

McDowell Boys Lacrosse Boosters Club

Bylaws

ARTICLE I: NAME and AFFILIATION

This organization shall be known as the “McDowell Boys Lacrosse Boosters Club, “ hereinafter, also referred to as “MBLBC” or “The Club.”

The lacrosse teams supported by MBLBC shall be affiliated with a league, or leagues, which provide a level of competition commensurate with the team or teams ability.

ARTICLE II: OBJECTIVES

Objectives of the MBLBC include but are not limited to the following:

- A. Encourage the physical and mental development of the participants while stressing the importance of academic achievement as a top priority.
- B. Promote the ideals of good sportsmanship and healthy competition in a safe environment while encouraging positive citizenship and camaraderie among our Lacrosse teams.
- C. Foster and support the growth of the sport of lacrosse in Millcreek Township and surrounding areas.
- D. Raise awareness of boys lacrosse in Millcreek Township, within the School District and surrounding areas.
- E. Unite members in the MBLBC desiring to advance the growth of boys lacrosse through the proper development, organization, operation, and administration of the Club.
- F. Provide financial assistance to the Boys Lacrosse teams.
- G. Develop and promote positive working relationships with the Millcreek Township School District.
- H. Field the most competitive teams possible in accordance with scheduling, player participation, Coach staffing, Lacrosse instruction and training.

ARTICLE III: MEMBERSHIP

Members in good standing in the MBLBC shall be subject to, and conditioned on, acceptance of and adherence to the MBLBC rules and regulations prescribed in the By Laws and other governing documents of the Club.

- A. General Membership will include
 - a. Any Parent/Guardian of a current or former player regardless of their residency
 - b. Any past player regardless of their residency
- B. Voting Rights – only Club members in good standing at the time of the vote shall have their vote counted. Participating student/athletes shall have no voting privilege. All adult members shall have a single vote. The Parents/Guardians of a current or former player shall have one (1) vote.
- C. Each student/athlete participating in the program shall be required to pay participation fees/dues to said Club as may be prescribed by the MBLBC Executive Board. Assessment of participation fee/dues will be consistent for all participating members.
- D. Any adult member who might lose his/her membership in good standing shall become ineligible to participate in Club and/or team activities and voting privileges immediately suspended. Grounds for loss of membership in good standing may be the result of conduct, language or incident contrary to the Articles as set forth in the MBLBC by Laws. Additionally, all adult members who are the legal

guardians or parents of participating student/athlete shall lose their voting status on MBLBC issues in the event that annual participation fee/dues are not received and paid in full by established dates of the MBLBC.

- E. Participating student/athlete may lose his membership in good standing in the event that annual participation fee/dues are not received and paid in full by established dates of the MBLBC. Additional grounds for loss of membership may include student/athlete not maintaining levels of academic achievement as outlined in the MBLBC registration packet and/or adherence to student code of conduct as outlined in the most revised edition of the Millcreek Township/McDowell High School Student-Parent Handbook, McDowell Lacrosse code of conduct. Loss of membership status may result in suspended or terminated participation in practices, scrimmages, games, tournaments, and post-season play.

ARTICLE IV: FINANCES

- A. Participation fee/dues will be clearly established and set forth by the Executive Committee.
- B. A bank account in the name of the MBLBC shall be established and maintained with all received monies being deposited therein in a timely fashion. Additionally, all expenditures shall be evidenced by checks drawn thereupon-said established account.
- C. The MBLBC shall adopt a fiscal year that commences on January 1 and ends on December 31.

ARTICLE V: OFFICERS

- A. Officers of the MBLBC shall be comprised of a minimum of five (5) adult members but no more than eight (8) and shall be collectively known as the MBLBC Executive Board. The MBLBC Executive Board shall include:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Head Coach or assignee
 - f. Team Counsel
- B. The term of the officers shall be one (1) year. Officers may stand for re-election. No member should hold the same position for more than two consecutive sessions, with exception of the Coaching Staff representative, who may serve as many consecutive terms as employed by the MBLBC or the Team Counsel Members who may serve as many times as elected by the board.
- C. Only adult members in good standing are eligible for nomination or election as a MBLBC Officer.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1 the President shall

- A. Serve as the Chairperson of the MBLBC Executive Board and preside at all Membership meetings of the MBLBC and its Executive Board meetings.
- B. Sign in addition to or in place of the Treasurer all orders on the Treasury of the Club,
- C. Interpret the meaning of the By-Laws. Such interpretations shall be subject to review and majority approval of the Executive Board.
- D. Perform such other duties as may be prescribed in these By Laws or assigned by the MBLBC Executive Board.
- E. Coordinate the work of the Officers and Committees of the MBLBC in order that the objectives may be facilitated.
- F. Have one (1) vote in all MBLBC matters.

Section 2 the Vice President shall

- A. Preside in the absence of the President at all MBLBC Membership meetings and Executive Board meetings. In the event that the office of the President becomes vacant during the elected term, the Vice President shall accede to the Presidency for the remainder of the term,
- B. Serve as an aide to the President
- C. Have one (1) vote in all MBLBC matters.

Section 3 the Secretary shall

- A. Take an accurate written attendance of all individuals present at all MBLBC Membership meetings and Executive Board meetings,
- B. Record the minutes of all membership meetings in written form,
- C. Provide a brief verbal accounting of most recent previous Membership meeting to membership at all Membership meetings,
- D. Have charge and preserve all documentation, minutes, correspondence and transcripts or other important effects surrounding MBLBC Membership meetings in addition to all Executive Board Meetings.
- E. Collect, organize, record, and update as often as required the membership register and the registration forms and documents of all members.
- F. At the conclusion of the Secretary's term in office, originals or copies of all above referenced shall be provided to newly elected Secretary or President.
- G. Have one (1) vote in all MBLBC matters.

Section 4 the Treasurer shall

- A. Have custody of all funds of the Club,
- B. Collect and keep a full and accurate account of all monies of the MBLBC,
- C. Pay out funds only as authorized by the President or Executive Board,
- D. Prepare and submit required tax forms by IRS deadlines
- E. Present a brief verbal statement of finance at each Club Membership meeting,
- F. Work with the Head Coach on the Annual Budget, present to the MBLBC an annual financial report and proposed season budget at the November Membership meeting. If no November Membership meeting takes place, the Treasurer will make the annual financial report and budget outline available at the next scheduled Membership meeting.
- G. Make all matters of the Treasury available to the Executive Board no less than annually for purposes of audit.
- H. Have one (1) vote in all MBLBC matters.

Section 5 the Team Counsel shall

- A. Consist of 1 to 3 individuals serving a one year term after being duly elected by a majority vote of the President, Vice President, Secretary, Treasurer, & Head Coach.
- B. Act as an advisor to the other MBLBC Executive Board members in the areas concerning parent - coach conflict, student/athlete - coach conflict, discipline issues, or any other such related matters that he/she may deem appropriate and of interest to the MBLBC Executive Board. The Team Counsel will recommend the best method or course of action towards the resolve of conflict including but not limited to the involvement of Executive Board and/or Club vote.
- C. Have a sum combined total of one (1) vote on MBLBC Executive Board matters requiring a vote.

Section 6 the Head Coach shall

- A. Oversee the entire coaching team and represent their interests on the MBLBC Board.
- B. Make recommendations to the Executive Board for the purpose of providing direction or guidance for the overall growth or well being of the lacrosse program.

- C. Handle or oversee all duties pertaining to the organization, planning, development, and execution of team practices, scrimmages, games, etc.
- D. Provide recommendations to the Treasurer or other members of the Executive Board for the purposes of planning, forecasting, and preparing the budget.
- E. Have one vote in all MBLBC matters.

ARTICLE VII: NOMINATIONS AND ELECTION OF OFFICERS

- A. Nominations for the Executive Board, excluding the Team Counsel positions, shall be made by any member in good standing.
- B. Nominations may be made in writing, in person, or via e-mail, text or telephone to any member of the nominating committee. The nominating committee will contact the nominee to confirm their desire to fill the position.
- C. Nominations will be made by the May MBLBC Membership meeting. In the event that May MBLBC meeting does not occur, nominations will be made at next scheduled MBLBC Membership meeting.
- D. There will be no limit to the number of nominations.
- E. The offices of the Executive Board shall be elected at the June Membership meeting after nomination.
- F. The offices of President, Vice President, Secretary, and Treasurer shall be elected by a majority vote of the members in good standing in attendance.
- G. Elected officers will assume their duties effective immediately. The Executive Board shall meet as soon as possible after having been duly elected for the purpose of formulating tentative plans and objectives.
- H. Any vacancy occurring in any office shall be filled for the remainder of term by any adult member in good standing by the majority vote of the members of the Executive Board.

ARTICLE VIII: MEETINGS

- A. MBLBC general membership meetings shall be held at least six (6) times per fiscal year with the time and place and time to be determined by the Executive Board.
- B. Additional general membership meetings and/or Executive Board meetings may be called at any time by the President.
- C. A quorum shall consist of 10% of the MBLBC members in good standing.

ARTICLE IX: EXECUTIVE BOARD

Section 1 the Executive Board shall:

- A. Govern the MBLBC and have the full power to direct the affairs and transact the business of the Club
- B. Act in emergencies between the meetings of the MBLBC,
- C. Fill vacancies on the Executive Board.
- D. Create Standing Committees which will report directly to the Executive Board.
- E. Provide guidance or instruction to the Standing Committees as to their direction or purpose.
- F. Approve, deny, or amend by majority vote of the MBLBC Executive Board the plans, proposals, or expenditure requests of the Standing Committees before the initiation or execution of same.
- G. Create and approve the annual budget before presenting said budget to the MBLBC General Membership,
- H. Report at the General Membership meetings a brief summary of Club business or other activity occurring since the last General Membership meeting,
- I. Select an auditing committee of three (3) adult members in good standing or contract with an independent certified public accounting firm to audit the financial affairs of the MBLBC in the event of the resignation of the fiscal officer prior to the expiration of his/her term or in the event that fiscal irresponsibility is alleged to exist with substantial evidence of alleged wrongdoing,

- J. Serve as the Selection Committee for the purpose of hiring the teams coaches. Coaching candidates may be submitted for recommendation by any member in good standing.
- K. Be privileged to call special meetings of the Executive Committee at any time by the President or the Team Counsel or upon the request of a majority of the officers of the Executive Board. A majority of the Executive Board shall constitute a quorum at these special meetings.

ARTICLE X: TEAM SELECTION AND PARTICIPATION

- A. Student/athlete team selection and participation will be determined solely by the Coaching staff and on an ongoing basis throughout the season. Criteria for selection for participation will include, but is not limited to academic standing, attendance, participation, attitude, and ability.
- B. All student/athletes are expected to adhere to the team rules and regulations as established by the most recent edition of the Millcreek Township Student-Parent Handbook, the Bylaws of the Club, Membership, Eligibility, & Expectations guidelines of the Club.
- C. After selection and prior to player participation, the player's parents or legal guardians will be required to provide completed registration forms as established by the MBLBC Executive Board, Millcreek Township School District, or other.
- D. No student/athlete will be permitted to participate in Club activities prior to all completion of required forms and receipt of said registration forms and fees/dues acknowledged by an Executive Board Member.
- E. Each student/athlete will be required to take a physical examination by a certified physician prior to the established date of completion by the MBLBC. Student/athlete must provide written certification signed by physician stating that the player's condition and health are satisfactory for participation in the sport of Lacrosse.
- F. Each student/athlete will be encouraged to maintain a current membership to US LACROSSE.
- G. Varsity and Junior Varsity student/athletes will compete in the Pennsylvania Intercollegiate Athletic Association (PIAA), Western Pennsylvania Scholastic Lacrosse Association (WPSLA) and/or other leagues deemed appropriate by the Executive Board.
- H. Student/athletes participating in Junior Varsity and Varsity competition will be limited to players enrolled in grades 9 through 12. Players in grades 8 or below are ineligible to participate with or against players enrolled in grades 9 through 12.

ARTICLE XI: COACHES

- A. MBLBC coaches are expected to adhere to and practice the ideals set forth in the NCAA Lacrosse Coaches Code of Conduct and the US Lacrosse Positive Coaching Alliance.
- B. Coaches are required to emphasize good sportsmanship and appropriate behavior at all times. Coaches are responsible for controlling their temperament and to the extent possible their player's actions and that of their bench. Fighting, profanity, intemperate language or behavior, disrespect for opponent players, coaches, officials, or spectators must be discouraged and avoided.
- C. All coaches are expected to impart Lacrosse education, training, and skill development to student/athletes via recognized and accepted varsity sporting methods of instruction. Coaches are encouraged to provide positive reinforcement and feedback as often as possible during the course of said instruction and interaction.
- D. Shall comply with the certification and/or registration requirements established by Millcreek Township School District and the MBLBC.
- E. Coaches are encouraged to attend established Lacrosse seminars and clinics designed for the purpose of imparting positive coaching technique and training, Lacrosse skill, knowledge and coaching improvement, etc. With prior approval of the Executive Board the financial costs borne as a result of attendance at said seminars or clinics may be totally or partially reimbursed.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order Newly Revised Edition" shall govern this MBLBC.

ARTICLE XIII: AMENDMENTS

- A. These By Laws may be amended at any General Membership Club meeting by a two-thirds (2/3rds) vote of the adult members in good standing present and voting, provided that written notice of the proposed amendment(s) shall be provided to each adult member in good standing 30 days prior to the date of the meeting at which action is being taken.
- B. A Committee or individual may be appointed to submit a revised set of Constitution By Laws as a substitute for the existing By Laws by a majority vote at a meeting of the MBLBC or by a three-fifths (3/5ths) vote of the Executive Board.

ARTICLE XIV: DISSOLUTION

In case of the dissolution of this Association, all assets remaining after payment of all authorized expenditures and liability shall be distributed to Erie Youth Lacrosse Association.

This Constitution and By Laws is approved by McDowell Boys Lacrosse Boosters Club Membership this date and supersedes previous Constitution and By Laws inclusive of all amendments to said Constitution.

MBLBC Handbook

STANDING COMMITTEES

Each Standing Committee should submit some type of plan of work to the Executive Board. No committee work should be undertaken without the approval of the Executive Board. The following are Standing Committees and their duties:

- A. **Publicity** - shall prepare items of general interest for publication; arrange for local media coverage-surrounding article(s) of team interest, Arrange for games at Gus to be taped by the McDowell TV station, relay game scores to the school and local TV stations, local newspapers.
- B. **Awards Banquet** - Committee shall contact all adult membership and student/athletes, School District personnel, School Board personnel or other appropriate invitees for the purpose of reservation confirmation. Committee shall submit three comparative bids for selection. Contact selected or contracted facility for the purpose of food and beverage selection. Committee shall work with Head Coach to construct and provide a Banquet agenda for the evening events and other appropriate acknowledgments.
- C. **Senior Recognition** - Committee shall work with the Head Coach to select the game and time, activities and acknowledgments in recognizing Lacrosse Senior student/athletes and parents. This Committee should consist of Parents of Underclassman
- D. **Registrar** - Committee shall work with the Treasurer and Secretary be responsible for the creation of, distribution and collection of all MBLBC, league(s) and School District required forms for participation inclusive of physical examination requirements.
- E. **Home Game Coordinator** – Home Game Coordinator will set up Emergency Medical personnel for every home game and post season game prior to the seasons start. Coordinate game day set up of the field. With end line game balls, cones, game clock, water bottles and all other non player items required for home games. Be responsible prior to the start of the game to ensure that an Emergency Medical person is on site and located at the table area. The Coordinator will also ensure that telephone communication is available at the table area in event of medical emergency along with timekeepers, score keeping and other appropriate table personnel prior to commencement of all games.
- F. **Fund Raising** - Plan and implement all fund raising projects to achieve the budget objective outlined by the Executive Board.
- G. **Concession Stand** - Organize staff and supply concessions for all regular season home games and post-season games.
- H. **Transportation & Directions** – Collect three competing bids for transportation for all regular and Post season away games. Coordinate with the McDowell athletic office to order appropriate team transportation for all tournament, and games requiring said transportation. Additionally, provide copy and distribution of directions to all away play sites prior to games (available on the website).
- I. **Program Ad Book Committee**- The committee shall obtain three bids for that year's Ad book. The committee shall set Ad pricing based, on input from the Executive Board and the budget needs, Distribute Ad forms; collect forms and monies related to the sale of the ad. Keep record of a duplicate copy of payments and ad work for each year's book. Work with the printer to set up layout. Distribute after printing in a timely matter.