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## Mountainside Lacrosse

### *Bylaws*

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## **1.1 Introduction**

### **1.2 Name**

The name of this organization shall be Mountainside Lacrosse (MSLAX), hereinafter referred to as “The Association”. This association is and shall be a non-profit organization.

### **1.3 Purpose**

The purpose of the Association is exclusively charitable and intended to facilitate a competitive high school lacrosse experience for men and women. The objective of this association shall be to teach, govern, and promote the game of lacrosse for high school players within the area of the jurisdiction of the Association. The Association shall be structured pursuant to Section 501.C.3 of the Internal Revenue Code.

The Association will provide an opportunity for all otherwise eligible high school students, grades nine through twelve, to participate in a competitive lacrosse program that emphasizes fundamentals of the game, good sportsmanship, the spirit of competition and a strong sense of personal confidence and self esteem. Applications must be registered by the deadline as determined at the beginning of each season. No player will be allowed to participate until a parent/legal guardian signs and returns the Player Contract and provides a signed statement from an examining physician that the candidate is physically fit and there are no observable conditions which would prevent the candidate from playing lacrosse.

The Association is governed by a duly elected Board of Directors who are volunteers and is funded through private donations and registration fees with no national organizational ties for purposes of funding.

Any participant in the Association shall understand and accept the practices of the Association and adhere to the policies and decisions of its governing board.

Grievance, refund policies, and team selection criteria will be determined at the beginning of each year and submitted to members of the Association.

### **1.4 Administration**

The Association shall be governed by its Bylaws and policies duly adopted by the board. The governing authority of the Association shall be vested in the members of the Association as represented by the officers elected by parents/legal guardians of the participating player as described in section 2.1 of the Bylaws and hereinafter referred to as “Parents”.



## **2.1 Membership**

### **2.2 Eligibility**

The members of the Association shall consist of eligible individual players, parents and coaches of Mountainside Lacrosse. In order to obtain necessary insurance coverage and other benefits players of the organization are required to enroll themselves as members of the US Lacrosse Association.

All players must provide a valid Tualatin Hills Park and Recreation District (Hereinafter THPRD) number to participate.

The association places a high value on the development of student athletes. High school players will be required to have a minimum passing grade in all classes, and have a minimum 2.0 grade point average at the end of each grading period to participate in association events. Those who have not met the standard will have a seven day grace period to meet the standard. If at the end of the seven day grace period a participant has not met the standard the individual will be placed on academic ineligibility until the standards are met. Grade verification will be conducted in a manner consistent with policy established by the board.

## **3.1 Finances**

### **3.2 Fiscal Year**

The Fiscal year of the Association shall begin on July 1 and end on June 30 of each year. All financial rules and regulations are in effect during the twelve months of the fiscal year.

### **3.3 Budget**

The Treasurer, with the advice of the Board, shall prepare a proposed budget for the next fiscal year. The proposed budget shall be submitted to the Board of the Association at least thirty days prior to the meeting at which it is adopted. The budget shall be limited for any given year to expected income for that year. The total operating expense budget shall include no less than five percent contingency fund each year. Approval of, or changes to, the budget shall be voted on by the Association Board, a two-thirds majority of the total votes present shall be required.

### **3.4 Financial Statement**

The Treasurer shall submit an itemized financial statement of the previous fiscal year expenses within thirty days after the end of the fiscal year.



### **3.5 Registration Fees**

Each player registered with the Association shall pay a registration fee, unless waived by the Association for cause. The registration fee shall be determined by a vote of the Association Board.

### **3.6 Scholarships**

Application will be made to THPRD by those seeking scholarship assistance. Additional assistance may be sought by application to the association board. The board will determine awards based upon demonstrated need and resources available for this purpose in a manner consistent with these bylaws.

## **4.1 Meetings**

### **4.2 The Association Board of Directors Meeting**

The affairs of the Association shall be conducted at meetings of the Association Board. These shall be regularly scheduled meetings of the Association Board.

### **4.3 Special Meetings**

Special meetings of the Association shall be held as the Association President or any two Board Members shall call. The conduct of all meetings shall be governed by the current edition of Robert's Rule of Order. No less than twenty-four hour notice shall be given for special meetings called as a result of a perceived emergency and seven-day notice shall be given for special meetings called for non-emergency purposes.

### **4.4 Annual Meeting**

The regularly scheduled Board of Directors meeting each June shall be designated the Annual Meeting. The primary purpose of this meeting shall be the installment of Association officers. Additionally, all association business and financial records shall be transferred in a timely manner consistent with the efficient operation of association business.

## **5.1 Voting, quorum and Election of Officers**

### **5.2 Quorum at the Association Board of Directors Meetings.**



A quorum shall consist of at least the President, or Vice President, and two additional officers with a quorum resulting with a simple majority of Board Members present.

### **5.3 Election of Association Officers**

Individuals nominated must be at least eighteen years old and agree to serve if elected. Individuals may be nominated for one position only.

For the election of officers of the Association there shall be one vote per player in the Association as of the fifteenth day of May of the seasonal year. A simple majority of the votes present is required to elect. No nominations will be accepted after May 15 and no votes will be counted if received after May 30. Voting will be carried out by a method approved by the Board.

In the event of a tie at any position runoff elections will be held until a winner is elected consistent with this section.

### **5.4 Revision of Bylaws, Etc.**

Revision of Bylaws, approval of, or changes to, the budget and removal of either elected or appointed officers shall be voted on by the Board. A two-thirds majority of the total votes present shall be required to carry a Motion on these matters. All changes voted on this section shall become effective at the time that revision and /or change are approved. All Board members must be notified in advance of a meeting in which revisions or amendments to these Bylaws are to be voted on.

#### **5.3.1 Bylaw Interpretation**

At such time as questions arise regarding the interpretation, application or meaning of the Bylaws, determination shall be made by majority of the Association Board at a regularly scheduled meeting of the Association. A determination may be called for by any member of the Board, and must be acted on immediately as a point of order. A call for determination does not require a motion or a second, and discussion is limited to the applicable Bylaws.

## **6.1 Officers**

### **6.2 Board of Directors**

The Board of Directors, hereinafter referred to as the Board, shall consist of the elected



Association officers (1) President, (2) Vice Presidents, (1) Secretary, (1) Treasurer, (1) THPRD Coordinator and (3) Members at Large. No person shall hold two elected positions at one time. Each of the above referenced officers shall have equal voting authority (1) vote. At no time shall the number of elected officers of the Association exceed (11) or number less than nine (9).

### **6.3 Election of Officers**

Elections will be held to fill board officer positions for the following year in May. New officers shall serve beginning with the first scheduled meeting of the Association in August of the following year.

### **6.4 Term of Office**

The term of office for all launch board members is (2) two years. After the 2019 season Association President, Vice-Presidents, and Treasurer shall be (2) two years. The term of office for other Board Members shall be (1) one year.

### **6.5 President**

The President shall preside at all meetings of the Association and shall be the General Manager of the Association. Subject to approval by the Association Board, the President shall appoint such committees as may be required for the proper operation of the Association. The President shall be the appointed representatives of the Association and shall make such reports and recommendations to the Association Board at any regular or special meetings concerning the work and affairs of the Association as in his/her judgment may be necessary, and shall perform such other duties as may be incidental to the office. The President shall serve for the administration succeeding his own, as an ad-hoc member of the Board and budget committee. The President shall be responsible for signing all approved contracts, agreements, etc.

### **6.6 Vice President**

The Vice President of the Association shall perform the duties of the President in case of his/her absence, resignation or inability to act, and such duties as may be assigned to him/her by the President.

### **6.7 Secretary**

The Secretary shall keep complete records of all meetings of the Association, including as accurate record of attendance of members; shall furnish the appropriate Committee Chairperson, prior to the end of the calendar year, with a list of officers and members of



the Association whose terms shall expire at the next Annual Meeting; give notices as directed by the President; and shall be custodian of all records of the Association except records and paper kept by the Treasurer; and shall perform such other duties as may be incidental to the office.

#### **6.8 Treasurer**

The Treasurer shall receive, distribute and account for all of the funds of the Association. A written financial statement shall be presented at the regular monthly meeting. He/she shall receive and have custody of, and account for, all deeds, securities, notes, contracts, and other financial papers of the Association, and shall place them in safekeeping in the safe deposit vaults of a bank designated by the Association and under the rules regarding access as the Association shall determine. He/she shall present, sixty days after the close of the fiscal year, a comprehensive financial statement of receipts and disbursements of the Association during the preceding year. He/she shall perform such other duties, as may be incidental to the office to include proper oversight of disbursements and holding of Association funds.

#### **6.9 THPRD Coordinator**

The THPRD Coordinator will act as the association representative relative required communication with THPRD to secure field space as well as dates and times for practice, games and other events.

#### **6.10 Members at Large**

Shall be voting members of the board and carry out duties related to the operation of the association as well as those assigned by the President and approved by the Board.

##### **6.9.1 Removal**

Removal of elected officers, coaches, players or assigned volunteers shall be voted on by the Association Board. A two-thirds majority of the total votes present shall be required. All Board members must be notified in advance of a meeting that will deal with a removal issue. The Board shall have the authority to suspend or remove any coach, elected official or volunteer whose conduct violates these bylaws, or involves conduct considered to be detrimental to the best interest of the Association.

Any board members that missed three scheduled meetings without being excused shall be removed.

#### **6.11 Vacancies**

Vacancies occurring during the term of office of the Association officers except for that





of the President, which shall be filled by the Vice-President in accordance with 6.5, shall be appointed by the President with the approval of the Board. The term of office of such appointments shall be until the expiration of the original term of office.

#### **6.12 Limitations on Liability and Indemnification**

Nothing herein shall constitute members of the Association as partners for any purpose. No member, officer, agent, or employee of this organization shall be liable for the acts or failure to act on the part of any other member, officer, agent or employee of the Association. Nor shall any member, officer, agent, or employee be liable for his/her acts or failure to act under these bylaws, excepting only acts or omission to act arising out of his/her willful misfeasance.

Any Board member of the Association or former Board member of the Association shall be reimbursed against reasonable expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which he/she or any of them are made parties, or party by reason of having been a Board member of the association, except in relation to matters as to which such Board members, or former Board member, shall be adjudicated in such actions, suits, or proceedings to be liable for gross negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated in the existence of such liability.

### **7.1 Committees**

#### **7.2 Committee Establishment**

Association Committees may be established as required to satisfy the programs and needs of the Association and for their orderly and timely implementation. Committee responsibilities will be specific and defined by the Board. Committees may include but are not limited to Nominating Committee; Equipment Committee; Fundraising Committee; Coach/Player Development Committee; Field Development Committee; and Registrar.

#### **7.3 Members**

The Chairperson of each committee shall be selected by the Association President. Removal of a Committee Chairperson is subject to Board approval. Committee Chairs shall administer their respective activities and be responsible to the Board.

### **8.1 Seasonal Year**

#### **8.2 Seasonal Year**

The Seasonal year shall be from August, 1 to July, 31.



### **8.3 Coaches Tenure**

The tenure of appointed high school coaches shall be in accordance with their contractual provisions. Any compensation will be set by the board. All coaches will be appointed by majority vote of the Board.

## **9.1 Financial Responsibility**

### **9.2 Disclaimer**

The Association specifically disclaims financial responsibility for, and shall not assume nor be held liable for, the debts or the financial obligations, either expressed or implied, of any affiliated team, or any of the coaches, managers, officers, officials, or members of any affiliated team.

### **9.3 Limitations**

No officer, agent or member of the Association may enter into any agreement or contract in any matter that is for a period of six months or more or is for any amount that is \$500.00 or more in excess of the approved budget without the majority vote of the Board. Prior to such vote, a copy of any such agreement, contract or obligation in its final form shall be reviewed by the Board. Any agreement, contract or obligation not approved by the Board or otherwise required herein shall not be honored by the Association. All individuals with contracts exceeding \$500.00 will present in writing to the Board, an accounting for their services every ninety days at the discretion of the Board.

## **10.0 Player Eligibility**

### **10.1 Registration**

Players must register during designated registration periods. Registration shall be deemed received when completed form and payment plan is in the possession of the Association and complies with section 1.2 of these bylaws. Players are not considered assigned to a team unless done so by the Association. No one is authorized to receive registration forms other than the registrar or his/her appointee. No player shall be allowed to participate in any practice or game until this procedure has been completed and the coach is notified by the Association Registrar or appointed designee.

## **11.1 Coaches**

### **11.2 Coaches/ Volunteer Selection**



All coaching and volunteer positions will be appointed by the Board. Recommendations may be sought from any individual or committee assigned to review Head Coach applications. All coaches and volunteers with duties that include work on the field or more than incidental contact with players must submit the information necessary to complete a background check consent form. Background checks shall be done by a vendor skilled in the area and provide, at a minimum, the detail required by THPRD. The board shall have the right to question any applicant or request further information. Selection of coaches shall be based not only on knowledge of the game but on leadership, character, sportsmanship and ability to communicate with players.

All coaching positions not covered by an individual contract are automatically ended at the end of the season, unless removed prior to the close of the season at the direction of the Board. All coaches must reapply every year.

### **11.3 Coach / Volunteer Responsibility**

A Head Coach shall nominate assistant coaches to the Board and appointment of assistant coaches shall be by the Board by majority vote.

A team's coaching staff is in complete charge of the team whenever it is together on the practice or playing field, traveling as a group to and from practice sessions and games, or together for any team function, such as a banquet. The coaching staff is under the direction of the head-coach; other coaches are called assistant coaches. The following applies to all coaches:

1. It is the responsibility of all coaches and volunteers to notify the Board of any changes in their arrest or conviction status. Further, all coaches shall notify the Board immediately upon becoming aware that they are the subject of a criminal investigation or upon being the subject of an arrest.
2. A head coach must be at least twenty-one years of age.
3. An assistant coach or volunteer must be at least eighteen years of age or a high school graduate.
4. In the case of youth teams the assistant coach may be of high school age.
5. The head coach will determine the assignments of the assistant coaches.
6. Once approved for coaching, a coach is automatically terminated at the close of each season as described in 11.1 unless a properly executed contract provides otherwise. To coach the following year Association approval is required.
7. Coaches do not make team or league policy. Rather, they carry it out. However, on the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with except in cases of rule violations and any other conduct deemed by the Board to be contrary to the welfare of players.
8. The head coach has final responsibility for his actions, those of his assistant coaches, players and staff.



#### **11.4 Coaches Code of Conduct**

All coaches will abide by a Code of Conduct, which includes the following provisions. If any of these rules are broken, the Board shall have the authority to impose a penalty to include removal from the program. Coaches shall:

1. Not smoke/vape and/or use smokeless tobacco on the field.
2. Not criticize player in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team members if others might benefit.
3. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.
4. Not criticize the opposing team, its players, coaches, cheerleaders or fans by word or by gesture.
5. Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
6. Emphasize that winning is the result of good "teamwork."
7. Not engage in excessive sideline coaching and shall not leave the bench area to shout instructions from the sidelines.
8. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators. Any fan who becomes a nuisance and out of control will be asked to leave.
9. Not use abusive or profane language at any time.
10. Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by the participant's physician.
11. Not permit an ineligible player to participate in the game.
12. Not deliberately incite unsportsmanlike like conduct.
13. Abstain from the possession or use of any alcohol and illegal substances on both the game and practice fields.
14. Remove from a game or practice any participant when even slightly in doubt of player's health, whether or not as a result of injury, until competent medical advice is available.
15. Control their fans. Remember, as a team coach, you're responsible for your team, and fan reaction will usually be in step with your reaction.
16. Insure that each athlete has the opportunity to participate that is meaningful and satisfies the purpose for the formation of the Association.

#### **11.5 Board Code of Ethics**

Members of the Board of the Association are expected and required to act in the best interests of the Board and the members of the Association. Board members will provide positive support to the league and other Board members. Board business will be conducted in a professional and ethical manner.

#### **11.6 Discipline**



The head coach is responsible for team discipline in accordance with section 11.2. A head coach's decision regarding discipline maybe reviewed by the board at the board's discretion. The board's decision regarding the presenting issue is final. Members of the association will further acknowledge that conduct on and off the field has a direct impact on the association. Members of the association are to consider this impact in their personal conduct and communication on and off the field to include, but not limited to, the use of all forms of social media.

#### **12.0 Conflict of Interest**

The board shall adopt, retain, and modify as needed with approval of the board a Conflict of Interest Policy. This policy may be detailed and kept in a separate document from these bylaws. This policy is to be adhered to in all compensations matters.

#### **13.0 Non Discrimination**

The association encourages all interested in the game of Lacrosse to participate and does not discriminate on the basis of race/ethnicity, color, national origin, sex or sexual orientation.

#### **14.0 Dissolution**

In the event that the association should ever dissolve, disband, or cease to exist, all of the assets of the Association shall be transferred to another non-profit youth sports association of like purpose. No board member or any other person shall receive any individual benefit in the event of such dissolution.