

BOWIE WOMEN'S LACROSSE BY-LAWS

James Bowie High School
P.O. Box 92931
Austin, Texas 78709-2931

Approved Revision: October 8, 2014

PREAMBLE

IT IS OUR DESIRE THAT ALL COMPETITION BE CONDUCTED ON THE HIGHEST LEVEL AND THAT EVERY MEMBER ASSOCIATED WITH THE BOWIE WOMEN'S LACROSSE EMPHASIZE, BY WORD AND ACTION, THE VIRTUES OF TEAM SPIRIT, HEALTHY COMPETITION AND SPORTSMANSHIP.

ARTICLE I – NAME

This organization shall be known as the Bowie Women's Lacrosse Booster Club, hereinafter referred to as the "Organization". The Bowie High School Women's Lacrosse team will hereinafter be referred to as the "team".

ARTICLE II – PURPOSE

The purpose of the Organization shall be to:

1. Organize, support and promote the Bowie High School Women's Lacrosse Team and the sport of Lacrosse as it impacts the students and athletes of Bowie High School and the Bowie feeder schools. Attending and organizing games and tournaments, providing encouragement and monetary means through dues, fundraising events, and donations and by any other means as deemed necessary and consistent with AISD policies.
2. Assist the Coaching staff as they build team skills, develop leadership abilities, and promote good sportsmanship and citizenship in our students/athletes.
3. Provide finances for team expenses such as but not limited to team equipment, uniforms, officiating costs, field costs, coaching stipends, and expenses, league dues, and any other associated expenses.
4. Increase the visibility of Lacrosse as a sport and facilitate communications between the Organization, the Coach, the Sponsor and the Organization (and feeder or Youth Lacrosse Programs).
5. The Bowie women's Lacrosse organization is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(7) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III – MEMBERSHIP

1. Membership in this organization is open to anyone wishing to join in support of the Women's Lacrosse program at James Bowie High School.

2. Membership on The Team shall be open to all female students who are in the 9th grade or in high school who complete all registration materials, are a member of US Lacrosse, and are current with all membership dues.
3. Family, individual, guardian, and business memberships shall be available.
4. The Board shall establish the amount of annual membership dues each year prior to distribution of registration materials. Dues will be determined by considering the Organizations cash reserves, number of potential players, and estimate expenses.

ARTICLE IV – OFFICERS

1. Officers of the Organization shall consist of President, two Vice Presidents (Vice President At-Large and Vice President Registrar), Secretary, and Treasurer.
2. In the event the office of President becomes vacant, a Vice President shall automatically become President. At the option of the officers, a general election may then be held to fill the Vice President's position. A similar election may be held to fill a vacancy for Secretary or Treasurer.
3. Terms for newly elected officers shall begin following the end-of-season awards function and shall continue for a term of twelve months or until their successors are elected whichever is later.
4. A person shall not be able to serve more than three consecutive terms in the same office.
5. Officers and the Bowie high School representative constitute the Executive Board.

ARTICLE V – ELECTIONS

1. In February, a nominating committee shall be appointed by the President to prepare a slate of officers. The President shall not be a member of the nominating committee. The nominating committee should consist of an odd number of members to avoid any tie votes.
2. The nominating committee shall obtain the consent of the nominees to place their names on the slate. All nominees shall be current members in good standing with the Organization.
3. The nominating committee shall present a slate of nominees via email by the April meeting.
4. Nominations may be made from the floor.
5. Elections shall be held by ballot of voice vote at the April meeting or no later than the regularly scheduled meeting in April.
6. The Board of Directors may change committee functions and duties of officers to meet the changing needs of the Organization and Team.

ARTICLE VI – DUTIES OF OFFICERS

1. The President shall preside at all organization and Executive Board meeting, appoint the standing committee heads, appoint special committees and may appoint the historian and parliamentarian subject to the approval of the Executive Board, and shall serve as Ex-Officio member of all committees except the nominating committee. The President shall sign and execute all contracts (including coaching contracts), agreements or other obligations in the name of the Bowie Women's Lacrosse Organization as authorized by a majority (51%) vote of the Board of Directors with the approval of the school representative.

2. A Vice President shall assume the duties of the President in his/her absence and shall automatically become President in the event that the President is unable to execute those duties. In the addition the Vice President shall be in charge of the standing committee of his/her choice.
3. The Secretary shall record all the proceedings of the general membership and Executive Board meeting and shall handle all correspondence.
4. The Treasurer shall collect all dues and care for the Organization's funds, keep and accurate record of receipts and payment, submit a report at the Organization and Executive Board meeting, and an annual report at the close of each season and at the end of his/her term of office.
5. All officers shall deliver to their successor all official material no later than thirty (30) days following the date on which new officers assume their duties.

ARTICLE VII – COMMITTEES

1. The Executive Board shall have supervision over the affairs of the club between meetings and shall see the objectives of the Organization are accomplished.
2. The Executive Board may create such standing committees, as it deems necessary to accomplish the goals and carry out the work of the club.
3. The Executive Board may appoint special committees as necessary until this rule is suspended by a majority vote of the membership.
4. The President of the Organization and the school representative may be ex-officio member of all committees except the nomination committee.
5. All committee members must be in good standing with the Organization.
6. An Audit committee shall consist of at least two members of the Booster Club as appointed by the President. The President and the Treasurer cannot serve on the Audit committee. The Audit Committee shall conduct audits of organization accounts after the last activity of the school year and report to the membership at the next regular meeting.

ARTICLE VIII – MEETINGS

1. Regular meetings shall be held monthly during the school year or as called by the President of the Board. During the off-season, meeting shall be held as needed, as determined by the Board. There shall be no few than 2 meetings per semester.

ARTICLE IX – BUDGET, FINANCES, AND NON-PROFIT STATUS

1. The fiscal year of the organization shall be from June 1st to May 31st.
2. The budget shall be developed by the Board of directors for the upcoming fiscal year, once approved by the Board the Budget shall be presented to the membership of the organization for ratification no later than the October booster meeting.
3. The budget must be ratified by no less than two-thirds votes (of members present) at a general meeting of the Organization.
4. The Board of Directors may authorize expenditures of funds belonging to the Organization for non-budgeted expenses when the amount does not exceed Five Hundred (\$500.00) Dollars.

Other expenditures must be approved by a majority of those members or the organization who are present at the general (booster) meeting.

5. A Treasurer's report shall be presented at every Board of Directors meeting and General Organization Meeting.
6. Additional fund raising projects may be used to bring monies into the Organization fund. The Executive Board will be responsible for reviewing and approving all fund raising projects. All Fundraising and disbursements shall comply with AISD policies and procedures. All Expenditures are to be documented with receipts and maintained on file by the Treasurer.
7. A cash reserve of no less than \$1,000.00 and no greater than \$5000.00 shall be maintained (at fiscal yearend) to sustain the Organization/Team and allow it to meet annual expenses. If funds should exceed \$5000.00 at fiscal yearend they must be designated to a specific expense in the next year.
8. Bank accounts will have a minimum of 2 authorized officer signatures and at least one additional elected officer should remain on the bank signature card at all times. Two family members cannot have signature privileges on the bank account. Monthly bank statements may be presented for review at board meetings and made available upon request at regular booster club meetings.
9. Lacrosse Organization dues shall be the primary method of raising funds.
10. All Organization funds from fund raisers and membership funds shall be disbursed at the discretion of the Organizations Officers within the guidelines of AISD.
11. No part of the net earnings of the organization shall inure to the benefit or, 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 or provide credit against player expenses for services rendered and to make payments and distributions in the furtherance of the purposes set forth in the purpose clause hereof.
12. No substantial part of the activities of the organization shall be 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 statement) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall limit its purposes to those exclusively described in section 501(c)(7) of the Internal Revenue Code, or corresponding section of any further federal tax code, or (b) by any organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
13. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(7) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for public purposes. Any such assets not disposed of shall be disposed of by the Court of Common Pleas 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.

Bowie Women's Lacrosse

RESOLUTION:

To the extent the members of the "Bowie Women's Lacrosse" engage in FUNDRAISING ACTIVITIES they respond and resolve to the following inquiries as stated below.

- a. **Will "Bowie Women's Lacrosse" maintain separate funds or accounts, which are designated for the specific benefit of a named member of this organization or their family?**

No. All funds are to be used for the benefit of the team and not any individual.

- b. **Will member of "Bowie Women's Lacrosse" receive support based on their participation, or their family's participations, in fundraising or other activities operated by this organization?**

No individual member will receive direct support from the organization. Expenditures related to team costs and activities.

- c. **Will "Bowie Women's Lacrosse" provide financial support to a member of the organization or their families without first obtaining documentation in support of the specific exempt purpose?**

The organization will not provide financial support to any member. All funds benefit the team.

{Signed Hard Copy Maintained by the Booster Club Secretary}

Melissa Witek, President

Rosa Heim, Treasurer

Judy Bienvenu, Vice President At-Large

Leslie Dippel, Secretary

Diane Ewing, Vice President Registrar