

CONSTITUTION AND BY-LAWS
of
Parent Boosters of the Hilliard Lynx Girls Field Hockey Club

Article I - NAME

Section 1. The name of this organization shall be the **Parent Boosters of the Hilliard Lynx Girls Field Hockey Club**, hereinafter referred to as “Lynx Boosters.”

Article II – PURPOSE

Section 1. The **purpose** of Lynx Boosters is to serve as an organizing and fundraising support group for the Hilliard Lynx Girls Field Hockey Club, hereinafter referred to as “The Club,” by:

- Managing the general and day-to-day operations for the existence of The Club.
- Raising money to support the operation of The Club.
- Promoting activities to recruit new players and recognize existing players of The Club.

Lynx Boosters shall foster the development and growth of The Club for the benefit of growing the recognition of, and participation in, the sport of field hockey for girls within the Hilliard City School District area.

Article III – HEADQUARTERS

Section 1. The **headquarters** of the Institute shall be located in such place in the State of Ohio as may be designated by the Executive Committee.

Article IV – MEMBERSHIP

Section 1. The **membership** of Lynx Boosters shall be comprised of individuals who are parents of current players of The Club as well as the Head Coaches of the Varsity, Junior Varsity, and Middle School teams.

Article V – DUES AND TERM OF MEMBERSHIP

Section 1. The **dues** for annual membership shall be \$25 per player household; allowing one vote by a representative parent or guardian of a current player, not to exceed \$25 per family.

Section 2. Membership dues are **payable** by December 31 for the upcoming membership year; however dues may be payable at anytime throughout the year as payment for membership through the remainder of the current membership year already in progress.

Section 3. The **term** of annual membership term is January 1 through December 31.

Section 4. Additional **voluntary contributions** to Lynx Boosters may be made from time to time by parents, sponsors, or other supporters of The Club and shall not infer membership or voting rights.

Section 5. The **Head Coaches** of the Varsity, Junior Varsity, and Middle School teams within The Club shall be non-dues paying members of Lynx Boosters with full voting rights.

Section 6. A member is in “**good standing**” when dues have been paid in full.

Article VI – OFFICERS, EXECUTIVE COMMITTEE AND TERM OF OFFICE

Section 1. The **Officers** of Lynx Boosters shall be a President, a Vice President, a Treasurer, and a Secretary, elected from the membership of Lynx Boosters.

Section 2. The **Executive Committee** shall be comprised of these officers, along with the Head Coaches of the Varsity, Junior Varsity, and Middle Schools teams of The Club.

Section 3. The **term of office** of these Officers and members of The Executive Committee shall be elected for a term of one year beginning January 1 and ending December 31 and shall be elected from membership at the time of the Annual Meeting. The Officers and The Executive Committee shall serve until their successors have been elected and qualified. The President and Vice President may not hold their respective office for more than two terms successively.

Article VII – DUTIES AND COMPENSATION

Section 1. **The President** shall have general supervision of the affairs of Lynx Boosters, preside at meetings of Lynx Boosters and The Executive Committee; call all meetings; appoint committees and task forces subject to the approval of Lynx Boosters; signs contracts and checks; and bring before Lynx Boosters and The Executive Committee matters of interest or requiring action. He or she shall perform such other duties as may be assigned by Lynx Boosters. He or she shall have general control of the management of Lynx Boosters between meetings of the Board.

Section 2. **The Vice President** will serve in the absence or disability of the President and shall perform such other duties as may be assigned by the President.

Section 3. **The Treasurer** shall maintain the financial affairs of Lynx Boosters; keep accurate records; make deposits; write checks; periodically report on the budget to the membership; and shall perform such other duties as may be assigned by the President.

Section 4. **The Secretary** shall record the minutes, keep the membership roster current, notify members of meetings, distribute other such communications as may be needed; and shall perform such other duties as may be assigned by the President.

Section 5. **The Executive Committee** of Lynx Boosters shall be responsible for the general management of the affairs Lynx Boosters. Particular duties assigned to The Executive Committee include setting the time and place of all meetings; managing the financial affairs and administrative records; preparing the annual budget for approval by Lynx Boosters; overseeing fundraising; handling internal and external communications; serving as the liaison to The Hilliard Optimists, Hilliard City School District officials, and The Club Coaches; and performing other such duties as may be necessary for the proper administration of Lynx Boosters and The Club, or as directed by a majority of members in good standing.

Section 6. **Lynx Boosters** shall act upon applications for membership; fill vacancies among officers and/or coaches to cover unexpired terms; set the pay or fee for any staff or consultants as may be hired from time to time; recruit, appoint, and evaluate coaches; approve committees needed; approve annual player registration fees; have input to, and support, fundraising; approve the annual budget; shall review and approve periodic financial statements; shall approve expenditures of funds from Lynx Boosters accounts; and perform such other duties as may be necessary to the proper administration of the affairs of Lynx Boosters.

Section 7. **The Coaches** of the Varsity, Junior Varsity, and Middle School teams shall have sole authority for the general oversight and operation of the team, including rule-making for team members; team communications, team selections and criteria; selection of training and camps; scheduling of practices and games; discipline and punishment for violating team rules; making requests to Lynx Boosters for expenditures; keeping possession of and general care of team equipment and materials, and any other responsibility necessary for the fair and

successful operation of The Club teams. The Coaches may from time to time seek input and advice from Lynx Boosters.

Section 8. Officers, members of The Executive Committee, and Coaches shall serve without **compensation**.

Article VIII – MEETINGS

Section 1. The **Annual Meeting** of Lynx Boosters shall be held at such time and place as shall be designated from year to year by The Executive Committee, but shall be held generally during the month of November of each year, and is primarily for the election of officers for the coming year and the approval of the budget for the following year.

Section 2. **Regular and/or Special meetings** of Lynx Boosters may be called by the President or upon the written request signed by 5 or more members. At least 3 days notice is required for a regular or special meeting of the full membership.

Section 3. **Attendance** at meetings is encouraged. At all meetings of Lynx Boosters, such persons as are members in good standing may attend and participate in all general sessions. Non-members guests may be invited to meetings at the discretion of The Executive Committee and upon the advice of the members.

Article IX – NOMINATION AND ELECTION OF OFFICERS

Section 1. Prior to the Annual Meeting, the Nominating Committee will develop a list of nominees for officers. Members may submit their name for nomination to the Nominating Committee.

Section 2. Elections shall be held at the Annual Meeting.

Section 3. Elections shall be made from the list of nominees put forth from the Nominating Committee as well as any other nominees from the floor who nominate themselves or are nominated by other members during the proceeding. Each nominee may address the members prior to the vote being taken.

Article X – VOTING

Section 1. On matters brought before Lynx Boosters, there shall be one (1) vote per current player's family, provided the family is a paid member of Lynx Boosters, and the vote is provided in person at a meeting by a representative parent or guardian.

Section 2. At any meeting, the members in attendance shall constitute a quorum.

Section 3. A simple majority vote of members constituting a quorum shall approve any motion or action brought before Lynx Boosters.

Section 4. From time to time, it may be necessary to conduct a vote by E-mail or by phone. Such vote shall be allowed and must be taken by an Officer and recorded by appropriate documentation to support the result of any such vote.

Article XI – COMMITTEES

Section 1. Such committees and task forces as may be desired from time to time shall be appointed by the President, subject to the advice and approval of Lynx Boosters.

Section 2. The scope of each committee or task force shall be defined by Lynx Boosters.

Section 3. No one shall be eligible for membership on committees or task forces except members in good standing, or non-members as may be approved by Lynx Boosters as need for special projects.

Article XII – ACCOUNTING FISCAL YEAR

Section 1. The financial fiscal year of Lynx Boosters shall be the 12-month period beginning November 1 and ending October 31.

Article XIII – WITHDRAWALS AND EXPULSIONS

Section 1. Any member may resign by submitting a written resignation to the President.

Section 2. Any member may be expelled from membership for activities deemed inappropriate in the handling or conduct of the business of Lynx Boosters, including but not limited to theft from the organization, or other good cause as approved by Lynx Boosters.

Participation in fundraising activities is strongly encouraged; however, non-attendance at meetings shall not be cause for removal.

Article XIV – RULES OF ORDER

Section 1. All matters not covered by this Constitution and By-Laws shall be handled in accordance with “Roberts Rules of Order.”

Article XV – AMENDMENTS

Section 1. All proposed amendments to this Constitution and By-Laws shall be submitted to a member of The Executive Committee in writing ten (10) days prior to the Annual Meeting only, in order to be acted upon at the Annual Meeting.

Section 2. Upon a simple majority affirmative vote of a quorum of the members, the proposed amendment will become effective.

As approved by Lynx Boosters on Feb. 22, 2009.
(date)

In witness thereof: Melissa A. Hamer
President, Lynx Boosters