

Hermiston Youth Lacrosse By-Laws

Preamble:

The Hermiston Youth Lacrosse is a volunteer based, non-profit organization existing to promote the sport of lacrosse and to provide a program of fundamental instruction and equal competition for the youth of the greater Hermiston area. It shall maintain communication and work cooperatively with such individuals, organizations and schools to best accomplish its mission teaching sportsmanship and fundamentals of play, both locally and regionally.

1. Name:

The name of this organization will be Hermiston Youth Lacrosse (HYL).

2. Definitions:

- A. **Hermiston Youth Lacrosse:** Non-profit organization established to raise funds, organize, and regulate the play of lacrosse for First-Eighth grade students (Kindergarten students may participate with Board approval) of Hermiston and surrounding areas.
- B. **Board members:** Shall mean all appointed and elected individuals, including coaches, parents, or other individuals deemed appropriate by the acting board. Membership shall be no more than 50% coaches. The number may vary per year but will be no less than 5 or more than 9. This number includes executive and at large members.
- C. **At Large members:** Shall mean voting members appointed and elected by the acting board.
- D. **Executive Board:** Shall mean President, vice president, Treasurer and Secretary.
- E. **League:** Shall mean any competitive format established by the association for the conduct of competitive play between its member teams.
- F. **The Association:** Shall mean the Hermiston Youth Lacrosse (HYL).
- G. **HYL year or season:** Shall be the regular spring season continuing into any Summer or Fall play. HYL Fiscal year is Sep 1st to Aug 31st.

3. Establishment:

Hermiston Youth Lacrosse was established in approximately 2002 as an Oregon non-profit organization. Its affairs shall be managed as set forth in these by-laws as amended.

4. Association Income and Assets:

All income and assets of the HYL are exclusively for the purpose of the association, and are to be of no benefit to any director, members or private persons (except to be reimbursed for services rendered to or for Hermiston Youth Lacrosse). Any personal use of HYL equipment must have Board approval. In the event of dissolution assets will be donated to any Non-Profit Lacrosse Organization.

5. Membership:

Membership in HYL, is open to citizens of the community having a bona fide interest in the establishment, operation, and maintenance of a lacrosse program for the area's youth. There may be instances where a child or children will not be allowed to join HYL. These cases will be decided by the board, under advice of coaches or parents.

6. At-Large Board Membership:

Shall be made up of 1-5 members who serve staggering 1 or 2 year terms which are unlimited as long as appointed and elected for another term, at the end of the term by the acting board at the Annual Meeting of the Board.

The Equipment Manager shall serve a 1 year term, the Coaching Liason shall serve a 2 year term, Communication Director shall serve a 2 year term,

7. Executive Board Membership:

Shall be made up of 3-4 members: Treasurer, Secretary, Vice-President, and President. If only 3 then Treasurer, Secretary, and President. The President and Treasurer will serve 3 year terms while the Secretary and Vice-President will serve 2 year terms. All Executive positions will have unlimited terms as long as appointed and elected by acting board at the Meeting of the Board come end of term season.

8. Board Meetings and Committees:

The meeting of the Board will be held the first Thursday in June.

- A. It is the Board's responsibility to appoint and oversee committees as necessary. All actions taken by committees on behalf of HYL must have Board approval.
- B. In the event of a resignation or unexpected vacancy of a board member, the position will either remain vacant until the next election, or be appointed and elected by the acting board in attendance.
- C. All official meeting time, location, and dates will be posted on the club's website at least 48 hours prior to the meeting.
- D. At least one board member from HYL shall be present at CWLL meetings.

9. Duties:

A) President:

1. Conducts all meetings
2. Contacts schools and city for sign ups and field usage
3. Set up game schedules with League and referees
4. Consults with Executive Board on disciplinary actions
5. Enforces disciplinary actions made by the Executive Board
6. Monitors HYL Code of Conduct of players/coaches/parents
7. Seeks opportunities for coordination of programming and training opportunities for coaches and players.
8. Maintains partnerships with local organizations and businesses that support HYL.
9. Recruits for new referees, initiates training for the HYL and CWLL.
10. The President may delegate or assign any of these tasks to other Board members as they see fit.

B) Vice-President

1. Assumes all presidential duties in President's absence
2. Second authorized signer for checks
3. Consults with Executive Board on disciplinary actions
4. Monitors HYL Code of Conduct of players/coaches/parents
5. Oversees budgeting process. Responsible for submitting final budget to board for voting/approval.
6. Plans and submits for approval proposed tournament schedule for regular season play. Finds new opportunities for tournament play.

7. Work with the President to organize and direct the work of the Board and its committees.

C) Secretary:

1. Takes minutes of all HYL meetings and keep record of notes
2. Keeps track of By-Laws, minutes, rosters, reports of parent conflict, and comment/complaint form.
3. In cooperation with the Treasurer, the Secretary maintains player data including contacts, insurance information, registration information, US Lacrosse number, etc.
4. Sends Thank you notes on behalf of the Board.
5. Consults with Executive Board as needed
6. Monitors HYL Code of Conduct of players/coaches/parents
7. Maintains candidate list for Board Positions, sends notifications and application questions to candidates prior to election.
8. Reserves rooms for all Board meetings.
9. Prepare and issue notices on behalf of the Board.
10. Prepares meeting agendas in cooperation with President.
11. Responsible for updating club documents: covenants, registration forms, etc.

D) Treasurer

1. Maintains records of all HYL finances
2. Contacts US Lacrosse for player membership fees due and keeps record of player information
3. Distributes funds as directed by the Executive Board-
4. First signer for all checks
5. Makes bank deposits and handles all bank associated tasks.
6. Be custodian of the 501-C records including paying fees and making sure papers are filed with IRS as needed yearly
7. Monitors HYL Code of Conduct of players/coaches/parents
8. Follows deadlines for tournament entry and upon Board approval, applies for tournament play.
9. Prepares budget; prepares mid season and end of year financial summary for Board review.
10. Secures discounted group rates at Hotels for tournaments upon release of season schedule.
11. Manages the registration process including the collection of fees and other fees/dues associated with club functions.
12. Pays CWLL dues annually.

13. Shall be made aware of any purchase being made costing less than \$100.00, which can be done with approval of any other board member. Any purchases being made with HYL funds totaling over \$100.00 needs the approval via vote by the executive board.

E) Equipment Manager

1. Organizes, records, and manages equipment such as goals, uniforms, helmets, and first aid kits/scorebooks for coach's bags.
2. Shall distribute and collect helmets and other HYL equipment at the beginning and end of each season, and shall have an accurate log of all such items.
3. Shall prepare a budget and forecast for future growth needs at the conclusion of Spring season.
4. Shall perform all other duties as assigned.

F) Coaching Liaison/Director

1. In charge of communication between Board and coaches.
2. Help coaches resolve issues with player issues.
3. Ensures Coaches are up to date on information such as coach's certifications, coach background checks, and US Lacrosse numbers.
4. Maintains league game organization such as schedule issues and field readiness. These duties include getting lines painted on the fields and scheduling lights.
5. Ensures that playtime is managed appropriately by coaches at each level according to the HYL Mission Statement.
6. Ensures that referees are assigned/available for all games.
7. Ensures that all games played are recorded and all league game results are turned into CWLL.
8. Provides tools and resource for coach development.

G.) Marketing/Communications/Fundraising

1. In charge of club emails.
2. Advertisements for sign ups.
3. Point of contact for fundraising/gear orders/team photos, flyers etc.
4. Shall assist the Tourney Director with Battle at the Butte work.
5. Manage all digital communications, and all printing that may need done.

H.) Tourney Director

1. This is an appointed position in charge of The Battle of the Butte and is the point of contact for all things Butte related. This includes all scheduling: games/referees, etc, for the tournament.
2. Will work under oversight of the Board.
3. Will attend all tournament related subcommittee to represent the Board.
4. Will attend all tournament related Board Meetings.
5. Will prepare and submit a budget to the board, which forecasts the next year's Battle at the Butte costs.

10. Disciplinary Actions:

Violations will be dealt with according to the HYL Rules and Regulations.

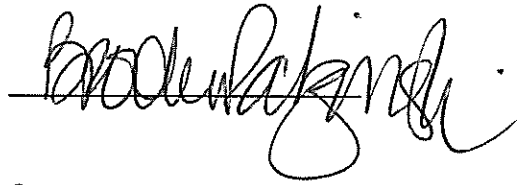
11. Fees:

All registration and general fees shall be regulated on an annual basis. Fees are not to be set so high as to discourage participants from registering, yet should be adequate to cover club expenses for regular season play to include all league games and local tournament opportunities. Fees will be set so that each player's costs to the club (gear, uniforms, game expenses) are covered by their registration fee, and shall not produce a "profit" to HYL.

12. Amendments:

Consistent with the quorum requirement, the bylaws maybe amended by a vote of the Executive Board where the proposed amendment is included as an announced agenda item to the General Board members. The President will provide notice of any changes approved by the Executive Board. General Board members may provide the association with a written objection to the change. Any written objection shall become an agenda item at the next meeting of the General Board members. After discussion, there will be a vote of the General Board members on the outcome of the change to the bylaws.

These bylaws were adopted by the Board on June 20, 2016, they were amended on May 23, 2017.

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "Brenda L. King".

Secretary