

WESTWOOD LACROSSE

Home of the Warriors

Austin, Texas

CLUB BYLAWS

Westwood Lacrosse Club Booster Organization (Men's) Bylaws

Article 1: Name

The name of the “Westwood Lacrosse Club Booster Organization”, will hereinafter be referred to as the “Parents’ Club”. The Parents' Club’s student athletes and coach(es) will hereinafter be referred to as the “Team”. The parents and guardians of the student athletes will hereinafter be referred to as “Members.”

Article 2: Purpose

The purpose of the Parents’ Club shall be to:

- Help develop leadership ability and foster team spirit among the Team.
- Provide financial support and assist the Team with fundraising activities to support the costs of equipment, uniforms, liability insurance, referees, and other associated expenses.

- Increase the visibility of lacrosse as a sport and facilitate communication among the Team, the Westwood teacher-sponsor, the youth program, and the Members.
- Cooperate with the Westwood High School, Round Rock Independent School District, U.I.L, and the Texas High School Lacrosse League in the pursuit of these objectives.

Article 3: Membership

- Membership in the Parents' Club shall be open to all parents or guardians of students enrolled in the Westwood Lacrosse team.
- Membership dues to the Parents' Club shall be \$5.00 per Member family payable at the beginning of the year and shall be included in the annual student athlete dues. No Member will be eligible to vote or hold office unless the student athlete dues of that Member are paid in full and they are a Member in good standing of the Parents' Club.
- All students playing lacrosse for the Team must have their payment of student athlete dues current, and be in good standing of the Team in order to preserve the status of the sport as an official school sponsored club. If approved by members of the Executive Board, some portion or all of the dues for one or more student athletes, can be paid by the Parents' Club.
- Round Rock ISD and Texas High School Lacrosse League (THSLL) rules apply to student athlete eligibility.
- The Parent's Club fully supports "no-pass, no-play". The Member or student athlete must notify their student athlete's Head Coach if their student athlete is ineligible for disciplinary reasons.

Article 4: Elected Officers

- The Parents' Club shall be represented by an Executive Board consisting of seven (7) elected officers comprised of Members of current student athletes who are in good standing with the Team.
- The elected officers shall be: President, Secretary, Vice President (Team Operations), Vice President (Fundraising), Vice President (Events), Treasurer,

and Parliamentarian. Only one member of a family or guardian may serve as an officer at the same time; however, a husband/wife team may jointly hold an office, but only constitute one (1) vote. In addition, the Executive Board may appoint additional at-large, non-voting officers as the Executive Board deems appropriate. The responsibilities of such offices shall be as prescribed by the Executive Board.

- Officers shall be elected for a term of one (1) year; however, the President and Treasurer are limited to two (2) one-year consecutive terms. The term of office shall be from June 1 to May 31. No Member shall hold more than one office at a time.
- Vacancies occurring in an elected office shall be filled by appointment by majority vote of the Executive Board.

Article 5: Election Procedure of Officers

- Before May 1, the Executive Board shall solicit officer nominations from the general membership for the following term. Members may self-nominate and all nominations shall include a brief written summary of the person being nominated and why they are interested in a particular position.
- The Executive Board will share the written officer nominations with the general membership via email.
- Before June 1, a general meeting of the Parents' Club shall be held for the election of officers. The Executive Board will supply a voting ballot prior to the meeting via email and the meeting will be the deadline for collecting completed ballots either in person, via email, or online.
- Members are allotted one vote per student athlete. Only the Members may vote.
- The results will be tallied by the Executive Board and communicated to the general membership. In the case of a tie, there shall be a runoff using the same procedures.

Article 6: Officer's Responsibilities

- President - The President shall preside over all business meetings of the Executive Board. He/she shall be an ex-officio member of all committees and shall represent the Parents' Club as necessary. The President shall have the authority to sign checks in the absence of the Treasurer. He/she shall work with the Westwood teacher-sponsor to assist the students in facilitating communications, conflict resolution, community service, and developing goals for the Team. He/she will negotiate contracts with the coaching staff. He/she shall be the primary liaison with the coaching staff and with other clubs.
- Vice-president (Events) - The Vice President (Events) shall direct all Team Support Events, Activities, and Projects. He/she will also be responsible for appointing and guiding parent coordinators and volunteers for his/her assigned events, activities, or projects.
- Vice-president (Team Operations) - The Vice-president (Team Operations) shall direct the activities required for practices and games. This would include field maintenance and lining, sideline crew, team equipment, transportation and travel, game tapes, and uniforms. The Vice-president (Team Operations) shall have the authority to sign checks for payment of expenses related to Team Operations. He/she shall also assist the head coach in arranging schedules and reserving venues for games and practices and communicating those to the Club membership.
- Vice-President (Fundraising) - The Vice-president (Fundraising) shall direct all fundraising activities for the club. This will include sponsorships, donations, fundraising events and merchandising for the purpose of fundraising. Funds collected will be submitted to the treasurer for deposit.
- Secretary - The Secretary shall keep a record of all Executive Board and Parents' Club meetings. The Secretary shall take attendance, record all business transacted at each meeting in the meeting minutes, and maintain meeting minutes. The Secretary shall be responsible for student athlete documentation internal communications, and website content. The Secretary shall maintain a database of student athlete information, and confirm compliance with applicable insurance policies.

- Treasurer - The Treasurer shall be responsible for the recording of all incomes and expenditures. He/she shall write checks as necessary, including the payment of coaches, referees and vendors. He/she will maintain the bank account(s) for the Parents' Club as well as manage deposits, online payment systems and debit cards. The Treasurer will keep records of the Membership of the Parents' Club. The Treasurer will prepare and present budgetary items as prescribed in Article 7. The Treasurer shall also be responsible for obtaining and maintaining any necessary tax exemptions and filing tax reports essential to the operation of the Parents' Club.
- Parliamentarian - The Parliamentarian shall assume all the duties of the President during his/her absence. He/she shall be a voting member of the Executive Board and bears responsibility for ensuring that Parents' Club meetings adhere to Robert's Rules of Order and that processes and actions adhere to these by-laws. He/she shall also be the primary liaison between The Parents' Club and the Westwood Teacher-Sponsor for the purposes of student athlete eligibility. He/she shall also be the primary liaison with parents and the general membership serving to summarize questions and problems for discussion with the President and the head coach then providing feedback to the parent. In addition, the Parliamentarian is responsible for organizing elections and reporting on the results.

Article 7: Annual Budget

- The fiscal year of the Parents' Club shall be from July 1st to June 30th.
- The budget shall be developed by the President and the Treasurer with the input of the Executive Board and/or any other source solicited by the President. Once approved by the Executive Board, the budget shall be presented to the membership of the Parents' Club for ratification.
- The budget must be ratified by a two-thirds (2/3) vote of the membership present at a general meeting of the Parents' Club prior to the first game, tournament, or scrimmage of the fall season.
- All incidental expenditures which have not been budgeted and exceed One Thousand Five Hundred Dollars (\$1,500.00) must be approved by a majority

of the members of the Parents' Club. Such approval may be requested and given through email.

- Either the President or 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.

Article 8: Deposits, Gifts, Disbursements

- Deposits: All funds of the Parents' Club shall be deposited from time to time to the credit of the Parents' Club in such banks, trust companies or other depositories as the Treasurer or Executive Board may select.
- Gifts: The Executive Board may accept on behalf of the Parents' Club any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the Parents' Club.
- Disbursements: All disbursements shall be by check, electronic payment or debit card. Signatories for bank accounts of the Parents' Club shall be the Treasurer and any other person designated by the Executive Board.
- Distribution of Net Earnings Prohibited: No part of the net earnings of the Parents' Club shall inure to the benefit of or be distributed to any of its officers, directors or other private persons, except that the Parents' Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of its stated purposes.

Article 9: Meetings

- The Executive Board should meet at such intervals as deemed appropriate by the Executive Board, but not less than three times per year.
- A general meeting of the Parents' Club is required before June 1st for the election of officers.
- A general meeting of the Parents' Club is required for the ratification of the budget or amendments to these by-laws. Other meetings of the Parents' Club may be called by the President as required to discuss other business.
- Additional special Executive Board meetings may be called by request of 25% of the general membership. Such a special meeting will have a limited agenda

and will be scheduled within 2 weeks of the request. Requests may be made by individual emails or personal requests, or such other methods as are appropriate.

Article 10: Amendments

These by-laws may be amended via recommendation by the Executive Board or by request of 25% of the general membership with final approval by two-thirds (2/3) vote of the membership of the Parents' Club present at a general meeting.

Article 11: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Parents' Club in all cases to which they are applicable.

Article 12: Dissolution of the Parents' Club

Upon formal dissolution, the net assets of the Parents' Club shall be distributed as follows:

1. If approved by majority vote of the Executive Board, the funds may be distributed to a successor organization, which is tax exempt under section 501(c)3 of the Internal Revenue Code, and has a purpose to support the Westwood High School Lacrosse Team.
2. Lacking an approval by the Executive board under section 12.1, the net assets of the Parents Club shall be distributed to the Westwood High School Activity Fund.

Article 13: Audit Committee

- At the end of the fiscal year, an audit of the Parents' Club's financial records shall be performed by an Audit Committee consisting of at least two individuals who are not involved in the day-to-day financial activities of the Parents' Club.
- The primary objectives of the audit shall be to:

- a. Verify the accuracy of the Treasurer's financial reports;
- b. Ensure that the Parents' Club's cash balances are accurate;
- c. Determine that established procedures for handling Parents' Club funds have been followed;
- d. Ensure that expenditures occurred in a manner consistent with the Parents' Club bylaws; and
- e. Ensure that all revenues have been appropriately received and recorded.

The Executive Board may establish such other committees, as it deems appropriate.

Article 14: Coaches

- The Executive Board shall interview and hire the head coach. The head coach shall recruit and recommend assistant coaches to the Executive Board. Final hiring decisions will rest with the Executive Board.
- All coaches whether paid or volunteer must sign a coaching contract.
- Coaches serve at the pleasure of the Executive Board and their primary responsibility is to uphold the tenets of the Vision Statement.
- Coach hiring, expectations, evaluation reviews, and termination stipulations are set forth in the coaching contract and addendum.

Article 15: Communication

- Board Meetings - the agenda for the meeting shall be distributed to the Parents' Club Members and securely posted on the Parents' Club website at least three days prior to the meeting. The meeting shall adhere to the agenda. While open discussion is allowed, no items shall be brought to vote that are not listed on the agenda.
- Executive Board to Members - minutes of the Executive Board Meetings shall be securely posted on the Parents' Club website within ten days after the conclusion of the meeting after having been approved via email by the Executive Board. Email may be used for general communication with the membership.
- Surveys - the Executive Board shall have the option to conduct an annual survey of Members and student athletes . This survey should be completed and the

rollup on responses made available to all Parents' Club and Team members as soon as possible after the end of the current season and before the final general meeting of the year. The purpose of the survey is to obtain feedback and to determine how best to improve the Parents' Club and Team.

- Members and Coaches - please refer to the separate document entitled "Parent/Coach Communication Plan".

Article 16: Limitation of Liability of Officers

No officer shall be liable to the Parents' Club for monetary damages for an act or omission in the officer's capacity as an officer, except that this Article does not eliminate or limit the liability of an officer to the extent the officer is found liable for:

- (a) a breach of the officer's duty of loyalty to the Parents' Club;
- (b) an act or omission not in good faith that constitutes a breach of duty of the officer to the Parents' Club or an act or omission that involves intentional misconduct or a knowing violation of the law;
- (c) a transaction from which the officer received an improper benefit, regardless of whether the benefit resulted from an action taken within the scope of the officer's duties; or
- (d) an act or omission for which the liability of the officer is expressly provided by an applicable statute.

Article 17: Indemnification

The Parents' Club may indemnify a person who was, is, or is threatened to be made, a named defendant or respondent in litigation or other proceedings because the person is or was an officer of the Executive Board or other person related to the Parents' Club as provided by applicable statute. As the bylaws of the Parents' Club provide, the Executive Board may define the requirements and limitations for the

Parents' Club to indemnify officers, committee members, or others related to the Parents' Club.