

SHERWOOD LACROSSE CLUB
ORGANIZATION
BY-LAWS

ADOPTED: August 26, 2014

PREAMBLE

IT IS OUR DESIRE THAT ALL COMPETITION BE CONDUCTED ON THE HIGHEST LEVEL AND THAT EVERY MEMBER ASSOCIATED WITH THE SHERWOOD LACROSSE CLUB EMPHASIZES, BY WORD AND ACTION, THE VIRTUES OF TEAM SPIRIT, HEALTHY COMPETITION, AND SPORTSMANSHIP.

ARTICLE I - NAME

The name of the organization shall be “Sherwood Lacrosse Club”, hereinafter referred to as the “Club”.

ARTICLE II- PURPOSE

The purpose of the Club shall be to:

1. Foster the ideals of teamwork, good sportsmanship, good citizenship, fitness, and character among our student athletes in a supportive and positive atmosphere.
2. Educate players, parents, coaches and the community about the game of lacrosse and the importance of teamwork and good sportsmanship.
3. Increase the visibility of Lacrosse as a sport and facilitate communication between the Club, the Coaches, Sherwood High School Lacrosse, and the community.

ARTICLE III – MEMBERSHIP

1. Membership in the Club shall be open to all parents or guardians of athletes enrolled in the Club, or others that provide support to the Club.
2. Membership dues to the Club are included in the athlete's registration fee. When an athlete's registration fee is paid in full, his/her guardian(s) becomes a member in good standing, and is eligible to vote at the general election and hold office.
3. Discipline or Expulsion: On rare occasions there may be the need to discipline or remove board members, coaches, parents, or others from the Club or Club activities. Actions that might lead to discipline or removal are varied, but could include (but are not limited to):
 - Criminal arrest, especially for crimes involving a child.

- Abusive, profane, or violent behavior or language by coaches, players, fans, or any other individual.
- Consumption of alcoholic beverages or any intoxicating substances or being at any Club function in a state of intoxication.
- Argumentativeness, bullying, rudeness toward referees, coaches, parents, athletes, or others.

Discipline or expulsion punishments shall be decided by a majority vote of the Executive Board.

ARTICLE IV- ELECTED OFFICERS

1. The Club shall be represented by a Board consisting of thirteen elected officers. The elected officers shall be: President, Boy's Youth Commissioner, Girl's Youth Commissioner, Registrar, Executive Secretary, Treasurer, Equipment Manager, Fundraising/Apparel Coordinator, Uniform Coordinator, Referee Director, Field Manager, Rental Equipment Manager, and Sherwood Shootout Coordinator.
2. The Executive Board shall consist of: Club President, Vice President, Boy's Youth Commissioner, Girl's Youth Commissioner, Treasurer, and Executive Secretary.
3. Officers shall be elected for a term of two (2) years. The term of office shall be from July 1st – June 30th. No member shall hold more than one office at a time, with the exception when the Club is unable to secure sufficient volunteers for elected officer positions.
4. Vacancies occurring in an elected office shall be filled by appointment by the Executive Board. In the event the office of President shall become vacant, the remainder of the Executive Board shall chose, by majority vote, one of the Executive Board members to serve as President for the remainder of the term. In the event of a tie, the full board will vote one of the Executive Board members to serve the remainder of the President's term.
5. Select board members shall have the option of serving as full board members with full voting rights or Members at Large. Members at Large are not required to attend year round board meetings but will be responsible for giving regular reports to the board. Members at Large may not vote at board meetings. The following board positions may be considered for Members at Large: Equipment Manager, Fundraising/Apparel Coordinator, Field Manager, Uniform Coordinator, Referee Director, and Events Coordinator. Newly elected board members in these positions must submit their request to be a Member at Large to the President, in writing, before the first board meeting of their tenure.
6. The Boy's and Girl's commissioners may appoint assistant boy's and girl's commissioners to help them fulfill their roles. These appointments are subject to the approval of the Board.

ARTICLE V - ELECTION PROCEDURE OF OFFICERS

1. Any member in good standing may nominate another member in good standing or themselves for an open board position. The Board will advertise open positions to the membership at the end of each season.
2. Before September 1st, a general meeting of the Club shall be held for the election of officers. The Executive Board will present their open board positions and will open the floor for nominations. In the event of multiple nominations for one position, a closed ballot vote will be held at that time.

ARTICLE VI - OFFICERS' RESPONSIBILITIES

1. **President-** The President shall preside over all business meetings of the Executive Board. He/she shall be an ex-officio member of all committees and shall represent the Club as necessary. The President shall have the authority to sign checks or make payments in the absence of the Treasurer. He/she will serve as liaison and club representative to all affiliated lacrosse entities, Sherwood High School, and other entities. Responsibilities will include long-range planning.
2. **Treasurer-** The Treasurer shall have the charge of all funds of the Club, keep and maintain books of the accounts, all financial records and transactions of the Club for a seven (7) year period, make disbursements as authorized by the budget adopted by the Club, and be responsible for all banking activities. Present financial statements at general and executive board meetings, and at other times when requested, and file any necessary tax reports.
3. **Boys Youth Commissioner-** Responsible to help set up player development and carries the Head coach philosophy to the youth team coaches. Recruits and selects boys' coaches in coordination with the Executive Board. He/she will be responsible for all boys' teams. Responsible for setting up and ensuring completion of all coaches' training for the boy's program and first aid training for the girl's and boy's program. Responsible for working with the boy's high school coaches to develop a strategic vision for the boy's program. Responsible for coordinating and running the annual boy's winter clinic fund raiser. Responsible for scheduling games for the boy's program. The Boy's commissioner may appoint assistant boy's commissioners to help fulfill the substantial duties this position entails.
4. **Girls Youth Commissioner-** Responsible for player development and carries the Head coach philosophy to the youth team coaches. Recruits and selects girls' coaches in coordination with the Executive Board. He/she will be responsible for all girls' teams. He or she will be responsible for helping and or holding coaching clinics and coordinating any player clinics. Responsible for ensuring completion of all girls' coaches' training. Responsible for working with the girls high school coaches to develop a strategic vision for the girls' program. Responsible for coordinating and running the annual girls' winter clinic fund raiser. Responsible for scheduling games for the girl's program. The Girl's Commissioner may appoint assistant girl's commissioners to help fulfill the substantial duties this position entails.
5. **Executive Secretary-** The Secretary shall keep a record of all Executive Board and Club meetings and distribute all meeting minutes. He/she shall develop a schedule for club meetings, find appropriate meeting locations, and advertise general meetings of the club to all members in good standing. He/she shall oversee maintenance of a database of player information including insurance and coaching background checks. Responsible for club-wide communications, media contacts, and promotion of SYL to the public. Responsible for ensuring signs are placed throughout town in advance of registration and that backpack flyers are sent to all elementary school classes (grades 3-6). Responsible for placing ads within the local newspaper to promote participation in the club. Works with the Registrar to maintain and update the website and social media pages.
6. **Registrar-** Assists in all boys and girls youth commissioners in their administration duties. Coordinates and oversees registration, works with the Secretary to maintain and update the website and social media pages. Responsible for communication and dissemination of information to "Team Parents", sets up and coordinates team photos including hiring photographer, scheduling and distribution. Responsible for ensuring that the website is set up to send e-mails to various groups within the club.
7. **Equipment Manager-** He/she will be responsible for procurement, disbursement and management of team equipment, scorers' table equipment, medical kits and other equipment necessary for successful practices and games. The equipment manager will also be responsible for maintaining an itemized list of club assets (with the exception of rental equipment and referee equipment), conducting an annual inventory, and reporting the annual

inventory to the Executive Board with recommendations for replacing or updating Club assets, or disposing of club assets, at least 30 days prior to the beginning of the fiscal year.

8. Rental Equipment Manager- He/she will be responsible for procurement, disbursement and management of all rental equipment. The rental equipment manager will also be responsible for maintaining an itemized list of rental equipment and reporting the annual inventory to the Executive Board with recommendations for replacing or updating Club assets, or disposing of club assets, at least 30 days prior to the beginning of the fiscal year.

9. Fundraising Coordinator/Apparel- Responsible for developing, packaging, and communicating the sponsorship program to prospective sponsors. This includes maintaining sponsor contacts, maximizing sponsor recognition and promotion through Club print and promotional materials. Collecting sponsorships and distributing thank you items and recognition to our sponsors. The fundraising coordinator is also responsible for ensuring that all members are aware of apparel available for purchase early in the season and facilitates such purchases to increase the visibility of Sherwood Youth Lacrosse in the community and to raise funds for the Club.

10. Uniform Coordinator- Organizes and coordinates all procedures in the investigation and procurement of uniforms for the club. Distributes uniforms to SYL teams in a timely manner.

11. Referee Director- Recruits referees for each of the scheduled home games. Coordinates training and chairs referee meetings. Works with the Treasurer to maintain records of amount owed each referee for payment during the season. Maintains inventory of referee equipment. Ensures all home game have referees assigned.

12. Field Manager- Works directly with the city and school officials in getting fields allocated to SYL for use during each programs season. Works with all outside clubs and organizations for game scheduling. Works with equipment manager to ensure fields are marked correctly and are ready for use. Assists the Boy's and Girl's commissioners in developing practice and game schedules.

13. Events Coordinator – Coordinates all aspects of the annual Sherwood Shootout tournament including working with other board members (e.g., apparel sales, sponsorship, referee coordinator, field coordinator) to ensure a high quality lacrosse tournament that raises funds for the Club. Coordinates other events and tournaments held by the Club, as needed.

ARTICLE VII - ANNUAL BUDGET – FISCAL YEAR

1. The fiscal year of the Club shall be from October 1st to September 30th. At the end of each fiscal year, an internal audit will be conducted by the upcoming year's President, Vice President and Treasurer and results shall be presented at the September Board Meeting.
2. The budget shall be developed by the President, Vice President and the Treasurer with the input of the Executive Board. Once developed, the budget will be presented to the Board for review and adoption.
3. The budget must be ratified by a two-thirds vote of the membership present at a board meeting of the Club before any funds are disbursed.
4. Expenditures of funds belonging to the Club that exceed budgeted items by >\$500 requires approval by majority of Executive Board, expenditures above budget but less then <\$500 may be authorized by Treasurer or Vice President. Expenditures of funds belonging to the Club that are not included in budget <\$250 may be approved by Treasurer or Vice President, expenditures of funds not included in budget

>\$250 requires majority approval by Executive Board.

5. A Treasurer's Report shall be presented at every Board meeting and general meetings as deemed necessary by the Executive Board.

ARTICLE VIII - MEETINGS

1. The Executive Board shall meet monthly as needed during its term. It may also call other meetings as needed to discuss disciplinary issues or planning for the club.
2. A general meeting of the Club is required before September 1st for the election of board members.
3. A general meeting of the Club is required for the ratification of the budget or amendments to these By-Laws. Other meetings of the Club may be called by any member of the Executive Board as required to discuss other business.
4. Voting on regular business (anything other than the annual budget, disciplinary issues, and voting in board-members) shall be open to all eligible board members.
5. A quorum is required for all matters requiring a vote. A quorum will consist of at least >50% of the board (counting only those positions that are currently filled and are not members at large). If there is not a quorum at the meeting proposals can be put up for a vote by e-mailing the board. If e-mail is used, board members have 48 hours to respond and within that time if >50% of the board responds that will be considered a quorum for the purposes of that vote.

ARTICLE IX - AMENDMENTS

These By-Laws may be amended after approval of the Executive Board and a two-thirds (2/3) vote of the membership of the Club present at a general meeting.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Club in all cases to which they are applicable.

ARTICLE XI - DISSOLUTION OF THE ORGANIZATION

Upon formal dissolution, the net assets of the Club shall be distributed to the Sherwood High School Lacrosse Program.

ARTICLE XII – SHERWOOD YOUTH LACROSSE MISSION STATEMENT

The mission of the Sherwood Youth Lacrosse Club is to promote a positive athletic learning experience for the student/athlete participants in the program.

**THE AFOREMENTIONED CLUB BY-LAWS WERE PRESENTED BY THE EXECUTIVE BOARD
AT A GENERAL MEETING AND ADOPTED BY A TWO-THIRDS MAJORITY VOTE:**

DATE: 8/26/14 President Signature s/Jesse D'Elia

President – Print Name Jesse D'Elia

Note: During the two year term of the current Executive Board, any revisions after adoption of the Sherwood Youth Lacrosse Club By-Laws will be presented to the Executive Board requiring a two thirds majority vote by present members and will be signed, dated and attached as Appendices to this document.