

# **MANASSAS BATTLEFIELD YOUTH LACROSSE**

## **BYLAWS**

### **ARTICLE I: NAME**

The name of this organization is Manassas Battlefield Youth Lacrosse, located in Manassas, Virginia. It shall also be known as MBYL.

### **ARTICLE II: ARTICLES OF ORGANIZATION**

**Section 1.** The Manassas Battlefield Youth Lacrosse league exists as an independent non-profit organization of its members. Its Articles of Organization comprise these Bylaws, as from time to time amended. The Manassas Battlefield Youth Lacrosse is established exclusively to foster and support the sport of lacrosse as played by both boys and girls in Prince William County, Virginia. Manassas Battlefield Youth Lacrosse operates in support of the Northern Virginia Youth Lacrosse League and within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

### **ARTICLE III: PURPOSES AND STATEMENT OF GOALS**

**Section 1.** The purpose of the Manassas Battlefield Youth Lacrosse League is to provide the youth residing within the geographical boundaries of Prince William County an opportunity to learn and enjoy the sport of lacrosse, without regard to religion, race, color, creed, origin or ability, in an atmosphere of exemplary sportsmanship and integrity.

**Section 2.** Manassas Battlefield Youth Lacrosse shall operate as a non-profit corporation within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding Federal tax code.

**Section 3.** It is the goal of Manassas Battlefield Youth Lacrosse to have, as a minimum, all head coaches be certified by attending coaching clinics to qualify them in the rules of the game, the Northern Virginia Youth Lacrosse League rules, coaching fundamental techniques, player safety, care of injuries, and leadership of children and young people.

### **ARTICLE IV: AFFILIATION**

**Section 1.** Manassas Battlefield Youth Lacrosse is a participating league within the Northern Virginia Youth Lacrosse League (NVYLL). Manassas Battlefield Youth Lacrosse shall make no policy or rule that conflicts with the bylaws or rules of the Northern Virginia Youth Lacrosse League unless approved by the Board of Directors and Executive Committee of the Manassas Battlefield Youth Lacrosse league.

## **ARTICLE V: MEMBERS**

**Section 1.** Any parent or legal guardian of a child that is registered to play in the Manassas Battlefield Youth Lacrosse league demonstrates eligibility as required by the rules and regulations set forth by the Northern Virginia Youth Lacrosse League and designated by the age requirements of US Lacrosse shall be a member of Manassas Battlefield Youth Lacrosse during the season the child is registered and shall continue to be a member until the first game of the following season. In addition, any Manassas Battlefield Youth Lacrosse volunteer coach who is at least eighteen years old, or Board member, shall be a member of Manassas Battlefield Youth Lacrosse.

**Section 2.** Membership in Manassas Battlefield Youth Lacrosse shall be made available without regard to religion, race, color, creed, or national origin.

**Section 3.** The fiscal year of Manassas Battlefield Youth Lacrosse shall begin on January 1 and end on December 31.

## **ARTICLES VI: BASIC POLICIES**

The following are basic policies of Manassas Battlefield Youth Lacrosse:

- a. The Manassas Battlefield Youth Lacrosse league shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of Manassas Battlefield Youth Lacrosse or the names of any members shall not be used to endorse or promote a commercial or political concern in connection with any partisan interests or any purposes not appropriately related to promotion of the purpose of the league.
- c. Manassas Battlefield Youth Lacrosse shall work with the Northern Virginia Youth Lacrosse League (NVYLL) to provide a quality lacrosse experience for all youth; and seeks to participate in the decision-making process establishing rules and policies by recognizing that the responsibility to make decisions has been delegated by Manassas Battlefield Youth Lacrosse to the Executive Committee and Board.
- d. No part of the net earnings of Manassas Battlefield Youth Lacrosse shall inure to the benefit of or be distributable to its members, directors, trustees, officers or other private persons except that the league shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article III hereof.
  - a. Notwithstanding any other provision of these articles, Manassas Battlefield Youth Lacrosse shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 (c)

(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible, under Section 170 (c) (2) of the Internal Revenue Code.

## **ARTICLE VII: OFFICERS AND THEIR ELECTION**

**Section 1.** The Officers of MANASSAS BATTLEFIELD YOUTH LACROSSE shall be: Commissioner, Vice Commissioner of Boys, Vice Commissioner of Girls, Secretary, Treasurer, Member at Large, and League Administrator. The officers of Manassas Battlefield Youth Lacrosse shall be recognized as the Executive Committee.

**Section 2.** The general membership of Manassas Battlefield Youth Lacrosse shall elect officers annually for the following year at the June meeting. The majority of votes cast shall constitute election. Each officer shall serve a three year term and may serve as many consecutive terms as elected. Any office vacated by resignation or otherwise may be filled by interim appointment by the Executive Committee.

**Section 3.** The Commissioner shall appoint a Nominating Committee composed of three members outside the executive committee. The nominating committee shall be appointed two months prior to the election of officers at which time the membership of Manassas Battlefield Youth Lacrosse shall be notified in writing.

**Section 4.** The Nominating Committee shall nominate a slate of officers which shall be presented at the May membership meeting for election at the June General Membership meeting by a majority vote of those members present. Investiture of officers shall occur at the August meeting.

## **ARTICLE VIII: DUTIES OF OFFICERS**

**Section 1.** The **Commissioner** of Manassas Battlefield Youth Lacrosse shall be the chief executive officer of the corporation. The Commissioner shall have the authority to act for the Executive Committee and shall direct all activities of Manassas Battlefield Youth Lacrosse including coordinating and presiding over Manassas Battlefield Youth Lacrosse meeting and business; approving expenditures of Manassas Battlefield Youth Lacrosse funds as designated in Article XII, Section 3; representing Manassas Battlefield Youth Lacrosse to the Northern Virginia :Youth Lacrosse League (NVYLL); appointing members to call committees except as indicated herein; participating as an ex-officio member of all directorships or committees as necessary; casting a deciding a vote in the event a vote within Manassas Battlefield Youth Lacrosse ends in a tie; and performing such other duties as may be incidental to the operation of the Manassas Battlefield Youth Lacrosse. The Commissioner and his officers shall be elected annually by the general membership.

**Section 2.** The **Vice Commissioner of Boys and Girls** programs shall preside over the Manassas Battlefield Youth Lacrosse meetings, in order of seniority, as designated in the absence of the Commissioner. The Vice Commissioner of Boys and Girls shall be responsible to organize, operate, and maintain rosters for the boy's and girl's programs. The Commissioner of Boys and Girls Programs are two (2) separate positions elected

by the general membership to coordinate the administration of the boys and girls programs.

**Section 3.** The **Treasurer** shall have custody of all Manassas Battlefield Youth Lacrosse funds, maintaining a full and accurate financial account of receipts and expenditures by the league; and making disbursements as authorized by the Commissioner or Executive in accordance with the approved budget; have all checks in excess of \$500 signed by the Treasurer and an approved signatory officer; and present a financial statement at every meeting or as requested by the Executive Board.

**Section 4.** The **Secretary** shall record the minutes of all Manassas Battlefield Youth Lacrosse meetings; maintain a current roster of general membership; document attendance at Manassas Battlefield Youth Lacrosse meetings; be custodian of corporate records; and perform other delegated duties as assigned by the Commissioner or the Executive Board.

**Section 5.** The **Member at Large** shall chair all of the directorships set forth in Article XI (except Director of Team and Coach Development for the Boys' and Girls' programs); maintain the bylaws of the Manassas Battlefield Youth Lacrosse; and perform other duties as delegated by the Commissioner or Executive Board.

**Section 6.** The **League Administrator** shall monitor, maintain, and update the Manassas Battlefield Youth Lacrosse website; set up and monitor the registration process; set up and monitor the spirit wear for parents to purchase; and perform other duties as delegated by the Commissioner or Executive Board.

## **ARTICLE IX: EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of the elected officers of Manassas Battlefield Youth Lacrosse. The Executive Committee shall have general control over all Manassas Battlefield Youth Lacrosse affairs and report on all actions of its authority at the regularly scheduled board meetings. The Executive Committee shall uphold the rules, regulations and policies of the Northern Virginia Youth Lacrosse League and levy fair and reasonable disciplinary action if necessary.

**Section 2.** The Executive Committee shall exercise the authority of the Manassas Battlefield Youth Lacrosse to investigate and make decisions on the conduct of members, players, and coaches and levy sanctions as deemed appropriate. If at any time the Executive Committee finds the conduct of any player, team, member of a coaching staff, or spectator to be detrimental or contrary to the best interest of Manassas Battlefield Youth Lacrosse, such individuals may be suspended or expelled from further participation in any Manassas Battlefield Youth Lacrosse activities, practices or games. Parent/guardian misconduct will result in suspension or expulsion of parent/guardian and player from Manassas Battlefield Youth Lacrosse, activities, practices, or games.

**Section 3.** All investigations of questionable conduct or violations of the Manassas Battlefield Youth Lacrosse rules, policies or codes of conduct shall be reported to the

Executive Committee in writing within 48 hours of the incident. Reports may be e-mailed, faxed or mailed to the Manassas Battlefield Youth Lacrosse Executive Committee.

## **ARTICLE X: EXECUTIVE BOARD**

**Section 1.** The executive Board members shall consist of the officers of Manassas Battlefield Youth Lacrosse, and the Directors of standing directorships. Each Executive Board member shall be entitled to one vote, in person or by written proxy, on all matters voted on by the Executive Board.

**Section 2.** A simple majority of fifty-one percent (51%) shall constitute a quorum for the transaction and approval of Manassas Battlefield Youth Lacrosse business.

**Section 3.** The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between the General Membership meetings and such other business as may be referred to it by Manassas Battlefield Youth Lacrosse.
- b. To approve the plans of work of the standing directorships.
- c. To present a report at the General Membership meetings of Manassas Battlefield Youth Lacrosse.
- d. To approve the proposed budget for Manassas Battlefield Youth Lacrosse and its directorships.

**Section 4.** Regular meeting of the Executive Board shall be held at least six times during the fiscal year. A majority of the Executive Board shall constitute a quorum. Special meeting of the Executive board may be called by the Commissioner or by a majority of the Board with seven days notice being given.

**Section 5.** Attendance at the monthly Manassas Battlefield Youth Lacrosse Board meetings is required for each Executive Board Member.

## **ARTICLE XI: STANDING DIRECTORSHIPS**

**Section 1.** The following are established as standing directorships of the Manassas Battlefield Youth Lacrosse league: Director of Marketing, Director of Field Acquisitions, Director of Field Scheduling, Director of Assets and Equipment, and Director of Team Development.

- a. The **Director of Marketing** shall be responsible for fundraising, both corporate and individual; merchandising and maintaining the Manassas Battlefield Youth Lacrosse website; and advertising within the community to enhance the visibility and reputation of Manassas Battlefield Youth Lacrosse
- b. The **Director of Field Acquisitions** shall be responsible for acquiring and maintaining an adequate number of fields for the purpose of practice and play for all age groups; cultivating a positive relationship with the local Park and

- Field authorities; responsible for scheduling and coordinating practice and game fields, verifying and distributing accurate game schedules for all age groups; paint fields; and coordinating field scheduling and availability with the Vice Commissioner of Boys/Girls.
- c. The **Director of Assets and Equipment** shall be responsible for purchasing, organizing, distributing, moving, and maintaining all Manassas Battlefield Youth Lacrosse assets and equipment to include uniforms, balls, goals, field lining equipment and trophies for all age groups.
  - d. The **Director of Team Development** shall be responsible for organizing and implementing coach/player training and development; distributing coaches' handbooks, and NVYLL rules and guidelines to all coaches; coordinating recruitment, selection and dismissal of coaches with the Vice Commissioner of Boys/Girls; providing guidance for team management and scheduling team photos.

**Section 2.** The Executive Board may create such standing directorships or special committees as it deems necessary to promote the purpose and carry out the responsibilities of Manassas Battlefield Youth Lacrosse. The term of each Director shall be one fiscal year or until the selection of a successor.

**Section 3.** The Director of each Standing Directorship shall present a budget and a plan of work to the Executive Board for approval. No committee work shall be undertaken without consent or approval of the Executive Board.

**Section 4.** Chairmen of the special committee to the Standing Directorships shall be chosen immediately after the appointment of the Director. The power to appoint committee members of the Standing Directorship0s rests with its Director and the Executive Committee.

**Section 5.** Directors shall relinquish to the Commissioner, without delay, all records, procedure books, equipment, and other material pertaining to the directorship or committee at the end of the served term or when departing office.

## **ARTICLE XII: CONTRACTS, LOANS CHECKS AND DEPOSITS**

**Section 1.** Manassas Battlefield Youth Lacrosse may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name or behalf of Manassas Battlefield Youth Lacrosse, and such authority may be general or conned to specific instances.

**Section 2.** No loans shall be contracted on behalf of Manassas Battlefield Youth Lacrosse and no evidence of indebtedness shall be issued in its name unless authorized by resolutions of the corporation. Such authority be general or confined to specific instances.

**Section 3.** All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of Manassas Battlefield Youth Lacrosse, shall be signed by the Commissioner or the Treasurer or other designated agents of Manassas Battlefield Youth Lacrosse. The Executive Committee must authorize all

checks in excess of \$500 to be signed by both the Treasurer and an additional approved signatory officer.

**Section 4.** All funds of Manassas Battlefield Youth Lacrosse shall be deposited from time to time to the credit of Manassas Battlefield Youth Lacrosse in such banks, trust companies or other depositories as Manassas Battlefield Youth Lacrosse or the Executive Committee may direct.

### **ARTICLE XIII: AUDITING PROCEDURES**

**Section 1.** A professional auditor or auditing committee shall be selected by the Executive Board prior to the end of the fiscal year. An auditing committee shall consist of no fewer than three members; and not one with signatory authority shall sit on the auditing committee.

**Section 2.** The Treasurer shall submit the books to the auditing committee or the professional auditor at the end of the fiscal year as prescribed in Article V, section 3. The audit report shall be submitted in writing to the Executive Board prior to finalization of the proposed budget for the upcoming year.

**Section 3.** The Executive Board, upon resignation of the Treasurer during a term, shall elect an auditing committee or professional auditor with one week of the resignation. The audit shall be performed with fiscal year auditing procedures and shall be completed within three weeks of resignation. This audit shall not be performed in lieu of the year-end audit.

**Section 4.** The newly elected Treasurer shall not undertake any duties or responsibilities of that office until the audit is presented to and accepted by the Executive Board.

### **ARTICLES XIV: GENERAL PROVISIONS**

**Section 1.** Players shall be organized into teams according to the eligibility rules and requirements set forth by the Northern Virginia Youth Lacrosse League (NVYLL) of which Manassas Battlefield Youth Lacrosse is a member.

**Section 2.** The Executive Committee of Manassas Battlefield Youth Lacrosse has the authority to deny, suspend, revoke or expel membership as prescribed by Article IX. Violations of the Code of Conduct by parents, players, coaches or spectators set forth by Manassas Battlefield Youth Lacrosse and NVYLL rules, regulations, and bylaws shall result in disciplinary action by the Executive Committee.

**Section 3.** Appeals from decisions levied by the Executive Committee shall be made in writing to the Commissioner within three working days from the date of transmission of the Executive Committee's decisions. The decision rendered by the Executive Committee shall be considered final.

## **ARTICLE XV: PARLIMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Manassas Battlefield Youth Lacrosse in all cases applicable and in which they are not in conflict with the Bylaws of Manassas Battlefield Youth Lacrosse.

## **ARTICLE XVI: DISSOLUTION**

**Section 1.** In the event dissolution is desired, the Executive Committee shall adopt a resolution recommending this organization be dissolved and directing that the question of such dissolution be submitted for vote at a General Membership meeting. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving Manassas Battlefield Youth Lacrosse, shall be given to each member prior to the date of such meeting.

**Section 2.** Upon dissolution of Manassas Battlefield Youth Lacrosse league, assets shall be distributed for one or more purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which Manassas Battlefield Youth Lacrosse is located, exclusively for such purposes for to such organizations as said court shall determine which are organized and operated for such purposes.

## **ARTICLE XVII: AMENDMENTS AND REVISIONS**

**Section 1.** The Bylaws may be amended providing the proposed amendment is submitted in writing to the Commissioner. A committee may be appointed to submit a revised set of Bylaws as a substitute for existing Bylaws, or to submit an amendment to current Bylaws.

**Section 2.** Bylaws shall be revised or amended at a General Membership meeting provided notice and a copy of the proposed Bylaw revisions or amendments are submitted to the General Membership at least fifteen (15) days prior to the meeting at which the revision or amendment are to be voted upon. The proposed Bylaw revisions or amendments require two-thirds (2/3) vote of the members present at the General Membership meeting.

## **ARTICLE XVIII: APPROVAL OF BYLAWS**

The proposed Bylaws of the Manassas Battlefield Youth Lacrosse league shall be submitted for approval at an Executive Board Meeting for approval by majority vote. The finalized Bylaws will then be presented to the General Membership for final approval and adoption.



**DATE ADOPTED BY:  
MANASSAS BATTLEFIELD LACROSSE  
EXECUTIVE BOARD**

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**DATE ADOPTED BY:  
MANASSAS BATTLEFIELD YOUTH LACROSSE  
GENERAL MEMBERSHIP**

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# **MANASSAS BATTLEFIELD YOUTH LACROSSE**

## **BYLAWS**

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