

# PRINCE WILLIAM LACROSSE CLUB

## BYLAWS

### Table of Contents

ARTICLE I:	NAME	1
ARTICLE II:	ARTICLES OF ORGANIZATION	1
ARTICLE III:	PURPOSE AND STATEMENT OF GOALS	1
ARTICLE IV:	AFFILIATION	1
ARTICLE V:	MEMBERS	1
ARTICLE VI:	BASIC POLICIES	2
ARTICLE VII:	OFFICERS AND THEIR ELECTION	2
ARTICLE VIII:	DUTIES OF OFFICERS	3
ARTICLE IX:	EXECUTIVE COMMITTEE	4
ARTICLE X:	EXECUTIVE BOARD	4
ARTICLE XI:	STANDING DIRECTORSHIPS	5
ARTICLE XII:	CONTRACTS, LOANS, CHECKS, AND DEPOSITS	6
ARTICLE XIII:	GENERAL PROVISIONS	7
ARTICLE XIV:	DISSOLUTION	7
ARTICLE XV:	AMENDMENTS AND REVISIONS	7
ARTICLE XVI:	APPROVAL OF BYLAWS	7

**PRINCE WILLIAM LACROSSE CLUB  
BYLAWS**

**ARTICLE I: NAME**

The name of this organization is the Prince William Lacrosse Club located in Woodbridge, Virginia. It shall also be known as PWLC, PWLC (Royals) Lacrosse, Royals Lacrosse, and Royals (PWLC) Lacrosse.

**ARTICLE II: ARTICLES OF ORGANIZATION**

Section 1. The Prince William Lacrosse Club (PWLC) exists as an independent non-profit organization of its members. Its "Articles of Organization" comprise these Bylaws, as from time to time amended. The PWLC is established exclusively to foster and support the sport of lacrosse as played by both boys and girls in Prince William County, Virginia. The PWLC operates in support of the Northern Virginia Youth Lacrosse League (NVYLL) and within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal tax code.

**ARTICLE III: PURPOSES AND STATEMENT OF GOALS**

Section 1. The purpose of the PWLC is to provide the youth residing within the geographical boundaries of Prince William County an opportunity to learn and enjoy the sport of lacrosse, without regard to religion, race, color, creed, origin or ability, in an atmosphere of exemplary sportsmanship and integrity.

Section 2. The PWLC shall operate as a non-profit corporation within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Federal tax code.

Section 3. It is the goal of the PWLC to have, as a minimum, all head coaches Level I certified by participating in or attending a US Lacrosse Coaching Clinic or online Course to qualify them in the rules of the game, the NVYLL rules, coaching fundamental techniques, player safety, care of injuries, and leadership of children and young people.

**ARTICLE IV: AFFILIATION**

Section 1. The PWLC is a participating league within the NVYLL. The PWLC shall make no policy or rule that conflicts with the Bylaws or Rules of the NVYLL unless approved by the Board of Directors and Executive Committee of the PWLC.

**ARTICLE V: MEMBERS**

Section 1. Any parent or legal guardian of a child that is registered to play in the PWLC demonstrates eligibility as required by the rules and regulations set forth by the NVYLL and designated by the age requirements of US Lacrosse shall be a member of the PWLC during the season the child is registered and shall continue to be a member until the first game of the

following season. In addition, any PWLC volunteer coach, who is at least eighteen years old, or Board member, shall be a member of the PWLC.

Section 2. Membership in the PWLC shall be made available without regard to religion, race, color, creed, or national origin.

Section 3. The fiscal year of the PWLC shall begin on January 1 and end on December 31.

## **ARTICLES VI: BASIC POLICIES**

The following are basic policies of the PWLC:

- a. The PWLC shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the PWLC or the names of any members shall not be used to endorse or promote a commercial or political concern in connection with any partisan interests or any purposes not appropriately related to promotion of the purpose of the league.
- c. The PWLC shall work with the NVYLL to provide a quality lacrosse experience for all youth; and seeks to participate in the decision-making process establishing rules and policies by recognizing that the responsibility to make decisions has been delegated by the PWLC to the Executive Committee and Board.
- d. No part of the net earnings of the PWLC shall inure to the benefit of or be distributable to its members, directors, trustees, officers or other private persons except that the league shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article III hereof.
- e. Notwithstanding any other provision of these Articles, PWLC shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible, under Section 170(c)(2) of the Internal Revenue Code.

## **ARTICLE VII: OFFICERS AND THEIR ELECTION**

Section 1. The Officers of PWLC shall be: Commissioner, Vice Commissioner of Boys, Vice Commissioner of Girls, Secretary, Treasurer, and Members at Large. The Officers of PWLC shall be recognized as the Executive Committee.

Section 2. The General Membership of the PWLC shall elect Officers triennially. The majority of votes cast shall constitute election. Each Officer shall serve a three year term and may serve as many consecutive terms as elected. Any office vacated by resignation or otherwise may be filled by interim appointment by the Executive Committee.

Section 3. The Commissioner shall appoint a Nominating Committee composed of at least four, but not to exceed six, head coaches from PWLC. The Nominating Committee shall be appointed two

months prior to the election of Officers at which time the General Membership of the PWLC shall be notified in writing. Notification can be made via electronic communication.

Section 4. The Nominating Committee shall nominate a slate of Officers which shall be presented at the May Executive Committee Meeting for election at the June General Membership meeting by a majority vote of those members present. Investiture of Officers shall occur at the July Executive Committee Meeting.

## **ARTICLE VIII: DUTIES OF OFFICERS**

Section 1. The Commissioner of the PWLC shall be the Chief Executive Officer of the corporation. The Commissioner shall have the authority to act for the Executive Committee and shall direct all activities of the PWLC including coordinating and presiding over PWLC meeting and business; approving expenditures of PWLC funds as designated in Article XII, Section 3; representing the PWLC to the NVYLL; appointing two (2) Members at Large (one from the boys membership and one from the girls membership), appointing members to special committees except as indicated herein; participating as an ex-officio member of all directorships or committees as necessary; casting a deciding a vote in the event a vote within the PWLC ends in a tie; and performing such other duties as may be incidental to the operation of the PWLC. The Commissioner and his Officers shall be elected triennially by the General Membership.

Section 2. The Vice Commissioner of the Boys and Girls programs shall preside over the PWLC meetings, in order of seniority, as designated in the absence of the Commissioner. The Vice Commissioner of Boys and Girls shall be responsible to organize, operate, and maintain rosters for the boys and girls programs. The Vice Commissioner of Boys and Girls Programs are two (2) separate positions elected by the General Membership to coordinate the administration of the boys and girls programs.

Section 3. The Treasurer shall have custody of all PWLC funds, maintaining a full and accurate financial account of receipts and expenditures by the league; and making disbursements as authorized by the Commissioner or Executive Board in accordance with the approved budget; have all checks in excess of \$500 signed by the Treasurer and an approved signatory officer; and present a financial statement monthly to the Commissioner, at Quarterly Executive Board meetings or as requested by the Executive Board.

Section 4. The Secretary shall record the minutes of all PWLC meetings; document attendance at PWLC meetings; maintain a current roster of General Membership; be custodian of corporate records; and perform other delegated duties as assigned by the Commissioner or the Executive Board.

Section 5. The two (2) Members at Large shall preside at all Executive and General Membership Meetings; chair appointed directorships set forth in Article XI; advise the Commissioner on the Bylaws of the PWLC; and perform other duties as delegated by the Commissioner or Executive Committee.

## **ARTICLE IX: EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the elected Officers and appointed Members at Large of the PWLC. The Executive Committee shall have general control over all the PWLC affairs and report on all actions of its authority at the regularly scheduled board meetings. The Executive Committee shall uphold the rules, regulations and policies of the NVYLL and levy fair and reasonable disciplinary action, if necessary.

Section 2. The Executive Committee shall exercise the authority of the PWLC to investigate and make decisions on the conduct of members, players, and coaches and levy sanctions as deemed appropriate. If at any time the Executive Committee finds the conduct of any player, team, member of a coaching staff, or spectator to be detrimental or contrary to the best interest of the PWLC, such individuals may be suspended or expelled from further participation in any PWLC activities, practices or games. Parent or legal guardian misconduct will result in suspension or expulsion of parent/guardian and player from the PWLC, activities, practices, and/or games.

Section 3. All investigations of questionable conduct or violations of the PWLC Rules, Policies or Code of Conduct shall be reported to the Executive Committee in writing within forty-eight (48) hours of the incident. Reports may be e-mailed, faxed or mailed to the PWLC Executive Committee.

## **ARTICLE X: EXECUTIVE BOARD**

Section 1. The Executive Board members shall consist of the elected Officers of the PWLC, appointed Members at Large, and the Directors of Standing Directorships. Each member of the Executive Committee shall be entitled to one vote, in person or by written proxy, on all matters voted on by the Executive Board.

Section 2. A simple majority of fifty-one percent (51%) shall constitute a quorum for the transaction and approval of PWLC business.

Section 3. The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between the General Membership meetings and such other business as may be referred to it by the PWLC.
- b. To approve the plans of work of the standing directorships.
- c. To present a report at the General Membership meetings of the PWLC.
- d. To approve the proposed budget for the PWLC and its directorships.

Section 4. Regular meetings of the Executive Board shall be held at least five (5) times during the calendar year. A majority of the Executive Board shall constitute a quorum. Special meeting of the Executive Board may be called by the Commissioner or by a majority of the Executive Board with a seven (7) day notice.

Section 5. Attendance at the Quarterly PWLC Board meetings is required for each Executive Board Member.

## **ARTICLE XI: STANDING DIRECTORSHIPS**

Section 1. The following are established as nonvoting Standing Directorships of the PWLC: Director of Marketing, Director of Facilities, Director of Equipment, Director of Team Development, Director of Uniform and Spirit Wear, and Web Master.

- a. The Director of Marketing shall be responsible for developing a marketing and fundraising plan to increase community, corporate, and individual awareness of PWLC; providing recommendations for enhancing the PWLC website; coordinating communication for all Club related events (i.e., season kick-off, tournaments, picnics, community events); maintaining the yearly events calendar for boys and girls programs to include clinics, tournaments, practice and games and alumni site on the PWLC website that highlights successes of past PWLC players and coaches; and drafting and preparing articles local papers, magazines, and other media outlets as requested (note: articles should be reviewed with the Executive Board prior to submission).
- b. The Director of Facilities shall be responsible for acquiring and maintaining an adequate number of fields for the purpose of clinics, tournaments, practices and games for all age groups; cultivating a positive relationship with the local Park and Field authorities; coordinating field availability and scheduling with the Vice Commissioner of Boys and Girls; and coordinating field lining for clinics, tournaments, practices and game.
- c. The Director of Equipment shall be responsible for requisitioning, organizing, distributing and maintaining all PWLC assets and equipment to include uniforms, balls, goals, field lining equipment, cages and any other miscellaneous required equipment for all boys and girls age groups.
- d. The Director of Team Development shall be responsible for organizing and implementing coach/player training and development; distributing coaches' handbooks and NVYLL rules and guidelines to all coaches; coordinating recruitment, selection and recommendation of coaches with the Commissioner, and Vice Commissioner of Boys and Girls; and providing guidance for team management as required.
- e. The Director of Uniform and Spirit Wear shall be responsible for coordinating with Commissioner and vendors to prepare proposal packages, coordinate team orders, maintain contact with vendor, and distribution of Club uniforms and distribution of spirit wear apparel through for the PWLC. Where possible, all uniform and spirit wear orders will be maintained through the PWLC Website or vendor website.
- f. The Web Master shall be responsible for identifying, recommending, and prioritizing new Web features and applications; administering website permissions for members, designing and maintaining Web site registration, surveys, libraries, sponsorship pages and libraries; setting and enforcing compatibility and interoperability standards that

ensure site accessibility for all members; ensuring a consistent look and feel across the Web site by promoting uniform fonts, formatting, icons, images, and layout, and creating appropriate templates to assist content authors; troubleshooting, diagnosing and fixing Web site problems; maintaining an archive of Web site templates and images; and providing support, training and service to Executive Committee as required.

Section 2. The Executive Board may create such standing directorships or special committees as it deems necessary to promote the purpose and carryout the responsibilities of the PWLC. The term of each Director shall be three calendar years or until the selection of a successor.

Section 3. The Director of each Standing Directorship shall present a budget and a plan of work to the Executive Board for approval. No Committee work shall be undertaken without consent or approval of the Executive Board.

Section 4. Directors shall relinquish to the Commissioner, without delay, all records, procedure books, equipment, and other material pertaining to the directorship or committee at the end of the served term or when departing office.

#### **ARTICLE XII: CONTRACTS, LOANS, CHECKS AND DEPOSITS**

Section 1. The PWLC may authorize any Officer or Officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name or behalf of the PWLC, and such authority may be general or confined to specific instances.

Section 2. No loans shall be contracted on behalf of the PWLC and no evidence of indebtedness shall be issued in its name unless authorized by resolutions of the corporation. Such authority is general or confined to specific instances.

Section 3. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the PWLC, shall be signed by the Commissioner or the Treasurer or other designated agents of the PWLC. The Executive Committee must authorize all checks in excess of \$1,000.

Section 4. All funds of the PWLC shall be deposited from time to time to the credit of the PWLC in such banks, trust companies or other depositories as the PWLC or the Executive Committee may direct.

#### **ARTICLES XIII: GENERAL PROVISIONS**

Section 1. Players shall be organized into teams according to the eligibility rules and requirements set forth by the NVYLL of which the PWLC is a member.

Section 2. The Executive Committee of the PWLC has the authority to deny, suspend, revoke or expel membership as prescribed by Article IX. Violations of the Code of Conduct by parents, players, coaches or spectators set forth by the PWLC and NVYLL rules, regulations, and Bylaws shall result in disciplinary action by the Executive Committee.

Section 3. Appeals from decisions levied by the Executive Committee shall be made in writing to the Commissioner within three (3) working days from the date of transmission of the Executive Committee's decisions. The decision rendered by the Executive Committee shall be considered final.

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

Section 1. In the event dissolution if desired, the Executive Committee shall adopt a resolution recommending this organization be dissolved and directing that the question of such dissolution be submitted for vote at a General Membership meeting. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the PWLC, shall be given to each member prior to the date of such meeting.

Section 2. Upon dissolution of the PWLC, assets shall be distributed for one or more purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which PWLC is located, exclusively for such purposes for to such organizations as said court shall determine which are organized and operated for such purposes.

#### **ARTICLE XV: AMENDMENTS AND REVISIONS**

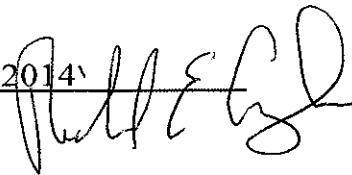
Section 1. The Bylaws may be amended providing the proposed amendment is submitted in writing to the Commissioner. A special committee may be appointed to submit a revised set of Bylaws as a substitute for existing Bylaws or to submit an amendment to current Bylaws.

Section 2. Bylaws shall be revised or amended at a General Membership meeting provided notice and a copy of the proposed Bylaw revisions or amendments are submitted to the General Membership at least fifteen (15) days prior to the meeting at which the revision or amendment are to be voted upon. The proposed Bylaw revisions or amendments require two-thirds (2/3) vote of the members present at the General Membership meeting.

#### **ARTICLE XVI: APPROVAL OF BYLAWS**

Section 1. Proposed Bylaws of the PWLC shall be submitted for approval at an Executive Committee Meeting for approval by majority vote. The approved PWLC Bylaws will be presented to the General Membership at the June General Membership Meeting. Any amendments to the Bylaws set forth in Article XV.

**DATE ADOPTED BY:** 30 April 2014  
**PRINCE WILLIAM LACROSSE CLUB**  
**EXECUTIVE BOARD**



**DATE PRESENTED TO:** 05 May 2014 (Via Website)  
**PRINCE WILLIAM LACROSSE CLUB**  
**GENERAL MEMBERSHIP**