

BY-LAWS

Mission Statement

The Peninsula Lacrosse Association is dedicated to organizing developing and promoting the sport of lacrosse within the Peninsula/Gig Harbor community while fielding competitive teams at all levels. We are committed to honoring the game by instilling values of sportsmanship and integrity in an environment that places team accomplishments above personal achievements. We will develop leaders through scholastic achievements and athletic endeavors and build comradery between participants, other organizations and other sports.

Article 1: Organization

Section 1: Name of Organization

Peninsula Lacrosse Association
DBA Peninsula Seahawk Lacrosse

The name of this organization may be referred to as PLA in this document.

Section II: Purpose of the Organization

The purpose of the organization will be to function as the governing body of the youth sport of Lacrosse. The organizational purpose:

1. Be organized exclusively as a non-profit under section 501 (c)(3) of the Internal Revenue Code.
2. Provide a team structure and administration for players of Youth Lacrosse that will be attending Peninsula High School as their current or future high school.
3. Fulfilling the mission statement by providing support for PLA through practice, games, tournament, fundraising, general club business and activities that benefit PLA.
4. Exercise supervision over coaching staff, volunteers, coordinators and any other individual or group functioning on behalf of PLA.
5. Organize training clinics, demonstrations and other such events in order to increase the general awareness and interest in the sport of Lacrosse.
6. Grow the presence of PLA in our community.

Section III: Official Year

The fiscal and operational year for Peninsula Lacrosse will begin on September 1st and end on August 31st of each year. Elections of new officers will be held at the July meeting to hand off all duties by the end of the fiscal year.

Section IV: Location

Principal office location in the State of Washington may be changed by the Board of Directors effective upon filing a certificate with the Secretary of State. Address will be an address of a board member currently serving on the board.

Section V: Activities

No part of the net earnings of the organization shall benefit or be distributable to board members or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposed agreed upon by the board.

No part of the organization shall be carrying on of propaganda or otherwise attempting to influence legislation or any political campaign Notwithstanding any other provisions of this document. The Organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or by an organization, contributions to which are deductible under section 179 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article II

Section I: Participation

Participation in Peninsula Lacrosse will be required to adhere to the code of conduct whether a parent, player, coach or board member. Players and parents are participants in PLA. PLA does not discriminate on the basis of age, gender, race, color, ethnicity, national origin, religion, sexual orientation or handicapped status for participation.

Section II: Participant communication

Participants are entitled to bring questions or concerns to the board in written format via the website or email. They may request to attend a meeting or be invited by the board with final approval through the Vice-President to be placed on the agenda.

All complaints will follow the grievance policy and be directed through the athletic director to the appropriate parties. Grievance policy will be available on the website, be given to players at registration and reviewed with players and parents at the coaches' meeting prior to start of practice.

Players or parents refusing to sign the code of conduct will not be allowed to participate.

Section III: Violations

Violations to the code of conduct are at the discretion of the board using the code of conduct guidelines. Code of conduct issues will be brought by the coach to the athletic director for resolution if outside of direct game-related play. If unresolved, the athletic director will bring the issue to the board for review.

Article 3: Board of Directors

Section 1: Qualifications and Limitations

Board members shall serve without compensation and shall abstain from voting on matters in which they have a personal or financial interest. Board members shall be elected by simple majority of the board during the month before the end of the fiscal year. Only one current coach may serve on the board at a time. Each board member accounts for one vote. Votes may be taken in writing, email or show of hands as dictated by the board. All votes require three members to meet a simple majority. Larger measures or vacant positions on the board may invite coaching and/or coordinators to participate in a vote. All board members will adhere to the board code of conduct.

Section II: Resignation

A board member may resign or may be removed from the board by a simple majority at either a regular meeting or an emergency meeting of the board of directors.

Section III: Appointing Vacant Positions

Any board position not filled at the end of the season or positions vacant due to resignation or removal shall be filled by a simple majority vote of the board. The term of the appointee shall be the balance of the original term.

Section IV: Board Positions:

The board shall consist of a President, Vice-President, Secretary, Treasurer and Athletic Director. All board members must be registered members of our governing association of US Lacrosse.

Section V: Board Duties

President

1. Shall serve a term of two years.
2. Act as the chief executive officer of Peninsula Lacrosse Association.
3. Serve as third signature for financial requirements.

4. Supervise the business affairs of Peninsula Lacrosse Association.
5. Preside over meetings of board of directors.
6. Review financial accounts with the Treasurer.
7. Work with Lacrosse governing bodies to ensure organization is adhering to rules and regulations of state lacrosse board and guidelines of US Lacrosse.
8. Coordinate meeting agendas.
9. Delegate duties and observe timelines.
10. Perform duties of Vice-President in their absence.
11. Manage or delegate organizations owned equipment.
12. Communicate registration information.
13. Perform other functions prescribed by board.

Vice-President

1. Will serve a one-year term.
2. Coordinate game day activities such as stat book, film, school field managers etc.
3. Manage website information and ensure PLA image is unified across all media.
4. Chair or delegate end of season function.
5. In absence or disability of the president, perform the duties of the president.
6. Oversee the operation of registration.
7. Approve requests or outside invitations for guests at board meetings.
8. Manage outside committee positions.
9. Perform other functions prescribed by the board.

Secretary

1. Will serve a one-year term.
2. Keep board minutes.
3. Give notice of all regular and special meetings.
4. Send all official emails of Peninsula Lacrosse.
5. Manage uniforms and merchandise inventory.
6. Second signature on financial transactions.
7. Delegate or organize yearly program.
8. Delegate or organize team's yearly photos.
9. Manage fundraising activities; present outside board members fundraising ideas for approval.
10. Keep track of and make sure of the availability of practice/game fields.
11. Serve as school liaison.
12. Provide coaches their game book to include all concussion forms, rosters, players eligibility standards, and emergency health information.
13. Perform other functions as prescribed by the board.

Treasurer

1. Will serve a two-year term.
2. Act as financial officer of the organization.
3. Be first signature on financial transactions.
4. Collect and deposit registration funds.
5. Be responsible for the financial accounts held by the organization.
6. Prepare annual budgets.
7. Prepare any legally required financial statements for the review of the board.
8. Distribute funds per the direction of the board.
9. Prepare for regular meetings a report of the financial position of the organization including transaction records, account balances and budget summaries.
10. Perform other functions as prescribed by the board.

Athletic Director

1. Will serve a term of two years.
2. Ensure code of conduct of coaches, parents and players.
3. Manage grievance process.
4. Ensure organization is acting in the best interest of the safety of the players.
5. Oversee coaches and additional coordinators.

Section VI: Meetings

1. The board of directors shall meet quarterly on the 2nd Sunday of all odd-numbered months or as needed or wanted.
2. Meetings will be lead by the President and shall consist of a majority of board members. Meetings will follow an agenda that is emailed prior to meetings. All meetings will assign a time keeper and process checker to assist in staying on task and following the agenda.
3. Board meeting minutes shall include information indicating time and place of meeting, notice of those present, and the proceedings thereof.

Section VII: Funds

1. Checks and notes
 - a. Except as otherwise specifically determined by resolution of the board or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer and countersigned by either the secretary or president.
2. Deposits/receipts
 - a. All funds shall be deposited in the bank within 30 days or in any other depository the board selects.

- b. Receipts for reimbursement must be turned in within 30 days or they will be viewed as a gift to the organization.
3. Gifts
 - a. The board may accept gifts on behalf of the organization as bequeathed or devised for the nonprofit purposes of PLA.

Section VIII: Maintenance of records

1. Keep adequate and accurate books, records and accounts with an account of its properties and transactions including assets, liabilities receipts and disbursements which will be kept for a period of 7 years.

Section IX: Communication

1. All board members, coaches, coordinators and committee members are required to give their contact information to the secretary to include email addresses and phone numbers. Email will be the first form of communication for all board members, coaches and coordinators.

Article 4: Coaching Staff

Section I: Approval

1. Coaching positions must be approved by two-thirds majority of the board of directors. Board members that are also coaches are removed from the voting for the team they are requesting to coach.
2. Athletic Director will ensure credentials and background checks are complete.
3. Coaches will abide by code of conduct.
4. Coaches will follow or direct issues through grievance process.
5. Coaches will share a written coaching expectation letter to the players, parents and board to include player code of conduct, parent code of conduct, grievance process, outcomes of unexcused practices and games, and expected play time. PLC will shall not focus on player team placement, playing time or other coaching decisions following the expectation letter unless a grievance has been filed.
6. Coaches are expected to coach the entire season.
7. Coaches wishing to leave the Peninsula Lacrosse organization before the season must notify the board and allow time for replacement; a minimum period of 2 weeks.
8. Current participants of the season may not be coached for the remainder of the season by any coach who has left the organization for any other team outside Peninsula Lacrosse.
9. Coaches may not practice any player with incomplete forms or payments. They are to receive this information from the secretary.
10. Coaches wishing to take a team to participate in a tournament must invite the entire team and share with them the additional costs and expectations or must have board approval to invite selected players only.

Article 5: Players and teams

Section I: Teams

1. All teams will be organized by grade level. Combined grade levels will compete at the higher grade level using the guidelines of US Lacrosse.
2. Teams with registrations over 20 players may be required to tryout at the discretion of the board and coaching staff of the team. Selection will be based upon skill level, experience, and previous team participation.

Section II: Players Eligibility and Conduct

1. All players must be current members of US Lacrosse.
2. All players are expected to adhere to the player code of conduct and to be a positive representative of Peninsula Lacrosse and their community at all times.
3. All players must have a current physical and be cleared for play by their medical provider.
4. All players must have a concussion form on file. Players suffering from a concussion or other injury reviewed by a medical provider will need a completed medical release form to be eligible to play.
5. The head coach, in a manner appropriate to the situation, will handle any initial act of misconduct by a player during game/practice. The head coach will alert the athletic director by phone or email of any misconduct outside of immediate game/practice issues or when the coach deems it necessary to bring in the board. Any objection by a parent/guardian to the treatment of a player should be directed to the grievance process. If the objection remains unresolved by the athletic director, the athletic director and player/parent representative will present the grievance to the board for review.
6. If the person accused of misconduct is on the board or has a personal interest, he/she will recuse himself/herself from the proceedings.

Article 6: Indemnification

The organization shall indemnify each of its officers, employees and volunteers against all reasonable expenses. This includes final judgment actually and necessarily incurred by him or her in connection with the defense of litigation in which the individual is a party because he or she is or was an officer, employee or volunteer serving in the organization. The individual shall have no rights to reimbursement for matters of gross misconduct, self-delaying or recklessness. The board will maintain insurance.

Article 7: Dissolution

Section I: Dissolution

Upon agreement of the board of directors that the need for Peninsula Lacrosse no longer exists, the board may by unanimous vote to dissolve the organization.

Section II: Distribution of Assets

Upon the dissolution of the organization, and after paying or making provisions for the payment of all liabilities of the organization, the board may dispose of all remaining assets by the distribution of one or more purposes under the meaning of section 501(c)(3) of the Internal revenue code or corresponding section of any future federal tax code, or shall distribute the remaining assets to the federal government or to a state or local government for public purpose or such assets not disposed of shall be gifted to a local youth lacrosse organization.

Article 8: Amendments

Any proposed amendment to these bylaws must be brought to the board of directors. The board shall provide notice of changes, and will require a simple majority vote for the changes.