

# **Hempfield Boys' Lacrosse Booster Club Bylaws**

**June 7, 2010**

## **Article I Name**

The name of the organization is the "Hempfield Boys' Lacrosse Booster Club".

## **Article II Mission Statement**

The purpose of the organization is to promote, foster and perpetuate the Hempfield Boys' Lacrosse Program in grades 1st through 12<sup>th</sup>. This will be accomplished by:

- An organization lead by volunteers and guided by the bylaws;
- Activities supported by the membership, and;
- An unwavering focus on the student athletes and the continual improvement of their lacrosse skills, teamwork, and sportsmanship.

## **Article III Membership**

### **Section 1 Members**

A member is any person at least 19 years of age interested in supporting the Hempfield Boys' Lacrosse program.

### **Section 2 Membership Meetings**

All Regular meetings for the entire membership shall be held monthly (with the exception of July and August) at a time and location established by the members.

### **Section 3 Voting Privileges**

Each member shall be entitled to one vote. Members must be present at membership meetings in order to vote.

A voting member is a member attending three (3) out the last nine (9) meetings.

## **Article IV Officers**

### **Section 1 Designation of Officers**

There shall be five (5) officers:

- President
- 1<sup>st</sup> Vice-President
- 2<sup>nd</sup> Vice-President
- Secretary
- Treasurer

### **Section 2 Election of Officers**

The five (5) officers shall be elected at the regular May meeting. The individual receiving the highest number of votes shall be deemed elected. Those elected shall take office in June.

### **Section 3 Nominating Committee**

For the purpose of providing candidates for election, a nominating committee will be formed in March. The President shall appoint a nominating committee that shall consist of three (3) to five (5) members, none of whom shall be current sitting officers.

### **Section 4 Vacancies**

Vacancies between elections shall be filled by an election held at the next regular meeting

### **Section 5 Term Limits**

The president and 1<sup>st</sup> vice president will have a term of one year, with the 1<sup>st</sup> vice president automatically filling the position of president after one year. The treasurer, 2<sup>nd</sup> vice president, and secretary will have terms of two years. An officer can serve no more than four (4) years, which can be consecutive or non-consecutive.

### **Section 6 Financial Assistance**

It shall be within the discretion of the officers to hold a meeting at any time to determine special requests for financial assistance made on behalf of a player.

## **Article V Executive Council**

### **Section 1 Composition**

The executive Council shall consist of the Officers and Committee Chairpersons.

### **Section 2 Meetings**

The President may call special meetings of the entire membership, Officers and/or Executive Council at any time.

### **Section 3 Powers**

The Executive Council shall review major matters for submission to a vote by the members. The President shall decide whether or not any particular matter should be submitted to the Executive Council. In the event action is required between membership meetings, the Executive Council shall have the power to authorize actions of the organization; however, a report of any such action shall be made to the members at the next membership meeting.

## **Article VI Duties of Officers**

### **Section 1 President**

The president shall preside at all meetings and shall perform other such duties as pertain to the office.

### **Section 2 1<sup>st</sup> Vice President**

The 1<sup>st</sup> Vice President shall, in the absence of the President, preside at all meetings and perform such duties as pertain to the office. The 1<sup>st</sup> Vice President shall be responsible for providing leadership to committees and developing programs supporting grades 9<sup>th</sup> through 12<sup>th</sup>.

### **Section 3 2<sup>nd</sup> Vice President**

The 2<sup>nd</sup> Vice President shall be responsible for providing leadership to committees and developing programs supporting grades 1st through 8<sup>th</sup>.

### **Section 4 Secretary**

The Secretary shall be responsible for all official papers, for keeping a complete record of the proceedings of all meetings, for conducting correspondence (subject to the direction of the President), for keeping membership lists and meeting attendance, and performing other such duties as pertain to the office.

## **Section 5      Treasurer**

The Treasurer shall be responsible for receiving and depositing all funds of the organization, for the disbursement of funds, for maintaining proper and accurate records of all receipts, deposits and disbursements, and for providing a report thereof at each regular meeting. For all disbursements \$500.00 and over, two signatures will be required on checks, that of the treasurer and one other Officer. All disbursements up to \$500.00 shall require only the signature of the Treasurer. The Treasurer shall provide an annual report each September and perform other such duties as pertain to the office.

## **Article VII Committees of Appointment**

The President shall appoint committees with an assigned chairperson to complete appropriate and necessary projects for the Hempfield Boys' Lacrosse Booster Club. Committees of Appointment may include but are not limited to the following:

- Fundraising Committee

The Fundraising Committee chairpersons shall be the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents who shall be responsible for tracking fundraising for their respective grade levels. Said committee shall be comprised of various sub-committees as deemed necessary by the committee chairperson.

- Year-end Picnic Committee
- Concession Committee
- Nominating Committee
- Budget Committee

It is the obligation of the Budget Committee to prepare and present a proposed budget to the membership at the September membership meeting, with the budget taking effect on October 1. The fiscal year shall run from October 1 thru September 30.

All expenditures must be included in the approved budget or presented and approved by the membership prior to committing the Booster Club for said expense. Obligations not approved are not the responsibility of the Booster Club.

- Program Committee
- Senior Recognition Committee

## **Article VIII Amendments**

Any proposed amendment to these Bylaws shall first be brought to the Officers. The Secretary shall give notice to all members that the proposed amendment will be voted upon at the next

regular membership meeting. Adoption of an amendment shall require a majority of the members present.