

Plano Lacrosse Association

Bylaws

Article 1: Purpose

For all competition to be conducted on the highest level and that every member associated with the Plano Lacrosse Association, hereinafter referred to as the "PLA", emphasize by word and action, the virtues of team spirit, healthy competition, and sportsmanship, with the understanding that academics remain our highest priority. The Plano Lacrosse Association name refers to youth and high school lacrosse for the Plano Senior High School and its feeder system.

Article 2: Policy

Section 2.01 The PLA is organized pursuant to Chapter 22 of the Texas Business Organization Code and shall conduct business as a Texas Non-Profit Association. The PLA shall be non-commercial, non-sectarian, and non-partisan.

Section 2.02 The PLA will cooperate with school authorities and administration.

Section 2.03 No officer or member shall act individually to obligate or encumber the PLA.

Section 2.04 The PLA will be organized with a Board of Directors, Committees and Committee Chairmen and General Membership.

Section 2.05 Notwithstanding any other provision of these articles, the PLA shall not carry on any other activities not permitted to be carried on by an (a) association exempt from Federal income tax under section 501(c)3 of the Internal Revenue Code (or corresponding section of any Federal tax code) or (b) by a association, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section 2.06 The Board shall try to act by consensus. However, the vote of a majority of Board Members present and voting at a Board meeting at which a required quorum is present shall be sufficient to constitute the act of the Board.

Section 2.07 All communication to the membership will be sent by the President or his designee.

Section 2.08 The Board has adopted a Conflict of Interest Policy. The purpose of this policy is to protect this tax exempt organizations interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the organization. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest related to non-profit and charitable organizations.

Article 3: Membership

Section 3.01 The PLA general membership will be made up of individuals who are either parents or guardians of a player on the team and have paid their respective dues.

Section 3.02 Annual dues for each family are mandatory and shall be payable as determined by the Board. A player may not practice or play with the team until dues are paid unless a waiver has been granted. The fees will be determined by the Board each year during the budget process. The Board, acting through the President or designee, may award scholarships to players in need of financial assistance. Parents of players who have difficulty paying their fees should notify the President or Treasurer.

Section 3.03 Parents of players who are unable to play in any given season may submit a \$15 fee in order to participate in PLA activities. The PLA reserves the right to examine each of these requests case by case.

Section 3.04 Player registrations will be determined by the Board in order to comply with both THSL and NTYLL regulations.

Article 4: Meetings

Section 4.01 General Membership Meeting a General Membership meeting maybe conducted in person or electronically as determined by the Board.

Section 4.02 Quorum Any act of the majority of the Board shall be the act of the total Board, provided a quorum is present. A majority of the seven (7) voting members of the Board shall constitute a quorum. A quorum of a General Membership meeting shall consist of 25 members in attendance or 25 votes if electronic.

Section 4.03 Order of Business The order of business at any meeting of the PLA Board, or General Membership shall follow Roberts Rule of Order.

Section 4.04 Meeting Dates Notice of meetings for the General Membership stating the place, day and hour of the meeting and purpose or purposes for which the meeting is called shall be emailed to each member and will be posted on the website prior to such meeting. In the case of an electronic meeting the members will be notified of the time and method of voting and when the required information will be posted to the website. The PLA members will be responsible for checking the website for those dates.

Article 5: Duties of Officers

Section 5.01 Board Duties and Responsibilities

- a. Board or special meetings may be called as the President deems necessary to manage the day-to-day activities of the PLA. The Board will meet on a regular schedule each month.

- b. The Board shall set a General Meeting within thirty days (30) of the end of spring season to elect the new slate of officers for the next season.
- c. The Board shall be responsible for the selection, hiring, conduct and termination of the Varsity Head Coach of the PLA. The Varsity Head Coach will recommend his coaching staff to the board on an annual basis. All additional coaches beyond the Varsity Head Coach will be interviewed by designee of the board and approved by the Board before the prospective coach joins the team.
- d. The Board is responsible for preparing an annual budget and addressing all other financial matters of PLA.
- e. All votes by Board members must be cast in person or by phone or email.
- f. Board members will be notified of all Board Meetings by phone or email.
- g. The Board will ensure that PLA complies with all THSLL, NTYLL and US Lacrosse requirements and will deal with all legal and financial matters impacting the club.
- h. The Board Members and Officers shall read the Conflict of Interest policy of the PLA and complete the Conflict of Interest Statement annually before they can take their appointed office.

Section 5.02 President: The President shall supervise and manage all of the business affairs of the PLA. The President shall preside at all PLA Board and general meetings. The President shall be an ex-officio member of all committees. The President will serve as an ex-officio member of the nominating committee. The President shall have the authority to request checks in the absence of the Treasurer and represent the PLA as necessary.

The President is responsible for but not limited to:

- Oversight of the game schedule
- Acting as the liaison to the coaches
- Approving and sending all communications sent out in the name of the PLA.
- Signing all Off Campus P.E. forms
- Program Ad Sales
- Working with the Varsity Head Coach and the Banquet Committee to help plan and execute the annual player banquet
- Negotiating all contracts for staff, fields or other facilities for games and practices with Board approval, as well as any other binding agreements the PLA enters into.
- Filling any Committee position vacated before the end of the season

Section 5.03 Vice President: The Vice President will assist the President in helping to execute the day-to-day activities of the PLA. The Vice President will preside over any meetings in the absence of the President. In the event of a vacancy in the office of the President, the Vice-President shall assume the role of President until a new President can be elected.

The Responsibilities of the Vice President include but are not limited to:

- Overseeing all fundraising activities and Fundraising and Program Committees
 - Spirit Wear Sales (including helmets, bags, gloves)
 - Scrips and other fundraisers as determined necessary
- Oversee Marketing and Recruiting of the PLA program
- Ensure the Website is maintained
- Ensuring all funds raised during fundraising activities are turned over to the Treasurer as soon as possible

Section 5.04 Secretary -

The Responsibilities of the Secretary include but are not limited to:

- Keeping an accurate record of all meetings including minutes and attendance.
- Maintaining and compiling all records and information for the PLA, NTYLL and THSLL.
- Maintaining a database of player information
- Maintaining an updated team roster throughout the season
- Maintaining insurance for tournaments and spring season
- Booking meeting rooms for parents and player meetings
- Booking travel and special events including but not limited to social events

Section 5.05 Treasurer The Treasurer will keep records of all funds of the PLA, request disbursements as authorized by the President or in accordance with the budget adopted by the PLA. The Treasurer will be required to present a financial statement at Board and General Meetings and at other times requested by the Board.

The Responsibilities of the Treasurer include but are not limited to:

- Maintaining the books and financial records of the PLA
- Preparing annual budget

- Ensuring the timely filing of all federal income and state sales forms
- Preparing monthly financial statements
- Ensuring that the game day officials are paid in accordance with league rules
- Ensuring that a cash box is prepared and present at all spring season games for spirit wear, concession stand & gate funds

Section 5.06 High School Coordinator The High School Coordinator is responsible for development of the high school players and teams.

The Responsibilities of the High School Coordinator are:

- Assisting coaches in maintaining equipment, uniforms and practice gear as required
- Coordinating with video volunteers to ensure game day tapes are ready for review
- Compiling a list of recommended camps and recruiting clinics for players to attend during the off season and posting them on the PLA website
- Coordinating summer and fall practices with the coaches
- Assisting the Secretary in the co-ordination of rosters
- Assisting Field Administration in game day setup

Section 5.07 Youth Coordinator: The Youth Coordinator is responsible for development of the youth players and teams.

The Responsibilities of the Youth Coordinator are:

- Finding and assisting age group team administrators: Bantam, 3rd/4th, 5th/6th, and 7th/8th grade team(s).
- Assisting team administrators in maintaining equipment, uniforms and practice gear as required
- Compiling a list of recommended camps and recruiting clinics for players to attend during the off season and posting them on the PLA website
- Coordinating summer and fall practices with the coaches
- Assisting the Secretary in the co-ordination of rosters
- Assisting Field Administration in game day setup
- Coordinating tournament and game schedules.

Section 5.08 Field/Operations Administer: The Field Administer is responsible for the co-ordination of the fields and other operations for the youth and high school teams.

- Assisting the Field Administrator with all game day activities
- Selecting a trainer for the season
- Maintaining a relationship with PSHS in regards to usage of the practice fields
- Coordinating and scheduling practice and game fields for the high school and youth teams.
- Ensuring the field is lined

Article 6: Election and Appointment of Officers

Section 6.01 The Officers shall be elected for a term of one year. Only parents with a child who has been or will be active in the PLA program and in good standing with the PLA may hold an office or serve on the board. Unless approved by the membership, an Officer shall not hold the same position for more than five consecutive terms.

Section 6.02 Except for a vacancy in the office of President, it will be the duty of the President to appoint a person to fill that vacancy with the approval of two-thirds of the Board. A newly appointed member of the Board will be duly installed at the time of their appointment and election.

Section 6.03 Written notification shall be presented to the Board by a member requesting the removal of a board member for cause. Written notification shall clearly state the for cause claim. The member must be in good standing with the club prior to written notification. The Board shall review and act upon notification at the next scheduled board meeting, but not later than 60 days.

Article 7: Committee Chairmen

Section 7.01 Committee Chairmen – The Committee Chairs are members who volunteer to head up a committee. The Committee Chairs positions will be: Fundraising, Field Administration, Volunteers, Spirit Wear, Program, Social, Banquet and Marketing/Recruiting. The Committee Chairs are not members of the Board. The Committee Chairs will meet with the Board on a regular basis to discuss PLA Business.

Section 7.03 Fundraising – The Vice President will oversee development and execution of all fundraising activities to support the PLA. The individual fundraising committee chairs will report directly to the Vice President of Ways and Means. Any Fundraisers must be approved by the Board. Fundraising events will be decided on based on need.

Section 7.04 Spirit Wear – The Spirit Wear Chair will report to the Vice President. The Spirit Wear Chair will order and maintain stock of team clothing as required and make recommendation on designs and quantities to be ordered. The Spirit Wear Chair will coordinate the sale and distribution of all spirit wear items at games and other events for sale to the public.

Section 7.06 Program – The Program Chair will report to the Vice President. The Program Chair will be responsible for organizing the Program and Poster for the spring season. The Program Chair will collect all advertisements, arrange team, individual and coaches photos and get it to the printer in a timely manner. Any advertisement sold in the program that involves participation of the whole team must be approved by the Board.

Section 7.07 Volunteers – The Volunteer Chair will report directly to the President. The Volunteer Chair shall coordinate and oversee volunteer for all events during the year. The Volunteer Chair will determine the appropriate volunteer position(s) needed for each event.

Section 7.08 Social - The Social Chair will report to the Secretary. The Social chair shall be responsible for the oversight and coordination of Social events for the Club. This includes the organizing of events to promote PLA and its activities. Social Chair will coordinate volunteers, food and supplies to work each event.

Section 7.09 Banquet – The Banquet Chair will report to the President. The Banquet Chair shall be responsible for arranging the Banquet Facilities, food, DVD, and decorations including varsity jerseys for sale to the senior players. The Banquet Chair will present a budget to the Board in the fall for approval. The PLA will pay for the cost of the meal for the players and coaches.

Section 7.10 Marketing/Recruiting Chair: The Marketing/Recruiting Chair will report to the Vice President and is responsible for working with the Youth and High School Coordinators to market and recruit new players for the program. The Marketing/Recruiting Chair will maintain contact with each of the respective feeder schools and to provide relevant materials to be distributed to the students of those schools.

Section 7.11 The Board may change committee functions and duties of the Committee Chairs to meet the changing needs of the PLA.

Article 8: Coaching

8.01 The Board will interview candidates recommended by the Varsity Head Coach to expand the coaching staff. Coaching candidates must be approved by the Board in order to join the coaching staff. Except for guest coaches providing services at a practice on a temporary and limited basis, no individual may participate in practices or games unless that individual has been approved by the Board. Details can be found in the coach's contract.

8.02 Tournaments and Travel – The coaches will decide which tournaments and/or travel games the PLA participates in. The Board and Coaching staff will determine the number and locations of tournaments to participate in according to schedule and budget.

Article 9: Election of Officers

Section 9.01 Nomination

- Nominations to the Board shall be made by a Nominating Committee to be appointed by the President. The committee will consist of parent members from the different age groups as well as the President as a non-voting member. In the case of electing of the President, the Board will select a non-board member to serve as chair of the Nominating Committee. Parents interested in serving on the Nominating Committee will not be eligible to serve on the Board of Directors. The Nominating Committee will be convened by the President but no later than the end of January. The Nominating committee shall have 45 days to solicit interested candidates, convene a committee meeting and produce a slate of nominees for the General membership to vote.
- The Nominating committee shall discuss and consider the benefits of previous experience in the position of current Board members versus the rotation of the Board position.
- The Board will determine if the vote will be conducted by electronic means or at a general meeting.

Section 9.02 The newly elected Board of Directors will assume their roles on the day after the annual banquet or June 1st whichever comes first.

Article 10: Special Events Committees

Section 10.01 Special Events Committees of the PLA shall exist at the request of the Board to fulfill special needs as they arise. Special Events Committees may become dormant as the nature of the PLA's needs change. The chairperson of each committee shall have a plan of work. No committee work shall be undertaken without the consent of the Board.

Article 11: Amendments

Section 11.01 Amendment(s) to the bylaws may be introduced by members in good standing at any Board meeting. Suggested changes will be reviewed by the Board and acted upon at the next board meeting, but not later than 60 days.

Section 11.02 Written notification shall be presented to the Board prior to the submission to General Membership. Written notification to the General Membership shall be presented at least ten (10) days prior to the meeting in which the amendment is to be voted upon.

Section 11.03 Any amendment must be passed by a two-thirds vote of the membership in attendance at a General Meeting.

Article 12: Financial Information

Section 12.01 The fiscal year of the PLA will be from July 1st to June 30th.

Section 12.02 The budget will be developed by the President and Treasurer with input from the Board and/or any other source solicited by the President. Once approved by the Board, the budget will be presented to the General Membership of the PLA for ratification. Adoption of the budget shall be by majority vote of the general membership present at the meeting.

Section 12.03 Expenditures of funds belonging to the PLA for non-budgeted expenses exceeding \$500 may be authorized by the President with approval from the Board.

Section 12.04 The PLA shall maintain bank accounts and banking relationships deemed necessary for it to conduct its operations. No individual member may have a credit card account or bank account in the name of Plano Lacrosse Association. The President, Secretary and Treasurer shall have signature authority on all PLA banking accounts. All bank accounts must contain the following signatory restrictions for withdrawing or transferring any funds from any PLA account. Two members of the PLA Booster Club shall sign off on each cash deposit or withdrawal. An officer of the Board (not the Treasurer) shall open and review the bank statement each month.

Section 12.05 All expenses must be submitted with a reimbursement form along with attached receipts or invoices and given to the Treasurer before the member may be reimbursed. All Committee transactions or cash transactions must have two signatures on the form before reimbursement can be made. The two signatures cannot be related to each other.

Article 13: Audit Committee

Section 13.01 Within 60 days of the end of the fiscal year (June 30), an audit of the year-end financial statements and tax return will be performed by the Audit Committee. The Audit Committee will be formed by the Board consisting of at least two non-board members to validate the accuracy of Treasurer's financial reports; (2) ensure that the PLA's cash balances are accurate; (3) determine that established procedures for handling PLA funds have been followed (4) ensure that expenditures occurred in a manner consistent with PLA's bylaws; (5) ensure that all revenues have been appropriately received and recorded. The Audit Committee will submit a report of its finding at the subsequent Board meeting and at the fall Parent Meeting.

Article 14: Dissolution of the PLA

Section 14.01 Upon dissolution of this association, all assets shall be distributed at the discretion of the Board to either an organization that supports lacrosse for Plano or to the Plano Senior High School Athletic Foundation.

###