



Mountain View Lacrosse Club, Inc.  
By-Laws

[July 2015 , As Amended Sept 2018]

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**Article I. - NAME**

Section 1.01 This organization shall be known as the Mountain View Lacrosse Club, Inc., hereinafter referred to as Men's MVLC.

**Article II. - PURPOSE**

Section 2.01 The object of this organization is to provide financial, logistical, and emotional support for the Lacrosse program at Mountain View High School.

Section 2.02 MVLC is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (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 United States Internal Revenue law). No part of the earnings of this corporations shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons, except that the corporation shall be authorized to pay reasonable compensation for services rendered. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on a) by a corporations exempt from federal income tax under Section 501 (3) of the Internal Revenue Code of 1954, etc.: or b) by a corporation to which contributions are deductible under Section 170 (2) of the Internal Revenue Code of 1954.

Section 2.03 The purpose of these by-laws is to ensure a smooth and proper flow of business at meetings and activities involving MVLC.

Section 2.04 MVLC shall be a non-union, non-profit organization. No part of the net earnings shall provide a real or perceived benefit to any individual member.

Section 2.05 Any funds generated by MVLC shall be directed to the advancement of the Men's Mountain View High School Lacrosse Program. The funds generated by MVLC will be directed to the advancement on the Mountain View High School Program as follows: (a) to promote, support and maintain high standards of integrity and good sportsmanship among our students (b) Encourage involvement of parents and community members. Generate and encourage financial support thru fundraisers, accepting direct payment and donations, and assisting players who demonstrate a financial hardship.

Section 2.06 Governmental Policies. This Organization shall be subject to the policies of the Principal of Mountain View High School, the Gwinnett County Board of Education, the Georgia High School Association, the Georgia State School Standards, and the Southern Association of Colleges and Schools Accrediting Agency.

Section 2.07 Amendments to the by-laws may be made by a two-thirds (2/3) vote of the executive board, as defined in section 7.04, between general membership meetings.

Section 2.07(a) Amendments made to the by-laws by the executive board must be ratified by majority vote at the next general membership meeting. Failure to receive ratification as prescribed will void the amendments.

**Article III. - LOCATION**

Section 3.01 The location of the offices of the MVLC shall be in Lawrenceville, Georgia at 2351 Sunny Hill Road, Lawrenceville, GA 30043.

Section 3.02 The business address shall be a post office box maintained by the current President in the name of the

Club. This post office box shall be the mailing address of the Club. The board of directors shall maintain a registered agent in a registered office as designated by the board from time to time.

#### **Article IV. - MEMBERSHIP**

Section 4.01 The annual Booster Club membership dues shall be determined by the Executive Board annually based on the expected operating expenses. Each player is expected to pay annual membership dues. Families with more than one player are not required to pay dues for the additional player(s). Dues are payable at the first annual meeting or a No Later Than date determined by the board, however new members may join the MVLC at any time and pay the yearly dues. All Executive Board members are exempt from paying the booster club fee.

Section 4.02 Membership in MVLC shall be open to parents of members of Lacrosse players, teachers, administrators, and other individuals who are at least eighteen (18) years of age and who wish to support the team.

Section 4.03 All active members of MVLC shall be qualified to vote, serve on committees and hold office. Voting members consist of all members in good standing with the MVLC. One vote per membership or household is allowed.

Section 4.04 A member in good standing is a member who is current on the annual membership dues as specified in Article IV, Section 1 and who represent the MVLC with sportsmanship, courtesy, and respect at meetings, MVLC activities and games. All membership dues are non-refundable.

Section 4.05 Honorary or hardship membership may be verified/validated by the Head Coach and by the President of the MVLC (or by the Vice President if the President is unavailable).

Section 4.06 Each member shall have the right to vote. A member must be present to vote. Proxy voting is not permitted.

Section 4.07 Membership may be suspended in accordance with the Articles of Incorporation.

Section 4.08 Code of Conduct - All members of the MVLC shall act in good faith at all events (social and athletic). Any conduct that is violent or abusive in action shall be considered just cause for dismissal from membership in the MVLC. Such actions should be reported in writing to the Executive Board of Officers stating

- 1.The nature of the offensive action in detail
- 2.The date of the occurrence
- 3.The report must be signed by the individual reporting the incident.
- 4.A vote shall be taken at the next regularly scheduled meeting on actions pursuant to the report, warranting a review from the Executive Board.

Section 4.09 No member of the MVLC will in any way use his or her position to influence the coaches with regard to the playing time of any player in a game.

Section 4.10 Parent members of the MVLC will adhere to the 'Parents 10 Commandments' and / or the GHSA Code of

Conduct listed in the GHSA By-Laws which shall be available each season.

**Article V. - THE FISCAL YEAR**

Section 5.01 The business year shall run from the 1<sup>st</sup> day of July until the 30<sup>th</sup> day of June of the calendar year.

**Article VI. - NOMINATIONS, ELECTIONS AND TERM**

Section 6.01 Elections for the Executive Board shall be held at the General Meeting at the end of the current lacrosse season, no later than May.

Section 6.02 Nominations. The Executive Board shall appoint a Nominating Committee at the general membership meeting in October. Nominations may be made by any general member, and/or by any Head Coach for new Executive Board members at least one month prior to the election of officers. Each nominee must accept or decline his or her nomination. Nominations will be accepted from the floor.

Section 6.03 Removal. Any and all of the Executive Board members may be removed for cause by majority vote of the members at any called meeting, or by requesting a special meeting be called. In the event the Executive Board does not grant the special meeting, the general membership may request the Athletic Director or the Principal to call a special meeting.

Section 6.04 Election Procedures

(a) The Secretary will administer the election and record the number of votes in the minutes. In the event the current Secretary is up for re-election, a departing officer, or other individual shall assume the role of Election Administrator.

(b) After nominations are closed, each candidate for an office in which two or more candidates are running, may speak or allow another member to speak on their behalf. Method of election/voting will be by secret ballot votes.

(c) Ballots will be counted by departing officer(s) in the presence of the Head Coach and verified by a third party selected by the Head Coach.

(d) The number of votes required for election will be by simple majority.

(e) In the event elections are not possible due to lack of participation, then the positions may be appointed by the President at the discretion and approval of the Head Coach.

Section 6.05 Term of office. A term is two fiscal years, July 1 through June 30. An officer may run for re-election. Any officer may resign at any time in writing to any member of the Executive Board. Resignation shall be effective when tendered, unless otherwise requested. Outgoing officers shall be expected to confer with and advise their successors as to the new duties.

Section 6.06 Vacancy. The President, with the approval of the Executive Board, shall appoint any officer vacancy, other than the presidency. A vacancy in the office of Presidency shall be filled by a special election, in a special meeting of the general membership.

**Article VII. - EXECUTIVE BOARD (OFFICERS) & BOARD MEMBERS**

Section 7.01 The Board of Directors shall be comprised of the Executive Committee and the chair, or designated representative, from each standing committee.

Section 7.02 The Board of Directors shall be responsible for prioritizing proposed projects, recommending policies

and presenting budget proposals and recommendations for membership dues and player fees to the President.

Section 7.03 No member of the Board shall be paid any compensation except reimbursement of Board approved expenditures.

Section 7.03(a) All Executive Board Members will be exempt from paying the Booster Club Fee. (added 12/12/16)

Section 7.04 The Executive Board shall consist of the President, Vice-President, Treasurer, Secretary, and 1 Grade level representative from each grade. (added 6/5/17) The Executive Board shall appoint members who are willing to Chair standing committees as described in Article VIII.

Section 7.04(a) At no time may the Men's Head Lacrosse Coach, assistant coaches, or lay coaches serve as an officer of the Organization. The Coaches are ex-officio members of the Executive Board and may offer unsolicited input, make formal motions, and engage in discussion and debate.

Section 7.04(b) No Head Coach, assistant coach, or lay coach may participate in any official vote of the Board of Directors.

Section 7.04(c) The Board President will only vote in the event of a tie. (added 6/5/17)

Section 7.05 The Executive Board is responsible to guide and govern the policies, to conduct the general business and dutifully manage all monies and operations of the MVLC. The Executive Board shall be responsible for handling day-to-day expenses, and authorizing expenditures up to \$5,000 and any non-budgeted expenditures up to \$1,000.

Section 7.06 The Executive Board shall develop budgets and goals/lists/tasks to be achieved during the coming fiscal year. The Executive Board shall establish annual Club membership dues and player fees, based upon the input and recommendations of the Board of Directors.

Section 7.07 Executive Board Positions (Co-executive board position may be needed from time to time, and will be voted on (when pertinent) at the discretion of the Executive Board).

- (a) **President** shall preside and lead meetings of the Executive Board and the general members, shall serve as general manager, and communicate between school administration, athletic directors, and coaches. Other duties include, but may not be limited to: Serves as the primary liaison between the MVLC and the Mountain View Lacrosse coach, the Athletic Director, Principal, Mountain View administrators, and parents.
1. Establishment and administration of the MVLC budget with the input and recommendations of the Head Lacrosse Coach.
  2. Preside at all meetings of the MVLC.
  3. Serve as the official representative of the MVLC.
  4. Primary signer on all contracts, financial, and legal documents with Executive Board and Lacrosse Coach approval.
  5. The President may create committees as he or she deems necessary and appoint a chairperson for each committee.
  6. Calls special meetings as necessary
  7. Oversees the enforcement of the By-Laws of the MVLC
  8. Serves as coordinator of attending committees
  9. Coordinates the use of MVLC equipment and supplies as necessary

- (b) **Vice President** shall assist the President and act as President in their absence. Other duties may include, but are not limited to:
1. Shall oversee the communications to the Lacrosse players and parents via any means approved by the Executive Board.
  2. Oversee the coordination of committees and Special Events
  3. Shall maintain the official MVLC website, or assign to other individual.
  4. Communicate upcoming events, schedules, game results, statistics, etc., in a timely manner.
  5. Coordinate with Lacrosse Coach in regards to needed repairs or safety concerns on and around the Mountain View Lacrosse Facility, and assist with other projects related to field maintenance.
  6. Game day activities including chain crew, placing sideline protectors, placing yard markers on the field, placing goal post pads, lining the field, etc.
  7. In the absence of the Secretary, the Vice President will assume the Secretary's responsibilities.
- (d) **Treasurer** shall receive all funds of MVLC and disburse authorized funds upon authorization by the President with the approval of the Lacrosse Coach, write, sign, and issue checks, maintain bank accounts, and prepare and present financial reports at each general meeting. Duties include, but are not limited to:
1. Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices.
  2. Be a designated signer for disbursement of funds. Disperse funds only as authorized from the approved budget, the President, Executive Board and Lacrosse Coach. Secure proper invoices or reimbursement voucher requests.
  3. Present the financial report at each monthly Executive Board meeting. The monthly financial reports shall include an accurate representation of MVLC funds, including summary, bank balance, and provide corresponding payment requests and receipts, upon request.
  4. Prepare the financial books for an audit and annual tax reporting at the close of the fiscal year, and ready to turn over to incoming Treasurer on July 1.
  5. Receive funds from all fundraising and events. Oversee the handling of money transactions related to membership fees, donations, concession funds and sponsorships. This includes a final account of all incoming funds after each event or game. These funds will be deposited and reported to the Executive Board on the next business day following a game or event
- (e) **Secretary** shall record and keep the minutes of all meetings of the Executive Board and the general membership, be responsible for all correspondence of MVLC, serve notice of Executive Board and general meetings and have custody of and maintain all permanent records of club business other than those entrusted to the Treasurer. Other duties may include but are not limited to:
1. See that all notices are given in accordance with these By-Laws, or as required by law.
  2. Distribute any and all pertinent information to parents, players, etc., via telephone, e-mail, and other electronic means of communication. The Secretary shall also disburse team specific information to Vice-Presidents for communication as appropriate.
  3. Have meeting minutes readily available upon reasonable request.
  4. Keep a register of contact information for the following:
    - a. Members & Alumni
    - b. Players
    - c. Coaches
    - d. Committee Chairs and Members
    - e. Sponsors

### **Article VIII. - STANDING COMMITTEES**

Section 8.01 Standing committees are those required to function throughout the year. Chairperson(s) shall be elected by the Executive Board. Standing Committees or permanent committees will be established as deemed necessary by the Executive Board.

Section 8.02 Committee chairpersons or volunteers shall have no personal gain or interest in the procurement of items or services as needed to carry out the business or responsibilities of the committee unless otherwise discussed and approved by the Executive Board.

Section 8.03 Committee chairpersons shall recruit as many members as necessary to accomplish the responsibilities of the Committee. The Chairperson shall also keep a historical file of the year's proceedings, financial records, vendor contacts, etc., for turnover to the Executive Board. At the end of each fiscal year, these committee records should be turned over to the Committee Chairperson successor.

(a) Concessions Committee

The Concessions Committee shall be responsible for the management of all concessions, indoor and outdoor. Parents are allowed to volunteer in the concession stands at any and all games. The profits from concessions will go into MVLC operating budget via bank deposit on the next business day following the game or event.

1. Recruit and schedule parent volunteers from the JV and Varsity teams to manage concession for events and games.
2. Ensure schedule of games is clearly posted on concessions door.
3. Record concessions expenses and revenues for each event.
4. Ensure that hot items are cooked and ready to sell at the beginning of each game.
5. Take an inventory of concession items at the end of each game or event, reporting to the Treasurer immediately following the next game or event
6. Clean and break down the concession stand following each game or event

(b) Game Meals/Hospitality Committee

1. Coordinate preparation and/or pick-up and delivery of meals for all away and/or home lacrosse teams.
2. Recruit volunteers to serve player meals.
3. Coordinate with the Head Lacrosse Coach to obtain a head count for food and meals.
4. Purchase items such as plate, tablecloths, and other items required for pre-game meals and hospitality suite as approved by the Lacrosse Coach and the Executive Board.

(c) Spirit Wear Committee

The Spirit Wear Committee shall coordinate the promotion of school spirit through the sale of apparel and memorabilia bearing the Mountain View logo, at a nominal price. The committee shall:

1. Secure vendors and pricing for all apparel and non-apparel items and submit recommendations to the Executive Board for selection. Once approved, the committee will order and follow up with vendors to ensure timely delivery and quality assurance of all items received.
2. Use only pre-approved Mountain View High School logos as indicated by the Athletic Director and/or Principal.
3. Manage the inventory with ongoing account of descriptions, quantities, and cost of all items ordered, received, sold, and held in inventory and submit a monthly report at all Executive Board meetings.



Coordinate all financial reporting through Treasurer.

4. Organizes the sale of all spirit items at all major events and lacrosse games
5. Delivers all funds received to the Treasurer for bank deposit immediately or by the next business day following the event/sale.

(d) Fundraising Committee

Fundraisers will be held throughout the year in order to raise funds for the lacrosse program. All families, players, and MVLC members are encouraged to participate in fundraising events. All fundraising associated with MVLC must be presented to the Executive Board for approval. Once the fundraiser has been approved, the Executive Board will fill coordinate with the Athletic Director and/or Principal, for approval before the fundraiser can begin.

The committee shall:

1. Receive information regarding potential fundraising opportunities, evaluate these and make recommendations to the Executive Board for review and approval.
2. Report to Executive Board meetings on received and projected funds for budget purposes.
3. Coordinate distribution and collection of fundraising materials with players and/or parents.
4. Coordinate with the Vice President and Secretary to ensure that communications occur to parents via email, website, and telephone call of important dates related to fundraisers.

Suggested Annual Fundraising Sub-Committees:

a. Game Day and Banquet Program Book Committee

- i. Solicit advertising from area businesses and individuals to advertise in the Game Day Program Book.
- ii. Coordinates with photographer to assure all required photos are taken for publication of program book and website.
- iii. Provide the delivery of electronic material needed for web publication to the Vice President.
- iv. Coordinates delivery of ads in acceptable format to the program design and layout team/person for printing.
- v. Coordinates the sales of programs on game days, delivery of the funds to the Treasurer and maintains accurate records of all program sales.

(e) Senior Night Committee

1. Coordinate with the Treasurer to determine the dollar amount allocated for each senior.
2. Identify and purchase gifts for seniors.
3. Coordinate with the Athletic Department and/or the school's Senior Night Reception Committee.
4. Communicate logistics for senior night to senior parents
5. Work with Pre-Game Meal chairperson to ensure that senior meal are confirmed and served.

(f) Banquet Committee

1. Assemble committee. Create sub-committees (set-up, decorations, and clean-up).
2. Coordinate with the Treasurer on available budget.
3. Coordinate with local food vendors to determine menu and price point for the meal.
4. Coordinate with MVLC Secretary to distribute invitations based on current MVLC membership and track RSVP and/or ticket sales.
5. Secure date for the commons area banquet -at the beginning of the New School year or when the schedules for the lacrosse teams are complete. This will be the responsibility of the Head Coaches to

secure

6. Create banquet program. May coordinate with Program Committee.
7. Coordinate with Head Coaches for senior bios and season details to include in program.
8. Purchase coaches' gifts (if budget permits).
9. Coordinate with the Head Coach on Guest Speaker.

### **Article IX. - Meetings**

Section 9.01 Annual Business Meeting. The Annual Business Meeting of the MVLC shall be held at the General Membership Meeting unless otherwise specified by the Executive Board. Any change to the Annual Business meeting date, time, or location shall be announced a minimum of one week in advance of the proposed change.

Section 9.02 General Meetings. General meetings shall be held monthly unless otherwise specified by the Executive Board and reasonable notice is provided. Reasonable notice is 3 days prior to the meeting. General meetings shall be held at a place designated by the current Board of Directors with such notice published to the membership of record. Said notice may be sent via first class mail, electronic mail (e-mail), or any other form of notice determined by the Board of Directors.

Section 9.03 Executive Board Meetings. Executive Board Meetings shall be held prior to, subsequent to or concurrent with General Membership meetings, unless otherwise specified by the Executive Board. Executive Board meetings shall be scheduled on a regular day and time each month, as decided by the Executive Board. A summary of the decisions reached and attendance at each meeting should be distributed to the Executive Board within a reasonable timeframe following the meeting and before the next General Meeting. Emergency meetings can be held as needed by conference call. The Executive Board may present and vote on items which may require immediate attention via electronic communication as long as all members are included on the distribution list. The Secretary shall record and maintain a copy of the electronic discussions/votes for recordkeeping purposes. Board meetings are open to the general membership for attendance, but not for comment, unless comment is requested by the Board of Directors.\_

Section 9.04 Special Meetings. A special meeting may be called by the President, or at the request of one of the Head Lacrosse Coaches. All active members of MVLC must be informed of the meeting and its purpose

Section 9.05 Standing Committees. Standing committees should meet and report to the general membership as necessary.

Section 9.06 Quorum. (a) Executive Committee – three officers. (b) Board of Directors – fifty percent of any committee chairs and three officers of the Executive Committee. (c) General Membership – Board of Directors quorum, plus all members present. The vote required to pass a motion will be a simple majority of the members present at a meeting. Head Coach is always invited and encouraged to participate, whenever viable. In the absence of Head Coach, the President must communicate with the Coach and incorporate agenda items and input of the Head Coach into the meeting. Combined Executive Committee- three officers of each Executive Committee.

Section 9.07 General Meeting Voting. All members who have paid a membership fee for the current year may vote. The method of voting shall be determined by the President for votes other than those to elect members of the Executive Board of Directors, as outlined in Article 6, Section 5, which must be by secret ballot.

Section 9.08 Governing of Meetings. "Roberts Rules of Order – Newly Revised" shall govern all matters of procedure not covered in these by-laws.

Agenda: The agenda for all meetings shall be as follows:

1. Call to order
2. Roll call of members present
3. Read/approve minutes from prior meeting
4. Executive Board reports
5. Committee reports
6. Special items – important business previously designated for consideration
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

### **Article X. - Financial Policy and Procedures**

Section 10.01 An annual budget shall be prepared by the Executive Board and presented for approval and presented to the members no later than the general meeting in January.

Section 10.02 The President and Treasurer shall jointly negotiate and execute Board approved contracts on behalf of the Organization.

Section 10.03 Requests for funds or purchases shall be submitted in writing or via email to MVLC, and must include purchase order or original receipt. All purchase and requests for funds shall be approved by the Executive Board, unless reimbursement for pre-approved items. This shall include reimbursements made to Executive Board members.

Section 10.04 All monies received by MVLC for any reason shall be deposited into a financial institution selected by resolution of the Executive Board. Any use of MVLC Federal Tax ID number without the written consent of the Executive Board is prohibited.

Section 10.05 Expenses

- (a) For all MVLC expenses within the approved budget, the following procedures apply:
- (b) Requests for funds require invoice or quote. The Executive Board will approve all requests.
- (c) Payments will be made on outstanding balances in a timely manner if payments in full cannot be made. No balances or unpaid bills should be carried over if at all possible.
- (d) All operating expenses will be approved by the Elected Board before the Committee person of the activity incurs an expense. Once approved, the chairman of the activity will submit all invoices and/or bills totaled after the activity has ended.

Section 10.06 Capital Expenses (improvements to playing field, stadium, fieldhouse, etc.)

Definition: "A capital expense is defined as any expense for tangible goods which cost \$1000.00 or more, is tangible goods or property, has a projected useful life of 5 years or more and which is not stylized in nature, i.e., promotional items, logo items, etc.."

- (a) Capital Expenses distributed from a general budgetary item must be reviewed and approved by the Executive Board.
- (b) All Capital Expenses require a minimum of two price quotations from unaffiliated vendors. Three price

quotations are preferred and are to be considered the standard requirement.

Section 10.07 General Membership dues and player fees shall be established by the Executive Board. However, no player may be prevented from full participation, including any player items received by other players, regardless of ability to pay. Scholarships or special payment circumstances may be approved by the Head Coach or the President, and communicated to the treasurer for record keeping purposes. All accommodations shall remain anonymous and discreet from the board and general membership, to every reasonable extent.

Section 10.08 Two Executive Board members, preferably the President and Treasurer must sign all checks.

Section 10.09 The Treasurer's accounts shall be examined annually by an external independent auditor, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. This auditing committee shall be appointed by the Executive Board at least two weeks before the closing of the fiscal year.

Section 10.10 Prohibited Transactions

- (a) Loans. The Corporation shall not make any loan of money or property to or guarantee the obligation of any director or officer; provided, however, the Corporation may advance money to an officer of the Corporation for expenses reasonably anticipated to be incurred in performance of MVLC duties.
- (b) No officer, member, committee chair or any other such individual, shall have authority to take out any loans, advances or other forms of credit at any time for the Corporation from such banks, trust companies, institutions, or persons.
- (c) Conflict of Interest. The Board shall not approve any transaction in which one or more of the Executive Board members have a material financial interest, except when a reimbursement request has been made for approved MVLC expenses.
- (d) No debit card shall be allowed on any account for any reason. There are no exceptions to this rule. This rule may not be amended by any future vote of the General Membership and is in compliance with County requirements for all extra-curricular boards and clubs.

#### **Article XI. - Miscellaneous**

Section 11.01 Each person who acts as an Executive Board member of MVLC shall be indemnified or bonded by MVLC against expenses actually and necessarily incurred by him or her in connection with the defense of any action suit or proceeding in which he is made a party by reason of his or her being or having been an Officer of MVLC except in relation to matters as to which he or she shall be adjudged in such action suit or proceeding to be liable for gross negligence or willful misconduct, and accept any sum paid for MVLC in settlement of an action suit or proceeding based on gross negligence or willful misconduct in the performance of duties.

Section 11.02 The right to be bonded provided here in shall be extended to each Board Member, and in the event of his death shall extend to his legal representatives.

Section 11.03 The By-Laws shall be reviewed as necessary upon the recommendation of the Executive Board or selected officers. Upon such recommendation, the President shall make such reviews or assign a committee to make such reviews and report to MVLC its finding for approval. Recommended revisions must be presented to Head Coach for input and voted upon by the General Membership at the annual meeting, or at a special meeting called for that purpose.

Section 11.04 Independent Auditor. The registered agent/tax representative shall perform audit duties to ensure

that MVLC is operating within non-profit tax guidelines. The auditor shall not be involved in daily MVLC business, including but not limited to sending e-mails to MVLC members, initiating business on behalf of MVLC, and other activities otherwise indicated for Executive Board members.

**Article XII. - Dissolution of MVLC**

Should MVLC cease to operate as a legal entity, all of MVLC assets and cash will be distributed to either the Mountain View High School Lacrosse Program or to Mountain View High School.

I hereby certify that the foregoing By-Laws were adopted and approved by the Mountain View Lacrosse Club Executive Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
President,  
Mountain View Lacrosse Club

\_\_\_\_\_  
Vice President  
Mountain View Lacrosse Club

\_\_\_\_\_  
Treasurer, Boys  
Mountain View Lacrosse Club

\_\_\_\_\_  
Secretary,  
Mountain View Lacrosse Club

**INTRODUCTION TO ROBERT’S RULES OF ORDER**

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure important?

It is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today Robert’s Rules of Order is the basic handbook of operation for most clubs, organizations

and other groups. It is important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is an example:

- Call to order
- Roll call of members present
- Reading of minutes of last meeting
- Officers' reports
- Committee reports
- Special orders – important business previously designated for consideration at this meeting
- Unfinished business
- New business
- Announcements
- Adjournment

The method used by members to express them is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- Call to order
- Second motions
- Debate motions
- Vote on motions

There are four basic motions:

1. Main Motions: the purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and identical motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and

must be considered before the other motion.

How are motions presented?

1. Obtaining the floor

Wait until the last speaker has finished.  
Rise and address the President by saying "Mr. President."  
Wait until the President recognizes you.

2. Make your motion

Speak in a clear and concise manner.  
Always state a motion affirmatively. Say "I move that we..."  
Avoid personalities and stay on your subject.

3. Wait for someone to second your motion.

Another member will second your motion or the President will call for a second.  
If there is no second to your motion, it is lost.

4. The President States your Motion

The President will say "it has been moved and seconded that..." Thus placing your motion before the membership for consideration and action.

The membership then either debates your motion, or may move directly to a vote.

Once your motion is presented to the membership by the President it becomes "assembly property", and cannot be changed by you without the consent of the members.

5. Expanding on your motion

The time for you to speak in favor of you motion is at this point in time, rather than at the time you presented it.  
The mover is always allowed to speak first.  
All comments and debate must be directed to the President.  
Keep to the time limit that has been established for speaking.  
The mover may speak again only after other speakers are finished, unless call upon by the President.

6. Putting the Question to the Membership

The President asks, "Are you ready to vote on the question?"  
If there is no more discussion, a vote is taken.  
On a motion to move, the previous question may be adapted.

Voting on a motion

The method of vote on any motion depends on the situation and the by-laws of policy of your organization.  
There are five methods used to vote by most organizations. They are:

1. By Voice – The President ask those in favor to say 'aye', those opposed to say 'no'. Any member may move for

an exact count.

2. By Roll Call – Each member answers ‘yes’ or ‘no

As his name is called. This method is used when a record of each person’s vote is required.

3. By General Consent – When a motion is not likely to be opposed, the President says, ‘if there is no objection...’ The membership show agreement by their silence, however if one member say “I object,” the item must be put to a vote.

4. By Division – This is a slight variation of a voice vote. It does not require a count unless the President so desires. Members raise their hands or stand.

5. By Ballot – Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table – This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the members.
2. Motion to Postpone Indefinitely – This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. It will only work if you use it properly.

Allow motions that are in order.

Have members obtain the floor properly.

Speak clearly and concisely.

Obey the rules of debate.

Most importantly, BE COURTEOUS.



**History of Changes to By-Laws**

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December 12<sup>th</sup>, 2016 - Action take at the monthly MVHSLAX Board Meeting:

Amendment to the By-laws

Article IV.

MEMBERSHIP

Section 4.01

Add the following:

*All Executive Board Members will be exempt from paying the Booster Club Fee.*

June 5<sup>th</sup>, 2107 - Action taken at the monthly MVHSLAX Board meeting:

Amendment to By-laws – Grade level representatives have voting rights.

Sept 25<sup>th</sup>, 2018 Amendments presented at General Meeting and voted on by membership. Unanimously passed by a

voice vote. The Amendments were to the following sections:

Section 1.01 – Name changed to Men’s MVLC

Section 2.05 - ...advancement of the Men’s Mountain View...

Section 2.07 – Board can make amendments to by-laws.

Section 2.07(a) – Amendments made by board to be voted on by membership.

Section 5.01 – Correction to fiscal year start and end.

Section 6.05 – Correction to fiscal year start and end.

Section 7.03(a) – Paragraph split out and booster club members exempt from booster fee.

Section 7.04 - Paragraph split out and granting grade representatives voting rights.

Section 7.04(a) – Define coaches as ex-officio board members

Section 7.04(b) – Coaches cannot vote.

Section 7.04(c) – Board president only votes in a tie.

Section 7.05 – Set expenditure limits

Section 7.07(b)6 – Addition to game day activities

Section 7.07(d)4 – Language specifying that books are to be prepared for annual audit by treasurer(s).

Section 9.06(c) – Inviting head coach to attend and participate in meetings.

Section 9.08 – Added example meeting agenda.

Section 10.01 – Budget for following year to be presented to board each January.

Section 10.05(b) – Requiring invoices or quotes for fund disbursement.

Section 10.08 – Two executive board members to sign checks.

Section 10.09 – Rules for annual audit.

Section 11.01 – Executive board members to be indemnified or bonded.