

## 1 US Lacrosse

### VISION STATEMENT

We envision a future which offers people everywhere the opportunity to discover, learn, participate in, enjoy, and ultimately embrace the shared passion of the lacrosse experience.

Pittsford Community Lacrosse Incorporated

### MISSION STATEMENT

The mission of the Pittsford Community Lacrosse Incorporated is to promote the sport of lacrosse for the youth of Pittsford and the Rochester area in order to develop their playing skills, to teach and encourage good sportsmanship and to foster healthy competition.

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## CONSTITUTION of Pittsford Community Lacrosse Incorporated

### ARTICLE I – NAME

Section I – The name of the Corporation shall be PITTSFORD COMMUNITY LACROSSE INCORPORATED, hereinafter referred to as the Corporation.

### ARTICLE II – OBJECTIVES

Section I – The aims and objectives of the Corporation are as follows:

- Enable growth: Serve as an advocate to promote the growth of boys and girls scholastic and youth lacrosse programs in the Pittsford community
- Support coaches and players: Provide support to coaches and players in all lacrosse programs across the Pittsford community
- Community Alliance: Create and strengthen alliances between members of the community who seek to promote the growth of lacrosse in Pittsford
- Promote and Communicate: Promote lacrosse instruction, enjoyment and knowledge of the game of lacrosse by spectators and interested community residents

### ARTICLE III – MEMBERSHIP

Section I – The membership of the Corporation shall be open to community residents and non-residents as provided hereinafter in the By-Laws.

Section II – The classification of the membership shall be as follows:

- A. A Contributing Member shall be a community member interested in Pittsford lacrosse and who shall pay annual dues at a rate established by the Executive Board.
- B. A Player Member shall be any member grades Kindergarten – 12th grade either residing within the Town of Pittsford or enrolled in a school within the Pittsford Central School District. A Player Member shall pay annual dues at a rate established by the Executive Board, and shall be a non-voting member. Voting privileges for the Player Member shall be conveyed to the player's parents. Each player shall have



Term: Two years

President Accountabilities:

Provide Agenda one week prior to all meetings to all club members.

Preside at all regular and special meetings according to Roberts Rule of Order

Manage the administration of the Association including: Oversight of the financial committee, field space committee, merchandise committee and any specially appointed committees.

Understand the financial reporting and bank reconciliation and review at every Board meeting.

The President shall appoint temporary committees. In addition, the President will represent the Corporation at other community meetings as necessary.

Job Title: VICE PRESIDENT

Reports To: PCLI BOARD

Summary:

Assist President as necessary and requested. Vice President shall succeed to the office of President.

Voting Member

Term: Two years

Vice President Accountabilities:

Assist President as required

Understand the financial reporting and bank reconciliation and review at every meeting

In the event that the office of President becomes vacant prior to the end of the normal term, Vice President shall succeed to the office of President.

Job Title: TREASURER

Reports To: PCLI BOARD

Summary:

Receive all monies and disburse as authorized by the PCLI Board of Directors or Division Coordinators. Report complete financials for each division at PCLI meetings.

Voting Member

Term: Two Years

Treasurer Accountabilities:

Submit budgets to each Division Coordinator at the beginning of each fiscal year.

Receive deposits from Coordinators, record on PCLI income statement and each division income statement and deposit.

Write checks as approved by Division Coordinators for each Division and General Fund checks as approved by the Board.

Maintain accurate database of all deposits and checks with separate accounting for each Division for reporting at monthly meetings.

Balance PCLI bank statement with PCLI income/expense statements for presentation at monthly meetings for Board approval and sign off.

Post monthly interest to PCLI statements

Review annually financial opportunities i.e. Bank interest, Bank expenses, CD opportunities and advise Board of best options for approval of Board.

Compile data at year end to submit to the IRS or (PCLI accountant), including 1099 forms for paid employees.

Maintain all non-profit financial documentation, including Tax ID number and supply necessary forms to vendors for tax exempt purposes.

At year end, file tax paperwork.

Job Title: ASSISTANT TREASURER

Reports To: PCLI BOARD

Summary:

Receive any monies and disburse as authorized by the PCLI Board of Directors or Division Coordinators.

Voting Member

Term: Two Years

Assistant Treasurer Accountabilities:

Receive deposits from Coordinators, record on PCLI income statement and each division income statement and deposit.

Write checks as approved by Division Coordinators for each Division and General Fund.

Maintain accurate database of all deposits and checks with separate accounting for each Division for reporting at monthly meetings.

Assist Treasurer when necessary with reconciling accounts and/or banking activities.

Job Title: Secretary

Reports To: PCLI BOARD

Summary:

Responsible for keeping accurate records of all business conducted by the Association and sending all correspondence relative to the Associations business as directed by the Board.

Voting Member

Term: Two Years

#### Secretary Accountabilities:

Record minutes at every meeting

Post minutes on the PCLI website within two weeks of meeting

Send out correspondence as required and directed by PCLI Board

Follow Roberts Rules of Order at meetings

Understand the financial reporting and bank reconciliation and review at every meeting

Job Title: Youth Coordinators (Two positions, one each for boys and girls programs)

Reports To: PCLI BOARD

#### Summary:

Responsible for overseeing the development of the Youth Lacrosse Programs.

Voting Member

Term: One Year

#### Youth Coordinator Accountabilities:

Work with Varsity and youth coaches to develop youth programs based on participant interest and skill development goals.

Develop budgets to support programs

Determine viable number teams and coaching positions to support program

Manage registrations and collect payments

Enter player information on website

Coordinate roster selection process with Head Coaches

Determine field space requirements and allocation

Develop marketing strategy to maintain robust youth program

Establish and implement coach training programs

Determine merchandise supply chain for uniforms and any additional merchandise requirements for youth participants.

Determine and procure equipment as required with the assistance of Equipment Coordinator

Understand the financial reporting and bank reconciliation and review at

every meeting

Job Title: Varsity Coordinators (Two Positions, one each for Boys and Girls Programs)

Summary:

Responsible for coordinating with Varsity Coaches to assist in administering the Varsity Programs.

Voting Member

Term: One Year

Varsity Coordinator Accountabilities:

Conduct fundraising activities to offset the costs of the programs

Assist with scheduling duties

Coordinate team bonding events

Assist with travel as needed

## ARTICLE V – ELECTIONS

Section I – Elections and nominations for elections shall be coordinated and conducted by a temporary “Elections Committee” appointed by the President.

Section II – Balloting for all offices shall take place at the annual meeting. A slate of nominees will be available at the annual meeting and nominations will be accepted from the floor at the monthly meeting that precedes the election.

Section III – The Elections Committee shall count the ballots and report to the membership at the annual meeting.

Section IV – In the event of a tie vote, in which an officer cannot be determined, the Elections committee shall arrange for subsequent balloting at the annual meeting for the single office only.

## ARTICLE VI – MANAGEMENT

Section I – The authority of the Corporation shall be vested in the membership which consists of the Executive Board and membership at large.

Section II – The management of the Corporation shall be vested in the Executive Board which shall consist of the officers, the Varsity Coordinators, the Boys and Girls Scholastic Varsity Coaches, and the Youth Grade Coordinators as defined in Article IV above.

Section III – It shall be the duty of the Executive Board to carry out the policies and instructions of the Corporation and to take action in the Corporation’s interest between general meetings. Reports of the Executive Board action, including financial statements, will be made to the full membership at each general meeting.

#### ARTICLE VII – VOTING PRACTICES FOR CORPORATION ACTIVITIES

Section I – Except as noted in Section II below, all items requiring a vote shall be voted on by the Executive Board only.

- A. A motion shall be ratified by a simple majority of the Executive Board members present at the meeting.
- B. No quorum shall be needed to vote.

Section II – The following items require the vote of all members: Contributing and Player.

- A. Amendments to the Constitution and these Bylaws shall require a 2/3 majority vote.
- B. Changes in Association Dues.
- C. Ratification of these shall require 2/3 of the membership present at the meeting where the Amendment is being voted on. No quorum shall be needed to vote.

Section III – The following items shall require a vote by the Executive Board:

- A. Non-elected Executive Board positions
- B. Changes to the financial and accounting practices.
- C. Expenditures of the PCLI General Fund in excess of \$500.00.

Section IV – Voting methods

- A. Unless deemed by the Executive Board to require immediate action, all proposals will be presented at a regularly meeting and be open for discussion for at least 7 days before or after the meeting.
- B. Voting by the Executive Board may occur at monthly meetings or by e-mail following the 7 days discussion period.
- C. In the event of a tie vote by the Executive Board, the proposal will be open for discussion by the contributing membership for at least 7 days and then voted upon by contributing membership at the next monthly meeting. The motion shall be carried by a simple majority of the contributing membership in attendance. A quorum will not be necessary.

#### ARTICLE VIII – COMMITTEES

Section I – The Officers of the Corporation shall appoint Chairpersons for each of the following standing committees: Registration; Booster; Fundraising / Pittsford Lacrosse Festival; Communication; Youth, Field, Equipment, Finance and Charitable Giving Committee.

Section II – Committee membership shall be open to all members as provided in the By-Laws. Efforts should be made to recruit committee members with special interests in a diverse age and skill level.

Section III – The President of the Corporation may appoint temporary committees which he or she, or the membership may deem necessary. Such temporary committees shall serve in an advisory capacity to the President or the President’s appointee or the membership at large and shall have no other powers.

#### Description Of Committees

Registration Committee. This committee shall be responsible for organizing and executing the annual youth registration.

Boosters Committee. PCLI is a separate entity non-profit with a 501C and a Mission to bring lacrosse programs to Pittsford. The mission of PCLI is not consistent with the mission of a "booster club" which is generally a fund raising mechanism. However, PCLI will support "booster club" activities and assist in organizing for the Scholastic Boys/Scholastic Girls. The two (2) separate committees shall be responsible for all “booster” activities during the scholastic season including but not limited to; Lacrosse festival, team dinners, game videotaping, banquet and memory book, senior recognition and senior gifts. Membership will consist of Varsity, JV and Modified Division Coordinators as well as at large members decided upon by the Executive Board.

Communications Committee. The Communications Committee shall be responsible for internal and external communications, including newsletters, program announcements, website, and email as may be necessary and authorized by the Executive Board. The Committee shall also promote the programs of the Corporation by various means in order to create a positive image for the Corporation, to stimulate public interest and support for lacrosse. The Committee shall also be responsible for preparing news articles and game results for the local newspaper.

Youth Committee. (7) Members from the Corporation; Corporation Vice President, Girls’ Varsity Coach, Boys’ Varsity Coach, Girls’ Youth Division Coordinator, Boys’ Youth Division Coordinator, PCLA At Large Representative, Former Corporation President, Boys’ Coaching Coordinator, Girls’ Coaching Coordinator, (see job descriptions in addendum). Youth Division Coordinators shall be conveners of the committee.

Field Committee. The committee shall work in coordination with the Town of Pittsford Parks and Recreation Department and the Pittsford School District Athletic Director to secure the use of appropriate field space and to allocate it accordingly.

Equipment Committee. The committee shall be responsible for the purchase and maintenance of all equipment owned by the Corporation.

Merchandise Committee. The committee shall be responsible for all of the selection, ordering and distribution of Corporation merchandise including but not limited to clothing and blankets.

Charitable Giving Committee. The committee shall serve as the PCLI liaison to community charities that seek PCLI support. Charitable activities including fundraising to support community charities will be directed by the Committee under the budgetary approval of the Executive Board.

#### ARTICLE IX – YOUTH PROGRAM

Section I - The youth committee will collect player registrations and coaching applications for each youth registration cycle and enter the players on the website. Registration forms and details will be at: [www.pittsfordlacrosse.org](http://www.pittsfordlacrosse.org)



Section II - Selection of teams will be based on registration, equal teams with equal playing time per player. The Corporation will reserve the right to limit registration secondary to field availability, number of players, etc. TEAM SELECTION PROCESS: 1. Players will be evaluated during first few practices. Grade level coordinators and Head Coaches will meet face to face with the list of players and evaluation data and draft players. There will be no players "safe" except sons of Head Coach and one Assistant Coach. At the end of the draft, all teams will be evaluated to ensure teams are even. 3. Final roster approval will be made by the PCLI Board and rosters will then be posted on the website. GOAL IS TO CREATE BALANCED TEAMS. Disputes, if not settled by the group will be settled by the PCLI Board.

Section III - The Youth Coordinators will review the coaching applications and select the most qualified applicants for each team. The Coordinators will select the head coaches and allow the head coaches to select their assistant coaches and team manager. This selection will be based on coaching experience, lacrosse experience/knowledge and ability to fulfill the Corporation youth mission.

Section IV - The coaches will be asked to run their teams for the specific youth season. The Corporation will budget for a specific number of tournaments and/or leagues for each team. The coach will determine the tournaments and/or leagues and any additional team events for their specific team.

Section V – An annual registration fee will be assessed and will include, at a minimum: Corporation membership, USL membership, practice, uniform, referee fees, and games in Rochester Area Lacrosse League (RALL).

Section VI - Registration monies and team expenses will be part of the Corporation Budget.

Section VII - The team managers will work with the coaches to handle all off-field duties. Team managers will be given a budget for the season and need to submit receipts/requests for checks to the Corporation Treasurer for budgeted team expenses. Unbudgeted team expenses will need to be collected from players/parents, or additional funds may be requested from the Executive Board.

## ARTICLE X – MEETINGS

Section I – All meetings shall follow Robert’s Rules of Order, the sequence of business being: Reading of the minutes, Reports from the officers, Reports from the committees, unfinished business, new business and adjournment.

Section II – General membership meetings shall be held monthly and more often as necessary.

Section III – An Annual meeting shall be held in June for the purpose of electing officers, presenting annual reports and other business that may arise.

Section IV – The Executive Board shall normally meet monthly and more often if necessary for the purposes of conducting the Corporation’s business.

Section V – All meetings shall be open to all members of the Corporation.

Section VI – The agenda for Corporation meetings and any items to be voted on will be posted on [www.pittsfordlacrosse.org](http://www.pittsfordlacrosse.org) a minimum of one week in advance of the meeting.

Section VII - Any proposals requiring a vote by the Corporation must be submitted in writing (email preferred) to the Corporation President a minimum of 1 week in advance of meeting.

## ARTICLE XI – FISCAL PRACTICES

1. The Treasurer shall administer the PCLI treasury and submit financial statements to the Executive Board and General Membership meetings.
2. The Treasurer shall sign all checks within the budget (those that have been approved through the budgeting process) and prepare all checks outside the budget (those not approved through the budgeting process) for counter signature by the President or Vice-President. In the event of the absence of the Treasurer, checks must bear the signature of both the President and the Vice-President.
3. The funds, books and vouchers in the treasurer's hands shall at all times be under the supervision of the Executive Board and subject to its inspection, control and annual audit.
4. No financial commitments may be made by a member of the Executive Board or General Membership without approval of the Executive Board. The President, however, shall have the discretion of commitment not to exceed \$500.00 without Board approval. All non-budgeted purchases over \$500 are required to have three competitive bids filed with PCLI before a purchase order can be submitted.
5. At the expiration of Treasurer's term of office, the Treasurer shall turn over all books, monies, and other property to the club's newly elected Executive Board.
6. The PCLI Executive Board, upon receipt of the budgets and schedules from the appropriate Board Members and Committees, shall determine the extent of the PCLI and social programs and shall formulate a budget for these programs each year. The Programs and budget shall be presented to the General Membership at its regularly scheduled meeting in November.

## ARTICLE XII - BOARD, COACH AND CORPORATION MEMBER TERMINATION

Section I – The Executive Board shall review, investigate, and vote to determine the status of a Board member, coach and/or PCLA member.

Section II – Termination may occur when or if an Executive Board member, Committee Chair, coach or Corporation member is found to have violated the Mission Statement, By-Laws, US Lacrosse Code of Conduct or Participation Agreement.

Section III – Any mistreatment of an official, coach, or Corporation member will be grounds for termination if found to be verified by the Executive Board.

Section IV – The Executive Board reserves the right to make all final decisions concerning termination.

## ARTICLE XIII - AMENDMENTS

Section I – This constitution may be amended at a regular meeting of the Corporation. Amendments to the constitution shall require two thirds majority of those voting.

By-Laws of  
Pittsford Community Lacrosse Incorporated  
Revised 06/22/15  
Approved by Executive Board 06/22/15