

**BYLAWS OF THE
PORTAGE WOMEN’S LACROSSE CLUB
(PWLC)**

ARTICLE I: Name

The name of this organization is the Portage Women’s Lacrosse Club. (Hereinafter referred to as “organization”.) The organization is a non-profit corporation and the period of duration for said organization is perpetual.

ARTICLE II: Purpose

Section 1. The purpose of this organization shall be to support the development of women’s lacrosse in Portage, Michigan and to promote excellence, pride and good sportsmanship amongst participants and the community. The organization shall also encourage parent and guardian involvement, and strive to ensure that opportunities to play lacrosse continue to be available to all who want to participate.

Section 2. The organization is organized exclusively for the charitable or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding sections of any future Federal tax code (hereinafter referred to as “Internal Revenue Code”).

ARTICLE III: Basic Policies

Section 1. The following are basic policies of the Portage Women’s Lacrosse Club:

- a) The organization shall be noncommercial, nonsectarian and nonpartisan.
- b) The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purposes of the organization.
- c) The organization shall not-directly or indirectly-participate or intervene (in any way, including the publishing or distribution of statements) in political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d) The organization shall not enter into membership with other organizations. The organization may cooperate with other organizations and agencies concerned with similar issues, but a representative shall make no commitments that bind the group he represents.
- e) No part of the net earnings of the organizations shall inure to the benefit of or be distributable to, its members, directors, trustee, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II hereof.
- f) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g) Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.

ARTICLE IV: Membership and Dues

Section 1. Membership in the organization shall be made available without regard to race, color, creed or national origin, but the only requirement for membership is participation in women’s lacrosse in Portage, Michigan.

Section 2. The organization may admit persons to membership at any time. The types of membership offered will be limited to parent/guardian, and corporate membership.

Section 3. Parents or legal guardians of students involved in women's lacrosse in Portage are eligible for membership automatically at no cost and are the only category of membership with voting privileges. Voting privileges shall be limited to one vote per family. All parents, legal guardians, and executive office holders of the organization will be encouraged to participate in fund raising activities.

Section 4. Corporate Membership

- a) A corporate membership may be granted as determined by the executive board and upon receipt of a corporate donation.
- b) The Executive Board shall establish the minimum donation level for corporate membership annually.
- c) Corporate membership carries neither the right to vote nor the right to hold office.

ARTICLE V: Officers and Their Election

Section 1. Each officer shall be a parent or guardian of a student participating in lacrosse and will be expected to actively participate in all fund raising activities.

Section 2. Officers and their election:

- a) The executive board of the organization shall consist of one (1) president, one (1) vice president, one (1) secretary, one (1) treasurer and two (2) elected representatives, one each from Portage Central and Portage Northern parent communities.
- b) Officers shall be elected in the month of May at the Annual Meeting of the organization.
- c) In the event that an elected representative is not able to serve out their full term, the President, with the approval of the executive board shall appoint a substitute. In the event the President is not able to complete his or her term, the Vice President will take over for the remainder of the term. Officers shall assume their official duties upon election and shall serve a term of one year.
- d) The President may appoint such committees and committee chairs as are deemed necessary to accomplish the purposes of the organization.

Section 3. Removal from office:

- a) By a two-thirds (2/3) vote of the executive board an officer or chairman may be removed from office for failure to perform duties, criminal misconduct or unethical behavior. In addition, an officer or chairman who misses three consecutive meetings may, after receipt of written notice, be removed from office.

ARTICLE VI: Duties of Officers

Section 1. The president shall:

- a) Be authorized to represent and conduct business on behalf of the organization.
- b) Prepare the agenda and preside at all meetings of the organization.
- c) Appoint chairs of committees.
- d) Be a member ex officio of all committees, except as others may be so designated.
- e) Perform such duties as may be prescribed in these bylaws or assigned by the organization in order that the objectives may be promoted.

Section 2. The vice president shall:

- a) Preside in the absence of the president
- b) Perform other duties as assigned by the president or the executive board.
- c) Be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks over \$500.)

Section 3. The secretary shall:

- a) Record the minutes of all meetings of the organization and deliver said minutes to the membership.
- b) Maintain a current copy of the bylaws and Articles of Incorporation.

- c) Maintain a current membership list.
- d) Be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks over \$500.)
- e) Perform other duties as assigned by the president or the executive board.

Section 4. The treasurer shall:

- a) Have custody of all the funds of the organization.
- b) Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks in accordance with IRS regulations.
- c) Make disbursements in accordance with the budget adopted by the organization.
- d) Be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks).
- e) Present a financial statement at general meetings, executive board meetings, and at other times when requested by the organization or executive board.
- f) Make a full report at the end of year meeting.
- g) Submit records for audit as requested.
- h) Perform other duties as assigned by the president.

Section 5. All elected and appointed officers shall:

- a) Perform the duties as outlined in these bylaws and those assigned from time to time.
- b) Deliver to their successors or the president any official club materials or property within ten (10) days following the date at which their successors assume their duties.
- c) Be given the opportunity to submit discussion items for the executive board and general meeting agenda.
- d) Exemplify the purposes and ideals of the organization in performance of their activities.

ARTICLE VII: Meetings

Section 1. General meetings of the organization shall be held at least two times a year. (Time and date to be established by executive board.)

Section 2. Special meetings of the organization may be called by the president or by a majority of the executive board, with five business (5) days notice having been given .

Section 3. The annual election meeting shall be held in May.

ARTICLE VIII: Executive Board

Section 1. The executive board shall consist of the officers of the organization and the chairs of any standing committees. A majority of the executive board members shall constitute a quorum.

Section 2. The duties of the executive board shall be to:

- a) Select team managers and coaches as required.
- b) Approve a budget for the year, including any amendments thereto.
- c) Provide leadership for fund-raising activities.
- d) Authorize necessary business in the intervals between meetings and conduct such other business as may be referred to it by the organization
- e) Create standing and special committees as needed.
- f) Present a report at the general meetings of the organization.
- g) Fill vacancies of officers and chairs, as required.

Section 3. Meetings

- a) Regular meetings of the executive board shall be held prior to each general meeting, the time to be fixed by the President.

- b) Special meetings of the executive board may be called by the president or by a majority of the members of the board, five (5) business days notice being given.

ARTICLE IX: Standing and Special Committees

Section 1. Only members of the organization who are parents or guardians of students involved in lacrosse shall be eligible to serve in any elective or appointive position.

Section 2. The executive board may create such standing and special committees, as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chairman shall be one (1) year or until the selection of a successor.

Section 3. No committee work shall be undertaken without consent of the executive board.

Section 4. The president shall be a member ex officio of all committees.

ARTICLE X: Team Representatives

Section 1. Team Representatives – Shall act as a liaison between committee chairpersons and team parents to gather team members information, volunteers for various activities, and other responsibilities as deemed necessary by the executive board.

ARTICLE XI: Fiscal Year

Section 1. The fiscal year of the organization shall begin July 1 and end June 30.

ARTICLE XII:

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIII: Standing Rules

The organization may establish Standing Rules to facilitate the operation of the organization. These rules would govern such organization functions as elections, fundraisers, and special events. These rules would be established in accordance with these By-laws, and may be amended by majority vote of Executive Board members present at a regular meeting.

ARTICLE XIV: Veto Power

The Superintendent, or his designated representative, shall have veto power on all acts of this organization affecting school finances, school attendance, and district or school policy.

ARTICLE XV: Amendments:

Section 1.

- a) These bylaws may be amended at any regularly scheduled general meeting of the organization, by a two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regularly scheduled general meeting or thirty (30) days prior to the meeting at which the amendment is voted upon.
- b) A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

The foregoing Bylaws were duly adopted on July 12, 2006 by persons interested in forming the Portage Women's Lacrosse Club.

Article XX: Grievance Procedure

Section 1. In the event that a dispute develops between players, between a player and a coach, or between a parent and a coach, the following procedures will be followed.

- a) The first step should be a calm discussion with the Coach. Generally it is desirable to let some time pass before this discussion is conducted as the passage of time frequently changes our perspectives. In matters involving playing time, position, and similar “on the field” matters, the decision of the Coach is final.
- b) If the dispute cannot be resolved directly with the coach and it involves issues other than “on the field” matters, the aggrieved party may take their complaint to the elected Executive Board representative of their school (Portage Central or Portage Northern). This individual will attempt to find a solution that is acceptable to both parties.
- c) If the dispute cannot be resolved with this intervention, a formal written notice of complaint shall be filed with the President of the Executive Board. A Grievance Committee of three (3) Executive Board Members will be appointed to consider the evidence and issue a decision. This decision will be final.

Section 2, It is the intention of this procedure to maintain the on-field authority of the Coach, while allowing some appeal in the case of policy matters. It is anticipated that appeal from a Coach’s decision will be very rare.

The foregoing Bylaw amendment, Article XX, was duly adopted on October 18, 2006, by Board Members of the Portage Women’s Lacrosse Club.