

Southlake Carroll Lacrosse Association Bylaws

1 BOARD OF DIRECTORS

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

1.1.1 President

1.1.2 Secretary-Registration Coordinator

1.1.3 Treasurer

1.1.4 General Counsel

1.1.5 Fundraising Director

1.1.6 Equipment Director

1.1.7 Uniform Director

1.1.8 Fields and Community Relations Director

1.1.9 Communications Director/Youth Team Manager Coordinator

1.1.10 High School Athletic Director

1.1.11 Boys High School Varsity Head Coach

1.1.12 Girls High School Varsity Head Coach

1.1.13 Girls High School Program Director

1.1.14 Boys High School Program Director

1.1.15 Youth Athletic Director

1.1.16 Youth Girls Program Director

1.1.17 Youth Boys Director Grades 7-8

1.1.18 Youth Boys Director Grades 5-6

1.1.19 Youth Boys Director Grades 1-4

1.2 The Board of Directors shall manage the business of the SCLA.

- 1.3 To hold a meeting and to conduct business there must be a quorum present which shall be at least 10 members of the Board of the Directors, one of which can be the President, if all positions are filled or one more than 50% of the standing board of directors. Once a quorum exists, the act of the majority, of those present (or with a voting proxy) and voting, shall be the act of the Board of Directors.
- 1.4 Where there are insufficient items to hold a meeting, or when the need for an immediate decision is deemed necessary by the President, the President may poll by telephone and/or e-mail all the members of the Board of Directors to obtain their vote, and notify each member of the Board within three days of the date of the vote as to the results.
- 1.5 Removal of any Board member (for cause) requires a three fourths (3/4) vote of the Board of Directors.

2 ELECTIONS

- 2.1 Annually, the offices of the Board of Directors shall be elected from the standing Board of Directors, for a one-year term, but no officer may serve a maximum of 3 consecutive years in any one position.
- 2.2 The Nominating Committee shall consist of consisting of three (3) members appointed by the President. They may nominate one or more candidates for each position. Candidates may also be nominated from the floor by any board of director. The candidate receiving a majority of votes by the Board of Directors shall be deemed elected. If a majority is not obtained on the first ballot, then the candidate with the lowest number of votes shall be dropped from the ballot, and another vote shall be held. This process shall continue until one candidate receives a majority of the votes of those present and voting. This process shall be held by secret ballot.
- 2.3 Vacancies not filled, or occurring during the year, may be filled by a majority vote of the Board of Directors.
- 2.4 The newly elected officers shall be voted on in the May Board of Directors meeting. They will attend the June meeting and job share duties until the year ends 8/31.

2.5 The fiscal year of the Association shall begin on September 1 and end on August 31.

3 MEETINGS

3.1 The Board of Directors shall hold a regular meeting each month during the lacrosse season, as set by the President.

3.2 Any three members of the Board of Directors may call for a Board of Directors meeting. Three (3) days notice in writing or via email and shall be given to the secretary.

3.3 The President may call at a meeting of the Board of Directors anytime. The Secretary prior to the scheduled meeting shall give Three days notice.

3.4 No votes can be taken or amendment made at a meeting without a quorum present (9 board members if all positions are filled or one more than 50% of the standing Board of Directors).

4 AMENDMENTS TO THE BYLAWS

4.1 The Southlake Carroll Lacrosse Association Bylaws may be amended by a two thirds (2/3) affirmative vote by a Board of Directors meeting.

4.2 The proposed amendment can be sent to each member at least seven (7) days prior to the meeting.

5 COMMITTEES

5.1 Committees may be formed for any specific purpose not contrary to the purpose of the Association. The Board of Directors shall note all committee members. Committees can consist of Board members and non-board members as the Board of Directors so determines and directs.

6 GENERAL

- 6.1 No officer or other voting member of this Association shall receive any fee for activities concerned with his or her official office in the SCLA.**
- 6.2 Payment for any personal expenses other than mail or telephone costs must be approved by a majority of the Board of Directors.**
- 6.3 A Disciplinary Committee consisting of three (3) members appointed by the Board of Directors may investigate any event that may be contrary to the spirit of the purpose of the Association. Either the Youth Athletic Director or the High School Athletic Director as appropriate will chair the Disciplinary Committee.**

The Disciplinary Committee shall have the power to recommend disciplinary action to the Board of Directors by filing a written report. Where disciplinary action is recommended against a person, the person shall be furnished with a copy of the report and shall have the opportunity to appear before the Board of Directors and be heard, or file a written opposition to the report. The Board of Directors shall either:

- ~ Take such action as recommended by the Disciplinary Committee.
- ~ Vote to dismiss the report.
- ~ Recommit it for further report.

- 6.4 All Head Coaching assignments must be approved by the Board of Directors upon recommendation of the High School Athletic Director and/or the Youth Athletic Director, as applicable.**
- 6.5 The Board shall not consist of two family members in the same season or elected term.**

7 ELECTED OFFICERS DUTIES

- 7.1 President**

- 7.1.1 Sets the Agenda and calls to order business meetings of the Board of Directors and the General Meeting of the General Committee.
- 7.1.2 In instances where disciplinary measures appear appropriate or are recommended, the President will convene a special meeting of the Board of Directors.
- 7.1.3 Shall be authorized to arbitrate all matters.
- 7.1.4 In the case of a tie, the President shall cast the deciding vote.
- 7.1.5 The President, Secretary and/or Treasurer shall have power to sign all checks and bank withdrawals.
- 7.1.6 Will be the official chairperson on all committees and/or designate a board member to such.
- 7.1.7 Responsible for assisting Athletic Director in selecting coaching staff with approval by the Board.

7.2 Secretary-Registration Coordinator

- 7.2.1 Notifies the Board of Directors of Board meetings and regular meetings both as determined by the President.
- 7.2.2 Shall record all the votes of the directors and the minutes of the BOD and committee meetings. They will be published to the board in a timely manner after each meeting and kept and maintained for 1 year.
- 7.2.3 Coordinates and maintains all league correspondence within and outside the Association.
- 7.2.4 Shall be the "Child Safe Coordinator" required to annually obtain and process CORI forms for each Head Coach, Coach, and Board Member; and report the findings to the BOD.
- 7.2.5 Shall maintain a copy of the Bylaws for any member requesting said Bylaws
- 7.2.6 Oversees registration process for the entire year.

7.3 Treasurer

7.3.1 Maintains SCLA Books and Records.

7.3.2 Maintains supporting records and deposit all checks received.

7.3.3 Collects and disburses funds as operational necessity dictates including receiving registration from players, maintaining support and disbursing funds to vendors, coaches, board members, parents, and other expenses as necessary and appropriate. Keeps records and receipts of all expenditures.

7.3.4 Maintains control of SCLA's credit card processing machine and electronically submit transactions, as necessary.

7.3.5 Works with Program Directors to distribute cash to pay for referees, and trainers, as well as reconciling cash disbursements to game receipts and program summaries.

7.3.6 Works with Directors and volunteers to ensure cash boxes needed for concession stand and special events are funded and reconciled.

7.3.7 Manages bank accounts as necessary, including reconciling SCLA bank and investment accounts on a monthly basis.

7.3.8 Renders statement of financial condition on a monthly basis.

7.3.9 Working with the Athletic Directors, creates annual budget to be approved by the Board of Directors.

7.3.10 Works with independent insurer to obtain insurance appropriate for SCLA's uses and operations. Including obtaining insurance binders for use at special events, tournaments, and in support of field usage agreements.

7.3.11 Assists the independent accountant in preparing the annual federal tax return and periodic tax filings, as necessary; also assist the independent accountant in preparing and distributing Form 1099's to SCLA independent contractors (e.g., coaches, referees, and trainers, as necessary).

7.3.12 Drafts and distributes tax receipt letters to donors.

7.3.13 Works with the independent accountant and Board of Directors to ensure compliance with all federal and state tax regulations and protect the association's 501 (cX3) status.

7.3.14 Assists the President in his duties.

7.3.15 Maintains a key to the P.O. box, and distributes mail accordingly.

7.4 High School Athletic Director and the Youth Athletic Director

7.4.1 Responsible for all Coaches in their respective division, including recruiting coaches, recommending coaches to the board, obtaining signed contracts for all coaches, and overseeing them through the term of the contract. Any coaching reimbursements must be submitted to the treasurer for approval.

7.4.2 Oversees and manages their respective division (H.S. or Youth) league/division for the entire year (fall, spring, and summer) including: (a) in conjunction with the Treasure, developing and managing the budget for the division, (b) scheduling of all practices (working in conjunction with the Director of Fields), (c) scheduling all games (working in conjunction with the Director of the Fields and the respective league), (d) working with the respective coaches in developing and over seeing any and all tryouts, (e) communicate with parents as necessary, (f) communicate and coordinate with respective leagues, (g) provide oversight, support, and direction to respective program directors.

7.4.3 Responsible for coordinating the activities associated with the setup and operation of the fields for game days, except for refreshments or concessions).

7.4.4 Meets with Program Director, Coaches and Assistants as needed.

7.4.5 Receives and records player and coach ejections.

7.4.6 Will be the liaison for the disciplinary committee as it pertains to lacrosse.

7.5 Program Directors (Youth Boys (1't -4th Grade), Youth Boys (5-6th Grade) Youth Boys (7tn-8tn Grade), Youth Girls, High School Boys (Varsity and Junior Varsity) and High School Girls(Varsity and Junior Varsity)

- 7.5.1 Manage coaches and team within group in compliance with SCLA, DFWL, TGHSLL and THSLL guidelines, develops players and coaches, and coordinates Boys/Girls Program Directors level policies, practices, and games based on the rules and code of conduct specified by the Association.
- 7.5.2 Upon consultation with the respective Athletic Director, a Program Director may remove or suspend a player from a practice, game, or other SCLA activity for any conduct deemed inappropriate based on the Associations "Code of Conduct" Such action will require the approval of the Head Coach, with both the Head Coach and Program Director informing the player's parents/guardians and the Board of Directors of such action as soon as possible. The Board of Directors will determine if a disciplinary committee is required to address the issue.
- 7.5.3 Responsible for the conduct and sportsmanship of his coaches, players, players' parents and fans during scheduled games.
- 7.5.4 Adjudicates team or parent protests through impartial fact-finding and arbitration.
- 7.5.5 Must notify the Board in writing of any disciplinary problems or injuries that involve the Program Director's group.
- 7.5.6 Will be responsible for the actions of their Program Director group at all games, competitions, or any other related functions to SCLA, NWLA and THSLL
- 7.5.7 Working with through the team managers as appropriate, responsible for communications with parents as it pertains to schedules, notices, newsletters, etc.
- 7.5.8 Will discuss "Code of Conduct" as it applies to parents or guardians, including notifying SCLA Board Director of the arrest of their own player (child) in compliance with the Code of Conduct.
- 7.5.9 Will be responsible for obtaining report cards in compliance with the "No Pass No Play" policy.

7.6 Communications Director/Youth Team Manager Coordinator

- 7.6.1 Shall be the overall public relations and marketing coordinator of the SCLA lacrosse teams and all other SCLA sponsored programs.
- 7.6.2 Working in conjunction with other Directors, responsible for all publicity to include; all necessary public notices related to registration, fundraising, SCLA website, and all other communications approved by the board.
- 7.6.3 Oversees all Youth Team Managers (TM's) in order to ensure they understand and execute their tasks.
- 7.6.4 Provides training that explains what is expected of TM's, such as living training, the TM Handbook, etc.
- 7.6.5 Provides TMs with tools to accomplish their tasks, such as log-on codes. step-by-step instructions, Timekeeper and Scorekeeper instruction sheets, etc
- 7.6.6 Endures TMs all receive the same information, presented in a clear and timely manner, consistently. Stays in regular contact with the TMs to ensure they are getting their tasks done in a timely manner and to keep them abreast of upcoming events, needs, etc.
- 7.6.7 Being the point-of-contact (POC) for TMs when they have questions or concerns and being the POC for Board members to communicate with and to the TMs at large, such as Fundraising Director gives the Youth Team Manager Coordinator raffle tickets to distribute to TMs, or the Youth Athletic Director contacts the Youth Team Manager Coordinator to have the TMs verify their games on the league website. etc.
- 7.6.8 Coordinate Team Photos for the youth program
- 7.6.9 Working in conjunction with the Equipment Director to ensure Site Administrators (SA's) understand and execute their tasks.

7.7 Fundraising Director

- 7.7.1 Responsible for positive ideas and functions that will benefit the SCLA program and board approved guidelines.

7.7.2 Develops and implements fundraising plans appropriate to Association budgetary needs.

7.7.3 Works with Communications Director on all publicity of fundraising functions.

7.7.4 Delivers fundraising status report at each scheduled SCLA board meeting.

7.8 Equipment Director

7.8.1 Oversees the procurement, assessment, upkeep and condition of all equipment needed for SCLA to operate its practices, games, tournaments, and similar activities including protective gear, defibrillators, timers, cages, nets, cones, coach's equipment, equipment bags, balls, etc.

7.8.2 Working with the Athletic Directors and the Treasurer, prepares an annual budget for board approval related to equipment and similar infrastructure needed for SCLA to operate.

7.8.3 Ensures that the practice and games fields and appropriately equipped with all equipment necessary and appropriate.

7.9 Fields and Community Relations Director

7.9.1 Oversees the game and practice fields for the entire organization including ensuring fields are appropriately secured from the CISD and/or the City to allow SCLA to conduct all home games and practices and they are appropriately lined for use.

7.9.2 Working with the Athletic Directors and the Treasure, prepares an annual budget for board approval, to procure all necessary fields for practice and games.

7.9.3 Working with the Athletic Directors, coordinates all game and practice times to ensure compatibility of schedule and to ensure no conflicts exist with other non-SCLA activities.

- 7.9.4 Given the necessity to work collaboratively with the both the City and the School District in terms of securing and maintaining fields, responsible, along with the President, to build the necessary relationships and single point of contact with these institutions.
- 7.9.5 Working with the City and the School District, responsible for determining when games or practices will be cancelled due to rain or inclement weather conditions and communicating that to the respective Athletic Directors, Program Directors, and coaches as necessary and appropriate.

7.10 Uniforms Director

- 7.10.1 Oversees the selection, procurement, and distribution of all uniforms (practice and game) for all programs and teams (H.S. Boys, H.S. Girls, Youth Boys, and Youth Girls).
- 7.10.2 Oversees the assignment of all numbers to ensure no overlap and duplication.
- 7.10.3 In the procurement of all uniforms, shall ensure competitive bids are received and in making a recommendation to the board shall take into account all attributes including price, value, delivery, durability and dependability.

7.11 General Counsel

- 7.11.1 Shall serve as legal counsel to the President and entire Board on any matter that involves potential legal issues.
- 7.11.2 Shall respond and defend the organization on all legal or potential issues that could potentially involve litigation.

8 SELECTION OF COACHES

- 8.1 All Head Coaches must be at least eighteen (18) years of age and must be recommended by the applicable Athletic Director and approved by a simple majority of the Board of Directors.

- 8.2 In consultation with the Head Coaches, all Assistant Coaches will be recommended by the applicable Athletic Directors, and must receive Board approval.
- 8.3 Board of Directors maintains right to remove any Head Coach or Assistant Coach if said coach is not coaching in accordance with SCLA mission.
- 8.4 Lacrosse Head Coaches (Youth and High School) must understand and be experienced in coaching under League rules and regulations.
- 8.5 All Head Coaches and their Assistants will submit themselves to a background search by a qualified agency. The information will be kept on file with the Secretary of SCLA. The search states that they have not had any legal altercations involving the morality and general welfare of children. The information must be on file before the start of preseason practice. Should it not be provided within that time, all privileges as a coach will be suspended until the Board obtains such information.
- 8.6 All Head Coaches shall read, distribute and discuss copies of the * "Athletic Agreement" to their assistants, team members, and player parents as an aid in the instruction of lacrosse program.
 - * "Athletic Agreement" (attached to the Bylaws)
- 8.7 No parent shall coach or assistant coach on any team in the program without the Athletic Director's recommendation and a simple majority approval of the SCLA board.

9 TEAM MEMBERSHIP / FINANCES

- 9.1 SCLA Board reserves the right, on a case-by-case basis, based on the availability in the SCLA Scholarship Fund, to allow a child to participate in SCLA sponsored activities that, due to financial obligations, they may otherwise not be able to participate. Approval to participate must be by a unanimous vote of Board. All finances will remain strictly confidential, and the Board will protect and insure the financial privacy of all participants.
- 9.2 Based on the financial needs to operate the Association, the Board will determine the cost of registration for all teams and divisions.
- 9.3 Board members of SCLA will serve as volunteers and shall not be personally liable for the debts, liabilities or other obligations of SCLA.