



**Pennsbury High School  
Boys Lacrosse  
Parent Association**

**BYLAWS**

VERSION 1 – ADOPTED ON: 3/16/2018



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# **By-Laws of the Pennsbury High School Boys Lacrosse Association**

## ARTICLE I: NAME

- A. The name of the organization shall be: **Pennsbury High School Boys Lacrosse Association.**

## ARTICLE II: PURPOSE

- A. **Mission Statement:** Is an organization that is dedicated to promoting team spirit by encouraging each player to reach their full athletic potential as a student athlete. The main focus will be to put the student athlete first in supporting the Head Coach and his staff in all aspects to create a strong tradition and a competitive lacrosse program.
- B. To support the Varsity Head coach in activities relating to the betterment of the team/players.
- C. To furnish financial support and encourage adult (parent/legal guardian) participation in promoting the current and future lacrosse teams of Pennsbury High School.

## ARTICLE III: GENERAL MEMBERSHIP

- A. Membership in this organization will consist of all parents/legal guardians who have child(ren) participating in either/both Junior Varsity and Varsity Lacrosse.
- B. Executive Board must hold a minimum of 1 meeting per year during the primary Lacrosse season from February thru June.
- C. The Executive Board shall have the right to cancel a meeting if there is no agenda to be discussed.
- D. All meetings shall be held at the East or West campus or in such a place designated by the Executive Board.

## ARTICLE IV: EXECUTIVE BOARD

- A. Subject to the powers of the members as provided by law or as herein set forth, all corporate powers of the organization shall be exercised by or under the authority of, and business affairs of the organization shall be controlled by the Board Members including Head Coach and coaching staff.
- B. Executive Board Members of the Pennsbury High School Boys Lacrosse Association shall consist of:
  - 1. Director
  - 2. Treasurer
  - 3. Secretary
  - 4. Fundraising Chair
  - 5. Member
  - 6. Head Coach
  - 7. Assistant Coach

- C. Executive Board members shall:
  - a. Conduct all business and determine the policy(ies) of the Pennsbury High School Boys Lacrosse Parent Association
  - b. Act within accordance with State Laws governing non-profit organizations.
  - c. Act within the guidelines set forth by the Pennsbury School Board of Directors
  - d. Act within the guidelines of the Pennsbury Athletic Director.

## ARTICLE V: EXECUTIVE BOARD DUTIES

- A. **DIRECTOR:** The Director shall preside at meetings, serve as Chair of the Executive Board, rule on procedures and jurisdiction, summarize voting measures and decisions, authorize payment of all bills with the approval of Board members and prepare the agenda for the meeting.
- B. **FUNDRAISER:** The Fundraiser will oversee financial operations to raise money for the benefit of the varsity and junior varsity program. This designated position shall create a variety of fundraising events and variety of different vehicles to raise funds to sustain the program in season and out of season for the Pennsbury Boy's Lacrosse program.
- C. **SECRETARY:** The Secretary shall record the minutes of the meetings and shall maintain a record of the minutes. The secretary will also communicate with parents in the program.
- D. **TREASURER:** The Treasurer shall maintain current fiscal records of the Pennsbury Boys Lacrosse Association. The Treasurer shall disburse funds based on the Board approved expenditures and be responsible for the safeguarding of the club's financial assets and file all statutory tax requirements within the regulatory time. The Treasurer shall record and make available the records of all income and expenditures to the officers upon request. In the absence of the Director, the Treasurer shall preside and oversee the meetings.
- E. **MEMBER:** General board members are expected to participate/attend monthly meetings. With such, board members have voting rights.
- F. **HEAD COACH:** The head coach (on file with Pennsbury) will have the same voting rights as board member's. In addition, Head Coach serves as the board representative to the Athletic Director.
- G. **ASSISTANT COACH:** One assistant coach, appointed by Head Coach, will have same voting right as board member's.

## Article VI: ELECTIONS OF OFFICERS

- A. Nominations for the Executive Board shall be made at a monthly general meeting. Voice nominations with a voice 2<sup>nd</sup> will satisfy nomination of such person to appear on ballot. Without a second vote, nomination will be nullified.
- B. Elections shall be held by ballot during the June meeting or done remotely via electronic method. Board interested in executive positions will run at large for position and not specific positions on the board.
- C. Specific office positions on the board will be voted on by the Executive board with majority vote deciding. During executive session immediately following election, executive board positions will hold a verbal nomination/voting at the meeting.

- D. Executive Board members shall serve a term of at least one-year contingent upon their continued status as a member in good standing or until their successors are elected. The newly elected members shall assume their offices during June meeting
- E. In the event of an Executive Board member vacancy, such position shall be filled by a person appointed by the Executive Board with the confirmation by a majority of the Board members present at any meeting.
- F. A general member may vote only once and will be restricted to one per player. For example, a father and mother of one or more players will only be able to cast one(1) vote.

## ARTICLE VII: OPERATIONS

- A. Conflict of interest or the appearance thereof shall be avoided. The Director and all Executive Board members shall abstain from deciding a particular matter, which gives rise to the conflict of interest or appearance thereof.
- B. Executive Board shall meet once a month during the school year unless otherwise requested by the Director or Head Coach.
- C. A quarterly financial statement shall be made available to the general membership.
- D. The Pennsbury Boys Lacrosse Association Executive Board shall produce a monthly financial statement that will be reviewed by the Head Coach and the board.
- E. All voting results will be decided with the majority carrying on the motion (issue being voted upon)
- F. If absent from meeting, Executive board member may cast their vote via email.

## ARTICLE VIII: MEETINGS

- A. Meetings shall be held on the first Tuesday of the month. Flexibility shall be executed so that all members including the Head Coach and his staff to be present.
- B. The Executive Board shall have the right to cancel a meeting if there is no agenda to be discussed.
- C. All meetings shall be held at the East or West campus or in such a place designated by the Executive Board and Head Coach.

## ARTICLE IX: ORDER OF BUSINESS AT MEETINGS

- A. Call to order.
- B. Minutes of the last meeting.
- C. Treasurer's report
- D. Coach's report.
- E. Director's report.
- F. Old Business
- G. Board member's report.
- H. New Business
- I. Items from the floor.
- J. Adjournment

## ARTICLE X: AMENDMENTS AND REVISIONS

- A. These By-Laws may be amended and revised by a majority vote of the Executive Board present at a meeting. A special meeting will be called for that purpose and with a least one week notice prior to such meeting. All amendments and revisions will be decided by majority vote of executive board. If motion carries, revised bylaws must be submitted to Athletic Director for record keeping.

## ARTICLE XI: DISSOLUTION

- A. This club shall not be dissolved by its own motion so long as majority of E-board members wish it to be dissolved.
- B. With verbal/written approval of Pennsbury Board of Directors
- C. Head Coach has the right to dissolve the club at any time