

# **South Fayette Youth Lacrosse Association**

## **2020 Constitution and By Laws**



**January 5, 2020 (updated)**

Amended November 2019

**By Laws and Constitution**

**These by laws will be reviewed by the SFYLA Board of Directors every two years**

## **ARTICLE I: NAME AND AFFILIATION**

This organization shall be known as the South Fayette Youth Lacrosse Association, hereinafter also referred to as the “SFYLA” or Club.

The SFLA is responsible for both the youth Lacrosse program in South Fayette Township. The SFYLA youth program shall compete in a league with other local lacrosse teams that provides competition commensurate with the Club. The league affiliation should be consistent with our goals as a club and be comprised of like clubs and programs. For each season, the SFYLA’s boys league affiliation will be with the Western Pennsylvania Youth Lacrosse Association and follow their rules and guidelines for lacrosse league play. The girls league affiliation will be with the Western Pennsylvania Scholastic Lacrosse Association for Girls (WPSLA).

## **ARTICLE II: PURPOSE AND OBJECTIVES**

The purpose of the SFYLA shall be:

- A. To raise awareness of lacrosse in the South Fayette Township community
- B. To advance support and promote the South Fayette Youth Lacrosse Association to develop and grow lacrosse in South Fayette Township

## **ARTICLE III: MEMBERSHIP AND VOTING**

Section I:        Eligibility-Membership in the SFYLA is open to the parents or legal guardians of a player, or adult resident of South Fayette. Player shall mean any student who participates on or intends to participate on a SFYLA team and meets the requirements of eligibility established by the board. Players must enroll and maintain an active standing with the US Lacrosse Association.

Section II:       Members- Members shall remain in good standing so long as the annual membership dues and/or required fees, established by the board are paid by established due dates.

Section III:      Voting- Members in good standing (“Voting Members”) shall be entitled to vote and hold office in the SFYLA. Members who lose their good standing shall be reinstated upon payment of delinquent fees.

Section IV:      Good Standing- “Good Standing” in SFYLA shall be subject to and conditioned on the subject eligible individual being (i) in a Family that has paid all of the required annual on or before due date, and (ii) adhering to the SFLA’s rules and regulations prescribed in or under the By Laws and (iii) not being declared ineligible to participate in activities based on grounds such as, but not limited to, conduct, language or incident contrary to the By Laws or the SFLA’s rules, regulations or code of conduct. A player not in good standing may not be permitted to participate in practice or games. Any change in policy is at the discretion of the Board along with the Head Coach of the respective team.

Section V: Dues and Fees- Members for themselves and for each of their players shall be required to pay annual membership dues and participation fees to the SFYLA as may be prescribed by the Board. The annual dues and/or participation fee and dates for payment will be clearly established and set forth by the Board during each year after its review of the proposed annual budget and player programs. Assessment of annual dues and/or participation fees will be consistent for all members and players. However, the Board will consider any request by a Member for reduced assessment in the event of financial hardship. The board will promptly convene for the purpose of considering said request and making a determination, which shall remain confidential and final.

Section VI: Potential Refund- The Board will consider (but without any obligation to make a refund) making a refund to a Member of all or part of the annual dues and/or participation fees paid by a Member if the Member's Player terminates their participation or has their participation terminated for any reason. Youth players who terminate their participation prior to the start of practice are eligible for a full refund. However youth players will NOT receive a refund for the cost of their uniform. Once practice begins, youth players are no longer eligible for a refund.

### **ARTICLE III: FINANCES**

Section I: Membership dues and/or participation fees for the season shall be set by the Board of Directors.

Section II: A bank account in the name of the SFYLA shall be established and maintained with all received monies being deposited therein in a timely fashion. Additionally all expenditures shall be evidenced by checks drawn upon said established account.

Section III: SFLA shall adopt a fiscal year that commences on January 1 and ends on the next following December 31<sup>st</sup> unless otherwise unanimously agreed upon by the Board or by amendment to the By Laws.

Section IV: Any expenditure over \$500.00 in a month that is not described in the budget approved by the Board and Membership must be presented to Membership for approval. Expenditures up to \$500.00 in a month that are not described in the approved budget must be approved by the President and the Treasurer.

### **ARTICLE V: OFFICERS**

Section I: Officers of the SFLA shall be comprised of a minimum of Five (5) but not more than eleven (11) Members in Good Standing. These individuals shall include a President, 2 Vice-Presidents (boys/Girls), Secretary, Treasurer, Director of Fields/Equipment, Director of Concessions, Director of Fundraising and one to three individual(s), as determined by the Board from time to time, with titles of but not limited to Director At- Large Registrar, Director of Coach/League Liaison, Director of Website

Section II: The term of the officers shall be two years that is consistent with the SFYLA's fiscal calendar. Officers may stand for re-election.

Section III: Nomination and election of Officers is addressed in Article VII below.

### **ARTICLE VI: DUTIES OF OFFICERS**

**The President shall**

- Preside and oversee all regular or special meetings.
- Interpret the meaning of the Constitution and By Laws and such interpretation shall be subject to review by the board of directors
- Appoint all chairpersons of any ad-hoc committees established by the Board or Membership
- Call for organizational meeting of the membership or Board as necessary
- Sign in addition to or in place of the Treasurer all checks issued by the organization
- Provide assistance to the Board Members as needed
- Mediate concerns or conflict among board members, parents or players
- Purchase and renew annually US Lacrosse insurance for the youth Program

**The (2) Vice-President (Boys/Girls) shall**

- Preside in the absence of the President at all SFLA Membership and Board meetings
- In the event of the office of President becomes vacant during the elected term, the Vice President shall accede to the Presidency for the remainder of the term
- Serve as an aide to the President
- Oversee all aspects of boys and girls youth lacrosse programs including coaches, teams, division of team, league representation, and coaching credentials.
- Coordinate purchase of uniforms and inventory
- Work with coaches of the Girls program and coordinate scheduling of games for the girls Youth program (WPSLA)

**The Secretary shall:**

- Take an accurate written attendance of all individuals present at SFLA meetings
- Record the minutes of all SFLA Membership and Board Meetings in written form
- Be responsible for all communication from the Board or President readings meetings and general information including distribution of correspondence as may be requested by the Board or President
- Distribute minutes of the meetings
- Have charge of and preserve all documentation, minutes, correspondence and transcripts or other important effects surrounding SFYLA Membership and/or Board meetings
- At the conclusion of the Secretary's term, originals or copies of all above referenced documents shall be provided to the newly elected Secretary or President.
- Collect and preserve coaches clearances and US lacrosse memberships (Boys only as WPSLA keeps girls records)

**The Treasurer shall:**

- Have custody of all funds of the SFYLA
- Collect and keep a full and accurate account of all monies of the SFYLA
- Pay out funds as authorized by the President or Board
- Present to the SFYLA an annual financial report and proposed season budget on or before the November meeting for approval by the Board of Directors
- Present a brief report or statement of finance at each SFYLA meeting, which report may be verbal unless otherwise directed by the President
- If directed by the Board, coordinate and annual review of SFYLA's books and records that is to be performed by a reviewer, or reviewers selected by the board The

results of such review shall be presented to the Board, and if applicable, to the audit/review committee on an annual basis at a meeting determined by the board.

**The Director At-Large Scheduler shall**

- Serve as a voting member of the Executive Committee and assist in advancing goals and objectives of SFYLA
- Schedule games for Boys and Girls Youth programs
- Schedule referees for Boys games notifying them of any cancellations or changes
- Reserve all fields for games and practices
- Schedule all EMT's for boys and girls games

**The Director At-Large Concessions shall**

- Serve as a voting member of the SFYLA executive committee and assist in advancing goals and objectives of the organization
- Coordinate duties and tasks of team Moms
- Schedule Parent Volunteer hours for the concession stand
- Ensure all parents are aware of their game-day responsibilities to work the clock, concessions, or scorer's table
- Determine food items, drinks, and costs for the items to be sold
- Determine which items should be donated by parents
- Ensure record keeping and reporting to treasurer

**The Director At-Large Fields and Equipment/Maintenance**

- Serves as a voting member of the executive committee and assists in advancing goals and objectives of the SFYLA
- Assess equipment needs of both the boys and girls programs
- Purchase equipment as required for boys and girls teams
- Maintain fields at Fairview with initial lining through township and weekly upkeep
- Set up and store Nets
- Ensure fields are lined for game day
- Ensure all equipment required for games is set up and ready for use including tables, scorers, clocks, cones etc
- Work with the board to schedule Pictures and Youth Picnic

**The Director(s) At- Large Fundraising**

- Develop and organize annual fundraising recommendations
- Develop Calendar of activities and events
- Oversee the management of each fundraising event
- Other tasks/Duties assigned by the board

**ARTICLE VII: NOMINATIONS AND ELECTION OF OFFICERS**

Section I: Any candidate(s) for election to the Board can be nominated during the June Board meeting. Any member of the SFYLA can be nominated for election to Board. Nomination of candidate must be seconded by another member in good standing.

- Section II: The officers of SFYLA shall be elected at two meetings after nominations. Elected officers will assume their duties effective immediately.
- Section III: The President, Vice President, Treasurer and Secretary shall be elected by a majority vote of members. Each member household will be eligible to cast one vote.
- Section IV: Any vacancy occurring in any office shall be filled for the remainder of the term by any member in Good Standing selected by a majority vote of the members of the Board
- Section V: **A Board Member may forfeit their position after two consecutive absences from Board Meetings**
- Section VI: Removal of any Board Member, Coordinators and/or Coach may be made for cause or may be made for violation of the Code of Conduct agreement

### **ARTICLE VIII: MEMBERSHIP MEETINGS**

- Section I: SFYLA regular membership meetings shall be held in a public forum at least three times in each fiscal year with the time to be determined by the Board from time to time. Special meetings and additional general meetings may be called by the President.
- Section II: Membership Meetings must be advertised at least five days in advance of any meeting, which notice will include (without limitation) the date, time and location of the meeting. Such notices may be provided by electronic mail to the e-mail address provided by a Member or may be provided by other written or verbal means directly to a Member.
- Section III: No voting by proxy will be allowed.

### **ARTICLE IX: COACHING**

- Section I: Selection and approval of the coaching staff is the responsibility of the Board. Coaches will be required to perform the job duties and requirements detailed in the coach's job description. All coaching positions are for one year.
- Section II: All decisions regarding lacrosse play, directing practices, teaching lacrosse skills, coaching games and ensuring proper player and coaching staff conduct are the responsibility of the head coach.
- Section III: Head coaches will be required to be certified in First Aid and CPR. All coaches must be a member of US Lacrosse and submit for a criminal background check with must be obtained in accordance with league and WPYLA guidelines.
- Section IV: The coaches have the full support of the SFYLA to apply their knowledge of lacrosse in directing practices and games.
- Section V: The coaches have the right and responsibility to discipline the team as a whole and/or individual player in a fair and equitable manner in accordance with the Code of Conduct. The SFLA recognizes that discipline is a necessary component to running a team and the coaches are the best equipped individuals to exercise it. However, any discipline requiring the suspension of one or more game(s) must be reviewed by the Board

Section VI: Head coaches may be removed by a  $\frac{3}{4}$  majority vote of all board members.

#### **ARTICLE X: TEAM SELECTION AND PARTICIPATION**

Section I: Prior to participation, Player's parents or legal guardians will be required to provide completed forms as established by the Board, SFYLA, South Fayette Township School District or other governing body. These forms may include, but not limited to Waiver, Release and Informed Consent, Awareness, Proof of Insurance, Emergency Card, Consent for Medical Treatment, Code of Conduct, Pledge, etc. No player will be permitted to participate prior to all required forms being completed and delivered.

Section II: All Players are expected to adhere to the Rules and Regulations established by the SFYLA, affiliated league and the South Fayette Township Student-Parent Handbook. Disciplinary problems that arise during the years shall be addressed by the Board.

Section III: Player selection to a team and participation will be determined solely by the Head Coach and their coaching staff on an ongoing basis throughout the subject year.

#### **ARTICLE XI: INSURANCE**

Section I: SFYLA shall carry a general liability insurance policy providing coverage for participant legal liability, bodily injury, and property damage, products and completed operations, personal and advertising injury, fire, legal liability and medical payments.

#### **ARTICLE XII: AMENDMENTS**

These By Laws may be amended at any Membership meeting of the SFLA by a two-thirds (2/3) of the Board, provided that (i) the proposed changes to the By Laws were presented to the Membership at the monthly Membership meeting prior to the Membership meeting for the vote; (ii) written notice of the proposed amendment(s) shall have been provided to each Voting Member (which may be via e-mail notice) at least five (5) days prior to the date of the meeting at which action is being taken; and (iii) the proposed amendments do not conflict with any Interscholastic Rules

#### **ARTICLE XIII: EFFECTIVE DATE**

This Constitution and By Laws shall become effective when voted on and approved by the Executive Committee.

#### **ARTICLE XIV: DISSOLUTION**

In case of the dissolution of the SFYLA, all assets remaining after payment of all authorized expenditures shall be distributed to the successor organization or donated to a charity at the sole discretion of the Executive Committee.