

Irondequoit Youth Lacrosse, Inc. (IYL) Board and Coordinator By-laws

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Irondequoit Youth Lacrosse, Inc. (IYL) is a 100% volunteer driven organization. None of the positions described below are paid for their role within the organization. The following job descriptions will help to explain some of the work that the IYL Board of Directors and Coordinators undertake each year.

I. Elected Positions – Board of Directors (voting positions)

This Executive Committee is listed in hierarchical order and the approximate term ending timeframe in parenthesis next to the position (NOTE: Term end dates can change with unfilled positions from a prior term or someone leaving their position early).

1. President
2. Vice President
3. Corporate Treasurer
4. Corporate Secretary
5. Boys Director
6. Girls Director
7. Operations Director
8. Communications Director

II. Appointed Positions – Coordinators (non-voting positions)

- Girls Travel Coordinator
- Player Development Coordinator (Girls and Boys)
- Uniform & Apparel Coordinator
- Promotions Coordinator
- Schedule Coordinator

III. Meetings & Standing Committees

- There are 12 Regular Board Meetings that are held the 2nd Thursday of every month, unless changed with prior notice to all IYL Board Members and Coordinators.
- Standing Committees (not an all-inclusive listing):
 - Finance Committee
 - Grievance Committee
 - Irondequoit Invitational Committee
 - House Season Coaches Committee
 - IYL Policy and Procedure Committee

IV. Description of Duties

The following is a general job description that applies to all elected and appointed positions described below. Additional, specific job descriptions follow according to each IYL Board and Coordinator position.

All IYL Board and Coordinator members shall:

1. Be an IYL member in good standing. **Any violation of the IYL code of conduct could lead to immediate dismissal from their position.** Also, if an IYL Board Member or Coordinator consistently fails to perform his or her duties to the satisfaction of the President, the President may ask for that individual's resignation.
2. Any Board Member, Coordinator or Nominee must have no current or past legal issues that allow the membership to call into question that director's integrity.
3. Shall maintain records for expenses (e.g. mailing and copying costs) and shall present original receipts to the Treasurer so reimbursement may be made if approved.
4. Shall meet informally with members or non-members at any time without the need to notify the IYL Board so long as no decisions affecting Club policy are made. Documentation of such meetings is up to the judgement of the IYL Board member although a brief update of such activity at the next IYL Board meeting should be provided.
5. Shall keep the private conversations we have as IYL Board and Coordinators in house.
6. Shall keep the IYL Board informed on all matters pertaining to execution of their responsibilities.
7. IYL Board meeting attendance:
 - a. IYL Board – Attendance at scheduled IYL Board meetings is mandatory. If attendance is not possible the club president shall be contacted and provided with updates of committee proceedings and action item status.
 - b. Coordinators – Attendance at scheduled IYL Board meetings is voluntary, unless presence is requested. If requested attendance is not possible the IYL President shall be contacted and provided with updates of committee proceedings and action item status.

V. IYL Board & Coordinator Position Job Descriptions

IYL Board of Director Positions (Voting Positions)

President:

- General responsibility of all programs
- Passion for and a knowledge of community based lacrosse and it's traditions
- Organize the IYL Board, set monthly meetings and agendas, lead meeting discussion, assess ideas and direct a path forward, recruit new members
- Ensure legal and financial requirements are met to maintain the club's status as a 501(c)(3) nonprofit corporation
- Lead group in strategic planning for the organization's needs for the current and future years
- Explain areas of need, improvements, and ideas for expansion of the program
- Oversight for the Boys Director
- Has general authority to conduct the day-to-day management of the business of the Program and shall see that all orders and resolutions of the IYL Board of Directors are implemented, including dismissal of IYL Board or Coordinators who are deemed in violation of any part of the IYL code of conduct
- Lead the development of a program that aligns the organization with its goals and mission as stated in the bylaws

Vice President:

- General responsibility of Girls program
- Oversight for the Girls Director, Girls Travel Coordinator
- The Vice President works with the president and has similar duties as prescribed by the IYL Board of Directors
- In the event of absence or disability of the President, the Vice President shall succeed to the President's powers and duties
- Has authority to address matters for all above listed responsibilities

Corporate Treasurer:

- Manage checkbook and budget
- Oversight of the Fundraising Coordinator, Apparel Coordinator
- Approve expenditures within budget
- Manage all insurance and liability policies on behalf of IYL and IYL Board members
- Manage payment of vendors, medical support staff, officials (if needed)
- Make sure tax and financial disclosure documents are filed; tax exempt forms, non-profit re-certifications (as needed)
- Make a report when called upon by the President and shall provide a summary of the Program's overall financial condition at each IYL Board of Directors meeting
- Work with an independent certified public accountant engaged for purposes of preparing and filing annual federal and local tax returns

Corporate Secretary:

- Take, transcribe, duplicate, distribute, and maintain files of all Board of Directors and general membership meetings
- Oversight of the Communications Director, HIS Booster Club Liaison, Promotions Coordinator
- Distribute agendas, minutes, schedules, membership lists, etc., as required
- Serve as the IYL webmaster, which includes being the liaison between team managers and the IYL website
- Display teams' info/events and update regularly, expand communication ideas, ease of use and additional team ideas and promotions, build professional look for the teams
- Manage all website activities related to registration, and distribution of updates to the IYL Board, including analytics
- Assist in coordination of all outgoing association communications and filter parent requests/questions to appropriate IYL Board members
- Administer a survey after completion of each year to determine membership satisfaction level

Girls Director & Boys Director (2 positions):

- Assist the President, Vice President and Corporate Secretary in strategic planning, coordinate with the youth coaches, team managers, and parent groups
- Liaison, and primary communication person for the association between the league(s), youth players, parents, and coaches
- Recruit coaches, manage educational opportunities, attain coaching certification, ensure all requirements are met before the season starts, develop coach's improvement plans and implement with IYL Board
- Responsible for scheduling the youth spring/summer teams, makes recommendations on team configurations for IYL Board approval; including player waivers
- Build an organization that continues to grow and improve coaching and player skills
- Provides primary input on team size, league registrations, tournament participation, program philosophy and key policies for youth programs
- Work closely with Travel Coordinators to ensure success of travel programs IYL offers

Operations Director:

- Work with Community and other lacrosse partners to make sure we have enough fields scheduled, lined and in good shape for the season(s)
- Oversight of the Events Coordinator, Volunteer Coordinator, Schedule Coordinator
- The Operations Director shall be the primary liaison between the Program and the town, school district and private facilities for the request and booking of indoor and outdoor fields

- Ensure all permits are in order and communicate requirements to coaches to ensure safe use of fields
- Attend scheduling meetings with Vice President (boys) and Girl's Coordinator (girls) to ensure accurate scheduling
- Provide a complete inventory of all Program equipment and be responsible for the purchase, repair, storage, disbursement and collection of these items – equipment may include: lacrosse goals/nets; field storage bins, score tables and required field equipment; lacrosse balls; goalie protective equipment; lacrosse sticks- goalie & long-sticks; helmets for girls goalies and coach training aids
- Additional duties as assigned by the IYL Board

Communications Director:

- Create and send email, phone, and social media communications of events, team, lacrosse opportunities, and parent activities to appropriate IYL audience
- Serve as a resource for team managers, who share responsibility for communicating with parents of individual teams
- Guide the development of an ongoing effort to stimulate interest in the sport of lacrosse and recruitment of new players
- Develop actionable ideas to increase community, school, and fan awareness of the programs
- Assist the Administrator with the development of monthly agenda, registration and website maintenance
- Coordinate off cycle meetings (when required)
- Additional duties as assigned by the IYL Board

IYL Coordinators (Non-voting Positions)

Girls Travel Coordinator:

- Research appropriate tournaments for each lacrosse team; research accommodations (as needed)
- Register teams and work with the Treasurer to pay for tournament fees
- Completion of mandatory forms and tasks that are required prior to the season start date
- Manage and work with the IYL Board to communicate the tryout process
- Work with IYL Board for approval of all activities listed above
- Additional duties as assigned by the IYL Board

Player Development Coordinator (Boys and Girls):

- Point person between IYL and IHS leadership; including the Irondequoit Invitational and other key communication
- Assist with curriculum development for players and coaches at IYL so players are prepared to move from IYL to IHS level of play
- Work with IYL Board for approval of all activities listed above
- Additional duties as assigned by the IYL Board

Uniform & Apparel Coordinator:

- The Uniform/Apparel Coordinator will work with the IYL Board to research and select a vendor for uniforms for the girls' and boys' teams
- Lead the uniform design, ordering, and distribution process
- Lead and coordinate the purchasing of apparel items and manage the relationship with the selected vendor(s)
- Work to provide options for members to purchase IYL apparel or related merchandise
- Work with IYL Board for approval of all activities listed above
- Additional duties as assigned by the IYL Board

Promotions Coordinator:

- Work with the various committees to generate advertising for IYL events
- Work with Communications Director to ensure proper website and internet exposure promotion efforts
- Develop actionable ideas to increase community, school, and fan awareness of the programs
- Direct annual end-of-season celebration and other special marketing events
- Solicit local businesses to advertise with the IYL
- Work to establish different fundraising avenues to generate money for IYL
- Work with Communications Director to ensure proper website and internet exposure of all fundraising efforts
- Work with Treasurer to ensure proper collection of monies
- Work with IYL Board for approval of all activities listed above
- Work with IYL Board for approval of all activities listed above
- Additional duties as assigned by the IYL Board

Schedule Coordinator:

- Help prepare playing and practice schedules, including field use with
- Participate in establishing a master schedule to all Board and Coordinators, and as needed, IYL Coaching Staff
- Assist the Girls and Boys Directors in referee assignments when needed
- Work with IYL Board for approval of all activities listed above
- Additional duties as assigned by the IYL Board

VI. Length of Term

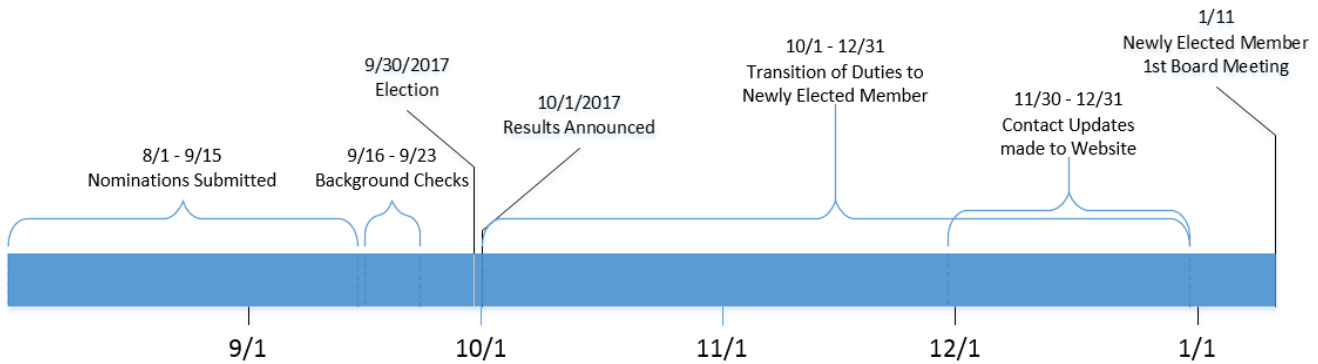
- All IYL Board and Coordinator Positions shall have a 2 year term, at which point IYL Board of Director Positions will go through an election process and Coordinators will be appointed.
- All IYL Board Positions can be re-elected and Coordinator Positions can be re-appointed for additional terms.

VII. Board Position Nominations

- Nominees can self-nominate themselves or others can nominate for them.
- Nominations must be completed via the IYL website via the IYL Board Nomination Form.
- Nominees need to be in good standing and are subject to completion and approval of background checks prior to taking on their position.
- While one can be nominated for more than one position, no individual person may hold more than one position concurrently.

VIII. Election Process

- The voting members of the IYL Board shall elect the Board of Directors.
- IYL Coordinator roles shall be appointed by the IYL Board of Directors after a vetting process.
- Yearly elections will take place every fall for those members of the Board whose term is up. Special ad hoc elections would take place as needed if a member of the IYL Board resigned or is removed from their position.
- Nominations will be done through the IYL Board & Coordinator Nomination Form on the IYL website.
- New Board members, should they accept their appointments, will officially join the board on January 1st. In cases where there is a vacancy off-cycle, the general timeline would be changed to fill the role.
- General Timeline (approximate dates):



IX. Voting Rights

- The IYL Board of Directors has broad voting rights on ALL MATTERS presented to the IYL.
- Among other items, this includes all decisions regarding IYL programs, events, registration fees and updates for policies/procedures.
- Each IYL Board of Director member has (1) one vote. Passage of any motion requires an affirmative vote of a majority of votes from its Board of Directors. Electronic voting and telephone conferencing is permissible.
- Any Board of Director, Coordinator or IYL member can bring proposals to the IYL Board of Directors for consideration.
- The President does not vote, except in the case of a tie, where they have the authority to break the tie.

X. Termination or Suspension

- During or between a regularly scheduled IYL meeting, and under exceptional circumstances, membership can be indefinitely suspended with the approval of no less than two (2) Executive Board members. A hearing on the Board Member or Coordinator's suspension will be held in accordance with the provisions below at a special / emergency meeting convenient for the Executive Board in its sole discretion. In any event the hearing shall be held within 14 days of the suspension.
- Membership may be terminated by voluntary resignation of the Board Member.
- The Executive Board, by a majority vote shall have the authority to discipline, suspend or terminate a Board Member or Coordinator permanently or temporarily when the conduct of the Board Member or Coordinator is considered by the Executive Board to be detrimental to the best interest of the IYL. Ground for termination/suspension includes, but is not limited to, non-compliance with IYL rules, guidelines and/or policies.
- The Board Member or Coordinator accused of conducting themselves in a fashion detrimental to the IYL shall appeal the decision and be heard by the Grievance Committee at which time the Board Member or Coordinator's conduct will be considered. The Board Member or Coordinator shall be given the opportunity to appear at a grievance meeting to answer the charges. The grievance meeting shall only be open to the Grievance Committee and the accused Board Member or Coordinator; the general membership shall not be permitted to attend.
- Discipline applied to a Board Member or the Coordinator may include the loss of any or all of the membership privileges plus any other restrictions deemed appropriate by the Grievance Committee in its sole discretion.
- The Executive Board may determine that the disciplining of a Board Member or a Coordinator shall affect the status or rights of another Board Member or Coordinator, whether youth or adult, depending on the circumstances surrounding the need for discipline.

- All property owned by IYL shall be returned to the Operations Director within 7 days of the effective date of a Board Member or Coordinator's termination and/or suspension.

XI. IYL Board and Coordinator Organizational Chart

- Hierarchy, reporting structure view
- NOTE: Members with voting rights are in Green

