

WALLINGFORD YOUTH LACROSSE BY-LAWS

Amended October 2013

ARTICLE 1

Name and Objectives

Section 1: The name of the Association shall be **Wallingford Youth Lacrosse**, hereafter referred to as “WYL”. The official logo is the “W” with or without background lacrosse sticks as shown above. The official colors are **Navy Blue, Maroon** (medium to light shade to compliment the blue), **and White**, and the teams will be called the “**Tritons**”, all in reference to the colors and mascots of Wallingford’s two High Schools.

Section 2: The purpose of the Association is to give children the opportunity to develop their individual lacrosse talents while emphasizing fun, good sportsmanship, physical fitness, respectful and healthy attitudes, and team play.

Section 3: This Association shall not be conducted or operated for profit.

Section 4: Players, Coaches and Board Members may be from Wallingford or other towns, subject to CONNY and US Lacrosse rules.

ARTICLE 2

Membership Members are those who have fulfilled one of the eligibility requirements below and who have not been voted out of the membership. A Member shall be considered part of the Membership and the Association.

Section 1: **Eligibility:**

The following persons shall be eligible for membership in the Association:

- A parent or guardian of a player registered with the Association.
- An active coach of any team registered with the Association.
- Any person holding an Appointed Position
- Any officer of the Association (Executive Board or Appointed Board Officer)
- Any person 16 years of age or older and who shows significant interest in promoting the activities of the Association.

Section 2: **Membership:**

An eligible person shall be deemed to be a “Member” if he or she is elected to the Executive Board, is elected by the Executive Board to be a Member, is elected by the Executive Board to the Appointed Board, or attends 6 or more of the past 12 Board Meetings and/or General Meetings. Membership shall automatically terminate upon a

member's resignation, termination or failure to attend the required number of meetings during the previous 12 month period. A Member (who is not on the Executive Board) can be voted in or out by simple majority of the Executive Board.

ARTICLE 3

Executive Board Officers, Appointed Board Officers, Members and their duties

Section 1: Membership Definition:

Executive Board Officers, Appointed Board Officers, and Members shall all be considered "The Board", "The General Board", "Board Members" or "Members".

Section 2: Responsibility:

The Board has a fiduciary responsibility to the Association membership and a moral responsibility to the participants and parents. The Association is also an ambassador of the Town of Wallingford with respect to the other members of the league in which it competes. It is incumbent upon each Board member to discharge his/her individual duties in an effective and appropriate manner and to ensure that the Board, as a whole, is functioning properly and fulfilling its obligations. While individual and committee responsibilities and accountabilities are assigned, it is clearly understood that in order to be effective, members of the Board need to operate as a team. Accordingly, each and every team member must act in a manner designed to promote the well-being of the entire Board and the Association as a whole.

Section 3: Structure and Duties

a) Executive Board (Elected Officials / Board Members)

i) President (Can be a coach, not recommended)

- Run meetings within time allotments.
- Set and publish agenda before the meeting.
- Make sure each Board member has handled his/her assignments.
- Develop the Board.
- Spearhead volunteer recruitment.
- Ensure that all committees are ready to report at the meetings.

ii) Vice President (Can be a coach, not recommended)

- Assume responsibilities of President in his/her absence.
- Recruitment of players to increase enrollment.
- Conduct registration, meeting US Lacrosse and CONNY requirements.
- Oversee Boys and Girls Coordinators.
- Chair the Disciplinary Committee.
- Review/revise By- Laws, etc., as required, in accordance with approved established procedure.

iii) Secretary

- Distribute agenda in advance of meetings.
- Record and distribute minutes promptly.
- Arrange for meeting rooms.
- Maintain membership/player database.
- Generate all program/league correspondence.
- Oversee PR/Communications.
- Prepare and follow up on all paperwork necessary for tournament participation.

iv) Treasurer

- Handle all finance matters.
- Produce the annual budget and provide periodic financial statements.
- Provide returns to all governing entities, as required by law.
- Maintain books and make payments in timely fashion.
- Oversee capital projects.
- Oversee fundraising.

v) Association Liaison/Ombudsman

- Attend CONNY meetings.
- Keep the Board informed as to CONNY issues/decisions.
- Represent the interests of the Association at CONNY meetings.
- Obtain and disseminate rules and amendments thereto to the coaches and others.
- Take other action as CONNY may require.
- Liaise with other youth sports and high school programs.

vi) Boys Coordinator (Can be a coach, not recommended)

- Ensure the smooth operation of the Boys Division.
- Recruit coaches.
- Maintain coaching standards.
- Observe practices and games of each team on a random, periodic basis.
- Serve on the Disciplinary Committee.
- Review/approve practice/game/tournament schedules.

vii) Girls Coordinator (Can be a coach, not recommended)

- Ensure the smooth operation of the Girls Division.
- Recruit coaches.
- Maintain coaching standards.
- Observe practices and games of each team on a random, periodic basis.
- Serve on the Disciplinary Committee.
- Review/approve practice/game/tournament schedules.

viii) Special Executive Board Member as voted by the Members, such as Past President, etc.

b) Appointed Board (Board Members Appointed by the Executive Board)

i) Equipment Manager

- Inventory equipment.
- Recommend purchases.
- Select suppliers through a competitive bidding process.
- Oversee distribution and return of all equipment.
- Secure storage for equipment.

ii) Scheduler

- Develop a master schedule for games, practices, and tournaments for all teams
- Record and report all changes thereto/confirm games.
- Schedule Referees.
- Coordinate the Association schedule with other sports organizations.
- Maintain a library of directions to all fields.
- Schedules should be balanced and equitable between WYL teams with regard to skill level, age group, and registration fees paid.

iii) Fundraising

- Submit Annual Fundraising Plan to Board
- Solicit major donors.
- Conduct apparel sales.
- Arrange for professional team /individual photographs.
- Conduct fundraising programs and events.

iv) PR/Communications

- Promote the general well being of the Program.
- Assist with player recruitment.
- Assist with volunteer recruitment.
- Report scores and provide articles to the media.
- Maintain and manage the Web Site.
- Report Events and Registration Dates in Local Publications such as P&R Catalog, Record Journal, Board of Ed Notices and Individual School Notices

v) Park & Recreation and Standing Fields Liaison

- Attend Standing Fields Commission meetings.
- Arrange for practice and game fields.
- Insure adequate playing conditions at each field (i.e. well maintained goals,

appropriate lining, accepted grass height, etc.)

vi) Capital Projects Coordinator

- Identify and execute capital projects.

vii) Special Events Coordinator

- Plan and coordinate all in season special activities.
- Arrange for visiting lacrosse luminaries to instruct players.
- Arrange for participation in special tournaments.
- Plan and coordinate all off season activities.
- Arrange for pre-season practices and evaluations.
- Conduct summer fun games.
- Conduct fall clinics.
- Plan and coordinate social activities, including parent meetings, annual picnic, etc.

viii) Team Managers (1 per team)

- Assist Coaches with communications, scheduling, uniforms, equipment, etc.

ix) Coaches (1 to 3 per team)

- All coaches must be registered with US Lacrosse, submit to a background check, and their information must be on file with the President. All coaches' tenure is for the current season only. Coaches must be reappointed on a yearly basis and approved upon meeting all current requirements and in good standings.

- All coaches will:
 - Ensure a fun and safe environment for all players while being responsible for their complete supervision;
 - Help all players at all levels learn, develop, and improve the skills needed for the game of lacrosse;
 - Be an example of and teach all players good sportsmanship among each team and towards competitors;
 - Adhere to all rules of WYL, US Lacrosse and CONNY;
 - Be responsible for the return of all WYL equipment used by each level;
 - Report to the Boys/Girls Coordinator or Executive Board during the season with any issues, concerns arising.

x) Members (by attendance)

- Those who have attended 6 of the last 12 Board Meetings, or who have been voted in by the Executive Board.

ARTICLE 4
Meetings and Voting

Section 1: General Membership Meetings.

Meetings of the general membership shall be held at the Wallingford Parks & Recreation Department unless otherwise determined by the Board.

The meetings will be held on the 1st Wednesday of each month. Notification of the meetings will be publicly announced on the WYL Web Site.

The President of the Association, or a majority of Board Members, may call special Board Meetings if deemed necessary for the conduct of Association business.

Section 2: Order of Business.

At all meetings, the order of business shall be governed by the latest revision of Roberts' Rules of Order.

Section 3: Executive Board Meetings.

The General Board Meetings may also serve as the Executive Board Meetings. The President of the Association, or a majority of Executive Board Members, may call special Executive Board Meetings if deemed necessary for the conduct of Association business. Whenever possible, special Executive Board Meetings will be announced at the General Membership Meeting prior to the special Executive Board Meeting.

Section 4: Voting:

Only Members of the Association shall be eligible to vote. A determination of those Members in attendance who are eligible to vote shall be based on the matter which the vote is being taken on. Those not in attendance will not be eligible to vote.

Executive Board voting will include, but is not limited to:

All Financial, disciplinary and coaching matters, coaching and team manager appointments, nominations and appointments of additional Board Members, and specific Association business that would reasonably be expected to result in permanent changes in the Associations operations.

General Board voting will include:

General Association business and Nomination and Election of the members of the Executive Board.

ARTICLE 5
Conduct of Activities:

Section 1. Parliamentary Procedures:

The "Roberts Rules of Order, Revised" shall be the Parliamentary authority for all matters of procedure not specifically covered by the Bylaws.

Section 2. Rules of Play:

The rules governing play are those promulgated by US Lacrosse and as used by the CONNY Lacrosse League.

Section 3. Member Discipline:

Misconduct on the part of any Association member, coach, team parent, committee member, volunteer, or player subjects the offender to disciplinary action by the Executive Board.

1) Misconduct defined: Member misconduct is any behavior on the part of an Association member

- a) At a WYL Program event, or
- b) In connection with his or her duties as a Board member, coach, player, team parent, committee member, parent/guardian, spectator or volunteer that constitutes a violation of US Lacrosse, CONNY and Special Rules promulgated by the Executive Board of the WYL program.

2) Notice and Hearing Rights: In the event the Board or any Member thereof alleges that any person is guilty of misconduct, that person shall be provided with a written statement explaining the allegation and proposed disciplinary action. The accused shall also be provided with written notice of the date and time of the meeting at which the issue will be submitted to the Board for a vote. The notice shall be deemed timely if it is placed in an envelope bearing the address the member provided at registration and deposited in the mail at least seven days in advance of the scheduled meeting. At the discretion of the Board and only by a majority vote the person/persons accused of committing a serious offense is subject to immediate suspension pending further investigation. In the case of minor infractions that are dispositional by a written warning and/or verbal counseling the action taken by the Board will be presented to the offender/offenders immediately. The notice shall advise the member that he/she may present evidence at that meeting and be allowed to discuss with all present in support of the charge. The failure of any member to appear and/or present evidence at the duly noticed meeting may be interpreted by the Board as submission to the proposed action but does not excuse the requirement that a vote be taken regarding whether the member in fact committed misconduct.

3) Further Investigation: The Board member proffering the charge of misconduct will present evidence establishing the claim. . When the Board's presentation is completed, the member will have an opportunity to present evidence on his or her behalf. Evidence consists of statements of live witnesses of the account.

4) Confidential Information: All board members shall keep any information such as coach's interviews and selections, investigations, complaints, etc. presented during a closed session as confidential. Any sensitive information given at any Board meeting must not be discussed outside the meeting. If found in violation, the Board member will be terminated.

5) Standard of Proof: The Executive Board will decide by majority vote whether the preponderance of evidence presented at the hearing establishes that the member has committed the alleged misconduct.

6) Selection of Punishment:

- a) Unless the member consents, the selection of punishment is not to be determined at the same meeting where the member's misconduct is established.
- b) Minor misconduct not involving the violation of any State statute that does not place any person in physical danger shall be handled by verbal counseling. When similar minor misconduct recurs after verbal counseling, more serious punishments may be imposed including but not limited to suspension.
- c) Serious misconduct involving criminal behavior, fighting, or actions that placed another person in danger of physical injury shall be punished by suspension or removal the Association. In such instance, the Association may seek from the courts an order restraining the member from attending any Association events.

Section 4 **Required Memberships in US Lacrosse**

- a) All players and coaches shall be current members of US Lacrosse and such membership shall be valid for the entire season and at all times when such players and coaches are participating in WYL activities;
- b) The registration system utilized by WYL shall require that each player and coach provide proof of current membership with US Lacrosse prior to participating in any WYL activity; and
- c) WYL shall employ a systematic approach in its Rules and Regulations to verify membership with US Lacrosse of each player and coach before any player or coach is allowed to participate in any WYL practice or game

including, but not limited to, all regular season games and practices and all tournaments, jamborees and clinics.

ARTICLE 6

The Association Year, Annual Meeting, and Elections

Section 1: Association Year.

The Association's fiscal year, including an approved Budget, event permission, and all associated functions as it relates to using the WYL name shall run from July 1st of the previous year through June 30th of the Association Year. ie: 2009 year runs 07/1/08 – 06/30/09 All events during this time must be presented to the Board for approval.

Section 2: Financial Reporting.

30 days after the end of the Association's fiscal year, on July 31st, the Treasurer will submit a complete set of records for review and for preparation of an annual tax return. The tax return and records will be reviewed by a professional tax preparer, who will prepare and file an annual tax return in a timely fashion.

Section 3: Annual Meeting.

The Annual Meeting shall take place at the regular monthly meeting in June. At this meeting, the members of the Executive Board shall be elected for the ensuing year. Their terms shall start on July 1st. The term year for each Executive Board position, Appointed Board position or Volunteer position run from July 1st through June 30th. Association records held by those individuals having those positions shall be turned over to the Association by July 1st.

Section 4: Nominations:

Nominations for all Executive Board members may be made by the Board as well as from the floor. All additional nominations must be received by the Association Secretary, Vice President or President in writing, via mail or email, at least one week prior to the Annual Meeting of the Association in June. The names of all nominees will be read into the minutes by the President at the June annual meeting, included in the minutes, presented in the form of a motion allowing for discussion, and then brought to a vote by the Members of the Association in attendance.

Section 5: Statements by Nominees:

All Nominees shall have an opportunity to present a statement for review or discussion by the Members of the Association. Once all discussion has ended, a vote will take place. Only Members (see Article 4:Section 4) can vote on the Executive Board nominations.

Section 6: Elections:

The nominated candidate receiving the most votes for each position shall be declared elected.

ARTICLE 7
Amendments

Section 1: The By- Laws may be amended by a majority vote of the Executive Board at any meeting. Any amendment shall be reported to the membership in the next newsletter and/or the web site following the Board's action.

ARTICLE 8
Youth Program

Section 1: The Program.

This program shall be primarily for girls and boys below grade nine, but exceptions will be made to promote the sport and support individual players and WYL. The Association will fund and administer all levels associated with the establishment and organization of lacrosse at this level. The WYL program constitutes any and all games played while using the WYL name, Logo, practice shirt, Jersey, or affiliation with this Association.

Section 2: Youth Emphasis.

The emphasis at this level shall be in the area of skill development with major emphasis on technical skill development and minor emphasis on tactical development.

Section 3: Playing Time.

Subject to, and unless otherwise provided in the Wallingford Youth Lacrosse Equitable Play Policy, the amount of playing time for an individual shall be equally distributed as fairly as possible without discrimination regarding the overall skill of the player. Coaches can make exceptions to the equal playing time rule if he/she anticipates a safety issue, if a player has violated team policy, or the Association's expectations or other applicable rules, or to promote the values and philosophy of WYL, or as provided in the Wallingford Youth Lacrosse Equitable Play Policy. Subject to the foregoing, the Association's philosophy is that each player will receive an equal & appropriate share of playing time, with player development overriding any consideration for the team achieving a favorable win/loss record. All tournaments, jamborees, or any such like event will be offered to all registered players of WYL and will not be discriminated against based on playing ability. An all-star type team (with tryouts and cuts) may be formed provided that the Association makes reasonable efforts to find an opportunity to play for

those players who are not chosen for the all-star team. In order to promote the development of both the highly-skilled players and the beginners, upper and lower level teams will be formed at each age group, where appropriate, especially the older age groups where there is more likely to be a mixture of experienced and new players.

Section 4: Coaches.

Coaches must be approved by the Executive Board and meet guidelines established by WYL and CONNY. Coaches will receive information each season to aid in obtaining the Association's objectives for their teams. This will include guidelines for managers, practices, and games. At the end of each season, the performance of the coaches and their teams will be reviewed.

ARTICLE 9

Solicitation and Distribution of Funds

Section 1: Purpose.

This organization is for the purpose of soliciting and collecting monies and raising funds as provided for or allowed by the Connecticut General Statutes for non-profit organizations. The monies collected will be expended for those purposes set forth in the Certificate of Incorporation in accordance with the requirements of Section 501(c)(3) of the Internal Revenue Code, as amended, in such manner as may be decided upon from time to time by the Executive Board and in such proportions as the Executive Board sees fit. In all events, the Executive Board shall distribute in each of its fiscal years at the minimum that amount of the principal and income of the funds of this corporation so as to comply with the provisions of the Internal Revenue Code, as amended, or any other similar code, for this corporation to become and remain a tax-exempt organization.

ARTICLE 10

Financial Assistance

Section 1: Financial assistance may be granted to those players in need.

A letter of hardship requesting financial aid must be submitted to the Executive Board. The Executive Board will review each request in a closed session and make decisions on a case by case basis. WYL may use the Wallingford School Lunch assistance program as guideline for determining those who may receive assistance

ARTICLE 11

National, State, and Local Affiliations

Section 1: National Affiliation.

The Association shall become affiliated with US Lacrosse. The Association shall pay for membership in US Lacrosse for the members of the Executive Board and the Appointed

Board. The Association shall also reimburse coaches for Level I and Level II coaching certifications. All payments and reimbursements shall be made after the spring season, and only after each coach or board member has fulfilled his/her duties.

Section 2: State and Local Affiliation.

The Association shall become affiliated with CONNY.

ARTICLE 12
Dissolution

Section 1: Dissolution Vote.

The Association may be dissolved by a two thirds vote of the Active Members at any membership meeting called for the purpose of dissolution, provided notice of the proposed dissolution is mailed to each member of the Association at least fourteen (14) days prior to the date on which the vote is to be conducted.

Section 2: Distribution of Assets.

In the event of dissolution, the assets of the Association, if any, shall be distributed to the Town of Wallingford Parks and Recreation Department for whatever use it see fit, or as determined by the Active membership at the meeting at which the dissolution is approved.