

BY-LAWS OF THE OLYMPIA LACROSSE CLUB/ THURSTON LACROSSE CLUB

**Article 1: Name**

This organization shall be known as the Olympia Lacrosse Club/ Thurston Lacrosse Club, hereinafter referred to as "OLC" / "TLC". The mailing address is P.O. Box 1273 Tenino, Wa 98589 . The OLC/TLC resides in the City of Olympia, Thurston County, Washington and is organized under Chapter 24.03 RCW, the Washington Non-Profit Corporation Act. The OLC/TLC date of incorporation is October 27, 2014. The term of existence of the OLC/TLC is perpetual.

**Article 2: Purpose**

A. The OLC/TLC is recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as tax exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

B. The purpose of the OLC/TLC shall be to:

1. Organize, support and promote Olympia Lacrosse Club/ Thurston Lacrosse Club teams and the sport of lacrosse as it impacts the students and athletes of Olympia and the surrounding communities without an organized lacrosse program. This includes organizing games and tournaments, providing encouragement, and monetary means through registration fees, fundraising events, and donations and by any other means as deemed necessary and appropriate.

2. Assist the coaching staff as they build team skills, develop leadership abilities, and promote good sportsmanship and citizenship in student athletes.

3. Promote access to the game for all players in the Olympia area, regardless of financial means, by striving to maintain player registration fees as low as possible. The Board of Directors may develop grants and other means of financial assistance to help reduce financial barriers to OLC/TLC participation.

4. The OLC/TLC shall not discriminate on the basis of age, race, color, creed, religion, gender, national origin, disability, veteran status, sexual orientation or political affiliation.

C. As a volunteer-driven, non-profit organization, the OLC/TLC relies heavily on involvement and participation from parents and its General Members. To be a successful club, OLC/TLC members are expected to volunteer their time to support the organization. The Board of Directors may, from time-to-time, develop and adopt minimum mandatory

volunteer requirements for General Members. The Board of Directors may incentivize volunteerism in OLC's/TLC's membership dues schedule.

### **Article 3: Membership**

A. Membership in the OLC/TLC shall be open to all parents or guardians of student players who are registered with the OLC/TLC program. Membership includes: (1) General Members, and (2) Board Members.

1. General Members: All parents or guardians of student players who observe and abide by the By-Laws, policies and Code of Conduct of the OLC/TLC shall be General Members with full voting rights for election of Board Members, and Special Membership Meetings.

2. Board Members: Board Members are elected by the General Members at the Annual Membership Meeting. Board members who observe and abide by the By-Laws, policies and Code of Conduct of the OLC/TLC shall have full voting rights during their term of service, including amending By-Laws and conducting other business of OLC/TLC. Board members need not have a student player to be eligible for membership. (See Article 5 for more information regarding Board composition.)

B. Definition of General Member and Determination of Voting Rights: "General Member" is defined as a single-family unit representing one or multiple Olympia Lacrosse Club/Thurston Lacrosse Club student players in that family, that are in good standing, or if voting during the off-season, paid for the most recent season. Joint or shared Parent/Guardianship arrangements are only allowed one vote. The paid status of a General Member may be satisfied by full payment or by scholarship, so long as a scholarship is offered and accepted by the parent or guardian of the player. All players in the family unit must be paid in full, or paying per agreement to be considered a member in good standing. If there is an OLC/TLC program(s) that is free, or waives the cost of participation for all players, then that shall constitute a scholarship payment and allow the player(s) to be considered a paid in full member of OLC/TLC, provided the player accepts the scholarship and is registered for that season.

C. Voting by General Members: Only one vote per family is allowed regardless of the number of players registered under the family unit. Voting for all open Board of Director positions will be held at the Annual Membership Meeting, or by vote at any scheduled Special Meeting.

### **Article 4: Meetings**

A. Annual Membership Meetings and Special Meetings:

1. Annual Membership Meetings shall be presided over by the President and the Board of Directors.

APPROVED SEPTEMBER 3, 2024

2. Election of Board of Director members shall be held at the Annual Membership meeting or by a Special Meeting called for 30 days in advance of a scheduled election, and communicated in accordance with the schedule for motions and votes.

3. Special Meetings may be called for by a majority of the Board or when demanded by a majority of the membership, as determined by total number of registered members during the current season, or immediate past season.

4. A minimum of two weeks prior to all Annual Membership and Special Meetings, a meeting announcement and agenda shall be distributed to the entire membership.

5. Quorum requirement and membership voting: A simple majority vote of those present at any Annual Membership or Special Meeting shall be sufficient to establish a quorum and elect Board of Director members, and conduct any other membership business.

6. Voting will be conducted by secret ballot of each Member at the Annual Membership Meeting or any Special Meeting scheduled in accordance with OLC/TLC By-Laws. The OLC/TLC Secretary will administer voting ballots and conduct the voting process.

7. Robert's Rules of Order shall govern all matters of procedure not covered in these By-Laws.

B. Schedule and Communication of Meetings, Motions and Votes: The Annual Membership Meeting shall be held in September or October of each calendar year, on a date to be determined by the Board of Directors. Notice of the Annual Membership Meeting and any Special Meeting will be communicated via e-mail to all OLC/TLC members and posted on the OLC/TLC website. In addition,

1. The Notice of the Annual Membership Meeting shall be communicated via e-mail to all OLC/TLC members no less than 30 days in advance of the meeting.

2. To the extent possible, Board of Director candidate nominations and/or motions will be communicated to OLC/TLC members in advance of any vote.

3. An e-mail reminder for items 1 and 2 (above) shall be re-sent to the general membership 5-7 days in advance of the scheduled meeting/vote.

Communication to each member will be sent to the current season e-mail list. E-mail on file from previous seasons will be deleted at the start of the new spring season. It is the responsibility of the Member to confirm that the correct email address is on file with the

Olympia Lacrosse Club/Thurston Lacrosse Club. The OLC/TLC Secretary shall be responsible for maintaining the general member mailing list.

**Article 5: Officers and Board Organization**

- A. Composition of the Board of Directors: The Board of Directors of the Olympia Lacrosse Club/Thurston Lacrosse Club (OLC/TLC) shall consist of nine (9) members, including four (4) Executive Officers and five (5) at-large board members. The Executive Officers shall hold the following positions: President, Vice President, Treasurer, and Secretary. These four Executive Officers shall be collectively referred to as the Executive Board.
- B. Election of Board Members: At the Annual Membership Meeting, the general membership shall elect the members of the Board of Directors, including both the Executive Officers and the at-large members. The election shall be conducted by a simple majority vote of the members present or by proxy.
- C. Selection of Executive Officers: Following the election of the Board of Directors, the newly elected Board shall convene to appoint the President, Vice President, Secretary, and Treasurer (collectively known as the Executive Board) from amongst those elected by membership as Executive Officers. These appointments shall be decided by a simple majority vote of the full Board of Directors.
- D. At-Large Board Members: The five (5) at-large board members shall represent and lead the club's key committees (see Section 7). Each at-large board member shall be elected by the general membership at the Annual Membership Meeting. These members shall be responsible for overseeing their respective committees and reporting on their activities to the Board.
- E. Board of Director and Executive Officer terms and Succession:
1. Board of Director members shall be elected for a two-year term with no term limit. The term of office shall commence upon election at the Annual Membership Meeting, and terminate at two years later at the Annual Membership meeting. Succession planning shall be a priority for the Board to ensure continuity in leadership and operations.
  2. Executive Officer members (i.e. President, Vice-President, Treasurer and Secretary) shall be appointed by the Board of Directors for a two-year term. Executive Officer members may serve one additional two-year term only if no other Board of Director members are willing to serve in that capacity. In no event may an individual serve more than two consecutive terms as an Executive Officer member.
- F. The Board of Directors shall meet monthly or as deemed necessary by either the President of the Board or a majority of the Board.

APPROVED SEPTEMBER 3, 2024

G. No business requiring voting action may take place unless a quorum of two-thirds (2/3) of the voting Board members are present, either in-person or virtually. Each Board member will carry only one vote. Voting electronically on OLC/TLC business will be accepted as long as all voting Board members are included in the electronic communication and a minimum of two-thirds 2/3 respond to all with a vote.

H. The Board may amend By-Laws, or enact by majority vote any policy, procedure, or practice not in violation of these By-Laws to regulate the affairs of the OLC/TLC.

I. Board of Director Vacancies: Vacancies on the Board due to death, resignation, or removal shall be filled by appointment of the Board of Directors as soon as is practicable. The appointed board member will serve the remaining term of his/her predecessor.

J. Compensation:

1. All Executive Officers of the Organization shall serve without compensation for their board duties, except they will be allowed reimbursement of reasonable expenses incurred in the performance of their regular duties. Board members and coaches will receive a discount of 50% on registration fees for one player.

2. Such reimbursements require approval from the Board of Directors and shall be documented by the Organization.

K. Limitations on Spending by Board Members and Coaches: Board Members and Coaches may not spend or commit to any financial obligations not enumerated in their portion of the annual budget. Discretionary spending decisions may not exceed 10% of the budgeted amount without prior board approval. The coach or board member may be reimbursed for expenditures over the discretionary spending limit only by the unanimous vote of the board. Emergency expenditures by coaches or board members made in the support of life, safety or welfare of a player, or otherwise made in good faith on behalf of OLC/TLC, are not subject to the discretionary spending limits.

#### **Article 6: Duties and Responsibilities of Persons Serving on the Board of Directors**

A. President: The President is the chief executive officer of the lacrosse club and is responsible for providing overall leadership and direction. The President ensures that the club's mission, goals, and objectives are achieved and serves as the primary representative of the organization to external parties.

Key Responsibilities:

APPROVED SEPTEMBER 3, 2024

- Provide leadership and direction to the club, ensuring alignment with its mission and objectives.
- Preside over all club meetings, including board and general membership meetings.
- Develop agendas for meetings in collaboration with the Secretary.
- Serve as the primary point of contact for external partners, including sponsors, other clubs, and community organizations.
- Oversee and coordinate the activities of the board members and committees.
- Represent the club at local, regional, and national lacrosse events and meetings.
- Ensure compliance with all legal and regulatory requirements.
- Lead the development and implementation of strategic plans.
- Act as a liaison between the board, club members, and other stakeholders.

B. - Resolve conflicts and address concerns within the organization. Vice-President: The Vice President assists the President in managing the club and assumes the President's duties in their absence. The Vice President is also responsible for overseeing specific aspects of the club's operations, such as program development or community outreach.

Key Responsibilities:

- Assist the President in carrying out their duties and responsibilities.
- Assume the role of President in their absence or if the position becomes vacant.
- Oversee specific areas of club operations as assigned by the President (e.g., player development, coaching, community outreach).
- Coordinate and manage special projects or events.
- Support the development and implementation of club policies and procedures.
- Work closely with the board and committees to achieve club goals.
- Provide input and support for fundraising initiatives and sponsorship efforts.

C. Treasurer: The Treasurer is responsible for managing the financial activities of the Olympia Lacrosse Club/Thurston Lacrosse Club (OLC/TLC), including budgeting, accounting, and financial reporting. The Treasurer ensures that the club's finances are

APPROVED SEPTEMBER 3, 2024

handled responsibly and transparently, in accordance with the Board's directives and the adopted annual budget.

Key Responsibilities:

- Keep detailed records of all funds and financial activities of OLC/TLC.
- Ensure that both the Treasurer and the Board President are authorized signers on OLC/TLC's bank accounts.
- Make distributions, ensuring alignment with the adopted annual budget.
- Prepare and present financial statements and reports to the Board at all meetings, including a current statement of the balance of OLC/TLC's bank accounts.
- Track income and expenditures, ensuring that all transactions are properly documented.
- Work closely with the President and other Board members to support financial planning, including an annual budget, and decision-making.
- Ensure compliance with financial regulations and reporting requirements.

D. Secretary: The Secretary is responsible for assisting the Board and the Board President in conducting the business of the Olympia Lacrosse Club/Thurston Lacrosse Club (OLC/TLC). This includes maintaining accurate records of the club's activities, issuing official communications, and ensuring proper documentation of the organization's operations.

Key Responsibilities:

- Assist the Board and Board President in conducting the business of the Board and organization.
- Work with the Board President to prepare and distribute agendas for Board and general membership meetings.
- Record and post minutes in a timely manner of all Board Meetings, Annual Membership and Special Meetings, via the OLC/TLC website.
- Supervise the election process, ensuring that all notices are sent in a timely manner.
- Maintain up-to-date records of Board members, committee members, and the general membership, including maintaining the general member mailing list.

APPROVED SEPTEMBER 3, 2024

- Maintain and provide to members, upon request, official copies of OLC/TLC operational documents,
- Ensure that all club records and documents are properly filed and accessible.
- Assist in the coordination of meetings, including scheduling and notifying members.

D. At-large Board Members: At-Large Board Members of the Olympia Lacrosse Club/Thurston Lacrosse Club (OLC/TLC) serve as integral leaders within the organization, each acting as the Chairperson of a designated committee. These members are responsible for driving the strategic initiatives of their respective committees, ensuring alignment with the club's overall mission and goals.

Key Responsibilities:

- Serve as the Chairperson of an assigned committees (as defined in Section 7), leading and coordinating all committee activities.
- Develop and implement strategies and plans that advance the objectives of the committee and contribute to the success of OLC/TLC.
- Report regularly to the Board on the progress, challenges, and achievements of the committee.
- Collaborate with other board members, volunteers, and stakeholders to promote effective communication and teamwork.
- Oversee the recruitment, organization, and management of committee volunteers and resources.
- Ensure that committee actions and decisions are in compliance with the club's policies and bylaws.
- Advocate for the needs and interests of the committee within the broader context of the organization's goals.
- Participate actively in Board meetings, offering insights and contributing to the decision-making process.

### **Article 7: Committees**

Committees play a crucial role in the Olympia Lacrosse Club/Thurston Lacrosse Club (OLC/TLC) by focusing on specific areas of the organization's operations. Each committee is responsible for driving the strategic initiatives and day-to-day functions within its domain, contributing to the overall success and sustainability of the club. Committees ensure that specialized tasks are

managed effectively and that the Board of Directors receives informed recommendations for decision-making. Each committee is chaired by an At-Large Board Member (and possibly co-chaired by an Executive Officer), who is responsible for leading the committee, coordinating its activities, and reporting to the Executive Board.

The below committee descriptions are intended to be illustrative of roles and responsibilities. Committees are encouraged to evolve and innovate while bearing in mind the general role of their respective committees.

A. Fundraising Committee: This committee is responsible for developing and implementing strategies to secure financial resources necessary for the club's sustainability and growth. It focuses on overall fundraising strategies, organizing events, securing sponsorships, and maintaining strong donor relations.

1. Fundraising Strategies: Develop and execute comprehensive fundraising plans to secure financial resources for the club. This includes identifying and implementing diverse fundraising initiatives and campaigns.
2. Events: Plan, organize, and oversee fundraising events to ensure they are successful and meet financial targets. This includes coordinating logistics, promoting events, and engaging participants.
3. Sponsorships: Create and manage sponsorship programs, including developing sponsorship packages and seeking out potential sponsors. Maintain relationships with sponsors to ensure ongoing support and engagement.
4. Donor Relations: Cultivate and maintain relationships with donors, ensuring they feel valued and appreciated. Recognize and thank donors for their contributions, and implement strategies to encourage long-term engagement and support.

B. Marketing/Communications Committee: This committee manages the club's branding, public relations, and communication channels, ensuring consistent messaging and engagement with members and the community.

1. Marketing: Develop and implement marketing strategies to promote the club and its programs.
2. Communications (Internal/External): Manage all internal and external communications, including newsletters, emails, and announcements.
3. Website: Oversee the maintenance and updating of the club's website, ensuring accurate and timely information.

4. Sports Engine App: Coordinate the use of the Sports Engine App for scheduling, communication, and team management,
  5. Social Media: Manage the club's social media accounts to engage with the community and promote events.
- C. Logistics Committee: This committee is responsible for the operational logistics of the club, including scheduling, uniforms, equipment, and registration processes.
1. Practice/Game Scheduling and Field Location: Organize and manage the scheduling of practices and games, including securing field locations.
  2. Uniforms: Oversee the ordering, distribution, and management of team uniforms.
  3. Equipment/Gear: Manage the procurement, maintenance, and distribution of equipment and gear.
  4. Registration: Coordinate the registration process for players, ensuring accurate and timely enrollment.
- D. Player Development Committee: This committee focuses on enhancing the skills and development of players through coaching, clinics, and training programs.
1. Coaching: Develop and implement coaching programs to improve player skills and team performance. Committee may also work to solicit candidates for coaching positions.
  2. Clinics: Organize and oversee clinics designed to enhance specific skills for players at all levels.
  3. Trainings: Plan and execute training sessions aimed at overall player improvement and team cohesion.
- E. Volunteer Coordination Committee: This committee manages the recruitment, organization, training, and management of volunteers, ensuring adequate support for all club activities and events.
1. Team Parents: Recruit and coordinate team parents to assist with team communication and logistics.
  2. Game Volunteers: Work with team parents to coordinate and train volunteers for game-day roles, such as scorekeeping, timekeeping, and sideline management.

3. Event Volunteers: Manage volunteers for club events, including fundraisers, tournaments, and social gatherings.

### **Article 8: Coaches**

- A. Coaches shall be appointed by the Board of Directors. The Board of Directors will consider nominations from the Player Development Committee.
- B. All head coaches must be at least eighteen (18) years of age. All assistant coaches will be selected by their respective head coaches and must meet with Board approval.
- C. Evaluation, discipline or removal will follow the process found in Article 9 below.
- D. Coaches may be reasonably compensated for their time during the regular season as employees of OLC/TLC, as determined and approved from time-to-time by the Board of Directors.

### **Article 9: OLC/TLC Code of Conduct and Due Process**

- A. All OLC's/TLC's members, players, coaches and Board members shall abide by the OLC's/TLC's Code of Conduct (See Attachment 1).
- B. Coaches have the right to discipline any player within the parameters of the OLC/TLC and South Sound Lacrosse League rules and guidelines.
- C. Any Board Member, coach, player or member may be disciplined, suspended, or terminated pursuant to this Article and the WHSBLA Code of Conduct.
- D. Individuals will be given due process, which must include concepts of fundamental fairness as: notice, an opportunity for a fair hearing, and the means to appeal a final determination.
- E. The Board may do an emergency suspension of any members or coaches for up to one month pending the investigation of any criminal allegations.

### **Article 10: Dissolution**

In the event of dissolution of the OLC/TLC, the Board shall make payment of all debts and obligations. Any monies or property remaining shall be distributed to such organizations, which are at the time of dissolution qualified as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

### **Article 11: Amendment of By-Laws**

- A. By-Laws may be amended by the Board of Directors at any regular or special meeting of the Board.
- B. By-Law amendments shall require a simple majority vote of the Board for passage.

### **Article 12: Misc. Standing Rules**

- A. Any Coach or Member of the Organization who uses excessive profanity, vulgar, obscene or abusive language in the presence of any Member of the Organization will be subject to disciplinary action up to and including termination.
- B. Any Coach or Member of the Organization who uses physical force on a youth of the Organization shall be subject to immediate dismissal with the approval of the President. (Example: grabbing of head gear, overzealous example of Lacrosse techniques, etc.)
- C. Any Board Member, Coach, or parent owing the OLC/TLC any monies from registration, fund raisers, equipment, uniforms, etc., after May 31st of that year, is barred from running for any board position or coaching/assistant position and will not be allowed to register their child for any OLC's/TLC's sponsored activities until the debt is paid in full.

### **Attachment 1: Olympia Lacrosse Club/Thurston Lacrosse Club Code of Conduct**

#### **A. Parent/Guardian Section:**

1. "HONOR THE GAME" of lacrosse. Teach and practice good sportsmanship at all times. You are role models!
2. Parents will support the efforts of the coaches and of OLC/TLC.
3. Parents will not argue with a coach, referee or official at any OLC/TLC event.
4. Parents' use of profanity, drugs, alcohol or tobacco during any OLC/TLC event is prohibited.
5. Any parent who crosses the field barriers during a game risks their child being disqualified from the game. Parents and spectators are to be situated on the opposite side of the field from the players' box (where applicable).
6. Parents who incur an unsportsmanlike behavior penalty risk their child being disqualified from further participation.
7. Parents should never voice any complaints or concerns towards coaches, referees or league officials during play.

APPROVED SEPTEMBER 3, 2024

8. Understand that your child will be given every opportunity to participate; however, the safety of our athletes is our #1 concern.

9. Parents should praise your child's efforts and always offer your support. Please allow your child to play as a child and have fun.

10. Parents who do not comply with the rules as outlined in OLC/TLC or US Lacrosse run the risk of expulsion. **B. Player Section:**

1. HONOR THE GAME" of lacrosse. Display good sportsmanship at all times on and off the field. Set a positive example.

2. Players will try their very best to support their team.

3. Players will be team players and always put the team first.

4. Players will stay within the team areas of the sidelines during games.

5. Players will accept their coaching and be ready to learn and have fun.

6. Players will listen to the coaches and follow the rules of OLC/TLC and of the sport.

7. Players will attend all practices, games, meetings and any other team functions on time.

8. Players will show respect towards all coaches, players and referees / officials at all times.

9. Players will not fight, use foul language or argue with coaches, teammates, or referees / officials.

10. Players who do not comply with the rules as outlined in OLC/TLC or US Lacrosse run the risk of expulsion.