

# **Henderson Lacrosse Club Bylaws**

## **Article I: Name**

The name of this non-profit organization will be “Henderson Lacrosse Club”, hereinafter referred to as HLC. HLC shall and will be affiliated with the Southern Nevada Lacrosse Association (SNLA), or its successor, and US Lacrosse.

## **Article II: Purpose**

The purpose of HLC shall be to support and unite local teams, and promote the game of lacrosse at all levels within the Henderson community. The goals/objectives of the Club are to: 1) foster teamwork, 2) develop player’s physical capabilities and well being, and 3) develop player’s sportsmanship, leadership, character and integrity. Lacrosse competition will be conducted within an environment of safety and sportsmanship.

## **Article III: Membership**

HLC members shall include the youth players, parents or guardians of youth players, coaches, officers, and general board members who participate in teams supported by HLC. A youth player must be registered with the HLC, and pay required fees (see Policy and Procedure: Player Fee). Only adult members, over 18 years of age, shall vote at meetings of the members.

Teams supported by HLC must meet the following criteria:

- Team consists of players living in the City of Henderson, attending school in the City of Henderson, attending a school that feeds a Henderson program, or attends a school adjacent to Henderson.
- Team has bylaws defining the following:
  - o Responsibilities of head coach and assistant coach(es).
    - All coaches must have background check as described by HLC Policy and Procedures for Background check.
  - o Parent Committee consisting of at least 5-members. This committee must include the following positions:
    - Team manager
    - Treasurer

- The remaining three members can be general committee members or fulfill these roles (optional):
    - Fund Raising
    - Field management
    - Game management (score keeping, timing)
- Teams must commit to support HLC events such as community outreach and fund raising events.
- Teams must commit to a “no cut policy” for players in good standing.
  - A player in good standing is a player who abides by paragraphs 3, 4, 5, 6, 7, 8, 9, and 10 below.
- Teams must adopt a player, coach, parent conduct code.
  - Players will abide by paragraphs 3, 4, 5, 6, 7, 8, 9, and 10 (below)
  - Coaches will abide by paragraphs 4, 6, and 9 (below).
  - Parents will abide by paragraphs 9 and 10 (below).

When a team is supported by HLC, the team can expect support in the following areas:

- Field request management
- Treasurer support (e.g., team accounts)
- Promotion (e.g., web page, facebook, media)
- General support (e.g., equipment, financial, start up costs, operation)
- Coaching support
- Tax exempt status
- Registrar support (e.g., liaison to SNLA and US Lacrosse)
- Grant opportunities

A team requesting support of HLC must submit a request to the Executive Board. The request will be presented at the next HLC meeting with the Board voting on the request.

Current teams supported by HLC are: Cougars, Gators, Warriors, Bob Miller, Del Webb, Greenspun.

Open registration will be conducted prior to the start of the lacrosse season. The following membership entry conditions will be met.

1. Participation is open to all regardless of race, ethnic background, color, or religion.
2. HLC recognizes the importance of academics and recognize all players are student-athletes. Teams are encouraged to create a student-athlete policy detailing academic expectations for players (e.g., grade criteria).
3. Players must pass a sport physical for contact sports administered by a licensed physician prior to playing games and practices with documentation provided to HLC. The physical a player obtains will be valid for one year. Sports physicals from school that are current by Clark County standards will be accepted if documentation is provided. Recertification of continued good health is required of every player on Nevada Interscholastic Athletics Association (NIAA) Form E each year. If a student has had a major injury, surgery, or illness since the last sports physical, additional doctor certification is required to show continued physical qualification.
4. Players/Coaches must register and join the US Lacrosse Organization at their own expense through the club as well as pay for all costs associated with playing on the team.
5. The HLC requires a formal registration of each player to include name, address, grade, DOB, and parental/guardian information. Players agree to participate in designated fund raising activities to support the team.
6. Players and coaches agree to play by the US Lacrosse standards of good sportsmanship, National Federation of HS Lacrosse rules, and SNLA rules. Players must attend practices regularly in order to play.
7. Players and coaches agree to a policy of no use of tobacco at any team event. HLC has a zero tolerance policy for any use of alcohol/illegal drugs at any time.
8. Player's parents/guardians must agree to sign release of liability clauses holding the HLC and SNLA not responsible for injuries suffered by players in the course of competition, at practices, or official team travel to competition in or out of state. In addition, player's parents/guardians must agree to release of liability for supervising coaches and private or government agencies that own or manage facilities/fields used in the course of practices or competition. Additionally, parental/guardian consent is required for each travel trip under the supervision of coaches and parent volunteers.
9. Parents, players, and coaches agree to uphold the US Lacrosse standards of conduct and good sportsmanship on and off the field.
10. Coaches and Board members may be required to obtain a criminal background check and provide appropriate documentation, as required by the Board.

#### **Article IV: Executive Board**

The Executive Board shall conduct and transact the business of HLC and be the sole governing body of HLC except as otherwise provided in the Bylaws. The Executive Board shall have the power to amend the bylaws, policies and regulations of HLC to further the purpose of HLC. The

Executive Board may take action on a particular issue without a meeting as long as two thirds of all Board members individually or collectively consent to such actions in writing via mail or email. Such written consents must be filed with meeting minutes and will have the same weight and force as a vote of the Executive Board. The Board may appoint other non-board members as needed to various officer/committee positions. The Executive Board shall consist of eight elected officers including President, Vice President, Secretary, Treasurer, Registrar, Boys' High School Representative, Boys Middle School Representative, and Girls' High School Representative. All Officers shall have one vote. The President shall vote only in the case of a tie. Each term of office begins and ends with successive Annual General Meetings. The responsibility and duties of each Officer include the following:

- **President:** The President shall be the Chief Executive Officer of the HLC and shall, subject to control of the Board, have general supervision and direction of the business and affairs of the HLC. The President shall be the presiding and general representative of the HLC. Pursuant to the office, the President shall meet with the Executive Board at least 9 times per year and with the general membership at least once a year. The President will establish with the Executive Board a program and calendar and appoint persons and/or committees to organize and implement specific tasks. The President will oversee all areas of operation. The President shall represent the HLC at all other meetings. Special officers and coordinators shall be appointed by the President, once approved by the Executive Board. All contracts will be approved by the President. Any disputes or investigations will be forwarded to the President for action.
- **Vice President:** The Vice President shall assume the President's duties in their absence and otherwise assist the President as required. Additionally, the Vice President will serve as the Fields Supervisor for the Club. The Vice President shall coordinate availability/reservation of fields with the City, County and School District. He/she shall coordinate annual instruction of designated team volunteers in responsibilities of field maintenance (lining) and score/timekeeping.
- **Secretary:** The duties of the Secretary are to keep accurate minutes of all Executive Board Meetings and handle all correspondence. The Secretary shall assist the President by preparing the agenda and informing all officers and general board members of upcoming Executive Board meetings at least seven calendar days in advance. He/she will work with the Registrar to develop a mailing list of all voting members.
- **Treasurer:** The Treasurer shall be responsible for all HLC funds, i.e., receive and disburse payment for accounts payable. The treasurer shall follow HLC policy and procedures for Treasure and be responsible for obtaining and maintaining non-profit status of the club. The treasurer will work with the team treasurer to ensure that records are maintained to ensure our non-profit status. The Treasurer will collect and deposit registration fees, contributions, and miscellaneous income. The Treasurer will work closely with the Registrar to assure registrations are paid and current. The Treasurer will provide monthly budge status reports of receipts and disbursements during the Board

meetings and will reconcile any club accounts monthly. The Treasurer shall present an annual accounting of receipts and disbursements of the HLC during the Annual General Meeting.

- Registrar: The Registrar shall submit all receipts to the Treasurer. With the assistance of each team manager, the Registrar shall maintain lists of all eligible players of each age group. With the assistance of the team managers, the Registrar shall be responsible for ensuring that all players are registered with US Lacrosse and SNLA. The Registrar has the authority to interact with SNLA and US Lacrosse to conduct HLC business as it relates to the registration of HLC lacrosse players.
- Boys' High School Representative: The Boys' high School Representative will be responsible for recruiting new high school teams and coaches and providing mentoring for these teams. He/she will also be responsible coach development at all levels. He/she will represent the interest of high school players to the Board.
- Girls' Team Representative: The representative for the girls' teams will be responsible for promoting and developing girls' high school and middle school teams within the City of Henderson area and will represent the interests of the girls' teams to the Board.
- Middle School Representative: The middle school representative will represent the interests of the middle school teams to the Board and will be responsible for developing middle school teams at a goal of one per year.

The officers shall be selected at the Annual General Meeting by a majority vote of the attending voting membership. No person may be elected to the same elected HLC office for more than four (4) consecutive terms. Vacancies occurring subsequent to elections shall be filled by a majority vote of the Board.

To remove an existing officer will require a two-thirds affirmative vote of the Executive Board. If an elected officer is to be removed, a special Executive Board Meeting will be called for the purpose of removing that officer prior to the expiration of his or her term. Upon the two-third affirmative vote of the Executive Board members present at this meeting, the office shall be considered vacant and it shall be filled in accordance with the HLC Bylaws.

#### **Article V: General Board Members**

General Board Members report to the Executive Board and assist the officers with the HLC business. The need for General Board members are identified by the Board and appointed by the President. General Board Member positions may include web master, equipment manager, picture coordinator, uniforms coordinator, camp/tournament coordinator, referee coordinator, team development coordinator, marketing/publicity coordinator, and fundraising/grant writing. Every team coach and team manager will also be considered General Board members. Although General Board Members are encouraged to participate in Executive Board Meetings, they do not vote on issues brought forward for action by the officers. General Board Members can participate and vote in the Annual General Board Meeting.

## **Article VI: Fiscal Matters**

The Executive Board controls all fiscal matters and its actions are subject to review by the HLC membership. The fiscal year will be the calendar year. Registration fees are set annually by each team and approved by the Executive Board, at a level consistent with an annual budget of expenditures and income, as well as other policies adopted by the Board.

The assets of this organization will never inure to the benefit of any member of the HLC, nor will any assets or properties be used for the personal benefit of any member or any other person except in pursuit of the objectives stated in these Bylaws.

The Executive Board shall neither assume nor be liable for debts and/or financial responsibilities, either implied or incurred of any player, coach, manager, referee or other organization.

Officers, general board members, committee members, or volunteers of the HLC shall not be liable for acts, defaults, neglects of any other officer, general board member, committee member or volunteer of the HLC, or losses sustained by the HLC unless the same has resulted from their own willful misconduct, willful neglect, or willful negligence.

## **Article VII: Meetings/Voting**

1. Executive Board Meetings: The President of the HLC shall serve as chair at all meetings. Executive Board meetings shall be held at least nine times per year. The officers and general board members will be notified of all Executive Board meetings by the Secretary at least seven (7) calendar days prior to the meeting. These meetings are open to players, parents and interested parties who may make input for old/new business or raise issues of concern in the conduct of HLC business or lacrosse competition.

Each Executive Board member shall be entitled to one vote whenever a vote by the Board is conducted. Proxy votes shall not be allowed. All votes of the Executive Board shall be decided by a simple 51% majority of the members attending. The presence of at least five members of the HLC Executive Board shall constitute a quorum and necessary to conduct business at scheduled HLC Executive Board meetings. If a HLC Board member's child is not in "good standing" on the team as outlined in HLC Bylaws or rules or the Board member is deemed in violation of the Bylaws or Policies of HLC, the Board may voice vote to suspend that member's voting privileges.

Special Executive Board meetings can be called by the President, or upon request of one (1) officer.

2. Annual Executive Board Meeting: The Annual Executive Board meeting will be held no later than the end of August each year, held at a time and place of the Board's choosing. This meeting will take place after the new Board is established at the annual General

Membership meeting. At least 10 days before the date of the annual meeting, the secretary will notify every Board member and all player/parents by e-mail or mail of the time and place of the meeting.

3. Annual General Meeting: The Annual General Meeting shall be held during the month of July or August each year. This meeting will serve as a forum to solicit volunteers and to decide the Executive Board members for the lacrosse season. Special general meetings of the HLC may be called by the President or upon written request of at least 10 percent of the voting members. Written notification of the Annual General Meeting or special general meetings shall be mailed to the voting membership at least ten (10) days prior to the meeting date.

The outgoing HLC Board President or Secretary shall supervise and execute voting for the new Board at the annual General Meeting. The candidates for the Board positions will come from parents of players, team managers and team coaches. In determining the new incoming HLC Board, the parents of players, team managers and coaches attending the annual meeting will be eligible to vote and will voice vote affirming the new volunteer group. The Board will be appointed if a simple 51% majority of parents in attendance affirm the group of candidates. The elected Board will begin the term at the end of the meeting.

### **Article XIII: Rules and Regulations**

The Executive Board shall adopt such rules and regulations covering policy, competition and procedural matters, as it deems appropriate by a simple majority vote by the Board. Rules and policy shall be maintained as separate attachments to the Bylaws.

### **Article IX: Bylaws Changes and Amendments**

A copy of the Bylaws, changes and amendments shall be made available to all HLC members upon request. A proposed change or amendment to the Bylaws may be proposed by any player/parent by submitting in writing to the Secretary. Changes or amendments to these bylaws may be approved at the Annual General Meeting or a special general meeting of the members, upon majority vote of the voting members present. The Bylaws will be reviewed annually for updates.

### **Article X: Execution of Instruments**

The Executive Board, except as otherwise provided in there Bylaws, may be resolution authorize any officer or agent of the corporation to enter into any contract or execute and delver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have

any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

**Article XI: Contracts, Checks, Deposits and Funds**

All checks or drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Executive Board. In the absence of such determination by the Executive Board, such instruments shall be signed by the treasurer and countersigned by the president or vice president of the Corporation.

All funds of the Corporation shall be deposited from time to time to credit of the Corporation in such banks, trust companies or other depositories as the Executive Board may select.

The Executive Board may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the nonprofit purposes of this corporation.

**Article XII: Books and Records**

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Executive Board and committees having any of the authority of the Executive Board.

**Article XII: Dissolution**

In the event of dissolution of the HLC, all assets and property remaining after meeting the obligations of the HLC will be donated to SNLA or its successor to foster and continue youth lacrosse in the community. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt 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 a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for the such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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John Mercer, President

Date

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Caryn Hamilton, Secretary

Date

Revised 8/17/10