



**By-Laws
&
Donor Handbook**



Dear Maroon Club Member:

Thank you again for your generous donation to the Lafayette College Maroon Club. Without your support, Leopard Athletics would not be able to operate at the highest possible level.

As you well know, the athletic program at Lafayette has a tradition of being exceptionally strong because of three important aspects – talented student-athletes, an exceptional coaching staff, and the financial support of dedicated alumni, parents, and friends.

This publication has been developed to assist you with understanding the Maroon Club, its parameters, and the regulations of the National Collegiate Athletic Association. Please take the time to familiarize yourself with its contents, and if nothing else, utilize it as a reference and guide.

Continued best wishes and thank you again for your support.

Go Pards!

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce E. McCutcheon".

Bruce E. McCutcheon
Director of Athletics

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MAROON CLUB

A. Mission Statements

1. Maroon Club Mission Statement

The Maroon Club is an organization comprised of alumni, parents, friends, faculty and students, that promotes an excellent academic and athletic undergraduate experience for all Lafayette students in a competitive Division I athletic program within the Patriot League. The Club funds, sponsors and hosts various athletic and academic programs and provides alumni, parents, friends, faculty and students with up-to-date information about the Lafayette College Sports program and its 23 inter-collegiate teams. This is accomplished through raising funds for first, athletic related need-based financial aid and second, “unmet needs” for the department.

2. Department of Athletics Mission Statement

The Department of Athletics at Lafayette College is an integral part of the educational mission of the College. The goal of the Department is to be one of the finest in the nation in terms of student-athlete graduation rate, academic achievement, and to be among the best in the Patriot League in competitive win/loss records. All coaches and administrators are committed to achieving these goals.

The Department of Athletics is committed to operating in compliance with all College policies and regulations in addition to all other rules for Division I membership in the National Collegiate Athletic Association (NCAA), Eastern College Athletic Conference (ECAC), Patriot League, and any other conference or governing body of which Lafayette College is a member. The program is designed to offer athletic teams that are successful while realizing that academic achievement is a student-athletes’ first priority.

Lafayette has a proven record of sensitive and fair treatment of student-athletes. The College’s and Department’s principal commitment is to the academic, ethical and overall well being of its student-athletes.

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This is the primary responsibility of all athletic administrators and coaches and they are obligated to make their first task the student-athletes' realization of their academic and athletic potential consistent with the mission of the College and the resources at their disposal.

Recognizing the competition for resources and facilities, athletics is perceived to play a worthwhile role in the major function of the College: the education of the student. The development of skills for the individual is cited as part of the preparation for life. Other noted functions of athletics are fitness, leadership and service to the community. In exploring how sporting activities fit into life's bigger picture and recognizing the major role of education, the philosophy of *mens sana in corpore sano*, a sound mind in a sound body, is the desired objective.

B. General Fund Support

1. **Athletic Need-Based Scholarships** – The Maroon Club provides funding to the Office of Financial Aid for those student-athletes who qualify, based on need and athletics ability.
2. **Athletic Communications Intern** – An 11 month position that serves as an intern in the Office of Athletic Communication, directly assists the Maroon Club by producing *Leopard Spots* and various other publications, as well as managing the Maroon Club Sports Hotline.
3. **Maroon Club Hall of Fame** – Enshrinement into the Hall of Fame is the highest honor to be bestowed upon Lafayette College's former student-athletes. With just more than 80 members, the prestigious Hall of Fame is one of the most visible aspects of the Maroon Club. The annual induction banquet is the Maroon Club's premier event.
4. **Male and Female Student-Athlete Award** – Given annually to two student-athletes (one male and one female) based upon academic and athletic achievements as well as contributions to the campus community. Each receives a plaque in their honor, and the Maroon Club makes \$1,000 donation to each athlete's major academic department and a \$1,000 donation to their respective sport.

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5. ***Leopard Spots*** – The official newsletter of the Maroon Club is published four times per academic year and includes human interest features on Lafayette’s student-athletes and other newsworthy items.
6. **Maroon Club Hotline** – The quickest method of obtaining results and information on Lafayette’s athletic contests is the Maroon Club Hotline. The hotline is a voicemail setup that can be updated or modified from any phone in world and provides callers with a detailed menu of options. The Maroon Club Hotline phone number is (610) 250-0400.
7. **General Mailings** – Members of the Maroon Club receive several informational mailings throughout the year, including schedules, flyers promoting receptions, and banquet information.

C. Membership

The Maroon Club, through its open membership policy, welcomes anyone wishing to support the Lafayette College athletic program. Annual contributions of \$50 or more to the Maroon Club constitutes membership with membership category determined by yearly level of giving. Lafayette student-athletes are afforded a free one-year membership to the Maroon Club immediately following their graduation.

D. Governance

1. **CONSTITUTION:** **Lafayette College Maroon Club**

Article 1: NAME AND ORGANIZATION

SECTION 1. The group shall be known as the Lafayette College Maroon Club.

SECTION 2. Its objective is to promote the welfare of Lafayette College through the support of the athletic program of the College. This will be accomplished through:

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- a) Assisting in raising funds for first, financial aid and second, “unmet needs” of the athletic department which are approved by the Board of Trustees.
- b) Providing leadership for alumni to unite and strengthen their interest in the athletic program of Lafayette College.
- c) Disseminating information about Lafayette College athletics.
- d) Making recommendations through its Executive Committee on decisions affecting athletics.
- e) Nomination candidates to the Board of Trustees for the Lafayette College Hall of Fame.

Article II: MEMBERSHIP

SECTION 1. **Classes of Members.** There will be two classes of membership.

a) **Active members.** Every person who contributes to the Maroon Club specifically or who makes a gift to any sport equal to the basic membership level, shall be an active member for that year. The privileges of membership shall be specified by the By-Laws.

b) **Honorary members.** Honorary members may be elected by the Executive Committee upon recommendation of the Nominating Committee to honor non-alumni who have supported the Lafayette College Athletic program in other than monetary ways.

SECTION 2. **Powers by members.** Only active members may be elected to the Executive Committee or make recommendations for nominations.

Article III: EXECUTIVE COMMITTEE

SECTION 1. **Membership.** The Executive Committee shall be comprised of the elected and appointed officers of the Maroon Club, The Director of Athletics, 12 members at large, two faculty members, a men’s and women’s sport coach representative, a student-athlete representative

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(president of Sports Council or designee), and any other persons designated in the By-Laws.

SECTION 2. Functions. The Executive Committee shall have the full authority for all members of the Maroon Club. All actions taken shall be reported promptly to all members.

SECTION 3. Meetings. Meetings shall be called by the President. One meeting will be held in the fall to make recommendations of candidates for the Hall of Fame to the Board of Trustees. One meeting will be held in spring to determining allocation of funds raised, to elect new members and to plan the following year's needs. Other meetings will be called as needed.

SECTION 4. Quorum. Eleven of the 21 voting members are required to conduct business.

Article IV: OFFICERS

SECTION 1. Elected Officers. The elected officers of the Maroon Club shall be the President and the Vice President. The manner of their nomination shall be prescribed in the By-Laws.

SECTION 2. Appointed Officers.

- a) The development office liaison shall be appointed Executive Director of the Maroon Club.
- b) Appointed officers will have the privilege of voting at Executive Committee meetings.

SECTION 3. Director of Athletics. The Director of Athletics shall be a member of the Executive Committee with full voting privileges.

SECTION 4. Duties of the President. The President shall preside at all meetings of the Maroon Club Executive Committee, he/she shall direct the business of the Maroon Club with the approval of the Executive Committee, he/she shall appoint all temporary committees he/she feels are necessary, he/she shall represent the Maroon Club in the Alumni Council and at various College functions, he/she shall fill vacancies on the Executive Committee as they occur in accordance with the By-Laws, he/she shall make sure other officers and the committees of the Maroon Club properly

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execute their responsibilities, he/she shall chair the Finance Committee of the Maroon Club.

SECTION 5. Duties of the Vice President. The Vice President shall carry out the duties of the president in his/her absence and shall serve as chairperson of the Nominating Committee.

SECTION 6. Duties of the Executive Director. The Executive Director shall give notice of all meetings, keep minutes, conduct correspondence and have charge of the Maroon Club's records and papers. He/she shall collect all monies payable to the Maroon Club and disperse said funds as directed by the Executive Committee. He/She shall make reports as necessary.

Article V: PUBLICATIONS

SECTION 1. The Executive Committee shall designate the official publications of the Maroon Club.

SECTION 2. The Maroon Club shall be the publisher for all official publications.

SECTION 3. The Athletic Communications Director shall be the editor of all official publications.

SECTION 4. The Executive Committee shall serve as advisor to the editor for the official publications.

SECTION 5. The Executive Committee shall have the power to fix the subscription rates for all publications.

Article VI: BY-LAWS

The Executive Committee shall have the power to make and amend By-Laws of the Maroon Club.

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ARTICLE VII: AMENDMENTS

This Constitution may be amended in whole or in part at any regular meeting of the Maroon Club Executive Committee by vote of two-thirds of the members present, provided that notice shall have been given at a previous meeting or in writing three weeks prior to the meeting.

ARTICLE VIII: RATIFICATION

The Constitution of the Lafayette College Maroon Club may be ratified at a regular meeting of the Executive Committee by a two-thirds vote providing members have received written notice of the Constitution three weeks prior to the meeting. Upon ratification of this Constitution, the Maroon Club Executive Committee shall be bound to conduct all business in compliance with this Constitution. (Ratified (9/21/85)

Revised 12/4/92

2. **BY-LAWS: Lafayette College Maroon Club**

ARTICLE I: MEMBERSHIP

SECTION 1. Active Membership. Active members are entitled to receive all regular publications of the Maroon Club and the following additional privileges based on level of contribution:

- a) Maroon Club \$50-99
- b) Coaches Club \$100-499
- c) Varsity Club \$500-999
- d) Leopard's Circle \$1,000-1,999
- e) Blue Chip Club \$2,000-4,999
- f) Leadership Gift \$5,000+

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SECTION 2. Honorary Members. Recommendations for honorary membership shall be made in writing to the Nominating Committee by three or more active members stating reasons for recommendation and proposed length of honorary membership. The Executive Committee will vote on nomination and length of membership at its next scheduled meeting. An honorary member is entitled to the same privileges as a basic member.

ARTICLE II: ELECTION OF OFFICERS

SECTION 1. Elections. Elections shall be held at the spring meeting to fill the following positions:

- a) One active member of the Maroon Club shall be elected to the office of Vice President every other year: The Vice President shall automatically succeed to the office of the President.
- b) Twelve active members of the Maroon Club to serve as members at large on the Executive Committee. A member at large shall not succeed himself/herself after serving a full term.

SECTION 2. Terms of Office. The Vice President shall serve a two-year term. In the event of a vacancy in the office of the Vice President or President, the term of the Vice President and the President shall be provided in Section 6 of this article. Members at large shall each serve a three-year term.

SECTION 3. The Nominating Committee. The Nominating Committee shall be composed of two members at large, the Vice President of the Maroon Club who will chair the Committee and the Executive Director of the Maroon Club. The Nominating Committee will report its recommendations each year for three members at large and every other year for the Vice President at the spring meeting. Recommendations may be received by the nominating committee in writing from any active member for any of these positions.

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SECTION 4. **The Hall of Fame Committee.** The Hall of Fame Committee shall be composed of two members at large, one of whom will be appointed chairperson of this committee for two years by the President of the Maroon Club, the Executive Director of the Maroon Club, the Director of Athletics and up to two active members of the Maroon Club. The Hall of Fame Committee will report its recommendations each year at the spring meeting for approval by the Executive Committee. These recommendations will be made to the Executive Committee by the chairperson of the Hall of Fame Committee. Recommendations may be received by the Hall of Fame Committee in writing from any active member of any of these positions.

SECTION 5. **The Finance Committee.** The Finance Committee shall be composed of two members at large, the Executive Director of the Maroon Club, the Director of Athletics and the President of the Maroon Club, who will chair this committee. The Finance Committee will report the status on the Maroon Club's finances, plan the budget and make recommendations at each meeting.

SECTION 6. **Vacancies.**

a) **President.** If a vacancy arises in the office of President and there is less than one year remaining in his/her term, the Vice President shall become President for the remainder of the unexpired term and a two-year term thereafter. If a vacancy arises and more than one year remains in the term of office, the Vice President shall become the President for the remainder of the term, but he/she shall not serve any part of the two year term thereafter.

b) **Vice President.** If a vacancy arises in the position of Vice President, the Nominating Committee shall nominate a candidate for the office to be voted upon at the next regularly scheduled meeting of the Executive Committee.

c) **Members at Large.** If a vacancy arises in the position of Member at Large, the vacancy shall be filled for the remainder of the unexpired term by appointment of the President and approval of the Executive Committee.

SECTION 7. **Method of Election.** Election of the President, Vice President, members at large and recommendations to the Hall of Fame shall be by majority of those voting at the meeting.

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ARTICLE III: COMMITTEES

SECTION 1. Standing Committees.

- a) Standing Committees shall include:
Nominations, Hall of Fame, Finance
- b) Additional Standing Committees may be designated by the Executive Committee through the amendment procedure for these By-Laws.
- c) The chairperson of these committees shall be appointed by the President of the Executive Committee and members of these committees will be appointed by the committee chairperson with the approval of the Executive Committee and in compliance with these By-Laws.

SECTION 2. Ad Hoc Committees. The chairperson shall designate those committees he/she feels are required to conduct the business of the Maroon Club.

SECTION 3. Executive Committee. The Executive Committee shall be comprised of:

- a) Officers of the Maroon Club.
- b) The Director of Athletics.
- c) The 12 members at large elected to the Executive Committee.
- d) Chairperson of all standing committees.
- e) A student representative.
- f) One men's sport and one woman's sport coach representative.
- g) Two faculty representatives.
- h) Others at the invitation of the President of the Maroon Club.

SECTION 4. Terms of office shall be fixed by the appointed authority.

ARTICLE IV: AMENDMENTS

These By-Laws may be amended in whole or in part at any regular meeting of the Maroon Club Executive Committee by a vote of two-thirds of the members present, provided that notice shall have been given at a previous meeting or in writing three weeks prior to the meeting.

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ARTICLE V: RATIFICATION

The By-Laws of the Lafayette College Maroon Club may be ratified at a regular meeting of the Executive Committee by a two-thirds vote providing members have received written notice of the By-Laws three weeks prior to the meeting. Upon ratification of these By-Laws, the Maroon Club Executive Committee shall be bound to conduct all business in compliance with these By-Laws.

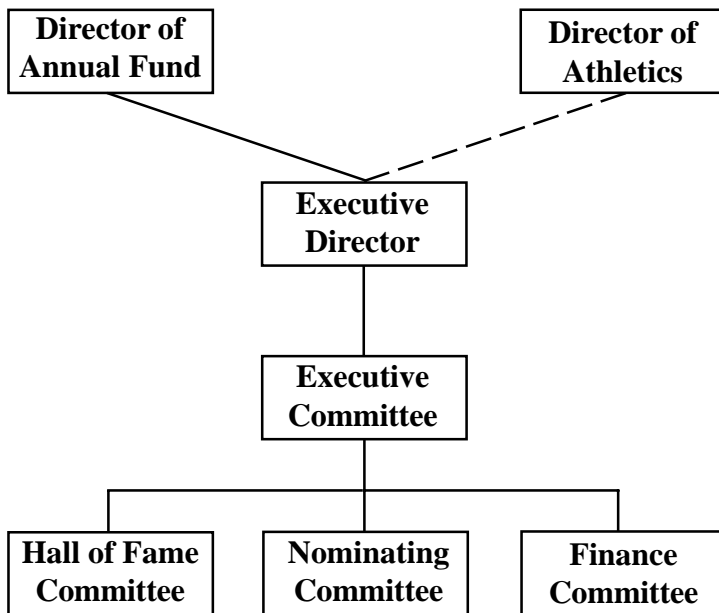
(Ratified 9/21/85)

The Maroon Club shall submit its Constitution and By-Laws to the Executive Committee of the Alumni council for its approval.

The Maroon Club shall submit its Constitution and By-Laws to the Board of Trustees for its approval

Revised: December 4, 1992

3. Maroon Club Organizational Chart



LAFAYETTE COLLEGE MAROON CLUB

E. DONOR LEVELS AND BENEFITS

	Leadership Gift \$5,000+	Blue Chip Club \$2,000-4,999	Leopard's Circle \$1,000-1,999	Varsity Club \$500-499	Coaches Club \$100-499	Maroon Club \$50-99
Marquis Society Membership	X	X	X			
Ticket Purchase @ Priority	X	X	X	X	X	
Publication Recognition	X	X	X	X	X	
Newsletter or Email	X	X	X	X	X	X
Hall of Fame Receptions	X	X	X	X	X	X
Football Post-Game Receptions	X	X	X	X	X	X
Tax Deduction %	X	X	X	X	X	X

Media Guides – available to all members upon request.

@ Priority given on seat selection for season tickets, Lehigh tickets and away tickets.

% In view of the Internal Revenue Service rulings, in some instances the value of these Maroon Club benefits must be deducted from the value of your contribution. If you have questions, please consult you tax adviser.

F. METHODS OF GIVING

1. Direct Contribution – Direct Contributions are the most common method of giving. These gifts are made in the form of cash or by checks made payable to the Maroon Club of Lafayette College. Members may elect to make their contributions annually or periodically throughout the year.

2. Matching Gifts – Many companies have a matching gift program for contributions of employees. The Maroon Club qualifies for most of these programs. To find out if your company participates in this type of program, see your company's benefits administrator.

3. Gifts of Securities – Gifts of securities are becoming a popular way of making a substantial contribution to the Maroon Club. It may be to the donor's advantage to give low-cost securities, which have appreciated in value since their purchase.

4. Gifts of Real Estate – Real estate, in the form of land, buildings and residences, can be given to the Maroon Club. A careful valuation of the property, as well as a study of its marketability and the tax consequences of such a gift, is required before acceptance.

5. Gifts by Will – Donors can perpetuate their support of Lafayette athletics by making a bequest to the Maroon Club in their wills. Bequest by will can be made in specific amounts, percentage of estate, residual amounts, or on a contingency basis.

6. Gifts-In-Kind – Members may help the athletics program by giving equipment, furniture, and etc. to be used by the department. Special College procedures and valuation generally required, prior to acceptance.

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7. Gifts by Payroll Deduction – Employees of Lafayette College may make contributions to the Maroon Club through automatic deductions in their pay.

8. Others – In addition to the above, credit card payment and life insurance are other ways of making meaningful gifts to the Maroon Club.

G. SPECIAL SUPPORT PROGRAMS

1. Named Endowed Funds (Minimum Funding Levels)

The Business Affairs Office has confirmed that the following minimums are required to establish named endowed funds:

- a) \$5,000 unrestricted endowments such as prize funds, funds which support specific academic or extracurricular programs, library funds, or scholarship funds for which the income is not restricted to a particular type of recipient, and
- b) \$25,000 named and directed scholarship funds such as a scholarship fund from which the donor wishes to have awards made only to engineering majors, residents of western Pennsylvania, international students, etc. (Annual reports on the recipients of aid from scholarship funds are provided only to donors whose funds have a book value of at least \$25,000).

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2. Named campus Facilities (Gift Policy)

At its regular meeting on May 27, 1988, the Board of Trustees approved the recommendation of its College Relations Committee to revise (effective immediately) previous policy governing gift policy for naming campus facilities.

	<u>Non-Income Producing Facility</u>	<u>Income Producing Facility</u>
<u>TOTAL COST</u>	<u>Qualifying Gift</u>	<u>Qualifying Gift</u>
<\$4 MILLION	TOTAL COST OF CONSTRUCTION Plus provision for maintenance endowment equivalent to 25% of construction costs	GIFT REPRESENTING 50% of construction; College to fund balance and provide maint- enance.
>\$4 MILLION	Gift representing 75% of construction cost plus provision for maintenance endowment. Board of Trustees to assume obligation for residual funding from unrestricted endowment. Additional fund-raising, debt, and/or application of student fees.	N/A

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3. Courtesy Car Program

The Lafayette College Department of Athletic Courtesy Car Program is designed to aid the department in promoting its sports program in the areas of recruiting, scouting, public relations and development.

The program is under the supervision of the Director of Athletics. Coordination of all aspects of the program relative to the dealer and the college staff member is the responsibility of the Associate Director of Athletics. Under no circumstances are any coaches or other athletic department personnel authorized to solicit vehicles without the approval of the Director of Athletics.

The Courtesy Car Program is of great benefit to the Lafayette College Department of Athletics in terms of cost savings and convenience. Furthermore, it should be understood that the success of this program is dependent upon respective car dealers. Additionally, it is vitally important that all personnel afforded this privilege be cognizant of the responsibility to keep his or her assigned automobile in proper condition as outlined in the agreement of understanding.

Lafayette College encourages positive relationships with its courtesy car dealers. Therefore, in consideration for the dealer's participation in this program, Lafayette shall accord recognition and benefits to exhibit the College's genuine appreciation for such tangible support.

Maroon Club and NCAA Regulations

A. Athletics Representative

Under NCAA rules, a representative of the institution's athletic interest or a booster is any individual that ever:

1. Contributed to the athletic department or its booster club
2. Joined the institution's booster club
3. Provided benefits (e.g. summer jobs) to enrolled student-athletes or
4. Otherwise promoted the institution's athletic program

The following are important points regarding this definition:

1. Once an individual becomes a booster, he or she remains as such forever and
2. Under NCAA rules, the institution is responsible for all actions of its boosters

B. Recruiting

NCAA regulations have become more stringent and do not allow any role for a booster in the recruiting process. Restricted areas include items listed below and apply not only to the prospect but to the prospect's parents or legal guardians.

1. **Contacts** – Boosters may not make in person recruiting contacts with prospects at any site. This includes when a prospect is on campus for a visit.

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2. **Letter / Telephone Calls** – Letters or telephone calls from boosters to prospects for recruiting purposes are prohibited
3. **Gifts** – The provisions of any financial aid or other benefits (e.g. clothing, special discounts, tickets to events, loans of money or other items) to prospects or their relatives is prohibited.
4. **Evaluation** – A booster may engage in evaluation activities on behalf of the institution, but may not contact the prospect, prospect’s coach, principal or counselor in an attempt to evaluate the prospect. The booster may not pick up transcripts or film pertaining to the prospects ability.
5. **Employment** – The employment or arranging of employment for a prospect before the end of their senior year is prohibited. After graduation, a booster may employ a prospect as long as compensation is for work actually performed and at a rate commensurate with the going rate for services of like character.
6. **Summer Sports Camps** – A booster cannot give financial support in the name of Lafayette College or that is designated to a specific high school athlete. A booster can respond to a request for funds to send high school students to camps. The decision where the student goes must be decided by the high school and the student. These funds cannot be contributed for specific students to go to a camp or for a student to go to a specific camp. A booster can donate to a high school booster club as long as the high school has a general effort to contact community members and not just Lafayette Alumni / Maroon Club members.

**Your contact is with the Department of Athletics.
Our contact is with the Prospect.**

C. After Enrollment

During enrollment only benefits expressly authorized by NCAA legislation are permitted. Restricted areas include items below.

1. **Special benefits** – The student-athlete shall not receive any extra benefits. The term “extra benefit” refers to any special arrangement to provide the student-athlete or his or her relatives or friends with a benefit not expressly authorized by NCAA Legislation. The student shall not receive any performance-based incentives.
2. **Special Arrangements** – A student-athlete may not receive a special discount, payment arrangement or credit on a purchase (e.g. airline ticket, clothing) or a service (e.g. laundry, dry cleaning). A booster may not co-sign a loan for a student-athlete.
3. **Speaking Engagement** – Student-athletes may receive only necessary travel expenses, not an honorarium. All speaking engagements must be approved by the Director of Athletics or Designee.
4. **Employment** – A booster can provide summer employment with compensation only for work performed and at the going rate for services of like character. A booster may not provide employment during the school year, unless they have checked with the Department of Athletics regarding the student-athlete’s eligibility for employment.
5. **Services** – An athletics representative may not provide a student-athlete with professional services (for which a fee normally would be charged) without charge or at a reduced cost.
6. **Telephone and Credit Cards** – It is not permissible to allow a student-athlete to use a credit card for personal reasons without charge or at a reduced cost.
7. **Entertainment** – A student-athlete may not receive services (e.g. movie tickets, dinners, use of a car) from commercial agencies (e.g. movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission.

THE MAROON CLUB GENERAL FUND PROVIDES FOR

- Athletic Need-Based Financial Aid
- Athletic Communications Intern.
- Sports Hall of Fame.
- Male and Female Student-Athlete Award: a \$1,000 donation is made to each athlete's sport and a \$1,000 donation is made to each athlete's major academic department.
- Maroon Club Hotline: the Maroon Club sponsors a hotline for alumni and friends of Lafayette Athletics to call for the latest news and updates on all of the varsity sports programs.
- Lafayette Sports Network (LSN)

MAROON CLUB CAPITAL INVESTMENTS

- Outdoor Track at Fisher Field (\$150,000 project successfully completed, summer of 1988).
- Maroon Club Strength Center (\$300,000 project successfully completed, Summer of 1989).
- Wood Basketball and Volleyball Floor (\$100,000 project successfully completed, Summer of 1992).
- Bleachers and Permanent Scoreboard for Metzgar Fields (\$70,000 project successfully completed, Spring of 1996).
- Field Hockey/Lacrosse Scoreboard for Metzgar Fields (\$6,000 project successfully completed, Fall of 1998).
- Maroon Club Strength Center Rubberized Flooring (\$26,000 project successfully completed, Fall of 1999).
- Softball Batting Cage and Break-Away Fence (\$10,000 project successfully completed, Fall of 2000).
- Power Stations for Maroon Club Strength Center (\$36,000 project successfully completed, Spring of 2002).



107 Kirby Sports Center
Easton, PA 18042-1773