

Woodstock High School Girls Lacrosse Club By-Laws

ARTICLE I:

Name

The name of this organization shall be Woodstock High School Girls Lacrosse Club. Herein referred to as WHSGLC.

The 501c Business name is, Woodstock Wolverine Lacrosse Booster Club Inc. Both the Boys and Girls are under this business name.

ARTICLE II:

Mission

The mission of the Woodstock High School Girls Lacrosse Club Boosters, Inc. is to support the girl's lacrosse program at Woodstock High School. In the following manner but not limited to

- A. Promote parent/student involvement
- B. Coordinate all supporting activities
- C. Encourage attendance at lacrosse related functions
- D. Provide those services, facilities and equipment which are not provided for by the school
- E. Ensure recognition for the girl's lacrosse program and its athletes.

We believe that participation in the lacrosse program instills qualities such as discipline, integrity, respect and perseverance. We believe as parents it is our responsibility to support our students in all they do and that as the boosters of the lacrosse program, we can support a program that is important to our students, their school and the community.

ARTICLE III: Executive Committee

Section 1: Composition

The Executive Committee shall be composed of four officers: President, Vice President, Secretary and Treasurer. All four of these members shall have full voting rights within the Executive Committee. The Coach of WHSGLC shall be an Ex-Officio member of the Executive Committee and is encouraged to attend all meetings. The Coach of Woodstock High School Girls Lacrosse will be given voting rights ONLY in case of a tie among the four executive committee officers. Standing committees will be appointed as needed by the Executive committee. All standing committees will report to the Executive Committee.

Section 2: Duties and responsibilities

The Executive Committee shall be entrusted with administrative authority over the Booster Organization and shall be empowered to act on behalf and in the best interest of THE BOOSTER ORGANIZATION on all items that must be resolved between meetings within the constraints of the By Laws.

ARTICLE IV: OFFICERS

Section 1: General Elections

In regards to the general election the Nominating committee will be the Vice President, treasurer and secretary who will take nominations for the Executive Committee positions. The Coach may serve on the committee as a non-voting member.

Nominations will be taken prior to March 31. The current officers will set the ballot from the received nominations. A general meeting where the Executive Committee will vote on the slated officers will be held prior to April 15th. An email will be sent out to announce the incoming President, Vice President, Treasurer and Secretary. It is understood that upon election, the new officers will begin immediate training with their current counterpart. It is also understood that the current board members are required to complete their term which ends May 31st. The new officers will begin their service starting June 1st.

Should any of the offices except President become vacant, the Executive Committee shall meet to appoint an officer to serve in the vacant position until the next general election. In the event the President position becomes vacant, the Vice President shall assume the role of President and serve in this capacity until the next general election. The new Vice President shall then be appointed by the Executive Committee and will remain in this position until the next general election.

Each officer shall serve a term of one year. Each officer may serve only 2 consecutive terms in the same office.

Any parent volunteer is eligible to hold an office on the Executive Committee or hold the position of chairperson of a committee as long as they have a current student participating in the program.

Section 2: Removal / Recall of an Officer

The Coach and/or the Executive Committee may remove any officer at any time by motion and majority vote of all Executive Committee members.

Section 3: Duties and responsibilities

A: **President:**

The President shall preside over booster meetings, appoint special committees and appoint Board Liaisons for each committee. The President serves as the primary contact for all booster related business. The President is the coordinator of resources and responsible for deficiencies within the organization. The President shall serve on the budget committee.

B: **Vice President:**

The Vice President shall participate on the budget committee and preside as Board Liaison over committees as assigned by the President. Vice President shall participate as an ex-officio member of the Nominating Committee.

The Vice President shall assume the duties of the President in the absence of the President. Should the President be unable to complete their term of office, the Vice President shall become President until the next general election. The new Vice President shall then be appointed by the Executive Committee and will remain in this position until the next general election.

C: **Secretary:**

The Secretary shall be responsible for recording and maintaining the minutes of the Executive Committee and Booster meetings and maintaining all booster correspondence. The Secretary shall assist when needed in the preparation of all income tax, state and federal corporate documents pertaining to the 501c3 status. The Secretary shall participate on the budget committee and preside as Board Liaison over committees as assigned by the President.

D: **Treasurer:**

The Treasurer shall be responsible for maintaining the general and student ledgers pertaining to the financial aspects of the organization utilizing an appropriate financial system. The Treasurer shall make bank deposits, distribute funds and maintain all records in accordance with these By Laws. The Treasurer shall also prepare, or cause to be prepared, -and maintain all income tax, all state and federal corporation documents pertaining to the 501c3 status as well as prepare the budget. The Treasurer shall participate on the budget committee and preside as Board Liaison over committees as assigned by the President. The treasurer shall provide a monthly financial statement to the Executive Committee. The treasurer shall

reconcile the bank statements monthly and have the statements reviewed and signed by an Executive Committee member or a Booster Member. The treasurer will present an annual report of the financial condition of the Booster club.

ARTICLE V: Membership

Section 1: General Membership

The parents and/or guardians of all students participating in the program covered by these By Laws shall be a member of the Booster organization. The Coach and any assistant coach(s) shall also be ex-officio members of the Booster Organization.

Any parent volunteer is eligible to hold an office on the Executive Committee or hold the position of chairperson of a committee as long as they have a current student participating in the program.

As a stipulation of membership the families of the players must do at least 4 hours of volunteer work for the WHSGLC. If we do not get full support with volunteer's things such as team meal deliveries. Then Uber Eats will be needed and this will be an extra cost for the parents.

Section 2: Alumni Volunteers

Alumni parent volunteers are welcome to continue to volunteer with the program but are not able to hold an office on the Executive Committee or hold the position of chairperson of a committee.

ARTICLE VI: Meetings

All meetings of this organization including any meeting of the subgroups or committees will be governed by the latest revision of these By Laws.

Booster meetings shall be announced by the President for the program.

ARTICLE VII: Finance

Section 1: Banking

The Treasurer shall maintain all financial records of THE BOOSTER ORGANIZATION utilizing an appropriate financial management system. The Treasurer shall maintain a bank account for general funds in the name of Woodstock High School Girls Lacrosse Club Boosters, Inc. All funds and checks disbursed from the general funds account shall require supporting documentation. Upon receipt of a returned check, the Treasurer is authorized to charge a \$35 return check fee to the appropriate party as well as deny acceptance of personal checks in the future.

The Treasurer is also hereby authorized to reject any initial deposit at the beginning of any given season if any balance is still outstanding unless the balance is paid in full at the time of the deposit. The Treasurer may also post said funds to outstanding balances and notify the booster members of the same.

The Coach of Woodstock High School Girls Lacrosse and the Treasurer will be the only Executive Committee members involved with students and their parents and/or guardians in the discussion of financial hardships. Although there are no waivers of fees, adjustments to payment schedules may be granted in extreme cases. A financial hardship request must be submitted to the Coach who will forward request to the Athletic Director. The Athletic Director will review and convene a committee to include at least two additional Woodstock High School employees to approve/disapprove request by majority vote and report to the Coach and Treasurer. Financial hardships shall be held in the strictest confidence to protect the privacy of the student.

Scholarships shall be considered and granted by a majority vote of the Executive Committee Officers on an as need basis.

All financial records of THE BOOSTER ORGANIZATION are subject to audit by Woodstock High School and/or Cherokee County School District at any point in time. All monthly Treasurer's Reports and bank statements are to be submitted to Woodstock High School monthly.

Section 2: Spending authority

The Coach shall have the authority (after verifying with the Treasurer that funds are available) to make expenditures on items specifically for the program. The Treasurer shall reimburse or pay these expenses directly upon submission of a check request and supporting documentation.

Program related expenses of the Executive Committee and Coach shall be reimbursed or paid directly by the Treasurer upon submission of a check request and supporting documentation.

The Executive Committee shall have the authority to make expenditures by a majority vote for non-allocated expenses on items specifically for the program. Any items that cost \$250.00 or more has to be approved by the Treasurer and an Executive Officer. Confirmed via text and followed up by an email.

All receipts must have a copy made and the purchaser will keep a copy and submit a copy to the Treasurer.

Section 3: Budget

The Budget committee, which is comprised of the current year's Executive Committee and the newly elected Executive Committee and the Coach, shall meet at the specially set budget committee meeting to establish the budget for the upcoming school year based on the financial needs and expected revenues and expenses of the program. Approval of this budget shall not constitute an appropriation of funds and changes to said budget must be approved by the Executive Committee and Coach. The proposed budgets for the upcoming school year should be submitted in August.

ARTICLE VIII: Committees

The chairperson and the members of each committee shall be selected from the booster membership and shall be appointed by the Board Liaison of the committee. Unless otherwise specified elsewhere in these By Laws, any member may chair a committee and committees can contain any number of members.

Section 1: Committees Identified

A: Concessions Committee:

It shall be the responsibility of the Concessions Committee to prepare and work in the concession stand as needed for all home games, festivals, competitions or any other event held at Woodstock High School. All concession stand workers are encouraged to participate in the preparation of the concessions stand on the night preceding all home games. Proper accounting and internal controls shall be followed to protect the assets of the Club.

- In order to keep proper accounting for the 2018 season the booster club will ask for cash donations to stock the concession stand.
- A petty cash of \$200.00 will be used from our team account for the concession stand.
- Then an inventory will be kept of what was bought and sold.
- The Secretary is in charge of this committee and will confirm proper inventory is taken and money is counted at each home game.
- The Secretary and one other volunteer will count the money intake for the day.
- The Secretary will give the proceeds to the Treasurer or President for deposit.
- The Secretary will keep the petty cash for the next game. At the last home game the proceeds and petty cash will be turned in.

B: Hospitality Committee:

This Hospitality committee shall be responsible for planning and execution of banquets, covered dish dinner parties and receptions as well as snacks and food for the children during specified practices.

C: Fundraising Committee:

This committee shall review all prospective fund raising ideas and/or projects and report their findings to the Executive Committee at a regular booster meeting. Before any fundraiser becomes a project, it must be accepted by majority vote of the Executive Committee before presentation at the regular booster meeting. This committee shall be responsible to coordinate fundraising activities and distribution of product and delivery to students at the conclusion of the activity. All fundraising activities must be pre-approved by the Principal and Cherokee County School District Division of Financial Management, per Cherokee County School Board Policies.

D: Pre-Game Meal Committee:

The pre-game meals committee coordinates with the Coach to determine which games will be necessary to feed all the players. They will work with sponsors and other contacts to obtain discounts for player meals. They will also work with the treasurer to determine the budget and costs per player meal. The pre-game meal committee will set up and clean up for all pre-game meals.

Section 2: Other committees

The President may appoint other committees as needed.

ARTICLE IX: Modification of By Laws

Modification to the by-laws and procedures must be approved and voted on by the Executive Committee during a board meeting. All amendments must be recorded in the meeting minutes.

Approved as amended on _____:

President

Vice President

Treasurer

Secretary

Coach

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President

Vice President

Treasurer

Secretary

Coach