

ARMSTRONG BOYS LACROSSE BOOSTER CLUB
BYLAWS

ARTICLE I: NAME

The name of the organization shall be "Armstrong Boys Lacrosse Booster Club" herein referred to as the "Club."

ARTICLE II: PURPOSE, MISSION AND POLICIES

SECTION 1: PURPOSE

The Club is organized exclusively for charitable and educational purposes; specifically to support the Armstrong Boys Lacrosse Teams in accordance with the mission statement of the Club.

SECTION 2: MISSION

The Club promotes academics, athleticism, sportsmanship, competitiveness, and school spirit through support of the players, coaches, and parents for the Armstrong Boys Lacrosse Teams.

SECTION 3: POLICIES

Basic policies as established in the founding of the Club shall be:

- All funds raised by or in the name of the organization shall be used for the organization's legal business and benefit.
- In the event of dissolution of the Club, all assets of the Club shall be donated to a non-profit organization, dedicated to the support of Armstrong or lacrosse athletes.
- The distribution of assets shall be determined by the majority vote of the Club Executive Committee. No officer or member shall have any claim against the Club or interest in any funds, equipment, or property that has been or may be acquired by the Club.
- The Club does not participate in any manner in the selection of athletes for events or team positions.
- The Club shall operate in full support of the school administration, athletic director, and coaches. At no time shall the Club make recommendations or become directly involved in the operations of the school athletic program except at the express written request of the school administration, athletic director, or coaches.
- As a support organization to a Minnesota State High School sanctioned program the club will be subject to regulation by the administration of Armstrong High School, ISD #281 District Administration, and the Minnesota State High School League.

ARTICLE III: MEMBERSHIP AND DONATIONS

SECTION 1: MEMBERSHIP

Membership is open to anyone interested in supporting the mission of the Club, including athletes, coaches, parents, alumni, or other supporters of the Armstrong Boys Lacrosse Teams.

SECTION 2: DONATIONS

No membership fees or dues are required. Members are encouraged to provide a donation for the operation of the Club. The amount is determined at the beginning of the membership period. The membership year shall be from October 1 to September 30 of the following year.

ARTICLE IV: MEETINGS

SECTION 1: GENERAL CLUB MONTHLY MEETINGS

The Executive Committee shall establish the appropriate locations for the general Club monthly meetings. The date and time of general Club meetings shall be set by the Executive Committee to best meet the needs of the membership with a minimum of six meetings per year. Meeting date and time will be announced to the membership at least ten days prior. The Executive Committee may reschedule a general Club monthly meeting not less than five days before the regularly scheduled date and time. Agenda items are to be submitted to the Executive Committee at least one week prior to the scheduled meeting.

SECTION 2: ANNUAL MEETING

The Annual Meeting shall be in September of each year. Election of officers shall be the first item of business at the Annual meeting.

SECTION 3: SPECIAL MEETINGS

Special meetings may be called by the President or the Executive Committee. Notification of special meetings shall be given to members not less than five days prior to the meeting.

SECTION 4: QUORUM

A quorum constitutes at least 7 members of the Club including two Executive Committee members for business to be transacted or motions made or passed. Motions made when a quorum is not present will be tabled to the next Club meeting when a quorum is present.

ARTICLE V: EXECUTIVE COMMITTEE

SECTION 1: BOARD OF DIRECTORS

The Executive Committee shall serve as the Board of Directors for the Club.

SECTION 2: EXECUTIVE COMMITTEE, SIZE, AND COMPENSATION

The Club membership is responsible for the overall policy and direction of the Club, and delegates responsibility for the day-to-day operations to the Executive Committee members, Club members, and other Committee members. The Executive Committee shall have no fewer than three members. None of the Executive Committee members can be directly related to each other. The Executive Committee receives no compensation. Reimbursement of expenses requires approval of the Club membership.

SECTION 3: OFFICERS AND DUTIES

The Executive Committee shall consist of a minimum of three officers, including President, Vice President of Operations, Vice President of Finance, along with the High School Head Varsity Coach. As needed, the President and each of the Vice Presidents may organize committees to assist in executing their defined responsibilities.

PRESIDENT:

In addition to the general supervision of the Club, the President's duties shall include but not be limited to:

- Preside over the Executive Committee and general membership meetings or arrange for the Vice President of Operations to preside if unable.
- Appoint standing committees, special committees, and chairpersons and be an ex-officio for such.
- Maintain documentation related to the Club, including bylaws, mission statement, fundraising plan, fundraising money handling procedure, annual budget and appropriations, membership list, and meeting minutes.
- Perform duties of other elected officers in event of their absence or inability to complete their duties.
- Responsible for administrative duties of the Club, including communication and volunteer coordination.
- Review the finances at least yearly and assist the Vice President of Finance with financial duties.

VICE PRESIDENT of OPERATIONS:

The duties of the Vice President of Operations shall include but not be limited to:

- Perform the duties of the President in his/her absence.
- Coordinate volunteers to assist with game day operations for all teams.
- Organize participation in off-season developmental leagues and camps

- Reserve practice fields for all teams on and off season as needed.
- Secure officials for club sponsored games as needed.
- Maintain inventory control of equipment owned by the Club.

VICE PRESIDENT of FINANCE:

The duties of the Vice President of Finance, in addition to generally supervising the Club's finances, shall include but not be limited to:

- Keep an accurate record of all monies received and distributed.
- Prepare and present a financial report at all membership meetings. The report is to include a current balance, all income and expenditures since the previous financial report.
- Prepare the budget, help develop and facilitate fundraising activities, and make financial information available to Club members and the public.
- Maintain Club financial records for a period of not less than seven years, including budgets, appropriations, fundraising plans, and expenditures.
- Train an incoming Vice President of Finance to ensure financial stability and consistency.
- Manage the club checkbook and bring it to all club meetings.
- With the President, prepare and submit any necessary tax paperwork.

HIGH SCHOOL HEAD VARSITY COACH:

The duties of the Head Varsity Coach shall include but not be limited to:

- Provide vision and direction for the boy's lacrosse program
- Enforce discipline and sportsmanlike behavior at all times and establishes activity penalties for breach of such standards by individual, coaches, parents and student athletes.
- Provides oversight for assistant coach recruitment and training.
- Responsible for working with the Vice President of Operations to staff appropriate numbers and levels of coaches for all leagues, tournaments, and events all year long.
- Understand and facilitate all necessary training/certification for coaches. Works with both the Vice President of Operations and Vice President of Finance to arrange for stipends, compensation, or reimbursement of Club approved expenses in conjunction with these activities.

- Develops pay structure for any non-high school sponsored coaches in conjunction with Vice President of Finance, and in accordance with the annual budget set by the Vice President of Finance.
- Coordinates and runs end of season reviews of all coaches to establish quality, eligibility for re-hire, final pay, and other necessary benchmarks.

SECTION 4: TERMS

All Officers shall serve 1 year terms, and are eligible for re-election. An outgoing President may act as an Executive Committee Advisor and Club consultant for a period of one year.

SECTION 5: EXECUTIVE COMMITTEE ELECTIONS

Election of new officers or re-election of current officers will occur at the Annual meeting of the Club. Officers will be elected by a majority vote of the membership present. Elections will be conducted according to Roberts Rules of Order and consist of paper ballots.

The High School Head Varsity Coach is hired by Armstrong High School and not elected by the Club.

Nominations of candidates willing to serve in an Executive Committee office will be accepted prior to the vote for that position at the annual meeting.

SECTION 6: VACANCIES, RESIGNATIONS, TERMINATIONS, AND ABSENCES

When a vacancy on the Executive Committee occurs, nominations may be received from present Club members by the President two weeks prior to a Club meeting. The nominations shall be sent out to Club members with the regular Club meeting announcement and shall be voted on at the meeting. The vacancy will be filled to the end of the particular Executive Committee officer's term.

Resignation from the Executive Committee must be in writing and received by the President. An Executive Committee member shall be terminated for not successfully fulfilling their duties by a majority vote of the membership present at a general Club meeting.

ARTICLE VI: COMMITTEES

SECTION 1: STANDING OR SPECIAL COMMITTEES

The Executive Committee may create committees as needed, such as fundraising, parent communications, equipment acquisition, etc. The Executive Committee appoints the appropriate officer to chair the committees.

SECTION 2: EXECUTIVE COMMITTEE

The officers serve as members of the Executive Committee. Except for the power to amend the Articles of Incorporation or the Bylaws, the Executive Committee shall have all the powers and authority of the Club in the intervals between Club meetings, subject to the direction and control of the Club.

ARTICLE VII: FINANCIAL PLANNING AND REPORTING

The Vice President of Finance is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with the Executive Committee and other Club members. The Club must approve the budget and all expenditures must be within the budget. Any major change to the budget must be approved by the Club.

Annual reports are required to be submitted to the Club showing income, expenditures, and pending income. At least once a year, an audit of the checking account will be performed or when requested by a vote of the quorum. The purpose of the audit is to establish financial status and account for all expenditures as compared to budgeted amounts. Financial records of the Club are public information and shall be made available to the Executive Committee, members, and the public. The authorized signers of the checkbook shall be the President and the Vice President of Finance.

ARTICLE VIII: FUNDRAISING ACTIVITIES AND EXPENDITURE OF FUNDS

Fundraising activities shall be consistent with school policy and support the mission, goals, and objectives of the Club.

Expenditure of funds shall be in accordance with the approved budget. If an individual or activity outlays monies in anticipation of Club approval, the Club is in no way obligated to reimburse that individual.

Upon approval of a funding request and attainment of sufficient funds to honor such a request, the Vice President of Finance will issue a check. Approval for funding of less than \$500 can be attained by agreement of two Executive Committee members. Approval for amounts exceeding \$500 must be approved at the next scheduled general Club meeting.

ARTICLE IX: DECISION MAKING

SECTION 1: CRITERIA

All club decisions should be consistent with the Mission Statement. All decisions should be based on the following criteria:

- Resources are available or a plan for resources has been presented.
- The President has assessed how the decision fits with guidelines and philosophies established by the line of authority governing the lacrosse teams.
- The decision will directly benefit the players.

SECTION 2: MOTIONS

All decisions will be based on motions presented and approved at club meetings qualifying as quorums. While adhering to philosophy of a positive, cooperative, atmosphere, it is acceptable and healthy for open discussion and disagreement to occur. The Club President will keep discussions from becoming personal and follow the decision making process outlined below. Once a decision has been finalized, it is expected that Club members will support the decision.

SECTION 3: DECISION MAKING PROCESS

The following procedural steps will be followed:

- A motion may be requested by the membership for any item on the Club meeting agenda.
- The President will call for a vote on the motion assuming a quorum is present. If not, the President will table the motion until the next meeting.
- If the President is not present, a Vice President, and then Head Coach in succession, may call for a vote.
- A motion only passes with a majority vote.

ARTICLE X: BYLAWS AND PROPOSED CHANGES

These bylaws shall be amended only at a general meeting of the Club, provided notice of the proposed changes be made at least two weeks prior to the meeting. These bylaws may be amended by a majority vote of members present at a general Club meeting. Such amendments may only be recommended by the Executive Committee and shall be presented in writing.