# Lehigh Valley Girls Youth Lacrosse League By-Laws 

Revision: Approved in January 2024 League Meeting

## 1. NAME

The organization shall be known as the LEHIGH VALLEY GIRLS YOUTH LACROSSE LEAGUE (LVGYLL).

## 2. PURPOSE

The purpose of this organization shall be to promote the sport of lacrosse.

## 3. OFFICERS

The organization shall consist of the following elected officers, who will also compromise the EXECUTIVE BOARD:

1. President - The president shall preside at all meetings, have the tie-breaking vote when necessary, have general and active management of the affairs of the corporation, and see that all orders and resolutions of the Executive Board are carried into effect. The president shall be responsible for the monthly meeting agenda.
2. Vice-President - The vice-president shall act in all cases for and as president in the latter's absence or incapacity. The vice-president shall chair all committees unless otherwise specified by the president.
3. Treasurer - The treasurer shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation. The monies of the corporation will be kept in a separate account to the credit of the corporation and shall be disbursed as ordered by the Executive Board. The treasurer shall take proper vouchers for such disbursements and render an account of all transactions and the financial condition of the corporation, at the regular meeting of the body, or whenever required. The treasurer is responsible for obtaining any insurance required for the operation of the corporation. He/she will be responsible for advising the Executive Board on all financial matters of the organization.
4. Secretary - The secretary will keep accurate lists of voting members (including addresses), record minutes of regular meetings, report minutes of previous meetings, and all nominating and voting ballots. The secretaries shall also maintain a calendar of events as specified in these by-laws (elections/selections, setting of annual fees, etc.), and coordinate/ participate in all registration sign-ups.
5. Trustee - The trustee is a voting member of the board and will serve as a liaison between the board and the committees.

The positions will be two-year terms. The President, Secretary, and Trustee will be voted on odd years and the Vice President and Treasurer on even years. No more than two consecutive terms.

The Executive Board will be nominated in April and elected at the June meeting.
4. MEMBERS
A. All full members are listed in alphabetical chorological order with the date they were added:

1. Bethlehem Township Athletic Association (Feb. 2011)
2. Easton Area Middle School (Feb. 2011)
3. Forks Township (Feb. 2011)
4. Lower Macungie Youth Association LMYA (Feb. 2011)
5. Nazareth (Feb. 2011)
6. Palmer Township (Feb. 2011)
7. Pleasant Valley (Feb. 2011)
8. Saucon Valley (Feb. 2011)
9. Southern Lehigh (Feb. 2011)
10. Schnecksville Playground Association SPA (Feb. 2011)
11. Moravian Academy (Nov. 2012)
12. Northampton (Nov. 2012)
13. Northwestern (Nov. 2012)
14. Emmaus Middle School (Nov. 2020)
15. South Parkland Youth Association (Nov. 2020)
B. Membership Types
16. Membership Status
a. Full Member
A. Voting rights
a. By-laws - Full
b. New Members - Full
c. Rules - Full
b. Probationary Member (New, Lehigh Valley based team)
A. Voting rights
a. By-laws - commencing in year 2 of membership
b. New Members - commencing in year 2 of membership
c. Rules - commencing in year 2 of membership
C. Each season it will be established (using financial information provided by the treasurer) how much the league fee will be per team by a majority vote. The fees will never be in excess of $\$ 300$ a season unless a revision to the by-law is made.
D. All members must participate in league functions as provided for in the by-laws. Failure to do so subjects an organization to possible revocation of membership.
E. Any new organization desiring membership into the league must be voted on by the full members and will be decided by a simple majority.
17. All new organizations will be on probation for a period of one (1) year.
18. New organizations will not attain voting rights until their probationary period is served. See paragraph 4B for schedule of probation.
19. Probationary organizations have no vote in matters involving other probationary organizations.
20. All organizations are responsible for the actions of all players, coaches, and fans of their Organization.
F. Any team or organization acting in an unruly or unsportsmanlike manner may be placed on probation for a period of time designated by the membership.
21. All complaints will be directed to the Executive Board.
22. The Executive Board will investigate each complaint and report to the membership at the next meeting.
23. The Executive Board shall conduct their investigation in accordance with the following documents: (1) USA Lacrosse Code of Conduct and (2) Anti-Harassment and Discrimination Policy and Corrective Action Plan. These documents are found in Appendix G and Appendix H, respectively, of the 2023 Girls Lacrosse Youth Guidebook. Should these documents be revised by USA Lacrosse, the most up to date version should be utilized by the Executive Board.
G. All coaches must complete one of the following PCA (Positive Coaching Alliance) courses or the USA Lacrosse entry level coach certification online courses prior to the start of Spring season games. A copy of the training certificate must be turned into the league secretary.

Double Goal Coaching: Coaching for Winning and Life Lessons, or Double Goal Coaching: Culture, Practices, Games

In addition to the certification required above, all coaches must complete online safety courses for concussions, sudden cardiac arrest and heat acclimatization. These courses are free and each coach must submit proof of completion (i.e. screenshot image of certificate). Should an organization have their own mandatory training through St. Luke's Health Network or Lehigh Valley Health Network (LVHN), proof of completion for that training can substitute for the three (3) online courses listed below:

# https://www.sportsafety.com/\#concussionwise <br> https://www.sportsafety.com/\#cardiacwise <br> https://www.sportsafety.com/\#heatwise 

## 5. MEETINGS

A. Meetings will be held on the second Tuesday of the month. Meetings will be held the months of September, October, November, February- will be the last Tuesday for scheduling, April, May, and June.
B. The league secretary shall contact the league representatives of the date, time, and location of the next meeting at least five (5) days prior to the date of each league meeting. Meetings will start at 7pm. The Executive Board can change monthly meeting dates and initiate teleconferences as an alternative to meeting.
C. The league President shall be in charge of the league meetings at all times (in the President's absence, the Vice-President shall assume the duties of the President).

1. Only the league representatives or the alternate representative (1 vote per organization which has attained voting status) will have the power to make a motion or to vote. The President shall have the tie-breaking vote.
2. Any new business must be submitted by the league or alternate league representative in writing to the Executive Board prior to the meeting.
D. A fifty percent (50\%) quorum of the eligible voting members is required to transact business at all league meetings.
E. A centrally located meeting place shall be used for all league meetings for teleconference.
F. Team information sheets for each organization in the league shall be submitted to the league secretary prior to the February meeting of the current year. An email address and telephone numbers must be provided for the following individuals:
a. League and alternate league representative
b. Board members

## 6. COMMITTEES

A. APPOINTMENTS. All programs are eligible to be members of the committees. The Executive Board shall take nominations for each committee at the October meeting and make appointments no later than the November meeting. *Programs that do not have a person on at least one committee will be assigned to one by the Executive Board after the November meeting. This committee assignment will be filled by the program's league representative or someone they designate. It is suggested that at least one Executive Board member volunteer for each committee.
B. COMPETITION COMMITTEE. The purpose of the competition committee is all matters regarding the end of the season tournament. The committee shall consist of 3-6 members and the President shall cast the tie-breaking vote.
C. SCHEDULING COMMITTEE. The function of the scheduling committee is to schedule games, playoffs, and referee coordination. The committee shall consist of 3-6 members and the President shall cast the tie-breaking vote.
D. ADVISORY COMMITTEE. The Executive Board shall appoint this committee in a time of need. The committee shall be made up of five (5) people whom the Executive Board feels will take the best interest of the league and the youth into consideration when making a decision. These members can be, for example, past coaches, past officers, teachers, or other people of the community who are interested and involved with the youth in some way.
E. ALL-STAR COMMITTEE. The purpose of the all-star committee is all matters regarding the $8^{\text {th }}$ grade all-star game. The committee shall consist of 3-6 members and the president shall cast the tie-breaking vote.
F. RULES COMMITTEE. This committee will review current/past league game rules and propose any changes for membership vote. The committee shall consist of 3-6 members and the president shall cast the tie-breaking vote.
G. GAME CONDUCT COMMITTEE. This committee will review game reports during the league season, request any follow up information from involved parties (coaches, fans, officials), and advise the league member representatives each week what actions have or should be taken. The committee shall consist of 3-6 members and the president shall cast the tie-breaking vote.

## 7. DISBANDMENT

A. Should the league ever disband, all money and property accumulated by the league, until that time, shall be held for a period of one (1) year. If the league is not reorganized, this money and property shall be divided among the member organizations during the last year of operation. In the event of a surplus from previous years that amount will be divided among the organizations based on length of league membership.

## 8. BY-LAWS

A. Amendments to the by-laws may be made in writing when $1 / 3$ of the organizations present propose the change. The proposed change will be read at one meeting and shall be voted on at the next meeting. A majority of the organizations present and voting to include the change in these by-laws.

## Amendments to the by-laws

## 1. Player Eligibility:

A. All players must play for their designated township/city unless a release is granted by the organization where they live.
B. Player's program eligibility will be determined by:
a. First: what school district does the player attend?
b. Second: what middle school does the player attend?
c. Third: what township does the player live in?
C. Exceptions:
a. If the player does not live in an area that has a program the player will play at the closest program.
b. Player with parents who live in two districts can choose which parents; address to use for program eligibility
c. A player that goes to Moravian Academy is allowed to play for either Moravian Academy or their township if one is offered.

Previous revisions of the By-laws can be found on the League website.

