

# CENTRAL VALLEY HIGH SCHOOL LACROSSE

## BYLAWS

### Mission:

Central Valley High School Lacrosse (CVHSLAX) is dedicated to organizing, developing and promoting the sport of lacrosse within the Spokane Valley community while fielding competitive teams at all levels. CVHSLAX is committed to honoring the game by instilling values of sportsmanship and integrity in an environment that places team accomplishments above personal achievement. CVHSLAX develops leaders through scholastic achievements and athletic endeavors while emphasizing the importance of community service.

### Purpose:

CVHSLAX is organized exclusively for fostering amateur sports competition as defined under 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### Article 1: Name

- A. The organization shall be known as Central Valley High School Lacrosse, hereafter referred to as "CVHSLAX."
- B. CVHSLAX is a non-profit organization.

### Article 2: Affiliations

- A. All student athlete members of CVHSLAX are also members of US Lacrosse.
- B. CVHSLAX is affiliated with the Washington High School Boys Lacrosse Association (WHSBLA) and Washington Schoolgirls Lacrosse Association (WSLA) for all high school players, grades 9-12.
- C. CVHSLAX athlete members are from the Central Valley school district.
- D. All coaches and board members are also members of US Lacrosse
- E. All Members, Board Members and Coaches are bound by the US Lacrosse Code of Conduct.

### Article 3: Fiscal Year

- A. The fiscal year shall be the calendar year, from January 1, to December 31.

## Article 4: Membership

- A. The General Membership shall consist of all student athletes currently registered to compete on a CVHSLAX team, and their parents/guardians.
- B. A “member” is defined as an athlete and their parent(s)/guardian(s) as one unit. Each member carries one vote.
- C. New players will be considered “members” as soon as their \$50 deposit has been paid, to allow for new players to participate in elections and other votes prior to the start of the season.
- D. The general membership shall meet annually (November) to hold elections for open positions on the Board of Directors.
- E. The general membership must approve any changes to these bylaws by a simple majority vote.
- F. Membership fees will be determined by the Board of Directors at their October Meeting. If no fee has been determined, the prior year’s fee will remain in effect.
- G. Membership fees are due by the 15th of February each calendar year, or they are subject to a late fee to be determined by the Board of Directors.
- H. FEE WAIVER: From time to time the board may choose to grant fee waivers to student athletes on the basis of merit and/or need. Amounts and count of student athletes to be considered will be determined by the board each season.

## Article 5: Board of Directors

- A. The Board of Directors shall consist of seven elected officers: President, Vice President, Secretary, Treasurer, Fundraising, Communications, and Operations.
- B. Director Positions are 1 year terms, with the exception of President and Vice President. These are 2 year terms, with the President elected in even numbered years and the Vice President in odd numbered years.
- C. Board vacancies shall be made known to the membership during the first week of September with a 30 day window to accept nominations for each open spot.
- D. 30 days prior to the general membership annual meeting, a notice shall be sent to all members indicating the date of the meeting and the nominees for each position.
- E. Any member of the Board of Directors may may resign at any time, upon written notice of his/her desire to do so delivered to the President or Secretary. A Director may be removed from office by the affirmative vote of two-thirds of the Directors for malfeasance, lack of sympathy with the purpose of the organization, refusal to render reasonable assistance in carrying out the purpose of the club, or failure to meet the participation requirements outlined in this Article.
- F. If vacancies occur during a term, the Board of Directors, at its discretion, may appoint a replacement to serve the remainder of the term. If the President resigns, the Vice President will step into this role and a new Vice President may be appointed.

- G. Board shall meet in September and October and as deemed necessary by any Board member. A quorum for any Board meeting shall be at least 50% of the Board Members. Board meetings shall be conducted in accordance with ROBERT'S RULES OF ORDER.
- H. Voting on club business may be conducted via electronic communication, so long as the participation of the vote fulfills the requirement of the quorum.

## Article 6: Director's Duties

- A. Each Director has the right to seek help from other Club members in an effort to delegate tasks towards completing responsible duties. It remains the responsibility of each Director to ensure all assigned duties are completed in a timely and professional manner.
- B. President:
  - a. Set the time, place, and agenda for all meetings.
  - b. Preside over all meetings.
  - c. Lead the Board in the hiring and/or dismissal of the Varsity Head Coach.
  - d. Work as a liaison to the school district and WHSBLA / WSLA Board.
- C. Vice President:
  - a. Assume the role of President in the event the President is unable to complete their term.
  - b. Preside over club meetings if the President is unable to.
  - c. Ensure the club insurance policy is updated and renewed annually.
  - d. Oversee/coordinate the end of season party / Awards Banquet.
  - e. Aid in the operations of the fundraising, communications and operations positions where needed.
- D. Secretary:
  - a. Record minutes of Board and General Membership meetings.
  - b. Maintain complete list of all members, Coordinate registration of all players.
  - c. Maintain a permanent set of all meeting minutes, correspondence, and by-laws.
  - d. Responsible for creation of team rosters for annual compliance file.
  - e. Carry out other duties as may be specifically assigned by the Board of Directors.
- E. Treasurer:
  - a. Work with Head Coach and President to prepare a budget for the upcoming season and present for the Fall Board meeting.
  - b. Collect all registration fees and all other monies derived from the activities of the organization and have charge of all funds and assets of the club.
  - c. Keep a detailed accounting of all club income and expenditures
  - d. All registration payments or adjustments must be authorized by the treasurer
  - e. Pay all bills properly passed upon and approved by the President.
  - f. Submit a financial report at each meeting detailing total funds collected, dispersed and available for future use.
  - g. Ensure the preparation and filing of any financial reports that may be required by state or federal regulations

- h. Prepare and file appropriate administrative and regulatory documents annually, or as required.
  - i. Carry out other duties as may be specifically assigned by the Board of Directors.
- F. Fundraising:
  - a. Head the fundraising projects of the Club.
  - b. Coordinate community service events.
  - c. Coordinate sale of club apparel.
  - d. Coordinates all team swag purchases and distribution.
  - e. Carry out other duties as may be specifically assigned by the Board of Directors.
- G. Communications:
  - a. Work with the President to communicate all Board issues and announcements with the general membership.
  - b. Maintain the public facing website and social media accounts for the Club.
  - c. Responsible for management of all team emails both in and out of season.
  - d. Promote CVHSLAX in the community
  - e. Carry out other duties as may be specifically assigned by the Board of Directors.
- H. Operations:
  - a. Work with the Secretary in maintaining the database of all club members.
  - b. Coordinate and train volunteers needed to complete gameday operations
    - i. Table crew: timers, spotters, scorekeeper, announcer, scoreboard operator, statistics tracking
    - ii. Field setup and teardown
    - iii. Scorekeeper for all varsity away games
  - c. Coordinate/Oversee the Team Manager positions.
  - d. Coordinate the scheduling of Game Day Supplies needed for all Home Games
  - e. Responsible for insuring properly lined field and set up for all games.
  - f. Responsible for coordinating all team travel.
    - g. Responsible for the purchase, distribution, cleaning and storage of all uniforms.
  - h. Carry out other duties as may be specifically assigned by the Board of Directors.

## Article 7: Varsity Head Coach

- A. The Varsity Head Coach is to be hired and/or dismissed by the President of the Board of Directors. The Head Coach will have the following minimum requirements:
  - a. US Lacrosse Level I online certification.
  - b. Positive Coaching Alliance Certification.
  - c. CPR, NFHS, AED Certification.
  - d. Pass National Background Check.
- B. The Head Coach Duties are to include:
  - a. Must attend all WHSBLA / WSLA coaches meetings and training.
  - b. Responsible for completion, submission of annual compliance file to WHSBLA / WSLA (rosters, insurance, coaches certifications: CPR/NFHS/AED/background/etc).

- c. Hiring/Selection of all assistant coaches, and dismissal if needed.
- d. Hiring/Selection of Junior Varsity Head Coach and Assistants.
- e. Responsible for regular communication with the CVHSLAX Board Members regarding any disciplinary actions with players and general program administration.
- f. Manages and approves game schedule.
- g. Main point of contact, along with CVHSLAX Board President for WHSBLA / WSLA.
- h. Development of practice plan and format for daily practice.
- i. Development of Offensive and Defensive strategy for team.
- j. Prepare and present to the board a set of goals at the beginning of each season.

## Article 8: Team Manager

- A. The Director of Operations will oversee the appointment and management of the Team Manager for each team. There will be a Varsity Team Manager and a separate Junior Varsity Team Manager with the following duties:
  - a. Assist the Head Coach in completing any and all non-coaching related duties, especially during the “Out of Season” period when the coaches may not coach program participants.
  - b. Work with the Director of Operations in ensuring the availability of all gameday supplies for home games, including scorebooks, air horns, timing devices, pens/pencils and communications devices. Responsible for management of team and player statistics and Sportability.
  - c. Responsible for making certain all equipment is in working order and stored properly at all times.
  - d. Responsible for submitting all game results (within 24 hours of game completion) and statistics to league for publication by US Lacrosse.
  - e. Maintain the medical emergency information book on all players.

## Article 9: Dissolution Clause

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Adopted 8pm, December 3, 2014

Revised 10pm, July 27, 2016