

**Granite Bay High School
Boy's Lacrosse Boosters Club
Bylaws
Approved on December 16, 2010**

1. **Purpose:** The purpose of the Granite Bay High School Boy's Lacrosse Boosters Club (BLBC) is to benefit students participating on the Granite Bay High School Girls' Lacrosse Teams by raising funds to support the GBHS Boy's High School Lacrosse Program (Program), spending those funds for the benefit for the Program and promoting community support and awareness of the Program.
2. **Affiliation:** The BLBC is affiliated with the Granite Bay High School Boosters Association (Association) as a registered Association.
3. **Organization:** The BLBC will consist of a Board with Officers performing designated roles. The purpose of the Officers of the BLBC will be to coordinate the fundraising efforts of the Program and to ensure that the financial obligations, as set forth in the Annual Budget, are met and to coordinate activities concerning the High School and the Community. The Board shall consist of the following Officers: President, Secretary, Treasurer, and Booster Representative. In addition, the Board may include one to five Members at Large (who are also Officers), whose specific job duties will be set forth in the Minutes.
 - 3.1. **Election and Term of Office:** The Officers of the BLBC shall be elected annually by the then current Officers at the regular Annual Meeting. Preference shall be given to candidates whose child is a member on a GBHS Boy's Lacrosse Team. Vacancies may be filled at any meeting of the Board. Each Officer shall hold office until a successor shall have been duly selected and qualified. There is no restriction on the number of consecutive terms that any Officer may serve.
 - 3.2. **Vacancy:** Any vacancy occurring among the Officers shall be filled by a majority vote of the Board.
 - 3.3. **Resignation:** Any Officer may resign at any time by giving written notice of such resignation to the President.
 - 3.4. **Removal:** Any number of Officers may be removed, with or without cause, by the vote of two-thirds (2/3) of the Officers present and voting at any meeting at which quorums of Officers are present.
 - 3.5. **Officer Duties and Responsibilities:**
 - 3.5.1. **President:** The President shall represent the BLBC and is responsible for overseeing the program. The President is also responsible for the collection and tracking of funds for the Boosters account. The President shall have such other powers and perform such other duties as may be prescribed by the Board and these Bylaws.
 - 3.5.2. **Secretary:** The Secretary shall keep a permanent record of Minutes of Meetings of the BLBC. The Secretary shall record the time and place of holding, the proceedings and actions taken, and the names of Board members and other individuals present. The Secretary shall provide notice of meetings as described in the Bylaws and send copies of the Minutes to the Board members of record. The Secretary shall certify all duly adopted Bylaws of the Board. The Secretary shall have such other powers and

perform such other duties as may be prescribed by the Board and these Bylaws.

3.5.3. **Treasurer:** The Treasurer shall be responsible for collecting funds, tracking funds, maintaining financial records, and depositing funds in the appropriate accounts. The Treasurer shall provide a financial report at each Board meeting. The Treasurer is also responsible for processing check requests through the GBHS Boosters Account. The Treasurer shall interact with the Association to remain current on funding procedures. The Treasurers shall have such other powers and perform such other duties as may be prescribed by the Board and these Bylaws.

3.5.4. **Booster Representative:** The Booster Representative will be responsible for representing the interests of the BLBC with the Association. At least one Booster Representative or a designated proxy shall attend the GBHS General Booster Meetings. The Booster Representative shall cast their vote on behalf of the BLBC on all matters brought before the Boosters Clubs at the General Booster Meetings. The Booster Representative shall provide a General Booster Report to the Board. The Booster Representative shall obtain the BLBC Accounting Reports at the General Booster Meeting and distribute to the Treasurer and the President. The Booster Representative shall notify the Treasurer and President of changes, additions, and/or other pertinent information regarding BLBC Account procedures. The Booster Representative shall be responsible for promoting the eScrip program and ensuring maximum benefit to the BLBC. If the Booster Representative position is not filled by BLBC, any of its Officers may act as the Booster Representative and fulfill those duties as specified herein. The Booster Representative shall have such other powers and perform such other duties as may be prescribed by the Board and these Bylaws.

3.5.5. **Members at Large:** The Members at Large, if any, will be responsible for those specific job duties set forth in the Minutes either at the time they are elected or at the next Board Meeting.

3.6. **Committees:** Committees shall serve at the pleasure of the Board under such rules and regulations as the Board may approve. Each Committee chair will be responsible for recruiting Committee members as necessary. Each Committee chair shall report to the Board at each meeting on the activities of the respective Committee.

3.6.1. **Fundraising Committee:** There shall be various fundraising Committees established from time-to-time by the Board. The Committees will have the purpose of planning and conducting special events or fundraising drives.

3.6.2. **Other Committees:** The Board may create additional Committees as needed.

4. **Meetings:**

4.1. **Annual Meeting:** The Annual Meeting of the GLBC Board shall be held within the first two weeks of September. Officers of the BLBC shall for the next

- year be elected at the Annual Meeting. Election of the candidates shall be by simple majority of the current Board. Votes may be cast by e-mail.
- 4.2. **Regular Meetings:** Regular meetings consisting of the Officers of the BLBC shall be held a minimum of 4 times per year and will be called by the President. The agenda and notification of the meeting shall be supplied to the officers a minimum of five (5) days prior to the meeting via email. The President will lead the meeting. In his/her absence, the Vice-President will lead the meeting.
 - 4.3. **Special Meetings of Officers:**
 - 4.3.1. Special meetings may be called by any of the Officers.
 - 4.3.2. Notice of special meetings shall be given to all Officers a minimum of three (3) days prior to the meeting by either email or telephone.
 - 4.4. **Action In Lieu of a Meeting:** Any Board action required or permitted to be taken by the Board may be taken without a meeting if a majority of the Board consents to such action in writing via email. Any such actions shall subsequently be memorialized in the next Minutes of Meeting.
 - 4.5. **End of Season Meeting:** The Board shall meet at the end of the lacrosse season (in May or June of each year) in order to re-cap the season, discuss the current status of funds and equipment and begin making plans for the following season.
 - 4.6. **Quorum:** A quorum will consist of, at a minimum, a majority of Officers currently of record.
 - 4.7. **Vote of Officers:** Each Officer of the BLBC is entitled to one vote. Motions shall pass by a simple majority of the quorum, unless a higher percentage is specified. In the event of a tie, the President will break the tie.
5. **Funds:**
 - 5.1. The Association shall maintain a separate account for the BLBC.
 - 5.2. The Treasurer will be responsible for fulfilling his/her duties, as previously described, for the BLBC account. The President shall be one of the authorized signatories for disbursements from this account.
 - 5.3. The BLBC will be responsible for fulfilling its annual financial obligations. The financial obligations will be based on the Annual Budget approved by the Board.
 - 5.4. The BLBC will maintain an account reserve sufficient as determined by the Board annually to meet the expected financial obligations for the BLBC for the next year's season.
 - 5.5. **Budget:** The Board shall convene a special meeting on or before October 31st of each year to approve the Annual Budget of estimated income and expenditures and to establish the account reserve for the BLBC account. The board will seek input from the coaches in developing this budget. **No expense shall be incurred in excess of budgetary appropriations without prior approval of the Board.**
 - 5.6. **Requesting of Funds:** The process for the requesting of funds will be set forth in procedures established by the Board from time to time.
 - 5.7. **Approval of Expenses Incurred in Excess of Budgetary Appropriations:** The BLBC Treasurer, Vice-President, and President must approve requests for funds not contained in the approved Annual Budget.
 6. **General Bylaws:**

- 6.1. **Rules:** Robert's rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws or by other specific rules of procedure adopted by the Board.
- 6.2. **Amendments:** These Bylaws may be amended only by the affirmative vote of two-thirds (2/3) of the Officers present and voting at any meeting at which quorums of Officers are present. No action shall be taken to amend any Bylaw unless written notice of the proposed amendment(s) shall have been given to all Officers of record at least five (5) days prior to the meeting.

Adopted this 16th day of December 2010

President

Secretary