



## **GUILFORD YOUTH LACROSSE ASSOCIATION, INC.**

### **BY-LAWS**

(Created October, 2005)

Amended June 06, 2023

#### **ARTICLE 1**

##### Name and Objectives

Section 1: The name of the Association shall be the Guilford Youth Lacrosse Association, Inc., hereinafter sometimes referred to as the “Association” and/or “GYLA”.

Section 2: The purpose of the Association is to give minor children between the ages of 4 and 14 years attending kindergarten through eighth grade who reside in Guilford or, upon approval of the Board of Directors, other area towns, the opportunity to develop their individual lacrosse skills while also emphasizing fun, good sportsmanship, physical fitness, respectful and healthy attitudes toward others, and team play.

Section 3: The Association shall not be conducted or operated for profit.

#### **ARTICLE 2**

##### Membership

Section 1: Eligibility.

The following individuals shall be eligible for GYLA membership:

- A parent or guardian of a player registered with the Association.
- An active coach of any team registered with the Association.
- Any director or officer of the Association.

- Upon approval of the Board of Directors, any other person at least 18 years of age who shows significant interest in promoting the goals and assisting with the activities of the Association.

#### Section 2: Active Membership.

The Board of Directors shall deem any member attending 6 or more of the past 12 Association

Membership meetings, either in person or remotely, to be an “active” member, which shall entitle such member to vote in any and all elections open to the Association membership.

Active membership shall cease in the event that any such member shall resign or fail to meet the qualifications of active membership during the previous 12-month period.

#### Section 3: Fees.

The Board of Directors shall set membership fees in November of the year before the spring lacrosse season. Fees shall be payable on or before the last day of January of each year, or, if paid later, upon joining the Association. Each new member shall also be required to simultaneously become a member of USA Lacrosse and pay directly its required membership fee.

### **ARTICLE 3**

#### Board of Directors And Executive Board/Officers

The Board of Directors has a fiduciary responsibility to the GYLA membership and a moral responsibility to its players and parents. The GYLA also acts as an ambassador of the town in its dealings with the other towns fielding lacrosse teams with which it competes. It is incumbent upon each Board member to carry out their individual responsibilities in a competent and decisive manner and together act to ensure that the Board, as a whole, is at all times functioning properly and fulfilling all its obligations. While individual and committee responsibilities and accountabilities are assigned, it is understood that members of the GYLA Board need to operate as a team. Accordingly, each and every team member needs to be concerned about the well-being of the entire Board and GYLA as a whole.

#### **1) STRUCTURE**

##### *Elected Executive Board/Officers*

President

- Conduct meetings within time allotted

- Approve the agenda prior to the scheduled meeting
- Make sure each board member has handled their commitment
- Spearhead volunteer recruitment efforts
- Insure all committees are ready to report at the meetings

#### Vice President

- Assume responsibilities of President in their absence
- Oversee recruitment efforts of players by the Board and Boys and Girls Coordinators
- Oversee registration efforts conducted by the Registrar, including USA Lacrosse requirements
- Oversee Boys and Girls Coordinators
- Chair Disciplinary Committee
  - Acts as the final arbitrator for any conflicts reported to the Disciplinary Committee
- Review/revise By-Laws, etc., as required and according to procedure

#### Secretary

- Create and distribute agenda in advance of scheduled meetings
- Record and distribute minutes promptly
- Publish minutes on website in timely fashion
- Arrange for meeting rooms
- Oversee PR/Communications

#### Treasurer

- Maintain monthly financial stability and reporting
- Produce annual budget and periodic updates
- Maintain books and make payments in timely fashion
- Oversee capital projects funding
- Oversee fundraising Committee

#### Ombudsman

- Obtain and disseminate rules and modifications
- Assist in determining options to help resolve conflicts
- Bring organizational concerns to the attention of the officers and Board for resolution
- Serve as a source of information and education relative to policies and procedures
- Serve on Disciplinary Committee

### Boys Coordinator

- Ensure the smooth operation of the Boys Division
- Recruit coaches
- Set coaching standards
- Observe the practices and games of each team on a random, periodic basis
- Recruitment of players to increase enrollment
- Serve on Disciplinary Committee
- Review/approve practice/game/tournament schedules
- Schedule pre-season practices and oversee evaluations
- Oversee fall clinics
- Oversees efforts of the Boys Scheduler and acts as the Scheduler in the event that the role remains unfilled

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- Oversees efforts of the Girls Scheduler and acts as the Scheduler in the event that the role remains unfilled

### **Appointed Board (Appointed by Executive Board)**

#### Boys Equipment Manager

- Inventory equipment
- Recommend purchases
- Select suppliers through competitive bidding process
- Oversee distribution and return of all equipment
- Secure storage for equipment

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#### Boys Scheduler

- Develop master schedule for games, practices and tournaments for all teams
- Record and report all changes thereto/confirm games
- Schedule Referees
- Coordinate GYLA schedule with other sports groups
- Maintain library of directions to all fields

#### Girls Scheduler

- Develop master schedule for games, practices and tournaments for all teams
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### **Appointed Volunteers**

#### Fundraising

- Annual Program Guide
- Solicitation of major donors
- Pictures
- Plan and coordinate social activities
- A Fundraising Committee may be created by the Executive Board where warranted and chaired by an appointed volunteer

#### Parks & Rec and Standing Fields Liaison

- Attend Standing Fields Commission meetings
- Arrange practice and game fields
- Insure adequate playing conditions at each field
- Goals
- Lines
- Grass height

#### PR/Communications

- Promote the general well-being of the program
- Player recruitment
- Volunteer recruitment
- Reporting scores to the media
- Recruit attendees for the Annual Parks & Recreation

#### Webmaster

- Web Site management
- Newsletter

#### Registrar

- Update Registration System
- Maintain membership/player database

#### Capital Projects Coordinator

- Identify and execute capital projects

#### CONNYS Liaison

- Attend CONNY meetings
- Keep the Executive and Appointed Board informed on CONNY issues/decisions
- Represent the interests of GYLA at CONNY meetings
- Take other action as CONNY may require
- Liaise with other youth sports and high school programs

#### Other Volunteers

- Team Managers

### **ARTICLE 4**

#### Meetings and Voting

Section 1: General Membership Meetings. Meetings of the general membership shall be held at the Greene Community Center unless otherwise determined by the Board of Directors. The meetings will be held on the 3<sup>rd</sup> Tuesday of each month unless a change is decided upon by the Board of Directors.

Section 2: Order of Business. At all meetings, the order of business shall be governed by the latest revision of Roberts Rules of Order.

Section 3: Board of Directors Meetings. The general membership meetings may also serve as Meetings of the Board of Directors. The President of the Association may call special Board of Directors meetings if deemed necessary for the conduct of Association business. Whenever possible, special Board of Directors meetings will be announced at the General Membership Meeting prior to the special Board of Directors meeting.

Section 4: Voting: Active Association members must have attended at least 6 of the last 12 Membership meetings. Only Active members of the Association as hereinbefore defined shall be eligible to vote on Elected Executive Board positions and other matters brought to a vote before the general Association membership. Except as hereinbefore stated, only the Elected

Executive Board members can vote on Association business, including but not limited to, all Guilford Youth Lacrosse financial matters and the approval of coaches.

Section 5: All matters concerning the Guilford Youth Lacrosse Association will be brought to the Board for an Elected Executive Board vote. These matters include, but are not limited to, scholarships, refunds, donations, sponsorships, clinics, etc.

Section 6: Quorum: The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid. The GYLA has seven Executive Board (7) members, therefore a quorum is four (4) members. If the GYLA Executive Board has two (2) vacancies and there are only five (5) members serving on the Executive Board, by default, a quorum is still measured as four (4) members.

## **ARTICLE 5**

### **The Association Year, Annual Meeting, and Elections**

Section 1: Association Year. The Association's fiscal year shall run from the first day of October and end on the last day of September of the following year.

Section 2: Annual Meeting. The Annual Meeting shall take place at the regular monthly meeting in July. At this meeting, a group of officers shall be elected for the ensuing year. Their one-year terms shall start on September 1<sup>st</sup>, except for the Treasurer, whose term shall start October 1<sup>st</sup>. Association records held by their predecessors shall be relinquished to the Association by the date their successors take over their positions.

Section 3: Nominations: Nominations for officers may be recommended by the Board as well as from the floor. The nominations must be made at the regular monthly meeting preceding the July Annual Meeting of the Association. The names of all nominees will be included in the minutes of the meeting.

Section 4: Elections: The nominated candidate receiving the most votes for each office shall be declared elected.

## **ARTICLE 6**

### **Amendments**

Section 1: The Constitution and By-Laws may be amended by a majority vote of the membership at any meeting. Any Constitution or By-Law change shall be reported to the membership in the newsletter or on the website following the vote on the change.

## **ARTICLE 7**

### **Youth Program**

Section 1: The Program. This program shall be for youth players below grade nine. The Association will fund and administer all levels associated with the establishment and organization of lacrosse at this level. In addition, the Association may elect to provide administrative assistance only for such other programs as may be established for older youth players at the 19U level or below.

Section 2: Youth Emphasis. The emphasis at this level will be in the area of skill development with major emphasis on technical skill development and a minor emphasis on tactical development.

Section 3: Playing Time. The amount of playing time for an individual will ultimately be the decision of the coach. However, the Association philosophy is that each player will receive overall an appropriate share of playing time, with player development overriding the consideration for wins and losses. Players may play on only one team unless a team is lacking players to qualify for a game.

Section 4: Multiple Sports. Playing another sport during lacrosse season is a parental and player decision. In the event of a conflict, it is hoped that a lacrosse game would take precedence over a practice or game scheduled at the same time in the second sport. Each coach will announce his team's policy at the beginning of the competitive season. GYLA also permits its coaches to generally reduce a player's field time if the player does not attend the team's practice prior to the game without a reasonable reason for his/her absence.

Section 5: Coaches. Coaches must be approved by the Board and meet guidelines established by the Board and CONNY. Coaches will be assigned to a team chosen by the Board. Coaches will receive information each season to aid in obtaining our objectives for the teams. This will include guidelines for managers, practices and games. At the end of each season the coaches and teams will be reviewed.

## **ARTICLE 8**

### **Solicitation and Distribution of Funds**

Section 1: Purpose. The GYLA corporation is organized for the purpose of soliciting and collecting monies and raising funds as provided for or allowed by the Connecticut General Statutes for non-profit organizations. The monies collected will be expended for those purposes set forth in the Certificate of Incorporation in accordance with the requirements of Section 501(c)(3) of the Internal Revenue Code, as amended, in such manner as may be decided upon

from time to time by the Board of Directors and in such proportions as the Board of Directors may determine. In all events, the Board of Directors shall distribute in each of its fiscal years at a minimum that amount of the principal and income of the funds of this corporation so as to comply with the provisions of the Internal Revenue Code, as amended, or any other similar code, for this corporation to become and remain a tax-exempt organization.

## **ARTICLE 9**

### **Financial Assistance**

Section 1: Financial assistance may be granted to those in need. A letter of hardship requesting financial aid must be submitted to the Board. The Board will review the letters in a closed session and make decisions as a Board.

## **ARTICLE 10**

### **National, State, and Local Affiliations**

Section 1: National Affiliation. The Association shall become affiliated with USA Lacrosse. The Association shall pay for membership in USA Lacrosse for the members of the Association Board of Directors, Officers and each youth head coach.

Section 2: State and Local Affiliation. Each year the Association shall determine if it will affiliate with any state or local lacrosse leagues or groups. This determination shall be made prior to February in each calendar year.

## **ARTICLE 11**

### **Dissolution**

Section 1: Dissolution Vote. The Association may be dissolved by two thirds vote of the members at any membership meeting called for the purpose of dissolution, provided notice of the proposed dissolution is emailed to each member of the Association and posted on the GYLA website at least fourteen (14) days prior to the date on which the vote is to be conducted.

Section 2: Distribution of Assets. In the event of dissolution, the assets of the Association, if any, shall be distributed to the Town of Guilford Parks and Recreation Department for use in funding capital improvements to the Town playing fields or for establishing an endowment to provide funding to maintain the Town playing fields as determined by the membership at the meeting at which the dissolution is approved.