

Woodstock Wolverine Lacrosse Booster Club Bylaws

ARTICLE I:

Name

The name of this organization shall be Woodstock Wolverine Lacrosse Booster Club, Inc. herein referred to as WWLBC.

ARTICLE II:

Mission

The mission of the Woodstock Wolverine Lacrosse Booster Club, Inc. (also doing business as - Woodstock High School Boys Lacrosse Club) is to support the boy's lacrosse program at Woodstock High School and feeder program. 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 boy'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 six officers: Head Coach, President, Vice President, Vice President of Jr. Program (Middle School Boys), Secretary, and Treasurer. The President, Vice President, Vice President of Jr. Program, Secretary and Treasurer have full

voting rights within the Executive Committee. The Coach of WWLBC shall be an Ex-Officio member of the Executive Committee and will attend all meetings. The Coach of WWLBC will be given voting rights in the case of a tie. 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 regard 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.

Nomination Process:

Volunteers interested in serving on the Executive Board should provide written notification to the Nominating Committee for the position they are considering. Only self nominations will be considered. The Nominating Committee will then conduct interviews/questions of all candidates as needed for any position the committee sees fit.

Voting Process:

Once the ballot has been set by the Nominating Committee, a vote will be held. The voting is open to general membership allowing one (1) vote per family. Ballots will be emailed to members with a deadline. If there is a tie after general voting, the head coach votes for tie breaker. Self-nominations to be accepted and voting to be held prior to the end of the school

year.

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 June 30th. The new officers will begin their service starting July 1.

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.

Eligibility to hold office:

All volunteers are eligible to hold an office on the Executive Board or hold the position of chairperson of a committee with the following conditions:

- Volunteers must be in good standing with the Woodstock Wolverine Lacrosse Booster club, including no outstanding debt.
- Direct family members may not serve on the board during the same term. Direct family members are defined as: parent, spouse, child, brother, sister, grandparent or grandchild.

Section 2: Removal / Recall of an Officer

The Coach may remove any officer at any time, if deemed in the best interest of the program.

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: Vice President of Jr. Program:

The Vice President of Junior Program (Middle School Boys) shall be on the budget committee and preside as board liaison to the Junior Boys Program. The Vice President of Junior Program will be the primary contact for the Junior Boys program and will work with Treasurer and Board on all matters associated with Junior Program. The Vice President of Junior Program will be responsible for communication and website management for the Junior Boys Program.

D: 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.

E: 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 bylaws. 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.

While not a requirement, it is strongly encouraged that the treasurer have a basic understanding of budget preparation and record keeping, as well as strong organizational skills

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.

All members shall be entitled to one (1) vote per family for Executive Board positions. Members with no outstanding fees owed shall be considered members in good standing and retain voting rights and privileges of membership.

Any member of the Booster Organization may be censored or removed from the organization, for cause, by two-thirds vote of the current Executive Board. After recommendation and voting from the Executive Board, notice will be given to the affected member in writing if said member is to be removed from the Booster Organization.

Section 2: Alumni Volunteers

Alumni parent volunteers are welcome to continue to volunteer with the program.

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 Boys Lacrosse Club. 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 Boys 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. Financial hardships shall be held in the strictest confidence to protect the privacy of the student. Financial hardships will follow the process set by Woodstock High School.

Scholarships shall be considered and granted by a majority vote of the Executive Committee Officers on an as needed 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. The fiscal year will begin July 1st and end June 30th.

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 purchase that costs \$1000.00 or more must be approved by an Executive Officer.

Section 3: Budget

The treasurer, working with the executive committee, will complete a proposed budget form and submit to the WHS Athletic Director in February. An actual expense and income form will be submitted to the WHS Athletic Director by the end of school year.

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 needed for all home games, festivals, competitions, or any other event held at Woodstock High School. A concession stand workers are encouraged to participate in the preparation of the concession stand on the night preceding all home games. Proper accounting

and internal controls shall be followed to protect the assets of the Club. This shall include but not be limited to: having two (2) people count and verify all cash before opening and again at closing of the concession stand, and counting and verifying all food and beverage inventory before and after closing. All cash will be deposited into the bank within one business day of concession close.

B: Hospitality Committee:

The 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 players during specified practices. The Hospitality Committee will work with the Treasure to determine a budget.

C: Fundraising Committee:

The Fundraising Committee shall review all prospective fundraising 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 Meal 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: 12/20/2022


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