

WESTWOOD LACROSSE

Home of the Warriors

Austin, Texas

Club Bylaws

Westwood Lacrosse Parents' Club Bylaws

Vision Statement & Preamble

To support the growth of a competitive Varsity Lacrosse team which strives to win at the state level, and a developmental Junior Varsity Lacrosse team which focuses on individual and team skills improvement. Through community interaction with area Lacrosse feeder programs, the highest quality coaching and training, an emphasis on player participation and sportsmanship, and active parent involvement, we will build the premier Texas high school Lacrosse program.

As stated in the Vision Statement, the Westwood Lacrosse Club shall have a dual purpose:

1. To develop players through the JV level with active participation in practices and games
2. To field a Varsity team comprised of players who provide the best opportunity to successfully pursue a district and state championship.

Article 1: Name

The name of the Parents' Club shall be "Westwood Lacrosse Parents' Club", hereinafter referred to as the "Parents' Club". The Westwood Lacrosse Club will hereinafter be referred to as the "Team".

Article 2: Purpose

The purpose of the Parents' Club shall be to:

- Help develop leadership ability and foster team spirit among the athletes of the Team.
- Provide financial support and assist the Team with fund raising activities to support the costs of equipment, uniforms, liability insurance, referees, and other associated expenses.
- These funds shall be used exclusively for the benefit of the Team and Westwood High School. All fund raising activities must be approved by the Westwood teacher-sponsor.
- Increase the visibility of lacrosse as a sport and facilitate communication between the Team, the Westwood teacher-sponsor, the coach, and the Parents' Club.
- 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 Team, or others interested in supporting the Team.
- Membership dues to the Parents' Club shall be \$5.00 per family payable at the beginning of the year, included in the annual dues. No member will be eligible to vote or hold office unless the 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 dues current, and be members 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, dues for one player, or more than one player, can be paid by the Parents' Club.
- Round Rock ISD and Texas High School Lacrosse League (THSLL) rules apply to player eligibility.
- The Parent's Club fully supports "no-pass, no-play". Parents must notify their player's Head Coach if their player 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 parents and/or guardians of current players who are in good standing with the Team.
- The elected officers shall be: President, Secretary, 1st Vice-president (Team Support), 2nd Vice-president (Team Support), Vice-president (Team Operations), Treasurer, and Parliamentarian. Only one member of a family 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 Board may appoint additional at-large non-voting officers as the Board deems appropriate. The responsibilities of such offices shall be as prescribed by the executive committee.
- 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. In the event the office of the President becomes vacant, the First Vice-president shall serve as President for the remainder of the term.

Article 5: Election Procedure of Officers

- Before May 1, the Executive Board shall solicit 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 Board will share the written 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.
- Parents are allotted one vote per player. Only parents may vote.
- The results will be tallied by the 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 shall be the primary liaison with the coaching staff and with other clubs.
- **1st Vice-president (Team Support)** - The 1st Vice President shall assume all the duties of the President during his/her absence. He/she shall share the responsibility of all Team Support Events, Activities, and Projects with the 2nd Vice-President. He/she will also be responsible for appointing and guiding parent coordinators and volunteers for his/her assigned events, activities, or projects. 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.
- **2nd Vice-president (Team Support)** - The 2nd Vice President shall share the responsibilities for all Team Support Events, Activities, and Projects with the 1st Vice-President. 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.
- **Secretary** - The Secretary shall keep a record of all Executive Board and Parents' Club meetings. The Secretary shall take minutes at Club meetings and be responsible for telephone committees, internal communications, and web site content. The Secretary shall maintain a database of player 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, keep records of the membership of the Parents' Club, keep records of student credits for reporting purposes, and monitor the Westwood activity fund (for the Team). The Treasurer shall also be responsible for obtaining and maintaining any necessary tax exemptions essential to the operation of the Parents' Club.
- **Parliamentarian** - The Parliamentarian shall be a voting member of the Board and bears responsibility for ensuring that 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 Club and the Westwood Teacher-Sponsor for the purposes of player eligibility. 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 June 1 to May 31.
- 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 before any funds are disbursed.
- All incidental expenditures which have not been budgeted and exceed One Thousand Five Hundred Dollars (\$1500.00) must be approved by a majority of the members of the Parents' Club. 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 Club shall be deposited from time to time to the credit of the Club in such banks, trust companies or other depositories as the Treasurer or Board may select.

Gifts: The Board may accept on behalf of the Club any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the Club.

Disbursements: All disbursements shall be by check or debit card. Signatories for bank accounts of the Club shall be the Treasurer and any other person designated by the Board.

Distribution of Net Earnings Prohibited: No part of the net earnings of the Club shall inure to the benefit of or be distributed to any of its officers, directors or other private persons, except that the 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 July 31 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 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 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: (i) verify the accuracy of the Treasurer's financial reports; (ii) ensure that the Parents' Club's cash balances are accurate; (iii) determine that established procedures for handling club funds have been followed; (iv) ensure that expenditures occurred in a manner consistent with the Parents' Club's bylaws; (v) 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 Board shall interview and hire the head coach. The head coach shall recruit and recommend assistant coaches to the Board. Final hiring decisions will rest with the Board.
- All coaches whether paid or volunteer must sign a coaching contract.
- Coaches serve at the pleasure of the Board and their primary responsibility is to uphold the tenets of the Vision Statement. They should be treated by the membership as any other professional coach at the high school level.
- 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 Board members and securely posted on the 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.

Board to Membership - minutes of the Board Meetings shall be securely posted on the Club website within ten days after the conclusion of the meeting after having been approved via email by the Board. Email may be used for general communication with the membership.

Surveys - the board shall have the option conduct annually a survey of parents and players. This survey should be completed and the rollup on responses made available to all club 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 Club.

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