

**MARSHWOOD YOUTH LACROSSE
BY-LAWS
Adopted: December 2008**

I. Name

This organization shall be called the Marshwood Youth Lacrosse, Hereafter, referred to as MYL.

II. Affiliations

The MYL shall be affiliated with the US Lacrosse Organization.

III. Mission

The Mission for which MYL is formed is:

The mission of this organization is to provide a well-rounded lacrosse program for participants to include boys and girls in grades 3rd-8th, inclusive, from the townships of Eliot and South Berwick, Maine and any Maine town that does not maintain a Lacrosse Program during the regular season. MYL will establish, in our youth, the ideals of good sportsmanship and conduct; to provide a program that is healthy, enjoyable and a means of developing the fundamental skills, leadership, self-discipline and knowledge of lacrosse to instill a spirit of team play, camaraderie and educational values. We promote physical well being while maintaining high academic goals. Marshwood Youth Lacrosse competes with their peers from other communities and have a chance to form friendships and associations with their counterparts that could last them throughout their school years and beyond.

IV. Governing Body

The Board of Directors shall govern and administer the day-to-day operation of the league within the scope of the Bylaws and the policy guidelines set by the Bylaws.

V. Amendments to the Constitution

Once adopted, this Constitution shall be amended only by a $\frac{3}{4}$ vote of those present and voting at the meeting of the league.

VI. Provisions Required for Tax-Exempt Status Under Section 501(c)(3) of the IRS

This association is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the articles of organization.

Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the County in which the principle office of the association is then located, exclusively for such purposes of to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

VII. Board of Directors

The Board of Directors shall consist of the following elected persons:

- President
- Vice- President
- Treasurer
- Secretary
- Registrar
- Scheduler
- Webmaster
- Field Coordinator
- Equipment Manager
- Apparel Manager
- Head Boys Coach
- Head Girls Coach

The day to day business of MYL shall be managed by the Board of Directors. The act of the majority, of those present and voting, shall be the act of the Board of Directors. Where there are insufficient items to hold a meeting, the President may poll by phone and/or email all the members of the Board of Directors to obtain their vote, and notify each member of the Board within three (3) days of the date of the vote as to the results.

In the event of a vacancy in any of the elected offices through resignation or other causes, nominations will be accepted and voted at the following General Meeting. The Board of Directors, by a majority vote may fill such a vacancy for the unexpired portion of the term. Removal of any Board Member (for sufficient cause) requires a 2/3 vote of the Board of Directors. Removal of a person from an appointed office requires a 2/3 vote of the Board.

New positions may be added to the board as deemed necessary by the Board of Directors. In the event of a tie vote, the president will withdraw his/her vote. Members will engage actively in board business. The direction and control of the organization's property shall be vested in voting membership of the organization. All members of the organization will be allowed to participate as much as is possible in all activities of the organization. All members shall be allowed to voice their opinions at General Meetings. Only members appointed by the elected board, with voting privileges will be allowed to present and/or vote on any motions made at General Meetings.

Voting privileges at Board of Directors meetings shall be restricted to only members of the Executive Board and the Board of Directors. The president has voting privileges, however, in the event of a tie breaking vote of the Executive Board and the Board of Directors the president will withdraw his/her vote.

Nominations for election to the Board shall be made at the June meeting. The terms of officers shall be for one year with the election being held in June of each year, terms begin on July 1st and end on June 30th. In the event the President becomes incapacitated or is unable to fulfill his/her duties, the Vice President shall assume the duties for a period not to exceed 30 days.

The Executive Board is responsible for the following general duties:

- A. Conduct all functions of the organization.
- B. Establish any necessary committees and coordinate all activities required to support and maintain the organization, at the discrimination of the board, new positions may be added as they become necessary.
- C. Formulate an annual operating budget and expenditure budget to be presented no later than six (6) months from the Annual Meeting.
- D. Receive and accept/deny all applications for coaching positions.
- E. Appoint an Equipment Manager, Apparel Manager and Head Boys and Head Girls Coaches, for each team sponsored by the organization. Vacancies for the coming year will be filled as soon as possible after the Annual Meeting by the Executive Board and the Board of Directors.
- F. Maintain adequate liability insurance coverage for coaches and players.
- G. Act as a grievance committee with the power to act.

The Executive Board and the Board of Directors has the right at any time to veto any expenditure of monies in the best interest of the organization. In the event of a Board voted veto, the Board shall appoint a review committee consisting of two (2) voting members from the Board of Directors and two (2) Executive Board members.

Members of the Executive Board and the Board of Directors shall be charged with the following duties:

PRESIDENT – The President shall preside at ALL meetings and shall be an official member of all committees although he/she is not obligated to attend all committee functions. He/She shall also perform the duties as voted upon by the Board of Directors.

VICE PRESIDENT – The Vice President shall conduct the President’s duties in his/her absence and will perform any duties as called upon by the Board of Directors. In the absence of the secretary, he/she shall keep the minutes of any General, Annual or Board of Directors Meetings. He/She will oversee all fundraising activities. He/She will bring all proposals/requests for fundraising made by the fundraising chairperson to a vote of the General Voting Members at any General Meeting for approval by the organization.

TREASURER – The Treasurer shall receive, hold and pay out all monies as directed by the Voting Membership and/or the Board of Directors. He/she shall act as a custodian of all financial records of the organization and shall offer at each General Meeting, a formal financial statement, to the members of the board containing a breakdown of all monies paid and received, as well as the financial standings of the organization, to include the most current monthly bank statement.

SECRETARY – The Secretary shall keep the minutes of all General, Annual and Board of Directors Meetings. He/She will preserve all records, by-laws and communications. At each General Meeting, he/she shall present a report of the minutes from the previous meeting at which time the Voting members shall accept, modify or reject minutes as written. He/She shall provide and maintain a guest/attendance record for all regular and special meetings. He/She will secure a meeting space in advance of all meetings. He/She shall conduct all Organization correspondence as deemed necessary by the Board of Directors.

VIII. MEETINGS

The organizational year will be from July First, (7/1) to June Thirtieth (6/30).

General meetings of the organization shall be held on a consistent date each month. Each meeting will begin promptly at 6:30pm. If the date and time must be changed due to a conflict, notification must be given to all members and posted at least one week prior to the scheduled meeting.

The annual Meeting of the organization shall be the final General Meeting of the organizational year, held in June. There will be no less than 8 meetings during the organizational year. Board of Director Meetings may be called by the President at any time deemed necessary. Board Meetings are restricted to the Executive Board and the Board of Directors and those people asked to be in attendance by the Board of Director Members.

All meetings other than Board of Director Meetings shall be open to any person who wishes to attend. Non-members of the organization may be recognized and allowed to speak at the President’s discretion and only during new business.

All meetings of the organization shall be governed according to the Parliamentary Law as set forth by Robert’s Rules of Order Revised.

IX. CONTROL OF FUNDS

No member of the organization will be allowed to disburse or permit funds without prior approval of the EXECUTIVE BOARD and/or the Board of Directors of the organization.

All funds belonging to the organization which are collected by any Board Member or designee of the organization shall be logged in the financial ledger signed off by two (2) people; one of them must be a Board Member. All monies must be deposited on day collected if funds exceed two hundred dollars (\$200.00) or the next business day.

The Treasurer is authorized to establish and maintain both a checking and savings account in the name of the organization. There must be two (2) signers on each account.

The monies paid out from the organization shall have one (1) signature for each transaction, (2) signatures for each transaction over (\$500.00). The following approved Board of Directors may sign for transactions.

- A.) Vice President
- B.) Treasurer
- C.) Secretary

Collection of Monies

All monies collected for fund raising and registration will be collected by a Board Member or Board appointed designee. A duplicate receipt will be given to all payees detailing amount received, dated and signed.

X. COMMITTEES, POSITIONS AND DUTIES

All applications for positions must be submitted on or before the first General Meeting of the year. The Board of Directors will accept or deny applicants, and appoint an applicant to each head coach position at the next General Meeting. Further applications will be accepted at the discretion of the Board of Directors.

All coaches are required to maintain current N.Y.S.C.A. (National Youth Sports Coaching Association) certification. Certification must be in effect before a coach/equipment manager is allowed to participate in any team function which includes players. NYSCA Certification Program will be offered by MYL, to all potential coaches of the MYL.

EQUIPMENT MANAGER –

- A. Maintain and store all equipment owned by the organization.
- B. Maintain a complete recorded inventory of all equipment.
- C. Notify the appropriate Head Coach of all replacements, repairs, and new equipment needed.
- D. Process budget requirements for all equipment requests and present to the board for approval.

If an Equipment Manager is not appointed, the Head Coach shall be responsible for the duties in regards to all equipment; the President shall be responsible for these duties in regard to all other equipment owned by the organization.

APPAREL MANAGER

- A. Maintain and store all apparel owned by the organization.
- B. The Apparel Manager is responsible for all Jersey Orders.
- C. Maintain a complete recorded inventory of all apparel.
- D. The Apparel Manager will work with a sports apparel company, approved by the board to design the seasons apparel to be sold to the families and players of the MYL.
- E. The Apparel Manager will be responsible for all orders and distribution of apparel at the time of delivery.
- F. Process budget requirements for all apparel requests and present to the board for approval.

REGISTRAR

- A. The Registrar is responsible for collecting and maintaining all Registrations, physical forms and US Lacrosse Forms. The Registrar is responsible for collecting all registration payments to MYL.

RULES & BY-LAWS COMMITTEE

- A. The Rules and By-Laws committee shall consist of 4 people. The rules and By-Laws committee is responsible for ensuring the By-Laws of the MYL are current and up to date with the needs and requirements of the organization. By-Laws must be presented 7 days prior to the next scheduled general meeting. By-Laws must be voted on with a majority 2/3 vote to be adopted.

HEAD LACROSSE COACHES

- A. Responsible for all matters pertaining to the coaching of their respective lacrosse teams and shall enforce all rules of the organization.
- B. Responsible for placement of all other assistant lacrosse coaches who are approved by the Board of Directors, and assignment of duties to those coaches.
- C. Schedule all practice sessions, assigning at least one (1) coach to be with players at **ALL** times during the session.
- D. Maintain an accurate roster at all times which will list each player's name, shirt #, age, grade, and date of birth being sure the list is up to date and accurate.
- E. Verify that no player is allowed to "try-out," or practice until he/she has shown proof of physical exam, evidence of medical insurance, and signed parental permission.
- F. Carry at all times the parental emergency medical assistance and permission forms. Prepare and distribute copies to coaches of each specific team.
- G. Read and make all coaches aware of medical problems noted on a player's medical form. Get further information from parent or doctor if necessary.
- H. Maintain order and discipline among all team players and lacrosse coaches. Enforce equal and befitting disciplinary actions among all and stand ready to justify said actions to the Board of Directors should the need arise.
- I. Prepare a detailed lacrosse equipment list and supply budget to the Board of Directors before the submission date of the annual operating and expenditure budgets.
- J. Oversee and perform all duties required of assistant lacrosse coaches.
- K. Must attend all regular meetings of the organization. If they cannot attend, they are responsible to send a representative in their place.
- L. File field and use paper work with MMS.

ASSISTANT LACROSSE COACHES

- A. Verify that no player is allowed to "try-out," or practice until he/she has shown proof of physical exam, evidence of medical insurance, birth certificate, and signed parental permission.
- B. Provide training and instruction to team members, stressing principles of good sportsmanship and teamwork.
- C. Take charge of all "try-outs" and team activities.
- D. All correspondence or rules distributed to players and parents need prior approval by the President.
- E. Announce and enforce rules and regulations pertaining to conditioning, safety, and training of players, the rules of lacrosse in general, and rules set forth by the organization.
- F. Report injuries of participants to the head coach and a Board Member. Assure that an adult representative of the organization takes responsibility for reporting the injury to a parent or guardian, and obtain a report on the condition of the injured participant. Following injuries of a serious prolonged nature, the head lacrosse coach must secure a signed medical release from a certified doctor and parent before the player is allowed to begin participating in the sport.
- G. Show interest and loyalty to the organization's program. Be expected after decisions and policies have been established to support and conform to them in both fact and spirit.

XI. LACROSSE TEAM STRUCTURE

ELIGIBILITY

Middle School Team(s): A person is eligible to play on a lacrosse team if they meet ALL of the following requirements:

- A. Attend M.S.A.D. #35 or have permanent residence in the area covered by M.S.A.D. #35 or
- B. Resides in a Maine town that currently does not have their own lacrosse team during the regular season.
- C. Does not turn 15 years of age before October 15th.
- D. Must be enrolled in school and not yet a freshman (9th grade).

Elementary Team(s): A person is eligible to play on a lacrosse team if they meet ALL of the following requirements:

- A. Attend M.S.A.D. #35 or have permanent residence in the area covered by M.S.A.D. #35 or
- B. Resides in a Maine town that currently does not have their own lacrosse team during the regular season.
- C. Must be in third [3rd], fourth (4th), Fifth (5th) or sixth (6th) grade
- D. Must be nine (9) years of age before October 15th and not thirteen (13) years of age before October 15th.

MEMBERSHIP

A member of the team is someone who meets the eligibility requirements and meets any of the below descriptions: Player – Anyone, male or female, who is listed on the final roster. Players must submit all required paperwork and registration fees to be considered for the final roster. Returning players from the previous year and players attending MSAD35 with completed paperwork will be given preference on all rosters. Once a team roster is full a waitlist will be started. These plans are all subject to the availability of coaches. If there is insufficient interest to field a team for an age group, we will offer a complete refund. Based on the financial needs to operate the League, the Board will determine the cost of registration for all teams. The MYL Board reserves the right, on a case-by-case basis, to allow a child to participate in MYL sponsored activities that, due to financial obligations, may otherwise not be able to participate. Approval to participate must be by a unanimous vote of the Board. All finances will remain strictly confidential, and the Board will protect and insure the financial privacy of all participants.

REFUNDS

A full refund will be issued prior to the season start date and/or prior to the issuance of the USL dues determined by MYL. Once the season has started a 75% refund will be issued prior to the first game of the season and any/all equipment must be returned prior to an issuance of a refund. After the season begins no refund will be issued and any/all equipment must be returned.

TEAM SIZE

Each team's size will be based on the individual player skill, team needs and coaches recommendation. The final roster will determine the team size.

FINAL ROSTER

No person who is eligible for the team will be a member of the team until their name is placed on the final roster. All required paperwork must be completed and submitted before a person may be placed on the final roster. The final roster will be established at the discretion of the coaching staff.

SCHEDULE

Practice schedules will be established by the Head Coaches of the Middle School team (s) and the Elementary (s). Pre season lacrosse practice will begin no earlier than the third [3rd] week of March.

The game schedules will be established by the MYL Board of Directors. Any open dates on the schedule may be used to play scrimmage games. This is at the discretion of the head coaches.

GAMES / PLAYING TIME

Each player will be allowed playing time depending upon the particular game situation and the discretion of the coaching staff.

XII. SUSPENSION AND REMOVAL FROM THE TEAM

Coaches have the authority to remove or suspend a member of a team any time with the condition that the final dismissal be explained in writing to the Board of Directors. Final decision on the suspension or removal will be voted on by the Board of Directors. The Board's decision is **FINAL**.

A player may be removed from a team at the Coaches' or Board of Directors discretion for any of the following reasons, yet not limited to:

- A. SUSPENDED FROM SCHOOL – player is suspended from participating with the team until the end of suspension.
- B. FAILURE TO MAINTAIN ACADEMIC REQUIREMENTS – player is suspended from team until grades meet the academic requirements set by the school for participation in athletics.
- C. FAILURE TO FOLLOW RULES – continuous or blatant violation of rules or policies set for the team or organization may result in suspension or removal from the teams at the coaches or Board of Directors discretion.
- D. MEMBER IS DETRIMENTAL TO TEAM PHILOSOPHY – player is counterproductive to team atmosphere.
- E. CODE OF ETHICS – any violation of the code of ethics is grounds for dismissal.

XIII. GRIEVANCES

All grievances should first be directed to the people involved in the dispute. If a satisfactory solution is not attained, a written submission of the grievance should be submitted to the President of the organization. All grievances will be discussed at the Board of Directors meeting. A special meeting may be called if the grievance is warranted, by the President.

XIV. AMENDMENTS

Amendments to the By-Laws may be proposed at any General or Special Meeting. The amendment must be voted on by a majority of the attending voting membership. A minimum of eight (8) voting members must be present.

XV. AWARDS & BANQUETS

BANQUETS

All banquets are to be held no later than 2 weeks following the close of the lacrosse season.

AWARDS

It is the sole discretion of the coaches of each team, to decide the awards to be given at the end of each season. All purchases if any must be approved by the board.