

Constitution of The McIntosh High School Lacrosse Booster Club

Approved by a vote of the membership on October 27th, 2015 (Girls' Branch), and November 2nd, 2015 (Boys' Branch)

Article I Name and Purpose

This organization shall be known as the McIntosh High School Lacrosse Booster Club, hereafter referred to as the "Club." The McIntosh High School Lacrosse Teams will hereafter be referred to as the "Teams" or "Team," the McIntosh High School administration, to include the principal, as the "Administration," and the Athletic Department/Director as the "AD."

The purpose of the Club shall be to promote excellence for the girls' and boys' Teams as it impacts the staff, coaches, student-athletes and parents of McIntosh High School by raising funds to augment the financial support provided by the Fayette County Board of Education and providing certain game day manpower.

The Club is a non-profit organization registered with the United States and Georgia Internal Revenue Services under the tax identification number 20-2153864.

The principal office of the Club will be located at:

McIntosh High School

201 Walt Banks Road Peachtree City, GA 30269

Article II

Membership Eligibility and Assessment of Dues

Membership in the Club shall be open to any individual whose interest in the Teams is concurrent with the purpose of the Club. Only parents and/or custodians of a student-athlete whose dues have been paid in full shall be extended the right to vote on Club business as members in good standing unless a waiver has been granted by the Executive Board to allow for a family's financial hardship. The amount of dues shall be established as necessary through the annual budget process.

Article III Executive Structure

The administrative and budgetary functions for each of the Girls' and Boys' Teams shall be the responsibility of separate Girls' and Boys' Branches, hereafter (Girls'/Boys') "Branch" or "Branches", the activities and authority of which shall be independent from one another.

Each Branch shall be supervised by an Executive Board as described below, whose jurisdiction shall extend no further than the associated Branch or Team. The respective Presidents of the two Executive Boards shall, together with the Coaches of the two Teams, compose an Advisory Council whose function shall be coordination with the AD and of the common functions of the two Branches.

Article IV Officers

Each Branch's Executive Board, hereafter the (Girls'/Boys') "Board" or "Boards," shall be composed of the following officers, whose authority shall extend only to the Branch to which they are associated and who shall have no authority over the business of the other Branch. Hereafter the use of "Board" or the description of Officer duties shall be construed as referring only to the respective Branch or Team and "Club" shall refer generally to activity common to, and approved individually by, the two Branches.

- 1) President – the President shall preside over all meetings of the Branch and Executive Board. He/she shall be an ex-officio member of all committees and shall represent the Branch as necessary. The President will work with the Secretary to communicate directly and frequently with the membership.

2) Vice President – the Vice President shall assist the President in helping to execute those duties mentioned above and any other duties assigned by the President. In the President's absence the Vice President shall preside over meetings of the Branch or Board.

3) Secretary – the Secretary shall keep a record of all Board and Branch meetings, and circulate minutes within 7 calendar days of the meeting. The Secretary shall coordinate with the Treasurer to register Club members, maintain a database of member information and shall be responsible for posting the official team roster, team correspondence and other duties as assigned by the President.

4) Treasurer – the Treasurer shall:

- Keep records of all funds of the Branch including receipts, budgets, invoices, and paid receipts, and make disbursements as authorized by the President or the Board, in accordance with the budget adopted by the Branch.
- Shall present a financial statement at every Branch meeting and will post the approved annual budget on the Branch website.
- Shall also, when requested, maintain records of dues payments, and the moneybox for events as needed.
- Shall prepare and submit to the AD a complete written report of the financial status of the Branch upon request.

Article V Meetings

The Board shall determine frequency, date and time of all Club meetings, generally once per month on a weekday evening during the school year but not necessarily every month.

Article VI Affiliation

The Club must operate within applicable rules as published in or by the *McIntosh High School Booster Club Guidelines*, the *Fayette County Schools Booster Club Requirements*, the Georgia High School Association, and the Internal Revenue Services of Georgia and the United States.

Article VII Fiscal Year

The Club's fiscal year shall begin August 1 and end on July 31.

Article VIII Committees

The membership of the Girls' and Boys' Branches shall establish their own committees as deemed advisable in order to conduct Club activities, whose members shall serve at the pleasure of the Board. Committees may determine their own chairman or, as necessary, with the assistance of the Board.

Bylaws

- I. Authority – All bylaws refer to the business conducted solely within the Branches and in no way allow for one Branch to influence or control the activities of the other.**
- II. Quorum – At least 20% of Club members in good standing must be present to constitute a valid vote on Club business or the election of Club officers. For the purpose of establishing a quorum and voting on Club business, “eligible member” shall be defined as one vote per associated player as affiliated with the respective Branch/Team.**
- III. Amendment – The Constitution may be approved, altered, amended, or added to by a two-thirds (2/3) majority of the eligible members present at any regular or special meeting. The Bylaws may be altered, amended, or added to by a simple majority of the eligible members at any regular or special meeting or by unanimous decision of the Board. Any such alteration must gain approval by the membership in both Branches to take effect.**
- IV. Executive Board – The term of office for Club officers shall be one year except for the President, who shall serve a term of two years. The composition of each Branch’s Board shall include no more than one custodial family member during any given season. Officers shall be elected by a simple majority of the members present at the annual banquet. The beginning and ending of the officers’ terms shall be concurrent with the Club’s fiscal year. Following election of new officers and before the end of the fiscal year a meeting shall be convened by the sitting President to coordinate for transfer of relevant duties and briefing of current topics to newly elected officers. If necessary due to resignation, removal, or other inability to serve out their term, an election to replace an officer will be held at a regular or special meeting called for the purpose after a reasonable period of time to identify candidates.**
- V. Recall of Officers – Officers may be recalled by a simple majority of the membership present at either a regular meeting or special meeting called for this purpose. This shall occur at a subsequent meeting following the meeting at which the necessity of such a vote was approved during regular business of the Club.**
- VI. Membership Status and Voting Rights – A member’s good standing shall be established for the current season notwithstanding the member’s status for any previous season. The current season shall be defined as beginning with “Meet the Chiefs” and a member’s good standing shall continue for the entire year to follow. Families of potential players who have not previously participated in McIntosh lacrosse shall be granted Preliminary membership status, allowing them to participate in debate. Preliminary members shall not be extended the right to vote on Club business until they pay dues and establish membership in good standing.**
- VII. Checks, Drafts, & Expenditures – All funds disbursed from the team accounts by check shall include the signatures of both the Treasurer and the President, except that either signature shall suffice for drafts of less than \$500 when the expenditure is unanimously approved by the Board. Other draft methods may be used with a single Club member signature when an expenditure of less than \$500 has unanimous Board approval or for other expenditures as restricted below. The Vice President’s signature may substitute for the President’s when the President is unavailable. Expenditures of \$500.00 or greater shall be approved by a simple majority of the Club except that expenditures up to \$5,000.00 may be approved by a unanimous decision of the Board as needed in a time-critical instance without membership approval.**
- VIII. Contracts – All contracts and legal documents serving to bind the Club shall be executed on the Club’s behalf by the President and one additional officer.**
- IX. Notice of Club Business – Notice of Club business shall be announced by email to the membership a minimum of 48 hours prior to commencement of any meeting of the membership or the Board.**
- X. End**