

BYLAWS OF VERNON LACROSSE ASSOCIATION, INC

Article I. NAME AND LOCATION

Section 1.01 The name of the organization shall be Vernon Lacrosse Association, Inc. and shall be located in the town of Vernon, Connecticut.

Section 1.02 The initials for this organization shall be VLA, and shall be stated as such throughout the Bylaws.

Section 1.03 VLA is to be a 501(c)(3) non-profit, volunteer organization.

Article II. PURPOSES AND OBJECTIVES

Section 2.01 The mission of the VLA is to promote the game of lacrosse in the town of Vernon-Rockville, Connecticut and surrounding towns. VLA provides children of all backgrounds and abilities, the opportunity to develop skills and game knowledge in a fun and safe environment. Through positive coaching, VLA enhances each member's skills and values in life by promoting its core values of teamwork, sportsmanship and respect.

Section 2.02 Notwithstanding any provisions of these Bylaws, VLA shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Code.

Article III. BOOKS AND RECORDS

Section 3.01 The Vernon Lacrosse Association will maintain: minutes of the proceedings of its Board of Directors and committees of directors; accurate accounting records; a copy of the current Articles of Incorporation and Bylaws of the Corporation; a list of the names and business addresses of the current officers and directors of the Corporation; and a copy of the most recent annual report for the Corporation as filed with the Secretary of State.

Article IV. AFFILIATION

Section 4.01 The VLA shall be affiliated with US Lacrosse. The VLA shall recognize the rules and the laws of US Lacrosse and Connecticut Valley Youth Lacrosse.

Article V. MEMBERSHIP

Section 5.01 Eligibility – Any person with a sincere interest in active participation in the objectives of the VLA may apply to become a member. VLA membership shall be classified as either Voting or Non-Voting.

Section 5.02 Voting Members – It shall be the responsibility of the Secretary to maintain the roll of qualified voting, which shall consist of the following:

(a) Voting members shall include The Board of Directors known here further as Directors or BOD.

(b) Each Voting member is entitled to (1) vote regarding matters under discussion at any annual, regular or special meeting called by the BOD of the VLA.

Section 5.03 Non-Voting Members –

(a) **Player Members:** Any player who resides within the authorized townships described by the VLA, shall be eligible for participation in the matters of the VLA, but shall *not* have any rights, duties or obligations in the management or property of the VLA.

(b) **Coach Members:** All coaches are considered Non-Voting members.

(c) **Parent Members:** The parent or guardian of any player member may attend and be entitled to speak on any issue under consideration at any regular, special or annual board meeting, but shall *not* be entitled to a vote on any issue.

Section 5.04 Suspension or Termination

(a) Membership may be terminated by resignation or by action of the Executive BOD.

(b) The Executive Directors, by at least a two-thirds vote by those present at a constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any member when the behavior or conduct of the member is seen to be detrimental to the best interest of the VLA.

(c) The member involved in such matters shall be notified of such a meeting, the general nature of any charges, and given the opportunity to attend such meeting to answer any charges.

(d) In the case of a Player Member, the Executive BOD will notify the coach of the team that the Player Member participates on as well as the Parent Member or legal guardian of the Player Member. Said parties shall appear with the player before the Executive BOD, whom shall have full power to suspend or revoke the player's right to future participation if said player's conduct is indeed seen as detrimental to the best interest of the VLA [Section 5.04(b)].

Article VI. BOARD OF DIRECTORS (DIRECTORS: BOD)

Section 6.01 Management – All powers and the management of the property and affairs of the VLA shall be vested in the Board of Directors.

Section 6.02 Executive Directors - The number of Executive Directors shall be no less than (3) and no more than (5), the executive committee will be made up of the President, the Boys Vice President, the Girls Vice President, the Secretary and the Treasurer which will be nominated and voted in by the majority of the Directors.

Section 6.03 Qualifications – Directors must be at least 18 years of age

Section 6.04 Commencement of Elected Positions – The Directors shall begin their duties immediately following the election of their position and shall continue in office until a successor has been appointed or upon removal of position by vote by the BOD as stated in *Section 5.04*.

Section 6.05 Required Members –

- (a) President
- (b) Boys Vice President
- (c) Girls Vice President
- (d) Secretary
- (e) Treasurer
- (f) Boys Equipment Director
- (g) Girls Equipment Director

Section 6.06 Election and Term of Office –

- (a) New Directors will be elected at the Annual General Meeting by voting members.
- (b) All elections of the Directors positions shall be by a majority rules voting of all present voting members or by one who is represented by proxy at the time of said meeting.
- (c) The term of office shall be (1) year, or until the next Annual General Meeting.

Section 6.07 Vacancies – If any position becomes vacant due to death, illness, resignation or termination, the vacancy may be filled by a majority rules vote of the remaining BOD at either a regular or special meeting called for that purpose and does not wait until the next Annual General Meeting.

Section 6.08 Resignation – A Director may resign from their position at any time by written notice to the BOD. Said resignation will become effective once the letter is delivered; unless there is a later date specified in the resignation letter.

Section 6.09 Removal – A meeting will take place at which a vote of 2/3 majority rules to remove any Director from their held position. The Director will be notified of said meeting stating the purpose of the meeting is for removal of the Director. In the event that the vote is for the removal of the Director, a new Director may be voted in at the same meeting.

Section 6.10 Suspension of Voting Rights – If any Director misses (2) consecutive meetings, their voting rights will be suspended and they will not be allowed to vote at the next BOD meeting they attend.

Section 6.11 Meetings, Notice and Quorum

- (a) The General Annual Meeting shall be held the third week in the month of October.
- (b) Regular Meetings of the BOD shall be held on such days determined by the BOD, with the first immediately following the Annual Election.
- (c) Either the President solely, or any (2) Directors may call for a Special Meeting of the BOD.
- (d) All members of the VLA will be notified of Regular Meetings at least (7) days prior to the meeting via either email, text or posting to the league website.

- (e) The Secretary shall give notice to the BOD at least (24) hours prior to the meeting in the case of a Special Meeting.
- (f) Notice of the purpose of the meeting shall also accompany the notification by the Secretary in the case of Special Meetings.
- (g) A quorum will be constituted by the majority of the members currently holding Director's positions in accordance with Robert's Rules.

Section 6.12 Duties and Powers –

- (a) The BOD shall have the power to appoint a committee, and determine and delegate such powers to them to run effectively as the BOD deems appropriate.
- (b) The BOD may create or adopt rules and regulations as it deems appropriate for the purposes of conducting its meetings and the management of VLA.
- (c) The same person may hold a maximum of (2) offices, but may only be allotted (1) vote in Director's functions.
- (d) The BOD shall have the power by a 2/3 vote, of those Voting Members present at either a regular meeting or a special meeting to discipline, suspend or remove any Director, officer, committee member, coach, player or parent in accordance with **Section 5.04** and **Section 6.09**
- (e) A Director will perform the duties of Director, including the duties of any committee created and serving the BOD and the VLA, in a manner believed to be in the best interest of the VLA.

Article VII. OFFICERS AND DUTIES

Section 7.0 Duties- The duties of the directors shall be to:

- (a) Administer the affairs of the VLA
- (b) To vote on all policy changes of the VLA. Any policy change shall be voted on, and passed with a 2/3 affirmative vote by the members present at the meeting where the vote is being held by those Directors that are able to vote and are eligible to vote. A vote may be conducted by a vote of proxy.
- (c) The Bylaws of the VLA supersede the policies of the VLA. Policies are to cover those items not covered specifically in the VLA Bylaws.
- (d) Shall conduct an annual financial audit of the league.

Section 7.01 Officers- The officers of the VLA shall be President, Boys Vice President, Girls Vice President, Secretary, Treasurer, Boys Equipment Director and Girls Equipment Director.

Section 7.02 President-

- (a) The President shall conduct the affairs of the VLA and execute the policies established by the Directors. The President shall present a report at the Annual General Meeting; communicate matters to the Directors as deemed appropriate; make necessary suggestions that will promote the welfare of the VLA; and be responsible for the conduct of the VLA while strictly abiding to the policies, principles, rules and regulations as agreed to under the conditions of the Bylaws.
- (b) The President shall be responsible for investigating complaints presented by any member of the VLA and reporting it to the BOD as deemed necessary.
- (c) The President shall be responsible for maintaining a calendared handbook; chair board meetings and establish meeting agendas one week prior to a regular meeting and provide it to the Secretary for distribution.
- (d) May assist with coaching plans and coaching development.
- (e) Shall serve as the liaison between Vernon Parks and Recreation and the league.

Section 7.03 Vice President- Boys and Girls:

- (a) The Vice President shall assist the President as directed and assume full powers in the absence of the President.
- (b) The Vice President shall assist the President in the investigation of complaints presented by any member of the VLA.
- (c) The Vice President shall assist the President in communicating league affairs to the coaches and their assistants understand their duties, responsibilities, and the policies and procedures of the VLA.
- (d) The Vice President shall act as the liaison between CVYL and CVGYL, the league and The Board of Directors.

- (e) Shall act as the liaison between the BOD, coaches, parents and players.
- (f) Shall maintain any records of coaches; background checks, level 1 training, etc.
- (g) Shall conduct the organization of the league officials (referees)

Section 7.04 Secretary-

- (a) The Secretary shall be responsible for recording the activities of the VLA.
- (b) The Secretary shall give notice of all meetings, keep the minutes of all meetings and keep them recorded in a book designated for that purpose: as well as notifying members, Directors, officers and committee members of their election or appointment.
- (c) The Secretary shall notify the BOD as well as the members of the VLA of any meetings in accordance with **Section 6.11**; prepare and distribute the minutes for approval at the following meeting; and distribute the agenda and Treasurers report as provided by the President and Treasurer at the regular meetings.
- (d) The Secretary shall maintain an official set of the VLA Bylaws to ensure they are readily available upon request; as well as ensuring they are accessible online at the league website.
- (e) Shall be responsible for player registration

Section 7.05 Treasurer-

- (a) The Treasurer shall maintain accurate records of all financial standings of the VLA. The Treasurer shall keep records, copies of bills and checks, bank statements, deposits and withdrawals, as well as payments made on behalf of the VLA in the regular transactions of conducting business.
- (b) The Treasurer shall prepare a monthly report of the financial business including bills, checks, deposits and withdrawals ; as well as an annual report for submission to the BOD. The Treasurer shall submit such reports with a copy of the Treasurer's Report to the Secretary with a minimum of (1) week prior to meetings.
- (c) The Treasurer is authorized to sign all checks, make deposits and withdrawals for the VLA account. Any check over the amount of \$1,000.00 will require a second signature of another authorized Director's signature from the Executive Board of Directors.

- (d) The Treasurer shall cut checks payable to vendors, referees, player refunds when deemed necessary.
- (e) The Treasurer shall be responsible for filing necessary and legally required financial documents and records.
- (f) Shall provide an annual report of the financial standing of the league
- (g) Shall not serve more than two consecutive terms.

Section 7.06 Equipment Director: Boys and Girls

- (a) There shall be both a Boys and Girls Equipment Director
- (b) Shall be responsible for the distribution and collection of equipment with the assistance of the BOD.

Article VIII. COACHING PERSONNEL

Section 8.01 Head Coach-

- (a) There shall be (1) Head Coach that shall supervise each team. All Head Coaches shall be appointed by the BOD and be subject to annual review.
- (b) Head Coaches may select one or more assistant coaches, who will be subject to the approval of the BOD.
- (c) Will receive level 1 training that is reimbursable.
- (d) Shall maintain player information and history sheets.

Section 8.02 Requirements –

- (a) All Head Coaches and assistant coaches are required to complete the appropriate applications and disclosure forms and submit such forms to the BOD.
- (b) Parent Volunteers will be required to complete the appropriate forms and submit them to the BOD.
- (c) Coaches will have completed level 1 training, have a CT Coaches certification and completed the Safe Sport Training online with US Lacrosse.
- (d) Coaching personnel shall be selected on the basis of the following qualities:
 - a. Good character, temperament and judgment

- b. The ability to work with youth in the Under Youth age bracket.
- c. A reasonable knowledge of the game of lacrosse and the willingness to seek out additional support in gaining knowledge of the game of lacrosse
- d. A willingness to conform to the VLA Bylaws, policies and goals.

Article IV. COMMITTEES

Section 9.01 Committees- The BOD have the power to appoint and/or terminate such committees as it deems appropriate. The chairman of any committee shall provide a report of the committee activities to either the President or the BOD. Standing committees shall be:

- (a) Fundraising Committee
- (b) Parent Committee

ARTICLE X. MEETINGS

Section 10.01 Annual General Meeting (AGM)-

- (a) The AGM shall be held the 3rd week of October, of each year for the purpose of electing Officers and Directors, reviewing reports, reviewing the Bylaws, appointing committees and for the transaction of other business that may come before the meeting.
- (b) The President will present the annual budget for approval
- (c) Notice of the AGM will be published (2) weeks prior to the meeting.

Section 10.02 Regular Meetings-

- (a) Regular meetings of the Directors shall be held monthly at such a place and time determined by the Directors.
- (b) Notice of each meeting will be publicized as the BOD either by email, text or on the league website.

Section 10.03 Special Meetings –

- (a) Special meetings may be called by the President or any (2) Directors to consider a specific subject.
- (b) No other business shall be transacted at the Special Meeting other than that for which the meeting was called.

Section 10.04 Rules of Order – Robert’s Rules of Order shall govern the proceedings of all meetings except as provided by this Constitution and shall be the association’s final authority on all questions of procedures not covered by the Bylaws. The Bylaws and the rules of Us Lacrosse and CVGYL shall be the final authority on all rules not covered by these Bylaws.

Article XI. PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

No officer, Director, or member of a sub-committee, or person connected with the Vernon Lacrosse Association, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Vernon Lacrosse Association, provided that this prohibition shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Vernon Lacrosse Association in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the Vernon Lacrosse Association assets upon the dissolution of the Corporation. Upon such dissolution or winding up of the affairs of the Vernon Lacrosse Association, whether voluntary or involuntary, the assets of the Vernon Lacrosse Association, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the Board of Directors may determine or as may be determined by a court of competent jurisdiction, exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations which qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, and its regulations as they now exist or as they may hereafter be amended, PROVIDED, HOWEVER, that any distributions upon dissolution of this Corporation shall be to and for the exempt purposes of this Corporation as enumerated in the Articles of Incorporation of the Vernon Lacrosse Association.

ARTICLE XII. EXEMPT ACTIVITIES

Notwithstanding any other provision of these Bylaws, no officer, Director or representative of the Vernon Lacrosse Association shall take any action or carry on any activity by or on behalf of the Vernon Lacrosse Association to be taken or carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170 (c) (2) of such Code and regulations as they now exist or as they may hereafter be amended.

ARTICLE XIII. AMMENDMENTS

These Bylaws may be amended or repealed and additional Bylaws adopted, in writing, by the Board of Directors. Any amendment, repeal or addition will be approved in writing and attached to these Bylaws.

Appendix I. REGISTRATION

Registration Dates

- Regular registration dates will commence after the AGM, the first week of November through the first week of March
- Clinic, Jamboree or Tournament registration may be added as needed. Late fees may apply to all registrations received after the designated registration window closes.

Online Registration System

Registration is conducted exclusively through our online registration system at www.vernonlacrosse.org .

US Lacrosse Age Brackets For Teams

US Lacrosse and CVGYL determines the age brackets for each season. These age brackets are determined by US Lacrosse and CVGYL and cannot be changed by VLA. The age bracket chart shall be updated at the Annual General Meeting and added to this Constitution.

Policy on Age Appropriate v. Grade Appropriate Team Selection

VLA policy regarding “Playing Up” (playing in an age group higher than that in which the player belongs), the player may be permitted to play up if:

- The player has “passed” the **mandatory** evaluation conducted by the President and anyone the President deems valuable in assisting with the evaluation process.
- There are not enough players at the higher level