



CONSTITUTION & BY-LAWS

MASTIC SPORTS CLUB, INC.

Post Office Box 225, Mastic N.Y. 11950

Revised: ~~August, 2012~~ January 2014

Functional Process Manual: Commissioner Guidelines

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1.0 PURPOSE

This organization shall be known as The Mastic Sports Club, Inc. purpose of Mastic Sports Club shall be as follows:

- A. To promote, govern and conduct a non-professional sports program for the youth of the Community.
- B. To provide social and cultural opportunities for the youth of the Community.

2.0 SCOPE

This document provides description of the standard procedures used by the Board Members and Volunteers in performing their specific volunteer functions. Commissioners are commonly appointed to individual sports or committees that are intended to promote a sense of community and sportsmanship across all of the programs. The Board Members are also expected to perform in the best interest of the registered members of all the programs.

- A. "No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided by Internal Revenue Code Section 501 (b), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office."
- B. "No substantial part of the activities of the corporation shall be carrying on solicitation or endorsements for profitable organizations, or otherwise attempting, to influence membership into patronization of sponsors or participating member's private businesses (including the publication or distribution of statements).
- C. No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation.
- D. "Notwithstanding any other provision of these articles, the corporation is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for safety, literary, or educational purposes. Or to foster national or international amateur sports competition or for the prevention of cruelty to children, or animals, as specified in Section 501 (c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section (c) (c) of the Internal Revenue Code of 1954.

3.0 REFERENCES

The following documents, of the issue currently in effect, form a part of this document to the extent specified herein:

3.1 MSC Forms

- Annual Budget Detail forecast of fiscal spending for the individual Sports Programs or the entire Club's General Administration
- Purchase Order Request Purchase Order Number request based on an estimated dollar spend amount
- Transaction Request Check or Debit Card request to pay for goods or services rendered
- MSC Letterhead Formal Stationary for MSC Club correspondence
- MSC Sponsorship Form Tax receipt for Sponsorship donations
- MSC Cash Donation Tax receipt for donations made in the form of Cash
- MSC Property Donation Tax receipt for donations made in the form of Property
- MSC Auction Purchase Tax receipt for donations made in the form of an Auction Purchase
- MSC Benefits Provided Tax receipt for donations made in return the form Goods or Services Rendered
- MSC Charitable Benefits Tax receipt for donations made in return the cost of a Charitable Event
- MSC Fundraiser Form A summary of the fundraiser purpose, expenditures and donations received

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3.2 MSC Documents

- Financial Guidelines Functional process manual for active members of Mastic Sports Club

4.0 DEFINITIONS

The following terms will be referenced in this document:

- EBOD Executive Board of Directors
- BOD Board of Directors
- MSC Mastic Sports Club Inc.

5.0 MEMBERSHIP

5.1 Eligibility

Eligibility: Any person in good moral character and good standing in their community shall be eligible with the approval of the Board to become part of the club.

5.1.1 Classification of Members

- Active Member
Any eligible person who has paid their dues and is either on the EBOD, BOD, Director, Financial Delegate, Registrar, Fundraising and Publicity, Coaching, Member of a Committee, Team Volunteer, Referee or Umpire. Active Members who are 18 years of age or older are eligible to vote.
- Associated Members
Any eligible person who has paid their dues and who has not actively participated in club functions during that fiscal year.
- Honorary Lifetime Member
Are to be elected by a majority vote of the BOD. They shall not be subject to dues. They shall have the same rights as an associated member.
- Youth Members
Membership in the organization shall be open to all youth meeting Mastic Sports Club requirements. These non-paying members shall not be entitled to vote at any meetings or hold office on any committees.
- Medical Assist Members:
Member of Mastic Sports Club for players who need special medical assistance while participating for MSC. Member must be appointed by a sport's Commissioner before a BOD. These non-paying members shall not be entitled to vote at any meetings or hold office on any committees

5.2 Requirements for Eligibility of Membership

- Application for any membership must be made on the application form in use by the club. The only exception would be for an Honorary Lifetime Member ~~in which a formal declaration is required.~~
- All applications must be approved by the majority vote of the BOD present at the bi-monthly meeting.
- Before participating in any MSC official activity, membership application must be approved and dues in order.
- ~~Temporary membership is granted upon submission of a completed application and applicable fees to an active BOD member. The BOD member in position of the application is responsible for any action of the temporary member prior to the formal vote on membership. The application is required to be submitted at the next BOD meeting, failure to do so will result in a suspension of the temporary membership.~~

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5.3 Termination of Membership

5.3.1 Voluntary Termination

Resignation of a member shall become effective upon receipt of written notification (non electronic) which should be sent to ~~the secretary....~~ Resignation of a member shall become effective upon receipt of written notification any Executive Board member. ~~That Board~~ The EBOD member should notify the entire Board ~~BOD~~ of such resignation within 48 hours.

5.3.2 Involuntary Termination

~~The President has the discretion to remove an Officer or Member of the Club (non-EBOD) at any time and appoint the position, with the approval of the EBOD (majority vote) to an active member of the club to fill the vacancy.~~

The Executive Board of Directors, may in its discretion suspend from membership, or expel any individual who:

- A. Willfully refused or neglected to fulfill any of its obligations as a member, or violates any of the provisions of the Constitution, By-Laws, or Rules and Regulations or Zero Tolerance Policies.
- B. Having committed any act which was inconsistent with the principles and standards of good sportsmanship and fair play.
- C. Exemplifying any conduct deemed detrimental to the good of any part of the organization or inconsistent with the values of a community organization.
- D. Such action shall require a majority vote of the EBOD. Any Executive Board member personally involved in the incident will not have a vote. A member shall have an opportunity to show cause why such action should not be taken before the initial vote. If the member fails to show up for the meeting in which they were invited then a vote will be taken. The EBOD may reinstate a member of the club who has been suspended or expelled. Such action shall require a majority vote of the EBOD. An applicant will have the opportunity to show just cause to be reinstated.
- E. The presidents decision ~~on whether to remove a Board member~~ with approval of one other EBOD member is- will be final.
- ~~F.~~ The president shall make a recommendation to the EBOD to fill vacant position occurring due to Involuntary Termination.

5.4 Membership Dues

- A. Dues shall be determined by the BOD in a majority vote.
- B. Dues shall run from January 1st thru December 31st
- C. Dues shall be paid in full to the Mastic Sports Club upon application for membership.

6.0 OFFICERS OF THE CLUB (Board of Directors)

6.1 Board Positions

- | | |
|---|---------------------------------|
| • President | • Commissioner of Basketball |
| • Vice President | • Commissioner of Softball |
| • Secretary | • Commissioner of Baseball |
| • Treasurer | • Commissioner of Soccer |
| • <u>Director of Budget and Finance</u> | • Commissioner of Special Needs |
| • <u>Club Registrar</u> | |
| • <u>Club Fundraising Coordinator</u> | |

6.2 Executive Board of Directors (EBOD)

The Executive Board of Directors is comprised of the following Officers of the club.

- | | |
|------------------|----------------------|
| • President | • Treasurer |
| • Vice President | • Budget and Finance |
| • Secretary | |

6.2.1 Qualification for the Office of President

To hold the Presidential Seat of the MSC the candidate must have held a position on the EBOD or BOD for a minimum of 3 consecutive years

6.2.2 Qualification for the supporting EBOB Offices

To hold any of the other supporting EBOD positions Vice President, Secretary, Treasurer or Budget and Finance the candidate would have to serve as a member of the club for a minimum of 2 consecutive years.

Any of these positions can be appointed by the President of the Club with approval of the majority of remaining EBOD. in the event of a vacancy, the appointment will only last until the next annual election

Family members may serve on the EBOD at the same time.

6.3 Board of Directors (BOD)

The additional Officers of the Club (non-EBOD) shall be filled by active members of the club appointed by a majority vote of the EBOD by the second meeting in December. Positions on the BOD are assigned for one calendar year starting on January 1st following the December meeting at which they were appointed. Any of these positions can be appointed by ~~the President of the Club~~ with the approval of the majority of the remaining EBOD in the event of a vacancy and will last until the end of the calendar year.

The Board of Directors is comprised of the following Officers of the club:

- Commissioner of Basketball
- Commissioner Softball
- Commissioner Soccer
- Commissioner Baseball
- Commissioner of Special Needs
- Club Registrar
- Club Fundraising Coordinator

6.3.1 Qualification for the BOD Members

To be appointed by the EBOD and hold the seat on the BOD of the MSC the candidate must be a member of the MSC in good standing.

7.0 ROLES & RESPONSIBILITIES

7.1 EBOD

The duties of the Executive Board of Directors are as follows:

- A. A quorum of the filled EBOD positions shall constitute a EBOD meeting
- B. Shall have authority over affairs/finances of club and general control of its property.
- C. The BOD shall authorize an annual audit of the Treasurer books. A Financial Report will be presented at the annual meeting.
- D. The interpretation of the By-Laws by the EBOD shall be final and conclusive.
- E. Only the EBOD has the authority to recommend the addition of any new programs to the MSC. All new programs will be held to an EBOD vote and requires a majority of the EBOD.
- F. The EBOD shall supersede any committee.

7.1.1 President

- A. The President is a member of the EBOD.
- B. The President shall be the Chief Executive Officer of the Mastic Sports Club, Inc. All Officers and Members of the Club report to the President.
- B. The President has the power to call a special meeting of the EBOD and BOD and will be Ex-Officio of all committees.

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- C. The President will approve all contracts, and obligations of the Mastic Sports Club, Inc. Automatic delegation of these approvals will be shifted to the Vice President, Secretary or Treasurer within three days of EBOD notification.

Copies of all approved and signed contracts or obligations of the Mastic Sports Club, Inc must be submitted to the Secretary for record retention.

The President will approve all publications of the Mastic Sports Club, Inc. Automatic Delegation of these approvals will be shifted to the Vice President, Secretary or Treasurer within three days of EBOD notification.
- D. The President will approve all MSC advertisement and signage (with the exception of sponsorship signs) prior to being sent out or displayed by any members. Automatic delegation of these approvals will be shifted to the Vice President, Secretary or Treasurer within three days of EBOD notification.
- E. The President shall retain all password information and have full access to all electronic publications. (i.e.: websites, phone, computer, along with all master keys and or combinations of all M.S.C. properties.)

7.1.2 Vice President

- A. The Vice President is a member of the EBOD
- B. The Vice President shall have the duty of assisting the President in the discharge of all the duties of the Club and will officiate in his absence.
- C. The Vice President must sit in at least 25% of all sub-committees, but not required to sit in more than 3 active committees at any one time.
- D. The Vice President shall retain all password information and have full access to all electronic publications. (i.e. : websites, phone, computer, along with all master keys and or combinations of all M.S.C. properties.)
- E. The Vice President has the authority to approve all contracts, and obligations of the Mastic Sports Club, Inc. delegated to the Vice President. The Vice President will submit an approval within three days of the delegation or the approval will be delegated to the Sporting Commissioners authority.
- F. The Vice President has the authority to approve all publications of the Mastic Sports Club, Inc. delegated to the Vice President. The Vice President will submit an approval within three days of the delegation or the approval will be delegated to the Sporting Commissioners authority.
- G. The Vice President has the authority to approve all MSC advertisement and signage (with the exception of sponsorship signs) prior to being sent out or displayed by any members. The Vice President will submit an approval within three days of the delegation or the approval will be delegated to the Sporting Commissioners authority.

7.1.3 Secretary

- A. The Secretary is a member of the EBOD
- B. The Secretary shall attend to all correspondence received by the Club and shall draft communications as directed by the EBOD
- C. The Secretary shall record the minutes of all meetings in which they attend and forward to the entire BOD no later than 7 calendar days of the meeting.
- D. The Secretary shall be responsible for the counting and certification of all ballots cast by the Active membership.
- E. The Secretary shall be responsible to include in the minutes the BOD attendance.
- F. The Secretary shall be responsible for obtaining the venue for all BOD meetings.
- G. The Secretary shall be responsible for mailing mandatory meeting invitations to all active MSC members.
- H. The Secretary is responsible to keep attendance of everyone participating in all MSC meetings.
- I. The Secretary has the authority to approve all contracts, and obligations of the Mastic Sports

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Club, Inc. delegated to the Secretary. The Secretary will submit an approval within three days of the delegation or the approval will be delegated to the Sporting Commissioners authority.

- J. The Secretary has the authority to approve all publications of the Mastic Sports Club, Inc. delegated to the Secretary. The Secretary will submit an approval within three days of the delegation or the approval will be delegated to the Sporting Commissioners authority.
- K. The Secretary has the authority to approve all MSC advertisement and signage (with the exception of sponsorship signs) prior to being sent out or displayed by any members. The Secretary will submit an approval within three days of the delegation or the approval will be delegated to the Sporting Commissioners authority.

~~L. The Secretary is responsible to certify the names of active, honorary lifetime, associated, youth and medical assist members.~~

~~M. The Secretary shall compile deliver to the President and Secretary an accurate list of all sports team membership and provide an update on a monthly basis.~~

7.1.4 Treasurer

- A. The Treasurer is a member of the EBOD.
- B. The Treasurer is responsible to deposit funds received in the name of MSC, Inc.
- C. The Treasurer shall keep accurate and complete records of all financial transactions in accordance with recognized accounting procedures.
- D. The Treasurer shall be the Chief Financial Officer of the MSC's checking, savings accounts and certificate of deposits.
- E. The Treasurer shall provide report bi-monthly, all drawn and actual balances of MSC accounts.
- F. The Treasurer must be bonded prior to taking office and remain in effect for the full year. The bonding shall be paid for by MSC.
- G. The Treasurer must file all corporate tax returns in a timely manner consistent with the rules of the I.R.S. so tax extensions do not have to be filed.
- H. The Treasurer shall make all club policies with regards to MSC finances.
- I. The Treasurer has the authority to approve all contracts, and obligations of the Mastic Sports Club, Inc. delegated to the Treasurer. The Treasurer will submit an approval within three days of the delegation or the approval will be delegated to the Sporting Commissioners authority.
- J. The Treasurer has the authority to approve all publications of the Mastic Sports Club, Inc. delegated to the Treasurer. The Treasurer will submit an approval within three days of the delegation or the approval will be delegated to the Sporting Commissioners authority.
- K. The Treasurer has the authority to approve all MSC advertisement and signage (with the exception of sponsorship signs) prior to being sent out or displayed by any members. The Treasurer will submit an approval within three days of the delegation or the approval will be delegated to the Sporting Commissioners authority.

7.1.5 Budget and Finance

- A. The Director of Budget and Finance is a member of the EBOD.
- B. The Director of Budget and Finance with the appropriate Board members shall develop budgets for approval with General Administration and all current Youth Programs:
- C. The Director of Budget and Finance shall develop and maintain ongoing expenditure reports in accordance with approved budgets.
- D. The Director of Budget and Finance will prepare quarterly year to date reports and present to the B.O.D.
- E. The Director of Budget and Finance shall approve or disapprove club expenditures based on budgetary reports. No PO shall be issued if there is any question to insufficient funds or pending a deposit for fundraising.
- F. The Director of Budget and Finance shall oversee all MSC buying.

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- G. No member of Mastic Sports Club, Inc. may make any purchases or merchandise orders without a written Transaction Order Form authorized by the Director of Budget and Finance or the President of the club which will include a valid Purchase Order Number. The only exception is a maximum amount of \$75.00 allowance available to the members of the Board of Directors to conduct Club business. All receipts and a transaction order form will be submitted to the Treasurer for reimbursement of expenses within said allowance.

7.2 BOD

7.2.1 Commissioners of Sports

- A. The Commissioner shall be responsible to manage all matters pertaining to the operation of the MSC Sport they are appointed to manage.
- B. Each of the Commissioners is responsible to meet with the Director of Budget and Finance to develop an annual spending plan(s) to be approved by the EBOD.
- C. The Commissioner shall follow the establish "Guidelines" defined by the EBOD that will describe the organization, procedures, rules, finances and regulations governing all Mastic Sports Club programs.
- D. No Commissioner shall enter in negotiations or engage any contract with any other organization, district of government or town official without notification and approval by the EBOD.
- E. The Commissioner is required to provide a detailed report on to the EBOD any injuries that occur at an MSC event or practice.
- F. The Commissioner is required to provide a detailed report on to the EBOD any issues of violation of the "Zero Tolerance Policies" that occur at an MSC event or practice.
- G. Commissioners of Sports shall identify and appoint all individuals that will fill the required roles support their individual program(s). Supporting roles:
- Director
 - Financial Delegate
 - Registrar
 - Fundraising and Publicity
 - Coaches
- H. The Commissioners of sports that appoint a Financial Delegate assume the responsibility for all financial transactions.
- All Financial Delegate appointment's are to be approved by the EBOD
- I. The Commissioners of sports that are required to support multiple programs i.e. in-house and travel programs are to appoint a minimum of one Director.
- All Director appointment's are to be approved by the EBOD
- J. Commissioners are responsible to supply monthly reports to the EBOD on registration, sporting events, fundraising activities and any public communications.
- K. The Commissioners are responsible to know all of the roles and responsibilities of the appointments under their respective sports.
- L. The Commissioners are responsible for any of the actions of their Directors, Coaches, Volunteers and members of their respective MSC Sport programs. The EBOD will review the severity of these actions and will decide if any action is to be taken, up to and including invoking an Ethics Committee for a recommendation of termination of membership.
- M. All commissioners will be required to obtain EBOD approval for any new uniform and all sport uniforms must contain the most cuurent Mastic Sports Club logo.

7.2.2 Club Registrar

- A. The Registrar is responsible to compile registration forms for all Club sports programs.
- B. The Registrar will develop a waiting list for all sports programs.

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C. The Registrar shall provide monthly a report at all BOD meetings of the total of all general membership and registration for each sport of the MSC.

7.2.3 The Registrar is responsible to certify the names of active, honorary lifetime, associated, youth and medical assist members.**Fundraising Coordinator**

A. The Club Fundraising Coordinator shall oversee all Club fundraising projects and provide commissioners with appropriate fundraising forms and track completed fundraising forms.

B. The Club Fundraising Coordinator shall develop and facilitate a Club Fundraiser or Sponsorship Program to help reduce current registration and administration costs.

C. The Club Fundraising Coordinator shall distribute to the Board on a monthly basis an updated list of Fundraising activities and an updated list of active sponsors which both include funds received.

7.3 Adult Membership

7.3.1 Director

A. The Director of a Sport shall:

- The Directors are to act on behalf of the Commissioner for the individual programs they are assigned to during any event, function, meeting or any open forum in the Commissioners absence.
- The Director is responsible to know all of the roles and responsibilities of the appointments under their respective sports.

7.3.2 Financial Delegate

Roles of the Financial Delegate are outlined in the MSC Financial Guidelines.

7.3.3 Fundraising & Publicity

The administrator of Fundraising and Publicity shall:

- Oversee fundraising projects.
- Develop and facilitate a Club Fundraiser or Sponsorship Program to help reduce current registration and administration costs.
- Distribute to the Commissioner a monthly report of Fundraising activities and an updated list of active sponsors which both include funds received.
- Develop a calendar of events which shall be posted on the web site..
- Develop a relationship with local newspapers to report on Club sports programs.
- Is responsible to advertise all Club functions and registrations.
- All MSC publications, advertisement and signage (with the exception of sponsorship signs) must be submitted to the EBOD for approval prior to being sent out or displayed by any members.
- All publications must have the MSC Logo and must contain a standard charter statement promoting a sense of community and the unity within the Sports.

7.3.4 Registrar

The administrator of registration shall:

- Be responsible to compile registration forms for the Club sports program they are assigned to.
- The Registrar will develop a waiting list for the sport program.
- The Registrar shall provide report monthly report to the Secretary of MSC of the total membership and registration for each sport of they support.

7.3.5 Coach

The Coach shall:

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- Be responsible individuals that promote sportsmanship, the importance academic performance and a sense of community in accordance with the Charter of the Mastic Sports Club.
- Coaches are required to notify the appropriate sport Commissioner or the Director of any injuries, issues, or MSC violations that occur ant any MSC event.

8.0 MEETINGS

8.1 General Meeting Rules

- A. The EBOD will meet on the first Wednesday of every month except for holidays. The first Wednesday meetings will be a closed meeting and is optional to only the MSC BOD.
 - In order to insure the 12 EBOD meeting occurrences EBOD meetings can be moved at the discretion of the EBOD.
- B. The BOD will meet on the third Wednesday of every month except for holidays. The Third Wednesday meeting is open attendance for general membership and the public.
 - In order to insure the 12 BOD meeting occurrences BOD meetings can be moved at the discretion of the EBOD.
- C. An annual membership meeting will be held during the open meeting in the month of November. During the annual meeting the annual reports will given and elections will be held for the EBOD positions. All of the active members will be notified and their participation it is recommended.
- D. The President can add a Bylaw Amendment to any open meeting. In the event of a Bylaw Amendment the general membership will be notified in advance to review the proposed changes.
- E. Sixty percent (60%) of the active EBOD shall constitute a quorum to conduct club business.

8.2 Meeting Order of Business

1. Salute to the Flag.
2. Dues are always in order.
3. Minutes of previous meeting
4. Review action items and unfinished business
5. Treasurer's Report
6. Report of Board Members in attendance
7. New members
8. Communications, Good & Welfare and bills
9. Reports of standing Committees
10. Report of Special Committees
11. New Business
12. Adjournment

9.0 NOMINATIONS

- A. Nominations for the proposed EBOD officers will open in September and close at the second open meeting of October.
- B. All Candidates for office must be in good standing at the time of nominations and an active member of the Club.
- C. A Nomination Committee Chairperson shall be appointed by the President at the September BOD meeting and shall be an active member. The balance of the nominating committee shall consist of two (2) active members to be selected at that time by the Chairperson.

10.0 ELECTIONS

10.1 Executive Board of Directors Elections

- A. MSC election of EBOD officers shall only take place at the November annual open meeting
- B. The candidate receiving the majority number of votes for each office shall be declared elected to that office

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- C. All elected officers shall assume office on January 1st
- D. Newly elected officers should register for the upcoming membership year by the last open meeting in December.

10.2 Voting

- A. The presiding Nomination Chairperson at the time of election shall appoint three (3) inspectors who shall receive and count the ballots to certify the results of the election.
- B. The Secretary shall make a record of election results which shall be announced to the Club by the presiding Nomination Chairperson.
- C. Active members 18 years of age in good standing shall be entitled to place one (1) vote per office.

11.0 COMMITTEES

11.1 General Committee Rules

- A. All committees shall consist of at least 3 people
- B. Such standing committees shall be created by the EBOD as deemed necessary to promote the objectives and carry out the work of the Club. The Chairpersons shall be appointed by the Club President

11.2 Committee Types

- A. Special committees may be created by the President with the Chairperson being appointed by the President
- B. Typical Committees
 - Arbitration Committee
 - By-Laws Committee
 - Program Development Committee
 - Rules and Ethics Committee
 - Special Events

12.0 AMENDMENTS

- A. Amendments Mastic Sports Club By-Laws shall only take place at the discretion of the President with the approval of the EBOD.
- B. Any Amendments to the Constitution or By-Laws of the Mastic Sports Club, Inc. shall be available to the active membership one month prior to the open meeting it is to be voted on for approval. Passage requires a majority vote of the active membership present.

13.0 PARLIMENTARY AUTHORITY

Roberts Rules of Order revised shall govern the Club in all cases to which they apply and where they are not in conflict with these By-Laws.