

Bethel Park Youth Lacrosse Association

Bylaws

ARTICLE I

NAME AND AFFILIATION

This organization shall be known as the Bethel Park Youth Lacrosse Association ("BPYLA" or "Association"). BPYLA shall compete in a league with other local lacrosse teams that best provides competition commensurate with the BPYLA. The league affiliation should be consistent with our goals as an association and be comprised of like programs. BPYLA's league affiliation will be with the Western Pennsylvania Youth Lacrosse Association (WPYLA) and follow their rules and guidelines for lacrosse league play.

ARTICLE II

OBJECTIVES

- A) To provide the organizational support to every athlete to enter, enjoy and excel by learning and playing lacrosse in a way that's best for each stage of growth & development.
- B) To develop and promote a positive working relationship with all Bethel Park entities in securing the necessary applications and permits surrounding utilization of municipal and school district facilities for practices, scrimmages, games and other related activities.
- C) To provide capable and knowledgeable coaching personnel of sound moral character instructing skill development, teamwork and sportsmanship to all player members. Coaching staff shall strive to provide a fun filled and positive experience for all player participants.
- D) To make all reasonable attempts at ensuring virtual equal playing time for all participants during regularly scheduled season games assuming participants have displayed sportsmanship, respect of staff and teammates and have consistently attended all practices prior to seasonal game. This objective is not applicable in the event of pre or post season tournament participation or other highly competitive events.

ARTICLE III

MEMBERSHIP

- A) Membership in BPYLA is open to all individual male players who are eligible to enroll in Bethel Park School District schools, and their adult guardians; however, participants in the program must be in compliance with the rules of the league with which the team is affiliated. Membership may be granted to those in a neighboring community if their community does not afford them an opportunity to participate in a lacrosse program.
- B) Members shall remain in good standing so long as the required fees and/or dues are paid by the established dates. Members must have a male child enrolled in the program and must enroll and maintain an active standing with US Lacrosse Association.
- C) Members who lose their good standing shall be ineligible to participate in BPYLA activities or vote. They shall be reinstated upon payment of delinquent fees and approval of the Board of Directors (Board).
- D) A player not in good standing may not be permitted to participate in practice sessions or games. Any change in this policy is at the discretion of the Board.
- E) BPYLA will employ an honor system with respect to school suspension and practice/game play. Any player who is suspended from school will be ineligible to practice or play with their team for the duration of the suspension.

ARTICLE IV FINANCES

- A) Dues and payment dates for the season shall be set by the Board.
- B) If BPYLA membership is terminated for any reason during the season, the player's family may be reimbursed on a pro-rata basis, if such termination occurs before the conclusion of the first two weeks of each registered season or session. No reimbursement will be made after the first two (2) weeks of play has started in any season or session.
- C) A bank account in the name of BPYLA shall be maintained and all monies received shall be deposited therein and all expenditures shall be evidenced by checks drawn from that account.
- D) BPYLA shall operate on a fiscal year that commences on July 1 and ends on June 30.

ARTICLE V BOARD OF DIRECTORS

The management and control of BPYLA will be vested in the Board which shall have the absolute charge, control, and management of the property, affairs, and funds of BPYLA and shall have the power and authority to do and perform all the acts and functions consistent with these Bylaws and the laws of Pennsylvania.

- A) There shall be an odd number of Directors. There shall be no less than three (3). Any position may be held by Co-Directors but the position holds only one vote.
- B) The Board will include the following positions.
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Scheduler
- C) The term of office for Directors shall be one (1) year or until a successor is duly elected and qualified. Directors may stand for re-election with no limit surrounding consecutive re-elections.
- D) The Board will meet as necessary to conduct BPYLA business at the direction of the President or at the written request of three (3) Directors.
- E) Quorum – Except as may otherwise be presented herein, the presence of a majority of the voting members of the Board shall constitute a quorum for the transaction of business at any meeting thereof.

ARTICLE VI DUTIES OF BOARD OF DIRECTORS

A) President – The President of BPYLA shall have all authority and responsibility necessary to operate the Association in all of its activities; subject only to such policies as shall be established by the full Board from time to time. It shall be the duty of the President to perform all duties incidental to the office of President. The President will preside at all BPYLA meetings. The President shall interpret the meaning of the Bylaws & Policies and such interpretation shall be subject to review and vote, as necessary, by the Board.

It shall be the duty of the President to:

- 1. Act as official authority in representing BPYLA.
- 2. Attend WPYLA meetings.
- 3. Cancel practices and games as necessary.
- 4. Secure Emergency Medical Technician (EMT).
- 5. Act as liaison between BPYLA and Bethel Park Recreation Department and Bethel Park School District.
- 6. Oversee all Coaches, Business Managers, Players and Parents.

7. Validate to US Lacrosse that all Coaches and Players have valid memberships and are in good standing and that all Coaches have completed all necessary training and are properly certified.
8. Submit team rosters to WPYLA prior to commencement of the season.

B) Vice President – The Vice President shall perform all duties prescribed for that office by the President and the Board. The Vice President shall act as aide to the President and shall perform the duties of the President in the absence of inability of the President to act.

It shall be the duty of the Vice President to:

1. Actively assist and support the President in the operation of BPYLA.
2. Oversee the Sponsorship Program and Fundraising for BPYLA.
3. Oversee and support the Concession Program.
4. Oversee the BPYLA Website.

C) Secretary

It shall be the duty of the Secretary to:

1. Keep or cause to be kept an original copy of the proceedings of the Board and any subcommittees appointed by the Board and a copy of these Bylaws.
2. Be custodian of the records of BPYLA.
3. Be custodian of any contracts, policies, leases and all other original business records of BPYLA (except financial records).
4. Maintain BPYLA Website.
5. Send out all necessary correspondence.
6. Record minutes of all Board and Membership meetings.
7. Perform all duties of the office of Secretary and such other duties as may from time to time be prescribed by the Board or the President.

D) Treasurer

It shall be the duty of the Treasurer to:

1. See that the lists, books, reports, statements, certificates and other documents and records required by law are properly prepared, kept and filed.
2. Be the principal officer in charge of financial matters.
3. Have charge and custody of and be responsible for the funds, securities, and investments of BPYLA
4. Render to the President and the Board whenever they may require it, an account of all his/her transactions as Treasurer, and report as to the financial position and operations of BPYLA.
5. Perform all duties of the office of the Treasurer, and such other duties as may from time to time be prescribed by the Board of Directors or the President; provided, however, that the custodial and ministerial duties of the office may be delegated to assistant officers or other members or agents of BPYLA.

E) Scheduler

It shall be the duty of the Scheduler to:

1. Attend all scheduling meeting(s) for WPYLA.
2. Coordinate with WPYLA member organizations and schedule BPYLA games.
3. Attend Bethel Park Field Coalition meeting(s) to reserve fields.
4. Publish BPYLA schedules with WPYLA/Arbiter.
5. Coordinate schedule with EMT.
6. Notify Referees, EMT, Coaches and Business Managers of cancellations and changes to schedule.
7. Perform all duties of the office of Scheduler and such other duties as may from time to time be prescribed by the Board or the President.

ARTICLE VII MEETINGS

A) Membership meetings should be held at least twice (2) per year: One (1) prior to the commencement of the spring season for registration and pre-season planning and one (1) post season but before June 30 in order to conduct elections and any other required membership business.

B) Special membership meetings may be called by the President or at the written request of three (3) Directors. Only business for which a special meeting is called may be transacted during a special meeting.

ARTICLE VIII NOMINATIONS AND ELECTIONS OF BOARD OF DIRECTORS

A) The President shall solicit and accept any and all nominations of BPYLA members to prepare a slate of candidates for BPYLA's Board. This slate of candidates may be presented to the membership at a scheduled meeting, via email and/or presented on-line via BPYLA's web site.

B) Each eligible BPYLA member shall have the right to nominate a member for each open Board position.

C) Each member household will be eligible to cast an equal number of votes for the number of players they have in good standing with BPYLA.

D) Directors shall be elected by confidential ballot.

E) If more than one candidate seeks a single Director position, the votes for the Director position will be tallied and ranked. The candidate receiving the greatest number of votes for his/her respective position shall be elected.

F) If there is but one candidate seeking election for a specific Director position the election for that Director position may be made by voice vote.

G) Any Director may resign from office at any time. Such resignation shall be presented to the President in writing, and shall be effective immediately. Any vacancy occurring on the Board, other than the President, shall be filled by a majority vote of the remaining members of the Board of Directors present at a properly called and convened meeting of the Board.

H) In the event the office of the President becomes vacant during the elected term the Vice President shall accede to the Presidency for the remainder of the term.

I) Removal of any BPYLA Member, Board Member or Coach may be made for cause or may be made for violation of the Code of Conduct agreement. The Board will have final discretion related to interpretation of said violations, and will require a majority vote by the Board.

ARTICLE IX EXECUTIVE COMMITTEE

A) The Executive Committee shall consist of the President, Vice President and Treasurer of BPYLA.

B) Duties of the Executive Committee shall consist of:

1. To transact necessary business during the intervals between meetings to promote and expand the agenda of BPYLA.
2. Assist the Treasurer in the preparation and monitoring of the BPYLA fiscal budget.
3. Approve routine bills and invoices within the guideline of BPYLA. Submit previously approved expenditures to the Treasurer for approval and payment.

ARTICLE X COMMITTEES

A) General

1. The Board will have Standing and Special Committees as may be designated from time to time. Special Committees may be appointed for such special tasks as circumstances warrant. A Special Committee shall limit its activities to the accomplishment of the tasks for which it is appointed and shall have no power to act except as specifically conferred by the Board. Upon completion of the tasks for which the committee was appointed, such Committee shall be discharged.
2. Except as otherwise provided herein, the President, with the concurrence of the Board, shall designate the members and chairperson of each committee.
3. Each committee shall keep minutes of its proceedings and shall report its actions to the President and/or Board upon request.

B) Resignation, Vacancy or Removal – Any member of a Committee may resign from office at any time. Such resignations shall be presented to the chairperson of the committee and shall be effective immediately. Any vacancy occurring on the committee shall be filled by the President. The appointee shall complete the term of the member who tendered resignation. Any committee member may be removed at any time by a majority vote of the Board of Directors, if such member has engaged in conduct which is not in the best interest of BPYLA or otherwise harms the reputation of BPYLA.

C) Meetings and Notices – Meetings of a committee may be called by the President or the Committee Chairperson. Each committee shall meet as often as is necessary to perform its duties, but no less frequently than annually. Oral or written notice of the time and place of meetings, except in emergency, shall be given at least two (2) days prior to the meeting.

D) Manner of Acting – Unless otherwise specified herein, the act of the majority of the members of a committee at a meeting shall be the act of the committee at meeting.

E) Website Access and Usage – The Secretary is listed as the ‘author’ of all postings on the website and thereby the only person authorized to access the team website via the administrator password. The administrator password will be re-set with each newly elected Secretary. The Vice President will have knowledge of and access to the administrator password in the case of an emergency to or absence of the Secretary.

F) Standing Committees – Standing Committees may be formed to promote and execute the goals and duties of BPYLA which may include but are not limited to the following:

1. Registration; 2. Special Events; 3. Fundraising; 4. Field and Equipment; 5. Awards and Gifts; 6. Videotaping and Photography; 7. Legal and Insurance; 8. Lacrosse Program; 9. Development Communications; 10. School Liaison; 11. Programs/Printing

G) Ex officio – The President shall be a member ex officio of all committees, nominating and election committees.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order shall govern meetings of BPYLA in all cases in which they are applicable and in which they are not in conflict with the Bylaws of BPYLA.

ARTICLE XII EFFECTIVE DATE

The Bylaws shall become effective when voted on and approved by the Board.

ARTICLE XIII
AMENDMENTS

Amendments to the Bylaws may be presented by any member in good standing at any regular meeting of BPYLA or at any special meeting called for that purpose. Amendments shall be presented in writing and shall be offered to the Board for consideration. The Board shall have a minimum of seven (7) days but no more than fourteen (14) days to approve or reject a properly presented Amendment. Adopted Amendments will be posted on the BPYLA web site as incorporated into the new Bylaws.

ARTICLE XIV
DISSOLUTION

In case of dissolution of BPYLA, all the assets remaining after payment of authorized expenditures shall be distributed to the successor organization or donated to a charity at the sole discretion of the Board.