

BY-LAWS
of
KENNESAW MOUNTAIN LACROSSE BOOSTER CLUB, Inc.

ARTICLE I

Name, Purpose, Principal Offices, Corporate Seal and Fiscal Year

Section 1. Name. The name of the Corporation is **KENNESAW MOUNTAIN LACROSSE BOOSTER CLUB, Inc** a non-profit organization organized under the laws of the State of Georgia. The Organization may be referred to hereafter as “the Organization” or “KMLBC”.

Section 2. Purpose. The Organization is organized exclusively to promote parent/student involvement; work cooperatively with the school for the benefit of men and women lacrosse athletes; coordinate all supporting activities, encourage attendance at lacrosse -related functions; 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; and to conduct related activities which qualify this Organization for exemption from taxation under Section 501©(3) of the Internal Revenue Code of 1954, as now in force or hereafter amended, and to expend or apply the assets of the Organization for such purposes.

Section 3. Principal Offices. The principal office of the Organization shall initially be located at 1898 Kennesaw Due West Road, Kennesaw, Georgia 30152, Kennesaw Mountain Lacrosse Booster Club in care of : Men’s and Women’s Varsity Lacrosse Coaches. The Board of Directors may change the location of the principal office and may also designate additional offices where needed.

Section 4. Corporate Seal. The Board of Directors shall have power to adopt and alter the seal of the Organization.

Section 5. Fiscal Year. The fiscal year of the Organization, unless otherwise determined by the Board of Directors, shall be June 1 to May 31st the calendar year.

ARTICLE II

Membership

Section 1. Single Membership. A single membership entitles each family 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. Members with no outstanding fees owed shall be considered members in good standing and retain all voting rights and privileges of membership. No proxy votes shall be entertained.

Section 2. Election of Members. Request for membership in the Organization shall be made to the Executive Committee.

Section 3. Dues. Membership dues for all classifications of membership shall be determined by the Executive Committee and reported to the membership.

Section 4. Governmental Policies. This Organization shall be subject to the policies of the Principal of Kennesaw Mountain High School, the Cobb County Board of Education, the Georgia High School Association, the Georgia State School Standards, and the Southern Association of Colleges and Schools Accrediting Agency.

ARTICLE III

Meetings

Section 1. Executive Committee 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 one of the Men's or Women's Head Lacrosse Coaches or the Principal.

Section 2. Board Meetings. The Board of Directors may fix the time and method of calling its own meetings. Board meetings require one week prior notice posted on the KMLBC web site or by announcement in a General Meeting. Board meetings are open to the general membership for attendance but not for comment unless comment is requested by the Board of Directors.

Section 3. General Meetings. General meetings shall be held each month, during the lacrosse season, at a place and time to be determined the board. General Meetings shall be presided over by the President of the Board of Directors. "Roberts Rules of Order – Newly Revised" shall govern all matters of procedure not covered in these By-Laws. Voting by proxy is not allowed.

Section 4. Special Meetings. Special meetings may be called by the Executive Committee with one week's notification of the members. Said notification may be given orally, by e-mail or web site posting. Executive Committee Members may hold and participate in Special meetings by means of a telephone conference call with one week's notification of the members.

Section 5. Quorum. A quorum shall consist of:

- (a) Executive Committee Quorum - three officers;
- (b) Board of Directors Quorum - fifty percent of the standing committee chairs and three officers of the Executive committee.
- (c) General Membership Quorum - Board of Directors' quorum, two members of the Executive Committee, plus those members present at a regular meeting.

All quorums must consist of members in good standing.

Section 6. Presiding and Recording Officers. In the event of the absence of the President, the Board of Directors shall appoint a temporary presiding Chairman. In the event of the absence of the Organization Secretary, the presiding Chairman shall appoint a temporary recording officer.

ARTICLE IV

Officers

Section 1. Number and Qualification. The officers of the Executive Committee shall be appointed from within the Organization as follows:

A. President(s). The President(s) shall have general supervision and management of all current affairs of this Organization; preside at all meetings of this Organization; report on any matters that may be of importance to this Organization; carry out the decisions of the Executive Committee; appoint any special committee not otherwise provided for herein; provide direction to Standing or Special committees; and serve as an ex officio member of all committees.

B. Vice-President(s). Shall perform the duties of President in his absence. He shall undertake any duties assigned by the President, Executive Committee or Board of Directors.

C. Secretary. Shall record, report and maintain minutes of all meetings of the general membership, Board of Directors and Executive Committee; shall coordinate all correspondence; shall appoint an assistant who will assume all secretarial duties in his absence.

D. Treasurer(s). The Treasurer shall responsible for the receipt of all funds of the Organization; timely deposit of monies received; and payment of invoices and bills. The treasurer shall also keep a detailed account of all income and expenditures; endorse, on behalf of the Organization, all negotiable instruments received and deposit them in accounts designated by the Executive Committee. The treasure shall obtain the signature of another Officer for all checks in excess of \$500.00. No check shall be written in excess of \$1,000.00 for non-budgeted items nor in excess of \$2,500.00 for budgeted items without the authorization of the Executive Committee. The Treasurer shall make disbursements as directed by the Board of Directors, Executive Committee or President; report on the financial status of the Organization when requested at meetings of the general membership, Executive Committee or Board of Directors; and shall create a budget for the upcoming year, to be submitted for approval at the first meeting of the year. The Treasurer shall compile and execute any tax applications or returns as required by federal or state law;. shall commit all accounts and other records to the succeeding Treasurer; shall perform other related duties as directed by the President and shall appoint an assistant who will assume the duties of Treasurer in his / her absence.

At no time may either Men's or Women's Head Lacrosse Coach serve as an officer of the Organization.

ARTICLE V

Board of Directors

Section 1. The Board of Directors shall be comprised of the Executive Committee and the chair, or designated representative, from each standing committee.

Section 2. The Board of Directors shall be responsible for prioritizing proposed projects, recommending policies and presenting budget proposals to the President.

Section 3. No Directors shall be paid any compensation except reimbursement of Board approved expenditures made on behalf of KMLBC.

ARTICLE VI

Appointed Officers and Committees

Section 1. Elections shall be held at the General Meeting in May (membership generally runs from the date of team selection and receipt of membership dues until 1 year from that date seems we need to think about this one).

Section 2. Nominations. The Executive Committee shall appoint a Nominating Committee at the general membership meeting in October. This committee shall be comprised of the Kennesaw Mountain High School Principal, Men's and Women's Head Lacrosse Coaches, three general membership appointees in good standing and one member of the Executive Committee. The Nominating committee shall meet to compile a slate of officers, contact the Treasurer to ascertain their standing, contact the candidates to determine their willingness to serve, and present the slate of officers at the general meeting in May. Other candidates may be nominated from the floor at that time. Candidates may be nominated for more than one office but may not hold more than one office.

Section 3. Elections. After nominations are closed, each candidate may speak for himself or allow another member to do so. The candidates shall be excused while a vote is taken by a show of hands. A majority vote is required for election. If more than two candidates are running for the same office and no majority vote is obtained, the candidate receiving the least number of votes shall be eliminated and the vote retaken. This procedure shall be repeated until a candidate has been elected. Only those not elected may be nominated again for remaining positions.

Section 4. Installation. Newly elected officers shall be installed at the initial meeting of the new school year and shall assume all duties at that time. During the interim period, outgoing officers shall be expected to confer with and advise their successors as to their new duties.

Section 5. Resignation. Any officer may resign at any time in writing to the President, Vice-President or Secretary of the Organization. Unless otherwise requested in writing, the resignation shall be effective when tendered.

Section 6. Removal. Any officer may be removed upon recommendation from the Executive Committee and by a majority vote at a general membership meeting.

Section 7. Replacements. The President shall appoint, with the approval of the Executive Committee, individuals to complete unexpired terms of office.

ARTICLE VII

Standing Committees

The following Standing Committees shall be established:

- A. **Fund Raising**. The Fund Raising Committee shall coordinate membership drives, advertisement sales, man membership tables at various community functions, and assist in all other fund raising activities. The Chair of the Fund Raising Committee shall serve as an assistant to the Treasurer to coordinate all fundraising activities of the organization
- B. **Hospitality**. The Hospitality Committee shall coordinate booster sponsored banquets, fund raising dinners, pre-game meals, including supplies, food and personnel as well as the responsibility of directing and coordinating the activities relating to End of Season Banquet.
- C. **Executive Committee**. The Executive Committee shall be comprised of the following duly elected members: President, Vice-President, Secretary, Treasurer, the Principal of Kennesaw Mountain High School or his/her designee (as an ex officio member), and the Men's and Women's Head Lacrosse Coaches. The duty of the Executive Committee is to responsibly run, record all activities, and dutifully manage all monies and operations of the KMLBC. Additional assistants to the Executive Committee shall be appointed by the President. Vacancies in Executive Committee shall be filled according the rules set forth in Article VI, where applicable with the approval of the other members of the Executive Committee. The Executive Committee shall be responsible for handling day-to-day expenses, supervising the standing committees and authorizing approved expenditures up to \$5,000 and any non-budgeted expenditure up to \$1,000. The Executive Committee shall develop associated budgets and goals list/tasks to be achieved during the coming fiscal year.
- D. **Concessions**. The Concessions Committee shall coordinate all supplies, equipment (including food and spirit items) and personnel for the efficient operation of the concessions.
- E. **Public Relations**. The Public Relations Committee shall advise the school's media assignee of any newsworthy events or accomplishments. Additionally, this committee shall contact members as requested by the President, provide phone notification to membership of meetings as requested by the President or Secretary, provide phone scheduling of concession workers as directed by the President or Concessions Committee, and notify members of any upcoming special events.

- F. **Oversight Committee.** The Oversight Committee shall be comprised of three members of the general membership and shall review the policies, procedures, and practices of the Organization and make recommendations for improvement. The Oversight Committee shall also report yearly to the general membership as to its activities.
- G. **Facilities.** The Facilities Committee shall have the responsibility of directing and coordinating the activities relating KMLBC's involvement in the design and development of KMLBC's funded structures and facilities.
- H. **Website.** The Website Committee shall have the responsibility for maintaining the website with schedules, statistics, photographs and other pertinent information.
- I. Each committee shall prepare, maintain and update monthly a record of its activities, and expenditures with suggestions and/or comments on the most efficient methods of operation of their particular committee.

ARTICLE VIII

Finances

Section 1. The fiscal year of the Kennesaw Mountain High School Lacrosse Booster Club, Inc. shall begin on the first day of June.

Section 2. The President and Treasurer shall jointly negotiate and execute Board approved contracts on behalf of the Organization.

Section 3. No loan shall be contracted on behalf of the Organization unless duly authorized by 2/3's of the general membership present.

Section 4. The Treasurer shall maintain only one checking account for the Organization and all its committees.

Section 5. Annual dues shall be determined by the Executive Committee.

Section 6. An annual independent audit may be conducted at the request of a 2/3's vote of the general membership.

Section 7. The Board may accept, on behalf of KMLBC, any contribution, gifts or donations for general, dedicated, or special purpose of KMLBC.

ARTICLE IX

Audit and Fiscal

Section 1. The fiscal year for the KMLAC shall start June 1 and end on May 31st.

Section 2. The Board of Directors or the general membership, may request by a 2/3 majority vote, an audit of the Treasurer's books at any time during the fiscal year.

ARTICLE X

Amendments

Section 1. The Constitution or By-Laws may be amended at any scheduled meeting of the general membership by a 2/3's vote of members present, if there is a quorum in attendance.

Section 2. Any Policy or Decision made by the Board of Directors may be overturned by a 2/3 majority of the General Membership at a called meeting at which a quorum is present.

ARTICLE XI

Interpretation and Conflicts

Section 1. Interpretation. In the event there shall be two interpretations of any part of these By-Laws, one which would be illegal or invalid, and another which would be legal or valid, then the interpretation which would be legal or valid shall be used. In any legitimate controversy to the interpretation of any part of these By-Laws, the decision of the Board of Directors to the proper interpretation of those parts in controversy shall be final and binding.

Section 2. Conflicts. In the event that any part of these By-Laws shall conflict with the Articles of Incorporation, then the provisions of the Articles of Incorporation in conflict shall be valid. In the event that any part of these By-Laws shall conflict with any other part of these By-Laws, then the conflicting provision containing the most strict provision shall be valid. In the event any part of these By-Laws shall conflict with the purposes of the Organization, then the conflict shall be resolved in favor of the interpretation carrying forth the purposes of the Organization. In the event that any part of these By-Laws might disqualify the Organization from maintaining status as an organization described in Section 501©(3) of the Internal Revenue Code, then such part shall be null, void and of no force and effect to the extent necessary, so that the Organization will be an organization as described in Section 501©(3).