

BY-LAWS
CANANDAIGUA LACROSSE, INC.

ARTICLE I
NAME

The name of this organization shall be “Canandaigua Lacrosse, Inc.”

ARTICLE II
PURPOSE

The purpose of this organization shall be to:

- A. To promote the sport of lacrosse in the Canandaigua City School District for all boys in kindergarten to 12th grade

ARTICLE III
BOARD OF DIRECTORS

1. The Board of Directors shall consist of the officers and the immediate past president.
2. Duties:
 - a. It shall be the duty of the Board of Directors (“Board”) to recommend all disbursements over \$50.00 for approval by the general membership of this organization.
 - b. The Board shall be responsible for an annual audit of the financial records of the organization.
 - c. It shall be the duty of the Board to report the financial records to the membership at the first meeting of the fiscal year.
 - d. The Board shall be responsible for the overall program of the organization and shall make recommendations to the membership.
 - e. In emergency situations, the Board shall be empowered to act for the membership should it be deemed necessary.
 - f. The term of office of the Board of Directors shall begin July 1st.
 - g. The existing Boy’s varsity lacrosse coach of Canandaigua Academy shall be considered an ex-officio member of the Board.

ARTICLE IV
OFFICERS

1. The officers shall consist of the President, First Vice President, Second Vice President, Third Vice President, Kindergarten to Sixth Grade Programs Coordinator, Varsity Boys Lacrosse Coach, Treasurer and Secretary.
2. There shall be such standing or ad hoc committees, chairpersons and other officials as the President or the Board of Directors shall deem necessary to appoint to fulfill the purpose of the organization. Chairpersons of standing committees shall be considered members of the Board.

3. Any member may hold more than one position on committees subject to the Club's by-laws of duties and responsibilities of such positions.
4. No member may concurrently hold more than one officer's position. i.e., President, Vice President, Secretary, Treasurer.
5. No member may hold the same office for more than four (4) years consecutively.
6. The organization year shall run from July 1 to June 30. The term of each officer shall begin July 1st.
7. The officers shall be elected for one-year terms by the membership at the last general membership meeting of the organization year.
8. The Officers, Board of Directors, and/or committee persons and members of the organization shall not receive any salaries or compensation for their services to the organization.

9. **Duties of the Officers:**

President:

- A. Shall preside at all regular meetings, special meetings and all Board meetings of the organization.
- B. Shall perform all other duties of the office.
- C. Shall appoint all committees and committee chairpersons with the approval of the Board
- D. Shall be an ex-officio member of all committees with the exception of the Nominating Committee.

First Vice-President:

- A. Shall have all the powers and perform all the functions of the President during the absence or disability of the President.
- B. Shall be the Competition Coordinator
- C. Shall perform other duties as assigned by the President or Board

Second Vice-President:

- A. Shall be responsible for being the head of all Marketing and Branding. The Second Vice-President will work with the Merchandise Coordinator collaboratively.
- B. Shall perform other duties as assigned by the President or Board

Third Vice-President:

- A. Shall be responsible for coordinating all fund raising activities of the organization.
- B. Shall perform other duties as assigned by the President or Board

Kindergarten to Sixth Grade Programs Coordinator:

- A. The Youth Coordinator will be assigned by the Varsity Head Coach at the election meeting
- B. Shall be responsible for coordinating all activities of the kindergarten to sixth grade programs including but not limited to coach selection, game and practice scheduling, selection of tournament teams.
- C. Shall work closely with the Third Vice President on fund raising activities.
- D. Youth Coordinator will be in charge of Equipment Management

Treasurer:

- A. Shall receive all funds of the organization. All profits made by the organization shall be turned over to the Treasurer for deposit in a safe depository designated by the Board.
- B. Shall disburse funds as authorized by the organization. Note: Two officers of the organization must sign all checks of the organization. No officer shall singly have power to make any check drafts, notes, or other negotiable instrument in the name of the organization or to bind the organization.
- C. Shall keep an accurate record of all funds received and disbursed.
- D. Shall present a statement of accounts at every meeting and shall make a full report at the first and last general membership meeting of the year.
- E. Shall be ready to submit all financial resources to the audit committee or to a professional auditor once each year as directed by the Board.
- F. Shall have custody of a petty cash fund not to exceed \$50.00 at any one time.

Secretary:

- A. Shall keep and maintain minutes of all general membership and Board meetings.
- B. Shall make all minutes available to current and incoming officers, committee chairpersons and school administrators.
- C. Shall maintain a file of correspondence and minutes pertaining to the work of the organization.
- D. Shall maintain a list of the membership including addresses and phone numbers and shall develop a phone tree with the assistance of the team coaches.

ARTICLE V **NOMINATING COMMITTEE**

1. The Nominating Committee will consist of three members, one (1) appointed by the President and two (2) elected by the general membership prior to April 30th each year.
2. The Nominating Committee shall nominate one or more members for each elected office prior to the last scheduled meeting of the organization. The only position that will not have nominees is the Youth Coordinator who will be chosen by the Varsity Boys Lacrosse Coach.

ARTICLE VI **MEETINGS**

1. The Board of Directors shall meet at least four (4) times during each organization year. The President as needed may call additional meetings. A majority of the Board members must be present at such meetings to constitute a quorum required to vote on any organization matter.
2. The general membership shall meet at least twice each organization year on dates set by the Board. The Board or the President as needed may call additional general meetings. Whatever number of members in good standing attend a general membership meeting shall constitute a quorum provided that written notice of the meeting is sent to all members in good standing at least seven days prior to the meeting.
3. All general membership meetings and meetings of the Board of Directors shall be run according to normal parliamentary procedures.

ARTICLE VII **MEMBERSHIP**

1. All eligible persons shall subscribe to Article II.
2. Persons attending high school on a full-time basis are not eligible for membership.

ARTICLE VIII **VOTING AND VOTERS**

1. The officers shall be elected by the membership at the last general meeting of the organization year. The Nominating Committee as proscribed in these By-Laws shall make nominations. Any member may also make nominations from the floor in good standing.
2. Each member shall be entitled to one (1) vote.
3. Each voter must be a member in good standing.
4. Each member shall make votes, written, secret and/or by hand, each of which shall be counted by officers of the organization who shall maintain a written accounting of vote counts. Such accounting shall be recorded in the minutes.

ARTICLE IX
AMENDMENTS

1. Amendments by Membership: These By-Laws may be amended, altered, or repealed, in whole or in part, by the affirmative vote of a majority of members, who are herein entitled to vote with representation only in person, with no proxy, at any meeting hereby called by the organization.
2. All amendments, alterations or replacements of these By-Laws must be submitted in the form of a motion at a general membership meeting. Such proposed amendments shall be recorded by the Secretary and distributed, in writing, to all members in good standing at least seven (7) days prior to the next general membership meeting. A vote on such amendments may take place at any general membership meeting at least seven (7) days following the meeting at which such an amendment/amendments is proposed.

ARTICLE X
DISSOLUTION

1. In the event of the dissolution of Canandaigua Lacrosse, Inc., after payment of all obligations, all assets shall be held by the last Board of Directors for a period of two years. If, within that time, the organization is not reactivated, then such assets shall become the property of the Canandaigua Black C for the sole use of the boys' lacrosse teams.