

# Carolina Polocrosse Club Bylaws

## Amended 10/27/2019

The club formed under these bylaws shall be known as “Carolina Polocrosse Club” hereinafter referred to as “CPC”. The registered colors of CPC are kelly green and white. The secondary colors are Carolina blue and white.

**Purpose:** The purpose of the club is to promote the game of polocrosse, arrange practices and competitions (both intra-club and inter-club), and social functions. The club and its members will abide by American Polocrosse Association rules. The club is a non-profit organization.

**Offices:** The business office and registered office of CPC is the same address as the secretary.

**Membership:** The membership year is a calendar year. Dues are payable at time of joining. Members who join for the first time in November or December will have their membership rolled over into the following year for no additional dues. Members are subject to all APA regulations. Members in good standing are allowed to participate in CPC tournaments, clinics and practices, and to hold office and to vote on club business. Day members have limited privileges as they are not full members of the club. In order to be a member in good standing, dues must be current, there must be no outstanding financial liability to the club, any liability waivers required must be signed, and there may be no current sanctions against the member. Members not in good standing are ineligible to participate in club functions until their status upgrades to a member in good standing.

### Categories of memberships

- Adult: single voting membership for people age 18 and over.
- Family: includes all members of household under the age of 18. Each member over the age of 10 is a voting member. Once a family member reaches age 18, they must join as adults the following year.
- Junior: Single voting membership for people under age 18. Juniors automatically become “adult” members on their 18th birthday, but no additional dues will be payable the remainder of that calendar year.
- Day: a non-voting, membership valid for one day only. There is no limit to the number of times a person may register as a day member. This category is for the player who desires to participate with CPC at a given activity but is not ready to commit to a full membership, or for the player visiting from another APA club who does not wish to transfer membership from their home club.

Dues: to be determined at the annual meeting by the outgoing officers for the following membership year.

**Notification:** Notification of club, board, and committee meetings, practices, etc., may be made in writing via US mail or e-mail, via posting on the website, carolinapolocrosse.com, or by telephone.

**Meetings:** The only required meeting shall be an annual meeting held within 30-60 days of the start of the membership year. The purpose of this meeting will be to elect and install officers for the coming year and conduct club business as needed. The President shall call the annual meeting, with notices sent to the membership no less than 30 days prior to the meeting. Other general business meetings may be held as needed with two weeks notice to the membership.

**Board meetings:** shall be held as needed. When needed, the officers may meet by telephone, e-mail, or US mail to decide issues and take action as needed to conduct club business without meeting in person. A quorum must be in agreement prior to any course of action.

## **Officers**

During the annual meeting, the following positions shall be filled by election. Officers must be adult members of CPC in good standing. The officers are also referred to as the Board of Officers or Board. The elected officers are President, Vice President, Secretary, Treasurer, Club Coach and Selectors (two assistant coaches). In the event that the membership is not sufficient to fill each position (as determined by the Board), the Club Coach and Selector offices shall be inactive. Their duties will be assigned to other officers as required. The voting board members will be the President Vice President, Secretary, Treasure and Club Coach. The Assistant Coaches will not be voting board members.

Members may only hold one office at a time, but may serve on an unlimited number of committees. Terms are bi-annual and may be renewed.

**Procedures:** The president shall call for nominations for officers at the annual meeting. Voting will be at the annual meeting. Each member over the age of 10 shall have one vote. Voting may be by ballot or show of hands. Proxy voting is allowed providing that the absent member submit a written declaration with their signature and name the specific person authorized to vote on their behalf in their absence.

**Quorum:** general meeting-51% of members; Board-51% of officers, committee-51% of committee

**Vacancies of officers:** Officers may resign their position at any time by giving written notice to the Board. The remaining Board members shall appoint a replacement within 10 days of notification of a vacancy. The replacement shall serve until the next general membership meeting. At that time, members will vote on a replacement to serve until the annual meeting. An officer has voluntarily resigned if absent from three consecutive meetings without prior notice to and approval of the remainder of the officers.

## **Duties of Officers**

### **President:**

- Shall be the chief executive officer of the club.
- Shall have general and active management of the business of the club.
- Shall see that all action approved by a quorum is carried out.
- Presides over all meetings and is ex-officio member of all committees.
- Is club liaison with APA.
- Provides leadership and direction to club.
- Arranges date and location of annual meeting.

### **Vice-President:**

- Attends all general meetings and committee meetings.

- Fulfills President's duties in the absence of President.
- Shall serve on all fund-raising and tournament committees.
- Supervises maintenance of playing fields and equipment.

**Secretary:**

- Shall record minutes at all meetings, and maintain permanent record of such.
- Preserves all club records in permanent fashion in format suitable for distribution to the membership.
- Notifies members of meetings as needed.
- Assembles and prepares reports for annual general meeting.
- Maintains current roster of members and distributes same to members and APA with updates as needed.
- Performs all duties of correspondence as directed by President.
- Provides the APA with a list of officers following each annual meeting or change in officers.

**Treasurer:**

- Handles all financial transactions.
- Maintains financial records according to accounting standards. These records shall be subject to and available for review by the board at any time.
- Prepares financial statements at least quarterly or more often as needed.
- Prepares annual financial statement prior to annual meeting for review by membership.
- Prepares tax documents as needed.
- Handles all aspects related to financial record keeping of club, including but not limited to accepting and distributing funds, maintenance of receipts, etc.
- Shall serve on all fund raising committees.

**Club Coach:**

- Arranges practices and notifies players of same.
- Directs practices, including placement of players on teams at practice or delegates the same
- Works with the Vice-President regarding selection and maintenance of playing fields.
- Arranges guest coaches and special coaching clinics Chairs the team selection committee

**Selectors:**

The Club Coach and two Assistant Coach will be Selectors. This will fill a slate of 3 Selectors. These Selectors will be responsible for all grades. It is the mission of the Selectors to select teams for tournaments from amongst the players desiring to enter each tournament. APA and CPC regulations for team selection shall be followed at all times. The Assistant Coaches and Club Coach will serve as the team Selection Committee.

## **Committees**

Shall consist of any of the following as needed. Some committees may be inactive occasionally.

**Publicity/Sponsorship committee:** Promotes the game of polocrosse in any way possible, including but not limited to the publication of press releases after events, serving as contact person for demonstrations of polocrosse, seeking out demonstration opportunities, and finding members to attend same. Deals with mounted and unmounted opportunities for demonstrations and other public awareness activities. Works with potential sponsors for events.

**Tournament committee:** shall oversee all aspects of hosting APA recognized tournaments.

**Team selection committee:** shall be chaired by the club coach. The other members will be the selectors. Team selections rules are posted in a separate document.

**Youth activities committee:** shall oversee and direct youth activities within the club. Shall make inter-club opportunities available to the youth of the club. This committee will actively seek input from the youth of the club, and will strive to help youth members attain their goals. This committee will nominate one of its members to serve as USPC liaison.

**Fund raising committee:** shall raise funds as needed to support club business or activities. Members must include VP and treasurer.

## **Annual awards**

To be nominated and voted on by the CPC board to include the selectors. Nominations and votes for the final recipients are to be completed 4 weeks prior to the annual meeting so as to allow time for ordering awards. Awards are only to be given if applicable and appropriate. Each award does not have to be awarded each year if there is no reasonable and deserving recipient. All recipients should be current club members in good standing except the most valuable supporter.

A perpetual trophy for each will be given each year and upon return of the perpetual trophy at the end of the year a small “keeper” trophy will be given to the recipient in exchange.

- Rookie Horse of the Year
- Veteran Horse of the Year
- Right Hand Man (for exemplary help with field set-up or other grunt jobs)
- Winning Spirit Award for Sportsmanship (always a good sport)
- Horse Management (excellence in horse care)
- Love of the Game Award (for recruitment and bringing new players to the club)
- Rookie of the Year Award (successful new player, most improved player)
- Most Valuable Player
- Most Valuable Supporter (parent or spouse who does a lot for the club, does not have to be a member)
- Coach’s Award (accepts coaching well)
  - To be selected specifically by the club Coach and awarded by the club coach

## **General rules**

- CPC shall follow rules of play as determined by the APA.
- CPC shall maintain membership in good standing with the APA
- Members and guests will follow all rules of the host barn, field, CPC and APA
- Chief Umpires for tournaments must be hired from outside the club whenever possible. If this is not possible, a Joint Chief Umpire must be appointed to over see chukkas in which the Chief Umpire has family members, significant others, or business associates playing.

**Membership play:** All members in good standing are eligible to play. APA rules require riders in APA tournaments to be members of the APA. Therefore, members with dual APA/CPC membership will be the first players placed on teams for APA tournaments. Positions for each tournament will first be filled from CPC members prior to allowing members from other clubs or unaffiliated members to fill teams. The team selection committee will select the best team first, then the next best team and so on. The team selection committee will use a criterion that include player rating/grade, skill, experience, sportsmanship, dependability, horsemanship, practice attendance, and the ability to contribute to the team as a whole.

**Execution of instruments:** No officer shall have the authority to bind the club to any contract without express consent of the board.

**Dissolution of the club:** The club may be dissolved by a majority vote at a meeting of the general membership. Upon dissolution, any club assets will be sold by bid to the membership or other interested parties. Any and all funds available after assets have been dispersed and liabilities settled will be forwarded to the APA. In the event that liabilities exceed assets, the membership will be assessed an amount calculated to settle any liabilities.

**Amendment of bylaws:** These bylaws may be amended by the vote of a quorum of members at any general meeting, whether an annual meeting or a specifically called meeting provided proper notice is given to all members.

**The fiscal and membership year shall be January 1st to December 31st.**

**Certificate:** I certify that I am the duly elected and acting president of the Carolinas Polocrosse Club, that the forgoing bylaws constitute a true and complete copy of the bylaws adopted on \_12/2019\_ which are in force and in effect from this day forward until properly modified.