

**PORTAGE CENTRAL HIGH SCHOOL MEN'S LACROSSE
BOOSTER CLUB**

BY-LAWS

Article I Name

The name of the organization shall be: *The Portage Central High School Men's Lacrosse Booster Club*.

Article II Purpose

Section 1: The purpose of *The Portage Central High School Men's Lacrosse Booster Club* shall be to support and coordinate the efforts and growth of competitive men's lacrosse for Portage Central High School in a manner that is consistent with the rules and regulations governing Portage Central athletics, the *MHSAA* and US Lacrosse.

Section 2: This organization shall seek to support the activities and policies of the Portage Public School Administration.

Section 3: This organization shall not seek to dictate coaching decisions on the field as it relates to practice and game situations. The organization may make recommendations concerning the philosophy and general direction of the Club.

Article III Membership

Section 1: Membership will be granted to all Portage Central Lacrosse players, parents, and guardians. All members who are in good standing shall have voting privileges.

Section 2: Each member shall be entitled to one vote on each matter submitted to a vote at meetings of the members. At all meetings, a member may vote in person or by proxy executed in writing by the member at least five (5) business days in advance.

Article IV Executive Board

There shall be four (4) executive officers of the Club: President, Vice President, Secretary and Treasurer. Only adult members are eligible to become executive officers or Committee Chairs.

The President shall be responsible to conduct the business of the Booster's Club. The term of the President shall not be greater than two (2) consecutive years.

The term of the Vice President shall not be greater than two (2) consecutive years. The duty of the Vice President is to assist the President in conducting Club business.

The term of the Secretary shall be one (1) year (renewable). The duties of the Secretary shall include record keeping, minutes and communication with members. The term of the secretary shall not exceed three (3) consecutive years.

Treasurer: term shall be one (1) year (renewable). The duties of the Treasurer shall be to maintain the financial records of the Club. The term of the Treasurer shall not exceed three (3) consecutive years.

Article V: Nomination of Officers

Section 1: Each year, no later than May 1, the President shall appoint a committee, including the Vice President, to nominate candidates for the election of executive officers during the ensuing year.

Section 2: Only those who have consented to serve if elected shall be eligible for nomination.

Section 3: Interested members may offer themselves to the committee as candidates.

Article VI: Election of Officers

Section 1: These officers shall be elected annually no later than September 30. All members at the meetings shall have full voting rights. Proxy votes will be allowed but must be requested and submitted at least five (5) business days before the election. Officers shall assume their official duties at the September meeting of the elected year and shall serve for the following year until their successors are elected.

Section 2: A vacancy occurring in office shall be filled by nomination of the President and voted on by the approval of the majority of officers. In case of a vacancy occurring in the office of President, the Vice President shall automatically assume the office of President. If the Vice President is unable or unwilling to serve as President, a new President shall be elected from exiting members of the Executive Board or one of the Standing Committees.

Article VII Duties of Officers

Section 1: The President shall lead all regular meetings of the organization and shall be the spokesperson for the Club or shall delegate a spokesperson in his or her absence; shall be a member of all committees; and shall nominate all chairpersons of all standing committees. The President will also be a member of the general Portage Lacrosse Governing Board and will attend any meetings of that organization or send a representative of the executive committee.

Section 2: The Vice President shall act as an aide to the president and shall perform the duties of the President in the absence of that officer; may be a member of all committees; and shall act as chairperson of the nominating committee.

Section 3: The Secretary will record the minutes of the Executive Board meetings and attend to all necessary correspondence of the Club, including email correspondence. The Secretary shall be responsible for distribution of the minutes of the meetings. This officer shall have a current copy of the bylaws available at all meetings.

Section 4: The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures (by maintaining appropriate bank accounts); and shall pay out funds as authorized in the bylaws. The Treasurer shall present a typed statement of the account at every meeting of the organization which shall include a beginning balance, revenues and expenditures for the month, and the ending balance. This periodic statement should show actual revenues and expenses and how they compare to the budget. The Treasurer shall also provide an end-of-year statement of the account at the transition meeting, showing actual versus budgeted revenues and expenditures for the fiscal year. At any time during the year and at the request of the Executive Board, there will be an unannounced audit of the Club's financial records. This audit must occur at

least one time per fiscal year. Finally, the Treasurer will prepare a proposed budget at the end of his/ her term with proposed expenses and revenues for the upcoming year.

Section 5: The Portage Central High School Lacrosse Men's Boosters Club, comprised of four officers, shall be jointly responsible for several other duties as outlined below:

- A. Transact necessary business in the interval between organizational meetings and attend to other such business as referred to by the Club.
- B. Provide an updated description of all standing and special committees and their activities to the Club at the September meeting to be passed on to the new officers and committee chairs.

Article VIII Committees

The Executive Committee shall be authorized to appoint standing and special committees for the purpose of studying specific issues and making written recommendations to the general membership.

Section 1: The term for standing committee chairpersons shall be one year renewable.

Section 2: Special Committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the Club.

Section 3: Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is completed and the final report is received.

Section 4: The chairperson of each committee shall present a plan of work and a budget to the Executive Board, and present on-going reports as necessary and advisable.

Section 5: Each committee chairperson shall submit a written report to the President at the July meeting. Each written report shall be made a part of the permanent file of the organization and shall be made available for inspection by any member upon reasonable request.

Section 6: A representative of each standing committee should attend each regularly scheduled Booster Club meetings to report the activities of that committee.

Section 7: See Article IX for a listing and description of the standing committees.

Article IX Standing Committees

Section 1: The Apparel Committee will select and purchase apparel that will be sold throughout the season.

Section 2: The Banquet Committee will oversee and organize all aspects of the end-of-season banquet including date, location, food, beverage, and gifts. End-of season awards will be the responsibility of the coaches.

Section 3: The Coaches Advisory Committee will be made up of the head coach from each team, the athletic director, a member of the Executive Board, and 3 or more parents. The Coaches Advisory Committee will, under the Board's direction, assist in filling coaching vacancies; provide annual written evaluation of the coaches to the Board and Athletic Director; and assure all coaches are provided adequate training through coaching clinics, etc. The coaches will not complete their own written evaluations. The recommendations of the Coaches Advisory Committee must be presented to the Board before any action is taken.

Section 4: The Field Maintenance Committee will coordinate volunteers for the upkeep of the field, grounds, and equipment during the season including the lining of the fields before each game.

Section 5: The Matt Thrasher Memorial Committee will plan and execute all aspects of the Matt Thrasher Memorial game between Portage Central and Portage Northern.

Section 6: The Fundraising Committee will coordinate volunteers to plan and execute all aspects of the Pizza Fest Fundraising event or another main fundraising event the Club pursues.

Section 7: The Players' Meals Committee will coordinate with the coaches to provide meals and snacks for away games and tournaments.

Section 8: The Registration Committee will work with the Executive Board to organize all aspects of registration according to the timing identified by the Board.

Section 9: The Scrip/ Meijer Rewards Committee will promote, purchase and sell scrip and Meijer rewards for the purpose of Club fundraising. This committee will be subject to periodic audits.

Section 10: The Transportation Committee will find and secure team transportation to and from away games of more than 30 miles.

Section 11: The Website Committee will be responsible to update the website with team schedules, photos, events, and maps on a timely basis throughout the season.

Article X Team Managers

At the Coaches discretion, there may be a team manager to help coordinate and support the activities of each team.

Article XI Registration Fees

Registration fees shall be set by the Executive Committee based on program needs and projected expenses.

Article XII Distribution of Funds

Section 1: All disbursements of funds for budgeted expenditures are considered to be authorized via the approval of the annual budget at the September meeting.

Section 2: Funds will be disbursed when proper documentation accompanied by the necessary authorization is submitted.

Section 3: All expenditures that are not in the budget must be pre-approved at a regular meeting in advance of the expenditure.

Section 4: Proper documentation, when funds are issued prior to the actual expenditure, includes a request for funds indicating the person responsible, the date of approval, and an authorized signature, being a committee chair and/or an officer. A dated receipt indicating the nature of the purchase will be returned to the Treasurer along with any excess funds on a timely basis.

Section 5: Proper documentation, when personal funds have been used and a reimbursement is required, includes a dated receipt which states the nature of the purchase and an authorized signature, being a committee chair and/or officer.

Section 6: When circumstances exist where it is not practical to wait for a regular meeting to approve funds, the following procedures may be implemented:

- A. These procedures are intended for use only when extenuating circumstances create a hardship or impossibility to wait until the next regular meeting.

- B. The Executive Officers may give temporary approval to an expenditure of less than \$75.00 per event as deemed absolutely essential and cannot wait until the next regular meeting. All officers must be contacted and be in full agreement.
- C. The funds disbursed on temporary approval of the officers shall be retroactively approved at the next scheduled meeting. Approval at the regular meeting will act as an affirmation of the decision made by the officers.
- D. The only recourse the Club has should it vote not to affirm the officers' decisions is to make a note of the decision in the minutes for future reference.

Article XIII Voting and Quorum

To vote on Club business, members must in good standing and a simple majority shall determine the outcome of official votes. In emergency situations, the executive committee has the authority to take action on behalf of the membership.

Article XIV Amendments

These bylaws may be amended at any regular meeting of the Club by a two-thirds vote of the members present, provided a minimum two week notice of the amendment(s) has been given to the membership prior to voting. Members not able to be present at a meeting involving amendment changes may submit their vote by written proxy.

Article XV Rules of Order

The rules contained in Robert's Rules of Order Revised shall govern this organization