

# **CARLISLE LACROSSE ASSOCIATION BY-LAWS**

## **Article I - Name**

The organization shall be known as the Carlisle Lacrosse Inc., also known as CLAX.

## **Article II - Objectives**

- Section 1: The objectives of Carlisle Lacrosse Inc. shall be to promote the sport of boys and girls lacrosse in the Carlisle area. Promotion of lacrosse will include the following in priority sequence:
1. Teaching the fundamentals of lacrosse
  2. Providing an enjoyable environment that will promote sportsmanship and teamwork
  3. Providing a pool of well prepared athletes to the High School program
  4. Marketing lacrosse and the Carlisle lacrosse program to:
    - a. Carlisle youth
    - b. Parents of Carlisle youth
    - c. Carlisle Community
- Section 2: To achieve these objectives, Carlisle Lacrosse Inc. will provide supervised girls and boys youth lacrosse programs for pre-High school youth under the rules and regulations set down by this association and our league, as well as certain designated rules and regulations espoused by the US Lacrosse Organization.
- Section 3: In accordance with Section 501-(c)-(3) of the Internal revenue Code, Carlisle Lacrosse Inc. shall operate exclusively as a non-profit educational organization providing supervised lacrosse programs. No part of the net earnings shall inure to the benefit of any individual. No substantial part of CLAX activities shall be to carry on propaganda, or attempt to influence legislation. CLAX shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

## **Article III - Governing Body**

- Section 1: Carlisle Lacrosse Inc. shall be governed by the Board of Directors. The board shall meet at least three times per year. One of the three meetings will be an annual meeting. The President shall call a special board meeting at his discretion. The term for board members shall be three (3) years. Board members who miss more than 3 meetings without permission may be subject to disciplinary proceedings as per Article VI, Section 3
- Section 2: The purpose of the Board of Directors is to provide leadership in administering the activities and business matters of the Association
- Section 3: The Board of Directors shall consist of no less than nine (9) members and no more than fifteen (15). The board shall consist of coaches, parents, and outside parties, but no group shall comprise more than 50% of the Board. The executive committee shall consist of the following all of which shall be members of the board:
- A. A President elected on odd years
  - B. A Vice-President elected on even years
  - C. A Secretary elected on odd years

- D. A Treasurer elected on even years
- E. It is preferred that either the President or Vice President not be an active coach

Section 4: An officer may be re-elected for three consecutive terms to the same office.

**Article IV - Board of Directors - Duties**

Section 1: President - The President's duties will be as follows:

- A. Call meetings of the Board as necessary.
- B. Conduct the meetings and affairs of CLAX and execute the policies established by the Board.
- C. Arrange for all special activities.
- D. Communicate to the Board of Directors, such matters as deemed appropriate, and make suggestions that may tend to promote the welfare of CLAX.
- E. Be responsible for the enforcement of the policies, principles, and rules and regulations of CLAX.
  - Establish committees and appoint committee members
- F. Designate, in writing, power to officers to make and execute any contracts, agreements, or leases for/and in the name of CLAX. Such contracts, agreements, or leases must have prior approval by the Board.
- G. Designate a game scheduler

Section 2: Vice President - The duties of the Vice President will be as follows:

- 1. In case of the absence or disability of the President the Vice President shall perform the duties of the President. When so acting, the Vice President shall be directed by the Board of Directors or the President.
- 2. Act as the chairman of the fund raising committee.

Section 3: Secretary - the duties of the secretary will be as follows:

- A. Record minutes of all CLAX meetings.
- B. Send out notices of events and meetings.
- C. Handle normal correspondence of CLAX.
- D. Maintain file of team rosters, including registration.
- E. Maintain current By-Laws and amendments.

Section 4: Treasurer - The duties of the Treasurer will be follows:

- A. Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- B. Keep records for the receipt and disbursement of all moneys and securities of CLAX, disburse all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors.
- C. Prepare a Treasurer's Report as required to be submitted for Board meetings, or when deemed necessary, that identifies the fiscal activities and financial condition of CLAX.
- D. Maintain a record of deeds and titles to all property held by the Association.
- E. Prepare an annual budget and financial reports, under the direction of the President, for the submission to the Board of Directors at the February meeting.
- F. Prepare and submit annually, the PA Registration Statement of Charitable organizations.
- G. Submit Association books to a certified public accounting firm, as requested by the Board or as legally required, for preparation of a certified financial report required in support of the Registration Statement for Charitable organizations.
- H. Prepare and submit annually, a Federal Return of organizations Exempt from Income Tax (Form 990) on behalf of the Association.
- I. .Arrange for insurance coverage necessary for CLAX to administer its programs to include: General liability, Mandatory accident coverage for players, managers, coaches and umpires., and Officers liability.

Section 5: Coaches - The duties of the coaches shall be as follows:

- A. Shall be responsible for the overall operation of their respective team.
- B. Annually review regulations and playing rules with all assistant coaches.
- C. Enforce rules and regulations pertinent to their program.
- D. Promote safety.

#### Section 6 Technical Advisors

In addition to Borad Members, the Board may designate, from time to time and as needed by the Association, Technical Advisors. These Technical Advisors shall advise the board in their area of expertise, but shall not have a vote. They will serve at the discretion of the Board and have no set time limit of service

### **Article V - Conducting Business**

- Section 1: Regular Association meetings shall be open to the public. The board of Directors shall schedule and post a calendar of regular meetings and events. The president or the president's representative reserves the right to cancel meetings, change the time and place, or call special meetings as necessary.
- Section 2: An attendance of one more than fifty (50) percent of the board is necessary to constitute a quorum.
- Section 3: Voting on CLAX business shall be limited to one vote per each member of the Board.
- Section 4: Changes to or repeal of any section of the By-Laws must be presented in writing at least two (2) weeks prior to a board meeting by a member of the Board and discussed at any duly constituted meeting. A quorum of the Board must be present to consider a By-Laws amendment. A vote of two thirds majority of a quorum of the Board is necessary to amend or repeal any section of the By-Laws.
- Section 5: Robert's Rules of Order will be followed when offering motions for consideration. The president has the authority to limit discussion on a motion to a reasonable time limit.

#### **Article VI - Nomination and Election of Officers**

- Section 1: Election of officers will occur at the Annual meeting. Nominations from the floor for each office will be accepted, provided the nominees have consented to serve in office, if elected. If more than one person is nominated, voting will be by secret ballot. A quorum must be present to conduct a valid election. All Board members with the exception of the President will vote for new officers. If a tie occurs, the President will cast a vote to break a tie.
- Section 2: Vacancies, in any office, for any reason, shall be filled by the Board of Directors. When a vacancy occurs on the board, the remaining members of the board may nominate a candidate for the completion of their term. If there are multiple candidates a vote of all board members accept the President will occur. If, a tie exists the President shall cast the tie breaker.
- Section 3: Removal from office - The following steps are to be followed to remove an elected officer for any reason.
- A. A petition containing the signatures of two thirds (2/3's) of the Board, indicating a vote of no confidence in the officer's leadership ability, is presented to the highest ranking Board member for consideration of the remaining board members.
  - B. The Board of Directors will notify the accused Board member of the Association's concerns.
  - C. The unaffected members of the Board of Directors will schedule a hearing to gather information and to permit the accused Board member an opportunity to respond to the concerns.
  - D. The unaffected members of the Board of Directors will deliberate and rule on their findings within ten days of the hearing. A two-thirds majority vote of the Board will be necessary to remove an officer from his/her elected position.

E. Based upon the results of the hearing the Board will:

1. Acquit the Board member of the charges and he/she will remain in office, or
2. Find the charges to be valid and declare the position open and conduct a search for a replacement board member.

### **Article VII - Discipline Policy**

Section 1: The board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend, or limit participation in any capacity, or terminate the membership of any coach(s), or player(s) when the conduct of such person(s) is considered detrimental to the best interests of CLAX.

Section 2: It is the responsibility of the head coach to notify the board of the misconduct of any player, coach, parent, guardian, and spectator on or off the field, at practice or game, or at any League function within 24 hours of the act. In the case of a player violation, said coach and/or his parents/guardian must attend in the capacity of an advisor with the player, before the Board who shall have full power to suspend or revoke such rights to future participation in CLAX programs. This policy also applies to player, or coach who is ejected by a referee during a scheduled game. Penalties for ejection by a referee shall be made as quickly as possible and may include possible one (1) game suspension for the first offense, possible two (2) game suspension for the second offense, and possible revocation of rights to future participation for the third (3<sup>rd</sup>) offense. While the above-mentioned penalties will suffice in most cases the Board of Directors may issue more severe penalties if circumstances warrant.

### **Article VIII - Coaches**

Section 1: Selection/Retention of Coaches

Anyone wishing to become or remain a CLAX Coach should notify the Board prior to the start of any season. The Board will do background checks through the State Police and Child Line as well as conduct interviews of candidates. These background checks will be kept confidential. The Board will recommend coaches for approval prior to the start of any season. Existing coaches are subject to annual reviews by the Board.

Section 2: Any Coach wishing to resign may do so at any time for any reason by notifying the Board and may recommend a suitable successor. If a coach resigns during the season, the Board will appoint a new manager to complete the season.

### **Article IX - Players**

Section 1: ***CLAX will follow a policy of non-discrimination and will not discriminate on the basis of religion, race, sex, national origin, or sexual orientation.***

Section 2: There shall be three levels of teams:

- A. 7<sup>th</sup> and 8<sup>th</sup> grade/ U-15
- B. 5<sup>th</sup> and 6<sup>th</sup> grade/U-13

C. 3<sup>rd</sup> and 4<sup>th</sup> grade U-11

- Section 3: All candidates who wish to participate in Association programs must be registered.
- Section 4: No refund will be given to a player. Exceptions can be made by petitioning the board.
- Section 5: All participants must reside within the physical boundaries of Carlisle School District. Exceptions are as follows:
- A. A participant who begins his/her career with CLAX and moves to a nearby community may complete his/her experience with CLAX.
  - B. A participant who resides in a nearby school district, which does not sponsor a lacrosse program, may participate in the Association.

**Article X - Fiscal Policy**

- Section 1: The fiscal year shall be July 1 through June 30.
- Section 2: A reasonable fee, the amount to be determined by the Board, shall be assessed at registration as the parent's obligation to assure the operational continuity of CLAX. At no time will a family's inability to pay registration fees preclude a child from participating in the programs of CLAX.
- Section 3: CLAX will secure accident insurance, liability insurance and insurance that protects the assets of CLAX.
- Section 4: The President, Vice President, Secretary, and Treasurer shall be bonded and will be authorized to sign checks.
- Section 5: No coach or any other member of CLAX may make purchases for or in the name of CLAX unless given proper authorization to do so under the rules and regulations of CLAX.
- Section 6: The treasurer will present for Board approval, at the annual operating budget at the February meeting.
- Section 7: Non-budgeted expenditures must be signed by two (2) officers.
- Section 8: Any expenditure over \$1,000 without Board approval requires two (2) signatures.
- Section 10: CLAX recognizes the need to exercise fiscal controls that are in the best interest of CLAX. To this end, whenever possible, persons making purchases for CLAX should shop for the best price. Multiple quotes should be secured when a purchase exceeds \$1,000.00.

## **Article XI – Dissolution**

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as, at the time, shall qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine. In the event of sale or dissolution of the corporation, no surplus funds or other assets will be used for private inurement. Furthermore, in Pennsylvania, the Orphans' Court has jurisdiction over property committed to charitable purposes. The Nonprofit Law provides that charitable assets may not be diverted from the purposes for which they were donated, granted or devised, unless and until the board of directors or other body obtains from the Court an order specifying the disposition of the property.

## **Article XII- LIMITED LIABILITY OF DIRECTORS**

A director shall not be personally liable for monetary damages as for any action taken, or any failure to take action, unless the director has breached or failed to perform the duties of his or her office under section 8363 of the Director' Liability Act (relating to standard of care); and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provision of this section shall not apply to the responsibility or liability of a director pursuant to any criminal statute.