

Canandaigua Girls' Lacrosse Booster Club
A Member of the Canandaigua All Sports Booster Club, Inc.

ARTICLE I
NAME OF ORGANIZATION

The name of this club shall be The Canandaigua Girls' Lacrosse Booster Club.

ARTICLE II
PURPOSE

The purpose of the Club shall be to:

- A. Encourage participation and interest in all phases of the Girls' Lacrosse sports programs of the Canandaigua City School District, Canandaigua, NY.
- B. To maintain and assist in the advancement of the Canandaigua Girls' Lacrosse Booster Club.
- C. To achieve any act or deed incidental to, or connected with, the foregoing objectives.

ARTICLE III
BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers of the club. The officers of the club are as follows: President, Vice President, Secretary, Treasurer, and Merchandise Coordinator. The current Canandaigua Academy Varsity Coach shall be considered an ex-officio member of the board. For purposes of these by-laws, ex-officio shall be defined as having all of the same rights and responsibilities for active participation at meetings of the general membership, special committees and board of director's meetings.

Section 2. Duties

- A. It shall be the duty of the Board of Directors ("Board") to approve an annual budget. Any expense greater than \$250.00 above the budgeted amount, needs approval by the Board.
- B. The Board shall be responsible for an annual audit of the financial records of the club.
- C. It shall be the duty of the Board to report the financial records to the membership at the first meeting of the fiscal year.
- D. The board shall be responsible for the overall programs of the club and shall make recommendations to the membership.

- E. In emergency situations, the Board shall be empowered to act for the membership should it be deemed necessary.
- F. The term of office of the Board of Directors shall begin July 1st.
- G. In the event a board position is vacated prior to the expiration of a term, an election will be held to fill the vacancy for the remainder of the term. In order to fill vacancies as quickly as possible, the election will follow a process agreed upon by a majority of the current board of directors. The general membership must receive a minimum of five (5) days notice prior to any nominations or elections. Notification may be made by advertising on the official website or in the local newspaper.

ARTICLE IV
BOARD OF DIRECTORS

- Section 1. The Board of Directors (also referred to as the officers and trustees) shall consist of the President, Vice-President, Treasurer, Secretary and Merchandise Coordinator.
- Section 2. No member may concurrently hold more than one officer's position; i.e., President, Vice-President, Secretary, Treasurer or Merchandise Coordinator.
- Section 3. No member may hold the same office for more than four (4) consecutive years.
- Section 4. The Club year shall run from July 1 to June 30. The term of each Officer shall begin July 1st. In the event an officer is elected to an interim position, the term will begin immediately.
- Section 5. The Officers shall be elected for 2 year terms by the membership at the last general membership meeting of the Club year.
- Section 6. The Officers, committee persons and members of the Club shall not receive any salaries or compensation for their services to the Club.
- Section 7. Duties of the Officers
 - President:
 - A. Shall preside at all regular meetings, special meetings and all Board meetings of the Club.
 - B. Shall perform all other duties of the office.

- C. Shall appoint all committees and committee chairpersons with the approval of the Board.
- D. Shall be an ex-officio member of all committees.

Vice-President:

- A. Shall have all the powers and perform all the functions of the President during the absence or disability of the President.
- B. Shall perform other duties as assigned by the President of the Board.
- C. Shall assist the Secretary with notifications to the general membership and all media outlets.
- D. With approval of the Board, the VP shall prepare and submit any and all fundraising requests. The VP will ensure all fundraising activities follow the guidelines established by the Canandaigua City School District.

Treasurer:

- A. Shall receive all funds of the Club. All profits made by the Club shall be turned over to the Treasurer for deposit in a safe depository designated by the Board.
- B. Shall disburse funds as authorized by the Club. Note: All checks of the Club must be signed by two officers of the Club. No officer singly shall have the power to make any check draft, notes or other negotiable instrument in the name of the Club.
- C. Shall keep an accurate record of all funds received and disbursed.
- D. Shall present a statement of accounts at every meeting and shall make a full report at the first and last general membership meetings of the year.
- E. Shall be ready to submit all financial resources to the audit committee or to a professional auditor once each year as directed by the board.
- F. Shall have custody of a petty cash fund not to exceed \$50.00 at any one time.
- G. An annual budget will be drafted no later than August. The draft will be prepared by a committee appointed by the treasurer. The draft budget will be presented to the general membership by September of each year, and reviewed semi-annually. Following the presentation, a vote will be held to accept the annual budget.

Secretary:

- A. Shall keep and maintain minutes of all general membership and Board meetings.
- B. Shall make all minutes available to current and incoming officers, committee chairpersons and school administrators.
- C. Shall maintain a file of correspondence and minutes pertaining to the work of the Club.
- D. Shall maintain a list of the membership including addresses, phone numbers and develop a phone tree with the assistance of the team coaches.
- E. Will provide notifications to general members and all public relation venues as needed.

Merchandise Coordinator:

- A. Shall present merchandise ideas to the board.
- B. Shall order merchandise for sale to the general public.
- C. Shall oversee the sales of merchandise and disburse all funds received to the treasurer.

ARTICLE V **MEETINGS**

Section 1. The Board of Directors shall meet at least four (4) times during each Club year. Additional meetings may be called by the Club President as needed. A majority of Board members must be present at such meetings to constitute a quorum required to vote on any Club matter.

Section 2. The general membership shall meet at least once each club year on the dates set by the Board. Additional general membership meetings may be called by the Board or the President as needed. Whatever number of members who attend a general membership meeting shall constitute a quorum provided that written notice of the meeting is posted on the official website of Canandaigua Girls Lacrosse and/or posted in the Daily Messenger at least five (5) days prior to the meeting. Although it shall not be construed as a requirement, whenever possible, individual e-mail notifications will be sent to the general membership.

ARTICLE VI **GENERAL MEMBERSHIP**

Section 1. Current Members are those parents of players currently in the program K-12 who attend the Canandaigua Central School District (CCSD), as well as active coaches of Canandaigua girls' lacrosse players.

Section 2. Persons attending school on a full-time basis are not eligible for membership.

ARTICLE VII
VOTING AND VOTERS

Section 1. The Board of Directors shall be elected by the membership at the last general membership meeting of the Club year. The Varsity Coach is entitled to a position on the board and is not subject to the outcome of an election. An Election Committee will be responsible for the supervision and administration of the election. Nominations for offices may be made from the floor by any member. Nominations will be accepted prior to the last general membership of the year.

Section 2. Each member shall be entitled to one (1) vote. Each vote must be made in person at the place designated by the Election Committee.

Section 3. Each voter must be a current member of the general membership.

Section 4. Each member shall vote by written ballot, each of which shall be counted by the Election Committee to be appointed by the board. The Election Committee shall be responsible for counting the votes and reporting to the Secretary. The Secretary shall maintain a written accounting of the vote. Such accounting shall be recorded in the minutes.

ARTICLE VIII
YOUTH PROGRAM

Section 1. A Youth Program will be formed with the primary focus being the development and management of Fall, Winter, Spring and Summer programs for grades K through 6.

Section 2. The Youth Program will report directly to the Board of Directors of the Canandaigua Girls' Lacrosse Booster Club.

Section 3. The Youth Program will submit "beginning" and "end" of the season inventories of equipment, including but not limited to all goalie equipment, sticks, pinnies, goggles and med kits purchased by The Canandaigua Girls' Lacrosse Booster Club to the Board of Directors.

Section 4. Any financial obligations including tournaments, purchasing of equipment and fundraising must be submitted and approved by the Board of Directors in a timely fashion. All equipment must be designated whether it is the property of the program or player prior to the purchase.

Section 5. The addendum will be re-evaluated when the Youth Program membership exceeds 200, or when the Board of Directors determines there is a need for re-evaluation due to the strain on the Board of

Directors by lack of support. At that time, the Board of Directors will review the possibility of the Youth Program becoming its own entity.

ARTICLE IX
DISSOLUTION

Section 1. In the event of the dissolution of the Canandaigua Girls' Lacrosse Booster Club, after payment of all obligations, all assets shall be held by the Board of Directors for a period of two (2) years. If, within that time, the Club is not reactivated, then such assets shall become the property of the Canandaigua Block C for the sole use of the girls' lacrosse teams.

ARTICLE X
RULES OF ORDER AND BY-LAW CHANGES

Section 1. Rules of Order
Meetings of the members, the Board of Directors and its committees shall be governed by Robert's Rules of Order, except in cases otherwise provided for by these By-Laws.

Section 2. By-Law Changes

A. All amendments, alterations or replacements of the By-Laws must be submitted in the form of a motion at a general membership meeting. Such proposed amendments shall be recorded by the Secretary and upon request shall be provided to members at least five (5) days prior to the next general membership meeting. A vote on such amendments may take place at any general membership meeting at least five (5) days following the meeting at which such amendment is proposed.

B. By-Laws may be amended or repealed by a vote of a two-thirds majority of the members present at any meeting of members at which a quorum is present, provided that a full statement of any proposed change in the By-Laws appears in the notice calling the meeting.

ARTICLE XI
AMENDMENTS

Amendments to the original by-laws will be documented here:

1. Amendment Date: 1/27/2010
Amendment Section: Throughout
Amendment: Changed the organization name from Canandaigua Girls Lacrosse Booster Club, Inc. to Canandaigua Girls' Lacrosse Booster Club.
2. Amendment Date: 1/27/2010
Amendment Section: Article III, Section 2, paragraph A.
Amendment: Increased the expense amount required for Board approval from \$50 to \$250.

3. Amendment Date: 1/27/2010
Amendment Section: Article IV, Section 5 and 6.
Amendment: Changed Board of Directors to Officers
4. Amendment Date: 1/27/2010
Amendment Section: Article IV, Section 7.
Amendment: Omitted Section 7 which read "The Officers shall be elected for two-year terms by the membership at the last general membership meeting of the club year."
5. Amendment Date: 1/27/2010
Amendment Section: Article IV, Section 8.
Amendment: Since Section 7 was omitted, Section 8 became Section 7.
6. Amendment Date: 1/27/2010
Amendment Section: Article V, Section 2.
Amendment: Changed the general membership required meetings from twice a year to once a year.
7. Amendment Date: 1/27/2010
Amendment Section: Article VI
Amendment: Changed the title from Membership to General Membership.
8. Amendment Date: 1/27/2010
Amendment Section: Article VI, Section 1 and 2
Amendment: Added a new Section 1 defining membership. This caused the original Section 1 to become Section 2.
9. Amendment Date: 1/27/2010
Amendment Section: Article VIII, Section 1.
Amendment: Changed the Youth Program from grades "3 through 6" to "K through 6".
10. Amendment Date: 1/27/2010
Amendment Section: Article VIII, Section 3.
Amendment: removed "and a current list of community contacts" as an item that the youth program must submit to the Board of Directors.
11. Amendment Date: 1/27/2010
Amendment Section: Article IX and X
Amendment: Removed "Article IX Amendments" and incorporated it into the new "Article X Rules of Order and By-Law Changes". This caused Article X Dissolution to become Article IX.

12. Amendment Date: 1/27/2010
Amendment Section: Article XI
Amendment: The removal of "Article IX Amendments" caused "Article XI Rules of Order" to change to "Article X" which is renamed "Rules of Order and By-Law Changes".
13. Amendment Date: 1/27/2010
Amendment Section: Article X, Section 2.
Amendment: "Paragraph A" was added which was the original "Article IX Amendments, Section 1" which described requirements for changes to the by-laws.
14. Amendment Date: 1/27/2010
Amendment Section: Article X, Section 2.
Amendment: The original Section 2 is now Section 2, Paragraph B.