



## Vandegrift Lacrosse Club Booster Organization

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### **Bylaws**

Note: The purpose of the Bylaws is to initially mirror the Articles of Organization, but with time will be used to document changes to the Articles of Organization without having to incur the expense of re-filing.

**Bylaws** of the undersigned, a majority of whom are citizens of the United States, desire to form a Non-Profit Organization under the Non-Profit Organization Law of Texas, do hereby certify:

It is our desire to form an “Amateur Athletic Organization” to qualify for tax-exempt status. The organization shall foster national amateur sports competition. All competition shall be conducted on the highest level and every member associated with the Vandegrift Lacrosse Club program shall emphasize, by work and action, the virtues of team spirit, healthy competition, and sportsmanship.

#### **Articles:**

1. Name
2. Principal Office
3. Purpose
4. Activities and Net Earnings
5. Membership
6. Elected Officers and Initial Trustees
7. Election Procedures of Officers
8. Officer’s Responsibilities
9. Annual Budget
10. Meetings
11. Amendments
12. Parliamentary Authority
13. Varsity Letter
14. Representation of the Vandegrift High School Vipers
15. Dissolution of the Organization

### **Article 1 -- Name**

The name of the organization shall be “Vandegrift Lacrosse Club Booster Organization”, hereinafter referred to as the “Organization” or “Club”.

### **Article 2 – Principal Office**

The place in the State of Texas where the initial principal office of the Organization is to be located is the City of Austin in Travis County.

### **Article 3 – Purpose**

Said Organization is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

The purpose of the Organization shall be to:

1. Help develop leadership ability and team spirit and to promote national amateur sports competition among the members of the Club. In order to remain in good standings with the Club, a Club member is expected to:
  - abstain from the use of illegal substances
  - exhibit sportsmanlike conduct at all times during practices and games
  - exhibit personal responsibility
  - maintain University Interscholastic League (UIL) eligibility
2. Promote and conduct national competition in Lacrosse for the benefit of Club members and to develop amateur athletes for that competition.
3. Provide financial support and assist the Club with fund-raising activities to support the costs of equipment, uniforms, liability insurance, referees, and other associated expenses with the Club’s operations.
  - These funds shall be used exclusively for the benefit of the Club.
  - In the case of financial hardship of a Club player, a portion of the registration costs or the equipment costs can be loaned to the player for that season. The loan will be repaid to the Organization in the form of work credits to be determined by the Executive Board. The player will be required to sign a loan agreement for that amount. The Executive Officers shall evaluate financial hardship on a case-by-case basis for full or partial scholarships that are submitted through the application process. The Board shall have the authority to cap the number of scholarships.

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4. Increase the visibility of Lacrosse as a sport and facilitate communication between the Club, the coach, and the Organization.
5. Coordinate and cooperate with the Vandegrift High School, Leander Independent School District, U.I.L., Texas High School Lacrosse Association, Texas Girls High School Lacrosse League, Central Texas Youth Lacrosse Association and the Capital Area Girls' Youth Lacrosse League in the pursuit of these objectives.

**Article 4 – Activities and Net Earnings**

No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3 hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for office. Notwithstanding any other provision of these articles, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

**Article 5 – Membership**

1. Membership in the Organization shall be open to all parents or guardians of students enrolled in the Club, or others interested in supporting the Club.
2. Membership dues owed to the Organization by Club members shall be established by the Executive Boards each year.
3. All members playing Lacrosse for the Club must have their payment of dues current, and be in good standing with the Club.

## Article 6 – Structure, Elected Officers and Initial Trustees

1. The Organization structure shall consist of three (3) Operating Boards:
  - a. **Executive Operating Board** – The main purpose of the Executive Operating Board is to address overarching issues that have a significant impact on the entire Organization and will meet as necessary and *which consists of the following*:
    - Boys’ and Girls’ Operating Board Presidents
    - Boys’ Operating Board Varsity Vice President
    - Girls’ Operating Board Varsity Vice Presidents (2)
    - Boys’ and Girls’ Operating Board Secretaries
    - Boys’ and Girls’ Operating Board Treasurers.
  - b. **The Boys’ Operating Board** - The main purpose of the Boys’ Operating Board is to oversee the all aspects related to the Boys’ High School and Youth lacrosse activities and *consists of the following*:
    - Elected voting officials (10)
      - President
      - Vice President – Varsity
      - Vice-president – Junior Varsity
      - Vice-president – Youth
      - Treasurer
      - Secretary
      - Fundraising Coordinator
      - Communications Officer
      - Youth Coordinator
      - Volunteer Coordinator
    - Varsity Boys’ Head Coach
    - Additional at-large, non-voting members (up to 5)
  - c. **The Girls’ Operating Board** The main purpose of the Girls’ Operating Board is to oversee the all aspects related to the Girls’ High School and Youth lacrosse activities and *consists of the following*:
    - Elected voting officials (6)
      - President
      - Vice President (2)
      - Treasurer
      - Secretary
      - Youth Coordinator
    - Varsity Girls’ Head Coach
    - Additional at-large, non-voting members (up to 5)

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2. The Boys' and Girls' Operating Boards must be comprised of parents or guardians of High School or Youth players or others interested in supporting the Club. Any two parents may hold a joint office as a team. However, one parent of the jointly held office shall be designated on record prior to taking office as the primary officer of responsibility and have the voting rights for the position. The primary officer of record shall be held accountable for all items and legal matters pertaining to that office. Should the primary officer of responsibility not be able to attend a board meeting that requires a vote, the secondary officer must have obtained a proxy vote form from the primary officer and have it on record at the beginning of the meeting with the secretary. Members of the same family cannot hold more than one of the elected officer positions on the same Operating Board unless one parent waives their right to vote. The President's role may be split to allow for Co-Presidents. However, only one vote is allowed for the jointly held office. Voting privileges may change as directed in Article 7, paragraph 4.
3. The Operating Board may add up to 5 at large members which must be appointed and approved by a majority of the Board. Unless approved by the Executive Board under Article 7, at large members will not have voting privileges.
4. A quorum of the Operating Board shall be a majority of voting members and must include either the President or one of the Vice Presidents.
5. A quorum of the Club membership shall be a majority of voting members and must include either the President or one of the Vice Presidents and at least ten (10) Club members who are currently not serving on the Operating Board.
6. The initial trustees of the Organization are the initial officers of the Executive Board, as indicated on the signature page at the end of these Articles of Organization. The trustees for any given year shall be the Executive Operating Board for that term of office.

### **Article 7 – Election Procedure of Officers**

1. The following applies to the Boys’ Operating Board and the Girls’ Operating Boards
2. The Operating Board will elect officers as follows:
  - a. A Nominating Committee consisting of three (3) Operating Board voting members shall be appointed annually by the Vice President(s). The Nominating Committee shall consist of these three members and the Vice President(s). Other current Officers of the Booster Club may not serve as members of the Nominating Committee.
  - b. The Nominating Committee will develop a slate of officer nominations for the following term before March 1.
  - c. The slate of officer nominations will be presented to the Operating Board for approval before March 31.
  - d. Election of the officers will be voted on by the Operating Board Voting members at the April or May Booster Club meeting.
3. Officers shall be elected for a term no more than 24 months. At large members’ term is 12 months. The term of office shall begin on June 1<sup>st</sup> and will conclude on May 31<sup>st</sup>.
4. Board members may be reelected to multiple terms or consecutive terms. No member shall hold more than one office at a time.
5. Vacancies occurring in an elected office shall be filled by appointment by the Executive Operating Board. In the event the office of the President becomes vacant, the vice-president – Varsity shall serve as President for the remainder of the term.
6. The Operating Boards may vote to allow One (1) at large member to have voting privileges.

### **Article 8 – Officer’s Responsibilities**

1. 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 Organization as necessary. The President shall have the authority to sign checks in the absence of the Treasurer. The President will appoint a chairperson for all committees. Other duties include serving as liaison between coach and Organization, working alongside at the coach’s request in scheduling field use (practice and games) in LISD, scheduling Organization meetings and LISD building use. The President can delegate duties as he/she deems appropriate. The President must have been an Operating Board member prior to serving as President.

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2. Vice-president –Either the Vice-president – Boys’ or Girls’ Varsity or Junior Varsity shall assume all duties of the President during his/her absence. The Vice-presidents shall assist the students in facilitating communications, conflict resolution and developing goals for the Club for their respective teams. The Four Vice-presidents shall co-lead the membership drive and be the respective team liaison. They also will be responsible for coordinating volunteers for scrimmages and games (scorekeeper, spotter, game and penalty time keepers) for their respective teams.
3. Secretary – The Secretary shall keep a record of minutes for all Executive Board and Organization meetings. The Secretary shall be responsible for the administrative record for any Organization correspondence, making sure each player is adequately insured for the season. The Secretary shall retain the certificate of insurance from Insurance Carrier and be responsible for making it available when required for the Club’s registrations. The Secretary shall also maintain a database of player information as deemed necessary by the Executive Board. This database shall include but not be limited to; Registration information, medical information, and the roster.
4. Treasurer – The Treasurer shall be responsible for the recording of all income and expenditures. He/she shall write checks as necessary, keep records of the membership of the Organization and keep records of student credits for work. The Treasurer shall also be responsible for obtaining and maintaining any necessary tax forms essential to the operation of the Organization and any tax exemption status the Organization may have acquired. The accounting books will be available for review or audit by the board upon request. The Treasurer will be prepared to present the financial transactions (total income and total expenses) as well as the balance sheet at each board meeting. The treasurer will provide an update on the Organization at every Board meeting.
5. Communication Officer – The Communication Officer will serve as the primary contact through which information will be distributed to players and parents. He/she will serve as the main repository for emails and announcements sent to the Organization members. The communications officer shall coordinate all updates to the Club website(s) and all media releases to the press.
6. Fundraising Coordinator – The Fundraising Coordinator shall have the primary responsibility of coordinating all fundraising activities. These activities include but are not limited to, VHS football game concessions, FPMS football game concession, silent auction, and any other sales or donation solicitation as decided by the board. This position also includes coordinating all volunteers for fundraising activities.

7. Boys' and Girls' Youth Program Coordinators – The Youth Program Coordinator shall coordinate all aspects of this program including serving as liaison between the coaches, the Organization, and the Board; helping to schedule field use in LISD; scheduling Organization meetings; and facilitating communication within the Youth Program.
8. Boys Volunteer Coordinator - the Volunteer Coordinator shall identify and line-up volunteers for tasks needed for games, events, practices, or any other need for the youth, middle school, or high school teams. He/She will be an active participant in the setup of the registration to ensure we are capturing the needed volunteers for the season.

### **Article 9 – Annual Budget**

1. The fiscal year of the Organization shall be from August 1 to July 31.
2. The budget shall be developed by the President and the Treasurer with the input of the Operating Boards and/or any other source solicited by the President. The Operating Boards has authority to modify the budget submitted by the President. Once approved by the Operating Boards, the budget shall be presented to the membership of the Organization for their review and comments.
3. The budget must be ratified by a majority of voting members of the Operating Boards before any funds are disbursed. The budget includes the annual dues to be paid by members of the Club and the date at which the dues are required to be paid in order for the member to remain in good standing with the Club.
4. A voting member of the Operating Boards may authorize expenditures of funds belonging to the Organization for incidental expenses not to exceed Two Hundred Dollars (\$200.00). To be reimbursed for the costs of an incidental expense, a voting member must submit documentation of the costs and any associated receipts. All expenditures exceeding Two Hundred Dollars (\$200.00) not to exceed (\$1000) must be approved in writing by the President or in their absence a majority of the voting members of the Operating Boards. Any amount greater than (\$1000) must be approved by a majority of the voting members of the Operating Boards before a member will be reimbursed that incidental expense.
5. The Operating Boards will pay the expenses incurred by its Coach(es) as a result of performing his/her coaching functions. These expenses will include costs associated with league meetings, team practices, and team games. An upper limit for these expenses will be determined by the Executive Board at the beginning of each season. As the season progresses and feedback from the

Coach is obtained, the Operating Boards will determine how and when to pay the Coach and whether the expenses limit should be changed.

### **Article 10 – Meetings**

1. The Operating Boards should meet monthly, as deemed necessary, during its term.
2. Any member of the Operating Boards has the authority to convene an Executive Board Meeting in order to conduct emergency or urgent business.

### **Article 11 – Amendments**

These Bylaws may be amended after approval of a majority of the voting members of the Operating Boards.

### **Article 12 – Parliamentary Authority**

The rules contained in the current edition of Robert's Rule of Order (Newly Revised) shall govern the Organization in all cases to which they are applicable.

### **Article 13 – Varsity Letter**

The Varsity Head Coach will submit to the Executive Board the requirements to earn a Varsity Letter by February of each year. The Executive Board will record the requirements into the meeting minutes, check to ensure the requirements are in accordance to UIL guidelines, and work with the Varsity Head Coach to collect necessary information to validate the eligibility of a Varsity Letter candidate. Approximately two weeks after the Club's last game, the Varsity Head Coach will write a letter to the Athletic Director at Vandegrift High School, with a copy to the Executive Board's President, to document which Club members have earned a Varsity Letter.

### **Article 14 – Representation of the Vandegrift Vipers**

The Organization and the Club will be associated with the Vandegrift High School. To the extent that is permitted by Vandegrift High School and Leander ISD, the Organization and the Club will affiliate themselves to Vandegrift High School and use the school's designated colors and mascot. The Organization will follow the guidelines set forth in the Leander ISD Club Sport Policy.

### **Article 15 – Dissolution of the Organization**

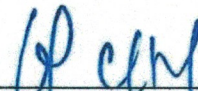
Upon formal dissolution of the Organization, all of the net assets shall be distributed to the Vandegrift High School Athletic Booster Club, which must qualify and be exempt for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal

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Revenue Code, or the corresponding section of any future federal tax code. Since the named beneficiary, Vandegrift High School Athletic Booster Club, at the time of dissolution, may not be qualified, may not be in existence, or may be unwilling or unable to accept the assets of the dissolving Organization, the assets shall be distributed to a different qualified organization exempt for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The acting Treasurer and one additional executive board member will be responsible for dissolving the Organization and distributing all of its net assets to the Vandegrift High School Athletic Booster Club, or other qualified organization, as stated in the preceding paragraph.

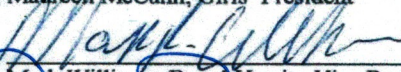
In witness whereof, the undersigned being Voting Members of the Organization's Executive Operating Board have caused these Articles to be duly adopted by the Organization.

  
\_\_\_\_\_  
David Uhl, Boys' President

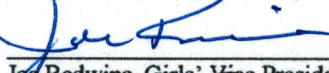
7/31/17  
Date

  
\_\_\_\_\_  
Maureen McCann, Girls' President

10/24/17  
Date

  
\_\_\_\_\_  
Mark Williams, Boys' Varsity Vice President

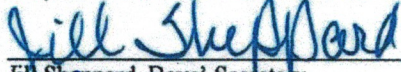
10/20/17  
Date

  
\_\_\_\_\_  
Joe Redwine, Girls' Vice President


10/24/17  
Date

  
\_\_\_\_\_  
Nidya Barnett, Girls' Vice President

10/24/17  
Date

  
\_\_\_\_\_  
Jill Sheppard, Boys' Secretary


9/31/17  
Date

  
\_\_\_\_\_  
Paula Aventa, Girls' Secretary

10.24.17  
Date

  
\_\_\_\_\_  
Brad Heath, Boy's Treasurer

7/31/17  
Date

  
\_\_\_\_\_  
John Holsinger, Girls' Treasurer

10/23/17  
Date