**South Fayette Girls Lacrosse Boosters Incorporated**

2019/2020 By Laws



**Approval Date: 11/11/19**

**By Laws**

**These By Laws will be reviewed by the SFGLB Board every two years**

**ARTICLE I: NAME AND AFFILIATION**

This organization shall be known as the South Fayette Girls Lacrosse Boosters Incorporated, hereinafter also referred to as the “SFGLB.”

**ARTICLE II: PURPOSE, OBJECTIVES, GOALS**

The purpose of the SFGLB shall be:

1. Maintain lacrosse as a Varsity Sport within the South Fayette Township School District as a WPIAL sport.
2. To advance, support, and promote South Fayette Girls Lacrosse

**ARTICLE III: MEMBERSHIP AND VOTING**

Section I: Eligibility- Membership in the SFGLB is open to the parents or legal guardians of a player, or adult resident of South Fayette. Player shall mean any student who participates on or intends to participate on a SFGLB team and meets the requirements of eligibility.

Section II: Members- Members shall remain in good standing so long as the annual booster dues and/or required fees, established by the board are paid by established due dates.

Section III: Voting- Members shall be entitled to vote and hold office in the SFGLB.

Section IV: Dues and Fees- Each player shall be requested to pay annual booster fees and participation fees to the SFGLB as may be prescribed by the Board. The annual fees and/or participation fees and dates for payment will be clearly established and set forth by the Board during each year after its review of the proposed annual budget. Assessment of annual fees and/or participation fees will be consistent for all members and players. However, the Board will consider any request by a Member for reduced assessment in the event of financial hardship. The board will promptly convene for the purpose of considering said request and making a determination, which shall remain confidential and final.

Section V: Potential Refund- The Board will consider (but without any obligation to make a refund) making a refund to a member of all or part of the annual dues, if the player terminates or their participation is terminated for any reason. Players who terminate before the first practice of the season will be considered for a partial or full refund as determined by the board. Once practice has begun players are no longer eligible for a refund.

**ARTICLE IV: FINANCES**

Section I: Membership fees and/or participation fees for the season shall be set by the Board of Directors.

Section II: A bank account in the name of the SFGLB shall be established and maintained with all received monies being deposited therein in a timely fashion. Additionally, all expenditures shall be evidenced by checks drawn upon said established account. Two (2) signatures are required on all accounts for disbursement of funds.

Section III: SFGLB shall adopt a fiscal year that commences on June 1 and ends on the next following May 31st unless otherwise unanimously agreed upon by the Board or by amendment to the By Laws.

Section IV: Any expenditure over $500.00 in a month that is not described in the budget and approved by the Board must be presented to the board for approval. Expenditures up to $500.00 in a month that are not described in the approved budget must be approved by the President and the Treasurer.

**ARTICLE V: OFFICERS**

Section I: Officers of the SFGLB shall be comprised of a minimum of Five (5) but not more than seven (7) Members in Good Standing. These individuals shall include a President, Vice-President, Secretary, Treasurer and one to three individual(s), as determined by the Board from time to time, with titles of but not limited to At-Large Events and At-Large Fundraising.

Section II: The term of the officers shall be two (2) years that is consistent with the SFGLB’s fiscal calendar. Officers may stand for re-election.

Section III: Nomination and election of Officers is addressed in Article VII below.

**ARTICLE VI: DUTIES OF OFFICERS**

 **The President shall**

* Preside and oversee all regular or special meetings.
* Appoint all chairpersons of any ad-hoc committees established by the Board.
* Call for organizational meetings of the membership or Board as necessary.
* Sign in addition or in place of the Treasurer all checks issued by the organization.

**The Vice President shall**

* Preside in the absence of the President at all SFGLB Board meetings.
* In the event the office of President becomes vacant during the elected term, the Vice President shall accede to the Presidency for the remainder of the term.
* Serve as an aide to the President.

**The Secretary shall:**

* Take an accurate written attendance of all individuals present at SFGLB meetings.
* Record the minutes of all SFGLB Board Meetings in written form.
* Be responsible for all communication from the Board or President and general information including distribution of correspondence as may be requested by the Board or President.
* Distribute minutes of the meetings.
* Have charge of and preserve all documentation, minutes, correspondence and transcripts or other important effects surrounding SFGLB Board meetings.
* At the conclusion of the Secretary’s term, originals or copies of all above referenced documents shall be provided to the newly elected Secretary or President.

**The Treasurer shall:**

* Have custody of all funds of the SFGLB
* Collect and keep a full and accurate account of all monies of the SFGLB.
* Pay out funds as authorized by the President or Board.
* Present to the SFGLB an annual financial report and proposed season budget on or before the November meeting for approval by the Board.
* Present a brief report or statement of finance at each SFGLB meeting, which report may be verbal unless otherwise directed by the President.
* If directed by the Board, coordinate and annual review of SFGLB’s books and records .
* Financial information is submitted to Title IX officer by June 1.

**The Director(s) At- Large**

* Assist in advancing the goals and objectives of the SFGLB. Position(s) will be assigned duties as determined by the Board.

**ARTICLE VII: NOMINATIONS AND ELECTION OF OFFICERS**

Section I: Any candidate(s) for election to the Board can be nominated during the June Board meeting. Any member of the SFGLB can be nominated for election to the Board. Nomination of candidate must be seconded by another member in good standing.

Section II: The officers of SFGLB shall be elected at two meetings after nominations. Elected officers will assume their duties effective immediately.

Section III: Any vacancy occurring in any office shall be filled for the remainder of the term by any member in good standing selected by a majority vote of the members of the Board

Section IV: A Board Member may forfeit their position after two consecutive absences from Board Meetings

Section V: Removal of any Board Member may be made for cause and voted on by remaining Board.

**ARTICLE VIII: MEMBERSHIP MEETINGS**

Section I: SFGLB regular membership meetings shall be held in a public forum at least three times in each fiscal year with the time to be determined by the Board from time to time. Special meetings and additional general meetings may be called by the President.

Section II: Membership Meetings must be advertised at least five days in advance of any meeting, which notice will include (without limitation) the date, time and location of the meeting. Such notices may be provided by electronic mail to the e-mail address provided by a Member or may be provided by other written or verbal means directly to a Member.

Section III: No voting by proxy will be allowed.

**ARTICLE IX: COACHING**

Section I: The coaches have the full support of the SFGLB to apply their knowledge of lacrosse in directing practices and games.

**ARTICLE X: TEAM SELECTON AND PARTICIPATION**

Section I: Prior to participation, Player’s parents or legal guardians will be required to provide completed forms as established by the Board and South Fayette Township School District. These forms may include, but not limited to Waiver, Release and Informed Consent, Awareness, Proof of Insurance, Emergency Card, Consent for Medical Treatment, Code of Conduct, Pledge, etc. No player will be permitted to participate prior to all required forms being completed and delivered.

Section II: All Players are expected to adhere to the Rules and Regulations established by the affiliated league and the South Fayette School District Student-Parent Handbook.

Section III: Player selection to a team and participation will be determined solely by the Head Coach and their coaching staff on an ongoing basis throughout the subject year.

**ARTICLE XI: AMENDMENTS**

 These By Laws may be amended at any meeting of the SFGLB by a two-thirds (2/3) of the Board.

**ARTICLE XII: EFFECTIVE DATE**

 These By Laws shall become effective when voted on and approved by the Board.

**ARTICLE XIII: DISSOLUTION**

 In case of the dissolution of the SFGLB, all assets remaining after payment of all authorized expenditures shall be distributed to the successor organization or donated to a charity at the sole discretion of the Board.