

Constitution  
and  
**BY-LAWS**

**OF**

**LUMPKIN COUNTY HIGH SCHOOL BOOSTER CLUB**

**ARTICLE I**  
**NAME AND PURPOSE**

**1.1** The name of this non-profit organization shall be *Lumpkin County High School Booster Club*. An example thereof may be *Lumpkin County High School Football Booster Club*. Although each club, group or activity at Lumpkin County High School may be supported by its own booster club and, as a result, be named accordingly, for purposes of this document all references to such an entity shall be called *Lumpkin County High School Booster Club or booster club*.

The purpose of this non-profit, voluntary organization shall be to assist Lumpkin County High School and its community by promoting, supporting, and sustaining the respective club, group, extra-curricular or co-curricular activity. The booster club shall not exist without authorization of the principal of Lumpkin County High School and must utilize the following by-laws in order to continue as a recognized organization supporting Lumpkin County High School. All modifications of this document, which would represent any club, group or activity, must receive prior approval from the principal of Lumpkin County High School. Failure to gain approval from said principal shall cause to invalidate any other set of by-laws or similar document thereof.

**ARTICLE II**  
**MEMBERSHIP AND DUES**

**2.1** Any parent, teacher or administrator at Lumpkin County High School, any coach of any sport, any director of any activity, all students and any interested business entity shall be eligible for membership. An annual or lifetime fee may be assessed by the members for membership privileges. After receipt of membership a member shall be considered in *good standing* for the term of the fee period. All coaches and directors shall be automatic members with the annual fee waived so long as they remain a member of the respective booster club staff.

**2.2** The members of the booster club shall at all times have the full power and authority to expel from membership any entity, person or persons whose activities might be termed detrimental to, or inconsistent with, the by-laws or the basic principles of the booster club.

- 2.3 The booster club shall at all times observe all local, state, and federal laws which apply to non-profit organizations as defined in Article 501 (c) (6) of the Internal Revenue Code.**
- 2.4 The members shall have the power and authority to create special classes of membership providing certain rights and privileges for any such special class of membership created.**

**ARTICLE III**  
**MEETINGS**

- 3.1 An annual meeting for the purpose of the election of officers for the booster club shall be held. It is recommended that candidates for officers of the booster club must be parents of children involved in the activity or organization being supported by the booster club.**
- 3.2 Special meeting of the general membership may be called for any lawful purpose provided that ten (10) petitioning active members in good standing so indicate their assent to such call or provided any two (2) or more officers call the meeting.**
- 3.3 Notice of the time and place of regular and special meetings shall be given not less than seven (7) days prior to the date set for any such regular or special meeting.**
- 3.4 Any number of members present, with a minimum of ten percent (10%) of the membership, at any called booster club meeting of the general membership shall constitute a quorum. Voting shall be conducted by majority vote cast by those present.**
- 3.5 Regular meetings of the booster club shall occur at least twice per year. The year will reflect the fiscal term July 1 through June 30.**
- 3.6 A majority of the members of the booster club present shall constitute a quorum for the transaction of business at a meeting as long as ten percent (10%) of the voting members are present.**

**ARTICLE IV**  
**GOVERNANCE**

- 4.1 Four (4) members will be elected on an annual basis as officers of the booster club. Officers of the booster club shall consist of a president, vice president, secretary, and treasurer.**

- 4.2 Should an officer resign a position during the term without extenuating circumstances forcing such a decision, he/she may not be appointed or elected to an office for one calendar year from that date. The athletic director may review matters to determine if such extenuating conditions existed.**
- 4.3 The officers shall accept the responsibility for setting policies as they pertain to the direction of the booster club. The president, vice president, secretary, and treasurer shall be vested with the responsibilities of the ongoing implementation of policies set forth by the members.**
- 4.4 The coach or director:**
- a. shall receive automatic membership in the booster club and become an ex-officio member of all committees established by the club.**
  - b. shall provide leadership of the booster club. A designee, such as president of the booster club, may serve to facilitate the business of the booster club, although authority of the club resides with the coach or director, a certified employee of Lumpkin County High School.**
  - c. will report to the athletic director of Lumpkin County High School regarding all booster club issues.**
  - d. must give final approval of all purchases and decisions concerning the booster club.**
  - e. may provide a co-signature on all booster club checks.**
- 4.5 The president:**
- a. shall be charged with the duty of supervising all booster club functions subject to policy direction from its members.**
  - b. shall be responsible for the implementation of the total booster club program.**
  - c. shall maintain that the policies set forth by its members be implemented by all participants.**
  - d. shall have the power to appoint standing and special committees.**
  - e. shall serve as an ex-officio member of all committees except the *nominating* committee.**
  - f. shall report to the coach or director of the sport, activity or club.**
  - g. may provide a co-signature on all booster club checks.**
- 4.6 The vice president:**
- a. shall assume the duties of the president when conditions prevent him/her from the completion of said duties.**
  - b. shall assist the president in the completion of his/her duties as required by the president.**
  - c. may provide a co-signature on all booster club checks.**

- 4.7 The secretary shall:**
- a. be responsible for maintaining all books and records of the booster club including the minutes of the meetings of its members.**
  - b. be responsible for coordinating the time and location of member meetings.**
  - c. serve as a parliamentarian at these meetings or shall appoint another member to serve in this capacity.**
  - d. provide such other assistance to the president and vice president as deemed necessary.**
- 4.8 The treasurer shall:**
- a. become the chief financial officer of the booster club.**
  - b. maintain accurate financial records of disbursements and receipts of all money received by the booster club or its committees from all sources.**
  - c. coordinate the receipt and deposit of all fund-raising money.**
  - d. provide a co-signature on all checks.**
  - e. submit an updated financial report to the booster club members at least twice per year.**
  - f. provide an auditing of all fund raisers and other money producing events when necessary.**
  - g. provide such assistance to the president, vice president, and secretary as deemed necessary.**
- 4.9 Nothing contained herein is intended to abrogate the powers of the athletic director and the principal of Lumpkin County High School nor to set policy and make decisions for the Lumpkin County High School community.**
- 4.10 Members who have received or may receive direct financial benefits as a result of any decision of the membership shall not vote on such matters affecting said benefits.**
- 4.11 The booster club shall indemnify each person who acts as an officer of the club against expenses incurred in the defense of any action, suit, or proceeding in which such officer is made party by virtue of service as such officer.**
- 4.12 The members shall fill any vacancy of the officers by appointment at its next meeting or at a specially called meeting. The appointment shall stand until the next general election.**
- 4.13 The executive committee shall prepare an annual budget for approval by the members and the athletic director of Lumpkin County High School.**

**ARTICLE V**  
**AMMENDMENTS**

**The constitution and by-laws may be amended by a majority less abstentions of the membership present at the annual meeting provided the amendment shall have been**

submitted in writing to the officers at least two (2) weeks prior to the meeting. Notice shall be given as otherwise provided. Amendments must be approved by two-thirds vote of the members at regular meeting of the members of the club. Each officer must receive a copy of the proposal at least two (2) weeks prior to any meeting.

**ARTICLE VI**  
**DISSOLUTION CLAUSE**

In the event of dissolution of the booster club, all monies and property will be provided to Lumpkin County High School to be used exclusively for the benefit of students of Lumpkin County High School. The principal may dissolve the booster club at any time should he/she determine such action necessary for the benefit of Lumpkin County High School.

**ARTICLE VII**  
**MEMBER ATTENDANCE**

Each officer is expected to be in regular attendance at all meetings. Officers who are unable to attend a meeting must inform the president or vice president of the absence from such meeting. Failure to inform of absence or failure to attend meetings without just cause may result in removal of an officer by virtue of an affirmative vote of the majority of the members of the booster club at any called meeting.

**ARTICLE VIII**  
**COMPLIANCE**

The Lumpkin County High School Booster Club agrees to comply with all rules and regulations set forth by the Lumpkin County Schools, the principal of Lumpkin County High School, and/or the athletic director of Lumpkin County High School.

**ARTICLE IX**  
**ELECTION OF OFFICERS**

The president will appoint a *nomination committee* consisting of members who will select a list of candidates for elections as officers. These nominations will be submitted in writing to the members for vote. The nominees receiving the greatest number of votes for each office shall be elected as an officer. Members in *good standing* shall be eligible to vote on any matter.

**ARTICLE X**  
**WAIVER OF NOTICE**

Attendance of a member at a meeting shall itself constitute waiver of notice and waiver of any and all objection to the time and location of the meeting or the manner in which the meeting has been called or convened, except when a member attends a meeting solely for the purpose of stating at the beginning of the meeting such objection to the transaction of business.

**ARTICLE XI**  
**OFFICER COMPENSATION**

Each officer shall serve without compensation or financial remuneration in any regard. Each officer is prohibited specifically from profiting personally in any transaction with the booster club.

**ARTICLE XII**  
**DISBURSEMENT OF FUNDS**

Funds shall not be disbursed, except by a bank draft signed by at least two (2) authorized agents. The authorized agents may be the president or the vice president. The treasurer, another authorized agent, will be required to sign all bank drafts or disbursements. Such disbursements must be approved by the coach or director.

**ARTICLE XIII**  
**AMENDED BY-LAWS**

Amended booster club by-laws, which previously have been approved by the principal of Lumpkin County High School, may exist as written unless challenged by 10% of the membership. The principal of Lumpkin County High School shall reference *The By-Laws of Lumpkin County High School* in the process of determination regarding all such matters.