

# **Northbridge Youth Lacrosse**

## **ARTICLE I - NAME**

The name of this Association shall be Northbridge Youth Lacrosse.

## **ARTICLE II - STATEMENT OF AFFILIATION**

Northbridge Youth Lacrosse (Hereinafter referred to as NYL) shall be affiliated with Mass Bay Youth Lacrosse League and Mass Bay Girls Youth Lacrosse. (Hereinafter referred to as MBYLL and MBGYLL.) And shall be governed by, and comply with the principles, rules, and regulations enunciated and decreed by MBYLL and MBGYLL. and the Highest Local Authority (hereinafter referred to as HLA) as chartered by MBYLL and MBGYLL.; in which Northbridge Youth Lacrosse. is a member.

## **ARTICLE III - SITE OF PRINCIPAL OPERATION**

The principal operation of NYL. shall be in and about the towns known as Northbridge, County of Worcester, State of Massachusetts, but may extend into such areas as are permitted by the rules and regulations of the MBYLL, MBGYLL. and said HLA in which NYL. is a member.

## **ARTICLE IV - OBJECTIVE**

NYL. is organized to develop and operate a youth lacrosse programs in affiliation with MBYLL. In conjunction with such purposes, the objective of this association, through the medium of a supervised competitive lacrosse, guided and governed by the USA Lacrosse, MBYLL. MBGYLL and HLA, is to seek to implant in the youth the communities of Northbridge, (regardless of race, creed, religion, or national origin) the ideals of good sportsmanship, honesty, loyalty, courage, scholarship and reverence, so that they may be finer, stronger, and happier youth who will grow to be good, healthy adults.

## **ARTICLE V - GENERAL ASSOCIATION**

### **Section 1 - Executive Board**

Executive Board of NYL. will be compromised of Eight Members elected for a 2 year term at the Annual Meeting as follows:

1. President.
2. Vice President.
3. Secretary.
4. Treasurer.
5. Chief Registrar.
6. MBGYLL Representative

The terms of office as it pertains to the Executive Board shall be 2 years.

## **Section 2 - Other Positions**

The executive board has the authority to appoint other non-voting positions necessary to conduct the business of NYL. Such positions are temporary and exist at the convenience of the Executive Board. These positions may be created or terminated by a majority vote of the executive board. These positions will be reviewed annually by the Executive Board.

Examples of Positions in this category are:

**Merchandising Coordinator:** Ensures all merchandise associated with the effective running of NYL is accurate, ordered. This includes team uniforms and merchandising for sale to players, parents and community members

**Concession Coordinator:** coordinates all home game concessions and ensures that booths are staffed to serve all attendees at home games.

**Tournament Coordinator:** Ensures that any communication associated with any tournaments attend by any NYL team is accurate while scheduling team meeting locations to travel to and set up common tournament location.

Positions in this category may be collateral positions and do not prohibit individuals from holding other positions in the organization or on the Executive Board.

### **Authority**

Any appointed non-voting board position (ie: home game coordinator, assistant to a voting member etc...) must be posted to the NYL for a period of no less than 2 weeks, discussed by the board at an official board meeting and approved by a 2/3 vote of the board. No, one board member regardless of position held can appoint any applicant to a said vacant position. Applicant must submit letter of intent, by said date, and approved by a 2/3 majority at said official board meeting.

## **Section 3 - Head Coaches**

All Head lacrosse coaches will be nominated by its general body and/or submitted by petition to the executive board through any executive board member for their respective areas of responsibility. Head Coach Positions are approved by the Executive board on an annual basis. All head coaches must be registered with USA Lacrosse and complete all relevant training as required by MBYLL, MBGYLL and US Lacrosse.

## **Section 4 - Assistant Coaches and Trainers**

Head coaches will recruit and nominate their staff of assistant coaches and trainers. The list of assistant coaches/trainers will be consolidated by the President of NYL for their respective areas of responsibility. Prior to the start of field practices the executive board will vote to ratify each assistant coach and trainer position. It is recommended that each assistant also complete required coaching training sessions as mentioned by USA Lacrosse, MBYLL, and MBGYLL. Each assistant coach will

be required to complete the Positive Coaching Alliance ‘Double Goal Coaching’ online coaching session.

### **Section 5 - Logo/NYL trademark**

No person or group shall duplicate or use the NYL name or logo on any documentation or clothing without prior majority voting board approval. Applicant must submit letter of intent and/or example of how the logo or trademark is intended to be used and must be approved by a 2/3 majority vote of the board at the next official board meeting.

### **Section 6 - Fundraising**

No person or group will fundraise on behalf of NYL organization without prior approval of fundraising director. All fundraising efforts must be voted on and approved by majority vote of the board members.

## **ARTICLE VI - RESPONSIBILITIES**

**President:** The President shall preside at all meetings of NYL. He/She shall also be responsible for the overall administration of the Association and will act as spokesperson concerning any internal or external problems/conflicts.

- a) Conduct the affairs of NYL and execute the policies established by the executive board
- b) Present a report on the condition of NYL at the annual meeting
- c) Communicate with the executive board, such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of NYL.
- d) Investigate complaints, irregularities and conditions detrimental to NYL and report thereon to the executive board, if necessary.
- e) With assistance from the Board, examine the application and support of proof of age and any other required documents of every participant candidate and certify to residency and age eligibility before the participant may be accepted.
- f) Attend regional and state level MBYLL meetings.
- g) Communicate information shared at all state and regional level MBYLL and MBGYLL meetings as it relates to running an effective youth lacrosse program in MA
- h) The President will help coordinate team uniforms with the assistants of the Vice President.
- i) Coordinate with Town Parks and Rec and ensure that all proper paperwork is submitted and accurate, including coordinating insurance for the club.

**Vice President:** The Vice President shall assist the president with his/her duties. In the absence or disability of the President, the Vice President shall perform the duties of the President. He/She will also sit on any Board Hearing. The Vice President will be responsible for communication associated with the NYL website and Facebook pages. In addition, the Vice President will help coordinate team uniforms with the assistants of the President..

**Secretary:** The Secretary records the proceedings of all meetings, prepares the minutes, maintains the minute's book and sends out the meeting notices. The Secretary also maintains all other records of the program, except financial records.

**Treasurer:** The Treasurer collects and disperses all funds, prepares budgets, reports on the status of the funds, maintains all financial records. Prepare and submit an annual budget to the executive board and be responsible for its execution.

**Chief Registrar:** The registrar will coordinate the registration of players and coaches with USA Lacrosse in order to ensure compliance with league rules and insurance requirements. Prepare Park and Rec forms for submission to Town parks and recreation department .

**MBGYLL Representative:** Attend all MBGYLL meetings, communicate league meeting information to board, coordinator coaching for NYL girls program.

**Director of Fundraising Operations:** The Director of Fundraising Operations is responsible for overseeing the activities needed to raise the funds required to cover the expected budget for the year. All fundraising is to be reviewed and voted on by the Executive Board.

**Team Parent Coordinator:** responsible for overseeing the activities needed to staff and supply the concession stand at all home games, and team parent communication within each age group ( boys and girls )

**Head Coaches:** Head coaches are responsible for the preparation of their team. They are responsible for ensuring that their actions and those of their assistant coaches are in accordance with the NYL Coach's Code Of Conduct. Head coaches are responsible for the safety of their players/participants, the sportsman's like conduct of the game and the conduct of their fans.

If an assistant coach or Head coach is in violation of said Code of Conduct, a hearing before the Executive board is mandated. At such time, the Executive board will rule on the future participation of said coach. The President and Vice President as appropriate will conduct an informal inquiry into the facts surrounding the alleged violation and will present those facts to the executive board for their review and decision. The executive board may, at its discretion, hear additional information from concerned parties prior to making any decision. Decisions of the executive board are final. Teams will consist of one head coach and no more than 3 assistant coaches in order to better manage game day sideline management.

## **ARTICLE VII - MEMBERSHIP AND VOTING RIGHTS**

**Participant Members:** Any participant candidate meeting the requirements of and who reside within the authorized boundaries of NYL shall be eligible to participate but shall not have rights, duties or obligations in the management or in the property of NYL.

Members: Any person actively interested in furthering objective's of NYL shall become a regular member upon election by the Executive Board or upon registration of their child that meets the requirements of Participation. *Voting rights are limited to one vote per registered child.*

All Officers, Board Members, Committee members, coaches and other elected or appointed officials must be active Members in good standing.

Sustaining Members: Any person, not a regular member, who makes financial or other contributions to NBYL may, by a majority vote of the Executive Board, become a Sustaining Member, but such person shall have no rights, duties or obligations in the property of the league.

Honorary Members: Any may be elected as Honorary Member by the unanimous vote of all members of the Executive Board present at any duly held meeting of the Board of Directors but shall have no rights, duties, or obligations in the management or in property of NYL.

Suspension or Termination of Membership: Membership may be terminated by resignation or action of the Executive Board.

The Executive Board, by a 2/3's vote of the present and duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member or any class when the conduct of such person is considered detrimental to the best interests of NYL.

The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

All coaches shall lose tenure immediately as of:

- 1) The end of the season, including playoffs and championships
- 2) December 31 of the year, whichever date is earlier.

The Executive Board shall in the case of a participant member, give notice to the head coach of the team of which the participant is a member. Said head coach shall appear, in the capacity of an advisor, with the participant before a duly appointed committee of the Executive Board, which shall have the full power to suspend or revoke such participant's right to future participation.

Each member of the NYL Executive Board shall have one vote per item. The President will cast the final vote in all votes. The President's vote is the tie breaking vote for in instances where the other board members are deadlocked. If the President's vote causes a tie, the Executive board will convene a private Executive Session. During Executive Session, the board members will deliberate the question at hand and conduct a private vote. The President's vote will be the tie breaking vote during executive session votes.

Each member of the NBYL Executive Board shall have one vote per item.

## **ARTICLE VIII - NOMINATIONS**

All nominations for the NYL Board shall be submitted to the Executive Board from the previous year's members of the organization, at the December NYL Board meeting. These nominations for the Executive Board will be voted on during the January Meeting.

## **ARTICLE IX - MEETING & QUORUM**

### **Section 1 - Regular meetings**

To be held monthly as set at the annual meeting, dates of executive board meetings may be changes by a simple majority vote of the members and will be posted on the NYL website if time permits.

### **Section 2 - Annual Meeting**

To be held in January.

### **Section 3 - Emergency meetings**

When it is necessary meeting is to be called with 24-hour notice.

### **Section 4 - Meeting Format**

As per article XVI - Order of Business

### **Section 5 - Quorum**

A Quorum of 51% or more is necessary to hold a meeting.

## **ARTICLE X - AMENDMENTS**

Amendments to these by-laws may be approved by a 2/3s majority of the Executive Board members. Those amendments can only be made in November to go in effect at the beginning of the following year.

## **ARTICLE XI - GOVERNMENT**

The fiscal year for NBYL shall run from January 1<sup>st</sup> through December 31<sup>st</sup>.

The NYL. will abide by all the rules and regulations of the HLA of which it is a member under the guidelines set forth by the official rules of MBYLL, MBGYLL and USA Lacrosse.

To deal effectively with any problems and or conflicts, NYL. will use the following list of communications: 1.) Executive Board vote. This chart will be used for all communications starting with the Head Coach of the respective squad/team.

If not resolved within a reasonable amount of time (14 days), a letter must be written to the board. No complaint or request shall be acted upon unless all details are given in writing and signed by all those requesting the answer or action. Should the director resolve the conflict an accounting of such conflict shall be submitted in writing to the board.

A complaint or request submitted to the Board will not be acted upon until the next monthly meeting with the stipulation that all prior regulations have been followed. The party(s) requesting the action will receive a response within 14 days of said meeting.

The only exception to this policy would be in relation to charges of which an immediate Summary Authority must be exercised. In such an event, a formal hearing is mandated. If, as a result of said meeting, it is the conclusion of the Executive board to defer to a civil authority, full cooperation is expected.

## **ARTICLE XII - FORMAL HEARING**

Verbal notice of a formal hearing must be delivered to each party. The notice must include the date and place of hearing and a list of specific charges. It must also advise the parties to their right to be represented at the hearing by a person of their choice. The charged party(s) will receive verbal notice of the hearing itself. Charged parties shall have the right to introduce witnesses and/or bring documents to support a defense, cross examine witnesses and inspect any item introduced as evidence at the time it is presented. All formal hearings are to be tape-recorded. After the hearing, a written statement and decision must be delivered to each party within 14 days of the hearing, said statement must include any penalties imposed. The hearing board (tribunal if no less than 5 and to be an odd number) shall consist of the NYL Executive Board. . The Secretary shall record the meeting as indicated.

## **ARTICLE XIII - PROTEST OF DECISIONS BY THE BOARD**

A formal written protest must be submitted to the Executive board within 21 days of the original decision and a reason for the protest. A final decision will be sent to all involved parties within 14 days. A formal protest may be submitted for record protesting the decision of the Executive Board. However, all decisions of the Executive Board are final.

## **ARTICLE XIV - YOUTH ELIGIBILITY AND TEAM PLACEMENTS**

All lacrosse players must meet all requirements set forth by MBYLL, MBGYLL and HLA to which NYL is subject to be eligible to participate in any of the Association's functions. NYL will do its best to ensure that all teams are evenly split if there is a need to have more than one team per age group. Placement on teams will consist of player evaluations reviews from prior year as well as a player evaluation practice and game. These practices and games will be attended by the Executive Board and head coaches from all age groups within the club. The club will do its best to ensure that parents with multiple players in the club will be placed on teams that travel to same location when appropriate. Once teams are finalized, there will be no switching of players. If a team is short players than a random drawing of potential players will happen to alleviate any potential conflicts.

## **ARTICLE XV - FEES**

The Executive Board has the authority to determine all fees associated with membership and participation in the programs of NYL.

All registration fees are considered non-refundable after March 1st of the current year due to the advance pre-season fees and expenses which NYL occurs in preparation for the season.

Registrations fees may be refunded at the discretion of the executive board if there are insufficient sign-ups for a team at a particular level and a player is in-eligible to play on another team within the program as determined by the Director of the appropriate program.

Discretion to wave or refund fees is at the discretion of the Executive Board. All Executive Board Members must vote on any fee waiver.

## **ARTICLE XVI - ORDER OF BUSINESS**

All meetings should be governed by Robert's Rules of Order and these By-laws

1. Call to order by the presiding Officer.
2. Roll call by the Secretary.
3. Reading of the minutes of the previous meeting by the Secretary followed by any questions and a vote for acceptance of the minutes.
4. Treasurers Report by the Treasurer followed by any questions and a vote for acceptance of the treasurers' report.
5. Reports by Auxiliary boards as applicable.
6. Old business (updated information)
  - a) League Matters
  - b) MBYLL and MBGYLL Matters
  - c) Lacrosse Matters
  - d) Other Old Business
7. New business
  - a) League Matters
  - b) NYL Matters
  - c) Lacrosse Matters
  - e) Other New Business
8. Notice of next meeting.
9. Adjournment.



## **ARTICLE XVII – INDEMNIFICATION OF OFFICERS AND DIRECTORS**

Each person, now or hereafter a director or officer of the corporation, shall be indemnified by the corporation against all expenses and losses reasonably incurred or suffered by him in connection with any action, suit or proceeding, civil or criminal, to which he may be made a party by reason of his being or having been a director or officer of the corporation, except in relation to matters as to which he shall be finally adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of his duty as such director or officer.

In the case of a criminal action, suit or proceeding, a conviction or judgment (whether based on a plea of guilty or nolo contendere or its equivalent, or after trial) shall not be deemed an adjudication that such director or officer is liable for negligence or misconduct in the performance of his duties, if such director or officer was acting in good faith in what he considered to be the best interests of the corporation and with no reasonable cause to believe that the action was illegal.

The foregoing right of indemnification shall not be exclusive of other rights to which he may be entitled as a matter of law.

### **Article XVIII CORI Checks**

CORI checks will be run on any and all volunteers for NYL. The CORI checks will be done by the NYL Vice-President who will be required to be certified by the State of MA to run CORI checks. All information will be confidential and state laws regarding the procedures of doing CORI checks and the handling of this information will be followed. The following guidelines will be used in determining if an individual should be accepted/barred from volunteering for NYL when their CORI check is returned with offenses:

1. Any offense that has been dismissed will be accepted.
2. Any serious offense, not dismissed, within 2 years, will not be accepted.
3. Repeat offenses will not be accepted.
4. Any offense involving children will not be accepted

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Jeffrey Bauman – President

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Stacie Murray – Vice President

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Jay Athanas - Secretary

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Rich Deluca – Chief Registrar

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Scott Donahue – Treasurer