

BYLAWS  
OF STMA LACROSSE ASSOCIATION  
(STMALAXA)

Article I.

SECTION I.

**Membership Eligibility:**

A person who is residing in the area of Independent School District No. 885 whom shall attend St Michael-Albertville Schools (hereafter referred to as the STMA area) and such persons as shall be designated as members by the Board of Directors shall be eligible for membership.

SECTION II.

**Number:**

The number shall be unlimited.

Section III.

**Rights:**

Each member of the association shall be entitled to one vote at the annual meeting pertaining to the election of officers.

Article II.

SECTION I.

**Officers**

Officers of the association shall consist of the President, Vice-President, Secretary, Treasurer, Coaching Director, Director of Boy's Programs, Director of Girl's Programs, Fundraising/Sponsorship Director, and Registration Director. All officers are VOTING members of the STMALAXA Board. Officers will be elected at the Annual Meeting held in October. All will serve a 2 yr. term, and will be referred to as the Board of Directors.

SECTION II.

**Duties**

**President:**

The President shall preside at all meetings of the Board of Directors and the General Meetings of STMALAXA. He/She shall have power either directly or through delegation, thereof to, designate the powers, and duties of all officers. The President shall take direct charge and assume responsibility in the supervision of the business of STMALAXA and may delegate such duties as may be necessary to execute this responsibility under the general direction and guidance of the Board of Directors.

#### VICE-PRESIDENT:

1. In the absence of the President, the Vice-President shall perform all of the duties and execute all of the powers of the President, and such other duties as may be delegated by the President.
2. The Vice-President shall be responsible for the operations of the Coaching Director, and Coaches.
3. Oversee the player evaluation process and player placement

#### SECRETARY:

1. Take, transcribe, duplicate, and maintain a file of minutes of the General Meeting and all minutes, directives, schedules, membership lists, and other materials as required.
2. At the end of each year, he/she shall collect, label, and file all materials which have come into his/her possession during his/her term.
3. Maintain an official document file which shall contain the Articles of Incorporation and Bylaws of STMALAXA. When a successor is elected, he/she shall transfer to his/her duly qualified successor the official document file.
4. Maintain STMALAXA website, including renewing domain yearly and notifying the treasurer of renewal fees.
5. Maintaining and renew the appropriate insurance necessary to operate and distribute to the appropriate personnel. (STMA Community Ed., Athletic Director, etc)

#### DIRECTOR OF COACHES:

1. Lead the coaching recruiting process.
2. Oversee training and evaluation of STMALAX coaches.
3. Lead the effort in developing a consistent and specific teaching and practice curriculum.
4. Develop/offer on and off field clinics for coaches and players.
5. Lead and manage the player evaluation process and player placement along with VP.
6. Obtain feedback from each player's parent regarding the performance of the team's coaching staff.
7. Must maintain appropriate coaching certification(s) including US Lacrosse Coach Membership and required youth related certifications.

#### TREASURER:

1. Collect data and submit to the Board of Directors estimates of operating expenses for the purpose of Budget Preparation.
2. Have custody of all funds of the Association and shall keep an accurate record of receipts and expenditures.

3. Issue checks on the STMALAXA accounts prepare and annual report on the receipts and expenditures for the presentation to the General Meeting of STMALAXA. He/She shall also prepare such other reports as may be required by the President or Board of Directors.

**DIRECTOR OF THE BOYS LACROSSE PROGRAM:**

1. Communicate with HG/GNLL, MBSLA, YLM, and YBL regarding team status for spring and summer respectively.
2. Update contact information with HG/GNLL, MBSLA, YLM, and YBL so that you are getting all communications from those organizations.
3. Attend annual all youth scheduling meetings, see HG/GNLL, MBSLA, YLM, and YBL website for exact schedule.
4. Work with coaching director to ensure all teams have head coach with proper credentials and at least one, assistant coach.
5. Work with team managers to get access to HG/GNLL, MBSLA, YLM, and YBL team pages to enter game scores.
6. Attend HG/GNLL, MBSLA, YLM, and YBL annual meetings.
7. Communicate game schedule to scheduling director and team managers.
8. Communicate with board treasurer due dates and amounts for team fees for each season.

**DIRECTOR OF GIRLS LACROSSE PROGRAM:**

1. Communicate with MSSLAX regarding team status for spring and summer respectively.
2. Work with coaching director to ensure all teams have head coach with proper credentials and at least one assistant coach.
3. Work with team managers to get access to MSSLAX pages for team scores and scheduling.
4. Continue to recruit girls to play lacrosse.
5. Attend MSSLAX annual meetings.
6. Communicate game schedule to scheduling director and team managers.
7. Update contact information with MSSLAX.
8. Communicate with board treasurer due dates and amounts for team fees for each season.

**REGISTRATION DIRECTOR:**

1. Field questions regarding registration.
2. Printer roster reports for coaches.
3. Assign players to level rosters as they register.
4. Update registration page with your contact information.

5. Work with treasurer to ensure that payments are applied to accounts and that player is marked paid in registration session.

6. Assist new families through the registration process.

7. Update new registration sessions annually.

#### FUNDRAISING/SPONSORSHIP DIRECTOR:

1. Recruitment of volunteers to aid and assist with the fund raising campaigns and initiatives.

2. Research, develop options and present fundraising ideas to the Board for official action.

3. Perform and execute the fundraising campaign approved by the Board.

4. Supply the Board with information and statistics regarding the fundraising campaign.

5. Other related duties as assigned by the Board.

Should a vacancy exist on the STMALAXA Board of Directors, the remaining Board shall appoint a replacement for the remainder of the term.

### SECTION III.

#### NON VOTING BOARD POSITION APPOINTMENT

Non-Voting Board position will include, but are not limited to-

#### EQUIPMENT/APPAREL DIRECTOR:

1. Oversee the inventory, tracking and distribution of STMALAXA equipment, uniforms and assets.

2. Conduct the research, obtain design options, obtain bids and suppliers of purchasable apparel.

3. Upon the direction of the Board execute the taking of orders and distribution of apparel and equipment for the Association.

4. Other related duties as assigned by the Board of Directors.

#### SCHEDULING/FIELD DIRECTOR:

1. Work with STMA schools to schedule indoor and outdoor space for games, practices, clinics.

2. Post game/practice schedule to team web pages for indoor and outdoor space.

3. Work with Boys and Girls Directors to determine hosted game dates.

4. Work with the STMA Schools to ensure fields are marked for game day.

5. If requested attend scheduling meeting with Boys/Girls Directors.

6. Make sure game schedules are posted to team pages and calendar.

#### VOLUNTEER DIRECTOR:

1. Ensure all necessary volunteer positions are filled for each activity.
2. Work with Board to determine volunteer needs for season.
3. Coordinate volunteers for all association activities.

Non-Voting Director Positions will be elected for a 1 year term at the Annual elections meeting. In the event of death, resignation, incapacity or removal of an elected director, the remaining directors shall appoint a successor to fill the unexpired term of the elected director. A director whose continued service is deemed to be detrimental to the welfare of the corporation, or an elected director who no longer resides in the District 885, may be removed as a director at any time upon the majority vote of the Board of Directors present at any regular Board meeting. In the event of a resignation, incapacity or removal of an elected official that person must be an inactive member of the Board for a 2 year period before he/she is eligible to run for an elected position.

#### SECTION IV.

##### POWERS AND DUTIES:

The Board of Directors shall be the general governing body of STMALAXA. It shall approve the budget of STMALAXA and require such reports from officers and directors as are required to efficiently deal with the business of STMALAXA. In addition to the powers and duties specified above, the Board of Directors shall appoint replacements to serve as officers in the event any officer is unable to perform his/her powers and responsibilities and in the event of a resignation of a member of Board of Directors, the remaining board members shall appoint a replacement to serve until the next Annual Meeting of STMALAXA.

##### REGISTRATION FEE WAIVER

All Board of Directors, who commit to serving their full term and are in good standing with the STMALAXA, will have the registration fees, for their child(ren)'s participation in the STMALAXA program waived. This does not include the price of a new uniform or other incidentals, including try-out fees, that are ancillary to the registration cost.

#### SECTION V.

##### MEETINGS:

The Board of Directors shall hold monthly meetings and such additional meetings may be held from time to time. The President shall preside at all meetings of the Board of Directors. Prior to any meeting, notice to all members of the Board must be given at least 24hrs prior to such meeting. The notice shall indicate the time and place of the intended meeting and subject matters to be discussed. Monthly meetings of the Board of Directors may be held on the same day as the General Meeting.

#### SECTION IV.

##### QUORUM:

For all meetings of the Board of Directors a majority of all the Directors shall constitute a sufficient quorum to transact business and majority vote of all Board Members shall be required to adopt such matters as they may come before the meeting. While adhering to our philosophy of a positive, cooperative atmosphere it is acceptable and healthy for open discussion and disagreement to occur. The key in achieving our philosophy will be for the President to keep discussions from becoming personal and to follow our established guidelines in appealing or finalizing decisions. Once a discussion has been finalized, it is expected that members will support the decision.

### Article III

#### **General Meeting**

##### SECTION I.

##### ANNUAL MEETING:

STMALAXA shall be held on the first Monday in October each year, or such other date as the Board may determine for the election of officers for the ensuing year and to transact such other business as may properly come before the meeting.

##### SECTION II.

##### REGULAR/ADDITIONAL MEETINGS:

Regular meetings of the Board of Directors shall be held without notice. Meetings may be attended in person, or via telephone or video conference.

##### SECTION III.

##### GENERAL MEETINGS:

General Meetings will be held monthly and will be posted on the association calendar and website.

### Article IV.

#### **Elections**

##### SECTION I.

##### PROCEDURE:

All elections of STMALAXA shall be conducted under the supervision of a committee composed of the President, Secretary and at least two other members of the Board of Directors. Ballots shall be provided so that all qualified persons may vote at such elections and the Secretary shall act as the official counter and announce the results of the election. Absentee ballots will not be included in the vote of election of Board Members. One ballot per member present.

##### SECTION II.

##### NOMINATIONS:

Nominations for elected office shall be filed with the Secretary. Any current member of STMALAXA may run for an elected office.

#### Article V.

#### AMENDMENTS

##### SECTION I.

##### AMENDMENT OF BYLAWS:

These Bylaws may be altered or amended by a two-thirds vote of the Board members. Proposed amendments to the ByLaws shall be presented at any regular meeting of the Board of Directors, laid over, and voted on at the next regular meeting of the Board of Directors. A copy of the amendments shall be sent to each Board member prior to the voting meeting.

#### Article VI.

#### PARLIAMENTARY AUTHORITY

##### SECTION I.

Robert's Rules of Order shall be the parliamentary authority on all matters covered by the ByLaws of this association.

#### Article VII.

#### SUSPENSION OF BYLAWS

##### SECTION I.

These Bylaws may be suspended, in case of emergency, by unanimous vote of all those present at which one-half of the Board of Directors is present.

We move to adopt the revised bylaws with the provisions attached thereto:

1. Revision to take effect immediately upon approval by majority vote.
2. All other added and open positions will be filled at the annual elections meeting in October.