

METHUEN YOUTH LACROSSE BYLAWS

1) Name

This association shall be called Methuen Youth Lacrosse (MYL).

2) Affiliation

The MYL shall be primarily affiliated with US Lacrosse. It will also affiliate itself with any other organization that BOD deems compatible with its mission of promoting lacrosse for the youth of Methuen. Any change in affiliation will require a 2/3 vote by the BOD.

3) Mission

MYL's primary purpose is to teach and promote the game of lacrosse in a positive, safe and sportsmanlike environment to the families and youth of Methuen. As a youth league, MYL is dedicated to the skill development of lacrosse players and teaches a game of speed, position and finesse rather than physical intimidation or promoting a team's winning record. Along with learning lacrosse, **MYL strives to instill the values of sportsmanship, respect, teamwork, self-confidence, leadership and a love of the sport of lacrosse for teammates, coaches and officials; in essence we "Honor the Game".**

MYL believes that sportsmanship is a way of life and will conduct all activities in a manner that will set an example of good sportsmanship and friendly competition for our young athletes.

4) Membership

a) Residency Requirement

Membership in this league shall be limited to residents of Methuen, Massachusetts, or those administrators, players, or coaches as specifically approved for membership by the Board of Directors. MYL reserves the right to allow people from neighboring communities, upon approval by majority vote by MYL Board, to participate in MYL sponsored programs. Any board-approved player must be registered as a MYL member, a US Lacrosse member and must have all fees paid as per MYL registration agreement prior to participating in any MYL sponsored activity.

b) Governing Body

The Board of Directors shall govern and administer the day-to-day operation

of the league within the scope of the Bylaws and the policy guidelines as set forth by their responsibilities under the Bylaws.

c) Voting Members

All active members of the Board of Directors have voting rights.

5) Amendments to the Articles of Incorporation and By-Laws

a) The Articles of Incorporation/By-Laws of MYL may be amended at a special meeting as long as the following conditions are met. First that there is a quorum of two thirds of the BOD present to vote. Second, that the amendment was presented at the previous month's meeting. Third, that the full membership has been notified via regular mail or email that the meeting is going to be held and of the specific language of the amendment.

6) Provisions Required for Tax-exempt Status Under Section 501(c) (3) of the Internal Revenue Code

This association is organized exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the articles of organization. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by a association exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code of 1986 (or corresponding provision of any corresponding provision of any future United States Internal Revenue Law). The organization must not allow or use any of its funds or allow the use of the organization's name for any political purpose. Upon the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code (or corresponding section of any future federal tax Code), or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principle office of the association is then located, exclusively for such purposes of to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

7) BOARD OF DIRECTORS

- a) The voting Board of Directors shall consist of the following elected persons:

President
Vice-President
Treasurer
Secretary
15 at large positions

- b) The day-to-day business of the MYL shall be managed by the Board of Directors.
- c) The act of the majority, of those present and voting, shall be the act of the Board of Directors provided a quorum of at least 51 percent of BOD members are present and that all BOD members have been given at least a five day notice of the meeting. The president, secretary or any three BOD members can schedule, at their discretion, a meeting at any time as long as due notice is given.
- d) In the event of a vacancy in any of the elected offices through resignation or other causes, the Board of Directors, by a majority vote may fill such a vacancy for the unexpired portion of the term. Resignation of an Officer will require a fourteen-day (14) notice period, or at the discretion of the Board of Directors.
- e) Removal of any Board member (for sufficient cause) requires a 2/3 vote of the entire voting Board of Directors. Any BOD member being considered for removal must be given at least ten days notice of such a meeting, the reasons that they are being considered for dismissal and an opportunity to present a case for their continuation on the BOD.

8) ELECTIONS

- a) The offices of President, Vice-President, Treasurer, and Secretary, shall be elected by the voting members to serve a two (2) year period. All four of these positions will not be elected in the same year but in offsetting years. The President and Secretary in one-year and the VP and Treasurer in another.
- b) All at large positions are not limited by a term. At large member need to meet minimal requirements to remain a board member. At large members need to attend 2/3 of meetings, volunteer at a majority of special league activities and assist at every home game, not including the game that you are coaching/child playing in). To become an at large position, you must attend 3 consecutive monthly board meetings, be nominated by a current board member and have a majority of the current board to approve the

nomination.

- c) The election shall be held at the end of each season at the Annual General Meeting of the League (June meeting). Any member looking to run for an elected position must make it known to the BOD 30 days prior to the annual meeting
- d) All elections will be conducted by paper ballots with the Secretary or Treasurer (depending on which position is up for election) recording the votes and tallying the results. Voting members desiring to vote but unable to attend the meeting may obtain an absentee ballot from the Balloting Committee in advance of the election. They must present said ballot in sealed envelope to the Balloting Committee at least 48 hours in advance of the election. The Secretary will keep said absentee ballots securely.
- e) The candidate receiving the majority of votes of the Board shall be deemed elected. No candidate can hold more than one position.
- f) In case of a tie vote or if no candidate for an office get a majority of the votes cast, the two candidates with the most votes shall be placed on a ballot and a special election conducted according the By-laws of the League. The results of this election must be reported not later than a special meeting to be called in July to report the results of the special election.
- g) When only one candidate is nominated for an office, the members present at a regular meeting may direct the Secretary to cast one ballot to officially elect this candidate to the office.
- h) The newly elected officers shall take office on July 1. Previous directors shall turn over all records and property of the program as part of any transition.
- i) The fiscal year of the Association shall begin on January 1 and end on December 31.

9) MEETINGS

- a) The Board of Directors shall hold, at a minimum, a regular meeting each month of the year with the exception of August. Notice of said meeting will be prominently posted on the MYL website. Prior to all regularly scheduled board meetings, the executive board shall meet to review items requiring their attention.
- b) All meetings will be held at a time not in conflict with regular MYL games or practices in order to assure maximum attendance.

- c) Special meetings of the membership may be called by the President or Secretary at any time as long as three (3) days notice is given, the purpose of the meeting is set forth, and notice of the special meeting is posted on the MYL Website. No other business but that for which the meeting was called may be discussed.
- d) A special meeting of the members of the league will be called by the Secretary when so requested by twenty percent of the members of the league in writing to the BOD. The purpose of the meeting must be set forth.
- e) The annual meeting of MYL will be held in the month of June at a time and place to be determined by the BOD. Notice of the meeting will also be prominently displayed on the MYL website 10 days prior. The meeting will include the following:

- Call to order
- Annual report of Officers
 - President
 - Treasurer
 - Secretary
- New Business
- Election of Officers and voting on amendments
- Adjournment

- f) All meetings will be governed by Roberts Rules Of Order except in cases where said rules are in conflict with the Bylaws

10) COMMITTEES AND APPOINTED POSITIONS

- a) Committees may be formed for any specific purpose not contrary to the purpose of the league. All committee members shall be appointed by the BOD and approved by the Board of Directors. The President shall be an ex-officio member of all committees. Committees can be dissolved by a majority vote of the BOD at any regular or special BOD meeting.
- b) The BOD shall appoint every two years a “Bylaws and Rules Review Committee” to examine the bylaws and rules of MYL and report their findings to the membership at a general meeting.
- c) The BOD shall appoint, at its discretion, a “Disciplinary Committee” to review any action or behavior which may be contrary to the mission of the association may be investigated by a Disciplinary Committee appointed by and subject to the approval of the BOD. Any behavior that results in ejection from an event by an official shall result in immediate ejection from the event and immediate suspension will continue until reviewed by the Committee

within 72 hours of the incident. Any other action shall be reviewed within 7 days.

- d) Disciplinary Committee shall consist of the President, one (1) Officer and two (2) other board members and one (1) other non-board member. To be considered for election, the candidate must be nominated by a current board member. One member of the Committee must record the meeting.

No Disciplinary Committee meeting shall take place unless all 5 members are present. Head Coaches may not serve on the Disciplinary Committee.

Any allegation brought to the attention of a board member that is a violation of the Code of Conduct and not in line with the mission of MYL shall be brought to the Committee for review.

Any decision made by the Committee is final; however it can be appealed to the board within four (4) days of the decision and will be reviewed by the board within three (3) days.

Board of Directors maintains right to remove any Head Coach or Assistant Coach if said coach is not coaching in accordance with MYLL mission as long as the coach is given an opportunity for a proper hearing as set forth in other sections of these bylaws.

- 11) The BOD will appoint at their discretion any individual volunteer positions that it deems necessary.
 - a) Any and all committees and appointed positions serve at the leisure of the BOD. Any committee can be dissolved or appointee removed upon the majority vote of the BOD at its discretion. As long as the affected members are not being removed from the organization the decision of the BOD is final and no hearing or appeal is required.

12) GENERAL

- a) No officer or other voting member of this league shall receive any fee for activities concerned with his or her official office in the MYL.
- b) Payment for any personal expenses other than mail or telephone costs must be approved by a majority of the Board of Directors.
- c) The President and Treasurer shall sign all deeds, leases, contracts, bonds, checks, drafts and other notes or instruments for payment of money drawn or endorsed in the name of the corporation.

- d) The Board of Directors shall review and adopt or revise the rules and policies of the League on or before the second week of September of each year. All such rules and policies will be made available to all members upon request.
- e) The members, directors, officers and other agents of MYL shall not be held personally liable for any debt, liability or obligation of MYL. The BOD is empowered to obtain insurance for this purpose.
- f) The provisions of the Bylaws are severable. If any portion of the Bylaws is held to be invalid, the other provisions shall not be affected thereby.
- g) All meetings will be governed by Roberts Rules Of Order except in cases where said rules are in conflict with the Bylaws.

13) ELECTED OFFICERS DUTIES

- a) President:
 - i) Calls to order business meetings of the Board of Directors and the General Meeting of the General Committee.
 - ii) Serves as official member of all committees.
 - iii) In instances where disciplinary measures appear appropriate or are recommended, the President will convene a special meeting of the Board of Directors.
 - iv) In the case of a tie, the President shall cast the deciding vote. The president shall moderate all meetings and not make a motion or otherwise engage in debate unless he/she turns the chair of a meeting over to a designee for the duration of their active participation in a debate.
 - v) The President and Treasurer shall have power to sign all checks and bank withdrawals.
 - vi) The President, or designee from the current BOD, is required to attend all scheduled US Lacrosse or other pertinent league or association meetings.
- b) Vice-President
 - i) In the absence of the President, shall be acting President.

- ii) Shall be the overall coordinator of the lacrosse teams and all other MYLL sponsored programs.
 - iii) Shall perform other such duties as from time to time may be assigned by the President or the Board of Directors.
 - iv) Obtains permits as necessary for public building use and field use.
 - v) Will assist the Secretary. Shall be responsible to organize and present all lacrosse rosters, birth certificates, and registration forms.
 - vi) Meets with Program Director, Coaches and assistants as needed.
- c) Secretary
- i) Notifies the Board of Directors of Board meetings, special and regular meetings as called for determined by designated allowable parties.
 - ii) Notifies the members of regular, special or annual meetings via the mail, email or local or program website.
 - iii) Coordinates and maintains all association correspondence within and outside the association. Shall maintain said records in accordance with all state and federal laws.
 - iv) Assists the President in his duties.
 - v) Shall be responsible for conducting an annual registration for player-members and maintains lists of all registered members and their pertinent contact information.
 - vi) Shall be the “Child Safe Coordinator” required to annually obtain and process CORI forms for each Head Coach, Coach, Board member and other volunteers. Shall report the findings to the CORI check to the BOD.
 - vii) Shall maintain a copy of the Bylaws, Rules Regulations and Policies and provide them upon request to any member requesting said information.
 - viii) Coordinates registration with the assistance of the BOD and delivers registration fees to the Treasurer.
- d) Treasurer
- i) Receives commitment checks from players.
 - ii) Signs all checks with the President only after the BOD has properly

approved all expenditures.

- iii) Manages bank accounts as necessary. Keeps records of receipts and expenditures of the Association and has said records available as needed at any and all meetings of the Association.
- iv) Renders statement of financial condition on a monthly basis during the regular season and provides an update to the membership at all regular and annual meetings.
- v) Assists any approved fund-raising committee.
- vi) Creates annual budget to be approved by the Board of Directors.
- vii) Assists the President in his/her duties.
- viii) Upon election of a new treasurer or every three years the books will undergo a review by a CPA of the BOD's choosing. Results are to be shared with the general membership.

14) SELECTION OF COACHES

- 1) All coaches will be elected by a two-thirds vote of BOD members present at a properly called BOD meeting a quorum being present for one calendar year.
- 2) All Head Coaches must be at least twenty-one (21) years of age and must be properly accredited to coach lacrosse in accordance with the rules of US Lacrosse and any other organizations that MYL is a member of.
- 3) All Assistant Coaches will be selected by the Head Coach, and must meet with Board approval.
- 4) Head Coaches must understand and be experienced in coaching under Youth League rules and regulations.
- 5) Head Coaches shall implement age appropriate lacrosse curriculum.
- 6) All Head Coaches, their assistants, and all Board Members must have on file with the Secretary, a CORI report received from the Criminal History Systems Board (CHSB), State of Massachusetts. This report must be on file before the start of preseason practice. Should the letter not be provided within that time, all privileges as a coach, assistant or Board Member will be suspended until such letter is obtained by the MYL CORI officer. Evaluation of CORI reports and determination of applicability as coach, assistant or

Board Member shall be per MYL CORI Audit Guidelines as posted on MYL website.

- 7) All Head Coaches shall read and distribute copies of the "Code of Conduct" to their assistants as an aid in the instruction of youth lacrosse. All Coaches and Assistant Coaches shall sign the Code of Conduct and provide the Board with the signed copy.
- 8) Any and all interpretations of the above By-Laws are at the sole discretion of the BOD and their word is final.

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