

Bylaws

The Woodland Mens Lacrosse Club

Bylaws of the undersigned, a majority of whom are citizens of the United States, desire to form a Non-Profit Organization under the Non-Profit Organization Law of Texas, do hereby certify:

It is our desire to form an “Amateur Athletic Organization” to qualify for tax-exempt status. The organization shall foster national amateur sports competition. All competition shall be conducted on the highest level and every member associated with the The Woodlands Mens Lacrosse Club program shall emphasize, by work and action, the virtues of team spirit, healthy competition, and sportsmanship.

Vision Statement / Preamble

To support the growth of competitive high school Division I and/or Division II Lacrosse teams which strive to win at the state level, and/or a developmental Junior Varsity Lacrosse team which focuses on individual and team skills improvement. Through community interaction with area Lacrosse feeder programs, the highest quality coaching and training, an emphasis on player participation and sportsmanship, and active parent involvement, we will build the premier Texas high school Lacrosse program.

Article 1 -- Name

The name of the organization shall be “The Woodlands Men’s Lacrosse Club”, hereinafter referred to as the “Organization” or “Club”.

Article 2 – Principal Office

The place in the State of Texas where the initial principal office of the Organization is to be located is The Woodlands, Texas in Montgomery County.

Article 3 – Objectives

Said organization is organized exclusively for charitable, educational and scientific purposes, 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 federal tax code.

The purpose of the Organization shall be to:

1. Help develop leadership ability and team spirit among the athletes in the Club and to promote national amateur sports competition among the members of the Club. In order to remain in good standings with the Club, a Club member is expected to:
 - abstain from the use of illegal substances;
 - exhibit sportsmanlike conduct at all times during practices and games;
 - exhibit personal responsibility;
 - maintain University Interscholastic League (U.I.L) eligibility. The Club fully supports “no-pass, no-play.” Parents must notify their player’s Head Coach if their player is ineligible for disciplinary reasons
2. Promote and conduct national competition in Lacrosse for the benefit of Club members and to develop amateur athletes for that competition.
3. Provide financial support and assist the Club with fund-raising activities to support the costs of equipment, uniforms, liability insurance, referees, and other associated expenses with the Club’s operations. These funds shall be used exclusively for the benefit of the Club.
4. Increase the visibility of Lacrosse as a sport and facilitate communication between the Club and the coaches Coordinate and cooperate with The Woodlands High School, Conroe Independent School District, U.I.L., and the Texas High School Lacrosse League in the pursuit of these objectives.

Article 4 – Activities and Net Earnings

No part of the net earnings of the Organization shall inure to the benefit of, 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 for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3 hereof. No substantial part of the activities of the Organization shall be the 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 statements) any political campaign on behalf of or in opposition to any candidate for office. Notwithstanding any other provision of these articles, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

Article 5 – Membership

1. Membership in the Organization shall be open to all parents or guardians of students enrolled in the Club, or others interested in supporting the Club.
2. Membership dues owed to the Organization by Club members shall be established by the Executive Board each year.
3. All members playing Lacrosse for the Club must have their payment of dues current, and be in good standing with the Club.
4. All players and coaches in the Club must be current, active members of U.S. Lacrosse before they can participate in any way.

Article 6 – Policies and Procedures

1. Payment Policy

Payment for registration is due at the time of registration. The club will take all possible measures that are approved by the Club's board of directors to make payment plan(s) available to club members if the need arises. The club member must initiate the need for an additional payment plan if the existing options are not feasible. If an additional payment plan is initiated, a contract outlining the details will be signed and executed by the player/parent and the Treasurer. Should player/parent default on the contract, then the matter will be discussed at a future board meeting on how to proceed with collection of funds. Prior to the start of the season, Club members must meet their financial obligation to the Club (e.g., registration fees, returned checks, replacing missing or lost uniforms, etc.) or have made arrangements to do so. If any financial obligations are not resolved or unsettled, the player/Club member will not be allowed to participate in that season including games and practices, unless extenuating circumstances exist and then only with the approval of the majority vote of the board of directors of the Club.

If Club members have not met their financial obligation to the Club (e.g., registration fees, returned checks, returning uniforms, replacing lost uniforms, etc.), the player/Club member will not be allowed to register or participate in the following seasons, including games and practices, until their financial obligation is met.

2. Refund Policy

Player fees are refundable up until the time that the player attends tryouts and/or the first practice. After that time, no refunds will be issued. Each refund

request will be issued less any out of pocket expenses, credit card processing fees, or other costs incurred etc. To cancel a player's registration, written documentation should be provided through an email sent to the current Treasurer. Player's name and reason for cancellation must be included on the refund/cancellation request.

3. Financial Aid Policy

In keeping with the guidelines that govern the club, individuals, who are not able to meet their financial obligations to the club, may request a Financial Aid application due to a financial "hardship" from the President and/or Treasurer of the Club. All those who make such a request will be kept in strict confidentiality. When the Club is within its budget, the Club may offer financial assistance to member(s) unable to pay registration fees. Prior to the season, the board of directors for the Club may budget for financial assistance for participants if the Club is within its projected budget. Members of the Club that receive Financial Aid are asked to show good faith in volunteering at Club fundraising events prior to the start of the season and participate and volunteer in Club fundraising events during the season. Members failing to show good faith may not be allowed to practice or play until the member demonstrates good faith.

5. Insurance Policy

Unless otherwise voted on and implemented by the Club's board, the Club shall maintain liability insurance under the policy offered by U.S. Lacrosse. It is the express intention that the Club abide by the 100% participation requirement as set forth by U.S. Lacrosse. In keeping with this intention, a Club board member will ensure that each and every player and coach is a registered member of U.S. Lacrosse prior to participation in any Club activity.

6. Complaints Policy

The board believes that parents, players and coaches should have a fair opportunity to resolve complaints and concerns regarding the organization, board members, coaches, parents and players. Where the complaint involves matters that could first be discussed with the offending party, the board believes the open door policy between coaches, parents and players should be followed. The board would encourage parents, players and coaches to communicate with each other or the board to resolve any differences. Coaches and the board members will make themselves available for discussion with the player and parent. In regard to complaints or concerns between players or

parents, the board would encourage the players and parents to make themselves available for discussion and resolution with each other. Further, the board recommends that such discussions do not occur immediately before or after an incident or a game as the coach's, parent's and player's mind, focus and attitude may not be able to objectively deal with the disagreement and concern at hand. Instead, parents, players and coaches should agree upon a time to discuss the concern at hand and carry through with that discussion to reach an amicable resolution, if possible. Where the complaint or concern cannot be resolved or does not involve a situation that would be appropriate for discussion and resolution without intervention by neutral third-parties, the involved persons should adhere to the following procedures.

- a. Any person and/or persons wishing to file a grievance must do so in **writing via email or other form of writing** to the Club's board of directors within 10 days of the occurrence.
- b. The Club's board will notify the person and/or persons involved in the grievance within a 7-day period of receiving the written notification.
- c. The board will then gather the related information, which may include eyewitness accounts, written information, i.e. handbook, registration forms etc., and other such information.
- d. If the Board decides that the incident that initiated the grievance and/or the grievance itself has no merit, they will render their decision immediately.

If the board finds that it warrants further consideration, the following steps will be initiated in a timely matter:

- a. The Club's board will appoint a Grievance Committee that will consist of at least 3 Club members that are not involved in the grievance. The Grievance Committee will notify all the parties involved 7 days in advance of a date to hear the grievance.
- b. All persons wishing to address the Grievance Committee, either for or against the grievance, shall notify the Committee that they would like to be put on the hearing agenda within 4 days of the notification.
- c. Each person will be allotted 10 minutes to address the Grievance

Committee. If any person cannot attend, they will be allowed to submit in writing their response to the grievance.

- d. The Grievance Committee will meet separately to consider the grievance and render their decision. All parties will be notified by either a follow up meeting or mail or email as to the committee's decision. Committee decisions will be final. The committee will inform the Club's board of the decision and it will be noted in the minutes of the next board meeting.
- e. If the decision of the Grievance Committee determines that probation or suspension from Club is warranted, then the board will take into consideration the period of probation or suspension recommended by the committee and implement the decision. The decision may also include follow-up meetings and/or observations as to the probation period, before the incident is resolved and reinstatement has occurred.

Article 7 – Elected Officers and Initial Trustees

1. The Organization shall be represented by an Executive Board consisting of up to ten (10) elected officers. Elected officers must be high school parents of current lacrosse players. The elected officers shall be: President, Secretary, Treasurer, Operations Director, Events Director, Marketing & Merchandise Director, Travel Director, Fundraising Director, Community Affairs Director, Coaches Liaison. Any two parents of players may hold a joint office as a team. However, one parent of the jointly held office shall be designated on record prior to taking office as the primary officer of responsibility and have the voting rights for the position. The primary officer of record shall be held accountable for all items and legal matters pertaining to that office. Should the primary officer of responsibility not be able to attend a board meeting that requires a vote, the secondary officer must have obtained a proxy vote form from the primary officer and have it on record at the beginning of the meeting with the secretary.
2. Each board member shall each have 1 full vote.
3. Officers shall be elected for a term of no more than 3 years, however, the President and Treasurer are limited to two (2) one-year consecutive terms. The term of office shall begin after the officer has been elected to the board. Elections will be conducted during an Executive Board Meeting that occurs

between April and September. No member shall hold more than one office at a time.

4. Election of the new officers will be voted on by the existing board members. The date of the election will need to be announced to the board members at least 3 weeks before the election. Voting for all officer positions do not need to be performed during the same meetings. The date of the elections and how the voting will be performed will be determined by the Board. Outgoing board members will not get a vote.
5. Vacancies occurring in an elected office shall be filled by appointment by the Executive Board. In the event the office of the President becomes vacant, the Treasurer –shall serve as President for the remainder of the term.
6. The initial trustees of the organization are the initial officers of the Executive Board, as indicated on the signature page at the end of these Articles of Organization. The trustees for any given year shall be the Executive Board for that year of office.

Article 8 – Officer’s Responsibilities

1. President – The President shall preside over all business meetings of the Executive Board. He/she shall be an ex-officio member of all committees and shall represent the Organization as necessary. The President shall have the authority to sign checks in the absence of the Treasurer. The President will appoint a chairperson for all committees. Other duties include serving as liaison between coach and organization, working along side at the coach’s request in scheduling field use (practice and games) in CISD, scheduling organization meetings and CISD building use. The President can delegate duties has he/she deems appropriate.
2. Secretary – The Secretary shall keep a record of minutes for all Executive Board and Organization meetings. The Secretary shall be responsible for the administrative record for any organization correspondence, making sure each player is adequately insured for the season. The Secretary shall retain the certificate of insurance from Insurance Carrier and be responsible for making it available when required for the Club’s registrations. The Secretary shall also maintain a database of player information as deemed necessary by the Executive Board. This database shall include but not be limited to; Registration information, medical information, and the roster.

3. Treasurer – The Treasurer shall be responsible for the recording of all income and expenditures. He/she shall write checks as necessary keep records of the membership of the Organization and keep records of student credits for work. The Treasurer shall also be responsible for obtaining and maintaining any necessary tax forms essential to the operation of the Organization and any tax exemption status the Organization may have acquired. The accounting books will be available for review or audit by the board upon request. The Treasurer will be prepared to present the financial transactions (total income and total expenses) as well as the balance sheet at each board meeting. The treasurer will provide an update on the Organization at every Board meeting.
4. Operations Director – The Operations Director shall be responsible for negotiating contracts and scheduling field space for practices for all teams with the various contact organizations, including but not limited to: CISD, The Woodlands High School, McCullough Junior High School, The Woodlands Township Parks and Recreation, SportsCulture, etc. He/she will also organize the use and purchase of field equipment and supplies as well as volunteer support for games, practices and events as requested by the coaches and the club.
5. Events Director – The Events Director will be responsible for the planning and execution of any and all special events put on by the club in addition to regular games and practices. He/she will work closely with the Operations Director for getting field space, the Fundraising Director to ensure an appropriate level of support from area businesses and vendors, Marketing Director to effectively publicize and promote the event.
6. Marketing & Merchandise Director – The Marketing Director shall coordinate the design, purchase and selling of all uniforms and fan spirit wear. In addition, he/she will be responsible for keeping the website up to date with current information regarding the club and provide press release and public relations to local and national media outlets on behalf of the club when warranted.
7. Travel Director – The Travel Director shall coordinate all in town and out of town travel needs for all club teams. This includes but is not limited to bus reservation for all in town away games and games outside of Houston, pre-game meals for away games and meals and lodging for players and coaches when warranted. He/she will also research hotels and possible eating establishments and communicate suggestions to parents attending out of town games.

8. Fundraising Director – The Fundraising Director shall have the primary responsibility of coordinating all fundraising activities. These activities include but are not limited to, annual program ad sales, concessions, Woodforest Bank Stadium concessions, silent auction at various club held events, and any other sales or donation solicitation as decided by the board. This position also includes coordinating all volunteers for fundraising activities
9. Community Affairs Director – The Community Affairs Director is responsible for identifying and scheduling volunteer opportunities for players which coincide with the goals of the organization of giving back the community so that others can have the opportunity they may not otherwise have without our help. These may include but are not limited to; working with the Montgomery County Food Bank, Habitat for Humanity, etc.
10. Coach Liaison - this board member will make themselves available to assist the other board members as the need arises. Serves as a single point of contact for the coaches and serves as an information conduit between the board and the coaches. These activities include but are not limited to, working with coaches to solidify schedules, ensure travel plans remain within budget, manage video collection and distribution, THSLL rules and policy explanations

Article 9 – Annual Budget

1. The fiscal year of the Organization shall be from August 1 to July 31.
2. The budget shall be developed by the President and the Treasurer with the input of the Executive Board and/or any other source solicited by the President. The Executive Board has authority to modify the budget submitted by the President. Once approved by the Executive Board, the budget shall be presented to the membership of the Organization for their review and comments.
3. The budget must be ratified by a majority of voting members of the Executive Board before any funds are disbursed. The budget includes the annual dues to be paid by members of the Club and the date at which the dues are required to be paid in order for the member to remain in good standing with the Club.
4. A voting member of the Executive Board may authorize expenditures of funds belonging to the Organization for incidental expenses not to exceed Two

Hundred Dollars (\$200.00). To be reimbursed for the costs of an incidental expense, a voting member must submit documentation of the costs and any associated receipts. All expenditures exceeding Two Hundred Dollars (\$200.00) not to exceed (\$1000) must be approved in writing by the President or in their absence 4 of the 7 voting members of the executive board. Any amount greater than (\$1000) must be approved by 4 of the 7 voting members of the Executive Board before a member will be reimbursed that incidental expense.

5. The Executive Board will pay the expenses incurred by its Coach(es) as a result of performing his/her coaching functions. These expenses will include costs associated with league meetings, team practices, and team games. An upper limit for these expenses will be determined by the Executive Board at the beginning of each season. As the season progresses and feedback from the Coach is obtained, the Executive Board will determine how and when to pay the Coach and whether the expenses limit should be changed.

Article 10 – Meetings

1. The Executive Board should meet at such intervals as deemed appropriate by the Executive Board, but not less than three times per year.
2. Any member of the Executive Board has the authority to convene an Executive Board Meeting in order to conduct emergency or urgent business.

Article 11 – Amendments

These Bylaws may be amended after approval of a majority of the voting members of the Executive Board.

Article 12 – Parliamentary Authority

The rules contained in the current edition of Robert’s Rule of Order (Newly Revised) shall govern the Organization in all cases to which they are applicable.

Article 13 – Varsity Letter

The Varsity Head Coach will submit to the Executive Board the requirements to earn a Varsity Letter by February of each year. The Executive Board will record the requirements into the meeting minutes, check to insure the requirements are in accordance to UIL guidelines, and work with the Varsity Head Coach to collect necessary information to validate the eligibility of a Varsity Letter candidate. Approximately two

weeks after the Club's last game, the Varsity Head Coach will write a letter to the Athletic Director at The Woodlands High School, with a copy to the Executive Board's President, to document which Club members have earned a Varsity Letter.

Article 14 – Representation of The Woodlands High School Highlanders

The Organization and the Club will be associated with The Woodlands High School. To the extent that is permitted by The Woodlands High School and CISD, the Organization and the Club will affiliate themselves with The Woodlands High School and use the school's designated colors and mascot.

Article 15 – Dissolution of the Organization

Upon formal dissolution of the organization, all of the net assets shall be distributed to The Woodlands High School Athletic Booster Club, which must qualify and be exempt for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Since the named beneficiary, The Woodlands High School Athletic Booster Club, at the time of dissolution, may not be qualified, may not be in existence, or may be unwilling or unable to accept the assets of the dissolving organization, the assets shall be distributed to a different qualified organization exempt for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction 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.

The acting Treasurer and one additional executive board member will be responsible for dissolving the company and distributing all of its net assets to The Woodlands High School Athletic Booster Club, or other qualified organization, as stated in the preceding paragraph.

In witness whereof, the undersigned being Voting Members of the Organization's Executive Board and Initial Trustees have caused these Articles to be duly adopted by the Organization.