

# Lakeside High School Softball Booster Club Constitution and By-Laws

## **Article I – Organization Name**

The Name of the organization shall be the Lakeside High School Softball Booster Club, herein referred to as “The Softball Booster Club”.

## **Article II – Purpose**

- (a) The Lakeside High School Softball Booster Club shall operate as a not-for-profit organization with its primary function and purpose to assist and support the softball programs of Lakeside High School. This will include but not be limited to:
  - (1) Increasing school spirit and sportsmanship among students, faculty, staff, administration, parents, and the community at large,
  - (2) Fostering and promoting the general welfare of student athletes, and
  - (3) Raising money and promoting the general welfare through various activities deemed proper to support the purposes of the club.
- (b) The Softball Booster Club will do nothing to violate the rules of the Georgia High School Association, the policies of the DeKalb County School System, or any other scholastic organization of which Lakeside High School is a member.
- (c) The Softball Booster Club will operate in full support of the school principal and softball coaches at Lakeside High School. At no time will the Softball Booster Club make recommendations or become involved with the day-to-day operations of the school athletic programs. At no time will it be the organization’s purpose to interfere with the policies, methods, eligibility requirements, or other practices of the Lakeside High School athletic department or administration.

## **Article III – Membership**

- (a) Membership of the Softball Booster Club shall be extended to the following:
  - (1) Each parent or guardian of current junior varsity and varsity softball players of the Lakeside High School softball program,
  - (2) Former players and/or parents or guardians of former players,
  - (3) Other members of the community interested in the health and improvement of the Lakeside High School Softball Program, and
  - (4) The Principal of Lakeside High School as well as Lakeside Faculty Softball Coaches.
  - (5) Members of the Softball Booster Club from category (4) of this section shall be exempt from paying dues, and shall have no voting privileges

- (6) No member of the Lakeside High School or any DeKalb County School District faculty, administration, or staff may hold any office, appear on a signature card for the Softball Booster Club bank account, or sign checks for the Softball Booster Club.
  
- (b) The Board of Directors shall be entitled to grant membership to any other persons the Board deems desirable, without payment of any dues. Persons who are granted membership under these conditions shall be non-voting members and will not be eligible to hold elective office or serve as a chairperson of any committee.
  
- (c) Dues are as follows:
  - (1) Annual dues, proposed by the Board of Directors and confirmed by the Softball Booster Club, shall be per player.
  
- (d) The membership year shall run from April 1 until March 31 of the following year.

#### **Article IV – Voting Rights, Voting Procedure, and Notice**

Voting shall be herein distinguished between general voting (including but not limited to election of officers and board members as well as standard business and motions) and Amendments (revision or replacement of the by-laws).

- (a) Only members in good standing shall have the right to vote on Softball Booster Club business. Voting membership is reserved to the parents and guardians of the softball players with each player getting a single represented vote.
  
- (b) In general voting, a simple majority shall carry the vote.
  
- (c) In voting on the revision or replacement of the By-laws, a two-thirds majority shall be required to carry the vote.
  
- (d) At all meetings of the membership, there shall be no transaction or resolution of business without the favorable vote by a majority of the voting members of the Softball Booster Club membership present at the meeting or represented in proxy. A quorum shall be declared by the secretary if voting members in good standing from eight (8) families of current members of the Softball Booster Club are present or represented by proxy.
  
- (e) A quorum of the Board of Directors, consisting of a majority of the members of the Board, must be present for voting purposes at Board meetings.
  
- (f) Notice for all meetings shall be made via email communication, school correspondence or web site posting.

- (g) Voting at a meeting of members shall be by a show of hands except where a ballot is demanded by a member either before or after a vote by show of hands. Voting on any contested election of officers shall be by ballot.
- (h) Voting by proxy shall be allowed. The general proxy of any member in good standing may only be voted by another member in good standing. All proxies shall be in writing, and shall be submitted to the secretary at the beginning of the meeting. Any proxy shall be valid only for one meeting and shall count toward determination of a quorum.

#### **Article V – Election**

- (a) Election of officers for the following year will occur at the end of the year Banquet meeting. Other business of the Softball Booster Club may be conducted at this meeting that the Board deems necessary. Nominations from the floor will be accepted. The Board of Directors will be voted on individually or as a slate by all Softball Booster Club members in attendance. The outcome will be decided by a plurality.

#### **Article VI – Officers**

Members of the Softball Booster Club may vote on and elect other members to become officers of the Softball Booster Club. Those positions shall be titled President, Vice President, Secretary, Treasurer, and Fundraising Chair.

- (a) President: The President shall be the active head of the organization and subject to the decisions of the Board of Directors and Membership and shall have general control and management of all its activities and affairs. The President shall preside at all meetings, make all other appointments that are required, and assign chairmanships for standing or other special function committees.
- (b) Vice President: The Vice President shall assist the President at all times with respect to special assignments or committees. In the absence, inability or resignation of the President, the Vice President shall assume the duties of the President.

- (c) Secretary: The Secretary shall keep a record of all proceedings of the meetings and shall keep all non-financial records of the organization, issue notices of meetings and submit minutes of the previous meeting of the Board of Directors and members for approval, as well as general communication to members.
- (d) Treasurer: The Treasurer shall assume direction of all financial matters. The Treasurer shall keep a record of and have custody of all funds of the organization. The Treasurer shall keep a record of all monies received and paid out and all vouchers and receipts thereof. The Treasurer shall keep books of accounts of the financial condition of the organization and shall prepare a monthly financial report for approval by the officers and members. The Treasurer shall be responsible to file tax returns, reports and other information that is deemed necessary.
- (e) Fundraising Chair: The Fundraising Chair shall be responsible for all fundraising events of the Softball Booster Club, including, but not limited to, the concession operations and sponsorship activities. The Fundraising Chair will review fundraising activities submitted by outside organizations and members and provide recommendations to the Board of Directors for their approval.
- (f) Officers shall serve a term of one to two years or until their successors have been elected.
- (g) Officers shall serve no more than two consecutive terms in one position.
- (h) Only one officer is allowed from a family during any given term.
- (i) Officers elected at the end of season banquet will serve starting at the beginning of the next fiscal year (April 1<sup>st</sup>). An officer appointed outside the normal election to replace one who cannot continue serving will start service immediately upon appointment and will serve until the end of the fiscal year.

## **Article VII – Board of Directors**

- (a) The administrative body of the Softball Booster Club shall be the Board of Directors. The Board of Directors of the Softball Booster Club shall consist of the officers of the organization plus a non-voting representative of the Principal of Lakeside High School (typically the Varsity Softball Coach).
- (b) The Board of Directors shall be authorized to name any standing committee or special committee as it shall judge necessary. The Board will also appoint Committee Chairs who will then become non-voting members of the Board of Directors, for specific support committees and operating groups within the Softball Booster Club. These committees will change and expand as the business dictates. Committee Chairs must be active members in good standing of the Softball Booster Club. The Board is the

sole authority for interpretation of these Bylaws and the decision of the Board upon any question of interpretation, or upon any matters affecting the association and provided for by these Bylaws and regulations made there under, shall be binding on all the members.

- (c) If there are no members of the Board, any ten members of the Softball Booster Club may call a meeting and elect Directors for the purpose of serving as a nominating committee and for calling a general meeting to elect members of the Board.
- (d) In the event of a Board vacancy other than the President, the Board will appoint a person to fill the vacancy until the next general election.

### **Article VIII – Calendar and Meeting Information**

- (a) The Softball Booster Club shall operate on a fiscal year that runs from April 1st through March 31st.
- (b) An annual general and organizational meeting of the Softball Booster Club membership shall occur during April each year. If not accomplished during the April meeting, a general meeting to consider the budget shall be held prior to the end of May each year.
- (c) Additional general meetings of the Softball Booster Club shall occur as determined by the President or when requested to do so in writing by at least ten percent (10%) of the voting members. Meetings shall be open to the public.
- (d) Subject to the presence of a quorum, all business conducted at the annual general meeting, any general meeting, or a specifically called meeting shall require a simple majority vote to pass a resolution.
- (e) The rules contained in the current edition of *Robert's Rules of Order* shall govern the Club in all cases to which these are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Club may adopt.
- (f) All meetings will be held at Lakeside High School, unless an alternate location is set by the Board of Directors at least ten (10) days in advance and due notice is given to all members.

### **Article IX – Finances**

- (a) The Treasurer will prepare a yearly budget.

- (b) The Board of Directors will establish prudent, written money-handling practices of the Softball Booster Club and review these practices each year. Each member that has responsibility for handling, collecting or depositing funds for the Softball Booster Club will be given a written copy of these policies. Such members shall also be bonded. The Treasurer shall oversee adherence to these policies.
- (c) The Treasurer shall make the following special reports:
  - (1) At the general organizational meeting in April, projections for the current year.
  - (2) At the banquet meeting, an estimate on the prior year's financial matters.
  - (3) A budget shall be presented and voted on as soon as possible after the general organizational meeting in April.
- (d) All officers with check-signing authority shall be bonded at the expense of the Softball Booster Club.
- (e) All Funds of the Softball Booster Club must be deposited in the Softball Booster Club's bank account.
- (f) All disbursements from the Softball Booster Club bank account must be issued by check only, and shall be properly documented.
- (g) All checks issued from the Softball Booster Club bank account over the amount of five hundred dollars shall bear the signatures of the President and the Treasurer. In the event of the unavailability of the President, a check may be issued bearing the signatures of the President or the Treasurer.
- (h) Any and all financial obligations incurred by the Softball Booster Club shall be solely that of the Softball Booster Club.

#### **Article X – Dissolution of the Softball Booster Club**

In the Event the Lakeside High School Softball Booster Club dissolves, all club funds and property will become the property of Lakeside High School. When deposited in a school account, the Softball Booster Club relinquishes all control of these funds.

## **Article XI – Effective Date of By-Laws**

The Constitution and By-Laws shall be effective upon adoption, which occurred November 17, 2008.

Article I and Article III (d) were amended at the general membership meeting on March 14, 2011.

Article III (d), Article VI (I), Article VIII (a), Article VIII (b), and Article IX (c) were amended at the end of season meeting on November 2, 2015.