

Bylaws – De Pere Lacrosse Club

August 21, 2024

TABLE OF CONTENTS

- I. Name, Purpose and Objectives
- II. Membership and Fees
- III. Board of Directors
- IV. Officers
- V. Standing Committees and Appointed Positions
- VI. Meetings
- VII. Voting
- VIII. Finances
- IX. Amendment of these Bylaws
- X. Policies

ARTICLE I — Name, Purpose and Objectives

Section 1.01 Name. The name of this organization shall be the De Pere Lacrosse Club (herein after referred to as “Club”).

Section 1.02 Purpose. The purpose of the club is to promote the De Pere/West De Pere cooperative lacrosse program (girls teams and boys teams, herein after referred to as “program”) in an atmosphere that is consistent with the educational philosophy of the school communities.

Section 1.03 Objectives. The objectives of the club are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with the program and all of its participants regardless of sex, race or socio-economic status.
- (b) Promote school spirit and sportsmanship and encourage attendance at all lacrosse events.
- (c) Help develop leadership abilities and foster team spirit among program players.
- (d) Provide supplementary financial support for the lacrosse program and related activities at De Pere/West De Pere High Schools.
- (e) Aid the enjoyment of the families and fans by organizing and staging special events and other projects.
- (f) Aid and support the school’s staffs in the areas of promotion, publicity and program development.

Section 1.04 Non-Profit Status The Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Service’s Code of regulations.

ARTICLE II - Membership and Fee

Section 2.01 Membership. Membership is open to all lacrosse parents/guardians, adult family members, alumni, former players, or anyone who is interested in supporting and cheering for the De Pere lacrosse program.

Section 2.02 Membership Classes. A general membership class is open and without fee. The Club Board of Directors (herein after referred to as “Board”) may opt to create special membership classes that are entitled to specialized clothing, gear, or social events, possibly in return for dues payments but shall not have any additional voting rights or other governing privileges.

ARTICLE III – Board of Directors

Section 3.01 Make Up of the Board of Directors. The Board shall be responsible to act on behalf of the Club in the management of the business affairs of the program. When possible, Board positions should represent members of different school grades and both girls and boys teams. The Board shall consist of six elected members:

- (a) President
- (b) Vice President
- (c) Communications Director
- (d) Treasurer
- (e) Fundraising Director
- (f) Volunteer Coordinator
- (g) The Head Coaches shall serve as ex officio members and the Athletic Directors or their designated representatives may serve as ex officio members of the Board.

Section 3.02 Duties of the Board. The Board of Directors shall:

- (a) Approve the budget annually before the end of the calendar year. Expenditures outside of the approved budget, and over \$500, shall be

approved by the Board. Expenditures less than \$500 can be approved with the concurrence of the President and Treasurer.

(b) Approve the creation and dissolution of all necessary Committees and Committee Chairpersons;

(c) Consider the recommendations of all Committees and shall have ultimate responsibility for the actions of committees;

(d) Set the time and date of Board meetings and give members timely notification; and

(e) Approve annual player fees to be paid by the player submitted to the assigned school to cover expenses.

Section 3.03 Election of the Board. Annually, the Board will meet in September to select the makeup of the next year's Board. Based upon recommendations from the membership, and individual qualifications and willingness to serve, the Board will elect the next year's officers. Election results will be documented in the September meeting minutes. A quorum of the Board must be present, and a majority vote of the members present must be made to elect a member of the Board.

Article IV — Officers

Section 4.01 Officers. The officers shall consist of the President, Vice President, Communications Director, Treasurer, Fundraising Director and Volunteer Coordinator.

(a) Terms of Office. A term is one fiscal year, October 1 through September 30 and officers may be elected to serve multiple terms.

(b) Vacancy. The President, with the approval of the Board, shall appoint any officer vacancy, other than the Presidency for the remainder of the term. A vacancy in the office of the President shall be filled by a majority vote of the Board at their first meeting after the vacancy occurs.

- (c) Qualifications. Officers must have at least one active or former player in the Club program or the youth lacrosse program.

Section 4.02 Duties of Officers.

- (a) President. The President shall:

- (1) Preside at all meetings;
- (2) Act as the liaison between the Club and the cooperative schools' Athletic Directors;
- (3) Meet with the cooperative school's Athletic Directors a minimum of two (2) times per year;
- (4) Obtain Athletic Directors' approval of the annual player fees to be paid by the player to cover the program expenses;
- (5) Appoint committee chairpersons with the concurrence of the Board;
- (6) Serve as ex-officio member of all committees as needed;
- (7) Serve as primary spokesperson for the Club, except as otherwise specified;
- (8) Direct goals and budget performance;
- (9) With the concurrence of the Treasurer, approve unbudgeted expenditures of \$500.00 or less.

- (b) Vice President. The Vice President shall:

- (1) Perform all the duties of the President in their absence;
- (2) Be responsible for an annual review of the bylaws, recommending revisions as deemed appropriate;
- (3) Plan for team pictures, senior banners, and team building and recognition activities.

- (c) Communications Director. The Communications Director shall:

- (1) Prepare and present an agenda for each official meeting of the Club in consultation with the Board, and others as needed;
 - (2) Make the agenda available to the Board and members prior to the meeting, when possible and ideally seven (7) days in advance;
 - (3) Secure meeting location and communicate to membership, striving to alternate the location between the east and west sides of De Pere;
 - (4) Keep a record of all proceedings of the official meetings of the Club;
 - (5) Keep meeting minutes in a regular secure manner able to be accessed by all. Make the minutes available to members for inspection upon request. Also maintain other electronic content (e.g. bylaws) in appropriate location for Club continuity;
 - (6) Maintain Club website, including calendar and club information and program email accounts for Board members;
 - (7) Maintain a Club policy manual containing all active policies.
- (d) Treasurer. The Treasurer shall:
- (1) Prepare a draft program budget for approval by the Board;
 - (2) Maintain a complete set of books of account and monitor all financial activities;
 - (3) Make disbursements from the general fund and pay expenses in relation to the approved budget as approved by the Board (or for amounts under \$500.00 approved by both the President and the Treasurer) and receive and deposit funds of the Club in a checking and/or savings account;
 - (4) Report the amount of funds available in the general fund and encumbered funds at each Board meeting;
 - (5) File required documentation for state and federal entities.
- (e) Fundraising Director. The Fundraising Director shall:

- (1) Explore opportunities for fundraising and develop an annual fundraising plan for the program;
 - (2) Execute the Club's fundraising plan. Recruit and schedule volunteers to plan for and complete various fundraising activities and/or delegate responsibilities;
 - (3) Deliver sponsorship benefits by coordinating with appropriate Board members.
- (f) Volunteer Coordinator. The Volunteer Coordinator shall:
- (1) Determine volunteer needs for girls and boys games and other team-related needs such as game day needs, team travel meals or snacks, and social media management);
 - (2) Recruit the volunteers help required to fulfill needs and provide needed guidance;
 - (3) Manage volunteer sign-up system, such as Sign-up Genius, website and/or other, in coordination with Communications Director.
- (g) Head Coach (1 Girls Team and 1 Boys Team). The two (2) Head Coaches shall:
- (1) Communicate with Athletic Directors, Board Members, players, and parents;
 - (2) Maintain contact list of players and parents;
 - (3) Schedule practices, games, and other team activities in coordination with Athletic Directors and Board Vice President;
 - (4) Maintain supplies needed for Club activities as well as team provided coach and player equipment;
 - (5) Perform all other duties necessary to coach a high school level team;
 - (6) Ensure all necessary coach certification and requirements are completed as required by the schools.

ARTICLE V - Standing Committees and Appointed Positions

Section 5.01 Standing Committees and Appointed Positions. Standing committees and appointed positions are those required to function from year to year. Chairpersons shall be appointed by the President, subject to the approval of the Board. Committees and their primary functions follow.

Section 5.02 Apparel Chairperson. The Apparel Chairperson shall coordinate the promotion of program spirit through the sale of apparel and memorabilia and shall:

- (a) Select appropriate clothing and merchandise for sale and propose their purchase to the Board for approval.
- (b) Recruit volunteers required to sell and distribute the clothing and merchandise.
- (c) Manage the inventory to meet the changing needs of the Club, fans and student bodies.

Section 5.03 Standing Committee Chairpersons shall recruit as many members as necessary to discharge the responsibilities of the committee. The Chairperson shall also keep a file of the year's proceedings, for turnover to their successor.

ARTICLE VI - Meetings

Section 6.01 Board Meetings. The Board shall hold regular meetings as necessary to conduct the business of the Club. The Board will approve the date, time, and site of the meetings. Meetings may be conducted in person or virtually.

Section 6.02 Quorum. In order to conduct official business at a meeting, a quorum of four (4) Board members must be present.

Section 6.03 Informational Meetings. The Club may hold informational meetings for fans, players and parents/guardians at dates, times and sites approved by the Board.

ARTICLE VII – Voting

Section 7.01 Voting may be conducted in-person or virtually. Voice voting is permitted.

Section 7.02 No proxy voting shall be permitted either in person or virtually.

ARTICLE VIII - Finances

Section 8.01 All funds received by the Club for any purpose shall be deposited to the credit of the Club in a financial institution or institutions selected by resolution of the Board.

Section 8.02 Funds raised by projects that have a specific advertised purpose, shall be deposited (and separately tracked) in the Club's general fund to ensure disbursement for the advertised purpose and to safeguard the integrity of the Club and schools.

Section 8.03 Player fees and program fundraising fully funds the program currently. Schools will begin to fund some but not all needs over the next few years. To manage the program, current budgets must include as appropriate the following categories: transportation, officials, coach salaries, equipment and supplies, uniforms and practice apparel, and team building and recognition activities.

ARTICLE IX - Amendment of These Bylaws

Section 9.01 Amendments to the bylaws are to be submitted in writing at a regular Board meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership at least two (2) weeks prior to the Annual Business meeting in Fall.

Section 9.02 Amendments may be adopted at a regular Board meeting by a 2/3 majority of those members voting, a quorum being present.

ARTICLE X - Policies

Section 10.01 The Board may adopt from time-to-time policies for the operations and procedures of the Club. A majority vote of a quorum is necessary to adopt a policy. The Communications Director of the Club shall maintain a Club policy manual containing all active policies of the Club.

ARTICLE XI – Dissolution Statement

Section 11.01 The organization may be dissolved only with authorization of its Board given at a special meeting called for that purpose, and with the subsequent approval by no less than two-thirds (2/3) vote of its members. In the event of the dissolution of the organization, the assets shall be distributed to youth lacrosse programs or another charitable or educational organization, organized under Section 501(c)(3) of the Internal Revenue Service's Code of regulations.