

Constitution of the  
**MICHIGAN STATE UNIVERSITY**  
**WOMEN'S LACROSSE CLUB**  
*(Amended March 2024)*

**Article I. Name**

The name of the club shall be the Michigan State University Women's Lacrosse Club, hereinafter referred to as ("The Club").

**Article II. Purpose and Goals**

- 1) The purpose of this organization is to provide MSU women with a chance to participate in a competitive, non-varsity sport operating within an enjoyable atmosphere, with a focus on academics first.
  
- 2) The goals of The Club are:
  - a. To enhance the skills and strategies necessary to win the MWLL Championship and compete successfully on a national level.
  - b. To gain valuable management and leadership experience through the efficient and creative administration of The Club.

**Article III. Membership**

The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or physical characteristics. Also, only MSU students may be members.

The Club reserves the right to limit participation to women players assigned to the specified competitive roster of the team, but membership in the club cannot be restricted in a discriminatory manner.

- 1) Player Member – Dues paying member, on competitive roster, able to practice and play in all games
  - a. Must be MSU student
- 2) Member in Good Standing
  - a. Dues paid on time, based on yearly schedule set forth in the club By-Laws
  - b. Follow rules and By-Laws as set forth by the Club and the MSU Rec Sports Department
  - c. Member of US Lacrosse

**Article IV. Officers**

The permanent officers of the club shall be: President, Vice President, Treasurer and Secretary. These four individuals assume the fiduciary and liability responsibilities of The Club.

- 1) Duties of Office
  - a. President (See Appendix A)
  - b. Vice-President (See Appendix B)
  - c. Treasurer (See Appendix C)

- d. Secretary (See Appendix D)
- 2) Eligibility for Office
    - a. Player member, in good standing
    - b. Must have completed 1 competitive season with The Club
      - Exception: If an Officers position does not have an accepted nominee for election from an eligible member, any player member in good standing may be nominated for that position
    - d. To be eligible for President and Vice president positions, player must have served one term on executive board
  - 3) Term of Office
    - a. All Officers shall be regularly elected in March-April, for effective date of May 1 and serve until April 30 of the following year
    - b. Officers may resign their position at any time with notice given to other Officers
      - i. The highest ranking remaining Officer will select a interim replacement for the open position, with a simple majority yes/no approval vote taken by the entire player membership.
    - c. Any officer(s) may be removed from their position by the player members of the club if they fail to comply with the Club or University rules and regulations and/or fail to complete their given duties in a fair manner. The officers may be removed their position at any time with a simple majority vote by the members.

The Officers shall meet on a regular basis as needed during the school year to conduct business of The Club.

### Officer Elections

Seniors run election as the “election committee”, the committee does not vote, but holds decision making power. Any member NOT returning to the team the following year is not eligible to vote. Seniors who are returning to the team (ie. Graduate students) are eligible to vote so long as they are not serving on the election committee.

#### STEP 1 – OFFICER REELECTION/PROMOTION:

Ensuring year over year continuity of the board is vital to ensure the proper “hand-off” of knowledge needed to effectively run the club and interact with the University in a consistent manner. With that in mind, club members should first serve on the board for at least 1 year to qualify to serve as President unless; a) no members qualify or b) no qualifying member desires the position.

#### **During March-April of each year:**

**The “election committee” will decide by majority consent, which current undergraduate board members have successfully served their position and can be eligible for another term on the Board. If an officer receives a negative decision, they will be subject to the open officer position election process.**

- 1) **For those undergraduate officers approved for another term, they will first be polled on the following two questions:**
- 2) Do you want to hold your current position (or a lower position) for another year?  
Do you want to be considered for a higher post? If so, which position(s)
- 3) Both answers can be yes....
- 4) If a current board member wishes to return to their current or a lower position, that position should be given to them for the next year without need for a vote.

- 5) If a current board member wants to be considered for a higher post, they can be elevated to that position without vote by majority consent of the outgoing Seniors (the “election committee”) if no other returning officers want to be considered. OR, if two or more returning officers want consideration for the same position, an election between those members will be held and the position filled by majority vote of all returning club members.
- 6) This process would be repeated until all returning officers have an opportunity to secure a position.
- 7) In summary, returning officers will get the first opportunity to serve on the board for the next year.
- 8) Once those returning members decisions have been decided, all remaining open positions will be decided.

#### STEP 2 – OPEN OFFICER POSITION ELECTIONS:

1. Send out copies of all officer responsibilities to club members.
2. Request those interested in being considered to submit their application via google form for election to office, with their explanation as to why they feel they are qualified for that position. Members can self-nominate for more than one position. 1 week deadline for application. And make sure it is communicated that all members are eligible.
3. Seniors review applications as a group and approve those as “qualified” for position they’ve nominated themselves for and select a minimum of two nominees for each position to be moved forward for voting/endorsement.
4. If a position gets only one nominee, the election committee can certify this person without a formal vote OR go back again to request members to reconsider themselves for self-nomination.
5. Voting/endorsement to take place with one position each night, starting with the highest open position in the following order: President, Vice President, Treasurer, Secretary. Vote via online google form, with **each voting member allowed to vote for (endorse) up to two nominees** for the position.
6. Virtual election results collected, tabulated. Top two vote getters to go Election Committee for a single selection to be decided on by the committee as the person to be certified for that position.
7. Repeat the voting process for the next highest available position and repeat until all positions are filled.

Election Committee should take the following into consideration when certifying positions (in no particular order of priority):

Resume (experience)

Leadership skills

Ability to work well with others

Ability to delegate

Ability to mentor

Class representation (club continuity)

Voting/Endorsement of members

\*Important to stress that **each class should have representation** on the eboard to provide year over year continuity to the club.

## **Article V. Committees**

- a. Fundraising Committee
  - i. Report to Treasurer
  - ii. Assist e-board in planning and execution of fundraising activities.
  - iii. Coordinate team participation in fundraising efforts.
  - iv. Work with social media committee to create advertisements for fundraising events.
- b. Service Committee
  - i. Report to Vice President
  - ii. Coordinate and execute 1-3 community service events per season
  - iii. Work with Social Media committee to share said events on our website/Instagram
- c. Social Media Committee
  - i. Report to Secretary
  - ii. Design and publish marketing and professional posts in a timely manner
    1. Create a calendar to keep a schedule of upcoming events and posts
  - iii. Run Instagram DM and work with Secretary on forming responses in a timely Manner
  - iv. Write short articles for website after tournaments or when deemed necessary
  - v. Help e-board and other committees with advertising their events through our media platforms
- d. Event Coordinator
  - i. Report to Secretary
  - ii. Assist e-board in planning and coordinating social events (team dinners, hayride, formal, etc.)
  - iii. If not a senior- head the Senior Day committee to execute that event in the spring
  - iv. Offer support to e-board and other chairs if help is required in planning events

## **Article VI. Meetings**

- 1) The club shall meet at a set time (team practices) that complies with the majority of the teams members. These times will vary throughout the year depending on the weather and the availability of time in the I.M. West Turf Arena or Ralph Young Field throughout the year
- 2) Team meetings may be called "at will" by Coaches, Captains or Officers with reasonable advance notice given
- 3) Committees are to meet as needed in support of their efforts

## **Article VII. Coaching / Instruction**

- 1) Coaches are hired by and serve at the discretion of the Club Officers
- 2) Coaches are contracted on a yearly basis
  - a. A signed contract is to be retained by the Club, with all coaches receiving a copy for the records
- 3) Coaches responsibilities will be documented for clarity and accountability
  - a. See Job Description under separate cover
- 4) Coaches may contribute to Club By Laws with approval of Club Officers

## **Article IX. Finances**

- 1) Membership dues
  - a. See Club By-Laws
- 2) Funds raised by the by the Club in any manner will be deposited in the Club's banking account for use only in support of the Club

- a. Interest generated in the Club's account will remain deposited in the account for use only in support of the Club
- 3) Expenditures
  - a. Club Treasurer must document and administrate all expenditures
    - i. Expenses incurred by the Club Treasurer in the facilitation of their required duties shall be reimbursed by the Club to the Treasurer with appropriate receipts kept on file
  - b. Expenditures over \$500.00 must have secondary approval by the Club President
  - c. Expenditures over \$2500.00 must have approval of all Officers
- 4) Yearly Budget
  - a. The Club Treasurer will develop and submit for approval a yearly budget to the Club Officers before the first meeting of the academic year
- 5) Fund Raising
  - a. Each year a pre-determined amount will be established in the budget as a target for fund-raising activities that all members of the Club will be asked to participate in achieving
- 6) Fiscal Year-Finances
  - a. The club is a non profit Michigan Corporation
  - b. IRS – 501 c 7 status
  - c. Fiscal Year: June 1 to May 31
  - d. Tax Filing Deadline: September 15 of each year
  - e. Form: 990EZ
  - f. CLUB TREASURER MUST CLOSE OUT ALL BOOKS BY MAY 30!
  - g. DOWNLOAD EXCEL FILE OF TRANSACTIONS FROM CU IMMEDIATELY AFTER AND SEND TO TAX PREPARER FOR FILING. THEN TURN BOOKS OVER TO NEW TREASURER

#### **Article X. Amendments**

- 1) Any club member can propose amendments
- 2) Amendments are brought to the full membership and discussed as to the wording and purpose of the amendments and put to a vote
- 3) Amendments are ratified through a simple majority vote involving all members in good standing

#### **ARTICLE XII. Dissolution**

- 1) In the event of dissolution of this club, all assets of this club remaining after the satisfaction of all liabilities of this club shall be transferred to Michigan State University.
- 2) In the event that Michigan State University is unwilling or unable to accept the transfer of assets described in Article XII Section 1, such assets shall be transferred to some other nonprofit entity at the discretion of proper officers of this club.

## Appendix A

### Michigan State University Women's Lacrosse Club

#### President Responsibilities

Per the MSU Club Sports Handbook

1. Primary contact with Club Sport Department (Angela Michael)
2. Preside over club meetings and conduct club business
3. Promote fundraising events
4. Delegate responsibility as necessary
5. Approve the club budget
6. Approve all club spending
7. Keep strong positive relationships going between club members
8. Develop and encourage new leadership in first and second year students
9. Designate a representative for Club Sport meetings

Per The Club

1. Coordinates the Club's efforts in home games/play days
  1. Works with Club Sports Dept (Angela) to reserve facilities home play dates
2. Works with Club sports Dept to schedule facilities for Club's use, i.e. practices
3. Fills out the paperwork (online and paper forms) for the club to become an RSO (this must be done every season)
4. Finds and maintains contact with the club's advisor (needed to be an RSO)
5. Contact person at Student Services (needed to maintain RSO status)
6. Attends the mandatory IM Sports semester meeting
  1. At the meeting fills out the paperwork required of the club
  2. Also contacts IM Sports for practice times (both fall and spring semesters)
7. Attends the WCLL annual scheduling meeting in Mid-November with the Coaching Staff
8. Leads disciplinary action If any Coach, Captain, or fellow Officers violates the team policy or negates their duties

**Michigan State University Women's Lacrosse Club**

**Vice President Responsibilities**

Per the MSU Club Sports Handbook

1. Take over in the President's absence
2. Assist the President with the responsibilities listed above
3. Submit schedule, on-line travel forms and liability waivers to the Club Sports Director

Per The Club

1. Assist President with all duties with regards to MSU Club Sports Department, RSO and associated paperwork
2. Coordinates the Club's participation in away games/tournaments
  1. Transportation, hotels, dinner reservations, etc
  2. Informs IM Sports (Angela) where the team is traveling, who is attending, contact information, etc
3. Create and maintain a "Time and Action Calendar" to document and track key event dates to ensure all deadlines are met.

## Appendix C

### Michigan State University Women's Lacrosse Club

#### Treasurer Responsibilities

Per the MSU Club Sports Handbook

1. Keep an account ledger up to date and legible (preferably on a spreadsheet or banking computer program)
2. Make sure that money is handled properly and deposited immediately
3. Prepare the club's annual budget

Per The Club

1. Prepares a season wide budget for the all the officers to review and agree upon
  - a. The president must sign off on a paper copy of the budget.
2. Collect the dues and maintains records of which team members have paid and those who are delinquent
3. In charge of the team bank account at MSU Federal Credit Union
  1. Deposits all the team money in timely manner in the checking account
4. In charge of maintaining the DV Account through IM Sports (Joy Wolfe is the liaison for club sports to the DV office)
5. Maintains the books for the team
  1. Old receipts, deposit records, general journal, etc
  2. Maintains a ledger of expenses in a spreadsheet form
6. Pays for team expenses (referees, hotels, supplies, etc.)
7. In charge of collecting the money for specialty order items (warm-ups, bags, t-shirts)
  1. Works closely with the President to facilitate this process
8. Collects fees from opposing playday teams, and provides them with a receipt



## Appendix D

### Michigan State University Women's Lacrosse Club

#### Secretary Responsibilities

Per the MSU Club Sports Handbook

1. Record and circulate minutes of all club meetings
2. Circulate publicity information about the club
3. Report new officer elections to the Club Sports Office before end of Spring Semester (as soon as elections are held, clubs can register with the Club Sports office, even if it's the prior academic year)
4. Make sure club constitution is up to date and on file
5. Check mailbox (Rm. 121 IM Circle) regularly
6. Keep up the membership roster
7. Submit information you feel should be kept in the club's file in the Club Sports Office. This file represents the "life" of the club and should include pertinent items for future club leaders, including contracts which should not be entered into without direction from the Club Sports Director

Per The Club

1. Record and distribute contact list (Email address, home mailing address, phone number, etc) for all Club Members, Coaches and Parents
2. Keep an accurate inventory of the team property and assets (jerseys, kilts, goggles, supplies, nets, etc.)
3. Maintains the roster information of the team: name, PID, address (school and permanent), grade level, etc)
  - b. Maintains a copy and circulates a copy to all officers
  - b. Maintains a copy and gives to Club Sports Dept. (Angela Michael)
4. Ensure completion of the US Lacrosse eligibility roster by March 1<sup>st</sup>
  1. Make sure that it is certified by the Office of the Registrar
  2. Make copies and give to each officer and the coaches
5. Ensure that Coaches and Players sign off acknowledgement and receipt of Club

Constitution and Club By Laws

1. Keep these documents on file and make copies to be placed in the team file in the IM Sports office
6. Maintain current copy of Coaching Job Descriptions on file with the Club records

