



Centre Lacrosse

Centre Lacrosse Constitution

Article I. Name

The name of the organization shall be **Centre Lacrosse**.

Article II. Purpose

Section I. Centre Lacrosse (hereafter “CL” or “organization”) is a non-profit organization established for the purpose of facilitating, coordinating, advising, representing, and providing the leadership for fostering, developing and promoting the playing of the sport of amateur lacrosse for girl and boy student athletes in Central Pennsylvania, primarily in Centre County.

Section II. CL’s mission is the promotion of the game through education and continuously improving programs providing opportunities to participate at the youth level, fostering and promoting the establishment of girls and boys PIAA sanctioned high school lacrosse in all the high schools in central Pennsylvania, focusing on Centre County.

Section III. Using its purpose and pursuing its mission, the ultimate goal of CL is to provide a program to help develop our youth with positive experiences that help teach them the value of physical fitness, hard work, determination, teamwork, positive attitude, team loyalty, good sportsmanship, and respect for all, with a competitive spirit, through their participation in lacrosse.

Article III. Membership

Section I. CL’s general membership shall consist of officially rostered CL players, parents of players, CL board members, coaches, and any other member of the central Pennsylvania community actively interested in the promotion of lacrosse. General members are non-voting members at CL meetings.

Article IV. Board of Directors (BOD) and Officers of the Board

Section I. The CL-BOD shall consist of no more than 11 members elected from the voting membership at the Annual Meeting and shall serve terms as directed by the CL by-laws.

Section II. The officers of the CL-BOD shall consist of a Chair, Vice Chair, Secretary, and Treasurer. Collectively, they shall be called the “Officers of the Board,” and shall

serve terms as directed by the CL by-laws.

Article V. Meetings

Section I. CL shall hold regularly scheduled meetings as deemed appropriate by the CL-BOD.

Section II. The annual meeting of CL shall be held at the convenience of the CL-BOD between September 1 and October 31 each year.

Section III. Special meetings of CL may be convened by the CL-BOD as needed or upon the petition of 30% of the general CL membership.

Section IV. All meetings shall be advertised stating the purpose of the meeting at least two weeks in advance on the website and through best and reasonable efforts in e-mail to the membership.

Section V. The rules contained in Robert's Rules of Order shall govern CL in all cases to which they are applicable and where they are not inconsistent with the CL constitution or by-laws.

Article VI. Legal Requirements for Non-profit Status

Section I. The said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distributions to organizations under section 501 (c) (3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

Section II. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501 (c) (3) purposes. No substantial part of the activities of organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on

(a) by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or

(b) by an organization, contributions to which are deductible under section 170

(c) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section III. Upon the dissolution of this organization assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government or to a state or local government for a public purpose.

Article VII. Amendments

Section I. This Constitution may be amended at any CL meeting (regular, annual, or special) provided specific notice stating the intent to change the document(s) has been given to the membership in writing at least one month prior to the meeting. An amendment shall become part of the Constitution or By-Laws only if passed by a two-thirds majority vote of the voting membership.

Article VIII. Liability and Indemnification

Section I. Liability

No office bearer or member shall be personally liable for the debts, liabilities, or other obligations (absent of fraud) of the Organization.

The Organization shall not be liable for any damage arising out of the activities of the Organization which are initiated and conducted in good faith and within a framework of volunteerism intended to manage and provide knowledge as global public good.

Section II. Indemnity

The Organization shall not assume any responsibility to indemnify any office bearer or member against damage or liability arising out of their association with the Organization or its work. Specifically, all parties seeking indemnifying protection will, as a default condition of joining the Organization, accept and assume that they would have to make private provisions for personal indemnity.

Article IX. Conflict of Interest Statement

Section I. The Directors of CL resolve that no member of the BOD, chair people or officers shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the director must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The Chair of the meeting is expected to make inquiry if such conflict appears to exist and the BOD member has not made it known.

**Approved and ratified by unanimous vote of the CL BOD of Directors.
Witnessed by CL BOD of Directors:**

Thomas Scordato
Chair

David R. Jackson
Vice Chair

Kelly Shaffer
Secretary

Mary Ann Harvey
Treasurer

Neil M. Schwab
Director

Michael D. S. Fleishman
Director

Patricia L. Kleban
Director

John Knouse
Director

Tonya L. Jackson
Director

Centre Lacrosse By-laws

1. Election of CL BOD and Officers of the Board

Section I. In the election of CL BOD, the highest receivers of votes shall be deemed elected to the BOD until all open positions are filled. An election may only take place when a quorum of voting members (66%) are present to vote.

Section II. CL BOD shall be elected to two year terms at the annual CL meeting by a majority vote of the voting membership present.

Section III. Officers of the Board (Chair, Vice Chair, Secretary, and Treasurer) shall be elected for a two year term in their position at the annual CL meeting for each individual officer position by majority vote of the existing elected CL BOD.

2. Dues

Participation dues shall be as follows:

Section I. No local dues will be assessed for adult member volunteers. Coaches and adult assistant coaches are required to maintain a current membership in U.S. Lacrosse.

Section II. All players will be assessed participation fees as approved annually by the CL BOD.

Section III. Players may be charged additional fees that will help pay various CL expenses, including but not limited to: the cost of officials, field preparation and/or transportation.

Section IV. Any player who does not actively participate in CL fund raising activities will be asked to make a contribution to help cover the cost of CL activities – Opt Out fee.

Section V. Any player whose family is having financial difficulties may ask for a waiver of all fees, which shall be reviewed on a case by case basis. The CL-BOD will strive to meet as many of the financial obligations of such a player as possible. Any player receiving such assistance is expected to participate in the CL's fundraising efforts.

Section VI. Fees shall be posted on the website and may be adjusted or waived for individuals or in total as required and approved by the CL-BOD.

3. Descriptions and Duties of the Officers of the Board (All voting members)

Section I. Chair

The Chair shall preside at all meetings of CL and shall be an ex-officio member of all committees. The Chair shall assure the provisions of the By-laws and Constitution are adhered to at all times. The Chair shall be the liaison for communications to the community and the appropriate school districts. The Chair shall represent CL in all contracts with governmental agencies or other organizations involving the affairs of CL. The Chair shall work with the BOD for recommendations for By-law and Constitution changes to be voted on in accordance with the By-laws and Constitution.

Section II. Vice Chair

The Vice Chair (VC) shall assume all the duties of the Chair in his/her absence. The VC shall assume the office of the Chair in the event of the Chair's resignation, absence or inability to serve their remaining term. The VC shall assume such duties and accept responsibilities in managing the affairs of CL as the Chair may assign.

The VC will be responsible for ensuring that all coaching staff have the necessary ACT 33 clearances: child abuse, criminal record check, and current U.S. Lacrosse memberships. The VC will ensure that the Coaches Code of Conduct binds all coaches in CL. All coaches are required to sign a Code of Conduct contract before coaching at any level within CL.

It is the VC's responsibility to ensure that each head coach conducts at least one (1) meeting with the Lacrosse parents and respective team at the beginning of the season.

The VC will oversee activities of the coaches and players regarding practices and games as needed. The VC will serve as liaison between the coaching staff, CL BOD, Lacrosse Parents and other interested parties. Discussions between these parties should be conducted in a private and confidential manner.

Section III: Secretary

The Secretary shall keep the records and minutes of all meetings, attend to the correspondence and communications for CL. The Secretary shall keep the records and minutes of all meetings within each business year and post regular meeting minutes to website. The Secretary is responsible for maintaining all correspondence and documentation for U.S. Lacrosse and related insurance.

Section IV: Treasurer

The Treasurer shall maintain all financial accounts. The Treasurer shall receive all funds due CL, deposit same, pay all obligations accrued by CL, record and maintain all receipts and invoices of such, and submit records for auditing and review. Signatures required for all checks distributed by CL are limited to the Chair and Treasurer. The Treasurer shall keep a true and accurate account of all receipts and expenditures and submit a monthly written financial report at each regularly scheduled CL BOD meeting.

The Treasurer shall make required filings of financial information with the appropriate governmental agencies, including Pennsylvania Bureau of Charitable Organizations and the IRS, as deemed necessary and appropriate. The Treasurer shall promptly turn over to his/her successor all records after being audited. All accounts shall be audited by an Auditing Committee appointed by the Chair and approved by the CL BOD. Such other duties as assigned to the Treasurer by the Chair and approved by the CL BOD will be included in the position specification prepared for this office as approved by the CL BOD.

4. Descriptions and Duties of the Board of Directors (5) (All Voting Members)

Director 1: Fields, Schedules, and Tournaments (Boys and Girls)

This position will consist of two (2) directors, one assigned to each of the boys and girls CL programs to direct activities involving fields, schedules, and tournaments.

Directors coordinate the assignment of practice and playing field locations for all teams fielded during the various programs and seasons, acts as the liaison to other agencies including but not limited to; school districts, Centre Region Park and Recreation, and churches in the establishment of agreements for field usage and fee negotiation for use of facilities. Directors are responsible for coordinating the maintenance of fields with the various entities during the regular season including initial layout and season long lining of the various practice and game fields.

Directors are responsible for scheduling games, assigning referees and working closely with the Fundraising/Events Directors to schedule an annual fundraiser/tailgate with a visiting team at PSU lax home game (both boys and girls). Directors work closely with the Chair and head coaches to establish relationships with other lacrosse leagues and clubs to develop season schedules. Directors shall maintain contact lists of teams scheduled with.

Directors are responsible for organizing all tournaments, including any tournaments for which CL serves as sponsor/organizer. This may include distributing information to head coaches, team members, invitations to visiting teams, scheduling games, collecting fees, and meeting with representatives and coaches for purposes of obtaining appropriate rosters and rolls. Directors are also responsible for directing tournament team selection and scheduling of CL teams to participate. The Directors will work directly with team coaches.

Director 2: Fundraising and Events

Directors shall be responsible for implementing, managing, and reporting on all fundraising activities of CL including administration of the "opt out" option, CL clothing sales, and any other fundraising events that may arise. Fundraising options shall be presented to the CL BOD and approved by majority vote.

Directors shall direct the creation and implementation of procedures, operations, and general CL activities related to fundraising and corporate and business sponsorship. This will include sponsorship on the website, in written materials, concessions, and other opportunities for fundraising support. The Directors shall administer the Conflict of Interest policies and procedures and address concerns related to conflict of interest and fundraising efforts.

Directors are responsible for planning celebratory or special events to support the members of CL including but not limited to: PSU Lax tailgate, end of season picnics, and Spikes games. Directors are also responsible for organizing recognition gifts for players and coaches as part of the end of season picnic. Directors work closely with the Fields, Schedules, and Tournaments Directors to schedule events.

Director 3: Equipment

Directors are responsible for all CL equipment inventory, maintenance, and assigning inventory including but not limited to: helmets, goals, balls, uniforms, timers, practice pinnies, cones, etc. Directors work closely with Head Coaches to maintain records of equipment distribution and CL equipment deposits paid for helmets and uniforms. Directors order equipment with CL BOD approval, ensures all equipment is well maintained and in good working order, that all is returned at the end of each season, and that it is clean and stored properly.

Director 4: Webmaster, Marketing, and Communications

The Webmaster, Marketing, and Communications Director shall direct the creation of marketing pieces for general CL activities and programs and coordinate the distribution of such pieces to various outlets including schools, websites, and newspapers, etc. The Director is responsible for public relations, press or public statements on behalf of CL including fliers, ads in paper, and distribution of information to schools.

The Director is responsible for creating, maintaining, and updating the CL web site and posting messages from the CL BOD, regarding marketing, schedules, and events. The CL web site is subject to the policies and procedures adopted by CL. The Director is responsible for all program registrations, maintaining email lists of members of CL, and protecting email lists from misuse.

Director 5: Coaches and Officials Development (Boys and Girls)

This position will consist of two (2) directors, one assigned to each of the boys and girls CL programs to direct coaches' activities and the development of local officials/referees.

The Director is responsible for presenting coaching candidates along with their qualifications and assignments to the CL BOD for consideration/approval prior to the beginning of the regular season. Based upon the total number of participants and

coaches at each level, the director makes a recommendation for approval by the CL BOD to assign the number of teams to be fielded in each age and skill level.

Director shall make and implement procedures for CL that assist in training of existing and new coaches. In addition director shall make efforts to arrange training of existing and new officials (referees) for both CL boys and girls programs. These can be in the form of remote and on site training through US Lacrosse and other training measures for lacrosse. Director shall meet and/or speak with coaches and local officials to assess training needs.