shall require an affirmative vote by two-thirds (2/3) of the Executive Board at any meeting of the Executive Board; provided, however, notice of the contemplated action is provided to each member of the Executive Board at least ten (10) days in advance of said meeting.

Section 2. Upon the dissolution of the Booster Club, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the Booster Club, dispose of all of the assets of the Booster Club in such manner or to such organization or organizations as shall qualify as an exempt organization or organizations under Section 501(c)(3) of the Code (or the corresponding provision of any future law) as the Executive Board shall determine. Any of such assets not so disposed of shall be disposed of by the Superior Court of Cobb County as a court in equity exclusively for such purposes or to such organizations which are organized and operated exclusively for such purposes as said court shall determine.

ARTICLE 16 Retention of By-Laws

The By-Laws will be published on the Campbell High School Girls Lacrosse website and a copy will be kept by the current President of the Executive Board.

I hereby certify that the foregoing By-Laws were duly adopted by the Board of Directors of the Corporation on this 6th day of January, 2020.



President