

# **LaSalle College High School Explorers Takedown Club**

## *Constitution and By-Laws*

### **Article I – Name & Charter**

Section 1 - The name of the Association shall be:  
"LaSalle College High School Explorers Takedown Club"

Section 2 - The Association will be chartered as a non-profit organization, as recognized by the IRS, State and Federal ID numbers of LaSalle High School will be utilized to transact all outside purchases and/or banking, as appropriate.

### **Article II - Purpose of the Explorers Takedown Club**

Section 1 - To act as a fundraising group in order to supplement the operating budget of the LaSalle Wrestling Program. To foster a spirit of success among its Members, the Faculty, and the coaching staff.

### **Article III - Membership**

Section 1 - Membership Types

- A. Full Member – Parents (or guardians) of current LaSalle College High School wrestlers.
- B. Alumni Member – Parents (or guardians) of past team members, Friends of LaSalle, & Alumni wrestlers.

Section 2 - Privileges of Membership

A. Full Members

- 1. All rights of Alumni Membership
- 2. .May cast a vote
- 3. May hold an office in the LaSalle Takedown Club

B. Alumni Members

- 1. May attend and participate in meetings of the Takedown Club,
- 2. May participate in and volunteer for fundraising activities,

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3. May participate in other club activities, including but not limited to the Liturgy, picnic, and banquet,
4. May chair a committee,
5. May attend any meeting of the Board of Directors.

#### **Article IV – Dues & Fiscal Year**

##### Section 1 - Cost

- A. Full Member - Each family membership in the Takedown Club shall be subject to the payment of annual dues, the amount of which will be determined by the Board of Directors prior to the start of each school year. Said dues shall be payable in advance of the first PCL wrestling match, but no later Than December 31<sup>st</sup> of that calendar year.
- B. Alumni Member – There shall be no dues charged to be an Alumni Member.
- C. Dues are not pro-ratable.
- C. Dues may be waived by the Board of Directors for hardship or other mitigating reasons.
- D. Rights of member are not in effect until dues are paid.

Section 2 - The fiscal year of the Association shall commence April 1<sup>st</sup> and end on March 31<sup>st</sup>.

#### **Article V - Board of Directors**

##### Section 1 - Purpose

- A. All business and affairs of the Association shall be managed by the Board of Directors.
- B. The Board of Directors shall have the power to fulfill the purpose of the Association, distribute and collect the funds of the Association, and to authorize any Office or Officers of the Association to execute any instrument required to effectuate any of the aforesaid.

##### Section 2 - Board Composition

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- A. The board shall consist of seven (7) members: President, Vice-President, Treasurer, Secretary, and three (3) members-at-large, all to be elected by the General Membership.
- B. No person with a conflict of interest with the Club shall be permitted to be a Member of the Board. This shall include, but not be limited to, coach, members of the coaching staff, spouse of the coach or spouse of a member of the coaching staff.

Section 3 - Vacancies

A. Vacancy of Officer

- 1. Vacancy will be filled by the senior officer nominating a Member-at-Large for the position. A majority vote of the Board of Directors will be required for final approval.

B. Vacancy of Member-at-Large

- 2. Vacancy will be filled by the senior officer nominating someone from the General Membership for the position. A majority vote of the Board of Directors will be required for final approval.

Section 4 - Removal of a Member of the Board of Directors

A. A member of the Board of Directors may be removed from office for inappropriate actions in office such as misappropriation of funds, recurring absence, or dereliction of duty by the following process:

- 1. Notice of intent to remove, containing reasons, must be given to the member in question fourteen (14) days before vote to remove.
- 2. Member will have seven (7) days to respond in writing to the Board.
- 3. Member will then have the right to address the Board before a vote is taken
- 4. Five (5) of the six (6) remaining Board Members must vote in favor of removing the member.

**Article VI – Officers & Terms**

Section 1 - The officers of the Association shall be a President, a Vice-President, Secretary, and Treasurer. Term of office shall be for one year, commencing April 1<sup>st</sup> to March 31<sup>st</sup>.

Section 2 - Positions and Responsibilities

- A. The President shall preside at all meetings of the Association and of the Board of Directors, prepare an agenda for all Board and General Membership meetings and distribute seven (7) days prior to the meetings, act as liaison between the Club, school, and team, fill vacancies in the Board, and be responsible to supervise and oversee the actions of his/her officers and committees.
- B. The Vice-President shall preside in the absence of the President and shall be vested with the same powers during his absence. He/She shall bear responsibility for upholding Constitution and By-Laws. The Vice-President shall perform other such duties as the President or the Board of Directors may designate.
- C. The Secretary shall keep an accurate written record of all actions taken by the Board of Directors, shall keep the minutes of the regular and special meetings, notify the entire membership of the time and place of all general meetings at least seven days in advance, keep a record of all correspondence and replies thereto, shall distribute minutes of the previous meeting and agendas to all members of the Board of Directors at least seven (7) days prior to a scheduled meeting, shall distribute nomination forms to the general membership prior to the first week of January, will maintain active membership roles, shall notify general membership of due date for letters of interest to election to the **Board**, and shall perform such other duties as the President or the Board of Directors may designate.
- D. The Treasurer shall have the responsibility of all the Association's funds and shall keep full and accurate accounting of receipts and disbursements in books belonging to the Association, shall present a budget and projections prior to the October Board meeting, shall present to the Board of Directors a written monthly financial report, showing current bank balance, as well as all expenses and income, and assets and liabilities, shall deposit, and record all monies and other valuable effects in the name and to the credit of the Association to the school controller, shall tender all invoices to the school controller within two days of receiving such invoices, or any other duties as the President or the Board of Directors may designate.

## **Article VII - Meetings of the Association**

### **Section 1 - Order of business.**

- A. The President shall call the meeting to order. Business

shall be transacted in the following order:

1. Reading of the previous minutes.
2. Treasurer's Report
3. Old business.
4. Report of standing or special committees.
5. New business.
6. Adjournment.

*Robert's Rules of Order will be in effect.(Motions, discussion, and votes required to approve reports, purchases, or any action of the board).*

Section 2 - Quorum

- A. Four (4) Directors currently in office shall be necessary to constitute a quorum for the transaction of business. The acts of a majority of the Directors present, at a meeting at which a quorum is present, shall be the acts of the Board of Directors, except where otherwise provided.

Section 3 - Revote of Motions

- A. Once voted upon, a motion to revote or change a vote may not be brought to the floor without written request AND the majority vote of the Board of Directors to permit a revote, providing proper notice has been given per Article VII, Sec. 5.

Section 4 - Meeting Schedule.

- A. Board of Directors
  1. The newly elected Board shall meet within thirty (30) days after elected, for the purpose of appointing Officers and discussing the upcoming events.
  2. There shall be a meeting of the Board of Directors the first week of each month, on a day agreed to by the Board, September through April.
  3. The President or a majority of the board of Directors may call special meetings at any time, including during the summer months, providing the protocol regarding proper notice has been followed.
- B. General Membership

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1. General membership meetings shall be held in March and October, and as required, but no less than twice per fiscal year.

Section 5 - Notice

- A. Seven days notice must be given for any meeting.
- B. Seven days notice can be waived in case of emergency or by affirmative vote of 6 members.

**Article VIII – Voting and Committees**

Section 1 - There will be one (1) vote per family unit.

Section 2 - Election to the Board of Directors

- A. The Secretary shall, by January 20<sup>th</sup> of each year, send a notice to all members, requesting letters of interest from all who wish to have their names placed in nomination to the Board of Directors. The notice shall indicate the date (30 days prior to the March meeting) that the letters are due.
- B. The Board of Directors shall, at the March general meeting, prior to the banquet in each year, submit the names of eligible members interested in being elected to a position on the Board of Directors to the General Membership and place their names in nomination. In order to be nominated, a member in good standing must submit a letter of interest, (may be in e-mail form), to the Board of Directors at least thirty (30) days prior to the March meeting.  
Each nominee will have five (5) minutes, prior to the vote, to address the General Membership as means of introduction and presentation of qualifications. The General Membership will then select, by vote, seven (7) members of the Board of Directors. If there are more than seven nominees, the seven with the highest number of votes will be considered elected to the Board.
- C. If the pre-election requirements cannot be completed thirty (30) days prior to the March meeting, the board of Directors will adjust the time requirements to accommodate an election prior to the banquet.

Section 3 - Election of the President

- A. The Office of President will be filled by one of the newly elected Board Members. After the Board is elected, nominations will be taken from the floor to elect one of the Board Members to the office of President. Nominees will then be given time to address the membership. The membership shall then vote, with the nominee receiving the most votes serving as President for that fiscal year.

Section 4 - Selection of Vice-President, Treasurer, and Secretary

- A. The Board will organize all other officers from within its membership.

Section 5 - Officers for the following year will be presented to the General Membership, at the Banquet, which is to be held no later than March 30<sup>th</sup> following the wrestling season.

Section 6 - The term for any office or committee chairman shall be for one (1) year.

Section 7 - The President may designate additional committees, the Chairman of which shall be appointed by the President. The number of members of each committee shall consist of such number (not less than three (3), including the Chairman, as the Chairman may decide.

**Article IX - Cooperation with Other Organizations**

Section 1 - When consistent with its policies, this Association shall cooperate with other organizations engaged in purposes similar to that of this Association. A committee may be appointed, from the membership of this Association, to function as any advisory committee or liaison with such organizations.

**Article XI – Awards and gifts.**

Section 1 – Jackets

- A. Jackets will be awarded to all first time Varsity Letter recipients, providing that adequate funding is available as decided by the Board of Directors.

Section 2 – Awards

- A Awards and gifts will be awarded providing that adequate funding is available and at the discretion of the Board of Directors.

**Article XXI – By-law Changes**

**Section 1- By-laws may be changed or amended by the following method:**

- A. A meeting of the Board of Directors must take place in which a quorum is established.**
- B. A majority of the Board Members must approve the change.**
- C. The changes must be sent by way of notice to the General Membership.**
- D. A General Membership meeting is announced with proper notification.**
- E. A majority of the General Membership at the meeting approve the changes.**
- F. Approved changes take effect immediately.**

**These By-Laws were approved by majority vote of the Board of Directors on February 24, 2004.**

**Theresa Cooney, President  
Connie Reber, Vice-President  
Jerry Cotlov, Treasurer  
Mary Clare Valentino, Secretary  
Robert Price, Member at large  
Penny Courtney, Member at large  
Loretta Borrell, Member at large**

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