

MWLCA By-Laws

The Michigan Women's Lacrosse Coaches' Association
Ratified October 4, 2011



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Membership Application/Dues

100 NAME & PURPOSE

100.10 NAME: The name of the organization shall be the “Michigan Women’s Lacrosse Coaches’ Association”.

100.20 PURPOSE:

- To promote the appreciation, understanding and growth of high school women’s lacrosse in Michigan.
- To direct and coordinate the efforts of association programs and schools, fostering sportsmanship and goodwill.
- To place an emphasis on promoting the best interests of lacrosse student athletes in a manner consistent with the MHSAA and US Lacrosse practices and standards.

200 MEMBERSHIP

200.10 All Athletic Directors and High School Coaches, public or private, who are affiliated with MHSAA shall be eligible for membership.

200.20 All Athletic Directors and Coaches of school based teams are eligible for membership.

200.30 All members must sign an annual Membership Application and pay dues.

200.40 Membership rights include but are not limited to voting, nominations for All State & Academic All State Awards, nominations for coach of the year and insurance from the MHSCA.

200.50 Each coach and athletic director may become a member. On a voluntary basis, all head coaches, assistant coaches and administrators of MWLCA in good standing are eligible for committee membership.

200.60 Each school or program has one vote if in good standing.

200.70 Independently from the MWLCA, Coaches who are members of US lacrosse may also nominate 1st team All State players for All-American and Academic All-American recognition.

200.80 A member in good standing refers to proper submission of the membership application and dues in a timely fashion and is not dismissed due to conduct as referred in section 900.

300 MEMBERSHIP DUES

300.10 Membership Dues of \$35 must be paid on an annual basis by the Pre-Season Meeting for the given lacrosse season. A late fee will be charged for any teams registering after April 1st.

300.15 Membership dues can be mailed in or paid online at mwlca.com. Dues paid online are subject to a fee charged by the website host.

300.20 New teams wishing to join the MWLCA have an extension to April 1st, but must register pay membership dues prior to participating in the MWLCA in any way.

300.30 Annual membership dues will be used to cover possible expenditures for the following:

- All State Certificates (or can be emailed to respective coaches)
- Mailings/Communications
- Website development and maintenance
- Refreshments/dinner for traveling coaches at MWLCA Meetings
- Scholarships for players in need
- Coaches education
- Operation costs for the MWLCA

400 OFFICERS

400.10 There shall be five officers of the MWLCA. These officers will comprise the Executive Committee.

400.15 Secretary and Treasurer positions will be up for reelection at the Fall Meeting in Odd Years. Vice President position will be up for reelection at the Fall Meeting in Even Years. President position will become the Past President and Vice President will become President at the Fall Meeting in Even Years.

400.20 PRESIDENT: The President shall be a high school lacrosse coach or an administrator and must be affiliated with MHSAA. The active term of the President is two years, beginning and ending at the Fall MWLCA Meeting in odd years, followed by one transition year. The President has primary responsibilities for the business of the association and include but are not limited to:

- Plan and schedule MWLCA meetings

- Attend all meetings
- Facilitate all meetings, holding responsibility for the successful operation of the MWLCA in accordance with the current MWLCA By-Laws
- Distribute a press release for All State nominations after season end meeting
- Schedule lacrosse coaches' skill set and strategy training clinics.
- Parliamentary Authority-the President has the option to follow "Robert's Rules of Order" as the authority governing all matters of procedures not covered in these MWLCA By-Laws (<http://www.robertsrules.com/>)

400.30 VICE PRESIDENT: The Vice President shall be a lacrosse coach or administrator and must be affiliated with MHSAA. The term of the Vice President shall be two years beginning and ending at the Fall MWLCA Meeting in even years. Primary responsibilities include but are not limited to:

- Attend all meetings
- Managing insurance with the NHSCA
- Providing refreshments/dinner for traveling members
- Assist the President in conducting MWLCA business
- Assume the role of President at the end of the current President's term

400.40 TREASURER: The Treasurer shall be a lacrosse coach or administrator and must be affiliated with MHSAA. The term of the Treasurer shall be two years beginning and ending at the Fall MWLCA Meeting in odd years. Primary responsibilities include but are not limited to:

- Attend all meetings
- Assist the President in conducting MWLCA business
- To maintain the financial records of the league
- Collect dues from all members, recording their eligibility
- Present an annual budget statement at the end of season MWLCA meeting

400.50 SECRETARY: The Secretary shall be a lacrosse coach or administrator and must be affiliated with MHSAA. The term of the Secretary shall be two years beginning and ending at the Fall MWLCA Meeting in odd years. Primary responsibilities include but are not limited to:

- Attend all meetings

- Inform members of MWLCA meetings/Agendas via email
- Record and distribute minutes after MWLCA meetings
- Maintain an updated MWLCA By-Laws
- Record All State Awards at season-end meeting
- Distribute All State results and certificates to Coaches
- Maintain a member directory, updated annually to include payment of dues
- Distribute All State nominations prior to end of season meeting

400.60 PAST PRESIDENT: The Past President shall be a lacrosse coach or administrator and must be affiliated with MHSAA. The term of the Past President shall be one year, and must consecutively follow the previous two years held as President. The position of Past President does not require a vote of the membership, and will become effective automatically upon the election of a new President. Primary responsibilities include but are not limited to:

- Attend all meetings
- Mentor the President during the first year of transition

400.70 The US Lacrosse Association (USL) Representative shall be a varsity head coach or athletic director affiliated with MHSAA. Vacancy of the position shall be filled by a majority vote of the members present at the first meeting at which a quorum exists after the vacancy occurs. This position does not have a specified length of term. Primary responsibilities include but are not limited to:

- Attend all meetings
- Convey any US Lacrosse updates to the MWLCA
- Represent the MWLCA in any US Lacrosse matters
- Must be a member of US Lacrosse in good standing

500 COMMITTEES

500.10 The Executive Committee shall consist of the officers of the MWLCA.

500.20 Officers may create various committees, each with an appointed chair.

500.30 Vacancies of the MWLCA offices shall be filled through temporary appointment by the President of the MWLCA and ratified by the Executive Committee.

500.40 The President of the MWLCA shall serve as the Chairman of the Executive Committee.

500.50 It shall be the duty of the Officers in the Executive Committee to conduct business in a manner consistent with the MWLCA By-Laws.

500.60 The Executive is authorized to appoint committees for the purpose of studying specific issues.

500.70 These committees can make written recommendations to the general membership after review from the Executive Committee. All new committee recommendations must then be voted in favor of by a majority vote by two-thirds of members in good standing in order to take effect.

500.80 On a voluntary basis, all head coaches, assistant coaches and administrators of MWLCA programs are eligible for committee membership.

600 MEETINGS, VOTING & QUORUM

600.10 Meetings of the members of the MWLCA shall be scheduled:

- Pre-season-in October/November to assist with scheduling of upcoming season
- Post-season-in May, Sunday before First Round Regional Playoffs.

600.20 Officers may call additional meetings as deemed necessary to conduct MWLCA business.

600.30 To vote on MWLCA business, a minimum of two-thirds of the members' schools in good standing must be present (only 1 vote per school, no matter how many per school are members).

600.40 The outcome of official votes shall then be determined based on a simple majority.

600.50 Should two-thirds of the member schools in good standing not be present at the meeting, business that requires voting will be e-mailed to the entire membership consistent with the MWLCA By-Laws.

700 ALL STATE AWARDS

700.10 Criteria for All State Player nomination:

- Only players on a MWLCA school in good standing are eligible for All State nomination
- Only performances during MHSAA Spring Season count toward stats

700.20 All State nominations must be submitted to the secretary by the Friday prior to the end of season meeting. Nominations can be submitted through mwlca.com or by downloading the form and emailing

700.30 There will be an All-State 1st Team, 2nd Team, 3rd Team and Honorable Mentions for both MHSAA Division I and II. Each Division will nominate:

- 2 goalies, 4 defense, 8 attack/midfield players for first team.
- 2 goalies, 4 defense, 8 attack/midfield players for second team.
- 2 goalies, 4 defense, 8 attack/midfield players for third team.
- Each MWLCA school in good standing will have 18 votes. They will vote for 2 goalies, 4 defense, 8 attack/midfield and will have 4 at large votes.
- Voting will be completed for each round, players voted in during previous rounds be removed for further rounds.
- Up to 16 players can be kept on 1st or 2nd teams if ties cannot be broken after 3 votes per Executive Committee approval.
- The next 28 highest vote getters will earn All State Honorable Mention. Up to 32 players can be kept on Honorable Mention if ties cannot be broken after 3 votes per Executive Committee approval.

700.35 Schools who attend 2 MWLCA meetings during the academic year are allowed to place 1 player on the Honorable Mention Team provided they do not have any players already voted on to 1st, 2nd, or Honorable Mention.

700.37 All State Results will be released to the public 1 Week after the Spring Meeting.

700.40 Academic All-State Awards will be issued based on the guidelines established by US Lacrosse.

800 CONDUCT

800.10 Players, coaches and spectators are expected to adhere to the Code of Ethics as presented in the MHSAA Handbook.

800.20 If misconduct occurs, any member school may be temporarily or permanently dismissed from membership in the MWLCA.

800.30 Dismissal must be determined by unanimous vote of the Executive Committee after a just and fair hearing.

900 APPEALS

900.10 The MWLCA shall have a clear method for adjudicating grievances and appeals. Each member shall have the right to appeal to the Executive Committee due to actions taken or penalties imposed by the MWLCA in reference to any violation.

900.20 To appeal, the member must submit a written notice of its appeal and any supporting documentation to the President within 30 days of the date the team receives the MWLCA's decision. The member may request the opportunity to appear in person or through participation in a telephone conference call. If no such request is made, or if the request is denied, the Executive Committee will review the member's appeal on the basis of the written appeal provided by the member and the record created by the conference in its investigation.

900.30 A member must bring any appeals; a player on the member's team may not bring an appeal.

900.40 Decisions of the Executive Committee on any such appeal shall be final.

900.50 All decisions regarding these matters shall be made with the goal of maintaining the integrity of the MWLCA, emphasizing the best interest of lacrosse student athletes.

1000 AMMENDMENTS

1000.10 Any amendments to the MWLCA By-Laws must be presented to the members before the designated voting meeting.

1000.20 A business meeting that will include any vote on a change to the MWLCA By-Laws must be approved by at least two-thirds of the members in good standing providing that proposed amendments have been sent to all members.

1000.30 In the event that two-thirds of the members cannot be present, a vote may occur by email or mail-in ballot with two-thirds majority of members in good standing,

providing that proposed amendments have been sent to all members at least 14 days before the return date.

Michigan Women's Lacrosse Coaches' Association Membership Application

The Michigan Women's Lacrosse Coaches' Association (MWLCA) is a voluntary, nonprofit association of public and private high school lacrosse programs.

This undersigned hereby accepts the MWLCA By-Laws, as well as the rules, regulations and interpretations, as published in the current MHSAA Coaches' Handbook.

Insurance coverage is provided by the NHSCA, the National High School Coaches Association, per member based on this application form and separate membership fees.

A Membership Fee will be required by the start of the school year and will be good for the entire school year. If additional members are to be insured (Assistant, JV, AD, Treasurer, etc.), please list below and add the total amount you are enclosing.

Membership Application & Fee for the current season is \$35.00 per person insured:

School Name (Print): _____

Email of School Contact: _____

Name (Print):	Signature:	\$35.00
Title:	Phone:	

Please add additional members, if needed:

Name (Print):	Signature:	\$35.00
Title:	Phone:	
Name (Print):	Signature:	\$35.00
Title:	Phone:	
Name (Print):	Signature:	\$35.00
Title:	Phone:	
Name (Print):	Signature:	\$35.00
Title:	Phone:	
Total Enclosed:		

Questions? Contact MWLCA Secretary Marvin Hardy at mhardy2622@gmail.com or MWLCA Treasurer Kate Twichell at kate.twichell@gmail.com

Make payment to "Michigan Women's Lacrosse Coaches' Association" and remit to:
 MHSAA
 Attn: MWLCA
 1661 Ramblewood Dr
 East Lansing, MI 48823