

# SLA BYLAWS 2016

## ARTICLE I. NAME OF ORGANIZATION

Stafford Lacrosse Association also known as SLA

## ARTICLE II. CORPORATE PURPOSE

### Section 1. Nonprofit Purpose

Mission: To provide the youth of Stafford County the opportunity to learn and play lacrosse at a level commensurate with each individual's ability, while enjoying the benefits of being a part of a team.

Vision: To provide lacrosse opportunities for boys and girls at all skill levels in numbers that adequately support the high school lacrosse programs of Stafford County.

### Section 2. Specific Purpose

Intent: The Stafford Lacrosse Association (SLA) shall provide all Stafford County and Fredericksburg area youth with the opportunity to play organized lacrosse in such a manner as to: promote character development, good sportsmanship, good citizenship and otherwise exemplary behavior; develop lacrosse skills, general athletic ability and a sense of team play, and; maintain a high standard of player safety.

SLA shall provide organized youth lacrosse teams to participate in leagues in which SLA is in good standing, programs offered by SLA; programs offered by Stafford County and in other organized lacrosse activities as it may determine from time to time by:

- i. Setting registration and other participation requirements and costs;
- ii. Adhering to safety standards and rules of play as set forth by U.S. Lacrosse, league rules or SLA Operating Rules;
- iii. Providing qualified coaches;
- iv. Resolving disputes between or among coaches, parents/guardians, players;
- v. Applying discipline within the guidelines of these by-laws and code of conduct;
- vi. Serving as a clearing house for lacrosse-related information for the members, and;
- vii. Performing other activities as needed or requested which support the development or ongoing play of youth lacrosse within Stafford and other areas.

## ARTICLE III. MEMBERSHIP

### Section 1. Eligibility for Membership

Registered players and their parents/guardians constitute the members of the association. Membership is granted after completion and receipt of a complete player registration and payment of the program registration fees. Once registered for a program the player is considered a member for the entire calendar year and is covered by association insurance while participating in SLA sponsored events or programs.

### **Section 2. Registration Fees**

The amount required to provide the program the player is registering to participate in shall be determined by the Board of Directors. The amount is determined on the cost of providing, fields, uniforms, officials, insurance and equipment for the safe operation of the program.

### **Section 3. Rights of Members**

Each member shall be eligible to fully participate in the program for which they are registered. As a recreation based association there are no player cuts and each player is provided a minimum amount of game time.

### **Section 4. Termination**

Membership automatically terminates on December 31<sup>st</sup> of each year and must be reestablished by registering to participate in an offered program for the next calendar year.

## **ARTICLE IV. BOARD OF DIRECTORS**

### **Section 1. General Powers**

The affairs of the Association shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the association. The Board of Directors establishes organization-wide policies, guidelines and procedures and monitors their implementation and effectiveness from an organizational perspective. The Board of Directors shall be responsible for and have the final authority, except as otherwise provided, for the following:

- a. Enforcing and interpreting the bylaws
- b. Adopting and publishing the operating rules.
- c. Establishing and maintaining the strategic plan.
- d. Managing Association finances.
- e. Conducting the day-to-day affairs pursuant to the directives of the membership.

### **Section 2. Makeup and Tenure of the Board**

Hereinafter, "Directors" shall mean the members of the Stafford Lacrosse Association Board as defined in the list below. Only Directors shall be entitled to vote on matters pertaining to the organization or operation of SLA. Directors shall determine SLA philosophy, goals and

objectives; conduct the normal business of SLA, and otherwise; make all decisions concerning the operation of SLA. Each member of the board will be entitled to one vote per motion presented.

SLA Board - The Board shall include, at a minimum:

- President of the Association
- Boy's Programs Commissioner
- Girl's Programs Commissioner
- Treasurer
- Secretary
- Member-at-large
- Past President

Each Director shall be elected to a two-year term starting in July of each year. The Board shall announce the positions that will come open that year in February at the Annual Member Meeting. If the current Director wishes to continue in the position a one-year extension will be granted with board approval, the position will then be opened when the extension expires. At that time the current member can participate for the position if they wish to continue. The Board shall collect statements from each candidate and hold a Board election at the first meeting after the end of the Spring season. The President position should be sourced from a current board member if possible. Once the current President is replaced they will automatically be offered the position of Past President, if they decline the position shall remain unfilled.

### **Section 3. Regular and Annual Meetings**

Board meetings shall be conducted monthly with announcements posted via the SLA website; the Annual Member Meeting shall be conducted in February of each year. Meeting schedule shall be determined, coordinated and announced by the President. Agenda items for each meeting should be submitted to the President at least seventy-two (72) hours prior to that meeting. Failure of a Director to attend a meeting shall result in the loss of voting privileges for that meeting.

General Membership Meeting open to all members at least annually with a target of no later than February. The purpose of the general membership meeting is to report to the general membership on financial and operational status and to obtain comments and feedback from the general membership on operations, policies and procedures.

#### **Section 4. Special Meetings**

Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

#### **Section 5. Quorum**

The presence, in person of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. Any dispute between or among members of the SLA shall be presented to the board at the first meeting immediately after the incident. The issue shall be resolved by a majority vote in accordance with the guidelines in Article V, Section 8, below.

#### **Section 6. Forfeiture**

Any member of the Board of Directors who fails to fulfill any of his or her requirement to attend a meeting shall result in the loss of voting privileges for that meeting. Directors must attend a minimum of 6 meetings to maintain good standing. At the end of the calendar year the board may vote to open the position of any Director who is not in good standing. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy.

#### **Section 7. Vacancies**

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

#### **Section 8. Confidentiality**

Directors shall not discuss or disclose information about the Association or its activities to any person or entity unless such information is already a matter of public knowledge or such person or entity has a need to know. Directors shall use discretion and good business judgment in discussing the affairs of the Association with third parties.

#### **Section 9. Parliamentary Procedure**

Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

## **Section 10. General.**

Expensing Association Funds - The President shall approve the payment of funds up to \$500, payments greater than \$500.00 shall be approved by a majority vote of the Board.  
Commissioners may make purchases of up to \$300

Dispute resolution - Any dispute between or among members of the SLA shall be presented to the board at the first meeting immediately after the incident. The issue shall be resolved by a majority vote in accordance with the guidelines in Article V, Section 8, below.

## **ARTICLE V. OFFICERS**

The officers of this Board shall be the President, Boys Programs Commissioner, Girls Programs Commissioner, Secretary, Treasurer, Member At Large and Past President. All officers must have the status of active members of the Board.

### **Section 1. President**

The President shall preside at all meetings of the membership. The President shall have the following duties:

- a. Govern the Board
- b. Represent and ensure SLA is in good standing with all leagues that the Board has approved for participation
- c. Maintain and enforce the SLA By-Laws
- d. Resolve disputes between Directors
- e. Apply discipline within the guidelines of these by-laws and code of conduct

### **Section 2. Boys Commissioner**

The Boys Commissioner is responsible for all programs (Spring, Fall, clinics, etc.) offered by the association and shall perform all the following duties:

- a. Develop and direct respective programs
- b. Provide trained and competent coaches
- c. Provide for player assessments
- d. Provide uniforms, equipment and supplies
- e. Provide game day Field Commissioner
- f. Develop practice plan including schedules and locations

### **Section 3. Girls Commissioner**

The Girls Commissioner is responsible for all programs (Spring, Fall, clinics, etc.) offered by the association and shall perform all the following duties:

- a. Develop and direct respective programs
- b. Provide trained and competent coaches
- c. Provide for player assessments
- d. Provide uniforms, equipment and supplies
- e. Provide game day Field Commissioner
- f. Develop practice plan including schedules and locations

#### **Section 4. Secretary**

The Secretary shall attend all meetings of the Board; special meetings will act as a clerk thereof. The Secretary's duties shall consist of:

- a. Record and report all Board Meeting Minutes
- b. Develop and distribute SLA Newsletter
- c. Maintain and monitor Social Media sites
- d. Monitor and respond to member communications (email account)
- e. Control Website access and maintain Website with current and accurate information
- f. Collect and Archive all SLA documents in a manner to preserve information and provide easy access to data
- g. Maintain Insurance & Organizational Documents
- h. Coordinate with Boys & Girls Commissioner for NVYLL forms and roster development
- i. Coordinate with Boys & Girls Commissioner for website team section development

#### **Section 5. Treasurer**

The Treasures duties shall be:

- a. Provide Treasure's Report
- b. Maintain Profit & Loss Sheet
- c. Maintain Balance Sheet
- d. Provide IRS 990
- e. Non-profit documentation
- f. Maintain Bank Account
- g. Maintain State Corporation Documentation

#### **Section 6. Member At Large**

The Member At Large duties shall be:

- a. Represent the general membership on the Board

- b. Become familiar with member issues, concerns and satisfaction with SLA programs and present to the Board
- c. Assist with Board functions
- d. Represent the Board when required

### **Section 7. Past President**

The Past President duties shall be:

- a. Provide historical perspective with regard to SLA programs
- b. Provide guidance and advice
- c. Represent the Board when required

## **ARTICLE VI. COMMITTEES**

### **Section 1. Committee Formation**

The Board may establish committees for the purposes of, fundraising, publicity or projects. A Director shall chair each committee and establish a committee Charter which will govern the committee's actions. Each committee chair shall enlist member support as needed and shall be responsible for accomplishing the goals/tasks established by the committee's Charter.

## **ARTICLE VII. STAFF**

### **Section 1: Development Coordinator**

The Development Coordinator shall develop the standing and visibility of the Association within the local community and shall establish programs for sponsorships, fundraisers and member support. The Development Coordinator shall solicit a staff that includes the Sponsorship Coordinator and Spirit Coordinator and Coordinators for any area that provides sustained support to the Association.

### **Section 2: Other Staff**

This may include a Field Operations Manager, Recreation League Director, Concessions Coordinator, Event Planner, Parent Liaison (Social Media), and Coaches Development Coordinator.

## **ARTICLE VIII. GENERAL**

### **Section 1: Team Organization**

Team organization – All teams, including those that compose the Recreation League, shall be organized into divisions and age groups in accordance with U.S. Lacrosse guidelines.

## **Section 2: Rules of Play**

Rules of play – See *Operating Rules*

## **Section 3: Code of Conduct**

Code of Conduct – SLA requires that its members behave in a sportsmanlike and disciplined manner at all SLA activities. To that end, each parent or guardian who registers a child to play, as well as all coaches and assistant coaches, are required to sign the SLA Code of Ethics statement, which proscribes positive behavior, when registering to participate. A coach, assistant coach or player may be prohibited from participation in some or all future SLA activities for violating that ethics code, or for serious misconduct (see section 8 below).

## **Section 4: Tobacco and Alcohol**

Tobacco and Alcohol - There will no tobacco or alcohol products at any SLA event to include team gatherings and game day tailgates at a SLA provided facility.

## **Section 5: Insurance**

Medical / liability insurance - SLA shall provide liability insurance for its officers, Directors and coaches and supplemental medical insurance to each member player participating in a SLA sanctioned event (practice, game, clinic, tournament).

## **Section 6: Equipment**

Equipment requirements - Player safety is paramount. Equipment requirements shall be published in the operating rules. Coaches are not allowed to deviate from requirements in any way but may loan approved equipment (mouthpieces, gloves, etc.).

## **Section 7: Expectations**

Expectations – SLA officers, Directors, Coaches, parents/guardians shall treat all with dignity and respect; make appropriate contingency preparations for potential emergency medical treatment; Players shall abide by all rules of conduct as published by the respective league and SLA upon registration. Parents are responsible for ensuring players are aware of these rules and the consequences of not following them. Violation of these expectations shall result in the application of the discipline guidelines in section 8, below.



## **Section 8: Discipline**

Discipline - Non-severe problems: A discipline problem involving players, coaches or parents/guardians which is not considered severe by the head coach or the SLA Commissioner and which occurs during or immediately before or after any regular or post-season SLA game or activity shall be handled informally by that head coach or, if necessary, the Commissioner. Punishment may include a warning to the player or parents/guardians or restricted playing time.

Severe problems: A severe discipline problem that occurs during or immediately before or after any regular or post-season SLA game or activity, as determined by a referee, head coach or the Commissioner, shall be resolved by the Commissioner. Punishment may include suspension of the player or parents / guardians for one or more practices or games. If the Commissioner determines that more serious punishment is needed, such as suspension for the entire season, he/she shall present the issue to the board members for resolution by majority vote.

A severe discipline problem shall include but not be limited to the following: fighting, committing other acts of violence, deliberately violating safety standards and endangering other players, displaying poor sportsmanship, or failing to meet the expectations listed in section 9, above.

If a severe or non-severe problem occurs between an SLA member and a member of another youth lacrosse club or a referee, the Commissioner may notify either the other club's Commissioner, for informal resolution of the problem, or the NVYLL chairman, for resolution in accordance with the NVYLL by-laws.

## **ARTICLE IX. BOOKS AND RECORDS**

The Secretary shall keep complete books and records of account and minutes of the proceedings of the Board of Directors.

## **ARTICLE X. AMENDMENTS**

### **Section 1. Articles of Incorporation**

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered

personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment to Article III or Article VI of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

## **Section 2. Bylaws**

A proposed amendment to these by-laws must be submitted in writing to the BoD by an SLA member at least two weeks prior to a board meeting. Approval of these by-laws or an amendment thereto requires a two-thirds majority vote of the SLA board members.

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## **ADOPTION OF BYLAWS**

We, the Directors consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 10 preceding pages, as the Bylaws Association.