

BYLAWS OF Middleton Boys Lacrosse Program 2023

The following articles are adopted as the bylaws of the Middleton Boys Lacrosse Program 2023

Article I Name and Mission:

Section 1: The name of this Association shall be Middleton Boys Lacrosse Program, with affiliation with Middleton High School and US Lacrosse.

Section 2: To build and maintain a high-level High School Lacrosse program focused on developing quality student athletes, and outstanding young men and women.

Core values and Guiding Principles: Character, Integrity and Grit.

We believe in education, and will promote a high academic standard, encouraging our players to strive for excellence in the classroom and on the field.

We believe that athletic competition is an ideal avenue to learn many “life lessons” that cannot be taught in a classroom and we take this responsibility to our athlete’s character and development seriously.

We will prioritize integrity and character over all else in our interactions and will be positive role models for other students and members of the community at all times.

We treat ourselves, teammates, coaches, parents, opponents, officials, and school staff with empathy, dignity, and respect at all times.

We believe that there are Four Roles in any athletic contest, Player, Coach, Official and spectator. YOU can only be ONE of these at any given meeting. Stick to your role, and be the best you can be, without concern for anyone else’s role in the event.

Article II General Membership

A parent/s, and or legal guardian/s of a player currently participating in the Middleton Boys Lacrosse Program is a member.

1. Eligibility for Membership: A member shall be any player registered with the Club and their parent or legal guardian. The membership fee shall be the registration fee for a lacrosse player, paid annually; such fee being determined by the Board of Directors before each new lacrosse season.
2. Membership shall imply acceptance of the Vikings Lacrosse Constitution and Bylaws and Player Code of Conduct.
3. A Member shall be deemed to be in good standing when:
 - i. They have paid their annual Registration Fee and any other dues or fees payable; and
 - ii. They abide by and comply with the Constitution and these Bylaws; and
 - iii. They sign, abide by and comply with the Player Code of Conduct.

4. Rights of Membership: Members in good standing shall have the right to bring forth any

issue, recommendation, or Bylaw Amendments for discussion and consideration for at all general meetings.

1. Registration will be closed by a certain date each season; this date will be determined by the Board annually. Any player requesting registration after that date, as determined by the Board, will be admitted on an as needed basis. If the player is permitted to register, a late fee will be charged and added to the annual registration fee; fees will not be prorated. The late fee will be set by the Board each year. A Player afforded late registration will assume a uniform number determined by the Team Manager.

Article III Management

Section 1: The management of this Association shall be entrusted to a Board, which shall have and exercise all the powers necessary to control the policy of the Association.

Section 2: The elected Board of Directors shall consist of not less than three (3) and not more than five (5) people, including the elected officers as outlined in Article VI. Directors shall serve for two (2) years, or until their successors are elected and qualified. The terms of one-half of the Directors shall expire each year. The Varsity Coaches are considered non-voting Board members. Directors shall be elected on odd and even years as follows:

1. President - Even years
2. Secretary - Odd years
3. Treasurer - Even years
4. Parent Reps - Odd years

Section 3: The President of the Board of Directors shall have power to fill any vacancies for the unexpired term, subject to the approval of the Board. The Board in office at the time of the adoption of these bylaws shall continue for the remainder of their term, and the President shall appoint Directors to fill the additional places created by these bylaws.

Section 4: No Board member, whether elected or appointed, shall be eligible to be re-elected to succeed himself as a Board member after two (2) terms (a term will be considered two years) until a period of one year has elapsed, but may be appointed to fill any vacancy occurring during such year.

Section 5: Any member of the Board may be removed from office at any meeting of the Board by affirmative vote of two-thirds of the members of the Board then in office.

Section 6: Members of the Board are required to attend all meetings. More than one unexcused absence a year may result in removal from the Board. A member's absence at a meeting shall be "unexcused" if the member does not notify the President that he/she will not be able to attend the Board meeting at least one-half hour prior to the meeting.

Section 7: Any member may resign at any time by giving his or her written resignation to the President. Such resignation shall take effect at the time specified therein, and if no time is

specified, at the time of its receipt. The acceptance of a resignation shall not be necessary to make it effective.

Article IV Elections

Section 1: The annual election of Board vacancies shall be held at the annual meeting, which will be held the last week of the lacrosse season. Any interested party shall submit their name and position interested in to the Board by April 15th.

Section 2: The annual meeting of the general membership shall be held in the month of May. The Board shall confirm a date for the annual meeting. The Board shall ask for nominations to fill the Board membership vacancies by the last day of April. The Board will propose a ballot of Directors to the general members. At least ten (10) days before election, the membership shall be notified of the annual meeting.

Section 3: The election shall be held at the annual meeting. Each member family present shall have one vote to decide Board members. The Board shall have charge of the election and certify the returns to the Board of Directors. Any elected Directors shall take office after the current lacrosse season.

Article V Meetings

Section 1: The annual meeting of the Association shall be held on a date to be fixed each year by the Board of Directors, as provided in Article IV, Section 2, of these bylaws.

Section 2: Special meetings of the Association may be called by the President, or by three (3) members of the Board of Directors. The call for a special meeting shall state the purpose of such meeting, and no business other than that specified shall be in order at such meeting. Ten days notice of all meetings shall be given to the members of the Association.

Section 3: The Board of Directors shall meet at least once a quarter and as needed at such time and place as they determine. Fifty percent of the elected Board shall constitute a quorum.

Section 4: A closed executive session may be called by a unanimous vote of the Board members present at any meeting. Only voting members will be present. Action may be taken while in executive session and no minutes will be taken.

Section 5: The Board shall prescribe the order of business for all meetings of the Association and of the Board.

Section 6: Every member shall have a right to vote in person at the annual or special meetings.

Section 7: Every Board member shall have a right to vote in person at regular or special Board meetings. A Board member may give his or her proxy to be voted at the appropriate time in that meeting.

Section 8: Placing items on the agenda. Any member can request to add an item to the agenda two (2) weeks prior to any scheduled meeting by sending written or electronic notification to the President. The President has the right to decline any agenda request. All agenda requests will be given notice of acceptance or decline five (5) days prior to the meeting.

Section 9: Minutes of the meetings shall be distributed within thirty (30) days to each member of the Board following each general meeting. The minutes shall also be viewed by the Board when it approves its own meeting minutes at the Board meeting held subsequent to the committee meetings. Meeting minutes will be available upon request.

Articles VI Duties of Directors

Section 1: The Board positions shall be made up of the following roles and associated responsibilities. These roles may be added to, deleted, or changed based on the needs of the organization, as defined by the Board.

Section 2: **President** – The President shall preside at all meetings of the Board of Directors and general meetings. In the President's absence he/she may appoint any of the Directors to assume the duties of the President. Attend IHSL, TVLL meetings. Keep in close contact with Coach and report needs or wants to the Board of Directors. Responsible for ensuring the decisions of the Board is executed. Review the club's financial records on a regular basis and carries out other duties as assigned by the Club. The President is a voting member.

Section 3: **Secretary** - The Secretary shall attend all meetings of the Board of Directors and shall prepare and maintain proper minutes of those meetings. Maintain accurate lists of all players within the organization, including parent contact information. Maintain accurate information in the areas of registration, physicals on file, concussion testing, and general player information. Manage the US Lacrosse number list and make sure all players are up to date. Keep all registration forms, making sure they are filled out correctly. Keep all contracts signed by players and parents. Make sure the Coaches have filled out the correct paperwork. Be able to send out emails within 24 hours of receiving the information to be distributed. The Secretary is a voting member.

Section 4: **Treasurer** – Keep an accurate and up-to-date financial report. Set the Annual Budget for approval by the Lacrosse Board and maintain a log of all financial transactions. Collect all monies, expense receipts, and registration paperwork and distribute them to the proper people. Approve all monies spent by the team. Work closely with the Middleton High School Business Office in making deposits, submitting receipts for payment, reconciling transaction records. Secure supplemental funding for the program from outside sources i.e. Middleton High School Assn., Middleton legacy scholarships, and the Lacrosse Booster Club. The Treasurer is a voting member.

Section 5: **Parent Representative** - one Boys team representative shall act as the liaison between the coaching staff and the parents via TeamApp or another medium as deemed necessary by the Board. Communicates regularly with the coach and informs the team of changes in practice times, tournament schedule changes and any other information that needs to be distributed to the team via TeamApp or other medium. Assist in the coordination of away games and ensuring the players are informed of dates, times and locations of the game. As well as assisting parents in the travel arrangements and scheduling of a hotel for the team and parents when necessary. Manage and maintain the information for the organization at the Middleton Lacrosse websites working in conjunction with the Board, establish best practices for information development, updates, and distribution. The Parent Representative may be

assigned other duties by the Board of Directors as deemed necessary. The Parent Representative is a voting member.

Section 7: Varsity Head Coaches - Assembles, supervises, and identifies designated coaching staff; oversees coaching staff registration with US Lacrosse, SNLA, and other as may be required. Establish player expectations and attendance guidelines for the season. Schedule and plan practices. Mentor the Club's student-athletes; reinforce the importance of the Player Code of Conduct and the Club's goals and objectives to the players and coaches. Develop recruitment and travel opportunities. Work closely with the Parent Representative to receive team rosters and to be sure practice schedules, games times, etc. are being communicated to the players and their families. Report any infractions of Code of Conduct by a player, parent, or coach to the Board. Coaches are non-voting members and term to be reviewed annually by the Board of Directors.

Article VII Committees and Their Duties

Section 1: The Board President, with the approval of a majority of the Board, shall have the authority to form new standing and/or ad hoc committees and to abolish standing committees that are no longer functional.

Section 2: Additional standing committees or special committees may be established in such a manner and for such purposes as the Board of Directors shall determine and shall exercise such powers and duties in furtherance of the activities of the Association as may be delegated to such committees by resolution of the Board of Directors.

Article VIII Conflict of Interest

Section 1: A member of the Board shall be considered to have a conflict of interest if such member of the Board has existing or potential interest which impairs or might reasonably appear to impair such member's independent, unbiased judgment in the discharge of his or her family (spouse or child) which impairs or might reasonably appear to impair such member's independent, unbiased judgment in the discharge of his or her responsibilities to the team.

Section 2: All members of the Board shall disclose to the Board any possible conflict of interest at the earliest practicable time. No member of the Board shall vote on any matter under consideration at a Board meeting in which such a member of the Board has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the member of the Board having conflict of interest abstained from voting. Any member of the Board who is uncertain whether a conflict of interest may exist in any matter may request the Board or Committee to resolve the question by a majority vote.

Article IX Coaching

Section 1: Hiring of a Coach: The hiring of any Coach will be completed by The Board of Directors. The Assistant Coaches will be recommended for hire by the Varsity Head Coach. This will allow the Board to be advised and able to comment and have final say on Assistant Coaches. Coaches will adhere to Middleton Lacrosse Coaches Contract.

Section 2: General members may submit names to the Board for consideration. In the case of an emergency need for a Head Coach, the Board may appoint a temporary Coach to fill in until a new Head Coach can be found. The temporary Coach may be considered for the Head Coach position.

Section 3: Dismissal of a Coach. If the Board feels that the Coach is not following the bylaws and mission statement of the Middleton Boys and Girls Lacrosse Program, the Board will first meet with the Coach to address the discrepancies and allow the Coach to explain. If the explanation does not satisfy or the behavior does not change to the satisfaction of the Board, the Board has the right to dismiss.

Section 4: All Coaches must have a background check and take other classes that are deemed necessary by Middleton High School or the Board of Directors.

Article X Review and Amendment of Bylaws

Section 1: These bylaws may be changed, amended, or repealed and new bylaws adopted at any meeting of the Board provided notice of the proposed amendment is sent to all the members of the Board at least ten (10) days before the meeting.

Section 2: Prior to each annual meeting of the Board, the Board or an ad hoc committee appointed by the Board shall review these bylaws and recommend any necessary changes thereto.

Article XI Dissolution

In the event the Middleton Boys Lacrosse Team is dissolved and ceases to exist, or the sport of Lacrosse becomes sanctioned, any assets will be given to Middleton High School to be used to start a new Middleton Boys Lacrosse Program in the future, or to continue the program running under the high school athletic program.

Dated this 1st of January, 2023

Daniele Johnston

President

Cheri Moore

Secretary

Kara Baisden

Treasurer

OPEN

Parent Representative