

## **BY-LAWS OF THE MASON HIGH SCHOOL**

### **MEN'S LACROSSE BOOSTER CLUB**

#### **ARTICLE I: NAME**

The name of this association of Mason High School, known as a satellite support club of the Athletic Booster Council, shall be the *Mason High School Men's Lacrosse Booster Club. (aka MHSMLBC)*

#### **ARTICLE II: PURPOSE**

- 1) This association shall provide supplemental financial support, encouragement and advance the program and related activities of the *Mason High School Men's Lacrosse Team*.
- 2) This association shall promote good sportsmanship, set an example of high integrity, encourage the highest level of school spirit, and strive to develop character and high ideals of *all* men's lacrosse team members.
- 3) This association shall *NOT* seek to direct the technical activities or policies of the school administration or of the school officials (coaches) who are charged with responsibility of conducting the athletic program.

#### **ARTICLE III: MEMBERSHIP**

Membership shall consist of all parents and/or legal guardians of eligible players attending Mason High School.

Each player designated on a team following tryouts represents one vote for the corresponding parents and/or legal guardians.

#### **ARTICLE IV: OFFICERS**

- 1) **Elections:** Each year, the membership shall elect for the ensuing year, a President, Vice-President, Secretary, Treasurer and one Member-At -Large. The election process and possible open positions will be discussed at the March meeting so that nominations can be accepted at the April meeting and distributed to all members. Officers shall be elected by a simple majority vote of those members present at a scheduled meeting in May of each year. Two parents and/or legal guardians of the same player may not hold simultaneous officer positions in the same year. Members may run for consecutive terms in their current office or another office. A parent and/or legal guardian may not hold more than one officer position at a time.

2) **Officers' Tenure (Fiscal Year):** Will be from July 1 of the current year through June 30 of the following year. The time for elections in May to installation in July should be used for "shadowing" purposes to continue the established mission of the MHSMLBC.

3) **Vacancies:** Should the President be unable to fulfill the term to which elected, the Vice-President shall assume the office of President. Should any other offices be vacated prior to the expiration of the elected term, the President shall appoint a booster organization member to the vacated office for the remainder of the unexpired term. A current board member can be appointed to the open position if interested and then this vacant position by filled. The appointed member designated by the President for the vacated position will be approved by a majority vote of the other sitting board members.

4) **Duties of the Officers:**

**a. The President:**

- i. Shall preside at all meetings of this association.
- ii. Shall personally represent the association or appoint a delegate where representation is deemed advisable.
- iii. Shall appoint committees and committee chairs.
- iv. Shall perform all other duties usually incident to the office of President.
- v. Shall prepare the agenda for the monthly meetings.

**b. The Vice President:**

- i. Shall, in the absence or disability of the President, preside at all meetings and perform the duties of the President.
- ii. Shall have such powers and perform such duties as may be delegated to him/her by the President.
- iii. Shall perform all other duties usually incident to the office of Vice-President.

**c. The Secretary:**

- i. Shall keep the attendance and minutes of all organizational meetings and distribute the same to the membership after each monthly meeting.
- ii. Shall keep other reports as required.
- iii. Shall perform all other duties usually incident to the office of Secretary.

**d. The Treasurer:**

- i. Shall keep the financial records of the association, collect the deposit of all monies, and pay bills on approval of the officers.
- ii. Shall follow the necessary accounting practices as required by the Mason City Schools Board of Education and its Treasurer.
- iii. Shall establish for vote of the membership in July and, in conjunction with the other officers, a budget for the coming year.
- iv. Shall present monthly budget summaries at the member meeting showing budget reconciliations against monthly bank statements

- v. Shall present monthly reconciliations against proposed yearly budget activities and actual spend/fundraising activities to inform the membership of where it stands against proposed fundraising and spend versus actual fundraising and spend.
  - vi. Shall perform all other duties usually incident to the office of Treasurer.
- e. **Member –At-Large:**
- i. Voting member of the board.
  - ii. Assist in coordinating fundraising activities for the booster organization.

## **ARTICLE V: MEETINGS**

- 1) Booster club meetings shall be held monthly (July is optional depending on need to discuss Summer Camp). The day and week shall be consistent month to month. If a conflict arises with the scheduled meeting date, a new date will be chosen and communicated to the booster organization.
- 2) All votes needed by the membership at monthly meetings shall require a simple majority of the members present to be valid and binding for the organization. Only items published and distributed to the entire membership on an agenda posted one week prior to the meeting on the Boys Lacrosse website can be voted on.
- 3) Booster club meetings shall be coordinated with the school event/facility scheduler so they will be set and posted in advance with Mason Schools yearly activity calendar.
- 4) All meetings should include a review of the minutes from the previous meeting, presentation of a current written financial report, reports from committees where appropriate, reports from activities, old business and new business. The minutes from the previous meeting should be posted to the Boys Lacrosse website one week prior to the next meeting so that the booster organization can read them for approval before the meeting.
- 5) Meetings shall be presided over by the President, or Vice-President, in absence of the President. If these officers are not present, then the Secretary or Treasurer may preside over the meeting.
- 6) MHSMLC Board meetings (elected officers) are suggested as needed in addition to the membership meetings to discuss direction and execution of club goals and activities. These meetings should be monthly as needed.

## **ARTICLE VI: FINANCIAL**

- 1) The funds for this association shall be used to further the purpose as stated in Article II of these By-Laws.

- 2) Association funds are to be deposited with the Treasurer's Office of Mason City Schools in accordance with their procedures, and held in a sub-account for the benefit of the Mason High School Men's Lacrosse Booster Club.
  - a. The Treasurer of the MHSMLBC shall make deposits of funds raised by players/adult members to the Office of the Treasurer of the Mason City Schools.
  - b. A second checking/savings account may be held at a local bank for the deposit of funds raised by adult members of the MHSMLBC.
  
- 3) Association funds may be expended following the practices of the Mason City Schools Office of the Treasurer, at the direction of the officers of MHSMLBC.
  - a. The Treasurer will make withdrawals from this account and pay any expenditure(s) to the members upon approval of the officers of the organization.
  - b. The President may also make withdrawals and payments for expenditures, with officers' approval, and forward such accounting paperwork to the MHSMLBC treasurer for record keeping purposes.
  - c. Any expenditure in excess of \$500.00 will require the approval of three (3) of the five (5) officers prior to funds being expended, either at a meeting or by email.
  - d. Receipts shall be required for all expenditures or reimbursements to members.
  - e. Contracts pertaining to the mission of the MHSMLBC may be entered into and shall be signed by a Board member and Treasurer of the organization. No contract may be executed without the approval, either at a meeting or by email, of three (3) of four (4)
  - f. Approvals for expenditures over \$500 and/or contracts will be maintained by the Treasurer.
  
- 4) Because of the financial needs to carry out the mission of the MHSMLBC, fund raising will be an integral part of the activities of the members of the booster club and the lacrosse players. Although not participating in fund raising activities will not prevent a child from being a member of a lacrosse team it is understood that all lacrosse players benefit from the fundraising activities and therefore participation in fund raising activities is highly encouraged. Ohio laws requires that when students enrolled in a public school are involved in fund raising activities that benefit the school or a club to which they are a member, the funds raised and collected shall directly benefit the students of that club.
  
- 5) This association is organized as a non-profit organization and no member shall have any legal or equitable ownership of any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to the Mason High School Athletic Booster Council for exclusive use by the Mason High School Men's Lacrosse Team. In case of the dissolution of the lacrosse program, the funds or property shall become the property of the Mason High School Athletic Booster Council and used at their discretion.

**ARTICLE VII: AMENDMENTS**

The By-Laws of this association may be amended at any regularly scheduled meeting by a simple majority affirmative vote of the membership present, provided due notice of the proposed amendment(s) has been provided in writing to all members at least seven (7) days prior to the meeting.

**Amended 7/2/18**