**By-laws of the Lassiter High School Swim and Dive Team**

**Booster Club**

**Article 1**

Name

The name of the organization shall be the Lassiter High School Swim and Dive Team Booster Club, herein referred to as “LSAD Booster Club”.

**Article 2**

Purpose

To promote the advancement, visibility and goals of the Lassiter High School Swim and Dive Team.

To provide support to the Lassiter High School Swim and Dive Team’s coaching staff and athletes.

To teach good sportsmanship, leadership and responsibility to the student athletes of Lassiter High School.

To provide and manage adequate funding for the Lassiter High School Swim and Dive Team.

**Article 3**

Membership

**Section 1.** Members: The general membership of the LSAD Booster Club shall consist of the coaches and the parents and legal guardians of all properly registered student athletes and managers.

**Section 2.** Voting: Each member shall have one (1) vote on each call for a vote of the membership.

**Article 4**

Financial Objectives

**Section 1.** As a non-profit organization, it is the primary financial objective of the LSAD Booster Club to provide and manage adequate funding, in order to support the athletic endeavors and related activities of the Swim and Dive Team of Lassiter High School.

**Section 2.** Athlete Fees. The amount of the annual registration fee will be determined by the LSAD Booster Club Executive Committee.

**Section 3.** Fee Refunds. Refunds may be granted for valid reasons, at the discretion of the Executive Committee. LSAD Booster Club will announce a date in early November to render payment of athlete fees. After this date, no refund of the registration fee can be made.

**Section 4.** No part of the net revenue of this organization shall inure to the benefit of, or be distributable to its members, officers, or any other private persons; except that the LSAD Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2.

**Section 5.** Notwithstanding any other provision of these articles, this LSAD Booster Club shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

**Article 5**

Policies

**Section 1.** Code of Conduct. The LSAD Booster Club shall not seek to direct, control, or interfere with the Lassiter High School Swim and Dive coaching staff.

**Section 2**. Policies. The LSAD Booster Club shall abide by all Cobb County School policies and procedures, which shall take precedence over these by-laws should conflicts develop. The officers of the LSAD Booster Club shall use these by-laws to govern the LSAD Booster Club.

**Article 6**

Organizational Structure

**Section 1**. As a non-profit, volunteer, parent-based organization, the LSAD Booster Club shall be the primary support organization for the Lassiter High School Swim and Dive Team.

**Section 2**. Governing Body. The Executive Committee shall be the governing body for the LSAD Booster Club of the Lassiter High School Swim and Dive team.

**Section 3.** Executive Committee (Officers). The business and affairs of the LSAD Booster Club shall be managed by the Executive Committee, consisting of the President, Vice-President, Secretary, and Treasurer. The Head Coach will serve as an Ex-Officio non-voting permanent member of the Executive Committee.

**Section 4.** The number of members of the LSAD Executive Committee shall not be less than three (3). Each member of the LSAD Executive Committee, except in the case of death, resignation, retirement, disqualification, or removal, shall serve until the successor shall have been elected and qualified. No member of the LSAD Executive Committee shall serve more than three (3) consecutive one-year terms, in the same position. No member may serve in more than one (1) position during a given term.

**Section 5.** Committees. The LSAD Booster Club Executive Officers shall establish committees in support of the LSAD team as needed. Membership in the committees is open to all parents/guardians in good standing within the LSAD Booster Club. Members may serve on more than one (1) committee.

**Article 7**

Duties of the Officers

**Section 1**. **President**. The LSAD Booster Club President shall preside at all regular, special, and Executive Committee meetings, is ex-officio of all committees of the LSAD Booster Club except of any nominating committee that might be formed, and shall perform other duties that pertain to the office. The President of the LSAD Booster Club shall represent the LSAD Booster Club at any and all Sports Councils meetings for Lassiter High School. He/she will have the general powers which are incident to the office of President. No President shall serve more than three (3) consecutive one (1) year terms.

**Section 2.** **Vice-President.** The LSAD Booster Club Vice-President shall assist the President and other officers as needed. The Vice-President will preside at all LSAD Booster Club meetings as well as perform the duties of the LSAD Booster Club President in the absence of that officer. The Vice-President shall organize parent volunteers and assist LSAD Booster Club Committee chairmen as needed. No Vice-President shall serve more than three (3) consecutive one (1) year terms.

**Section 3**. **Secretary**. The LSAD Booster Club Secretary shall keep the written minutes and attendance of all meetings of the LSAD Booster Club and shall perform other duties of the LSAD Booster Club as assigned. No Secretary shall serve more than three (3) consecutive one (1) year terms.

**Section 4.** **Treasurer**. The LSAD Booster Club Treasurer shall be responsible for all financial aspects of the LSAD Booster Club. The Treasurer shall be responsible for recording and processing all booster club membership fees, allocating the proper funds to the Booster Club, making payment of all valid invoices, and reimbursing booster club members for valid expenses. The Treasurer creates and maintains a budget to present to the LSAD Booster Club members and to the Lassiter High School administration for tax and oversight purposes. No Treasurer shall serve more than three (3) consecutive one (1) year terms.

Section 5. Head Coach. The Lassiter High School Swim and Dive Head Coach will serve as an Ex-Officio non-voting permanent member of the Executive Committee. The Head Coach will be responsible for advising the Executive Committee on matters including but not limited to GHSA & Cobb County policies and procedures governing Swim and Dive competitions.

**Article 8**

Meetings

**Section 1.** Regular Meetings. These meetings include the members of the LSAD Booster Club and Executive Committee. Notice of the regular schedule shall constitute sufficient notice of such meetings. The privilege of holding office, making motions, debating, and voting shall be limited to the members of the Lassiter Swim and Dive Team Booster Club. These meetings shall be open to any current LSAD Booster Club member in good standing.

**Section 2**. Special Meetings. These meetings of the LSAD Executive Committee and general membership shall be held when called by the President on his/her own motion or when requested by any of the LSAD Executive Committee members. The notice shall specify the time and place of the meeting and the nature of any special business to be considered. Notice of such meetings shall be delivered, e-mailed, or telephoned (24) hours before the time set for the meeting.

**Section 3.** Executive Committee Meetings. These meetings include the officers of the LSAD Executive Committee and are held for general business purposes. General LSAD Booster Club members are not required at these meetings. No notice shall be required for any Executive Committee Meetings.

**Section 4**. At meetings of the Executive Committee, the presence of at least one-half (1/2) of the members then in office, shall be necessary to constitute a quorum for the transaction of business.

**Article 9**

Officers and Elections

**Section 1**. Officers. The officers of the LSAD Booster Club shall be a President, a Vice- President, a Secretary and a Treasurer. Officers shall serve for a term no more than three (3) consecutive one (1) year terms and shall remain in office until their successors are elected. Each term is stated in officer descriptions.

**Section 2**. Elections. Officers shall be elected at the final LSAD Booster Club meeting of the season.

**Section 3**. Terms. The terms of office shall begin April 1st and end March 31st.

**Section 4.** Resignation. Any officer may resign at any time by giving written notice to the LSAD Executive Committee. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein. A vacancy occurring in the Executive Committee, except by reason of removal of an Executive Committee member may be filled for the unexpired term by the remaining Executive Committee. This individual shall be appointed from the general membership of the LSAD Booster Club who is in good standing.

**Section 5**. Removal. Any LSAD Executive Committee member may be removed from office with or without cause by the affirmative vote of a majority of the members of the LSAD Booster Club.. Removal action may be taken at any LSAD Booster Club meeting with respect to which notice of such purpose has been given, and a removed LSAD Executive Committee member’s successor may be filled for the unexpired term by the remaining Executive Committee. This individual shall be appointed from the general membership of the LSAD Booster Club who is in good standing.

**Article 10**

Fiduciary Responsibility

**Section 1.** The Lassiter Swim and Dive team is a non-profit organization and the Treasurer of the LSAD Booster Club is responsible for all budgeting, planning, and execution of the funds received and disbursed for the team.

**Section 2**. The records of the LSAD Booster Club are public record and are subject to audit by the school administration or other oversight authorities. The Treasurer maintains detailed records of all receipts and all expenditures. Any amount paid to the LSAD Booster Club should be in a check payable to the “LHS Swim and Dive Team”.

**Section 3**. It is the goal of the LSAD Booster Club to maintain a positive balance in the checking account from year to year should investments need to be made in the program in subsequent years.

**Section 4.** The LSAD Booster Club maintains a checking account. There are three (3) Executive Committee members authorized to sign checks on behalf of the LSAD Booster Club. These authorized members include the President, Vice President and Treasurer of the LSAD Booster Club. All checks must be signed by at least two designated signers on the account.

**Section 5.** Any officer of the LSAD Executive Committee can review the financial records at any time for any reason. Any member of the LSAD Booster Club can review the records of the Swim and Dive team with reasonable notice.

**Article 11**

Committees

**Section 1**. Standing Committees shall be reviewed each year and voted on by the LSAD Executive Committee. Committees and Committee chairpersons will be appointed by the Executive Committee each year according to the needs of the Swim and Dive team.

**Article 12**

Amendments

**Section 1**. All proposed amendments to the by-laws shall be referred to the LSAD Executive Committee.

**Section 2.** These by-laws may be amended at any regular or special meeting of the LSAD Booster Club by a two-thirds (2/3) vote of the members present provided that (24) hours notice is given via email or telephone message to all LSAD Booster Club members that by-law changes will be made.

**Article 13**

Parliamentary Authority

Roberts Rules of Order, current edition, shall govern the conduct of the meetings of the Lassiter Swim and Dive Booster Club in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

**Article 14**

Fiscal Year

The fiscal year of the LSAD Booster Club shall be from August 1st until July 31st.

**Article 15**

Conflicts

If there are conflicts or inconsistencies between the provisions of Georgia law and these By-Laws; the provisions of Georgia law and the By-Laws (in that order) shall prevail.

**Article 16**

Dispute Resolution

Any claim, controversy, or dispute relating to these by-laws or breach thereof, shall be settled by mediation. Concerned parties that experience conflicts with the Booster Club’s goals and responsibilities should make a reasonable effort to resolve such differences. If the issue remains unresolved, it should be brought to the attention of the Executive Committee , who shall make efforts to assist in finding a satisfactory resolution. If necessary, the matter may be brought to the attention of the Lassiter High School Administration for further assistance. If still unresolved in a reasonable timeframe, the Executive Committee shall meet with the LHS Administration and the Coach to determine a solution.

**Article 17**

Dissolution

Upon dissolution of the LSAD Booster Club, the remaining assets shall be distributed to the Athletics Program at Lassiter High School, to be used exclusively for the purposes stated in Article 2 of these by-laws.

**Article 18**

Ratification

These By-Laws were adopted by the LSAD Booster Club Executive Committee on

this \_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the year 2015 and ratified by

the General Membership on this \_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the year 2012.

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President Date

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Secretary Date