



Chattahoochee High School

Boys' Lacrosse Booster Club Bylaws

Adopted 8-29-2011

Amended 5-22-2012

Amended 5-18-2014

### **Mission Statement**

The CHS Boys' Lacrosse Booster Club is responsible to provide financial support for the team, by collecting dues, and planning fundraisers. The booster club will support the players and coaches in character development and foster team spirit among the team and booster club members. The booster club will seek to provide players with a positive character building experience by honoring and respecting the sport and traditions of lacrosse, while emphasizing and encouraging the importance of academics. The booster club will encourage positive community involvement.

### **Article I- Organization Name**

This organization shall be known as the Chattahoochee Boys' Lacrosse Booster Club, hereinafter referred to as the "organization." The Chattahoochee High School Boys' Lacrosse team will hereinafter be referred to as the "team."

### **Article II- Purpose**

The purpose of the organization shall be to:

1. Organize, support, and promote the team and the sport of lacrosse as it impacts the students and athletes of Chattahoochee High School and the Junior Cougar Feeder programs. Attending and organizing games and tournaments, providing encouragement and monetary means through dues, fundraising events, and donations, and by any other means as deemed necessary and appropriate and in accordance with CHS and GHSA policies.
2. Assist the coaching staff as they build team skills, develop leadership abilities, and promote good sportsmanship and citizenship in our student athletes.
3. Provide finances for team expenses such as but not limited to team equipment, uniforms, officiating costs, field costs, coaching stipends and expenses, league dues, and other associated expenses.
4. Increase the visibility of lacrosse as a sport and facilitate communication between the organization, the coach, and the feeder programs.

5. Promote academic achievement and leadership qualities among the players.
6. Cooperate with and support the coaching staff and administrative staff of Chattahoochee High School (CHS).
7. Cooperate with and support the overall Chattahoochee High School Athletic Booster Association. (CHSABA)
8. Foster school spirit among the students, faculty, parents, and the community.
9. Encourage recognition of lacrosse, the players, the coaches, and Chattahoochee High School.

### **Article III- Membership**

1. Membership shall be open to all parents and guardians of CHS students enrolled on the team and all coaches of the team.
2. Membership dues to the organization are included in the athlete's registration fee for the team. When an athlete's fee is paid in accordance with the schedule provided, on stated due dates, and all registration paperwork is submitted and complete, his family becomes a member in good standing and is eligible to vote in a general membership meeting (1 vote per registered player) and becomes eligible to hold office. Membership will be from the date of registration to the day prior to registration the following year.
3. Member/Individual/Team Behavior- All GHSA rules apply, in addition to the CHS Code of Conduct and the rules of the CHS student handbook. Abusive, profane, or violent behavior or language by coaches, players, or fans and any organization of league function, may result in member/player suspension or expulsion for the team, school, or league. No alcoholic beverages or any intoxicating substances or intoxicated individuals are allowed at any organization function. Membership may be suspended, terminated, or reinstated by action of the Executive Board of directors for individual conduct on and off the field.
4. Any member of the organization who is assessed a GHSA fine due to misconduct will be required to pay the total sum of the fine to the organization within ten business days of receiving notice of the fine.
5. Membership in this organization shall cease automatically upon a member's player ceasing to be a member of the team, or no longer being a member of the coaching staff.

### **Article IV- Organization Meetings**

1. There will be three general meetings of the organization each year. The first will be held during the first semester of school, which will be a Parent/ Player information meeting. The second will be held in February as soon as the teams have been selected. The last meeting will be held in the spring at the season's end and will include the election of new executive officers for the following year.
2. Additional general meetings of the organization shall be at the discretion of the executive board or by petition of 25% of the members in good standing.
3. A quorum at any general meeting shall consist of 25% of members in good standing. Voting shall be a simple majority vote of the members present at the vote.

### **Article V- Elected Officers**

The elected officers of the organization shall be the President, Vice President, Secretary, Treasurer, Director of Fundraising, Director of Events, and Director of Volunteers. A minimum of five offices must be filled and must include a president, treasurer, and secretary. The duties of all offices must be fulfilled. The elected officers will hereinafter be referred to as the "Executive Board." The Head Coach of the team is entitled to be a rightful constituent of the executive board. The coach will serve as an ex-officio (non-voting) member of the executive board. The CHS Principal and Athletic director are also extended ex-officio membership. The immediate Past President of the executive board will serve for one year as an ex-officio member of the board to provide continuity and transition to the newly elected board. Elected officers must give thirty days written notice of resignation. Elected officers will maintain written records and share these records with their successors.

### **1. Officer Responsibilities:**

- a. President-** Preside over all business meetings of the organization and the executive board. The president shall work with the coach to ensure coordination of organization functions between the school calendar, events and game/practice schedules. The president will act as a liaison with other CHS booster organizations and as a liaison to the Junior Cougar Feeder program, and will attend the CHS Athletic Booster Association (CHSABA) monthly meeting. The president will prepare the agenda for all meetings of the organization and the board. The president shall appoint the chairpersons of the standing committees from the membership and serve as an ex officio member of all such committees.
- b. Vice-President-** Preside in the absence of the president, and assist the president in all duties. Maintain parent/ player contact information and email distribution lists for all members of the organization. The VP will help to provide communication to the membership. Responsible for coordinating with the coach all travel arrangements and negotiations for the team for out of town tournaments, ie spring break. Coordinate and oversee the cougar to cougar (C2C) mentoring program for boys' lacrosse.
- c. Treasurer-** Collect the membership dues, and have care and custody of all funds which shall be accounted for and released to the treasurer of the CHS Athletic Booster Association. Establish a yearly budget, keep records of all funds, including receipts, budgets, invoices, and paid receipts in accordance with the rules of the CHS Athletic Booster Association. Make disbursements as authorized, present a financial statement at the general meetings and executive board meetings.
- d. Secretary-** Keep the written records of the membership and attendance of all meetings of the organization and the executive board, keep and distribute minutes of all meetings. Maintain the newsletter to be sent to the membership following executive board meetings, maintain the website, and be responsible for all letters of thanks or other correspondence to those in the community who contribute to the success of CHS boys Lacrosse. Work with the VP to maintain all membership contact and email distribution lists.
- e. Director of Fundraising-** Oversee the development and execution of fundraising activities to support the organization and team and coordinate with the treasurer to ensure that all necessary requests and approvals by GHSA and the CHS athletic booster association are met. Serve as the chair of the fundraising committee.

- f. **Director of Events-** Oversee and coordinate, game day meals, tailgate meals, face-off dinner, and end of season banquet and other gatherings of the organization as necessary. Assist team parents with the team bonding dinners. Works closely with the Director of Volunteers.
  
- g. **Director of Volunteers-** Recruit and oversee the volunteers for events and activities of the organization, including but not limited to senior night, junior cougar night, locker decorations, team photographers, and picture day, etc. Oversee and be the contact person for the team trainers. Works closely with the Director of Events.

## **2. Election Terms-**

- a. The executive board will develop a slate of officers for the following term. At the spring meeting of the organization, members will be presented with the board's recommendation, ask for volunteers and take nominations from the floor for each office. The slate will be voted on by the Membership at the general meeting in the spring.
  
- b. Officers shall be elected for a term of one year. The term of office shall be from July 1st-June 30th. No member shall hold more than one elected office at one time. No member may hold the same office for more than three consecutive terms. No officer shall be a spouse or family member of another officer. The office of the President may not be held by the parent or guardian of a senior player.
  
- c. Vacancies occurring in an elected office shall be filled by appointment by the President and with 2/3 approval by the Executive Board. In the event the office of the President shall become vacant, the Vice President shall serve the remainder of the term and shall appoint a replacement to the office of VP as stated above. Any officer appointed to fill a midterm vacancy shall serve the unexpired portion of the term and then must stand for re-election within the guidelines of these bylaws.
  
- d. To be elected to the Executive Board, a candidate must be a member in good standing and have a player on the team.

## **Article VI- Standing Committees-**

The standing committees of the organization shall be as listed below. The chair of each standing committee will serve as an ex-officio (non-voting) member of the Executive Board and will attend Executive Board meetings as necessary for the completion of their duties. They are not expected to attend all meetings of the Executive Board. There are no term limits for standing committee chairpersons or members. A member of the Executive Board may hold the chair of no more than two standing committees simultaneously. Standing committee members shall be appointed by the President and approved by the Executive Board from volunteers from the membership. The President may create other Standing

Committees as needed. Standing Committee chairs are responsible for organizing their committee and reporting their work to the Executive Board. All expenditures by a committee must be within their allotted budget. Necessary expenditures beyond the budget must be approved by the Executive Board.

- h. SELC-** (South Eastern Lacrosse Conference) work with the SELC committee to ensure a successful college playoff weekend. Coordinate and oversee all activities held at Chattahoochee High School during the SELC weekend.
- i. Varsity Team Parent-** responsible for the Varsity team bonding dinners, responsible for communications with parents and players of the Varsity team during the spring season and other duties requested by the Coach or Executive Board.
- j. JV Team Parent-** Responsible for the JV team bonding dinners, responsible for communications with parents and players of the JV team during the spring season and other duties requested by the Coach or Executive Board.
- k. Spiritwear-** Responsible for the design, negotiation of price, marketing, selling, and distribution of spiritwear to the membership. Responsible for communicating ideas and plans prior to purchase with the Executive Board to ensure budget is maintained.
- l. Operations/ Field Manager-** Oversee all activities associated with games for Varsity and JV home games. Organize and ensure knowledge of all game day statisticians, spotters, announcers, scoreboard operators, ensure preparation of field with lines, goals, balls, etc. and purchase and maintain supplies as necessary according to budgeted standards. Oversee the filming of games.
- m. Alumni Day-** Oversee all activities and communications regarding Alumni Day.
- n. Booster Membership-** Oversee the application for membership to the CHS Athletic Booster Association. Maintain records of members for lacrosse. Communicate all necessary information and incentive to prospective members. Coordinate with the director of the CHS Athletic Booster Association.

#### **Article VII-Meetings of the Executive Board**

Meetings of the executive board will be held monthly to review the business of the organization. Emergency executive board meetings may be called by the president.

Motions brought before the Executive Board must be presented, seconded, and pass with a simple majority 4/7 affirmative vote.

#### **Article VIII- Parliamentary Procedure**

All meetings of the Organization and the Executive Board shall be governed by Robert's Rules of Order Revised in all cases in which they are applicable and consistent with the guidelines and by-laws of the Chattahoochee Athletic Booster Association, The GHSA, and CHS Boys' Lacrosse.

### **Article IX- Budget and Finances**

1. The fiscal year of the organization shall be from July 1<sup>st</sup> –June 30<sup>th</sup> and in compliance with the rules of the CHS Athletic Booster Association.
2. The budget shall be developed and approved by the executive board. Once approved the budget shall be presented to the membership of the organization.
3. The executive board may authorize expenditures of funds outside the scope of the budget when it is deemed in the best interest of the team and the organization.
4. All budgets, ledgers, receipts, and disbursements shall be documented and maintained by the treasurer.

### **Article X- Amendments**

These By-laws may be amended after approval of the executive board and a majority vote of the membership of the organization present at a scheduled organization meeting.

### **Article XI- Dissolution of the Organization**

Upon formal dissolution, the net assets of the Organization shall be distributed to Chattahoochee High School Athletic Booster Association.