

**ANDERSON HIGH SCHOOL MEN'S
LACROSSE BOOSTERS, INC.**

BYLAWS

ARTICLE 1 Purpose

It is our desire that all competition be conducted on the highest level and that every member associated with the Anderson High School Men's Lacrosse Boosters, Inc. hereinafter referred to as the "Organization", emphasize by word and action, the virtues of team spirit, healthy competition, and sportsmanship, with the understanding that academics remain our highest priority. Said corporation is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

ARTICLE 2: Policy

Section 2.01 The Organization is organized pursuant to Chapter 22 of the Texas Business Organization Code and shall conduct business as a Texas Non-Profit Corporation. The Organization shall be non-commercial, non-sectarian, and non-partisan.

Section 2.02 The Organization will cooperate with school authorities and administration.

Section 2.03 No officer or member shall act singly to obligate or encumber the Organization.

Section 2.04 No one person shall chair more than one standing committee during the same year.

Section 2.05 The Organization will be made up of a Board of Directors (Board), officers and a General Membership.

Section 2.06 Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Article 3: Membership

Section 3.01 The Organization's membership will be made up of individuals who are either parents or guardians of a player on the team.

Section 3.02 Annual dues for each family are mandatory and shall be payable at the time of assessment and shall be included in the registration fee. The dues will be determined by the Board each year during the budget process. The Board, acting through the President or designee, may award scholarships to players in need of financial assistance.

Article 4: Meetings and Duties

Section 4.01 Quorum Any act of the majority of the Board shall be the act of the total Board, provided a quorum is present. A majority of the voting members of the Board shall constitute a quorum. A quorum of General and Special meetings of the Membership shall consist of 10 members in attendance.

Section 4.02 Order of Business The order of business at any meeting of the Organization: Executive Committee, Board, or General Membership, shall include, but is not limited to:

- a. Call to order
- b. Approval of the minutes
- c. Treasurer's Report
- d. Committee Reports
- e. New Business
- f. Adjournment

Section 4.03 Board and Executive Committee Meetings, Duties and Responsibilities

- a. Executive Committee meetings may be called as the President deems necessary to manage the day-to-day activities of the Organization.
- b. The Executive Committee shall set a General Meeting within sixty days of the end of the spring lacrosse season to elect the new slate of officers for the next season.
- c. The Executive Committee shall be responsible for recommending to the Board the selection, hiring, and termination of the head coach of the Organization. In recommending an approved slate of coaches for the Organization the Executive Committee shall take into consideration the comments and recommendations of the head coach.
- d. The Executive Committee shall be responsible for the annual performance appraisal of the head coach of the Organization within 30 days of the conclusion of each season.
- e. Board Meetings may be called by the President as deemed necessary to conduct the business of the Organization. A Board Meeting may also be called upon written request of two members of the Board. All votes by Board members must be cast in person.

- f. Matters of finance, rules, conduct, and the approval of the hiring of the coaches must be decided by a majority vote of the Board with a quorum present and a majority of the voting members of the Board. Board members will be notified of a Board Meeting by phone or email.
- g. The date, time, and location of all Board Meetings will be posted on the website as information becomes available. All Board meetings will be open to the general membership as non-voting participants.

Section 4.04 Meeting Dates Notice of each meeting of the Board and General Membership stating the place, day, and hour of the meeting and the purpose or purposes for which the meeting is called shall be e-mailed to each member and will be posted on the website at least seven (7) days prior to such meeting. The Organizations members will still be responsible for checking the website for those dates. A written waiver of notice signed by the Board or Membership entitled to such notice, whether before or after the time stated therein, shall be equivalent to giving of such notice.

Section 4.05 All action shall be decided by a majority vote of the members present.

Section 4.06 Any action required or permitted to be taken at a meeting of the Board or Membership may be taken without a meeting if a consent in writing, setting forth the action so taken or to be taken, is signed by all of the Board and the Membership is entitled to vote upon such action at a meeting and shall be filed with the Secretary. Such consent may be signed in counterparts and shall have the same force and effect as a unanimous vote of the Board or Membership.

Article 5: Duties of Officers

Section 5.01 President The President shall be the chief executive officer and Chairman of the Board of the Organization and shall supervise and control all of the business affairs of the Organization. The President shall preside at all meetings of the Organization, Executive Committee Meetings, Board Meetings and General Meetings. The President shall be an ex-officio member of all committees, except the nominating committee. With the Director of Public Relations, the President shall approve all communications sent out in the name of the Organization. The President shall be empowered to form special, non-voting, committees as needed. The President shall have the authority to request checks in the absence of the Treasurer and represent the Organization as necessary.

Section 5.02 Vice-President The Vice-President will assist the President in helping to execute the day-to-day activities of the Organization. The Vice-President will preside over any meetings in the absence of the President. Working with the Treasurer, the Vice-President shall also be responsible for procuring appropriate insurance for the Club. The Vice-President will serve as the chairman of the nominating committee. In the event of a vacancy in the office of the President, the Vice-President shall at once resume the role of President to complete the unexpired term.

Section 5.03 Secretary The Secretary will keep an accurate record of all meetings of the Organization. It is the responsibility of the Secretary to maintain the Organization's governing documents and minutes for their term. All emails and notices sent from the Board need to be sent to the Secretary for inclusion in the records. The Secretary will be responsible for maintaining a database of player information to include but not be limited to name, grade, address, players' cell phone number, player's email address, position, parent's address, parent's phone number, email address, and parent's and work information.

Section 5.04 Treasurer The Treasurer will keep records of all funds of the Team and Organization, request disbursements as authorized by the President or in accordance with the budget adopted by the Organization. The Treasurer will be required to present a financial statement at all meetings, Board and General, and at other times requested by the Executive Committee. The Treasurer will be responsible for maintaining records of registration fee payments. Working with the Membership Director and the Secretary, the Treasurer will oversee the collection and tracking of the Member's dues. Treasurer working with the Field Administrator will verify that game officials are paid in accordance with League rules. Working with the Vice-President, the Treasurer will maintain insurance for the club.

Section 5.05 Past President The Immediate Past President will advise the President and the Organization. The Immediate Past President is a non-voting member of the Board.

Article 6: Executive Committee

Section 6.01 The Executive Committee shall consist of the Officers of the Board listed in Article 5. The Executive Committee shall serve as the day to day managers of the Organization and may take action in lieu of the Board but all actions taken by the Executive Committee must be ratified by the Board at its' next meeting. All coaches must be approved by the Executive Committee and have a background check preformed. In matters of hiring new coaches, the President will assign a member of the Executive Committee who shall be responsible for obtaining background checks on new coaches and will only share findings with the Executive Committee. Notwithstanding the foregoing, a parent may act as a temporary coach when the coaching staff is unavailable.

Article 7: Election and Appointment of Officers and Directors

Section 7.01 The Officers and Directors shall be elected for a term of one year.

Section 7.02 No officer shall serve more than two consecutive terms in any one office. Only Lacrosse parents with a child who has been or will be active in the Anderson Lacrosse program and in good standing with the Organization may hold an office or serve on the Board.

Section 7.03 Except for a vacancy in the office of President, it will be the duty of the President to appoint a person to fill such office with the approval of two-thirds of the Board. A newly appointed member of the Board will be duly installed at the time of their appointment and election.

Section 7.04 In the case of a vacancy of the President, the Vice-President will immediately assume the role of the president and complete the unexpired term.

Article 8: Board of Directors

Section 8.01 Board of Directors - The Board of Directors will be defined as those members elected as Officers and Directors to serve on the Board. The Director positions will be: Public Relations, Tournaments and Travel, Membership, Webmaster, Fundraising, Field Administration, and Uniforms & Clothing. Each position is entitled to one vote on the Board.

Section 8.02 Public Relations – The Public Relations Director will oversee development and execution of all publicity for the Organization. They shall create all signage and arrange to post copy on the Anderson High School Marquee. In addition, they shall prepare pre- and post-game write ups, as well as other newsworthy promotional items to include in the school newsletter, Lacrosse Club website, announcements and/or any other delivery system to promote the Anderson Lacrosse Program.

Section 8.03 Tournaments and Travel – The Tournaments Director shall be responsible for planning, coordinating, and overseeing all activities associated with tournaments that the Organization will be participating in during the lacrosse season as well as any associated travel. The Board and the Coaching staff will determine the number and locations of tournaments to participate in.

Section 8.04 Membership – The Membership Director shall oversee the creation, dissemination, and collection of the player registration forms, collection of all fees, and shall be responsible for maintaining an updated team roster throughout the season, including all player and parent contact information. The Membership Director shall work in collaboration with the Secretary and Treasurer to insure coordination and enforcement of timelines. The Membership Director shall also be responsible for all social activities of the club including coordinating the year-end team awards, gathering and proposing and/or coordinating other team building events.

Section 8.05 Webmaster – The Webmaster shall ensure that the Organization website is maintained and up-to-date. The Webmaster shall work in collaboration with the Board to collect and post relevant information. It is the prerogative of the Webmaster to refuse posting of information and request approval from the President if deemed necessary.

Section 8.06 Fundraising – The Fundraising Director will oversee development and execution of fundraising activities to support the Organization. The Fundraising Director or their designee will coordinate with the Treasurer to ensure that necessary requests and approvals by school administration are made and obtained in a timely fashion. The Fundraising Director will be responsible for all items designated for fundraising by the Board

Section 8.07 Field Administrator – The Field Administrator working with the President will be responsible for negotiating the contracts for the use of fields and other facilities for games and practices and other activities at locations approved by the Board. The Field Administrator will be responsible for lining of fields, setting up the officials table, arranging for water, a trainer, and appropriate numbers of referees for home games, training and scheduling timers and score keepers, and keeping the team scorebook up to date. Inventory and purchase of balls, paint for lining fields, and other necessary equipment will be the responsibility of the Field Administrator. The Field Administrator or their designee will fulfill Site Administration duties required by the Texas High School Lacrosse League.

Section 8.08 Uniforms & Clothing - The Uniforms & Clothing Director will be responsible for ordering and maintaining inventory status of new/replacement uniforms, in addition to team clothing such as game day shirts, sweatshirts, shorts, caps, warm ups and other clothing worn by players or adults.

Section 8.09 The Board may change committee functions and duties of the Directors to meet the changing needs of the Organization.

Section 8.10 The Board shall be afforded the opportunity to interview new candidates recommended to expand the coaching staff and a coaching candidate must be approved by the Board in order to for the coaching candidate to join the coaching staff. Except guest coaches providing services at a practice on a temporary and limited basis, no individual may participate in practices or games unless that individual has been approved by the Board.

Section 8.11 In the event that a coach’s behavior is deemed inappropriate and discredits the Organization, the Board reserves the right to dismiss said coach in accordance with the approval of the coaching staff. In such cases, the dismissed coach will be asked not to participate in or attend any practices or games associated with the team and will not receive any further financial compensation from the Organization.

Section 8.12 The Board shall try to act by consensus. However, the vote of a majority of Board Members present and voting at a Board meeting at which a required quorum is present shall be sufficient to constitute the act of the Board.

Article 9: Election of Officers and Directors

Section 9.01 Nomination

- a.** Nominations for the Board of Directors shall be made by a nominating committee to consist of minimum of three (3) members and a maximum of four (4) members with the Vice-President serving as chairperson and the remaining committee members appointed by the President. The nominating committee will report the names of candidates available and willing to serve each office at a Board Meeting called by the President. The slate of officers will be presented to the Organization at a general meeting for vote.
- b.** Before June 1st, at a general meeting, the Board will present the nominations for each office and director position. Nominations will also be taken from the floor. In the event of a nomination from the floor, a closed ballot vote will be held at that time for that position. The President shall appoint a three (3) member election committee to count the ballots and announce the results. A plurality of votes will be sufficient for the election to a position on the Board. Voting members must be present to vote. Votes by proxy or absentee ballot will not be permitted.

Section 9.02 The newly elected Board of Directors will take over their responsibilities on or before July 1st.

Article 10: Special Committees

Section 10.01 Special Committees of the Organization shall exist at the pleasure of the Executive Committee to fulfill special needs as they arise. Special Committees may become dormant as the nature of the Organization's needs change. The chairperson of each committee shall have a plan of work. No committee work shall be undertaken without the consent of the Executive Committee.

Article 11: Amendments

Section 11.01 Amendment(s) to the bylaws may be introduced at any Executive Committee or Board meeting and acted upon at subsequent meeting, but not later than two subsequent meetings.

Section 11.02 Written notification shall be presented to the Board prior to the submission to general membership. Written notification to the General Membership shall be presented at least ten (10) days prior to the meeting in which the amendment is to be voted upon.

Section 11.03 Any amendment must be passed by a two-thirds vote of the members attending the meeting.

Article 12: Board Policies

Section 12.03 Board Policies will be considered part of the bylaws and will carry the weight of such. Board Policies can be found at the conclusion of the bylaws. Policies will address the Organizations commitment to fulfilling the purposes of these bylaws and how they shall be addressed.

Section 12.04 Board Policies can be amended as the Organization's needs change.

Section 12.05 Board Policies will address the Organizations support of UIL "no-pass, no-play", player transportation to and from out of town tournaments, and issues as the Board deems necessary.

Section 13: Financial Information

Section 13.01 The fiscal year of the Organization will be from July 1 to June 30 .

Section 13.02 The budget will be developed by the President and the Treasurer with input from the Board and/or any other source solicited by the President. Once approved by the Board, the budget will be presented to the General Membership of the Organization for ratification. Adoption of the budget shall be by simple majority vote of the General Membership present at the meeting.

Section 13.03 Expenditures of funds belonging to the Organization for incidental expenses not exceeding \$500 may be authorized by the President. All incidental expenditures which have not been budgeted and exceed \$500 must be approved by a majority of the Board.

Section 13.04 The Organization shall maintain bank accounts, types of bank accounts and banking relationships deemed necessary for it to conduct its operations. The President, Vice President and Treasure shall have signature authority on all Organization banking accounts. All bank accounts must contain the following signatory restrictions for withdrawing or transferring any funds from any Organization account: (i) any transaction under the amount of \$1000 shall require the signature of any one of the following officers: President, Vice President or Treasure; (ii) any transaction in an amount in excess of \$1000 shall require the signature of any two of the following officers: President, Vice President or Treasure.

Section 13.05 Either the President or the Treasurer must approve all expenses not in the approved budget. Once approved, a reimbursement form must be filled out and given to the Treasurer before the member may be reimbursed.

Section 13.06 The Organization may enter into a yearly contract with approved third party(s) to handle the Organizations funds in accordance with terms and fees approved by the Executive Committee. .

Section 13.07 No part of the net earnings of the Organization shall inure to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(3) purposes. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article 14: Parliamentary Authority

Section 14.01 All order of business not otherwise provided for in these Bylaws shall be governed by the procedures set forth in “Robert’s Rules of Order”.

Article 15: Audit Committee

Section 15.01 At the end of the fiscal year, an audit will be performed by a third party approved by the Executive Committee. The Organization will also perform an internal audit by an Audit Committee consisting of at least two individuals who are not involved in the day-to-day financial activities of the Organization and shall be appointed by the President to conduct the audit. The primary objective of the audit shall be to: (1) verify the accuracy of the Treasurer’s financial reports; (2) ensure that the Organization’s cash balances are accurate; (3) determine that established procedures for handling Organization funds have been followed; (4) ensure that expenditures occurred in a manner consistent with the Organization’s bylaws; (5) ensure that all revenues have been appropriately received and recorded.

Article 16: Dissolution of the Organization

Section 16.01 Upon dissolution of this corporation assets shall be distributed for one or more exempt purposes within the meaning of sections 501(c)(3) of the internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government or to a state or local government for a public purpose. Provided, however, it is the intent of the organization that the funds be distributed to Anderson High School Athletic Foundation, if such organization qualifies under the requirements of the preceding sentence at the time of dissolution.