

LASSITER BASKETBALL CLUB INC. BY LAWS

Article I

Name and Purpose

Section 1.01. Name. The name of this organization shall be Lassiter Basketball Club Inc. (LBCI)

Section 1.02. Purpose. The organization is organized and operated for the charitable and educational purposes of LBCI promoting competitive youth basketball supporting Lassiter High School (LHS). The purpose of the Club is to support and promote the basketball program at Lassiter High School, located in Cobb County, by uniting students, parents, coaches, faculty, staff, and community in a way that enhances the sharing of school spirit and provides moral, as well as, financial support.

Article II v

Membership

Section 2.01. Qualification. All parents, guardians, or other persons with a child enrolled and attending LHS and or other individual patrons as deemed appropriate by the Executive Board. The Principal, Assistant Principals, Athletic Director and Coaches shall be non-voting, advisory members of the organization.

Section 2.023. Rights and Responsibilities. Only members in good standing of the organization shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on the Executive Board or Standing Committees, and be nominated and elected to office. Members shall also have the right to nominate officers and review the annual budget.

Article III

Executive Board

Section 3.01. Governing Body. The Executive Board shall consist of the elected officers of the organization.

Section 3.02. Authority. The affairs, activities, and operation of the organization shall be managed by the Executive Board. The Executive Board shall create and appoint chairpersons to Standing Committees, approve the plans of work of standing committees, coordinate Parent Night, and, in general, conduct the business and activities of the organization.

Section 3.03. Meetings. The Executive Board shall meet during the season to conduct the affairs of the organization. Meetings of the Executive Board shall be conducted by the President and held at the discretion of the President or at the request of two or more Executive Board members. It is recommended that board meetings be held on a monthly basis year-round.

Section 3.04. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.05. Action Without a Meeting. Any action required or permitted to be taken at an Executive Board meeting (including amendment of these bylaws) or of any Standing Committee may be taken without a meeting if all the members of the Executive Board or Standing Committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Executive Board or of the Standing Committee as the case may be.

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Section 3.06. Virtual Participation In Meeting. Members of the Executive Board may participate in a virtual meeting, so long as members participating in such meetings can hear one another.

Section 3.07. Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organizations financial policies, and prior approval.

Article IV

Officers and Their Elections

Section 4.01. Officers. The officers of this organization shall include one President, one or more Vice Presidents, a Secretary and a Treasurer and such additional officer(s) as may be elected or appointed by the Executive Board from time to time. Each member of the Executive Board shall have one (1) vote on each call for a vote.

Section 4.02. Election. A nominating committee composed of the current President and at least one additional Executive Board members shall begin seeking nominees in May of the year in which the candidates will be elected and develop a slate of candidates. Communication will be sent to membership for nominations to the Executive Board. Officers shall be elected in the final Executive Board meeting of the fiscal year and communicated to membership no later than June 1st.

Officers shall assume their official duties June 1st every year.

Section 4.03. Term. Officers shall serve a one-year term. Officers may be elected for up to three consecutive terms in the same office.

Section 4.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Section 4.05. Resignation. Any officer may resign at any time by giving written notice to the LBCI Executive Board. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein. A vacancy in the Executive Board, except by reason of removal of an Executive Board member, may be filled as deemed appropriate by the Executive Board.

Section 4.06. Removal. Any LBCI Executive Board member may be removed from office with or without cause by a majority vote of the Executive Board. Removal action may be taken at any LBCI Executive Board meeting with respect to which notice of such purpose has been given, and a removed LBCI's Executive Board member's successor may be filled as deemed appropriate by the Executive Board.

Article V

Duties of Officers and Standing Committees

Section 5.01. President. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board shall in general supervise and control all the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall serve in an ex-officio capacity as a member of all Standing Committees.

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Section 5.02. Vice-President(s). The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

- VP of Communications – The VP Of Communications shall manage all internal communication within the organization and membership and shall manage and keep an accurate tally of the volunteer records.
- VP of Sponsorship – The VP of Sponsorship shall manage all external sponsorship and fundraising activities of the organization, outside of the collection of annual player dues, including securing business sponsors, promoting sponsors at game days, spirit nights at restaurants or local businesses, etc.

Section 5.03. Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

Section 5.04. Treasurer. The Treasurer shall be a member of the Executive Board. The Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws, and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

The Treasurer shall:

- Prepare an annual budget for review and approval by the members.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized by approved budget, or an amendment to the budget.
- Present a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), and at other times as requested by the Executive Board.
- Maintain financial records (including financial reports, checkbook, bank statements, deposit slips, cash tally sheets, documentation regarding transactions, IRS Form 990 documents, etc.) and turn all over to the new treasurer.

Section 5.09 Standing Committees – The organization's Executive Board shall review the need for the following committees and appoint a chairperson(s) from membership that is in good standing with the LBCI. Members of the Standing Committees may attend monthly Executive Board meetings (optional). Members of Standing Committees do not have voting rights.

- Sponsorship Committee – responsible for raising funds by contacting community businesses and families for team sponsorship, spirit nights at local restaurants/businesses, etc.
- Concession Committee – responsible for ordering and purchasing concession supplies and coordinating volunteers for concession shifts.
- Spirit Wear Committee – responsible for ordering and promoting the selling of LHS Basketball spirit wear

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- Game Day Coordinator – responsible for overseeing home game day operations (concessions, spirit wear, announcer, photographer, theme nights, giveaways, contests, etc.)
- Game Day Program Coordinator – responsible for designing and printing of game day programs
- Web Master – responsible for maintaining the LHS Basketball website and social media, if deemed necessary
- Team Parent – Parent liaison per LHS Basketball team that is responsible for coordinating team building activities, team game day meals, needs of the team, etc.
- Trojan Tip Off – responsible for coordinating Trojan Tip Off event
- Senior Night – responsible for coordinating Senior Night
- End of Year Banquet – responsible for coordinating the end of season banquet
- Jr. Trojans Liaison – liaison between the LHS Basketball and Jr. Trojans Basketball programs for continuity between programs.

Article VI

Finances

Section 6.01. Budget. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the executive board.

Section 6.02. Obligations. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 6.03. loans. No loans shall be made by the organization to its officers or members.

Section 6.04. Checks. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Board, except that checks of \$1,000 or more must have the approval of at least two officers, such as the Treasurer and the President.

Section 6.05. Banking. The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted.

If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

Section 6.06. Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the Executive Board by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
- Checks exceeding \$1,000 must be approved by the President and Treasurer

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- An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a monthly basis; and,
- A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 6.07. Financial Report. The Treasurer shall present a financial report at each Board meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies.

Section 6.07. Fiscal Year. The fiscal year of the organization shall be from June 1 to May 31 but may be changed by resolution of the Executive Board.

Section 6.08 Financial Record Retention. All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines

Section 6.10. Dues

Dues are established and assessed on a fiscal year basis. The amount of annual player dues shall be determined by a vote of the Executive Board prior to the start of the try-outs for the current season. The Executive Board shall also review and vote on policies concerning sibling discounts, sponsorship discounts, refund policy, etc.

ARTICLE VII

Conflicts of Interest

Section 7.01. Existence of Conflict, Disclosure. Directors, officers, employees and contractors of Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial, or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

Section 7.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 7.03. Minutes of Meeting. The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.04. Annual Review. A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Corporation, or who hereafter becomes associated with the Corporation. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and

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directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

ARTICLE VIII

Indemnification

Every member of the Executive Board, officer or employee of the Corporation may be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/h duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE IX

Amendments

These Bylaws may be amended at any Executive Board meeting by a majority vote of the officers, provided that at least thirty (30) days' notice of the proposed amendments.

These By-Laws were amended and ratified on the 21st (twenty first) day of April in the year of two thousand twenty-three.

Presiding over this change is:		Signature	Date
President	Dena Loadwick	_____	6/6/2023
Vice President	Karen Wyman	_____	6/6/2023
Treasurer	Kevin Kennedy	_____	6/6/2023
Secretary	Heather Cooper	_____	6/6/2023
Communications Coordinator	Esther Stonick	_____	6/6/2023