



# Souderton Area Boy's Lacrosse Association

CONSTITUTION AND BY-LAWS UPDATED: November 4, 2006

## **ARTICLE I: CONSTITUTION**

1. In accordance with the articles of incorporation and amendments hereof, together with membership in the US Lacrosse and Southeastern PA Youth Lacrosse Assoc, including all the re-enactment's thereof and amendments thereof, shall be the constitution of this organization.
2. The contents of these By-Laws shall be made available to all members of the Souderton Area Boys Lacrosse Association, at all times.

## **ARTICLE II: NAME**

1. The name of this organization shall be the Souderton Area Boys Lacrosse Assoc.

## **ARTICLE III: PURPOSE**

1. This association is formed for non-profit purpose of promoting the game of lacrosse for youths in accordance with US Lacrosse and SEPYLA.
2. To provide a lacrosse program workable to all youths in accordance with US Lacrosse and SEPYLA rules and regulations, regardless of race, creed, religion, gender, or origin of birth.
3. To provide a lacrosse program which will enhance the participant's enjoyment of the game, and demonstrate the qualities of sportsmanship, team work, character and self-reliance.
4. To actively pursue and encourage the enrichment of the participants in the program in both scholastic and athletic endeavors.

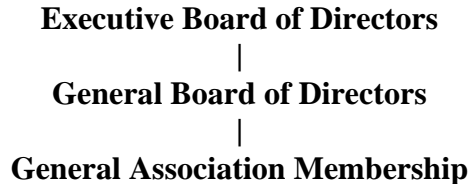
## **ARTICLE IV: DEFINITION OF TERMS**

1. The following will define terms that will be used within this Constitution and By-Laws. No other definition is implied and no other should be assumed.
  - A. Majority: The largest number taken and or received. This term is defined as greater than 50 percent.

- B. Year: This term as used within this Constitution and By-Laws implies the calendar year of January 1 through December 31.

## **ARTICLE V: MEMBERSHIP**

1. Membership in the association shall be structured as defined in the following descriptions. Membership at all levels shall be limited to persons who meet the criteria of US Lacrosse coaches' code of conduct.



2. The Executive Board of Directors shall consist of the following officers:
1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Athletic Director
  6. Equipment Manager
  7. Event Fund Raising Coordinator
  8. Corporate Fund Raising Coordinator
  9. SEPYLA League Representative

Voting eligible membership in the executive board of directors shall consist of officers who have attended at least nine executive board meetings **OR** 66% of those scheduled between January 1 through December 31.

3. The General Board of Directors shall consist of the following:  
The Executive Board as defined in Article V, Section 2 and
1. Lead Head Coach
  2. Team Parent Coordinator
  3. Head Lacrosse Coaches
  4. Registration Director
  5. Communication/Web Site Director

Voting eligible membership in the general board of directors shall consist of officers who have attended at least 9 general association meetings **OR** 66% of those general association meetings scheduled between January 1 through December 31.

4. Membership in the general association shall consist of coaches of all Lacrosse teams and SABLA actively involved individuals. Voting eligible membership in the general association shall consist of members, parents, guardians who have attended

at least six general association meetings **OR** 50% of those scheduled between January 1 through December 31.

## **ARTICLE VI: MEETINGS**

### **1. General Membership Meeting**

- A. The association shall meet on the \_\_\_\_\_, unless otherwise announced by the Executive Board, at a place agreed upon by the Executive Board.
- B. The association shall meet on special occasions as deemed necessary by the President, 1st Vice President or the 2nd Vice President of the association.
- C. Meetings are open for attendance to all membership and to the general public.
- D. The general membership shall be responsible for the election of candidates for the following offices;
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
  - 5. Athletic Director
  - 6. Equipment Manager
  - 7. SEPYLA League Rep
  - 8. Fund Raising Coordinator
  - 9. Corporate Fund Raising Coord
  - 10. Communication/Web Site Director
  - 11. Registration Director
  - 12. Team Parent Coordinator
  - 13. Lead Head Coach

### **2. Executive Board of Directors Meeting**

- A. The Executive Board of Directors shall meet on a monthly basis and/or upon request of the President or any of the Vice Presidents of the association.
- B. Time and place of the Executive Board of Directors meeting, shall be determined by the President of the association.
- C. The Executive Board of Directors meeting shall be limited to members of the Executive Board of Directors and any individual or individuals invited by the President or Vice Presidents.
- D. The Executive Board of Directors shall direct and guide all activities of the association with the due regard of the wishes and decisions of the entire membership of the association as expressed at association meetings and adopted motions. All decisions of the Executive Board of Directors are final.
- E. The Executive Board of Directors shall be responsible for maintaining a standard of policies, rules and regulations to govern SABL A
- F. Exemption from meetings will be granted when a written explanation is submitted to the Executive Board of Directors.

### **3. General Board of Directors Meeting**

- A. The General Board of Directors shall meet three times per year (January, May, September) and/or upon request of the President of the association.
- B. Time and place of the General Board of Directors meeting, shall be determined by the President of the association.

- C. General Board of Directors meetings shall be limited to members of the General Board of Directors and any individual or individuals invited by the President or Vice Presidents.
- D. The General Board of Directors shall direct and guide all activities of the association with the due regard of the wishes and decisions of the entire membership of the association as expressed at association meetings and adopted motions. All decisions of the General Board of Directors are final.
- E. The General Board of Directors shall be responsible for maintaining a standard of policies, rules and regulations to govern the Souderton Area Boys Lacrosse Association.
- F. The General Board Of Directors shall be responsible for the following;
  - 1. The election/approval of all coaches.
  - 2. The approval of all vacant Executive/General Board positions as nominated by the president.
  - 3. Resolution of all disciplinary measures as presented by the Executive Board of Directors.
- G. Exemption from meetings will be granted when a written explanation is submitted to the Executive Board of Directors.

## **ARTICLE VII: Officers (DUTIES, AND TERMS)**

### **1. President**

- A. The President shall be the executive head of the association.
- B. The President shall exercise all the powers and perform all the duties usually pertaining to the office.
- C. The President shall preside at all meetings of the association and at all meetings of the Executive and General Board of Directors.
- D. The President shall call meetings of the Executive and/or General Board of Directors as the occasions may arise.
- E. The President shall be the ex-officio member of all committees unless otherwise appointed by the President.
- F. The President shall have the authority to appoint committees and assign duties as required throughout the course of the year (ex. Awards Banquet, Special Projects & Special Activities).
- G. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- H. Any vacancy in the office of the President will be filled by the 1st Vice President for the balance of term.
- I. The President shall nominate candidates for all vacant positions on the Executive and General Board of Directors.
- J. TERM: Two (2) Years.

### **2. Vice President**

- A. The Vice President shall assist the President in all his work.
- B. The Vice President shall perform such functions as the President or the Board of Directors shall from time to time direct.
- C. The Vice President shall assume all powers and duties of the President under the President's direction, or in the latter's long term absence and/or disability.

- D. The Vice President shall be responsible for the game day operations, to include, but not limited to; game/practice field(s), structure(s), equipment and their maintenance.
- E. The office of Vice President shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- F. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- G. A vacancy in the office of the Vice President shall be filled by appointment of the President and approved by the General Board of Directors.
- H. TERM: Two (2) years.

### **3. Secretary**

- A. The Secretary shall, have the responsibility to maintain and safeguard all records of the association.
- B. The Secretary shall keep an accurate record of all meetings.
- C. The Secretary shall distribute copies of the minutes of all board and association meetings to the President after their conclusion.
- D. The Secretary shall be responsible for all correspondence and the distribution of mail to and from the association.
- E. The Secretary shall schedule all Executive and General Board meeting locations and provide meeting agendas predetermined by the President and/or the Vice President.
- F. The Secretary shall inform the members of the Executive and/or General Board of Directors of all meetings.
- G. The Secretary shall coordinate with the Athletic Director to develop and distribute the SABLA parent handbook.
- H. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- I. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- J. TERM: Two (2) years.

### **4. Treasurer**

- A. The Treasurer shall be the custodian of all funds of the association.
- B. The Treasurer shall deposit same in a bank designated by the Executive Board of Directors and shall disburse same by check.
- C. The Treasurer and President's signature will be required on all checks and financial payments.
- D. The Treasurer shall keep accurate records of accounts, which shall be open to inspection by the Executive Board of Directors and General Board of Directors, upon their request.

- E. The Treasurer shall prepare a treasurer's report to be given at the monthly meetings. This report shall include the reconciliation of all accounts and board sub accounts.
- F. The Treasurer shall submit a year-end written report at the January association meeting. This report will include the status of all accounts, sub-accounts and budgets for the previous calendar year.
- G. The Treasurer shall report on the proposed annual budget at the January association meeting. This budget is subject to Executive Board Approval.
- H. The Treasurer shall be bonded for such amount as determined by the Executive Board of Directors. The premium to be paid by the association.
- I. Treasurer's books will be audited by an independent party every two (2) years OR where there is a change of election of Treasurer.
- J. The office of Treasurer shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- K. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- L. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- M. TERM: Two (2) years.

## **5. Athletic Director**

- A. Shall inform all Coaches of all meetings.
- B. Responsible for the organization and operation of all player registration activities (in conjunction with the Registration Director) including league records for this association.
- C. Responsible for collecting copies of birth certificates, physical examination forms, and medical forms.
- D. Responsible for assigning players by age and grade to the proper teams squads in accordance with US Lacrosse/SEPYLA rules and regulations. Any conflict or questions on the placement of a player will be decided by the President, after the consultation with all the parties involved (Athletic Director and involved coaches).
- E. Responsible for the certification of all association members and coaches who are required to be certified US Lacrosse rules and regulations. Will also coordinate all coaches training activities.
- F. Responsible for securing all fields for games and practices.
- G. Responsible for assigning duties of being certain that fields are lined and ready for games and practices.
- H. Will have final responsibility on field use or postponement of scheduled game activities, after consultation with President, Vice President and coaches.
- I. Will have responsibility of assisting head coaches in all travel squad activities.
- J. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.

- K. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- L. TERM: Two (2) years.

**6. Equipment Manager**

- A. Responsible for the acquisition and maintenance of all equipment as directed by the Executive Board of Directors.
- B. Responsible for the distribution, inventory and repair of all equipment and uniforms. Must submit an accurate inventory of all equipment and uniforms at the March association meeting.
- C. Responsible for awarding equipment vendor agreement, with approval by the Executive Board of Directors, to supply new player equipment to SABLA players.
- D. Responsible for working with designated equipment vendor to coordinate sizing, ordering and delivery of all equipment supplied by mentioned vendor to players.
- E. Responsible for working with Athletic Director to coordinate and schedule equipment vendor attendance at registration for fitting and ordering of new equipment.
- F. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- G. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- H. TERM: Two (2) years.

**7. Event Fund Raising Coordinator**

- A. Shall develop and implement special events fund-raising campaigns to assist in supporting the financial needs of the association.
- B. Shall supervise individuals or fund-raising event teams who undertake the details of a specific fund-raising event.
- C. Shall track all association event fund-raising finances and provide a monthly status report to the association and Executive Board of Directors.
- D. Shall provide the association with suggestions on various methods of fund-raising for consideration.
- E. The office of Event Fund Raising Coordinator shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer for approval.
- F. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- G. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- H. TERM: Two (2) years.

**8. Corporate Fund Raising Coordinator**

- A. Shall develop and implement corporate sponsorship programs that are consistent with the financial needs of the association.
- B. Shall supervise individuals or fund-raising event teams who undertake the details of a specific fund-raising event.
- C. Shall develop and implement fund-raising campaigns that will assist in supporting long range capital needs of the association. This will include the acquiring of available government and corporate grants.
- D. Shall track all association event fund-raising finances and provide a monthly status report to the association and Executive Board of Directors.
- E. Shall provide the association with suggestions on various methods of fund-raising for consideration.
- F. The office of Corporate Fund Raising Coordinator shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer for approval.
- G. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- H. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- I. TERM: Two (2) years.

**9. Lead Head Lacrosse Coach**

- A. Shall work with Athletic Director in managing, directing, and recruiting Head Coaches and Assistants for the Lacrosse Teams.
- B. Under the direction of Athletic Director, responsible for developing, coordinating and conducting a designated number of coaching clinics for Head and Assistant coaches prior to start of season, and during season.
- C. Shall supply technical guidance, such as practice plans, practice drills, and team play strategy to Head Coaches as needed.
- D. Must conform to all rules, regulations and requirements according to the official US lacrosse and SEPYLA, and SABLA association rules, regulations and policies.
- E. Must attend a minimum of 3 general association meetings annually January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- F. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- G. TERM: One (1) year.

**10. Head Lacrosse Coaches**

- H. Responsible for managing, directing, and recruiting assistants and team parents for the Lacrosse Teams.
- I. Must conform to all rules, regulations and requirements according to the official US lacrosse and SEPYLA, and SABLA association rules, regulations and policies.
- J. Responsible for maintaining and collection of all equipment for their respective teams no later than June 30th of each calendar year.



- K. Must attend a minimum of 3 general association meetings annually January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- L. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. (For the year 2000 only: March 14-December 31.) Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- M. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- N. TERM: One (1) year.

#### **11. SEPYLA League Representative & Alternate**

- A. Shall have a thorough understanding of all rules, regulations, and requirements according to the official SEPYLA rules and regulations book, and the SABLA rules, regulations and policies.
- B. Shall be responsible for representing the majority decision of the SABLA at SEPYLA meetings.
- C. Shall attend all SEPYLA league meetings, report the results, and provide the minutes from the SEPYLA meetings to the membership of the association.
- D. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- E. A vacancy in these offices will be filled by appointment of the President and approved by the General Board of Directors.
- F. TERM: Two (2) years.

#### **12. Team Parent Coordinator**

- A. Shall serve as liaison officer between the parents of the association as represented by the team parents and the Association.
- B. Will coordinate with coaches to ensure snacks, directions, communication, and messaging remains consistent.
- C. Will assist Event Fund Raising Coordinator with fund raising projects.
- D. Must attend a minimum of 3 general association meetings annually January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- E. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. (For the year 2000 only: March 14-December 31.) Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- F. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- G. TERM: Two (2) years.

## **ARTICLE VIII: VOTING**

### **1. Association Meetings**

- A. Any association meeting at which a vote is to be taken must have a minimum of fifteen (15) voting eligible members present in order for voting to occur.
- B. Any individual, who meets the requirement of Article V, Section 4 will earn a general membership vote.
- C. To accept any proposals or recommendations, a motion must be made, seconded, and approved by the majority of the members present who meet the requirements of Article V, Section 4.
- D. Any vote must consist of a majority of the members present who meet the requirements of Article V, Section 4, to pass any proposals, policies, and general business criteria.

### **2. Executive Board of Directors Meeting**

- A. Any Executive Board of Directors meeting at which a vote is to be taken must have a minimum of seven (7) members present.
- B. Each individual on the Board of Directors will have only one vote regardless of the number of offices that individual may hold.
- C. A majority vote of those in attendance may decide any question within the power of the Board of Directors except as otherwise stated in this Constitution and By-Laws.

### **3. General Board of Directors Meeting**

- A. Any Board of Directors meeting at which a vote is to be taken must have a minimum of twelve (12) Board members present.
- B. Each individual on the Board of Directors will have only one vote regardless of the number of offices that individual may hold.
- C. A majority vote of those in attendance may decide any question within the power of the Board of Directors except as otherwise stated in this Constitution and By-Laws.

### **4. Constitution and By-Laws**

- A. Constitution and By-Laws articles may be repealed, altered or amended by a 3/4 vote of the total membership of the General Board of Directors present and meeting the requirements of Article V, Section 4.

### **5. Absentee Voting**

- A. No absentee votes will be accepted under any circumstances.

## **ARTICLE IX: ELECTIONS**

### **1. Elections**

- A. All elections except those filling immediate vacancies will be held at the September association meeting.

- B. All elections will be directed by the Executive Board of Directors and votes will be tallied by two Executive Board members selected by the President.
- C. In all cases where more than one candidate is nominated for the same office, the election shall be by secret ballot of the association membership who meet the requirements of Article V, Section 4.
- D. A candidate may be nominated for up to two offices. Whereupon meeting the majority approval of eligible voters for the first position, the candidate will relinquish the nomination for the other office. Candidates may only be elected to and hold one coaching position.
- E. Election of candidates for the following offices will be done by a majority vote of the association's members, who meet the requirements of Article V, Section 4. and are present at the time of voting:

- |                      |                                 |
|----------------------|---------------------------------|
| 1. President         | 7. SEPYLA League Representative |
| 2. Vice President    | 8. Fund Raising Coordinator     |
| 3. Secretary         | 9. Web Site/Communication Coord |
| 4. Treasurer         | 10. Registration Director       |
| 5. Athletic Director | 11. Team Parent Coordinator     |
| 6. Equipment Manager | 12. Lead Head Coach             |

- F. The election of head coaches and approval of all assistant coaches will be done by a majority vote of the total membership of the General Board of Directors who meet the requirements of Article V, Section 3, item G.
- G. All results of the general election are final. All election protests must be made prior to the adjournment of the election meeting.
- H. All elected candidates will assume office on October 1<sup>st</sup>.

**2. Nominations**

- A. The President shall appoint three General Board Members at the July association meeting to collect a slate of candidates to be submitted to the association for all open offices and positions at the August meeting.
- B. Other candidates may also be nominated from the floor at the September meeting by individuals who meet the requirements of Article V, Section 4.
- C. All nominations must be made to a committee member by an association member, who meets the requirements of Article V, Section 4.
- D. Upon presentation at the August association meeting, all nominations must be seconded by an association member, who meets the requirements of Article V, Section 4.
- E. All officers may succeed in any office.

**ARTICLE X: TERMINATION OF OFFICE OR MEMBERSHIP**

**1. End of Term**

- A. All offices shall be vacated at the end of their elected term.

**2. Resignation of Office**

- A. All resignation shall be submitted in written letter form to the Executive Board of Directors and read by the Secretary at the following association meeting.

**3. Removal from Office/ Expulsion from Membership**

- A. Members and officers may be removed from office or an area of responsibility by a  $\frac{3}{4}$  vote of at least 50% of the members of the General Board of Directors meeting the requirements of Article V Section 3.

**B. Reasons for removal**

- 1. Not conforming to the SABLA Association documented code of conduct.
- 2. Deliberate defiance of the Executive or General Board of Directors decisions and policies.
- 3. Failure to meet minimum attendance requirements during the course of the year without due cause and written reason for absence.

**C. Removal or Disciplinary Procedures**

- 1. Charges to be presented in writing to the Executive Board of Directors.
- 2. Unless otherwise stated all US Lacrosse procedures and due process will be followed.
- 3. Member or officer that is accused is to be notified in writing of all charges being brought forth. In addition, at least fourteen (14) days written notice shall be given as to the date, time and place of the hearing before the General Board of Directors.
- 4. Hearing will be held in a private meeting before the General Board of Directors.
- 5. Removal or disciplinary action shall require a minimum  $\frac{3}{4}$  vote of at least twelve 50% Members in attendance at the General Board of Directors who meet the requirements of Article V Section 3.

**ARTICLE XI: MEMBERSHIP DUES**

- 1. Membership in the SABLA shall be free.

**ARTICLE XII: ADOPTION**

- 1. This constitution and By-Laws is approved and adopted by a vote of the General Board of Directors present at a meeting held at \_\_\_\_\_.
- 2. By-laws amended \_\_\_\_\_