

**LAKEVILLE PLAYGROUND ASSOCIATION  
BY-LAWS  
REVISED 10/08**

**ARTICLE I  
NAME AND PURPOSE**

- 1.01** The name of this organization shall be the Lakeville Playground Association.
- 1.02** The purpose of this Association is to help the children of the Town of Lakeville and surrounding towns when appropriate learn sportsmanship and building each player's self confidence by teaching the fundamentals of the sport in order to learn individual and team skills.

**ARTICLE II  
MEMBERSHIP**

- 2.01** All children who live in the town of Lakeville, along with children from surrounding towns deemed eligible by that sport president, pending age requirements of a given league, to participate in Lakeville Playground Association (herby referred to as LPA) sponsored activities.
- (a) In the event that children living outside of the town of Lakeville request membership into the LPA the following criteria must be met:
- 1) Written permission from that person's hometown governing league must be made available to the LPA prior to entry.
  - 2) Majority vote of acceptance by the LPA Executive Board.
  - 3) Respective League President and managers approval.
- (b) In the event that out of town teams request membership or to "interlock/interplay" with the LPA, the following criteria must be met:
- 1) Written permission from the respective leagues governing board must be made available to the LPA prior to entry.
  - 2) Majority vote of acceptance by the LPA Executive Board.
  - 3) Respective League President and managers approval.
  - 4) All teams must provide insurance coverage, uniforms, equipment and share league expenses as deemed necessary by the LPA Executive Board.
- 2.02** All Parents or legal guardians of a child participating in a league overseen by the LPA shall be eligible to be an Executive Board Officer. Only one member of the immediate family of a child in an LPA sponsored league may serve on the Executive Board. All members of the executive board, team managers and coaches must be eighteen years of age or older. Team managers and team coach may come from towns where children can be enrolled. Parent's of enrolled children will be given preference all other factors being equal in the process, provided that the individual pass a Criminal Offender Record Information (CORI) check.

**ARTICLE III**  
**EXECUTIVE BOARD**

**3.01** The Lakeville Playground Association shall be governed by an Executive Board. The President of the Association (hereafter referred to as "President") shall preside over the Executive Board. Each Board member shall be elected for a two-year term of office. The president shall be chosen from among the sitting members of the executive board.

**3.02** The following positions shall make up the Association's Executive Board:

**LPA President**

**LPA Vice-President (1)(Nomination Position)**

**LPA Secretary**

**LPA Treasurer**

**Softball Leagues Director (2)**

**Boys Lacrosse Leagues Director (3)**

**Girls Lacrosse League Director (4)**

**Babe Ruth Director**

**T-Ball Director**

(1) LPA Vice-President, by nomination and voted in by standing LPA Executive Board, possible nominees are Softball Leagues Director, Boys Lacrosse Leagues Director, Girls Lacrosse Leagues Director, Babe Ruth Director or T-Ball Director.

(2) Softball Subcommittee; 14U President, 12U President, 10U President and 8U Instructional Softball President.

(3) Boys Lacrosse Subcommittee will be made up from the volunteers of all Boys Lacrosse Divisions.

(4) Girls Lacrosse Subcommittee will be made up from the volunteers of all Girls Lacrosse Divisions.

**Non-Voting Board Members;** Equipment Coordinator, Assistant Secretary, Assistant Treasurer and Snack Bar Coordinator

**3.03** The term for officers of the executive Board shall run from November of the year elected for two years, ending on the last day of October. Notice of election of officers shall be advertised a minimum of two weeks before election and posted in the Lakeville Town Hall.

**3.04** Each member of the Executive Board shall serve for the, period of his/her term of office or until his/her successor is duly elected unless the officer resigns or Section **3.06** is implemented.

**3.05** The election of officers shall occur on alternate years as follows:

- a. LPA President and LPA Secretary shall be elected in Even Number Ending Years.
- b. LPA Treasurer shall be elected in Odd Number Ending Years.

- c. All other League Subcommittee directors will be Two Year Terms. These positions will be in accordance of their description in the LPA By-Laws.

**3.06** The Board by a 2/3 vote of the members present at a monthly meeting, may remove a member of the Executive Board because he/she has missed three (3) consecutive meetings, or missed 50% of the board's 12 yearly meetings, or failed to carry out the responsibility of his/her Board position, or is found to have acted in a prejudicial or discriminatory manner, or for any other just reason so found by the Board. The Board member in question shall receive written notification of the pending Executive Board action and be given the opportunity to address the Board at its' next scheduled monthly meeting after the date of the said notification

**3.07** In those instances where an officer cannot complete his/her term of office, the President shall appoint an **interim** replacement to fulfill the term of the board member. In the event that more than a year remains in the term then at the next annual election a successor shall be elected to complete the term.

#### **ARTICLE IV** **DUTIES OF OFFICERS**

**4.01** **The President** shall preside over all meetings of the Lakeville Playground Association and shall perform the duties usually pertaining to the office of the president.

**4.02** **The Vice President** shall assume the duties of the President, for the balance of the president's term, when the President is unable to perform such duties and follows the President in order of ascension.

**4.03** **The Treasurer** shall have the custody of all funds of the Lakeville Playground Association, shall collect all sums due and keep a true account of all moneys received and disbursed. The Treasurer shall follow the Vice President in order of ascension.

(a) There will be separate accounts for Softball, Lacrosse, LPA General Fund and a joint account for Babe Ruth and T-Ball. All money collected by a member league including fund raising revenue, registration fees, sponsorship fees and money from any other source will be deposited into the appropriate league account. All expenditures from a league will be paid out of the appropriate account. Non-budgeted items may only be paid from these accounts with the approval of the LPA Board. No league may spend more money than they have in their account. If there is need for money beyond the amount budgeted, the league director will have to request additional money from the LPA Board.

(1) There shall be accounts set up for the daily operation costs of each snack bar.

(b) The allocation of moneys in the General Fund shall be at the direction of the Lakeville Playground Association Executive Board.

(c) All bills shall be paid by bank check or debit/credit card. The Treasurer or President shall sign checks. All purchases must be pre-approved by the treasurer to ensure sufficient funds are available. The LPA Executive Board may review any bill. **No Association money transaction shall be done in cash.**

(d) The Treasurer shall make monthly financial statement reports to the Executive Board at their regularly scheduled meeting.

(e) The Treasurer shall have custody of all documents concerning the finances of the Lakeville Playground Association

(f) The Association books shall be reviewed by the executive board yearly.

- (g) The Equipment Director shall coordinate purchasing and approve all equipment purchases. A copy of the invoice is to be given to the treasurer.
- (h) The Snack Bar Coordinator of each snack bar shall have authority to make purchases from the snack bar account to buy stock and for the daily operations of the snack bar. Receipts must be forwarded to the treasurer. Any capital expenditures must be approved by the Executive Board. This shall include items for the snack bar and awards that have been approved by the Executive Board. Profits from the snack bar shall be deposited in the account of the league that runs the snack bar. Babe Ruth or T-Ball may take over the running of the Ted Williams Snack Bar.
- (i) The Treasurer shall pay all bills that have Invoices or that have been approved by the Executive Board. The Executive Board shall review any payment made without an invoice.
- (j) Deposits to the Association's Accounts shall be made by the Treasurer, the President or anyone so designated by either of the fore mentioned officers.
- (k) Any misuse of Lakeville Playground Association assets or funds by a member of the Executive board or by a person representing the Lakeville Playground Association (Team Manager, parent involved in fund raiser, etc. shall be subject to legal action, reimbursement of said funds, and termination of that person's involvement with the Lakeville Playground Association.

**4.04 The Recording Secretary** shall keep an accurate record of the meetings of the Lakeville Playground Association meetings and keep records of the same. The Secretary shall follow the Treasurer in order of ascension. The Secretary shall serve as Director of the Public Relations subcommittee.

**4.05 The Softball Director** will be a LPA elected representative of the Girls Softball Leagues.

- (a) The Softball Subcommittee will appoint an Assistant Director.
- (b) The Director and Assistant shall be voted in by the standing LPA Executive Board.
- (c) This Subcommittee will be made up of 14U President, 12U President, 10U President and 8U Instructional League President.
- (d) The Assistant Director will be allowed to represent the league on LPA Matters in the case the Director is unable to attend a meeting, but will not be allowed to vote.
- (e) Each League to include Equipment Needs and Budget to Equipment Coordinator and the Director of each league will be responsible for dispersal and retrieval of equipment and uniforms.
- (f) Each League Director will be responsible for schedules, equipment and uniform needs as well as forwarding a coaches list to be presented to the LPA Executive Board.

**4.06 The Boys Lacrosse Director** will be a LPA elected representative of the Boys Lacrosse Leagues.

- (a) The Boys Lacrosse Subcommittee will appoint a representative to be that Subcommittee's Assistant Director.
- (b) The Director and Assistant shall be voted in by the standing LPA Executive Board.
- (c) This Subcommittee will be made up of all age division volunteers.
- (d) The Assistant Director will be allowed to represent the league on LPA Matters in the case the Director is unable to attend a meeting, but will not be allowed to vote.
- (e) Each League to include Equipment Needs and Budget to Equipment Coordinator and the Director of each league will be responsible for dispersal and retrieval of equipment and uniforms.
- (f) Each League Director will be responsible for schedules, equipment and uniform needs

as well as forwarding a coaches list to be presented to the LPA Executive Board.

**4.07 The Girls Lacrosse Director** will be an LPA elected representative of the Girls Lacrosse Leagues.

(a) The Girls Lacrosse Subcommittee will appoint a representative to be that Subcommittee's Assistant Director.

(b) The Director and Assistant shall be voted in by the standing LPA Executive Board.

(c) This Subcommittee will be made up of all age division volunteers.

(d) The Assistant Director will be allowed to represent the league on LPA Matters in the case the Director is unable to attend a meeting but will not be allowed to vote.

(e) Each League to include Equipment Needs and Budget to Equipment Coordinator and the Director of each league will be responsible for dispersal and retrieval of equipment and uniforms.

(f) Each League Director will be responsible for schedules, equipment and uniform needs as well as forwarding a coaches list to be presented to the LPA Executive Board.

**4.08 The Babe Ruth Director** will be an LPA elected representative of the Babe Ruth League.

(a) The Babe Ruth Subcommittee will appoint a representative to be that Subcommittee's Assistant Director.

(b) The Director and Assistant shall be voted in by the standing LPA Executive Board.

(c) This Subcommittee will be made up of all age division coaches.

(d) The Assistant Director will be allowed to represent the league on LPA Matters in the case the Director is unable to attend a meeting but will not be allowed to vote.

(e) Each League to include Equipment Needs and Budget to Equipment Coordinator and the Director of each league will be responsible for dispersal and retrieval of equipment and uniforms.

(f) Each League Director will be responsible for schedules, equipment and uniform needs as well as forwarding a coaches list to be presented to the LPA Executive Board.

**4.09 The T-Ball Director** will be an LPA elected representative of the T-Ball League.

(a) The T-Ball Subcommittee will appoint a representative to be that Subcommittee's Assistant Director.

(b) The Director and Assistant shall be voted in by the standing LPA Executive Board.

(c) This Subcommittee will be made up of all age division volunteers.

(d) The Assistant Director will be allowed to represent the league on LPA Matters in the case the Director is unable to attend a meeting but will not be allowed to vote.

(e) Each League to include Equipment Needs and Budget to Equipment Coordinator and the Director of each league will be responsible for dispersal and retrieval of equipment and uniforms.

(f) Each League Director will be responsible for schedules, equipment and uniform needs as well as forwarding a coaches list to be presented to the LPA Executive Board.

**4.10 The Equipment Coordinator** shall be responsible for the purchasing of all equipment, uniforms, supplies and awards etc., for all Leagues throughout the year. This includes the Spring season, Tournaments and Inter-town Leagues. The Equipment coordinator shall provide the treasurer with written documentation for any and all purchases made in behalf of the Association.

- 4.11 **The Assistant treasurer** shall assume the responsibilities when the Treasurer is no longer able to fulfill his/her responsibilities. This position will be a non-voting position. In addition, the Assistant Treasurer shall be the chairperson of the Sponsorship subcommittee and be responsible for organizing and coordinating all the necessary activities to enroll team sponsors, sign sponsors, tournament sponsors and other sponsorship activities.
- 4.12 **The Assistant Secretary** shall assume the duties of the Secretary when the Secretary is unable to perform such duties. This position will be a non-voting position. In addition, the Assistant Secretary shall be the chairperson of the Membership, Insurance and Fund Raiser subcommittee, when the President establishes said subcommittees for a given year.
- 4.13 **The Snack Bar Coordinator** for each snack bar shall coordinate staffing and purchasing for whichever locations the LPA runs each season. The Snack Bar Coordinator will be responsible to collect monies and deposit in conjunction with Treasurer's directions.
- 4.14 Purchases that are made without the approval of the President or the Executive Board shall be paid by that person and the Executive Board shall take such action that is necessary to remove said person from participation in the Lakeville Playground Association.
- 4.15 No Association team, whether in spring season, tournaments or inter-town leagues shall be treated differently in the purchase of equipment, uniforms, supplies or awards.

## **ARTICLE V** **DUTIES AND MEETINGS OF THE EXECUTIVE BOARD**

- 5.01 The Executive Board shall perform the duties usually performed by a Board of Directors and without limiting the generality of the foregoing shall carry out the administrative responsibilities of the Association and may adopt rules and regulations governing the conduct of persons during or carrying out any Lakeville Playground Association activity.
- 5.02 The Executive Board duties shall include, but not limited to, review and approval of *all LEAGUE RULES AND BUDGETS* for which it is responsible, review and approval of all Lakeville Playground Association expenditures and insurance matters.
- 5.03 The Executive Board shall set all registration fees, including but not limited to, Spring Season, tournament Play and Inter-town Leagues.
- 5.04 The Executive board shall meet on a monthly basis as determined by the presiding board. The President shall notify members of the time, place and agenda of the meeting. Meetings to take place during the playing seasons, June through August, will be upon Executive Board decision. The meetings will be open to the members of the LPA
- 5.05 **ROBERT'S RULES OF ORDER** will be followed for all Lakeville Playground Association business.
- 5.06 A **quorum** of Executive Board meetings shall consist of a minimum fifty percent of the filled positions. Each member of the Board shall have one (1) vote and must be present at the meeting to cast said vote. The President will vote to break a tie.

- 5.07** All action by the Executive Board shall be by at least a majority vote of those members present with the exception of amending the **BY-LAWS, which** shall require a 2/3 vote of the officer members present.
- 5.08** All amendments and changes to the by-laws must be submitted in type written form at an Executive Board meeting at least thirty days before the changes are to be voted on. By Laws may only be changed at the regularly scheduled executive board meeting held in October. Changes may be voted on at another regularly scheduled meeting if deemed an emergency situation by the LPA President.
- 5.09** E-Mail vote will be limited to emergency situations. A board member may vote over the phone if they cannot be at a meeting in person.

## **ARTICLE VI** **LEAGUE RULES**

- 6.01** No later than the January meeting of the Executive Board, the Director of each league shall submit for the Board's review and approval a statement of the following information:
- (a) The number of teams the league will field.
  - (b) The estimated number of players in each league
  - (c) Equipment and uniform needs
  - (d) Proposed tournament and Inter-town teams.
  - (e) Officiating requirements
- The Director shall present this information to the Board with a copy of the minutes of the League's meeting at which the league manager and coaches voted to approve. The minutes shall contain the names of all the league members who were present and the results of said vote.
- 6.02** League rules must not discriminate against any person on the basis of race, sex, age, or handicap condition.
- 6.03** The purpose of the Executive Board's review of a League's rules is to assure that all players, managers and coaches are treated fairly and that the rules are consistent with the Association's Philosophy of teaching and sportsmanship. The Board shall not entertain discussion from a manager, coach or other person who may be disenchanted with the rules of a League through sections 6.01 and 6.02 of the Association BY-LAWS.
- 6.04** In order to resolve problems that may develop during the course of a season at the lowest level, it shall be the policy of the Lakeville Playground Association that an aggrieved party seeks resolution of a problem by discussing the problem at its origin and working through the following chain.
- (a) Manager
  - (b) League President
  - (c) Subcommittee of the Association President and two (2) members of the Executive Board, other than the League Director who has rendered a decision. The decision of this subcommittee shall be final.