

**Londonderry Youth Lacrosse Association  
Organizational Bylaws**

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# LACROSSE ASSOCIATION BYLAWS

## ARTICLE I: NAME

The organization will be known as the Londonderry Youth Lacrosse Association. It may also be referred to by its predecessor names of the Londonderry Lacrosse Association, and the as long as said names continue to be registered with the Secretary of State's Office, State of New Hampshire. Individual teams will be referred to as the Londonderry Lancers.

For purpose of brevity, the organization may be referred to herein as "LYLA."

By any of its names, the corporation will be a duly registered nonprofit corporation and will operate in accordance with the rules and regulations of section 501(c) (3) of the Internal Revenue Code.

## ARTICLE II: PURPOSE

As stated in its mission statement, LYLA's mission is to promote, foster, and encourage interest in, and an appreciation of the sport of lacrosse throughout the community of Londonderry, New Hampshire.

The purpose of LYLA is to:

- i. Instruct, coach, train and teach the fundamentals, skills, techniques and strategies of lacrosse in a fun and learning environment;
- ii. Encourage each player to participate to the best of their ability;
- iii. Treat each player, parent, or guardian with respect and dignity by all LYLA members and volunteers within the organization (if this standard cannot be achieved by a LYLA representative, that representative must adjust their actions, remove themselves from their position, or appropriate action shall be taken by the Board to resolve such non-compliance);
- iv. Provide for teaching of the game of lacrosse and provide such learning opportunities during practices, games, and coaches will be given the tools to assist in instructing players, accordingly; and
- v. Cultivate teamwork, sportsmanship, and utilize positive reinforcement when in Londonderry and when hosted by other communities to accomplish the LYLA mission with the best interests of the players in mind.

## ARTICLE III: MEMBERSHIP

Membership in LYLA shall be defined as any parent, guardian, coach, or LYLA director who has either registered a player(s) for LYLA participation and/or volunteered to provide services to LYLA. LYLA will not discriminate against any individual desiring to become a member on the

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basis of race, creed, gender, religion, political affiliation or disability, or other protected class. Membership shall be on a yearly basis effective from registration date, election date, or other applicable effective date. Any LYLA member not in compliance with the LYLA Code of Conduct or other LYLA policies or standard operating procedures can be removed from LYLA membership at the discretion of the Board (as defined further herein).

The Board may from time to time establish additional membership criteria and rules, and establish one or more additional classes of membership with such rights and privileges as the Board may determine.

### ARTICLE IV: DUES

A reasonable participation fee may be assessed as a participant's obligation to assure operational continuity of the LYLA. Fees will be set by the Board. At no time will the payment of a fee be a prerequisite for participation in the program.

### ARTICLE V: BOARD OF DIRECTORS

The LYLA Board of Directors ("Board") shall manage the affairs and conduct the business of the organization, and shall have all power and authority incident and necessary to carrying out such duties not inconsistent with these bylaws as set forth below:

- i. The Board shall be comprised of no less than seven (7) directors, but no more than fifteen (15).
- ii. The Board shall use the last scheduled regular Board meeting of the season to review a proposed Board membership for the following season, Officer positions can be voted on at the last regular meeting or annual meeting dependent on returning members. Positions not applied for may be nominated from the floor at either meeting.
- iii. Each director of the Board shall be entitled to one vote on all matters voted on by the Board. Except as otherwise provided in these bylaws, votes of the Board shall be decided by a simple majority of five (5) members of the board of directors attending assuming a quorum requirement has been met. Voting can be conducted through email or in person meetings.
- iv. An initial organizational meeting of the Board shall be held annually in September ("Initial Annual Meeting of the Board"). Other meetings of the Board shall be held on a monthly basis or as noticed by the President or the Secretary. The President shall preside over all meetings of the Board. At all meetings of the Board, the presence of five (5) members of the board of directors shall constitute a quorum ("Quorum").

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- v. Each director shall hold office until the end of the season meeting or the next annual meeting of the membership and until his or her successor shall have been duly elected or appointed. This shall not prohibit a director from holding office for successive terms. Any vacancy occurring on the Board, and any new director position, may be filled by interim appointment by the Board. Any director so appointed shall serve until the end of the season meeting or next Initial Annual Meeting of the Board and until his or her successor shall have been duly elected or appointed.
- vi. Directors shall not receive or be entitled to any compensation or salary for service to the Board.
- vii. The Board shall consist of four elected officers: the President, Vice President, Secretary and Treasurer (the “Officers”). The president can appoint any Board member to any position including but not limited to and by way of example: Equipment and Field Manager, Fundraising Coordinator, Information Technology Coordinator, Membership Management, Scheduling Coordinator, and Ex-officio President (one year after leaving office).
- viii. The Officers and other directors of the Board shall be elected at the end of the season meeting or Initial Annual Meeting of the Board and shall hold office for one (1) year terms unless as otherwise as set forth in Section VI herein and until their successors are elected and have been qualified. To be elected President, a member must be on the LYLA board of directors for a minimum of one (1) year.
- ix. The President and Treasurer may not consist of more than one (1) individual from the same household. The President may not hold a head coaching position within LYLA.
- x. If any LYLA director is not in attendance at three (3) consecutive meetings of the Board, they shall be subject to removal by a majority vote of the Officers.

### ARTICLE VI: DUTIES OF ELECTED OFFICERS

Elected Officers will serve one (1) year terms except for the President and Treasurer who shall serve two (2) year alternating terms. A brief listing of duties is outlined below in addition to other related duties as assigned and determined by the Officers.

**1: PRESIDENT** - Oversee all meetings and convene regular and special meetings as necessary. Act a liaison between the town and schools and LYLA. Communicate with the members when applicable. Assign committees as needed.

**2: VICE PRESIDENT** - Manage all requirements for coaches. Work with the President in scheduling and support the President as needed. Attend all NHYLA meetings or identify a representative to attend. Support NHYLA annual festival.

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**3: SECRETARY** - Take and post meeting notes. Keeper of the records associated with the program (flyers, communications, numbers, certifications). Work with IT on website support and maintenance.

**4: TREASURER** - Prepare and monitor approved yearly budget. Pay for all LYLA expenses and communicate when needed for budget adjustments. Submit taxes yearly.

### ARTICLE VII: MEETINGS

#### **1: END OF SEASON/INITIAL ANNUAL MEETING**

The End of Season meeting shall be held after the season concludes in the month of June. Purpose of the meeting is to elect Officers and identify existing board members who will participate the following season.

Initial Annual Meeting of the Board shall be held during the month of September of each year for the purpose of electing new LYLA directors and conducting any other business which may arise from time to time.

#### **2: REGULAR MEETINGS**

Regular meetings of the Board will be held monthly from September to June, or as needed, subject to the direction of the Board. Place, date, time and agenda will be set by the President of the Board.

#### **3: OFFICER MEETINGS**

Board Officers may meet to discuss and review business matters which do not require attendance by all LYLA Board directors. Any and all business and proposals discussed at an Officer meeting shall be presented at a regular meeting.

#### **4: SPECIAL MEETINGS**

Special meetings may be called by the Board or by the Secretary or President at their discretion. Upon written request of seventy-five (75) members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the membership. Each Board member shall be entitled to one vote at any special meeting of the membership. Each member is entitled to one vote at any special meeting of the membership. No proxy voting is accepted at any meeting. Members who are minors will be represented by their parent or legal guardian.

### ARTICLE VIII: FINANCIAL & ACCOUNTING

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## **1: COMMON TREASURY**

The Board shall decide all matters pertaining to the finances of LYLA, and it shall place all income in a common treasury, directing the expenditures of the same in such a manner as will give no individual or team an advantage over others in the organization.

## **2: RECEIPT OF FUNDS**

All monies received shall be deposited to the credit of LYLA in an approved financial institution.

## **3: DISBURSEMENT OF FUNDS**

All checks shall be signed by a duly authorized officer: the Board President or Treasurer. Any disbursement amount in excess of \$1,000 will require a vote of the Officers. The Board shall not disburse funds for any reason other than the conduct of LYLA activities in accordance with LYLA policies, rules, and regulations, or standard operating procedures. The Board shall work to establish an approved bidding and approval process for all applicable purchases.

Any and all funds collected or received by any member of LYLA shall be under the control of the LYLA Treasurer and LYLA Board. Any and all funds collected by LYLA must be recognized and deposited into LYLA accounts within five (5) business days of receipt.

Scholarships shall be awarded to two (2) Londonderry High School seniors in the sum of \$500 each. Applicant requirements: i. played one (1) year within LYLA and one (1) year of Londonderry High School lacrosse. Scholarships should be granted to one (1) male and one (1) female applicant. If the applicant pool does not allow for this, then the scholarship should be granted to two (2) qualified individuals as determined by the Officers. Londonderry High School will provide applicants to LYLA and Officers will identify individuals granted scholarships.

## **4: RECEIVING COMPENSATION**

No Director, Officer or Member of LYLA shall receive any salary, compensation or other financial benefit from LYLA for services rendered to LYLA.

## **5: FISCAL YEAR**

The Fiscal Year of the Association shall be made from August 1<sup>st</sup> to July 31<sup>st</sup>.

## **6: DISSOLUTION**

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Upon dissolution of LYLA, and after settling all outstanding debts and claims, all remaining assets will be distributed evenly to **Londonderry Quick Sticks Booster Club and Londonderry Fast Shot Booster Club**, if that organization is entitled to tax exemptions under Section 501 (C) (3) of the Internal Revenue Code or any future corresponding provision.

### ARTICLE IX: RULES & INTERPRETATIONS

The Board of Directors, through the Officers, will set in place, distribute and rely on a policy and procedures manual to convey the policies and procedures of the organization. At a minimum, this manual will include the following items:

- Code of Conduct
- Grievance Policy
- Disciplinary Policy
- Conflict of Interest Policy

The manual will be kept in a permanent, safe place and the original will be kept in the custody of the Secretary. In the absence, or conflict of, any document or provision of any document, policies and procedures set forth by NHYLA shall govern.

### ARTICLE X: AFFILIATIONS

The Association will affiliate with the New Hampshire Youth Lacrosse Association and the US Lacrosse Association and will abide by all the rules and regulations of both and will strive to be a member in good standing of each organization.

### ARTICLE XI: INDEMNIFICATION

LYLA shall, to the full extent and in the manner permitted by New Hampshire law, indemnify any person made, or threatened to be made, a party to any action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a LYLA Board member, or was serving at the request of the LYLA, against all expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonable incurred by him or her in connection with such action, suit or proceeding.

The indemnification provided or permitted by the provisions hereof shall not be deemed exclusive and any other rights to which those indemnified may be entitled by law or otherwise, shall continue as to a person who has ceased to be a Board member and shall inure to the benefit of the heirs, executors and administrators of such a person.

### ARTICLE XII: BYLAWS

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These bylaws may be altered, amended or repealed and new bylaws may be adopted by vote at any regular Board meeting, provided that written notice of the proposed new bylaws or of the bylaws proposed to be altered, amended or repealed, shall have been given to the Board at least thirty (30) days prior to the meeting at which the vote takes place.

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