



Merrimack Youth Association Lacrosse Program Bylaws

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ARTICLE I. NAME OF ORGANIZATION

Section 1.1 Name and Logo

The name of this Organization, a New Hampshire non-profit corporation, shall be Merrimack Youth Association Lacrosse Program and may be referred to as the "Organization" or "MYALAX". The official logo of MYALAX is shown at the top of this document. It is a capital "M" in royal blue with white and blue outlines. There are two tomahawks crossed in front of the "M" with hanging feathers.

Section 1.2 Description

The Organization shall be a non-profit corporation organized pursuant to New Hampshire Revised Statutes Annotated Chapter 292. The Merrimack Youth Association Lacrosse Program will consist of one or more Girls and/or Boys Lacrosse teams and may include instructional teams. Each team will be known as the "MYALAX".

Section 1.3 Affiliations

MYALAX league affiliations will be voted on yearly, if necessary, by the MYALAX Board of Directors. The Merrimack Youth Association Lacrosse Program operates under the policies, is a direct participant and member of the following programs:

- The MYALAX Bylaws as stated herein.
- The Merrimack Youth Association (MYA).
- The New Hampshire Youth Lacrosse Association (NHYLEA)
- USA Lacrosse (USL)



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ARTICLE II. LOCATION

Section 2.1 Physical Location

The principal office of the Organization for the transaction of its business is:

Merrimack Youth Association Building
487 Daniel Webster Highway
Merrimack, NH 03054

Section 2.2 Mailing Address

The principal mailing address of the Organization for the transaction of its business is:

MYA Lacrosse
PO Box 153
Merrimack, NH 03054



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ARTICLE III. POWERS & PURPOSE

Section 3.1 Purpose

The purpose of the organization is to promote the sport of Lacrosse in Merrimack, while providing a vehicle of growth and development for Merrimack's youth through safe participation in organized sports, regardless of the players' ability.

Section 3.2 Powers

The Organization shall have all the powers necessary to carry out the foregoing purposes and all the powers of non-profit corporations organized under the laws of the State of New Hampshire.

Section 3.3 Limitations

- The Organization shall not discriminate based on age, race, color, creed, sex, disabilities, financial status, or national origin (i) in the persons serviced, or in the manner of service; (ii) in the selection of members; or (iii) in the membership of its Board of Directors.
- The Organization shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity that would invalidate its status as a corporation which is exempt from federal income taxation as an organization described in Section 501(c) of the Internal Revenue Code of 1986, or any successor provision.
- The Organization is not organized for pecuniary profit and shall not have any capital stock. No part of its net earnings or of its principal shall inure to the benefit of any officer/director of the Organization, or any other individual, partnership or corporation. However, reimbursement for expenditures, or the payment of reasonable compensation for services rendered, shall not be deemed to be a distribution of earnings or principal.
- No substantial part of the activities of the Organization shall be carrying on propaganda, or otherwise attempting to influence legislation or candidates for public office.



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ARTICLE IV. MEMBERSHIP

Section 4.1 Member

Any parent or legal guardian of a participant, in good standing, is hereby considered a member of MYA Lacrosse. Current board members, coaches, and individuals, actively involved as a volunteer in MYA Lacrosse, shall also be granted membership status. Full voting rights, on public matters, are granted to all members who meet the above requirements and attend a minimum 2/3's of the regular posted meetings within the current season. There will be a maximum of two votes per family. Members-At-Large may vote as a regular member but will not have voting rights on board matters not open to the general membership.

Section 4.2 Membership Fees

A reasonable membership and or participation fee may be assessed on a per participant basis. The Board of Directors will review and set these fees annually.

Section 4.3 Scholarships

In cases of financial hardship, the Board of Directors may grant two boys and two girls full or partial scholarships. To request a scholarship, the parent/guardian of the athlete needs to submit the MYALAX scholarship form to the Treasurer and Director by the close of the regular registration period.



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ARTICLE V. MEETINGS

Section 5.1 Regular Meetings

Regular meetings of the Board of Directors will be held monthly, except for the months of July and August and may be held more frequently if needed. A simple majority of the Board positions currently filled shall constitute a quorum. Regular meetings of the Board are open to members of MYA Lacrosse members and invited guests of the Board. The meeting minutes will be made available on the web site, (www.myalax.com) once approved by the Board.

Section 5.2 Annual Meeting

The Annual Meeting of the MYA Lacrosse Membership shall be held in June for the purpose of electing the Organization's Board of Directors for the following season. The consideration of any proposed Bylaw amendments and the disclosure of the Organization's Annual Financial Report shall also be addressed at the Annual Meeting. The Board of Directors may also bring forward any other business to be transacted.

Section 5.3 Special Meetings

Special Meetings of the members may be called by the Board of Directors, or Director, at their discretion. Upon written request of five (5) members, the Director shall call a Special Meeting to consider the specific subject noted in the written request. The Special Meeting must be held or scheduled within seven (7) days of receiving the written request. No business other than that specified in the notice of the meeting shall be transacted at any Special Meeting of the membership.

Section 5.4 Meeting Notice

Annual Meeting -

- Notice of the Annual Meeting shall be provided to the Membership at least ten (10) days in advance, setting forth the place, time, date, and purpose of the meeting. The vehicle used for such notice will be the MYA Lacrosse website (www.MYALAX.com).

Special Meeting -

- Except for emergencies, notice of a Special Meeting shall be provided to Members at least three (3) days in advance, setting forth the place, time, date, and purpose of the meeting.
- The vehicle used for such notice will be the MYA Lacrosse website (www.MYALAX.com).



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ARTICLE VI. GOVERNING BODY

The operation of the Organization shall be vested in a Board of Directors. MYA Lacrosse is an all-volunteer organization relying heavily on each board member to ensure each lacrosse season is safe and successful.

Section 6.1 Powers

- The Board of Directors shall supervise and control the business, property, and affairs of the Organization except as otherwise provided by law, the Articles of Agreement of the Organization, or these Bylaws.
- The Board of Directors shall govern under the following rules and guidelines:
 - MYA Lacrosse is a program under the sponsorship and operation of the Merrimack Youth Association.
 - Therefore, no policy, practice, or activity may exist that is contrary to the policy, practice, or procedure of the Merrimack Youth Association.
 - MYA Lacrosse as a participant in a Lacrosse program will be governed according to its rules and regulations.
 - In the unlikely event a conflict should arise, the Merrimack Youth Association polices shall take precedence over the regulations of the league affiliated with MYA Lacrosse until satisfactory resolution can be obtained.
 - It is further assumed that since the program is non-profit, and both affiliations operate under the general provisions of service to youth, that there are no existing conflicts of policy.

Section 6.2 Number

The Board of Directors shall consist of a maximum of eleven (11) voting directors plus nonvoting, ex-officio Member(s)-At-Large who is/are appointed annually by the Board. No single individual may occupy more than one directorship at any given time. At no time may the MYALAX Director assume the full seasonal responsibility as a Head Coach.



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Section 6.3 Election Term

Offices of the Organization shall be elected at the Annual Meeting of the Organization to serve for a term of two (2) years or until their successors are elected and qualified with positions alternating as shown below:

1. Director (1) Elected odd year
2. Assistant Director (1) Elected even year
3. Treasurer (1) Elected odd year
4. Program Administrator (1) Elected even year
5. Boys Coordinator (1) Elected even year
6. Girls Coordinator (1) Elected even year
7. Instructional Coordinator (1) Elected odd year
8. Fundraising Coordinator (1) Elected odd year
9. Equipment Coordinator (1) Elected even year
10. CET Coordinator (1) Appointment
11. Web Master (1) Elected even year
12. Member-At-Large (optional) Appointment annually

Notes:

- Elected Odd Or Even Year is defined as the current calendar year. I.e., June of 2023 is considered an odd year.
- No one individual may actively hold more than one official role during their elected term.
- There are no restrictions on the number of terms served by an individual.

Section 6.4 Vacancies and Newly Created Directorships

Any newly created offices and any vacancies on the Board of Directors, arising at any time and from any cause, may be filled at any meeting of the Board of Directors by a majority vote of the officers then in attendance (quorum required). Officers elected to fill a vacancy shall serve for the un-expired term of the predecessor in office. In the event of a resignation of the Director, the Board will have the right to vote and select a director for the remainder of the term.

Section 6.5 Duties and Powers

Amongst the responsibilities listed within these Bylaws, the Board of Directors shall have the following powers and duties:

- To appoint all head coaches
- To adopt rules and regulations as it may deem proper
- To discipline/suspend/remove coaches (2/3 vote required)
- To discipline/suspend/remove participants (2/3 vote required)
- To discipline/suspend/remove members (2/3 vote required)
- To create committees and appoint committee chairs and members



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Section 6.6 Proxies

Each Board member shall be entitled to one vote in person or vote by proxy in written form, which can be withdrawn at any time. The proxy must be specific to the vote or votes to be cast.

Section 6.7 Compensation

Directors shall not receive salaries for their services, but by resolution of the Board of Directors, may receive reimbursement for expenses incurred for attendance at Organization related meetings outside of Merrimack. The Organization shall not provide personal loans to any Director.

Section 6.8 Removal

Removal of a Director requires a vote of two-thirds of the full number of Directors, then in office, acting at a meeting of the Board. Notice of actions which have initiated the removal must be specified. In addition, three absences from regular meetings of the Board shall constitute an automatic resignation without any further action of the Board of Directors, unless the Director has previously excused the absences.



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ARTICLE VII. DUTIES OF THE BOARD OF DIRECTORS

All members of the MYALAX Board of Directors are expected to attend all regular and special meetings, assist with game day activities and special MYALAX events.

Section 7.1 Director

The Director is the Chief Executive Officer of the organization, responsible for coordinating the activities of the Board including calling and presiding at all regular and special meetings and shall exercise general supervision over the activities and welfare of the Program. The Director is an ex-officio member of all committees and will act as the representative liaison to the MYA Executive Board and the selected, affiliated league for MYA Lacrosse. At no time may the MYALAX Director assume the full seasonal responsibility as a Head Coach.

Section 7.2 Assistant Director

The Assistant Director shall, in the absence of, perform all duties and assume all responsibilities of the Director. The Assistant Director is responsible for ensuring that all facets of the program are covered by insurance, will support the annual audit of the books by the MYA, will support the budget formulation for the following year, and will monitor spending during the existing year, and be responsible for the registration process for the program working closely with the Boys and Girls Coordinators and the Board. The Assistant Director will perform additional duties as assigned by the Board.

Section 7.3 Treasurer

The Treasurer shall maintain all records of a financial nature for the organization. The Treasurer shall have authority to write checks, counter-signed by the Director or Assistant Director, when appropriate, and to coordinate payment in support of the MYA Lacrosse program, when appropriate. The Treasurer will collect all funds and disburse or deposit as appropriate, in accordance with the actions of the Board, and/or as outlined in the Program budget. They are responsible for an annual audit of the books by the MYA, to determine the budget for the following year, and to monitor spending during the existing year for the entire program. The Treasurer will present to the Board of Directors all invoices scheduled for payment or paid for acceptance/awareness of the Board of Directors. The Treasurer shall perform additional financial duties as assigned by the Board.



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Section 7.4 Program Administrator

The Program Administrator shall take all open and closed meeting minutes, reflecting any and all actions taken by the Board and attendance at such meetings. The Administrator will assist the Director in preparing the agenda for upcoming meetings, tracking action or discussion and scheduling their discussion at upcoming meetings. The Administrator shall keep all records of minutes, agendas, and correspondence. The Administrator will also be responsible for public relations and general communications related to the MYALAX Program. This will include necessary advertisements and notices in local papers, social media, as well as communicating with the various league Coordinators to publish game stories and all relevant newsworthy information to the players, parents, newspapers, etc. The Administrator shall perform additional duties as assigned by the Board.

Section 7.5 Boys Coordinator

The Boys' Coordinator is responsible for organizing all facets of the Boys 8U through 14U program. This will include assembling and training of coaching staff, following all the league's rules and regulations, and coordinating team support for extracurricular events. The Boys' Coordinator is responsible for obtaining the Board's approval on his/her coaching selections, which should be supported by appropriate training, prior coaching experience and/or prior year evaluations. The Boys' Coordinator is responsible for supervision of all coaches, assistants, and the youth of the Boys Lacrosse program. They will be responsible for working with coaches to submit rosters to the identified Board Member, in accordance with outlined timing and criteria requirements. They will arrange, and complete necessary paperwork required for, practices, scrimmages, and games. They will be available to assist the Directors in any Boys Lacrosse grievances. The Boys Coordinator shall perform additional duties as assigned by the Board.

Section 7.6 Girls Coordinator

The Girls' Coordinator is responsible for organizing all facets of the Girls 8U through 14U teams. This will include assembling and training of coaching staff, following all the league's rules and regulations and coordinating team support for extracurricular events. They are responsible for obtaining the Board's approval on his/her coaching selections, which should be supported by appropriate training, prior coaching experience and/or prior year evaluations. The Girls' Coordinator is responsible for supervision of all coaches, assistants, and the youth of the Girls Lacrosse program. They will be responsible for working with coaches to submit rosters to the identified Board Member, in accordance with outlined timing and criteria requirements. They will arrange, and complete necessary paperwork required for, practices, scrimmages, and games. They will be available to assist the Directors in any Girls Lacrosse grievances. The Girls Coordinator shall perform additional duties as assigned by the Board.



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[Section 7.7 Instructional Coordinator \(If deemed necessary by Board\)](#)

The Instructional Coordinator position will only be filled if needed to support a viable Instructional League after the registration period. They are responsible for organizing all facets of the Instructional team to include assembling and training of coaching staff, following all the league's rules and regulations, and coordinating team support for extracurricular events. The Instructional Coordinator is responsible for obtaining the Board's approval on his/her coaching selections, which should be supported by appropriate training, prior coaching experience and/or prior year evaluations. The Instructional Coordinator is responsible for supervision of all coaches, assistants, and the youth of the Instructional Lacrosse program. The Instructional Coordinator will be responsible for working with coaches to submit rosters to the identified Board Member, in accordance with outlined timing and criteria requirements. They will arrange, and complete necessary paperwork required for, practices, scrimmages, and games. They will be available to assist the Directors in any Instructional Lacrosse grievances. The Instructional Coordinator shall perform additional duties as assigned by the Board.

[Section 7.8 Fundraising Coordinator](#)

The Fundraising Coordinator will research and develop annual plans and/or activities to achieve the revenue goals and objectives, less any anticipated Town funds, concessions, and registration fees, as set forth by the Board in the adopted budget. They will present these fundraising plans and/or activities to the Board for approval prior to implementing said activities. The Fundraising Coordinator will be responsible for coordinating the approved activities and has full authority to seek out and obtain the assistance deemed necessary for a successful outcome. They, along with the Treasurer, is responsible for submitting detailed reports showing monies spent and received for each fundraiser. The Fundraising Coordinator shall perform additional duties as assigned by the Board.

[Section 7.9 Equipment Coordinator](#)

The Equipment Coordinator will coordinate with the respective coaching and team support staffs to supply needed equipment to all lacrosse teams. They have full authority to order and purchase lacrosse equipment, medical supplies, and other related lacrosse supplies within the adopted budget and Board guidelines. The Equipment Coordinator is responsible for maintaining the lacrosse storage room and sheds, completing equipment and supplies inventory status, and reporting to the Board on a regular basis. They will be responsible for managing/coordinating maintenance of lacrosse fields during game days and special events. The Equipment Coordinator shall perform additional duties as assigned by the Board.



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[Section 7.10 Coaches Education and Training Coordinator \(CET\) \(If deemed necessary by Board\)](#)

Coached at least five years. Two of the five years as a Head coach. Must have a clear understanding of the different skill levels required for each of the age and gender groups in the Lacrosse program. Must be able to set goals, develop yearly and weekly practice plans to attain set goals for each of the age and gender groups in the Lacrosse program. The CET will work closely with all the coaches in the program to help develop team goals and create yearly and weekly practice plans to archive the set goals. Once the goals are set and the plans are in place, the CET will oversee tracking the progress of each team and helping coaches make changes as the season progresses. The CET will be responsible for the ongoing administration of the USA Lacrosse Coaches Education Program (CEP), training requirements set forth by NHYLA, and training requirements set forth by the MYA Lacrosse Program, within the adopted budget. The CET will oversee the “Teen Coaching Mentoring Program”. This program will help bring high school aged lacrosse players back to the program and pass the skills they have learned to the kids in the program. The CET shall perform additional duties as assigned by the Board.

[Section 7.11 Web Master](#)

The Web Master will develop and maintain the MYA Lacrosse Website as set forth by the Board and within the adopted budget. They is responsible for all facets of the Program’s web site design, maintenance, informational updates, and hosting services. The Webmaster will support and facilitate all registration processes. The Web Master shall perform additional duties as assigned by the Board.

[Section 7.12 Member-At-Large Advisor](#)

The Member-At-Large Advisor position(s) is/are not required to be filled. The Advisor position(s) is/are intended to be a training vehicle for incoming Board Members. The board of directors has the authority to appoint Members-At-Large to support the Lacrosse program. The Member-At-Large Advisor shall be a former member of the MYA Lacrosse Board of Directors and will serve the existing Board in an advisory manner. The Member-At-Large shall attend Board meetings as needed, provide historical information, support and mentor new Board members, and perform additional duties as assigned by the Board. The Member-At-Large Advisor position is a normally non-voting position. However, this person may cast a deciding vote in instance of a stalemate.



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ARTICLE VIII. LEAGUE AND TEAM MANAGEMENT

Section 8.1 League Registration

The Boys and Girls Leagues are directly managed and coached by the respective Boys' and Girls' Coordinators and Team Coaches. These positions are the primary support roles for each league and team. The League Coordinators and Coaches are key positions that require dedicated volunteers willing to work closely with their teams and in concert with the MYA Lacrosse Board of Directors, MYA Executive Board and NHYLA. Seasonal Registration abilities of each league will be contingent upon the fulfillment of the appropriate league coordinator. Seasonal Registration abilities of each team will be contingent upon the fulfillment of the appropriate team coach.

Section 8.2 Player Registration

MYA lacrosse is an inclusionary youth sports program. All age-appropriate residents of Merrimack are freely allowed to register until the last day of February of the competition year. Attempts at registering for MYA lacrosse after this time will be left to the discretion of the appropriate MYA league coordinator, Director, and Assistant Director. MYA lacrosse will place each player on the appropriate league, and age-appropriate, team for initial team rostering. Roster balancing and/or parental requests for team placement will be coordinated and approved by the Team Coaches, League Coordinators, Director, and Assistant Director. Any parent who wishes their child to play on a team other than the one assigned at registration must submit their request, in writing, by March 15th of the competition year. This request must be submitted to the appropriate League Coordinator, Director, and Assistant Director, and should present compelling evidence why the athlete should play outside of their league and age-appropriate team. Board members reserve the right to observe practices to determine the readiness of an athlete to play in a different league or age group. The decision of the League Coordinator, Assistant Director and Director is final. If the parent does not agree with the decision, they have the choice to remove their child from MYA lacrosse with a full refund. The board will not reimburse for any uniform, equipment, or other apparel purchased.



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ARTICLE IX. ACQUISITION AND MANAGEMENT OF FUNDS AND PROPERTY

Section 9.1 Expenditure Authorizations

In the time spans between the regularly scheduled meetings, critical expenditures necessary to support the MYA Lacrosse Program may be required. The expenditures below constitute the only purchases authorized without prior approval by the Board. All critical expenditures shall be presented as the next regular meeting of the Board by the respective party or Treasurer. All other expenditures must receive prior approval by the Board.

- The Director may spend up to \$100
- The Assistant Director may spend up to \$100
- The Boys Coordinator may spend up to \$100
- The Girls Coordinator may spend up to \$100
- The Equipment Coordinator may spend up to \$100

Section 9.2 Property

Property shall predominately include equipment and program awards. Other property includes merchandise, equipment, general administrative equipment, and supplies. Property shall also include anything approved by the Board of Directors as a significant benefit to the Organization.

Section 9.3 Budget

Revenues will include the annual appropriation from the Merrimack Youth Association/Town of Merrimack, as well as the funds raised from participant fees (including late registration fees), fundraising, sponsorships, concessions, and donations. Expenditures will include the purchase of operating goods, services, supplies, and equipment, procurement of insurance coverage, league and tournament fees, and participant financial assistance.

Section 9.4 Insurance

The Organization shall make the necessary arrangements to obtain and/or ensure insurance coverage for participants, coaches, and board members, as well as to protect the Organization's property, equipment, and interests.

Section 9.5 Individual Responsibility

The Organization shall never pay, assume, or become responsible for personal or unapproved debts, liabilities, or purchases of any one individual or individuals affiliated with the Program.



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ARTICLE X. AWARD AND ACKNOWLEDGEMENTS

No awards or trophies shall be given to an individual (one) participant or coach. The exception to this rule is that awards may be issued signifying a team was a division finalist or champion. Participation acknowledgements may be given to participants, coaches, mentors, or any other contributors to the betterment of the Merrimack Lacrosse program.

Teams finishing in one of the top 3 positions of their divisions shall be awarded a team trophy. The trophy size shall be commensurate with the teams' level of achievement and division of play. Individual recognition awards shall be commensurate with the teams' level of achievement and division of play. The MYA LAX Board shall be notified of trophy expenditures prior to the purchase commitment. The team coach is responsible for contacting the appropriate league coordinator with the information regarding the award purchase and coordinating the purchases for their team.

ARTICLE XI. AMENDING THE BY-LAWS

The consideration of any proposed Bylaw amendment shall be addressed at any regular meeting or the annual meeting. Each proposed amendment shall be presented in writing, 30 days prior to voting.

ARTICLE XII. DISSOLUTION

In the event of the dissolution of the Merrimack Lacrosse program, the supplies and equipment shall belong to the Merrimack Youth Association as a contractor to the Town of Merrimack. Any moneys spent by the Merrimack Youth Association for real property remains the property of the Merrimack Youth Association.



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BYLAW REVISION HISTORY

Revision	Date	Description of change	Author
00	June 2012	Initial Document	Shawn Martin/Gage Perry
01	Sep 2012	Re-format entire document, Added CET position	Shawn Martin/Gage Perry
02	Jan 2012	Format and Grammatical corrections, updated logo, added Instructional Coordinator description, documented trophy, and award policy	Gage Perry
03	Jun 2012	Modified Article XI& VII to compensate for U9 teams. Added, Inserted Article VIII regarding requirement for League Coordinators and Team Coaches	Gage Perry
04	Jun 2023	Modified Article VIII, Section 8.2, updated terms and language to reflect appropriate age groups, updated logo. Updated Board position descriptions.	Jennifer Plant