



Tigard Lacrosse Club By-Laws

Ratified 10/29/2014

Preamble

It is our desire that all competition be conducted on the highest level and that every member associated with the Tigard Lacrosse Club emphasize, by word and action, the virtues of team spirit, healthy competition, and sportsmanship.

Mission

Tigard Lacrosse Club (TLC) is a non-profit organization dedicated to supporting lacrosse in the community of Tigard, Oregon. TLC provides financial and organizational support, and acts as the liaison with the other lacrosse communities at the local, state, and national levels. TLC works with boys and girls ranging from 1st to 12th grade within the Tigard School District boundaries.

Article I - Name

The name of the organization shall be "Tigard Lacrosse Club", hereinafter referred to as "TLC".

Article II - Purpose

The purpose of TLC shall be to:

1. To foster among its Members the ideals of teamwork, good sportsmanship, good citizenship and character as well as the beneficial opportunities of becoming positive examples for others with balanced and sportsmanlike competition in lacrosse.
2. To educate players, parents, coaches and the community about the game of lacrosse and the importance of teamwork and good sportsmanship
3. Provide all necessary equipment, materials, and training to develop TLC coaches. This includes conducting background checks for all Head and Assistant coaches.
4. Provide necessary support for referee development. This may include training seminars, uniforms, flags, whistles, and other associated equipment.
5. Provide support for athlete development outside of normal practice times. This can include conducting seminars, camps, jamborees, and any other appropriate skill and conditioning training.
6. Provide financial support for the costs of equipment, uniforms, liability insurance, referees, and other associated expenses. The specific criteria will be set by the Board.
7. Provide scholarships and grants to cover the cost of playing lacrosse for those families with demonstrated need. The specific criteria will be set by the Board.
8. Increase the visibility of lacrosse as a sport and facilitate communication between the community, other lacrosse organizations, and TLC.

Article III - Policies

1. TLC shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of TLC nor the names of the officers in their official capacities shall be used in connection with any commercial concern or any partisan interest or for any purpose other than the regular work of TLC.
2. No substantial part of the activities of TLC will include electioneering in connection with ballot measures, and under no circumstances shall TLC engage in political activity either for or against any candidate for public office.
3. TLC intends to align its practices in accordance with the direction set at the State-level by the Oregon Youth Lacrosse Association (OYLA), Oregon Girls Youth Lacrosse Association (OGYLA), and Oregon High School Lacrosse Association (OHSLA).

Article IV - Membership

1. Membership in TLC shall be open to all parents or guardians of athletes enrolled to play lacrosse for this organization, or others interested in supporting the Club.
2. Membership dues to TLC are included in the athlete's registration fees. When an athlete's registration fee is paid in full, his /her families become members in good standing and are eligible to vote and hold office.
3. To hold an Executive Board Member position, candidates must have a family member with current TLC registration at the time of the elections.
4. Member and Individual Behavior: Abusive, profane, or violent behavior or language by coaches, players, or fans at any league function, may result in member suspension or expulsion from the league. No alcoholic beverages or any intoxicating substances or intoxicated individuals are allowed at any league functions. Suspension or expulsion punishments shall be decided by the Executive Committee.

Article V – Elected Officers

1. TLC shall be represented by an Executive Board consisting of seven (7) elected Board Members, which shall be: President, Vice-President for Youth, Vice-President for High School Boys, Vice-President for High School Girls, Secretary, Treasurer, and Head Coach.
2. Officers shall be elected for a term of one (1) year. The term of office shall be from July 1st – June 30th. No member shall hold more than one office at a time. There shall be no limit to the number of terms a board member serves as long as they are duly elected by the membership.
3. In addition to the Executive Board members, other elected board members, The Board of Directors, shall include, but not be limited to Registrar, Field Coordinator, Merchandise Manager, and Volunteer Coordinator.
4. Vacancies occurring in an elected office shall be filled by appointment by the Executive Board. In the event the office of President shall become vacant, one of the Vice Presidents will be elected by the remainder of the executive board to serve as President for the remainder of the term.
5. All appointments of elected office shall be voted on in the next scheduled election.
6. At the Executive Board discretion, board may elect Associate Positions as deemed necessary. Associate Positions will not have voting rights.

Article VI – Election Procedure of Officers and Other Board Members

1. Before July 1st, the Executive Board shall develop a slate of officers for the following term. The slate of officers shall be presented to the membership of TLC for approval.
2. By July 1st, an annual meeting of the organization shall be held for the election of officers and other board members. Public notice of the open meeting must be given 30 days prior to the date of the annual meeting. The Executive Board shall present their nomination for each office. Nominations shall also be taken from the floor. In the event of a nomination from the floor, a closed ballot vote shall be held at that time.

Article VII – Officers’ Responsibilities

1. **President** – Member of the Executive Board. The President shall preside over all business meetings of the Executive Board. He/she shall be an ex-officio member of all committees and shall represent TLC as necessary. The President shall have the authority to sign checks in the absence of the Treasurer. The President is responsible for signing off on monthly bank reconciliations. The President shall appoint a chairperson for all committees, which may include, but not be limited to: Registration, Equipment, Communication, Fields, Referees, and Coach and Player development.
2. **Vice President of Youth Program**– Member of the Executive Board. The Vice President of the Youth Program shall preside over all business related to the Youth Program. His/her responsibilities include fundraising activities, conflict resolution, long range planning for TLC youth program, and any other duties as assigned by the President or TLC.
3. **Vice President of High School Boys Program** – Member of the Executive Board. The Vice President of the High School Boys Program shall preside over all business related to the High School Boys Program. His/her responsibilities include fundraising activities, conflict resolution, long range planning for TLC High School Boys program, and any other duties as assigned by the President or TLC.
4. **Vice President of High School Girls Program** – Member of the Executive Board. The Vice President of the High School Girls Program shall preside over all business related to the High School Girls Program. His/her responsibilities include fundraising activities, conflict resolution, long range planning for TLC High School Girls program, and any other duties as assigned by the President or TLC.
5. **Secretary** - Member of the Executive Board. The Secretary shall keep a record of all Executive Board and TLC meetings. The Secretary shall be responsible for newsletters, player handbooks, communications, website administration, and any other duties as assigned by the President or TLC.
6. **Treasurer** - Member of the Executive Board. The Treasurer shall have custody of all funds of TLC, keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years, make disbursements as authorized by the President, Executive Board, or TLC in accordance with the budget adopted by the TLC, sign on bank accounts, present a financial statement at general meetings, executive board meetings, and at other times when requested by the TLC or Executive Board, maintain records of registration fee payments, submit books to the auditing committee as requested, and file any necessary tax reports for city, county, state and federal entities. The Treasurer shall also carry out any other related duties assigned by the President or TLC.
7. **Head Coach** – Member of the Executive Board. The Head Coach will be responsible for all activities related to Coach, Player, and Referee development. He/she will work with all coaches to ensure a uniform philosophy is developed and applied with regard to player and team development. He/she shall be responsible for ensuring that the fields and equipment are available for all games and practices. The Head Coach will also be responsible for all scheduling and other operational details related to the successful operation of the teams, and any other duties as assigned by the President or TLC.
8. **Girl’s Coordinator** – The Girl’s Coordinator shall be responsible for coordinating with the board and coaches of the girls team, assist in girls’ registration, coordinate with OLUWA with information regarding umpires & new rules, will assist in coordination of field and equipment needs, she/he will be responsible for scheduling games (including tournaments) and working in conjunction with OGLA regarding league information and will attend any mandatory league meetings, she/he will assist with decisions for ordering uniforms, will coordinate with High School coaches regarding clinics and player development opportunities with high school girls, and any other duties as assigned by the President or TLC.
9. **Merchandise Manager** – The Merchandise Manager shall be responsible for coordinating all merchandise involved with TLC. This includes but is not limited to uniforms, spirit wear, window decals, coffee mugs, etc. She/he will be responsible for working with vendors to select, get quotes, order, and price TLC merchandise. The Merchandise Manager will present options to the Board for voting as well as give status of inventory and sales at General Board Meetings. She/he will also be responsible for coordinating sales at TLC events and on-line when applicable as well as any other duties as assigned by the President or TLC.

Article VII – Officers’ Responsibilities (cont.)

10. **Registrar** – The Registrar will generate and or help or distribute materials to the Tigard Schools for registration of Tigard Lacrosse each year, input registration info and keep documents current on our website, send emails to TLC’s database regarding registration and respond to inquiries for playing with Tigard Lacrosse, collect all registrations forms each year pertinent to playing Tigard Lacrosse (includes processing scholarships and presenting to the board for approval), help organize and attend registration night annually, help with registration at player clinics or other TLC events throughout the year, put together rosters and maintain database and send to coaches once registration is completed, check in players and track attendance during conditioning weeks when the season starts, as well as any other duties as assigned by the President or TLC.
11. **Field Coordinator** – The Field Coordinator will work with the school district and city to coordinate field space for games, practices, and tournaments. He/she will also be responsible for the state of game and practice fields including striping and mowing if necessary and work with the Volunteer Coordinator to schedule volunteers for field preparation. The field coordinator will also assist in the scheduling of games, tournaments held by TLC, and practices in addition to any other duties as assigned by the President or TLC.
12. **Referee Coordinator** – The Referee Coordinator is responsible for the coordination of referees for all youth program home games, training of the referees, evaluations, ranking, certification tracking, payment sign-off, and any other duties as assigned by the President or TLC.
13. **Volunteer Coordinator** – The Volunteer Coordinator is responsible for recruiting volunteers for team positions (team managers, statisticians, photographers, films, etc.) , field assistance (mowing & striping), team greeters, event assistance, and any other duties as assigned by the President or TLC.
14. **Equipment Coordinator** – The Equipment Coordinator will work directly with the Head Coach and Girls’ Coordinator to determine season equipment needs for players and coaches for TLC. He/she will be responsible for taking inventory of equipment, noting the state, and repairing or replacing required equipment. Responsibilities also include, but are not limited to, coordinating the stringing of goals, repairing nets for goalie sticks and d-poles, putting coaches’ bags together, and ordering required equipment. Additional responsibilities include interfacing with sponsors, supporting clinics with equipment, and any other duties as assigned by the President or TLC.
15. **Fundraising Chair** – The Fundraising Chair will work directly with the President and VP’s to help coordinate all fundraising efforts, as well as work with the Treasurer to coordinate donations coming in to the club to help back any club efforts related to TLC’s mission. He/she will be responsible for contacting local companies for donations, working with each of TLC’s entities to coordinate, organize, and schedule fundraising events, help educate members on efforts they can do to help raise funding, and any other duties as assigned by the President or TLC.

Article VIII – Annual Budget

1. The fiscal year of TLC shall be from July 1st – June 30th.
2. The budget shall be developed by the President and the Treasurer with the input of the Executive Board and/or any other source solicited by the President. Once approved by the Executive Board, the budget shall be presented to the membership of TLC for ratification.
3. The budget must be ratified by a two-thirds (2/3) vote of the membership present at a general meeting of TLC before any funds are disbursed.
4. Expenditures of funds belonging to TLC for incidental expenses not exceeding Five Hundred Dollars (\$500.00) may be authorized by the Executive Board. Any expenditures exceeding Five Hundred Dollars (\$500.00) must be approved by a majority of those members of TLC who are present.
5. A Treasurer’s Report shall be presented at every Executive Board meeting and general meeting.

Article IX - Meetings

1. The Executive Board should meet at least nine (9) times during the year for the purpose of developing a proposed budget, developing a plan of work for TLC and guiding the mission of TLC.
2. A public meeting of TLC is required before August 1st for the election of officers.
3. A public meeting of TLC is required for the ratification of the budget or amendments to these By-Laws. Other meetings of TLC may be called by the President as required to discuss other business.
4. Notice of the time, date and place of all meetings shall be given to members via TLC's website, electronic newsletter or other notice distributed by TLC's e-mail system.

Article X – Quorum and Voting

Those members present at an annual meeting constitute a quorum. Action is taken by an affirmation vote of a majority of members present, unless the by-laws or the law provide differently. Removal of officer(s) requires two-thirds majority of those members present at the special meeting called for that purpose.

Article XI – Proxy Voting

There shall be no voting by proxy; voting via email for minor requests is allowed.

Article XII – Removal of Officers

1. Any and all officers may be removed with or without cause, by vote of a 2/3 majority of the members attending a special meeting. The meeting notice must state that one of the reasons for the meeting is the removal of the elected officer.
2. The Board of Directors can, by 2/3 vote, suspend an officer from his/her office and appoint a new person to serve until an election meeting is held.

Article XIII – Conflict of Interest

A transaction in which a Board of Directors has a conflict in interest may be approved by a vote of the board if the material facts of the transaction and the Board member's interest are disclosed or made known to the board or the membership. Board members with a conflict of interest may **not** vote on the transaction.

Article XIV – No Salary

Board of Directors shall not receive any salaries for their board services, but may be reimbursed for expenses incurred in the performance of their duties. These expenses are subject to board approval prior to incurring expense, unless otherwise approved by Board.

Article XV - Amendments

These By-Laws may be amended after approval of the Executive Board and a two-thirds (2/3) vote of the membership of the Organization present at a general meeting.

Article XVI – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Organization in all cases to which they are applicable.

Article XVII – Dissolution of the Organization

Upon formal dissolution, the net assets of the Organization shall be distributed to the Oregon High School Lacrosse Association. In the event they are unable to assume our assets, assets will be distributed to Oregon Youth Lacrosse Association.

Article XVIII – Grievance & Disciplinary Proceedings

1. **Grievance Statements:** Any person or organization alleging that he, she, or it has been aggrieved in any matter within the jurisdiction of TLC may, within four (4) days of the occurrence of the incident or of obtaining knowledge of the incident on which such alleged grievance is based, submit to the President of TLC a written grievance statement. This statement shall specify the person or organization responsible for the alleged grievance, the nature of the grievance, and the relief desired. An extension of the time to file such statement may be granted by the President in his/her sole discretion. In the event the President is a party to a grievance, the Vice President shall fulfill the President's responsibilities as described herein. If the Vice President and President are both parties to the grievance, it shall be considered by the whole Board of Directors, which shall appoint a Review Board as provided for in Paragraph 2 of this Article. In such event, the Review Board shall report directly to the entire Board of Directors.
2. **Referral to a Review Board:** The President, or in the event of the President being a party to a grievance the whole Board of Directors, shall commence a proceeding by appointing, within three (3) days of receiving the statement of grievance, a Review Board of at least three persons to whom the matter shall be referred.
3. **Preliminary Action by Review Board:** If the Review Board determines that no reasonable grounds for a grievance exist, it shall within three (3) days make a written decision stating the grounds for its decision and shall deliver copies to the President and the party alleging the grievance.
4. **Delivery of the Statement of Grievance – Right to Reply:** If the Review Board determines that there are reasonable grounds for such grievance, it shall deliver a copy of the statement of such grievance to the person or organization allegedly responsible for such grievance. Such person or organization shall have seven (7) days in which to reply. An extension of the time to file such statement may be granted by the Review Board in its sole discretion. The reply shall be in writing and shall be delivered to the Review Board at the address specified by it and to the party alleging the grievance.
5. **Mediation by Review Board – Setting Time and Place for Hearing:** The Review Board shall then attempt to settle the grievance by mediation. If the attempt to mediate is unsuccessful, the Review Board shall set a place, date, and time for a hearing that is reasonably convenient for all parties. The hearing must be conducted as provided in Paragraph 6 of this Article.
6. **Hearing by Review Board – Findings & Decisions:** At the hearing, each party and the Review Board shall be entitled to call witnesses, whose testimony may be taken under oath as determined by the Review Board, produce evidence, and submit memoranda supporting his, her, or its position and shall be entitled to be represented by counsel. Stenographic minutes may be taken, the cost of which shall be borne equally by the party alleging the grievance and the party alleged to have committed the grievance, and otherwise, as assessed by the Review Board. Within five days after the conclusion of the hearing, any party wishing to do so may deliver a further written statement to the Review Board. The Review Board shall then make written findings of fact that shall be final and make a written decision that shall include grounds for the decision and recommended relief or disciplinary action, if any. It shall deliver a copy of its findings of fact and decision to the President and to each party.
7. **Disciplinary Action:** In the event relief or disciplinary action is recommended by the Review Board, the President shall make copies of the written findings and decision of the Review Board and distribute them to the Executive Committee. The Executive Committee shall either affirm, amend, or remand the recommended relief or disciplinary action to the Review Board for further consideration and shall make a written decision which shall state the grounds for the decision. Copies of its decision shall be delivered to the parties and the Review Board. In the event relief or disciplinary action is to be taken, copies of the findings of fact and decision of the Review Board and the decision of the Executive Committee will be distributed to all members of the Board of Directors and other parties affected by the relief or disciplinary action. Decisions of the Review Board will be treated as Executive Committee decisions by the Board of Directors as provided for under Article X.

Article XIX – Executive Board Signatures

President

Date

Vice President of Youth Program

Date

Vice President of High School Boys Program

Date

Vice President of High School Girls Program

Date

Head Coach

Date

Treasurer

Date

Secretary

Date