

# Cal Women's Club Lacrosse Team Bylaws & Constitution

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# Article I: Name and Affiliated Social Media

1. Name and Affiliated Social Media
  - 1.1. The name of this organization is Cal Women's Club Lacrosse
  - 1.2. Cal Women's Club Lacrosse endorses the use of the following social media platforms to communicate with the public (managed only by Presidents and Public Relations Officers):
    - Instagram -- @calwomensclublacrosse
    - Website -- <http://www.calclublacrosse.org/>
    - Facebook page -- Cal Women's Club Lacrosse
  - 1.3. Cal Women's Club Lacrosse endorses the use of the following social media platforms to communicate within the organization:
    - Instagram groups
    - Facebook groups
    - Official team GroupMe

# Article II: Mission Statement

2. Mission Statement
  - 2.1. This organization strives to create an environment where women will develop a high standard of character and integrity by promoting a competitive yet supportive network of leaders on and off the lacrosse field. We will achieve this mission through hard work, personal responsibility, and a contagious spirit of enthusiasm.

# Article III: Membership

3. Membership
  - 3.1. To be an active member one must:
    - Be a full-time student enrolled at UC Berkeley
    - Maintain higher than a 2.0 GPA
    - Pay dues on time (any extraneous circumstances must be communicated to the Treasurer within 1 week of the due date)
    - Read and sign the Cal Women's Club Lacrosse Player Code of Conduct
    - Participate in a minimum of 2 fundraising hours
      - One may not receive apparel until they have completed (or are scheduled to complete) both hours
  - 3.2. Only active members may vote or hold office.

- 3.3. We will not haze according to California State Law.
- 3.4. We will not restrict membership based upon race, color, national origin, religion, sex, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).
  - All players who feel comfortable joining a team that is identified as a women's team are welcome. Based on the situation, the leadership of the team will work with the league to determine if that player can participate in league play.
- 3.5. Due Refund policy
  - The player must request their refund before the semester ends.
  - This policy must be shared with the team when announcing dues for that semester.
  - If a player only plays for a portion of Fall ball, they may get a refund proportional to how much Fall is left (if they quit 2/3's of the way into Fall Ball left they get 1/3 of their dues back, etc) up the nearest week.
  - In the Spring, if a player quits before half of the season is over, they may receive up to 1/2 of their dues back. The exact dollar amount is to be determined by the Travel officer and Treasurer based on how much traveling/other expenses were paid on behalf of the player during their time in the club.
  - Refunds due to injury/extended sickness handled on a case by case basis.

## Article IV: Officers & Elections

4. Officers & Elections
  - 4.1. The executive committee consist of the following officers:
    - [President\(s\)](#)
    - [Treasurer](#)
    - [Travel Officer](#)
  - 4.2. Other general officers include:
    - [Public Relations Chair](#)
    - [Apparel Chair](#)
    - [Fundraising Chair](#)
    - [Social Chair](#)
    - [Recruitment Chair](#)
    - [Safety Officer](#)

- 4.3. Eligibility: any officer must be an active member of Cal Women's Cal Club Lacrosse and have Sophomore, Junior, or Senior Standing. More detailed eligibility for each role is listed below.
- 4.4. All executive officer positions must be filled in addition to having one safety officer. If any non-executive position is not filled, any remaining position responsibilities will go to the President.
- 4.5. Officer Elections
- Elections will be held mid-March. A google form will be sent out by the President with a description of each position. The questions on the google form will allow the respondent to rank her top three choices and give a short explanation for why she would like to hold that position. There will be a space for the respondent to specify any other circumstances that might affect her ability to hold a position or any other willingness to hold multiple or different positions. The executive committee will work together to create a slate where each position is filled and each respondent gets a position in their top three. In the event that this is not possible, the president may contact the respondents involved and work something out privately. If this does not resolve it, the general team will hold an anonymous vote.
  - After the slate is finalized by the executive committee, it is sent out via email to the team and coaches. At the next team event, there is a majority vote to vote the slate into office for the next season.
  - This process must be finalized by the Sports Clubs Transition Meeting, usually in mid-April.
- 4.6. Officers hold their position for max 3 years. Each mid-March, they have the option to hold the position for another year, or give up their position.
- 4.7. All current and new officers must attend the Sports Clubs Transition Meeting.
- If a current officer is unable to attend (excused absences only), she must set up a time with the new officer to transition her fully and confirm this meeting with the current and new presidents.
  - It is extremely imperative that new officers attend. However, if a new officer is unable to attend (excused absences only), she must meet with her proceeding officer to be transitioned before the Welcome New Officers Meeting.
  - It is highly recommended that officers meet right after the meeting to discuss any specific details regarding our club and new positions.
- 4.8. There will be a Welcome New Officers Meeting, held by the new presidents, during dead week to discuss summer plans and overall expectations for the upcoming season.

#### 4.9. Creating new officer positions

- In order to create a new officer position, a list of responsibilities must be drafted and then approved by the President. Once approved by the President, the list of responsibilities will be made public to the team, allowing the team to raise concerns and questions via a Google form or document. Once everyone has had their concerns heard and questions addressed, there will be a vote-- an unanimous vote of the general team along with presidential endorsement is necessary for the position to be created.
- If the position fails to be created, it can be overridden, and thus created, by a unanimous vote of the executive committee.
- Once created, the position responsibilities must be added to the Constitution, along with a position "Cheat Sheet".
- There may be an informal election to elect the new officer in the interim between when the position was created and the next formal election.

#### 4.10. President's Responsibilities

- There are *usually* two presidents. (max two)
- Oversees all other positions and makes executive decisions for the team
- Primary contact for Sports Clubs related communication
- Requests field space for practices and games
- Hire and maintain coaches
- Books referees and trainers for games
- Plans game schedule
- Takes care of all league communication, payment, etc
- Has access to and maintains club gmail account
- Eligibility:
  - Has to have held a leadership position within the club in the past
  - Have a good rapport with coaches
  - Responsible, organized, communicative, driven, patient

#### 4.11. Treasurer's Responsibilities

- There is *always* one treasurer that *usually* holds office for multiple years.
- In charge of budget, dues, and setting coaches' salaries
- Maintains strict budget and oversees all club spending
- Submits payment requests
- Checks Travel Officer's plans before booking to ensure plans are within budget
- Oversees fundraising officer

- Transparently communicates with team any budgetary concerns of the club or any individuals
- Eligibility:
  - Proficiency using Excel (recommended)
  - Experience making a budget (recommended)
  - Communicative, disciplined, analytical

#### 4.12. Travel Officer's Responsibilities

- There is *usually* one travel officer.
- Organizes travel and living accommodations for all away games. This includes but is not limited to making hotel reservations, booking rental cars, etc
- Checks with Treasurer and Sports Club Office to ensure travel plans are within budget
- Submits reimbursements for gas
- Organizes double days housing
- Eligibility:
  - Organized, communicative, patient

#### 4.13. Public Relations Chair

- There is *usually* one PR Chair.
- Fosters a sense of community and support with our fans, alumni, and parents through social media updates, our website, and various newsletters
- Maintains and update team website, Facebook page, twitter account and instagram account
- Writes and distributes the team newsletter
- Works with Fundraising Chair by promoting fundraising activities through social media
- Works with Recruitment Chair by promoting recruitment in the fall through social media
- Eligibility:
  - Ability to create an aesthetically pleasing newsletter on their choice of platform (photoshop, word, google docs, etc)
  - Engaging and enthusiastic writer
  - Accels in use of social media platforms including but not limited to: Snapchat, Facebook pages, Instagram, etc
  - Quick learner of website designing tools available on Weebly
  - Access to a smartphone
  - Creative, enthusiastic about Cal Women's Club Lacrosse, diligent

#### 4.14. Apparel Chair's Responsibilities

- There is *usually* one Apparel chair.
- Designs, orders, and distributes all team apparel and merchandise
- Keeps track of, allocates, and distributes team pinnies and uniforms
- May work with Fundraising Chair to design apparel, stickers, or other spirit wear to sell to friends and family
- May work with PR Chair to design logos and other graphic images to decorate our website, newsletters, etc
- Eligibility:
  - Proficient at designing/ability to discern and create apparel pleasing to most
  - Creative, organized, patient

#### 4.15. Fundraising Chair's Responsibilities

- There is *usually* one officer for this position (max two). If no interest in this position, it is given to the Treasurer.
- Come up with and organize 1+ fundraising events per semester
- Keeps record of members' fundraising hours
- Works under Treasurer
- Eligibility:
  - Driven, creative, organized

#### 4.16. Social Chair's Responsibilities

- There is *usually* one (max two) officers for this position.
- Plans and organizes at least 3+ team bonding events in the Fall
- Plans and organizes at least 2+ team bonding events in the Spring
- If necessary, collects social dues at beginning of the semester and keeps budget of those dues-- unused dues are donated to the club
- Eligibility:
  - Uses Venmo
  - Outgoing, creative, organized

#### 4.17. Recruitment Chair's Responsibilities

- There is *always* one Recruitment Chair.
- Oversees most things to do with recruitment of new members (President handles emailing potential new members)
- Organizes tabling at Caltopia and Calapalooza
- Posts in Berkeley Facebook groups encouraging women to join Cal Women's Club Lacrosse
- Organize flyering on Sproul

- Communicates new players' concerns to other officers
  - Eligibility
    - Should not be in a sorority-- many duties are complete in the fall during pre-recruitment
    - Has a Facebook
- 4.18. Safety Officer's Responsibilities
- There is *always* one safety officer.
  - Completes First Aid and CPR Training
  - Keeps track of first aid kit-- brings to every game and practice
  - Completes accident report forms if necessary
  - Makes sure all active team members have done medical clearance and concussion testing
  - Eligibility
    - Completes all mandated training after election
    - Caring, helpful, responsible
- 4.19. The above responsibilities are not exhaustive lists of all responsibilities; please see individual "cheat sheet" forms for each individual position.

## Article V: Coaches Roles

5. Coaches Roles
- 5.1. Coach's responsibilities
- Organize and run structured, regular, well-attended practices.
  - Attend all competitions and WWLL tournaments.
  - Comply with WWLL, WCLA and University regulations.
  - Maintain a professional and positive presence in the lacrosse community.
- 5.2. Required Qualifications
- 1-3 years of coaching experience (high school or collegiate level preferred)
  - Strong interpersonal skills and an understanding of human behavior/athleticism
  - Knowledge of current lacrosse coaching techniques/strategies
  - Ability to establish appropriate and effective mentoring relationships with player
  - Compliance with all Cal Sport Club, Department of Recreational Sports and University policies and guidelines.



- 5.3. Preferred Qualifications
  - CPR/First Aid certification
  - Comfort using email and social media channels
  
- 5.4. Coaches will meet with presidents and captains to do a once a month check in meeting to ensure that expectations are being met by all parties. If there are severe concerns with the adequacy of the coach, the presidents will reach out to Sports Clubs to intervene.

## Article VI: Team Captains

- 6. Team Captains
  - 6.1. Coaches will facilitate the election of captains
    - During the fall season, the coaches will send out a google form to the team where everyone is required to nominate two possible captains. Coaches will then check in with the nominees to ensure their interest in being captain. A final list of nominees will be sent out to the team where the team ranks their top three choices from names on the ballot. The selected captains must then be approved by the coaching staff.
  
  - 6.2. Captain's Expectations
    - Serve your fellow player by:
      - Open communication with coaches and president
      - Help get drills going
      - Make sure that all equipment is accounted for
      - Ensuring fields are set up for the game
      - Demonstrates good sportsmanship on and off the field
      - Leads by example
  
  - 6.3. Captain Eligibility
    - Understanding of how the club works
    - Respected by teammates
    - Active member of the team
    - Present at most team events
  
  - 6.4. If the captains are not meeting the expectations, the coach has the power to select a new captain with the approval of the executive board.

## Article VII: Meetings

### 7. Meetings

7.1. All officers will meet once a month to check in, share progress, and discuss any concerns.

■ If an officer cannot attend, they must send an email to the presidents answering the following questions:

- What have you accomplished this past month?
- What went well, what could have been improved upon?
- What do you have planned for the next month?
- How do you plan on accomplishing it?
- Is there anything that the other officers could help you with?
- Do you have any announcements for the general team?

7.2. Three quarters of the officers must be present at each meeting.

## Article VIII: Constitutional Amendments

### 8. Constitutional Amendments

8.1. Any active Cal Women's Club Lacrosse members can propose an amendment.

8.2. To propose an amendment, one must gather support from the general team members and present to the executive committee their proposed amendment and an argument for why it should be changed. After private deliberation, if the executive committee unanimously agrees that the amendment is valid, they will craft an email to the team, detailing the amendment and arguments for and against it. The team will vote via Google Forms. A 2/3 majority vote from the general team (excluding executive officers) passes the amendment into the Constitution.

8.3. Once the amendment is created, the master Constitution shall be edited and uploaded to our Website for the general public to see.

8.4. Amendments to the Code of Conduct follow this same procedure.