

# **THE BY-LAWS OF THE NEWPORT HARBOR LACROSSE BOOSTER CLUB**

## **October 2004**

### **Article I: Name**

The name of the organization shall be "Newport Harbor Lacrosse Boosters"(NHLB)

### **Article II: Purpose**

Section 1. The purpose of this organization is to promote the sport of lacrosse and elevate the level of play within our community and to implement fund raising activities to enable students to help defray the cost of participation in this activity and augment funds required for the existence of this program.

Section 2. The focus of this organization is to support the Newport Harbor Lacrosse Teams and to work cooperatively with the schools for the benefit of all lacrosse athletes. It shall serve in an advisory and support capacity.

Section 3. This association shall raise funds for Lacrosse Team activities, player scholarships, equipment and additional support items as needed.

Section 4. This association shall support the policies of the Newport-Mesa Unified School District.

### **Article III: Policies**

Section 1. This organization shall be non-profit, non-sectarian and non-partisan.

Section 2. This organization shall be philanthropic in nature.

Section 3. This organization shall promote the interests of the students participating in this activity.

### **Article IV: Membership and Dues**

Section 1. Membership and voting privileges in this organization shall be granted to parents and guardians of all lacrosse players under the Newport Harbor Lacrosse Boosters umbrella, including but not limited to high school players residing in or having an established residency within the Newport-Mesa Unified School District upon payment of dues (or establishment of scholarship eligibility) and completion of registration. Alumni and other interested individuals may become members upon payment of membership dues.

Section 2. Honorary membership, without voting privileges, may be granted by the Executive board.

Section 3. Individual or family memberships in Newport Harbor Lacrosse Boosters will be offered with fees (set forth in the standing rules) established annually by the Newport Harbor Lacrosse Booster board.

Section 4. Membership dues must be paid before a person is eligible to vote or hold office.

Section 5. Membership dues can be changed by a majority vote of the Executive Board.

### **Article V: Executive Board, Board of Directors and Elections**

Section 1. The Executive Board of this organization, all members in good standing, shall include the Past President, President, Vice President, Treasurer, Secretary, High School Boys' Team Representative, High School Girls' Team Representative.

Section 2. The Term of office for members of the Executive Board shall be one year, with the exception of President, which shall be two years.

Section 3. No Executive Board member shall hold any one position for more than two consecutive years.

Section 4. The Board of Directors of this organization shall include, members in good standing, the Executive Board members, OCLA Representative, Student Club Advisor/Faculty Liaison, Field Coordinator, Membership Coordinator, Parent Handbook Editor, Merchandise/Fundraiser Coordinator, Corporate Sponsor Recruiter, and Webmaster.

Section 5. The Term of office for members of the Board of Directors shall be one year.

Section 6. The Board of Directors, excluding the Executive members, by annual election may continue in office until their successor has been duly elected.

Section 7. The Nominating Committee shall consist of no less than 3 members, including the Past President and two general members: one representing the boys' program and one representing the girls' program.

Section 8. A Nominating Committee shall be formed in April to secure an incoming Board of Directors . Only those individuals with paid booster memberships and who have indicated their consent are eligible to be nominated for office. At the May meeting the Nominating Committee shall introduce to the seated board and to their fellow booster members the slate of proposed Executive Board members.

Section 9. The Nominating Committee shall introduce to all Newport Harbor Lacrosse families a proposed slate of officers during May using the following methods: presentation at the May meeting, association website, and email distribution to current and incoming lacrosse families.

Section 10. The Board of Directors shall be voted upon at an Election/General Association meeting in June. In addition to the slate of officers presented by the Nominating Committee, the President shall call for nominations from the floor.

Section 11. Any vacancy that may occur during the year shall be filled by the President and approved by the Executive Board.

## **Article VI: Responsibilities of the Board: Executive Board Members Responsibility**

**Past President** shall preside in the absence of the President, with the remaining officers following in sequential order. The Past President shall work in coordination with the President to prepare his/her for office. To provide guidance and serve as a resource to Club officers and members. To promote the club's efforts to become a Distinguished Booster Club. Attend and participate in Executive Board meetings. Chair the Nominating Committee.

**President** is to preside at all meetings of the NHLB organization. The President shall be a member ex-officio of all committees except the Nomination Committee. Upon election, the President shall appoint the chairpersons to the standing committees. The President is also responsible for creating an approximate calendar for the year and distributing it at the first general meeting.

**Vice President** shall preside in the absence of the President or Past President, with remaining officers following in sequential order. He/She will oversee the activities of the committee chairpersons and help the Membership Coordinator with registration. The VP shall undertake such other duties as may be assigned by the President.

**Treasurer** shall work with Executive Board Members and Committees that are involved with budgeting and collecting of money to develop an appropriate budget and maintain such budget accurately. The budget recommendations for the year shall be presented by the Treasurer for approval by general membership at the first general meeting. The Treasurer shall submit budget revisions and fund reimbursement recommendations to the executive board for final approval. An accurate year to date budget as well as a list of bills paid should be available at all NHL meetings. The Treasurer shall be responsible for collection and managing all monies. Such funds shall be deposited in the bank approved by the Executive Board and two authorized signatures shall be those of Past President, President, Vice President or Treasurer shall be required. He/She will be responsible for keeping in balance all funds in the NHLB bank account and file taxes with he IRS as required.

**Secretary** shall keep and record the minutes of all meetings of the organization, shall notify all member of meeting days, perform such other duties as the office may require. He/She will be

responsible for maintaining accurate bylaws for the NHLB and ensuring that those bylaws are followed. Minutes shall be prepared and available to NHLB members and coaches. He/She will be responsible for sending out meeting notices (including, date, time and location) via email or US mail in addition sending minutes and notices to Webmaster to be posted on NHL Website.

**HS Boys Representative** is responsible for maintaining accurate up to date player/parent information; help with registration and organizing individuals to assist with Field set-up, Publicity, Stats, Tournament, Refreshments, Photographer/Video and Banquet. They are to disseminate NHLB information to all team parents.

**HS Girls Representative** is responsible for maintaining accurate up to date player/parent information; help with registration and organizing individuals to assist with Field set-up, Publicity, Stats, Tournament, Refreshments, Photographer/Video and Banquet. They are to disseminate NHLB information to all team parents.

### **Responsibilities of the Board: Board of Directors Responsibility**

**Student Club Advisor/Liaison** shall act as liaisons between Athletes and NHLB. Providing timely and accurate communication between the Athletes and NHLB.

**Orange County Lacrosse Association (OCLA) Representative** acts as a Liaison between OCLA and NHLB. The OCLA representative will attend all OCLA meetings reporting to the Executive Board of all updated information. He/She will provide timely and accurate communication between the OCLA and NHLB.

**Membership Coordinator** shall work with V.P., Coaches and Team Representative to organize and run team registration. Includes printing and distributing fliers to all feeder schools, advertising, providing registration dates, times to the school newspapers, staffing registration days, collecting registration forms and checks and turning all monies over to the Treasurer. He/She will distribute general Booster Membership letter concerning opportunity for memberships to all players' parents, keeping accurate records of whom and type of memberships register. The Membership Coordinator will update all team and general membership data on excel files, forward team files to OCLA and distribute to Coaches and Team Representatives. He/She will provide Coaches with a folder with team emergency information for the field bag.

**Field Coordinator** shall be responsible for working with Coaches and Field Assistants to determine which fields will be used, dates needed and field set-up required. He/She will be responsible to see all necessary equipment: goals, scoring table, chairs, paint for lines are provide and are accessible. To instruct Field Assistants from both HS Boys & HS Girls team (who will be available at games) in procedures in how to set-up and break down fields.

**Merchandise /Fundraiser Coordinator** shall coordinate all fundraising campaigns. Will be responsible for notifying and organizing parent participation in all fundraising functions. Will be responsible for ordering and selling all NHLB merchandise and provide an accounting of all profits and expenses to Treasurer. Will work with Team Reps to ensure bulk ordering when possible.

**Corporate Sponsor Recruiter** responsible for exploring corporate sponsorship possibilities and working to procure sponsorship for the teams as well as working with the Parent Handbook Editor to procure full-page advertising sponsors. The Corporate Sponsorship Coordinator is also responsible for thanking all sponsors in an appropriate manner.

**Parent Handbook Editor** is responsible for forming a committee to create, print and distribute the NHLB Parent Handbook, including but not limited to advertising from families and community businesses.

**Webmaster** will establish and/or maintain the Newport Harbor Lacrosse website. He/She will keep all information up to date in a timely manner.

### **Article VII: Committees**

Section 1. The need for and the formation of committees will be determined and approved by the Executive Board with a simple majority vote.

Section 2. All committees will select a chair to work with the treasurer to develop program budgets and procedures for their events and activities. All committees report to the Executive Board during the planning stages and at the conclusion of their function.

Section 4. All committee chairs are responsible for creating and/or maintaining a notebook of procedures and information relevant to their position. They are also responsible for preparing an end of the year budget and event report and providing a copy to their successor, to the Vice President and President.

### **Article VIII: Meetings**

Section 1. General meetings may be held monthly. A minimum of two scheduled general meetings shall be held annually.

Section 2. Executive Board Meetings may be held monthly and can be attended by all interested individuals. Any individual wishing to bring a matter to the Board's attention may do so after notifying the President in advance of the meeting and requesting to be included on the agenda.

Section 3. Additional general meetings of the organization may be called by majority vote of the Executive Board; or by 10 or more members of the general membership.

Section 4. All meetings shall include a review of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, old and new business.

Section 5. All general meetings of the organization shall be open to interested members of the community and an opportunity shall be provided for individuals to address the organization.

Section 6. Notice of meetings (including date, time and location) will be posted on the association website, and sent to members via email.

### **Article IX: Quorums and Representation**

Section 1. A quorum must be present in order to transact any business. A majority vote of the quorum shall be required for approval of any motion.

Section 2. A quorum at Executive Board Meetings shall consist of **51%** of the voting members of the Executive Board.

Section 3. A quorum at general meetings shall consist of the numbers of members in good standing present plus **51%** of the Executive Board.

Section 4: A member in "good stand" is one that has up to date membership dues paid, no outstanding debts.

### **Article X: Budgets**

Section 1. The Treasurer, Vice President and Coaches shall prepare budgets with input from the Team Representatives and Merchandise/Fundraising Coordinator.

Section 2. The budget recommendations for the year shall be submitted by the Treasurer for approval by the general membership at the first general meeting.

Section 3. The Treasurer shall submit budget revisions and fund reimbursement recommendations to the general membership for final approval.

Section 4. Expenditures cannot exceed approved budget amounts without the approval of a majority of the Executive Board.

Section 5. Coaches' stipends will be determined by the Executive Board and must be approved by the general membership. The coaches' stipends shall be determined annually.

### **Article XI. Audit and Fiscal Year**

Section 1. The fiscal year shall coincide with the fiscal year of the other Harbor High Booster groups.

Section 2. Any monies remaining at the end of the fiscal year shall be rolled over to defray the subsequent year's expenses. No end of year refunds will be given.

Section 3. Unused funds within the budget cannot be applied to other budget items without the approval of the Executive Board.

Section 4. The President shall be empowered to spend no more than \$300 before approval by the majority of the Executive Board.

Section 5. An annual audit may be made of the Treasurer's books at the end of the term or at any time if requested by a 2/3 vote of the Executive Board.

### **Article XII. Amendments**

Section 1. These by-laws may be amended at any general meeting by a 2/3 vote of those members present and voting.

**Newport Harbor Lacrosse Booster Club  
Standing Rules  
Revised October 2004**

1. The Newport Harbor Lacrosse Boosters Executive Board shall include the following members:

**Past President  
President  
Vice President  
Treasurer  
Secretary  
High School Boys Representative  
High School Girls Representative**

2. The Newport Harbor Lacrosse Boosters Board of Directors shall include the Executive Board Members and the following members:

**Student Club Advisor/Faculty Liaison  
OCLA Representative  
Field Coordinator  
Membership Coordinator  
Merchandise/Fundraiser Coordinator  
Corporate Sponsor Recruiter  
Parent Handbook Editor  
Webmaster**

3. Each Team Representative shall have but is not limited to the following committee members:

**JV or Varsity Coordinator  
Field Set-up Assistant  
Publicity/Stats Assistant  
Tournament Assistant  
Refreshment & Team Dinner Assistant  
Photographer/Video Coordinator  
Banquet/Awards Coordinator**

4. The job description of all Executive Board and Board of Directors positions are included in the main by-laws.

5. The job descriptions of the Committee Chairs are as follows:

**JV or Varsity Coordinator** is responsible for maintaining accurate up to date player/parent information; help with registration and organizing individuals to assist with Field set-up, Publicity, Stats, Tournament, Refreshments, Photographer/Video and Banquet. They are to disseminate NHLB information to all team parents.

**Field Set-up Assistant** will be available at games to complete the procedures of setting-up and breaking down fields

**Publicity/Stats Assistant** will coordinate 2 people to collect stats during every games, distribute one copy to Coach and one copy to Team Representative. On occasion will secure publicity as appropriate for the team.

**Tournament Assistant** responsible for securing travel and lodging reservations and providing tournament information to parents and webmaster.

**Refreshment & Team Dinner Assistant** responsible for providing an assignment roster for both game refreshments & team dinners to all players and parents.

**Photographer/Video Coordinator** responsible for securing parent photographers/videos for all games.

**Banquet/Awards Coordinator** responsible for planning the end of the year award banquet.

