

EASTON TIGERS
YOUTH LACROSSE, INC.
BY-LAWS

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ARTICLE I – DESCRIPTION AND PURPOSE OF ORGANIZATION

A. Name

The name of the Corporation shall be Easton Tigers Youth Lacrosse (ETYL), Inc. No other corporation or individual may use the name without prior written approval from the league's Executive Board. The ETYL is a non-profit organization. ETYL is a member of the Massachusetts Bay Youth Lacrosse League (MBYLL) and Massachusetts Bay Girls Lacrosse League (MBGLL).

B. Incorporation/Fiscal Year

The organization was incorporated on January XX 2010. The fiscal year of the ETYL shall commence on September 1st and end on August 31st. Unless otherwise specified herein, all term, offices and appointments will commence and/or expire on those dates and all accounting and reports will be due as of October 1st of each year.

C. Purpose

Our mission is to organize, develop and promote boys and girls youth lacrosse in Easton, Massachusetts and to honor the game by instilling the values of scholastic achievement, sportsmanship, and individual development. We provide a safe and fun opportunity for children in Kindergarten through 8th grade to develop self-esteem, respect for oneself and others, fitness, achievement, teamwork, and lacrosse skill.

D. Office Location

The principal office of the Corporation shall be the President's home address in the Town of Easton, County of Bristol, in the Commonwealth of Massachusetts. The corporation may also have offices in such places as the Board of Directors may, from time to time, appoint, as the business of the Corporation may require.

ARTICLE II – MEMBERSHIP AND ANNUAL MEETINGS

A. Members

The general membership shall consist of all Board of Directors, coaches, assistant coaches, and parents of any child registered to play, and all other persons interested in promoting the activities of this organization who have been elected to the membership by the Board of Directors.

1. Members in Good Standing

For purposes of these By-Laws, Members in Good Standing shall herein be defined as any Member (as defined above) who has attended at least 65% of the Monthly Meetings within the most recent twelve (12) months held by the Corporation.

B. Annual Meeting – Location and Frequency

The Annual Meeting shall be held at a location determined by the Board of Directors. The Annual Meeting shall be held on or about the first Tuesday of September. The Annual Meeting shall be held for the election of open positions of the Executive Board. Only Members in Good Standing as defined above are allowed to vote at the Annual Meeting.

C. Special Meeting

Special meetings of the membership of the Corporation shall be held whenever called by the President or by a majority of the Board of Directors.

D. Notice of Corporation (Annual) Meetings

Notice of all meetings of the membership of the organization stating the time, place, and purpose shall be posted on the organizations website at least ten days prior to the meeting, in a local news source. The notice of the Annual Meeting shall contain a slate of board seats as submitted by the nominating committee

E. Quorum

At the Annual Meeting of the Corporation, Seven (7) Members in Good Standing shall constitute a quorum. In the event that a quorum is not present, the Board of Directors shall vote in the place of the membership, provided that a majority of the Board of Directors is present.

F. Member Removals

Any member who assumes, without authorization, or interferes with, the duties of any Easton Tigers Youth Lacrosse Officer, Board Member, Coach, or any other appointed position, may be dismissed from the Tigers organization by a two-thirds vote of the Board of Directors.

G. Parental Conduct

The Easton Tigers Youth Lacrosse organization recognizes the adage, "Parents should be seen and not heard." This statement pertains to the coach (league official) – parent relationship during practice and game sessions. Conversations concerning team or individual matters should be discussed after the practice or game has ended, and outside the presence of children. Any parent interfering with the duties of any coach, or other league representative, during a practice or game may be removed from the premises, and may be dismissed from the organization in the same manner stated in Article II, Section F. Should any parent or Member suspect that a coach or league official is acting in violation of the program or league's rules and regulations, they may request in writing a hearing in front of the Executive Board.

ARTICLE III – OFFICERS

A. Officers of the Corporation

The officers of the Corporation shall be the President, Vice President, Clerk (Secretary), and Treasurer. When required, the President, Vice President, Clerk, and Treasurer shall be elected by the Members in Good Standing at the Annual Meeting. No person may hold more than one office at the same time.

B. Term of Office

President:	The term of office for the President shall be (2) years
Treasurer:	The term of office for the Treasurer shall be (2) years
Other Offices:	The term of offices for the Vice president, Secretary, Program Director, and Fundraising Chairperson shall be (1) year

Newly elected officers assume office on the first day of September, in the following year.

C. Duties

1. President

- a) The President serves the Board, the coaches, the players and the parents.
- b) Call and preside over all league meetings.
- c) Insure that all bylaws and rules of Easton Tigers Youth Lacrosse are adhered to by all members of the Corporation.
- d) Attend all monthly MBYLL & MBGLL League meetings or designate a representative in his/her place.
- e) Be responsible with the Treasurer for the contents of the treasury.
- f) Insure that all information from MBYLL & MBGLL gets reported to the Board of Directors.
- g) Establish a schedule of Board meetings for the entire year, and issue same to all Officers and Board members.

2. Vice President

- a) Assist the President in carrying out his (her) duties.
- b) Take over the President's duties in case he (she) is unable to carry them out.
- c) Attend all program meetings.
- d) Assist in taking over duties of vacant Board positions.
- e) Lead on issues involving coaching, including coaching certifications and CORI checks

3. Clerk (Secretary)

Note: The Clerk must be a person who can type and has access to a computer or who can rely on someone to perform typing duties.

- f) Be responsible for all program records.
- g) Be responsible for the location of all program meetings.
- h) Attend all program meetings, take minutes of all meetings, and report minutes of the previous meetings. Minutes must include attendance.
- i) Deliver an up-to-date set of Corporation by-laws and Board member duties to every member of the Board of Directors at the Annual Meeting.
- j) Prepare and distribute all correspondence, agendas, and meeting notices as required (see Article II, Section D, and Article V, Section F).
- k) Maintain an up-to-date list of all ETYL members (Board Members, coaches, players, and parents).
- l) Report to the Executive Board, any Board member missing three or more meetings in a calendar year.

4. Treasurer

- a) Be responsible, with the President, for the contents of the treasury. Co-sign, with the President, all checks of \$300 or more issued by the Corporation.
- b) Submit a Treasurer's report and bank statements for all regular meetings.
- c) Pay by check any and all bills approved by the Board of Directors.
- d) Attend all program meetings.
- e) Shall be a member of the budget committee, which will submit a budget estimate at the November meeting.
- f) File an annual report (and the applicable fee) with the Secretary of State's Office of Massachusetts to maintain incorporated status as required.
- g) If necessary, work with an accountant to compile the "end of year" financial reports and yearly tax documentation as described by the Internal Revenue Service.
- h) Maintain custody of all existing financial reports and records as required by the Internal Revenue Service.
- i) Responsible for the retrieval of all Corporation mail at the post office. Forward nonfinancial mail to the responsible party. Maintain the Corporation's custody of the post office box.
- j) Maintain custody of Easton Tigers Youth Lacrosse insurance policies. Apply for player insurance, and file all claims as required for player injuries.

5. Girls & Boys Program Directors

- a) Facilitate all Lacrosse endeavors under the direction and authorization of the Board of Directors.
- b) Attend all program meetings.
- c) Maintain all pertinent Lacrosse records required by the MBYLL & MBGLL and the Board of Directors.
- d) Supervision of the Lacrosse Coaches and all Lacrosse functions, under the direction and authority of the Board of Directors. This may include soliciting and supervising volunteers to assist with player registration, program communication, including maintenance of a website, team uniforms, equipment and coordination of team fields and schedules.
- e) Create team rosters under the direction of the Executive Board.
- f) Hold mandatory Lacrosse coaches meetings, to include head coaches and assistant coaches, at least monthly, during the Lacrosse season.

6. Scheduler

- a) Coordinate with Boys/Girls Scheduler to create indoor winter practice schedule for all teams to Uploaded to Registration System prior to opening of Registration.
- b) Attend Respective League Scheduling Meetings and create game schedules for all teams
- c) Coordinate with Boys/Girls Scheduler for outdoor practice schedules and game schedules for all teams
- d) Validate field directions on website for games
- e) Provide final game schedule in a timely manner for upload to website once league schedule **i7s** complete
- f) Reconcile rental fee for Turf Time – Boys/Girls Scheduler should maintain weekly time log of Turf use during outdoor practice season.

7. Equipment/Uniform Manager

The Equipment/Uniform Manager will report to the Girls/Boys Director.

- a) Inventory all equipment and uniforms preseason and postseason and maintain inventory log.
- b) Seek approval from Board for new equipment and uniform orders once received from coaches
- c) Coordinate with Boys/Girls Directors and order needed equipment and uniforms from recommended vendors

- d) Distribute uniforms and equipment to each coach for distribution to teams
- e) Maintain condition of nets throughout the season (repair holes)
- f) Collect all equipment and uniforms at end of season and bring to storage
- g) Uniforms should be stored in clean condition

8. Communications Director

- a) Monitor and answer all email inquiries sent to ETYLhelp@gmail.com.
- b) Handle email blasts to ETYL community
- c) Update the website with latest announcements
- d) Help with getting registration up and running and assist with registration night
- e) Divide and distribute paper flyers to schools announcing registration

ARTICLE IV – OTHER ELECTED POSITIONS

A. Elections

When required, the Fundraising Chairperson and Program Director shall be elected by the members at the annual meeting. No person may hold more than one office at the same time.

B. Fundraising Chairperson

- 1. Facilitate all fundraising endeavors under the direction and authorization of the Board of Directors.
- 2. Compile and report to the Board of Directors, a summary of each fundraising activity.
- 3. Shall be a member of the budget committee, which will submit a budget estimate at the November meeting.
- 4. Perform any other duties in this capacity as the Board of Directors may deem necessary.
- 5. Attend all program meetings.

ARTICLE V – BOARD OF DIRECTORS

A. Executive Board Members

The Executive Board shall consist of the Officers of the Corporation, the Program Directors, and the Fundraising Chairperson.

B. Members-At-Large

The Member-at-Large positions are appointed or reaffirmed by the Executive Board at the September meeting. The Members-at-Large term runs from the September meeting until the September meeting of the following year. Any member may hold these positions. No Member-at-Large may miss more than three meetings during a Fiscal year or their position may be terminated.

C. Compensation

Members shall be entitled to receive for their services such amount if any, as the directors may determine, which may include expenses of attendance at meetings. Members shall not be precluded from serving the corporation in any other capacity and receiving compensation for any such services. Directors shall not be entitled to receive compensation for their services. Directors shall not be precluded from serving the corporation in any other capacity and receiving compensation for any such services.

D. Board of Directors Election and Number

The Board of Directors shall consist of the Executive Board, Past President, and Members-at-Large. The Program Manager, Fundraising Chairperson and the members-at-large terms shall last from the September meeting until the September meeting of the following year, and shall be appointed by the Executive Board.

E. Powers

The Board of Directors shall have the entire management of the business of the Corporation and the management and control of the property and affairs of the Corporation. The Board of Directors is vested with all powers of the Corporation itself, so far as this delegation of authority is consistent with the laws of the Commonwealth, the Charter of this Corporation, and these by-laws.

F. Board of Directors Meetings

Frequency and Format: On the first Tuesday of every month, there shall be monthly meetings of the Board of Directors. The Board may opt to forego up to two of these meetings but a minimum of Ten (10) meetings must be held. Written reports of each executive member shall be distributed prior to the meeting. Fifty (50) percent of the Board of Directors being present shall constitute a quorum for the transaction of business. In the event that 50% of the Board of Directors is not present, the meeting shall be held however no voting on program business shall occur. The meeting agenda shall be:

1. The Clerk (Secretary) shall record attendance.
2. The President shall verify a quorum and call the meeting to order.
3. Prior meeting's minutes shall be approved by vote.
4. Executive Board reports shall be approved by vote.
5. Committee business.
6. Old business.
7. New business.
8. Time and location of next meeting.
9. Adjournment.

G. Special Meetings

Special meetings of the Board of Directors may be held at any time or place whenever called by the President, or three or more of the Executive Board members. Three days notice must be given to the Board of Directors by the Clerk or Officer calling the meeting in order to hold said meeting.

H. General Duties of the Entire Board

1. Attend every Board of Directors, General, and Special meetings called by this Corporation and participate in voting on all motions presented.
2. By majority vote, direct the appropriate Program Representative on how to vote for Easton on League issues (MBYLL & MBGLL).

I. Removal or Vacancies

The Board of Directors may remove, by two-thirds vote, any elected or appointed Director, who does not uphold their designated responsibilities.

J. Means of Amendment

The by-laws may be altered, amended or repealed in whole or part, by two-thirds (2/3) vote of the Board of Directors, Other Elected Positions and Members-At-Large. Any proposed changes to the by-laws must be submitted in writing to the Board of Directors at least one (1) month in advance of a vote on the proposed change.

ARTICLE VI – NOMINATING COMMITTEE

A. Selection

There shall be a Nominating Committee approved by the Board of Directors at its June meeting. The Committee shall consist of three persons, at least one of who shall not be a member of the Board of Directors. This Committee shall submit a full slate of nominations for elected positions no later than the August meeting. The slate shall be included in the call of the Annual Meeting.

B. Duties

Compile nominees for each elected position for the coming year. Each nominee shall receive a copy of the by-laws, and written confirmation of their nomination.

ARTICLE VII – COACHING STAFF SELECTION AND GUIDELINES

A. Selection – Head Coach

The Head Coach of each team shall be approved by a majority vote of the Board of Directors in December. All prospective coaches must submit a letter of intent to the Board of Directors at the time so designated by the Board of Directors.

B. Assistant Coaches

All head coaches shall submit a written list of their assistant coaches to be approved by the Board of Directors by the February meeting.

C. Conduct

Conduct is governed by the MBYLL & MBGLL rules. Any coach or Program Official who makes physical contact with a player in a fit of anger or in an inappropriate manner which may cause injury is automatically suspended by the Program Director or in their absence, an officer of the Corporation, until the situation is investigated and ruled upon by the Executive Board. Complaints by parents shall be directed in writing to the Executive Board. The Executive Board shall then take appropriate action.

1. A Disciplinary Committee will convene when there has been raised an official complaint (a complaint that is investigated and validated by at least one other source) against a player, Coach, Parent or Member of the RYLL. The Disciplinary Committee will consist of the President, Vice President, three (3) Level Coordinators and either the treasurer or the secretary (whichever is not a coach). The Disciplinary Committee will evaluate each complaint against the standards set forth in US Lacrosse, MBYLL & MBGLL Code of Conduct (Players Conduct, Coaches Conduct, and Parent Conduct). Each situation will be evaluated against the severity of the violation, and previous situations and findings in the past (if appropriate). The President will only vote on recommendations in order to break a tie vote. The committee will respond to an official complaint with one week.

D. Player Participation

1. Player participation shall follow the guidelines set forth by ETYL
2. If a player is suspended from participation in a game, for any reason, the player, his parents, and the Program Director must be notified by the Head Coach within 24 hours of suspension. The player must report to the game in uniform and remain on the bench for the duration of the game.

E. Removal

Removal of any coach may occur in exactly the same manner as for the Board of Directors (see Article VI, Section G). The Board of Directors shall appoint a replacement coach.

ARTICLE VIII – FINANCIAL

A. Registration Fees

Registration fees shall be set by the Executive Board annually. There shall be an Executive Committee (President, Treasurer, and Secretary) to consider waiver of registration fees for any child whose guardian has submitted, in writing, a request of waiver, due to financial hardship. No participant shall be issued a uniform unless their registration fee has been fully paid, or the Executive Committee has waived all or part of the registration fee. In addition, no registration shall be accepted if prior obligations to the league are outstanding.

1. Any athlete that has expressed a personal hardship is to be directed to the DJ Dream Fund for assistance. The ETYL will waive the registration fee for this particular athlete.
2. The ETYL will waive no more than 10% of the yearly registrants.

B. Handling of Funds

No major expenditure shall be made without prior written approval of the Board of Directors. All funds received from any source by anyone representing the Easton Tigers Youth Lacrosse shall be turned over to the Treasurer and immediately deposited in the Corporation's appropriate bank account.

C. Distribution of Equipment

No equipment may be loaned or given away without prior written approval of the Executive Board.

D. Financial

The ETYL agrees to donate up to \$200- per fiscal year to any approved non-profit organization agreed upon by the board.

ARTICLE IX – DISSOLUTION

Upon dissolution of the Corporation, the assets of the Corporation shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, be disposed of exclusively for the purposes of the Corporation in such a manner, or to such Easton organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as exempt organization. Any such

assets not so disposed of shall be disposed of by the Supreme Judicial Court of the Commonwealth, as said court shall determine, exclusively for charitable or educational purposes.

I acknowledge that I have read and agree to the above terms and conditions of The Easton Tigers Youth Lacrosse Inc. By-Laws.

PLEASE PRINT NAME

DATE

SIGNATURE