BY-LAWS OF

BIG LAKE LACROSSE ASSOCIATION

(BIG LAKE LACROSSE)

# Membership

1. **Full Membership Eligibilty:** A person/family that resides in the area of Independent School District #727 and/or attends Big Lake Schools shall be eligible for Full Membership in the Big Lake Youth Lacrosse Association (Big Lake Lacrosse).
2. **Limited Membership Eligibility:** A person/family who neither lives within the boundaries of ISD #727 nor attends the schools of ISD #727 may become a Limited Member of Big Lake Lacrosse if there is not a local option for lacrosse participation with approval of the Board of Directors.
3. **Membership Limits:** There shall be no limit to the number of Full or Limited Members to the association.
4. **Voting Rights:** 
   1. Full Members shall be entitled to one vote per registered player from the previous season at the annual meeting, pertaining to all annual meeting actions (election of officers, bylaw updates).
   2. Limited Members shall be entitled to one vote per family entitled to one vote per registered player from the previous season at the annual meeting, pertaining to all annual meeting actions (election of officers, bylaw updates), if the family had at least one registered player from the previous season.
5. Member-in-Good-Standing: A member shall be considered in good standing with the Association if they are current on their accounts (or have an approved payment plan in place with the Treasurer), and are not currently under suspension or other disciplinary action by the Association.

# Board of Directors

1. Board Membership: Upon initial creation of the Association, the Board of Directors shall be made up of five (5) persons, after which, the Board will consist of a minimum of five (5) persons, and no more than (9) persons. After the Association is created, the initial Board shall have the power and authority to set the size of the board within these parameters, depending on needs, by a majority vote at any regular Association meeting. These board members shall be voted onto the board at the annual meeting of the association, and are the only association members that will have voting privileges at the regular association meetings; Board members must be Full Members of the Association.
2. Officers: Officers of the association shall consist of the President, Vice-President, Secretary, Treasurer, and Program Director, and up to four (4) At-Large Director positions, depending on the current make-up of the board.
3. Duties: Generally speaking, the officers shall have the following duties/responsibilities:
   1. President – shall preside over all regular and annual meetings of the association; may delegate his/her power to other member of the Board; shall take direct charge and assume responsibility in the supervision of the business of the association; shall be responsible for authorizing any required or pertinent contracts, tax documentation, or other required forms as may be deemed appropriate. Shall take direct charge and assume responsibility in the supervision of the player evaluation process; shall chair the Coaching Committee
   2. Vice-President – shall assume all duties and responsibilities of the President in the absence of the President; shall preside over the Dispute Resolution Committee; shall have primary responsibility for the Association’s Recruitment and Retention activities; in the absence of a Communications Director, shall have the responsibility for coordinating Team Managers
   3. Secretary – shall be responsible for communicating upcoming meetings with the association; shall take, transcribe, duplicate, and retain minutes for all regular and annual meetings, and shall publish draft minutes to the association members in a timely manner after such meetings; shall maintain the official document file, which will include the association’s Articles of Incorporation, Bylaws, Handbook; shall have oversight responsibility for general association communications, including but not limited to emails, conventional mail, and website.
   4. Treasurer – shall have the primary responsibility for providing periodic updates to the Board regarding the financial standing of the association; shall be responsible for completing any required tax documentation; shall be responsible for initiation of the annual budget process; have primary custody of all funds of the association and keep accurate records of receipts and expenditures; issue checks on behalf of the association; prepare an annual report on the receipts and expenses of the association for the Annual Meeting of the association.
   5. Program Director – shall have the primary responsibility for recruiting coaches; shall be a member of the Coaching Committee; shall be responsible for developing the program curricula, establishing clinics, and working with coaches to establish appropriate practice plans and goals; shall maintain any required coaching certifications as required by the appropriate sanctioning bodies; shall be responsible for coordinating registration activities in the event the Registration Director position is not filled.
   6. At-Large Directors – Depending on the size of the Board, the following Director positions will be filled in the following order:
      1. Registration Director – in conjunction with the Program Director, shall coordinate all player and coach registration activities; shall coordinate the registration of individual teams into appropriate leagues
      2. Coaching Director – in conjunction with the Program Director, shall serve on the Coaching Committee; shall have primary responsibility for coaching evaluations and parent/player/coach feedback; shall be the primary contact person for facilitating questions/issues between parents and coaches
      3. Communications Director – in conjunction with the Secretary, shall have primary responsibility for maintaining association level communication, including emails and the website; in conjunction with the Vice-President, shall coordinate Team Managers
      4. Fundraising Director – in conjunction with the Treasurer, will coordinate all association fundraising and sponsorship activities
4. Vacancies – In the event of a vacancy in any position, the remaining members of the Board have the following options, which will be proposed and voted on at either a regular or special meeting of the Board:
   1. Reduce the size of the Board – the Board may simply decide to reduce the size of the Board by: eliminating the vacant position if it is one of the At-Large Director positions, or; move the member fulfilling one of the At-Large Director positions to the vacant Officer position, then eliminate the open At-Large Director position
   2. Appoint Replacement – the Board may appoint any Full Member of the Association to the vacant position for the unexpired portion of the term.
5. Non-Voting Board Positions – the Board has the authority to establish additional non-voting board positions (Coordinators) for the purpose of conducting the business of the association. The positions may vary from year to year, and therefore will be established and communicated through the Association handbook. Depending on the amount of work each of these positions entails, the Board shall have the discretion to provide stipends or payments for the completion of these positions. Any stipends/payments must be part of the annual budgeting process.
6. Board Terms:
   1. Non-Voting Board Positions – the term of the appointment shall be for one (1) year
   2. Voting Board Positions
      1. Initial Board – upon creation of the Association, the original five (5) Officers shall have the following terms: President, Secretary, Program Director – up to two (2) years; Vice-President and Treasurer – up to one (1) year. The Vice President and Treasurer will be up for election at the first annual meeting of the association; the other positions will be up for election at the second annual meeting.
      2. Subsequent Boards – After the Association is initiated, each elected Board position shall have a term of two (2) years.
      3. At-Large Directors – At-Large Director positions will also be two (2) year terms, and the election for an At-Large Director will take place at the first Annual Meeting following the approval of the position by the sitting Board. The sitting Board does have the authority to appoint an Interim Director to a position created, but that appointment shall end at the next Annual Meeting
7. Term Limits – no voting board member shall retain the position for more than three (3) consecutive.
8. Beginning and Ending of a Term – All terms shall begin at the end of the Annual Meeting when the election results are announced, and shall terminate at the conclusion of the Annual Meeting on which that Director or Officer’s term was set to expire.
9. Removal of Director or Officer – a Director or Officer may be removed for the remainder of their term by either of the following methods:
   1. Unanimous vote of the rest of the Board of Directors
   2. 2/3 Vote of the Entire Association – in the event that the removal of a Director or Officer is not unanimously supported by the rest of the Board of Directors, but a majority of the rest of the Board of Directors seeks removal, a special Association meeting shall be called with a minimum of 30 days notice at which the general membership of the association shall vote on the issue. A minimum of 2/3 of the votes of the Entire Association must be obtained for dismissal of the Director or Officer. All non-present members of the Association in good standing shall be considered as “non-dismissal/retain” votes. If the vote does require dismissal, that person shall be removed from their post for the remainder of the term.
   3. Removal of a Director or Officer from a term shall not preclude them from running another Director or Officer position at the next election cycle.

# Powers and Duties

The Board of Directors shall be the general governing body of Big Lake Lacrosse. It shall approve the budget appropriate for the Association, and shall require reports from Officers and Directors in order to support the business of the Association. The Board shall ensure that the general association members remain informed on the business and status of the Association.

# Meetings

1. Annual Meetings – Annual Meetings of the Association shall be held every year for the purpose of providing an annual summary of the business, electing new Officers/Directors, and voting on any proposed changes to these by-laws. At this meeting, the Annual Reports shall be completed prior to any required elections. Voting for new Officers/Directors and by-law updates must be open for a minimum of one (1) hour, but not to exceed two (2) hours. The date, time, location, and the election timeframe must be communicated to the general association members a minimum of 30 days prior to the meeting. This communication may be made via any media type (regular mail, phone, email, text, or website) so long as it is made in the customary mode. There is no requirement on the Board to follow up with individual association members to ensure that they have received this notification.
2. Special Meetings – a Special Meeting may be called in certain circumstances, such as voting to remove an Officer/Director, emergency updates to by-laws, or to deal with an immediate issue. If the meeting is being called to remove an Officer/Director, the same meeting notice as is required for Annual Meetings (entire association notification of date/time/location a minimum of 30 days) shall be used. For lesser issues, the meeting shall be communicated a minimum of 14 days to the required attendees.
3. Regular Meetings – Regular Meetings shall typically occur monthly, however, may be cancelled/suspended as deemed appropriate by the Board of Directors. The Board should establish regular meeting days/times, however, all regular meetings shall be communicated to the general association members through the customary communication mode.
4. Quorum – for all Regular, Special, and Annual Meetings, a simple majority of the Board of Directors shall constitute a sufficient quorum to transact any business, and a simple majority vote of the Board members in attendance shall be required to adopt such matters as they may come before the meeting. Board Members will be considered present for the meetings and any votes by any telecommunications means.
5. Format – all Regular, Special, and Annual Meetings shall be conducted in accordance with Robert’s Rules of Order.
6. Committee Meetings – Committee meetings may take place as needed. There is no formal requirement to notify the entire association of such meetings. The Committee Chair shall be responsible for the notification of the required attendees, keeping minutes from the meetings, and presenting any proposals that come out of these meetings. With the exception of the Coaching Committee (see below), no committee shall have the power to make decisions or conduct business on behalf the association – any proposal from these committees must be ratified at a Regular or Special meeting by the Board.
7. Coaching Committee – the Coaching Committee shall have the power to set teams based on evaluations and assign coaches to teams without approval of the full Board.

# Elections

1. Nominations – The nominations process should begin three (3) months prior to the Annual Meeting. At a minimum, all nominations must be in place in order to provide the ballot to the general association members as part of the notification process for the upcoming Annual Meeting. The nominations shall be informal (do not require any sort of approval; a person may nominate themselves), however, to be included on the ballot, must be submitted to the Secretary in time to be part of the approved ballot (see Ballot below). Nominations shall be made for a specific Board Director/Officer vacancy. A single person may opt to run for multiple offices, and in the event of winning multiple offices, shall select the one their desired position, with the next highest vote tally taking the other position(s).
2. Ballot – The ballot shall include the names of all nominees, along with a minimum of five (5) write-in candidate spaces. If there are any proposed updates to the by-laws, the ballot shall also include a simple check box for “Y” and “N” for the by-law issue. The ballot shall be approved by the Board at a meeting held early enough to support the ballot being included as part of the 30 day notification requirement for the Annual Meeting. Only those candidates that are Full Members and Members-in-Good-Standing may be included on the ballot.
3. Procedure – All elections of Big Lake Lacrosse shall be conducted under the supervision of a committee composed of three (3) members of the Board, of which at least two (2) of these Board members must not be up for re-election. The opening of the election time shall be announced by the sitting President, typically at the conclusion of the Annual Meeting Reports, and the voting session must encompass the entire voting time that was previously communicated to the Association. After the voting is initiated, the Election Committee shall have control of the voting process. At the conclusion of the voting window, the Election Committee shall commence the voting counting, followed by a recording and announcement of the results.
   1. Only Members-in-Good-Standing shall be allowed to vote for Officers/Directors and by-law changes at the Annual Meeting.
   2. In the event that a write-in candidate secures enough votes to earn a position, but is not a Member-in-Good-Standing at the conclusion of the voting period, the next highest vote recipient that is a Member-in-Good-Standing shall be elected to the position.
   3. In the event of a tie in the voting, all Members-in-Good-Standing still present at the meeting at the time of the announcement shall be allowed to be part of the run-off voting. Run-off voting shall continue during the same meeting until such a time as the vacant positions are filled. The Election Committee shall have the responsibility for conducting the run-off voting. The ballots used for run-off voting may be a simple piece of paper that each voter writes the name of the preferred candidate.
   4. In any round of voting, Full Members will be allowed one ballot per registered participant, and each Limited Member will be allowed one ballot per family.

# Amendments

These By-Laws may be altered or amended by a two-thirds (2/3) majority vote of general association members at the Annual Meeting, or at a Special Meeting appropriated announced for this purpose. For the purpose of determining the two-thirds threshold, the total number of ballots submitted shall be used as the denominator.

# Parliamentary Authority

Robert’s Rules of Order shall be the parliamentary authority on all matters covered by the By-Laws of this Association.

# Suspension of By-Laws

These By-Laws may be suspended, in case of emergency, by unanimous vote of all Members (Full and Limited) present at any regularly scheduled meeting in which at least one-half (1/2) of the Board of Directors is present.