

**Bylaws of  
Upper St. Clair Girls Youth Lacrosse Board of Directors  
A Nonprofit Organization in the Commonwealth of Pennsylvania**



*(Revised October 2015)*

**Article I: Name and Activities**

**Section 1: The Players**

- Upper St. Clair Girls Youth Lacrosse (USCGLAX) is the overarching name of the Club, which is comprised of girls in grades 2 – 8 who are Upper St. Clair residents.
- Parochial and private school students who are USC residents may register for all programs U9 – U15. Students not enrolled in USCSD, however, may not ride on school district busses.
- Although designated a club program, USCGLAX players in grades 7 and 8 must complete a USCSD physical form and submit it to the Ft. Couch Athletic Director by April 1<sup>st</sup> to participate in the program.
- All players must submit a completed “Medical Information” form and liability waiver.
- All players are encouraged to participate in base-line concussion testing offered through USCGLAX or a private physician/organization.
- All players must be members of US Lacrosse (which requires a separate annual membership payment to that organization).

**Section 2: The Board of Directors**

- The name of the nonprofit organization shall be known as Upper St. Clair Girls Youth Lacrosse Board of Directors.
- The nature of the activities to be conducted and the purposes to be promoted by the USCGLAX Board shall be exclusively charitable and educational to support the athletes and the Upper St. Clair community.

**Article II USCGLAX Mission Statement**

- Upper St. Clair Girls Youth Lacrosse Club aims to facilitate a safe, fun developmental and competitive lacrosse experience for all players. We are committed to teaching sportsmanship, respect, and the power of teamwork, and to helping each young lady develop to their fullest as a lacrosse player.

**Article III Membership**

**Section 1: Student Athlete Membership Defined**

- The Upper St. Clair Girls Youth Lacrosse Club program is open to all female students in grades 2-8 who are residents of Upper St. Clair.
- Student athletes in grades 7 and 8 must be in good academic standing regarding the eligibility requirements of Ft. Couch Middle School.
- Players in grades 7 and 8 must complete a USCSD physical form and submit it to the Fort Couch Athletic Director by April 1<sup>st</sup> to participate in the program.
- All players must be active members of US Lacrosse.

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**Section 2: Parent/Guardian Membership Defined**

- The parents/guardians of said players are eligible for the following membership rights:
  - Voting Rights: any member “in good standing” shall have the right to volunteer and vote for the USCGLAX Board Officers.
  - Standing Committee and Special Committee positions are filled by volunteers.

**Section 3: Member “in good standing”**

- A member shall be “in good standing” if all dues, fees or charges due are paid and current and required insurance forms and waivers are duly signed and submitted.

**Section 4: Membership Year**

- The membership year shall be defined as the 1-year period from October 1<sup>st</sup> to July 1<sup>st</sup>.

**Article IV Board of Directors**

**Section 1: Composition and Term:**

- The USCGLAX Board shall be comprised of the following volunteer leadership/directorship positions: President, Vice President, Secretary, Treasurer, Coaches’ Advisor, and Team Coordinators’ Advisor. Directors shall volunteer/be elected each year at the General Membership Meeting in October. All Directors must be members in good standing. Each director shall hold office from the date volunteered/elected until the General Membership meeting in October of the following year. Directors may serve an unlimited number of terms.

**Section 2: Duties**

- The USCGLAX Board is entrusted with the responsibility of managing and pursuing the purposes of the USCGLAX Program through fundraising and other charitable and educational activities and organizational efforts. The Board shall exercise its powers and duties and transact necessary business related thereto and such other business as may be referred to it by the membership. The Board may incur and authorize payment of expenses incurred by the USCGLAX Program, provided such expenses are within the limits of the annual budget, approved by the Directors. All actions of the Board shall be ratified at its next meeting and must be recorded in the minutes. Sustaining duties include but are not limited to the following: securing coaches, maintaining US Lacrosse membership, maintaining WPSLA membership, and maintaining good standing with the USC School District.

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**Section 3: General Membership Board Meetings**

- There shall be a minimum of two General Membership USCGLAX Board meetings, one in June, marking the end of the season, and one in October, marking the beginning of a season. Meetings shall include all members in good standing who wish to attend. All members in attendance at the General Membership Meeting may vote. Members shall vote to fill the directorship Board positions as needed.
- The October meeting referenced above shall also be designated as a Pre-registration and Informational meeting to recruit new players and families.

*(The October 2015 meeting was organized as follows: 7:00-7:30 for new families and players; the General Membership Board Meeting began at 7:30.)*

**Section 4: Special Board Meetings**

- Special meetings of the Board may be called at any time by the President, or on the written request of two Directors.

**Section 5: Compensation**

- The following Board of Directors positions shall receive compensation for services rendered to the program in the form of waived player registration for their child/children involved in the program: President, Vice-President, Secretary, and Treasurer. Directors, at the discretion of the board, may be entitled to reimbursement for reasonable and necessary expenses actually incurred in connection with the performance of their duties in the manner and to the extent that the Board may authorize. Directors may receive reasonable compensation for services performed in other capacities (such as coaching, serving as Webmaster, or serving as Team Coordinator) for or on behalf of USCGLAX, pursuant to authorization by the Board fully disclosed in the Board minutes, subject to these Bylaws. Notwithstanding, the Board shall neither authorize nor provide reimbursement for expenses or compensation other than those reasonable and necessary in furthering the Club's purposes.
- The following leadership positions will receive compensation in the form of waived registration for their child/children involved in the program: Webmaster/Uniform Coordinator, Team Communication Coordinators, Special Events Coordinator, and Spirit Wear Coordinator.
- The Webmaster/Uniform Coordinator shall receive a stipend of \$500.00 in addition to the free player registration mentioned above, based on the necessary workload involved with this position.

**Section 6: Loans**

- No loans shall be made by the Board to any Director.

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**Article V Committees**

- The USCGLAX Board of Directors may at any regularly scheduled meeting appoint any Director, Officer, or Member to chair a committee to accomplish a particular project. Such committee shall have as its purpose a specific function that is needed to further the objectives of the USCGLAX program. The committee chairperson shall have the responsibility of reporting to the Board at regularly scheduled meetings in person, written or electronic communication as to the current status of their project.

**Article VI Board of Directors Officers**

**Section 1: Titles and Election**

- At the October Board of Directors Meeting, the members shall elect a President, Vice President, Secretary, and Treasurer. The terms of the President, the Vice President, the Secretary, and the Treasurer shall be active from October 1<sup>st</sup> to the following October. As it deems necessary, the Board may elect any Assistant Secretary or Assistant Treasurer or such other officers as deemed necessary, for a term to coincide with the Board.

**Section 2: President**

- The President shall serve as the chief voluntary officer of the USCGLAX program and have general charge and supervision over and responsibility for the affairs of USCGLAX, and see that all resolutions of the Board are carried into effect, subject to the approval of the Board. The President shall preside at Board meetings and all General Membership Meetings. The President shall perform other duties as may from time to time be assigned or specifically required to be performed by law or these By-Laws. The President shall communicate with Upper St. Clair School District officials to ensure the smooth operations of the USCGLAX program. The President shall set all meeting agendas, including General Meetings and special meetings. The President should coordinate with the current coaches to also plan the pre-season parent meeting. The President shall file/communicate annual field permit requests.

**Section 3: Vice President**

- The Vice President shall have such powers and perform such duties as may be assigned by the Board or by the President. In addition, the Vice President shall have authority to disburse funds in the event that the Treasurer is unavailable. In the absence or disability of the President, the Vice President shall perform the duties and exercise the powers of the President. The Vice President, after fulfilling the term for one year, shall assume the role of the President for the following year.

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Section 4: Treasurer

- The Treasurer shall, subject to oversight by the Board, maintain general supervision over the financial affairs of USCGLAX and shall cause to be kept accurate books of an account. The Treasurer shall oversee the disbursement of funds of USCGLAX. The Treasurer shall from time to time, or upon request from the Board, account for all the transactions undertaken as Treasurer, and of the financial condition of the USCGLAX program. The duties of the Treasurer may be delegated to an Assistant Treasurer as designated by the President or the Board. The Treasurer shall serve in this position for two consecutive years.

Section 5: Secretary

- The Secretary shall cause notices of all Board meetings, special meetings, and the annual pre-season parent meeting. The Secretary shall be in charge of securing meeting sites and communicating with the Webmaster to post notice of all meetings. The Secretary shall write, store, read, and disseminate as requested minutes of all meetings. The Secretary shall have responsibility for the general supervision of USCGLAX documents and archives. The Secretary shall serve in this position for the duration of one membership year.

**Article VII Clearances**

- In compliance with Act 153, ALL USCGLAX Board members, coaches, team communication directors, and volunteers who have direct contact with the players and their families, must provide updated copies of the two clearances (State Criminal Record and Child Abuse Clearance) by March 1 in order to be eligible to participate in the USCGLAX program for the upcoming season. Coaches and volunteers are responsible for the cost of maintaining updated clearances required by Act 153.

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**Adopted Policies and Procedures (Revised 2016):**

- Since 2014, Board members agreed that coaches and assistant coaches should receive a stipend of \$500.00 or the equivalent of \$500.00 in player registration fees for their child/children involved in USCGLAX.
- All head coaches must be certified pursuant to WPSLA annual guidelines. All coaches (head coaches and assistant coaches) must have current CPR/First Aid certification.
- Due to reduced practice and game schedules the Board agrees to the following changes for the 2016 U9 Team:
  - Practices will be on Thursday afternoons from 4:30 – 5:30 at FC.
  - Games and/or inter-squad scrimmages (in uniform) will take place every Saturday morning from 9:00 – 10:00 AM at Boyce Turf.
  - U9 Coaches and Assistant Coaches will receive a stipend of \$250.00 or the equivalent in waived registration fees.
- Coaches' stipends will be reviewed annually by the Board of Directors.