



Lady Hornet's Soccer Association
Bylaws
(Approved February 2010)

ARTICLE I. NAME

The name of the organization is Lady Hornet's Soccer Association "LHSA". This is a non-profit organization.

ARTICLE II. PURPOSE

The purpose of this organization shall be to sponsor and/or support activities which help create a positive experience for the Emmaus High School Girls Soccer program at the high school level and to provide financial support for team functions through various fund raising activities.

ARTICLE III. OFFICERS

The officers of this organization shall consist of:

- President
- Vice President
- Secretary
- Treasurer

The Executive Board includes all officers of the organization. This board shall have the power to make decisions in matters pertaining to the club. The board cannot consist of more than one family member

The term of office shall be one year. Officers may succeed themselves. Nominations of officers will be held at the June meeting, unless decided differently, and communicated to members of the club. Election of officers will be held at the meeting. The term of office will begin immediately. The minimum age for officers shall be 21 years.

ARTICLE IV. MEMBERSHIP

Membership is open to all families of the Emmaus High School Girls Soccer program. Membership is defined as family. An annual fee is charged for each membership. The amount of the annual fee shall be defined at the March meeting preceding "Meet the Player Night" where registration takes place. Each family or individual who has paid annual dues are considered active members.

All active members may propose projects, make motions of all subjects and second motions and voice their opinion on all subjects concerning the organization. All active members attending the organization meetings may vote on issues presented at the meeting. A family membership is entitled to one vote.

A quorum of at least five organization members, including a minimum of two members of the Executive Board, must be present for a vote on a motion. In the case of a vote resulting in a tie, the president may open the motion for further discussion and subsequent vote, or carry the motion forward to the next meeting for discussion and vote.

ARTICLE V. MEETINGS

This organization shall hold scheduled monthly meetings during the months of January through June. Unless otherwise specified, monthly meetings shall be held on the first Wednesday of the month. The rules contained in Robert's Rules of Order shall govern in all cases except where rules identified within these by-laws take precedence.

The President, or majority of the Executive board members, may schedule special meetings to discuss matters pertaining to this club.

Minutes of all club meetings will be documented and distributed to participants.

ARTICLE VI. DUTIES OF OFFICERS

Section I- President

The President shall preside at the organization meetings and shall present to the members any agenda items to be discussed at the meetings. The President shall appoint standing committees and all temporary committees. The President shall sign, along with the Vice President, all legal papers and official documents in the name of the organization. The president shall co-sign or approve organization checks with the Treasurer for amounts above \$500.

The president shall serve as liaison with the Athletic Department and the Athletic Director. The president shall also serve as spokesperson for the LHSA in dealing with coaches.

Section II- Vice President

The Vice President shall perform all of the duties of the President in the absence of the President, except to sign checks. The Vice-President is the primary public relations officer. The Vice President shall assist the President in the general conduct of the work of the organization.

Section III.- Secretary

The Secretary shall keep a correct record of all proceedings of the meetings of this organization. The Secretary shall attend to all correspondence of the organization, including minutes of meetings. The Secretary shall maintain a current list of active organization members. The Secretary is responsible for the keeping the official record book of the organization. At conclusion of the term of office, the Secretary shall turn over all records of the organization to the new Secretary.

Section IV-Treasurer

The Treasurer shall receive all money and funds due the organization. The Treasurer shall keep an accurate account of all money received, deposited, and expended. The Treasurer will submit a list of bills approved for payment at monthly meetings. The Treasurer shall co-sign or approve organization checks with the President for amounts above \$500. The Treasurer shall report on the financial conditions of the organization at each scheduled meeting of the Executive Board. The Treasurer is responsible for providing a budget summary to the membership each year. The accounts and records shall be audited annually following the April meeting and prior to the September meeting by an auditing committee appointed by the President.

ARTICLE VII. COMMITTEES

Standard and temporary committees shall be formed as the organization deems necessary. The following standard committees have been established:

- Fund Raising Committee
- Soccer Banquet Committee
- Game programs Committee
- Snack stand Committee
- Clothing Committee

The President shall appoint the committee chairperson. The term of appointment shall be one year. Committee Chairpersons may succeed themselves.

The Chairperson of each committee shall develop plans and procedures in order that an integrated program may be developed for presentation to the organization as a whole. Committee Chairpersons must submit a yearly budget to the Treasurer before the start of the season. The officers must approve the budget.

Duties of each chairperson shall include:

- Obtain committee members from the organization to handle the responsibilities of the committee
- Lead all committee meetings
- Present all proposals, plans and budget estimates to the membership
- Attend all club meetings or send a committee representative if unable to attend

ARTICLE XII. GRIEVANCES

Any grievance which shall arise concerning the functions of the LHSA shall be handled by the Executive Board. Their decision shall be final.

ARTICLE IX. AMENDMENTS

Suggestions for amendments or changes to the by-laws can be submitted at any time by presenting the change, in writing, to an officer. All recommended by-law changes will be reviewed and voted on at the June monthly meeting.