



## LITCHFIELD LACROSSE ASSOCIATION

| Date Updated | Board Approved | Updated Section (s)  |
|--------------|----------------|--|
| 10/18/2010   | 10/18/2010     | Initial review   |
| 10/26/2010   |                | Revision 1   |
| 6/13/11      | 6/13/11        | Membership<br>Board of Director<br>Elections<br>Elected Officer Duties   |
| 6/11/12      | 6/11/12        | Sections 1, 2, 7.5, 7.9, 8.3   |
| 5/28/2013    | 6/17/13        | <u>Sections II, IV</u> , Bylaws 1, 2, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.10, 7.11, 7.12                          |
| 6/19/2014    | 6/23/14        | Board of Directors<br>Bylaws 3.1, 7.1, 7.3, 7.4<br>Eliminated Board positions:<br>Fundraising, NHYLA, and Booster<br>Liaison |
| 7/31/2014    | 9/15/14        | President 7.1 ,Coaching<br>Coordinator 7.5, Treasurer 7.4  |
| 9/15/2015    | 10/19/15       | Director of Girls Lacrosse   |
| 10/10/2016   | 10/10/16       | Section 8.5 – revised background<br>check language   |

## Constitution

### I. Name

This association shall be called the Litchfield Lacrosse Association (LLA).

### II. Affiliations

US Lacrosse and New Hampshire Youth Lacrosse Association (NYLA).

### III. Mission

Litchfield Lacrosse Association is dedicated to promoting the game of lacrosse in Litchfield, NH.

In addition to teaching the fundamental skills necessary to play the sport, we will strive to teach the strategies and teamwork necessary to master the sport, and emphasize sportsmanship, camaraderie, and work ethic. We hope to make each player's involvement with LLA an experience that will last a lifetime.

We are also dedicated to teaching parents about lacrosse, and the importance of being positive, supportive spectators.

Finally, as a non-profit organization, all proceeds will be used for the mission of promoting the sport of lacrosse in our community.

## **IV. Membership**

### **Residence Requirements**

Membership in this league shall be limited to residents of Litchfield, New Hampshire or those administrators, players, or coaches as specifically approved for membership by the Board of Directors. LLA reserves the right to allow people from neighboring communities, upon approval by 2/3 vote by LLA Board, to participate in LLA sponsored programs. Any board approved player must be registered as a LLA member, a US Lacrosse member and must have fee paid as per LLA registration agreement prior to participating in any LLA sponsored activity.

### **Voting Members**

Members of the Board of Directors shall have voting rights, during the term of their service.

### **Non-Voting Members**

All parents and sponsors of lacrosse players, participating in any of the programs of the LLA shall be non-voting members, except for General Elections at the Annual General Meeting for the purpose of electing LLA Board Members.

Recreation committee representative to the board shall be non-voting members, except for General Elections at the Annual General Meeting for the purpose of electing LLA Board Members.

## **V. 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 set by the Bylaws.

## **VI. Amendments to the Constitution**

Once adopted, this Constitution shall be amended only by a 3/4 vote of those present and voting at the meeting of the League.

## **VII. 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).

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.

## **VIII. Conflict Of Interest**

### **Purpose**

The purpose of the conflict of interest policy is to protect LLA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of LLA. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## Definitions

### 1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, which has a direct or indirect financial interest, as defined below, is an interested person.

### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which LLA has a transaction or arrangement.
- b. A compensation arrangement with LLA or with any entity or individual with which LLA has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which LLA is negotiating a transaction or arrangement.

## Procedures

### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the director and member committees with governing board delegated powers considering the proposed transaction or arrangement.

### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board and committee members shall decide if a conflict of interest exists.

### 3. Procedure for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether LLA can obtain with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in LLA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make a decision as to whether to enter into the transaction or arrangement.

### 4. Violations of the Conflict of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- c. All proceedings will be recorded in the minutes of the governing board or committee, with each member's conflict of interest, or allegations thereof.

### 5. Annual Statements

Each director, principal officer and member of a committee with governing body delegated powers shall annually be sworn by the secretary, affirming that they are aware of this policy, have read this policy, and have agreed to comply with this policy.

6. Periodic Reviews

To ensure that LLA operates in a manner compliant with charitable purpose and does not engage in activities that could jeopardize its tax exempt status, periodic reviews of all transactions and arrangements shall be conducted.

## **Bylaws**

### **1. BOARD OF DIRECTORS**

1.1 The Board of Directors shall consist of the following elected persons:

President  
Vice-President  
Treasurer  
Secretary  
Coaching Coordinator  
Equipment Coordinator  
Field Coordinator  
Registrar  
Director of Girls Lacrosse

1.2. The day to day business of the LLA shall be managed by the Board of Directors.

1.3. The act of the majority, of those present and voting, shall be the act of the Board of Directors.

1.4. Where there are insufficient items to hold a meeting, the President may poll by telephone and/or e-mail all the members of the Board of Directors to obtain their vote, and notify each member of the Board within three days of the date of the vote as to the results.

1.5. 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.

1.6. Removal of any Board member (for sufficient cause) requires a 2/3 vote of the Board of Directors.

1.7. Removal of a person from an appointed office requires a 2/3 vote of the Board.

1.8. All new board positions require a 2/3 vote of the Board of Directors.

### **2. ELECTIONS**

2.1. The office of President shall be elected from the Board of Directors to serve a two (2) year period and be up for election on even number years. The election shall be held at the end of each season at the Annual General Meeting of the League.

2.2. The offices Secretary, Coaching Coordinator, and Field Coordinator shall be elected from the Board of Directors to serve a two (2) year period and be up for election on even number years. The election shall be held at the end of each season at the Annual General Meeting of the League.

2.3. The offices of Vice President, Treasurer, Equipment Coordinator, Director of Girls Program and Registrar shall be elected to serve a two (2) year period and be up for election on odd number years. The election shall be held at the end of each season at the Annual General Meeting of the League.

2.5. All elections will be conducted by paper ballots.

2.6. The candidate receiving the greatest number of votes of the Board of Directors shall be deemed elected.

2.7. Vacancies not filled at the time of the General Election, or occurring during the year, may be filled by a 2/3 vote of the Board of Directors.

2.8. The newly elected officers shall take office on July 1.

2.9. The fiscal year of the Association shall begin on October 1st and end on September 30th.

2.10. Board members holding more than one voting position will only be allowed to cast one vote on all voting matters.

### **3. MEETINGS**

- 3.1. The Board of Directors shall hold, as a minimum, a regular meeting each month during the lacrosse season. The Annual General Meeting will be held every June and the meeting will be posted on the LITCHFIELD LACROSSE ASSOCIATION website located at the address "www.LLA-NH.ORG" or any other official public website address operated by LLA. 30 days in advance.
- 3.2. Any member of the Board of Directors may call for a Board of Directors meeting. Seven (7) days notice in writing shall be given to the secretary.
- 3.3. A meeting of the Board of Directors may be called at any time by the President. Seven days notice shall be given by the Secretary prior to the scheduled meeting.
- 3.4. No votes can be taken or amendment made at a meeting without a quorum present (one more than 50% of the standing Board of Directors).

### **4. AMENDMENTS TO THE BYLAWS**

- 4.1. The LLA Bylaws may be amended by a two thirds (2/3) affirmative vote by a Board of Directors meeting.
- 4.2. The proposed amendment shall have been sent to each member at least fourteen (14) days prior to the meeting.

### **5. COMMITTEES**

- 5.1. Committees may be formed for any specific purpose not contrary to the purpose of the association. All committee members shall be appointed by the committee chairperson and approved by the Board of Directors.

### **6. GENERAL**

- 6.1. No officer or other voting member of this association shall receive any fee for activities concerned with his or her official office in the LLA.
- 6.2. Payment for any personal expenses other than mail or telephone costs must be approved by a majority of the Board of Directors.
- 6.3. Any action or behavior which may be contrary to the spirit of the purpose of the association may be investigated by the Disciplinary Committee consisting of three (3) members appointed by the Board of Directors. One of these three (3) members shall be the VP who will chair the Disciplinary Committee. The Disciplinary Committee shall have the power to recommend disciplinary action to the Board of Directors by filing a written report. Where disciplinary action is recommended against a person, the person shall be furnished with a copy of the report and shall have the opportunity to appear before the Board of Directors and be heard, or file a written opposition to the report. The Board of Directors shall either:
  - Take such action as recommended by the Disciplinary Committee
  - Vote to dismiss the report
  - Recommit it for further report

No disciplinary action may be taken by the Board of Directors except within twenty-one (21) days of the formation of the Disciplinary Committee. Any behavior that results in ejection from an event by an official shall result in immediate ejection from event and immediate suspension from play for, at minimum, the next one game.

- 6.4. Coaching assignments must be approved by the Board of Directors.
- 6.5. The Board of Directors shall review and adopt or revise the rules and policies of the Association on or before the second week of September of each year.

### **7. ELECTED OFFICERS DUTIES**

#### **7.1. President (Even):**

- 7.1.1. Calls to order business meetings of the Board of Directors and the General Meeting of the General Committee.
- 7.1.2. Serves as official member of all committees.

- 7.1.3. In instances where disciplinary measures appear appropriate or are recommended, the President will convene a special meeting of the Board of Directors.
- 7.1.4. Shall be authorized to arbitrate all matters.
- 7.1.5. In the case of a tie, the President shall cast the deciding vote.
- 7.1.6. The President and Treasurer shall have power to sign all checks and bank withdrawals. Minimum 2 signatures required for all checks and bank withdrawals over \$500.00.
- 7.1.7. All expenses must be approved by the Board.
- 7.1.8. Responsible for all publicity to include; all necessary public notices related to registration, fundraising, etc., and all other communications approved by the board.
- 7.1.9. Final decision on all waiver requests.
- 7.1.10. Administers and manages PayPal Account
- 7.1.11. Must attend all NHYLA meeting and report findings to LLA. Meetings are once a month

## **7.2. Vice-President (Odd)**

- 7.2.1. In the absence of the President, shall be acting President.
- 7.2.2. Shall be the overall coordinator of all LLA sponsored programs.
- 7.2.3. Shall perform other such duties as from time to time may be assigned by the President or the Board of Directors.
- 7.2.4. Chairs the Disciplinary Committee as it pertains to lacrosse.
- 7.2.5. Obtains permits as necessary for public building use and field use.
- 7.2.6. Will assist the Secretary.
- 7.2.7. Adjudicates team or parent protests through impartial fact finding and arbitration.
- 7.2.8. Receives and records player and coach ejections.
- 7.2.9. Meets with Coaching Coordinator, Coaches and assistants as needed.
- 7.2.10. Shall coordinate picture day, including scheduling of all teams and working with Field Coordinator to reserve an indoor location in case of inclement weather. Creates a draft budget after consulting with the coaching and field coordinator.
- 7.2.11. Presents all waiver requests to the President.

## **7.3. Secretary (Even)**

- 7.3.1. Notifies the Board of Directors of Board meetings and regular meetings both as determined by the President.
- 7.3.2. Notifies the members of regular meetings via the e-mail.
- 7.3.3. Coordinates and maintains all association correspondence within and outside the association.
- 7.3.4. Assists the President in his/her duties.
- 7.3.5. Shall be responsible for archiving an annual registration for player-members and maintains lists of all registered members.
- 7.3.6. Shall Maintain a copy of the Bylaws for any member requesting said Bylaws
- 7.3.7. Coordinates emergency phone lists and team rosters provided by the Registrar.
- 7.3.8. Collection and archiving of warranty information on any and all equipment.
- 7.3.9. Coordinates any outgoing flyers for the league. Includes getting approval from President, approval from Superintendent of Schools, and getting copies made. Coordinate with person(s) to get them delivered to applicable schools.

- 7.3.10. Attends coaches meeting held by the coaching coordinator to document and distribute notes of the meeting.
- 7.3.11. Obtain the certificate of insurance from the town and have it sent to NHYLA by March 1st

#### **7.4. Treasurer (Odd)**

- 7.4.1. Schedule budget meeting between June LLA meeting and September 1st
- 7.4.2. Collects and disburses funds as operational necessity dictates.
- 7.4.3. Manages bank accounts as necessary.
- 7.4.4. Keeps records of receipts and expenditures of the Association.
- 7.4.5. Renders statement of financial condition on a monthly basis.
- 7.4.6. Assists any approved fund-raising committee. Reports on players completing the fundraising requirement
- 7.4.7. Creates annual budget to be approved by the Board of Directors and provides Actual to Budget updates on a monthly basis.
- 7.4.8. Handles payment to NHYLA Referee Coordinator on March 1st.
- 7.4.9. The treasurer will schedule all referees and receive ref feedback from LLA coaches. Document all refs and payments in Google Docs.
- 7.4.10. Work with NHYLA ref coordinator to get the level 1 and level 2 spreadsheet by April 1st.

#### **7.5. Coaching Coordinator (Even)**

- 7.5.1. Manage coaches and team within group in compliance with LLA and US Lacrosse guidelines, develops players and coaches, and coordinates Boys/Girls Program Directors level policies, practices, and games based on the rules and code of conduct.
- 7.5.2. Coaching Coordinator may remove or suspend a player from a practice, game, or other LLA activity for any conduct deemed inappropriate based on the LLA "Code of Conduct". Such action will require the consultation of the Head Coach, with both the Head Coach and Coaching Coordinator informing the player's parents/guardians and the Board of Directors of such action as soon as possible. The Board of Directors will determine if a disciplinary committee is required to address the issue.
- 7.5.3. Responsible for the conduct and sportsmanship of his coaches, players and players' parents and fans during scheduled games.
- 7.5.4. Must notify the board of any disciplinary problems or injuries that involve the Coaching Coordinator's group.
- 7.5.5. Will be responsible for the actions of their Coaching group at all games, competitions, or any other related functions to LLA.
- 7.5.6. Responsible for presenting a coaching staff for Board approval.
- 7.5.7. Responsible for all coaches being US Lacrosse certified BEFORE the start of each season.
- 7.5.8. Assigns coach resources for FiddleStix.
- 7.5.9. Must attend the yearly rules clarification meeting and present findings to coaches.

#### **7.6. Equipment Coordinator (Odd)**

- 7.6.1. All equipment needs must be submitted at the June LLA meeting for budget approval.
- 7.6.2. Order said approved equipment in September to arrive before 1st indoor training
- 7.6.3. Close the webstore to ensure delivery by the last indoor training session
- 7.6.4. Has charge of all equipment and its off-season care.

- 7.6.5. Responsible, along with the head coaches, to keep track of the maintenance of all equipment, in particular the protective gear when in use.
- 7.6.6. The Equipment Coordinator should have hardware, straps and other replaceable items on hand for each team's equipment person.
- 7.6.7. Gives secretary all product and warranty information on all equipment and products.

### **7.7. Field Coordinator (Even)**

- 7.7.1 Acts as the liaison to the recreation commission.
- 7.7.2. Must attend recreation commission meetings
- 7.7.3. Must submit field requests to Litchfield Recreation Commission by March 1st.
- 7.7.4. Works with Coaching Coordinator to coordinate training at Talent Hall and any indoor training facility. Schedule indoor training for following year by June 1st.
- 7.7.5. Tracks down invoice for indoor training by January 31st.
- 7.7.6. Propose budget expenses that directly relate to field or game day equipment at the June meeting.
- 7.7.7. Responsible for coordinating the activities associated with the setup and operation of the fields for game days and other such events. (Other than refreshments or concessions).
- 7.7.8. Schedules lining and any other field preparation and maintenance.

### **7.8. Registrar (Odd)**

- 7.8.1. Register teams with NHYLA by March 1st. This includes working with LLA Treasurer to have check sent.
- 7.8.2. Enter rosters into NHYLA system by April 1st.
- 7.8.3. Administer website
- 7.8.4. Shall be responsible for archiving an annual registration for player/members and maintains lists of all registered members.
- 7.8.5. Shall be responsible to organize and present all lacrosse rosters and registration forms.
- 7.8.6. Assist parents in registration and present all waiver/scholarship requests to the VP.

### **7.9. Director of Girls Lacrosse (Odd)**

- 7.9.1. Oversees advertising and promotion of girls' program.
- 7.9.2. Stays current with updates from US Lacrosse and NHYLA on matters related to girls' program.
- 7.9.3. Recruits coaching applicants to facilitate program.
- 7.9.4. Provides guidance on age group combination for team viability when needed.
- 7.9.5. Must provide representative to attend the yearly rules clarification meeting and present findings to girls' coaches.

## **8. SELECTION OF COACHES**

- 8.1. All Head Coaches must be at least twenty-one (21) years of age and must be approved by the Board of Directors.
- 8.2. All Assistant Coaches will be selected by the Head Coach, and must meet with Board approval and may be younger than twenty-one (21).
- 8.3. Board of Directors maintains right to remove any Head Coach or Assistant Coach if said coach is not coaching in accordance with LLA mission and following Coaching Code of Conduct.
- 8.4. Lacrosse Head Coaches must understand and be experienced in coaching under Youth League rules and regulations.

8.5. All Head Coaches, assistant coaches, all Board Members and any other volunteer asked to facilitate LLA activities must have a valid background check on file. Coaches will follow the procedure required by US Lacrosse (US Lacrosse membership and use of NCSI) to obtain their background checks. Board members and other volunteers may use this method, or present another valid background check which will be kept on file by the Secretary.

8.6. All Coaches and assistants are required to maintain proper coaching credentials as required by US Lacrosse and NHYLA.

## **9. TEAM MEMBERSHIP / FINANCES**

9.1. LLA Board reserves the right, on a case-by-case basis to allow a child to participate in LLA sponsored activities that, due to financial obligations, may otherwise not be able to participate. Approval to participate must be by a unanimous vote of Board. All finances will remain strictly confidential, and the Board will protect and insure the financial privacy of all participants.

9.2. Based on the financial needs to operate the association, the Board will determine the cost of registration for all teams.

## **10. CODE OF CONDUCT**

10.1. All Coaches, Assistant Coaches, Team administrators, players and parents are required to sign the LLA Code of Conduct Form.

10.2. All Code of Conduct violations shall be reviewed by a committee appointed by the Board of Directors which will determine any penalties to be assessed to the offending parties.