



**BY-LAWS  
OF THE  
LANIER HIGH SCHOOL  
TRACK AND FIELD BOOSTER CLUB**

**I. Purpose**

The purpose of this entity is to provide financial and logistical support to the Lanier High School track program, its coaches and activities through any lawful and ethical means including, but not limited to, the following:

- A. Organize fundraisers to support the Lanier High School Track program;
- B. Receive direct payments by parents into the Club for High School and Youth Program
- C. Receive contributions from parents, Club members and other interested persons and businesses from the community;
- D. These Bylaws should be readdressed by the board *every odd year* to verify they are still meeting the needs of the growing population at Lanier High School. A General member can also request a review at the annual meeting in May.**

The corporation is organized pursuant to the Georgia Nonprofit Corporation Code.

**II. Membership**

- A. Membership is open to all adults interested in the purposes of the Club as outlined herein. A General Member is defined ***as any person who is a guardian of an athlete*** in the program who has paid all dues and assessments as established by the Board of Directors.
- B. Head coaches will evaluate hardship cases and then make scholarship recommendations to the board if a need is determined.**

- C. Each member shall have the right to vote. To vote, a member must be present. That is, voting by proxy is not permitted.
- D. Membership may be suspended in accordance with the Articles of Incorporation.

### **III. Board of Directors**

- A. The legislative body of the Club is the Board of Directors, each of whom must be members, and the Head Track and Field Coaches of Lanier High School who agree to cooperatively conduct the business of the Association together with the General Membership.
- B. The following positions will populate the Executive Board: President, Vice-President, Secretary, Treasurer, and the Head Track and Field Coaches (Boys and Girls) of Lanier High School.
- C. The Board of Directors shall consist of at least 5 but no more than 9 directors elected from the General Membership who will serve one year terms as Directors at Large or until their successors have been duly elected and qualified or appointed by the Board and Head Track and Field Coaches (Boys and Girls) of Lanier High School.

### **IV. Duties of Officers**

- A. The President is the chief executive officer of the Club whose duties shall consist of the following:
  - 1. Execute the daily business of the Club;
  - 2. Preside at all meetings;
  - 3. Supervise and maintain control of all the business and affairs of the Club subject to the oversight of the Board of Directors, the Head Track and Field Coaches, the Athletic Director, and the Principal of Lanier High School;
  - 4. Sign and execute (with the Treasurer or any other officer authorized by the Board of Directors) bonds, contracts, promissory notes or other instruments obligating the Club within the confines of the Board of Directors approved budget and direction;
  - 5. Have signatory authority on the Club's checking accounts;
  - 6. Otherwise, the President shall perform any and all duties incident to the office and other such duties prescribed by the Board of Directors or Executive Committee.

B. The vice president shall:

1. In the absence of the President or by Presidential Delegation, or in the event of the President's incapacity or refusal to act, the Vice President shall assume the office of the President with all Presidential powers described above until such time as the President resumes office or is replaced;
2. Perform other such duties as are assigned from time to time by the President and the Board of Directors;
3. The Vice President can serve as President for a maximum of 45 days without having an election;
4. Register his/her signature at the bank as an emergency signatory.

C. The secretary shall:

1. Keep the minutes of all pertinent meetings;
2. See that all required notices be duly given in accordance with these by-laws;
3. Be custodian of the Associations records including a current copy of the by-laws;
4. Have minutes from previous meetings for reference at each meeting;
5. Register his/her signature at the bank as an emergency signatory;
6. Keep a current alphabetical list of all members and others entitled to notice of meetings, and make same available for public examination by the membership beginning two business days after the notice is given of the meeting for which the list was prepared and continuing through the meeting;
7. Perform other such duties as are assigned from time to time by the President and the Board of Directors.

D. The Treasurer shall:

1. Have charge and custody of and be responsible for all funds and securities of the Club;
2. Receive monies due and payable to the Club from whatever source and give receipts for same;
3. Deposit all such monies in the name of the Club in the appropriate institutions as directed by the Club;

4. Make disbursements as authorized by the president or Board of Directors in accordance with the budget adopted by the Club;
  5. Have checks or vouchers signed by two people, the treasurer and one other authorized signer. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship; ***coaches or relatives of the coaches cannot be authorized signees:***
  6. Never deposit funds of this Club in a personal account or school account;
  7. Maintain the checking account and check ledger of the Club and be the primary agent for writing and disbursing checks from the Club;
  8. Maintain a list of those officers authorized to sign checks for the Club. The Treasurer will notify the bank which holds the checking account for the Club of any changes in the signatory authority of the Club's checking account;
  9. Have signatory authority on the Club's checking account;
  10. Provide a written financial statement at each meeting of the general membership, Board of Directors and Executive Committee Meetings;
  11. Present an annual report of the financial condition of the organization;
  12. Determine the gross receipts for the previous filed year and file the appropriate federal tax forms with the IRS;
  13. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three members; ***one member must not be an authorized signee;***
  14. Reconcile the bank statements monthly and have the statements reviewed, signed and dated by a Club member. This member shall not be related to the treasurer by marriage or any other relationships;
  15. Provide a general financial statement which includes record of all cash flow and the check ledger from time to time as requested by the Board of Directors, the Head Track and Field Coaches (Boys and Girls), the Athletic Director, or the Principal of Lanier High School;
  16. In general perform those duties incident with the office of the Treasurer while, from time to time, performing those duties assigned by the President and the Board of Directors.
- E. Trustees are to be representatives of the membership. They will lead committees as directed by the President and the Head Coaches. Current Committee Heads include:

1. Fund Raisers (including Spirit wear)
2. Communications (WEB, team announcements)
3. Volunteers (Concessions, Team Parents)
4. Special Events (Senior Night, Parent Night, and End of year Banquet)

These Committee Head titles may change with the Board's approval to meet the requirements of the club. Concession guidelines will be added as addendum A.

## V. Organization and Structure

- A. **Business Address** – A post office box shall be maintained by the current President in the name of the Club. This post office box shall be the mailing address of the Club. The board of directors shall maintain a registered agent in a registered office as designated by the board from time to time.
- B. **Regular Meetings** – Meetings of the general membership shall be held at a place designated by the current Board of Directors with such notice published to the membership of record. Said notice may be sent via first class mail, electronic mail (email), or any other form of notice determined by the Board of Directors. An annual meeting of the Club shall be held each July or August as designated by the Board of Directors. The tentative dates for regular meetings will be set by the Executive Board and will ***be available at January meeting.***
- C. **Special Meetings** – Special meetings of the membership may be called by or at the request of the Board of Directors.
- D. **Meetings of the Board of Directors** – Meetings of the Board of Directors shall occur from time to time as called by the President of the Club or the Head Track and Field Coaches (Boys and Girls) of Lanier High School.
- E. **Executive Board Meetings** – Meetings of the President, Vice-President, Treasurer, Secretary, and Head Track and Field Coaches (Boys and Girls) may be called from time to time to conduct business of the Club in lieu of a full Board of Directors meeting. The Executive Board is empowered to act on behalf of the Board when delay is not in the best interest of the program.

## VI. Quorum

- A. A quorum for the Annual Meeting shall be those members present.
- B. A quorum for a regular or special meeting shall be those members present.
- C. A quorum for a regular or special meeting of the Board of Directors shall be those directors present.

## VII. Voting

- A. Any vote taken by the membership, the board of directors, or the executive board shall be by majority vote.
- B. The method of voting shall be determined by the President. ***The President only votes to break a tie.***
- C. The record date to determine the members entitled to notice of the Annual Membership or any other formally notified members' meetings, to demand a special meeting to vote or take other action shall be 15 days prior to such vote, meeting, or action.

## VIII. Election of Board of Directors/Executive Officers

- A. The Initial Board of Directors will be voted in for a short term to end on July 31, 2018 by the membership. Prior to July 31 each year an election will be held to vote in the new Board for the coming school year.
- B. Thereafter, the Board of Directors/Officers shall be elected to one year terms with the terms to begin on August 1 of each year. The election of the Board of Director/ Officers shall be as follows:
  - 1. A nominating Committee shall nominate a slate of Directors/Officers no later than May 15 prior to the expiration of the current Board's term. At the annual meeting of the General Membership, a single vote shall be held approving or disapproving of the Directors/Officers so nominated. ***This meeting will take place at the end of the year banquet if not earlier.*** In the event of approval, the Directors/Officers approved shall assume office on August 1 or as is reasonably practical. Until such vote is held, the outgoing officers shall continue to hold office and serve in their respective capacities ***if they are a guardian or parent of a child in the program, otherwise the position is vacant.***
  - 2. A Board member cannot serve on the ***board if their child is no longer a member of the current team without the approval of the Board of Directors, the head Track and Field Coaches (Boys and Girls), and the athletic director and or principal.***
- C. ***Any officer who is unable to complete his/her term of office or deemed ineffective by a majority vote of the Executive Board will be replaced by appointment of the Executive Board with the approval of the head coaches and athletic director.***

## **IX. Compensation**

- A. No compensation shall be paid to any person serving on the Board of Directors except that the Head Track and Field Coaches (Boys and Girls) and assistant coaches may be paid a Coaching Incentive/Stipend/Gift as approved from time to time by the Board of Directors. This Incentive/Stipend is not paid the Coach(es) for his/her/their role(s) within the Club, but is paid as a gift to reward outstanding work and success in his/her/their capacity as Track and Field coach(es) at Lanier High School.
- B. Nothing herein shall require the Board of Directors to make any gift to the Head Coach or any assistant coach. The board does not acquire any authority to exercise control or direct the Head Coach or any assistant coach in the performance of his duties by virtue of making a gift to any coach. The coaches are employed by the Gwinnett County Public School System, receive their compensation for their employment from the Gwinnett County School System, and work under the supervision and direction of the principal of Lanier High School.
- C. Any volunteer for Concessions, Announcer, Athlete Check-In, or Event Workers will be admitted to the meets on the day of their duty at no charge. They should work a minimum of one hour on meet day.

## **X. Fiscal Policies**

- A. Fiscal Year: The Fiscal Year of the Club shall run from August 1 to July 31 of each year.
  - 1. The fiscal year is a twelve month period used for filing the appropriate 990; and
  - 2. Registered with the IRS when the first 990 is filed.
  - 3. The appropriate 990 is due the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the fiscal year. Failure to file a 990 for three consecutive years will result in the loss of the tax exempt status.
- B. Contracts: The Board of Directors may authorize any Officer or Officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association within the constraints of these by-laws and the direction of the Board of Directors.
- C. Loans: The Directors may authorize the President to borrow money in the name of the Club on such terms and conditions as the Directors may approve, provided that the Club has a letter of support from the Principal of Lanier High School approving the loan request, and at least one other officer has also signed the loan documents, together with the President. Any loan obtained by

the Club must also meet policy of and have the approval of the Gwinnett County Public Schools Board of Education.

- D. All checks, drafts or other orders for the payment of the money, notes or other obligations shall be issued in the name of the Club, and shall be signed in such manner as shall, from time to time, be determined by the resolution of the Directors.
- E. All deposits of the Club not otherwise employed shall be deposited in the checking account of the Club.

***F. The head coaches will present a budget each season for the Executive Board to vote on. Every effort should be made to create a cooperative working relationship between the board and coaches on the budget and all other business of the club.***

- 1. Any amendments to the budget must be agreed upon by both the board and head coaches.***
- 2. The athletic director will meet with the president, treasurer, and coaches if an agreement cannot be reached.***
- 3. The athletic director and/or principal will advise the board how to move forward if no consensus is reached.***

- G. A Board member can be reimbursed for a pre-approved expense by submitting the appropriate form with receipts.

## ***XI. Dissolution of the Organization***

***A. If there is a dissolution of the booster club, the following must take place:***

- 1. All accounts must be closed.***
- 2. Remaining funds will be returned to the Lanier High School made payable to Lanier High School Track and Field.***
- 3. All records must be turned in to the Lanier Athletic Director.***

## ***XII. Amendments***



Amendments to these articles may only be made with approval of the Head Track and Field Coaches of Lanier High School, the Athletic Director, and/or the Principal of Lanier High School and then voted on at an Annual Meeting or Special Meeting called for that purpose.