

**Western Maryland Youth Lacrosse Conference WMYLC
Constitution and Bylaws**

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Article 1

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Mission, Purpose, and Goals

The mission, purpose, and goals of the Western Maryland Youth Lacrosse Conference (WMYLC) are:

- 1.1 To provide the youth (boys and girls) residing within the geographical boundaries of the Western Maryland Area (including Western Carroll County, Northern Montgomery County, Frederick County, Washington County and Martinsburg-Berkley County, WV) a healthful, enjoyable leisure time activity and, as part of the experience, to promote qualities that may help them in later life such as sportsmanship, team skills, positive work-ethic, and integrity.
- 1.2 To promote the sport of Lacrosse in the Western Maryland Area by providing educational activities in the play of the game, rules, and coaching.
- 1.3 To coordinate lacrosse practice and game activities in the Western Maryland Area and to seek to minimize conflicts regarding resources such as fields, referees, coaches, and equipment.
- 1.4 To provide training clinics for players new to the sport in order to add new players to the game.
- 1.5 To provide training and certification clinics in the rules of the game, lacrosse coaching fundamentals, player safety, and leadership skills for coaches participating in the conference.
- 1.6 To provide year round lacrosse opportunities including (but not limited to): Spring season outdoor field lacrosse games, Summer league outdoor field lacrosse games, Fall outdoor field lacrosse games, special tournaments, Fall and Winter indoor lacrosse games, lacrosse skills clinics for new and experienced players, and coaching training.
- 1.7 To promote the Sport of Lacrosse opportunities for all age groups and skill levels including (but not limited to): Elementary School age, Middle School age, High School age for both boys and girls.
- 1.8 To promote advancement of Sport of Lacrosse as a team sport in the Secondary Schools in the Western Maryland Area including Public and Private School Teams, Varsity, Junior Varsity, and 9th Grade Teams.
- 1.9 To act as a coordinating group with the governing body of Lacrosse in the United States: US Lacrosse.
- 1.10 To act as a coordinating body with external organizations such as other sports leagues, county field assignors, and referees organizations.
- 1.11 To coordinate fund raising activities for Sport of Lacrosse in the Western Maryland Area towards realizing the goals stated above.

Article 2

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Board of Directors

- 2.1 *Function of Directors.* The business and affairs of the Corporation shall be managed under the direction of its Board of Directors. All powers of the Corporation may be exercised by or under authority of the Board of Directors. The Board of Directors is to develop and approve new bylaws, rules, and rule changes prior to presentation to the general membership. The Board of Directors is intended as a smaller group from the general membership where the details of the effects of bylaw or rule changes can be discussed. The Board of Directors will vote on proposed bylaw and rule changes. Members of the Board of Directors may poll the general membership regarding new bylaws, new rules, and bylaw/ rule changes prior to Board of Directors votes. Only those bylaws, rules and bylaw/ rule changes accepted by Board of Directors vote will be presented to the general membership.
- 2.1.1 The Board of Directors shall act for the conference and exercise the authority of the WMYLC between general meetings; shall investigate and make decisions on conduct of members, players, and coaches and levy sanctions as deemed appropriate; shall investigate and present to the conference all business or important activity situations; and have general control over all league affairs. All investigations of questionable conduct or violations of the conference rules and policies and the results of such investigation, if undertaken by an individual Club Coordinator shall be reported to the Board of Directors in writing within 48 hours of the incident or beginning of the investigation and shall be sent by e-mail to the WMYLC Commissioner. At any time, the Board of Directors may:
- 2.1.1.1 Rule a Forfeit any of game without formal protest if the Board determines a significant rule or policy violation has occurred.
- 2.1.1.2 Require a letter of confirmation of any player's eligibility from his/her Club's Coordinator and if it is later found that the player is ineligible, assess fines against that Club in addition to other penalties.
- 2.1.2 The Board of Directors is formed in an effort to foster tenets of good sportsmanship and conduct in the best interest of the Sport of Lacrosse. In this role, the Board of Directors will serve as the judicial body of the Conference to uphold the rules, regulations and policies of the conference and to levy fair and reasonable disciplinary action if necessary.
- 2.1.3 If incidents occur in between Board of Directors meetings, the Conference Commissioner will serve as the chief judicial decision maker to uphold the rules, regulations, and policies of the conference and to levy fair and reasonable disciplinary action if necessary.
- 2.1.4 Members of the Board of Director may succeed themselves on the Board.
- 2.1.5 Appeals from decisions of the Commissioner shall be made in writing to the Commissioner within three (3) working days from the date of the transmission of the Commissioner's decision. The Commissioner (President) will present the topic at the next scheduled Board of Directors meeting. The Board of Directors may approve or reject the decision of the Commissioner which action will be final. There will be no further appeals.

- 2.2 *Number of.* The Corporation shall have at least three (3) Directors at all times. The Corporation shall have the number of Directors provided in the Articles of Incorporation until changed as herein provided. A majority of the entire Board of Directors may alter the number of Directors set by the Articles of Incorporation to not more than seven (7) nor fewer than one (1) Director, but the action may not affect the tenure of office of any Director, except as provided in Section 2.04.
- 2.3 *Composition of Board.* The WMYLC Board of Directors will be composed of the Executive Officers, Boys' Commissioner, Girls' Commissioner, Special Events Coordinator and Education Coordinator. The Board of Directors shall be presided over by the Commissioner
- 2.4. *Election and Tenure of Directors.* At each annual meeting, the Directors shall elect Directors to hold office until the next annual meeting and until their successors are elected and qualify. *no dovers*
- 2.5 *Removal of Director.* Unless statute or the Articles of Incorporation provide otherwise, the Directors may remove any Director, with or without cause, by the affirmative vote of a majority of the entire Board of Directors.
- 2.6 *Vacancy on Board.* A majority of the remaining Directors, whether or not sufficient to constitute a quorum, may fill a vacancy on the Board of Directors which results from any cause except an increase in the number of Directors and a majority of the entire Board of Directors may fill a vacancy which results from an increase in the number of Directors. A Director elected to fill a vacancy serves until the next annual meeting of Directors and until his successor is elected and qualifies.
- 2.7 *Annual and Regular Meetings.* The Corporation shall hold an annual meeting of its General Membership (Club Coordinators) to elect Executive Officers, the Board of Directors, the Committee Coordinators, and transact any other business within its powers either at 9:00 A.M on the first Monday of September in each year if not a legal holiday, or at such other time on such other day falling on or before the 30th day thereafter as shall be set by the Board of Directors. Except as the Articles of incorporation or statute provides otherwise, any business may be considered at an annual meeting without the purpose of the meeting having been specified in the notice. Failure to hold an annual meeting does not invalidate the Corporation's existence or affect any otherwise valid corporate acts. Any other regular meeting of the Board of Directors shall be held on such date and at any place as may be designated from time to time by the Board of Directors. The annual and regular meetings as herein defined shall be distinct from the meeting described in Article 6 hereof. WMYLC will hold both executive meetings, and general meetings during the course of the year in addition to mandatory meetings as outlined in the yearly calendar put forth at the annual meeting each year.
- 2.8 *Special Meetings.* Special meetings of the Board of Directors may be called at any time by the Chairman of the Board or the President or by a majority of the Board of Directors by vote at a meeting, or in writing with or without a meeting. A special meeting of the Board of Directors shall be held on such date and at any place as may be designated from time to time by the Board of Directors. In the absence of such designation such meeting shall be held at such place as may be designated in the call. Special meetings as herein defined shall be distinct from the meeting described in Article 6 hereof.
- 2.9 *Meeting Purpose.* The Board of Directors meetings are to handle the details of conference activities that would not be practical to be handled in in-depth debate in General Membership Meetings. The Board of Directors will also serve as the chief decision-making body of the conference and will meet to decide all policy, rules, and bylaws for the WMYLC. Decisions by the Board of Directors will be by simple majority vote. The only decisions that will be left to votes by the General Membership are: (1) Election of the Executive Officers and Board of Directors and (2) Election of the Coordinators of each of the Standing Committees. The Executive Officers and the Board of Directors may choose to bring any item to a vote of the General Membership (Club Coordinators) at the discretion of the Executive Officers and the Board of Directors.

- 2.10 *Notice of Meetings.* Except as provided in Section 2.06, the Secretary shall give notice to each Executive Officer, Committee Coordinator, Board of Director Member, and Club Coordinator of each annual, regular, and special meeting. The notice shall state the time and place of the meeting. Notice is given to an Executive Officer, Committee Coordinator, Board of Director Member, and Club Coordinator when it is delivered personally to him, left at his residence or usual place of business, or sent by, telegraph, telecopy, or telephone, at least 24 hours before the time of the meeting or, in the alternative by mail or electronic mail to his address as it shall appear on the records of the Corporation, at least 72 hours before the time of the meeting. Unless the Bylaws or a resolution of the Board of Directors provide otherwise, the notice need not state the business to be transacted at or the purpose of any annual, regular, or special meeting of the General Membership (Club Coordinators) or Board of Directors. No notice of any meeting of the Board of Directors need be given to any Director who attends, or to any Director who, in writing executed and filed with the records of the meeting either before or after the holding thereof, waives such notice. Any meeting of the Board of Directors, annual, regular, or special, may adjourn from time to time to reconvene at the same or some other place, and no notice need be given of any such adjourned meeting other than by announcement.
- 2.11 *Action by Directors.* Unless statute or the Articles of Incorporation or bylaws require a greater proportion, the action of a majority of the Directors present at a meeting at which a quorum is present is action of the Board of Directors. A majority of the entire Board of Directors shall constitute a quorum for the transaction of business. In the absence of a quorum, the Directors present by majority vote and without notice other than by announcement may adjourn the meeting from time to time until a quorum shall attend. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting, if a unanimous written consent which sets forth the action is signed by each member of the Board and filed with the minutes of proceedings of the Board.
- 2.12 *Meeting by Conference Telephone.* Members of the Board of Directors may participate in a meeting by means of a conference telephone or similar communications equipment if all persons participating in the meeting can hear each other at the same time. Participation in a meeting by these means constitutes presence in person at a meeting.
- 2.13 *Compensation.* A Director may not receive any compensation or reimbursement for expenses for attendance at any annual, regular, or special meeting of the Board of Directors or any committee thereof. A Director who serves the Corporation in any other capacity may receive compensation for such other services, pursuant to a resolution of the Directors.

Article 3

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Membership

- 3.1 The Western Maryland Youth Lacrosse Conference (WMYLC) may impose requirements, as it deems reasonable for membership in the WMYLC.
- 3.2 WMYLC shall operate as a non-profit corporation.
- 3.3 The WMYLC will be composed of teams from its Member Clubs who compete in different divisions divided by sex, age, school grade, or skill level as decided from time to time by the WMYLC.
- 3.4 A recognized youth Lacrosse Club may participate as a member in the WMYLC after approval by a vote of the Club Coordinators.
- 3.5 To join the WMYLC, a club shall submit a written request stating its desire to become a member of the WMYLC, describing its organization and plan for participation in the league and its willingness to abide by the Constitution and Bylaws, Rules, Policies and the decisions of the WMYLC.
- 3.6 A two-thirds (2/3) majority vote of Club Coordinators at a regular monthly General Membership Meeting is required for a club to become a member of the WMYLC.
- 3.7 Each Member Club's shall appoint a representative (Club Coordinator) to the WMYLC and that Member Club shall be permitted one vote on matters at each General Membership Meeting before the WMYLC so long as said Member Club remains in good standing and agrees to abide by the Constitution and Bylaws of the WMYLC.
- 3.8 The WMYLC may from time to time confer special non-voting membership on individuals or entities, as they deem advisable. Special members shall not be required to pay annual dues. These members may be individuals from a Youth Club, a past WMYLC Commissioner or WMYLC Officer, Recreational Sports groups, Frederick County Community Recreation services, other Local Government Recreation Departments, Local Lacrosse Organizations, Referees Associations and/or other organizations that provide advice and administrative assistance to the league.
- 3.9 The WMYLC shall be the administrative body for matters pertaining to the conference and lacrosse in the Western Maryland Area. The Club Coordinators to the WMYLC may also be referred to as Club Representatives.
- 3.10 Membership of players, coaches, organizers, and volunteers in each local lacrosse club is at the discretion of each individual club. However, the rules set forth by the WMYLC hold priority over individual club rules. Members from each individual club may not participate in WMYLC activities if they do not meet the rule requirements of the WMYLC. Only the appointed Club Coordinator from each club has voting status at General Membership Meetings of the WMYLC.

Article 4

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Officers

4.1. The WMYLC will have the following Executive Officers:

- 4.1.1 Commissioner/President
- 4.1.2 Boys Commissioner
- 4.1.3 Girls' Commissioner
- 4.1.4 Recording Secretary
- 4.1.5 Treasurer
- 4.1.6 Special Events Coordinator
- 4.1.7 Education Coordinator

4.2 Duties of Officers:

4.2.1 Commissioner

The Commissioner shall be the chief executive officer of the corporation. The Commissioner shall have the authority to act for the Board of Directors and shall direct all activities of the WMYLC including coordinating and presiding over WMYLC meetings and business; approving the expenditures of WMYLC funds; representing WMYLC to external Organizations; appointing members to all committees except as indicated herein; participating as an ex-officio member of all committees; establishing other committees as necessary casting a deciding vote in the event that a vote in the WMYLC ends in a tie, provided that he has not cast a vote as a representative of a Member Club in the same matter; and performing such other duties as may be incidental to the operation of the WMYLC. The Commissioner may also be referred to as the President or Chairman. The elected Commissioner may or may not be a designated voting representative of a Member Club to the WMYLC. It is in the best interest of the Conference that a person who is not currently a voting Club member occupy the Commissioners position if possible.

4.2.1 Boys Commissioner

The Boys' Commissioner represents all member program's boys' teams. The Boys' Coordinator facilitates communication of any issues between the programs and the WMYLC Board. The Boys' Coordinator reports to the President/Board on any issues which may arise and presents these issues/concerns at WMYLC meetings. The Boys' Coordinator assists the Board and member programs in organizing the season (schedules; WMYLC events; tournament, etc). This would include maintaining game reports, weekly scores and standings; working with the officials' organization and representing the program at meetings and events. The Boys' Coordinator is a voting member of the Board In addition to the following duties:

1. Develop a clear understanding and knowledge of the WMYLC Bylaws and Rules.
2. Organize and participate in activities, events and training approved by WMYLC Board.
3. Publish lacrosse schedule and results through the WMYLC website.
4. Act as an Official Spokesperson for all or any lacrosse issues on behalf of WMYLC.
5. Develop relationships with program coordinators and players/families of member programs.
6. To be accessible to all the members belonging to WMYLC.
7. Submit oral reports at WMYLC Meetings regarding the boys' lacrosse program.
8. Promote WMYLC programs/teams (e.g. social media, WMYLC website, etc.)
9. Develop a sound understanding of WMYLC and attend any appropriate training.

4.2.3 Girls' Commissioner

The Girls' Commissioner represents all member program's boys' teams. The Girls' Coordinator facilitates communication of any issues between the programs and the WMYLC Board. The Girls' Coordinator reports to the President/Board on any issues which may arise and presents these issues/concerns at WMYLC meetings. The Girls' Coordinator assists the Board and member programs in organizing the season (schedules; WMYLC events; tournament, etc). This would include maintaining game reports, weekly scores and standings; working with the officials' organization and representing the program at meetings and events. The Girls' Coordinator is a voting member of the Board. In addition to the following duties:

1. Develop a clear understanding and knowledge of the WMYLC Bylaws and Rules.
2. Organize and participate in activities, events and training approved by WMYLC Board.
3. Publish lacrosse schedule and results through the WMYLC website.
4. Act as an Official Spokesperson for all or any lacrosse issues on behalf of WMYLC.
5. Develop relationships with program coordinators and players/families of member programs.
6. To be accessible to all the members belonging to WMYLC.
7. Submit oral reports at WMYLC Meetings regarding the girls' lacrosse program.
8. Promote WMYLC programs/teams (e.g. social media, WMYLC website, etc.)
9. Develop a sound understanding of WMYLC and attend any appropriate training

4.2.4 Secretary

Organizations are required by law and by custom to maintain certain records for several purposes, including:

1. Accurate recollection of decisions;
2. Determination of eligibility to vote;
3. Continuity of policies and practices; and
4. Accountability of directors and officers.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

4.2.4.1 Accountability. The Secretary is accountable to the Board of Directors (if elected or appointed by them) or Members. (If elected by the membership at a members meeting) as specified in the bylaws. Through the Board of Directors, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

4.2.4.2 Specific Duties.

4.2.4.2.1 Minutes. The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes may vary with the jurisdiction but should include at a minimum:

1. date, time, location of meeting;
2. list of those present and absent;
3. list of items discussed;
4. list of reports presented;
5. text of motions presented and description of their disposition.

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.

4.2.4.2.2 *Custodian of Records*. The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.

4.2.4.2.3 *Membership Records*. The Secretary ensures that official records are maintained of members of the organization and Board. S/he ensures that these records are available when required for reports, elections, referenda, other votes, etc.

4.2.4.2.4 *Bylaws*. The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

4.2.4.2.5 *Communication*. The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

4.2.4.2.6 *Meetings*. The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above Depending upon the bylaws and practices of the organization, the Secretary may perform these duties for Member meetings (eg. Annual General Meeting) and/or for an executive committee.

4.2.4.2.7 *Signing Officer*. The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

4.2.5 Treasurer

Participates in Board meetings as a voting member. A Treasurer is the officer assigned the primary responsibility of overseeing the management and reporting of an organization's finances. The Treasurer may have many important duties specific to its role, including:

1. Bank account maintenance – Selecting a bank, signing checks, and investing excess funds wisely
2. Financial transaction oversight – Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable including, but not limited to paying all invoices, manage all receipts, pay and track reimbursements, reconcile checking account monthly and making all deposits.
3. Budgets – Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget
4. Financial Policies – Overseeing the development and observation of the organization's financial policies
5. Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board
6. Finance Committee (if applicable) – Serving as Chair of the Finance Committee
7. Manager insurance for events and D&O
8. Monitor/pay for P.O. Box in Frederick and pick up mail bi-weekly
9. Team Administration includes, but not limited to creating a team order form, track team counts, collect payments and track insurance
10. Prepare and file WMYLC IRS 990 and MD Personal Property Tax annually

The Treasurer is largely influential in proper financial management and thus, also greatly affects the public's perception, trust, and assurance in the organization management. Therefore, organizations should seek desirable qualifications in a Treasurer such as financial literacy, attention to detail, timeliness in completing tasks, neat and accurate record keeping, and a willingness to ask questions.

4.2.6 Special Events Coordinator

The Special Events Coordinator is a voting member of the Board. The primary responsibilities of the Special Events Coordinator is to plan, organize, and supervise the MLK Free Clinic, End of Season Tournament and All-star (8th grade recognition) events. In addition, the Special Events Coordinator will assist in the planning and execution of coaches training and PCA events for members of WMYLC programs. Duties to include:

1. Maintain a working document for each WMYLC event.
2. Present oral and/or written updates to the WMYLC Board and member programs regarding upcoming events.
3. Secure any permits or reservations needed for WMYLC events.
4. Work with member programs to secure volunteers for WMYLC events.
5. Organize and secure any needed equipment for WMYLC events.
6. Promote WMYLC events through website, social media, and print media as appropriate.
7. Tournament/All-star Committee requirements include, but are not limited to ordering, paying and sorting trophies, ensuring All-star school reservation form is completed and paid, coordinate port-o-johns at tournament, coordinate vendor applications, vendor fees/payments and set-up, coordinate sale of shirts at the tournament including vendor, design, online ordering and payment collection, creating pickup distribution sheets for vendor, create post tournament order form and mail post-tournament orders and orders not picked up.

4.2.7 Education Coordinator

The Education Coordinator is a voting member of the Board. The primary responsibility of the Education Coordinator is to work with and act as a liaison with USL, WMD USL, member programs, local schools and the community in furthering the mission of WMYLC through training and education. This may include:

1. Gathering and disseminating issues concerning the game of lacrosse, rule changes, and training opportunities as appropriate to members of WMYLC.
2. Coordinate and plan training education programs to offer/present to Coaches, players and families within the WMYLC membership.
3. Represent WMYLC at education, training and other events to provide information, as well as promote the mission of WMYLC.
4. Have a working knowledge of WMYLC Bylaws and Rules and present information to the Board and member programs regarding changes in lacrosse rules/trends that would need to be considered by WMYLC membership.
5. Establish and maintain a relationship with USL, WMDUSL, member programs and local schools.

4.3. Election, Tenure and Removal of Officers. The Executive Officers, Board of Directors, and Standing Committee Coordinators shall be elected by a simple majority of the Club Coordinators at the Annual Meeting. The Board of Directors may from time to time authorize any committee or officer to appoint assistant and subordinate officers. The Executive Officers and the Board of Directors serve for one year. All other officers shall be appointed to hold their offices, respectively, during the pleasure of the Board. The Board of Directors (or, as to any assistant or subordinate officer, any committee or officer authorized by the Board) may remove an officer at any time. The removal of an officer does not prejudice any of his contract rights. The Board of Directors (or, as to any assistant or subordinate officer, any committee or officer authorized by the Board) may fill a vacancy that occurs in any office for the unexpired portion of the term.

4.4 The Board of Directors shall serve as Nominating Committee. The Nominating Committee shall nominate a slate of officers, including at least two candidates for each Executive Officer position, which shall be presented to the Club Coordinators at the regular General Membership Meeting in August for election at the September General Membership Meeting (the annual meeting), and investiture at the September General Membership Meeting (annual meeting). The Commissioner will contact each of the Board of Directors for recommendations when preparing the slate of nominees. The slate of nominees shall be sent to the WMY LC general membership at the same time as the notification of the December General Membership Meeting. Nominations will be entertained from the floor during the August meeting.

4.07 Compensation. The Board of Directors shall have power to fix the salaries and other compensation and remuneration, of whatever kind, of all officers of the Corporation. It may authorize any committee or officer, upon whom the power of appointing assistant and subordinate officers may have been conferred, to fix the salaries, compensation, and remuneration of such assistant and subordinate officers.

Article 5

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Standing Committees

5.1 The following are established as standing committees of the WMYLC

5.1.1 Board of Directors

5.1.2 Boys Spring Outdoor Game Committee

5.1.3 Girls Spring Outdoor Game Committee

5.1.4 Summer Game Committee

5.1.5 Fall/Winter Indoor Game Committee

5.1.6 Special Tournament Committee

5.1.7 Youth Skills Clinic Committee

5.1.8 Coaching Clinic Training Committee

5.1.9 Web Site Committee

5.1.10 Special committees as required to accomplish WMYLC business

Note: An individual, including elected Executive Officers may serve as a coordinator for one or more committees

5.2 Committee Responsibilities

5.2.2. Boys Spring Outdoor Game Committee

The Boys Spring Outdoor Game Committee is established to set up the Spring outdoor boys schedule, to document schedule changes, communicate the schedule and schedule changes to the membership and to the officials organizations, to collect and publish game records, and to communicate issues requiring Commissioner, Board of Directors, or General Membership decisions to the Commissioner. The Boys Spring Outdoor Game Committee will be composed of the Boys Outdoor Game Coordinator plus 3 volunteers selected by the Boys Spring Outdoor Game Coordinator.

The Boys Spring Outdoor Game Committee will document the schedule on the approved Excel spreadsheet format or other approved format used by the conference.

The Boys Spring Outdoor Game Committee will document the Spring Outdoor boy's rules and rule changes to the Conference Commissioner for approval by the Board of Directors one month prior to the start of each Spring practice season (Spring practice begins March 1 of each year).

The Boys Spring Outdoor Game Committee will select and arrange for the end of season awards to be provided to the players, with the final approval required by the Board of Directors.

The Boys Spring Outdoor Game Committee will meet as required throughout the year to adequately prepare the schedule and conduct other business related to the Boys Spring Outdoor activities.

5.2.3 Girls Spring Outdoor Game Committee

The Girls Spring Outdoor Game Committee is established to set up the Spring outdoor girl schedule, to document schedule changes, communicate the schedule and schedule changes to the membership and to the officials organizations, to collect and publish game records, and to communicate issues requiring Commissioner or Board of Directors decisions to the Commissioner. The Girls Outdoor Game Committee will be composed of the Girls Spring Outdoor Game Coordinator plus 3 volunteers selected by the Girls Spring Outdoor Game Coordinator.

The Girls Spring Outdoor Game Committee will document the schedule on the approved Excel spreadsheet format or other approved format used by the conference.

The Girls Spring Outdoor Game Committee will document the Spring Outdoor girl's rules and rule changes to the Conference Commissioner for approval by the Board of Directors one month prior to the start of each Spring practice season (Spring practice begins March 1 of each year).

The Girls Spring Outdoor Game Committee will select and arrange for the end of season awards to be provided to the players, with the final approval required by the Board of Directors.

The Girls Spring Outdoor Game Committee will meet as required throughout the year to adequately prepare the schedule and conduct other business related to the Girls Spring Outdoor activities.

5.2.4 Summer Outdoor Game Committee

The Summer Outdoor Game Committee is established to set up the Summer outdoor schedule, to document schedule changes, communicate the schedule and schedule changes to the membership and to the officials organizations, to collect and publish game records, and to communicate issues requiring Commissioner or Board of Directors decisions to the Commissioner. The Summer Outdoor Game Committee will be composed of the Summer Outdoor Game Coordinator plus 3 volunteers selected by the Summer Outdoor Game Coordinator. The Summer Outdoor Game Committee will document the schedule on the approved Excel spreadsheet format used by the conference.

The Summer Outdoor Game Committee will document the schedule on the approved Excel spreadsheet format or other approved format used by the conference.

The Summer Outdoor Game Committee will document the Summer Outdoor rules and rule changes to the Conference Commissioner for approval by the Board of Directors one month prior to the start of each Summer season (June 1 of each year).

The Summer Outdoor Game Committee will meet as required throughout the year to adequately prepare the schedule and conduct other business related to the Summer Outdoor activities.

5.2.5 Fall/Winter Indoor Game Committee

The Fall/Winter Game Committee is established to set up the Fall/Winter schedule, to document schedule changes, communicate the schedule and schedule changes to the membership and to the officials organizations, to collect and publish game records, and to communicate issues requiring Commissioner or Board of Directors decisions to the Commissioner. The Fall/Winter Game Committee will be composed of the Fall/Winter Indoor Game Coordinator plus 3 volunteers selected by the Fall/Winter Game Coordinator. The Fall/Winter Indoor Game Committee will be responsible for negotiation of Indoor facility time and space, with final approval of the contract for the Indoor facility space by the Board of Directors and/or the Conference Commissioner.

The Fall/Winter Indoor Game Committee will document the schedule on the approved Excel spreadsheet format or other approved format used by the conference.

The Fall/ Winter Game Committee will document the Fall/ Winter Indoor rules and rule changes to the Conference Commissioner for approval by the Board of Directors one month prior to the start of each Fall/Winter season (October 1 of each year).

The Fall/ Winter Indoor Game Committee will meet as required throughout the year to adequately prepare the schedule and conduct other business related to the Fall/Winter Indoor Game activities.

5.2.6. Special Tournament Committee

The Special Tournament Committee is established to set up any Special Tournament schedules, to document schedule changes, communicate the schedule and schedule changes to the membership and to the officials organizations, to collect and publish game records, and to communicate issues requiring Commissioner or Board of Directors decisions to the Commissioner. The Special Tournament Committee will be composed of the Special Tournament Coordinator plus 3 volunteers selected by the Special Tournament Coordinator. The Special Tournament Committee will be responsible for negotiation of tournament facility time and space, with final approval of the contract for the tournament facility space by the Board of Directors and/or the Conference Commissioner.

The Tournament Committee will document the schedule on the approved Excel spreadsheet format or other approved format used by the conference.

The Tournament Committee will document Special Tournament rules and rule changes to the Conference Commissioner for approval by the Board of Directors 1 month in advance of any tournaments.

Special Tournaments are normally scheduled for the following times each year:

- A Special Outdoor tournament for youth boys after the regular Spring Outdoor Season
- A Special Outdoor tournament for youth girls after the regular Spring Outdoor Season
- A Special Outdoor tournament for youth boys in the Fall
- A Special Outdoor tournament for youth girls in the Fall
- A Special Outdoor tournament for High School boys in the Fall
- A Special Outdoor tournament for High School girls in the Fall
- A Special Outdoor tournament for High School boys in the Fall/Winter
- A Special Outdoor tournament for High School girls in the Fall/Winter

The Special Tournament Committee will meet as required throughout the year to adequately prepare the schedule and conduct other business related to special tournaments.

5.2.7. Youth Skills Clinic Committee

The Youth Skills Clinic Committee is established to set up Youth Skills Clinics during each year. The Youth Skills Clinic Committee will set up clinics throughout the year, document clinic schedules, arrange for clinic fees collection, communicate and advertise the clinics to the membership and to the officials organizations, and to communicate issues requiring Commissioner or Board of Directors decisions to the Commissioner. The Youth Skills Clinic Committee will be composed of the Youth Skills Clinic Coordinator plus 3 volunteers selected by the Youth Skills Clinic Coordinator. The Youth Skills Clinic Committee will be responsible for negotiation of clinic facility time and space, with final approval of the contract for the clinic facility space, fee collected and paid by the Board of Directors and/or the Conference Commissioner.

The Youth Skills Clinic Committee will document the clinic curriculum, rules, staff roster, budget, fee schedule, and revenue predictions to the Conference Commissioner for approval by the Board of Directors 1 month in advance of any clinics.

5.2.8. Coaching Clinic/Training Committee

The Coaching Clinic/Training Committee is established to set up Coaching Skills Clinics during each year. The Coaching Clinic Committee will set up clinics throughout the year, document clinic schedules, arrange for clinic fees collection, communicate and advertise the clinics to the membership and to the officials organizations, and to communicate issues requiring Commissioner or Board of Directors decisions to the Commissioner. The Coaching Clinic Committee will be composed of the Coaching Clinic Coordinator plus 3 volunteers selected by the Coaching Clinic Coordinator. The Youth Skills Clinic Committee will be responsible for negotiation of clinic facility time and space, with final approval of the contract for the clinic facility space, fee collected and paid by the Board of Directors and/or the Conference Commissioner.

The Coaching Clinic Committee will document the clinic curriculum, rules, staff roster, budget, fee schedule, and revenue predictions to the Conference Commissioner for approval by the Board of Directors 1 month in advance of any clinics.

Participation in 1 coaching clinic (per year) or 1 rules interpretation clinic (per season) is a minimum requirement for participating as a coach in the WMYLC.

Article 6

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Meetings

- 6.1 Regular General Membership Meetings shall be held monthly at a time, place and scheduled as determined by the Commissioner and/or the Board of Directors. Agenda items for each meeting shall be the responsibility of the Commissioner and the items and their disposition shall be kept as record of official acts of the conference. The regular monthly meetings shall be distinct from the Board of Directors meetings or any Special Meetings.
- 6.2 A simple majority of Club Coordinators of Member Clubs in good standing attending a meeting shall constitute a quorum for transaction of Club business.
- 6.3 The General Membership Meetings agendas should typically include the following reports and topics:
- Commissioners Report
 - Treasurer Report
 - Board of Directors Report
 - Boy's Spring Outdoor Game Committee Report
 - Girl's Spring Outdoor Game Committee Report
 - Fall/Winter Indoor Game Committee Report
 - Special Tournament Committee Report
 - Youth Skills Clinic Committee Report
 - Coaching Training Clinic Committee Report
 - Referees Report (both Boys and Girls)
 - Other Committee Reports
 - Conference Activities
 - Non-Conference Activities (i.e., the US Lacrosse, Special Events,)
 - Open Forum
- 6.4 A meeting of the WMYLC may only begin when Club Coordinators, or those holding voting proxies, representing more than half of the Member Clubs are present.
- 6.5 Each Member Club in good standing entitled to one vote in accordance with the terms and provisions of the Articles of Incorporation and these Bylaws shall be entitled to one vote, in person or by proxy. Upon the demand of any Member Club, a vote upon any question before a meeting shall be by ballot. All elections for officers shall be decided by plurality vote of all Member Clubs as provided herein. All other questions brought forward at General Membership Meeting shall be decided by majority vote of the Member Clubs present or represented by proxy and voting on such other matters.

- 6.6 At any meetings of members, a member so entitled may vote by proxy executed in writing by the member or by his duly authorized attorney in fact. Such proxy shall be filed with the Secretary of the WMYLC before or at the time of the meeting.
- 6.7 WMYLC shall generally follow "Robert's Rules of Order" as recognized rules for governing the order of meetings, with the running of the meeting in the hands of the Commissioner.
- 6.8 Attendance at monthly WMYLC meetings is required for each Member Club by its designated representative. Each Member Club must be represented at a minimum of ten (10) of the twelve (12) monthly meetings. NOTE: Attendance at the Annual Meeting is mandatory.
- 6.9 A member may bring an issue for discussion before the Board of Directors Meeting and/or at a General Membership Meeting with a petition of 1/3 of the voting members of the WMYLC. If such a petition is prepared, the member must contact the Commissioner 1 week in advance of the next scheduled Board of Directors Meeting and/or General Membership Meeting in order that the issue may be scheduled on the agenda for the upcoming meeting.
- 6.10 Decisions by the Executive Officers and/or Board of Directors may overturned by the General Membership by (1) completion of a written and signed petition of 1/3 of the voting members to bring the issue before the Board of Directors Meeting and/or General Membership Meeting and (2) the completion of a written petition documenting the ruling change and signed by a 213 majority of the member clubs of the WMYLC.

Article 7

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Fees

- 7.1 Each Member Club shall be assessed fees prior to the beginning of each season for the cost associated with WMYLC activities. Such expenditures are but not limited to: administrative fees, game fees, referees fees, field/facility rental, clinics, all-star games, tournaments, playoffs, meeting expenses, web site costs, attendance to National Conventions, training tools, advertising, equipment, and other activities, etc.
- 7.2 The Treasurer and Chairman shall present an annual budget at the September Board of Directors Meeting for the upcoming year. After review and approval by the Board of Directors, the budget shall be presented at the October General Membership Meeting and approved by the General Membership at the October General Membership Meeting by a simple majority of present voting members.
- 7.3 The amount of the fees to be assessed on each Member Club shall be determined by the Board of Directors. Each Member Club shall be responsible for its club's share of conference costs apportioned on a per team basis as approved within the WMYLC budget. Other fees such as franchise and insurance fees, fines, dues and officials' fees, if not included in the annual fee assessment shall be made by invoice to the Member Clubs.
- 7.4 Fees may be increased or decreased during the budget year by the Board of Directors.
- 7.5 WMYLC shall not refund any portion of the fees, or have a negative account balance, at the end of the budget year.
- 7.6 All Member Clubs shall pay their fees as assessed to remain in good standing.
- 7.7 Activities of the WMYLC may be specified by the Commissioner and/or Board of Directors as activities that are part of the fees assessed to the member clubs. Other activities may be specified as event specific fees that are collected on an event-to-event basis only from the participants in that event.
- 7.8 All payments should be in the form of checks made payable to the Western Maryland Youth Lacrosse Conference (or WMYLC) or in cash.

Article 8

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Expulsion from the WMYLC

- 8.1 Clubs/programs not meeting their obligations to the Conference (including participation in Conference meetings**; volunteers for various Conference events; on-time payments of club and/or team fees) will lose voting rights. Programs could have voting rights reinstated the following season if they remain in good standing throughout the remainder of the season in which the violation occurred.

***The WMYLC calendar year is defined as beginning in October and ending in September. During that time programs are required to attend the October voting meeting, Mandatory Spring Season Meeting in November, and mandatory scheduling meeting to be determined by the Conference prior to the spring season. In addition, a program is required to have representation in at least 2/3 of the remain meetings for the year (ex. 7 additional meetings are planned in the 2018 season calendar. Expectations would be that a program would have representation at 5 of these meetings.)*

- 8.2 Failure to meet the meeting attendance requirements may result in loss of voting privileges and loss of membership in WM YLC.
- 8.3 Expulsion from WMYLC may only occur after a review of the meeting attendance and participation of the Member Club within WMYLC. A written notice of reasons for threatened expulsion shall be sent to the Member Club's Coordinator and/or Parent Organization, if any. A two-thirds (2/3) majority vote of the Board of Directors is required for expulsion of a Member Club.

Article 9

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Contracts and Accounting

- 9.1 All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the WMYLC, shall be signed by the Commissioner or the Treasurer or other designated agents of the Conference and in such manner as shall from time to time be determined by resolution of the WMY LC. The Commissioner and/or Board of Directors must authorize all checks in excess of \$250.00 to be signed by both the Treasurer and an additional approved signatory officer.
- 9.2 All funds of the WMYLC not otherwise employed shall be deposited from time to time to the credit of the Conference in such banks, trust companies, or other depositories as the WMYLC Commissioner and/ or the Board of Directors may direct.

Article 10

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Insurance, Waivers, CPR, and CAPAI

- 10.1 All WMY LC Officers, Committee Coordinators, and the players, coaches, organizers, and volunteers of each member club must read and sign the appropriate WMYLC waiver form for the WMYLC program in question before those individuals may participate in that conference activity. Each club coordinator must keep copies of the waiver forms from each club. The original documents from each club must be mailed to the Commissioner to be included in the WMYLC records. Those participants in WMYLC activities that are under 18 years of age must have the document read and signed by that person's parent or guardian.
- 10.2 All WMYLC Officers, Committee Coordinators, and players, coaches, organizers, and volunteers of each member club must read and sign the WMYLC Code of Ethics Declaration form before those individuals may participate in conference activities. Each club coordinator must keep copies of the Code of Ethics Declaration forms from each club. The original documents from each club must be mailed to the Commissioner to be included in the WMYLC records.
- 10.3 All WMYLC Officers, Committee Coordinators, coaches, organizers, and volunteers of each member club must have individual liability insurance before those individuals may participate in conference activities. Proof of liability insurance must be forwarded to the Commissioner to be included in the WMYLC records. US Lacrosse membership under the appropriate classification (example: Coach, Player, Official, Cross Participant) is acceptable. If US Lacrosse membership is used, a copy of the participant's membership card is to be forwarded to the Commissioner.
- 10.4 All participating teams in the WMYLC must show proof of active team liability insurance of \$1,000,000 coverage or more. Proof of active team liability insurance is to be forwarded to the Commissioner to be included in WMYLC records.

Article 11

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

General Rules and Provisions

- 11.1 The fiscal year of the Conference shall be January 1 to December 31.
- 11.2 Unless otherwise provided bylaw, whenever any notice is required to be given to any Club Member or Club Coordinator under the provisions of these Bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article 12

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Miscellaneous Provisions

- 12.1 *Maintenance of Tax Exempt Status.* The Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).
- 12.2 *Books and Records.* The Corporation shall keep correct and complete books and records of its accounts and transactions and minutes of the proceedings of its Board of Directors and of any executive or other committee when exercising any of the powers of the Board of Directors. The books and records of the Corporation may be in written form or in any other form which can be converted within a reasonable time into written form for visual inspection. Minutes shall be recorded in written form but may be maintained in the form of a reproduction. The original or a certified copy of the Articles of Incorporation and Bylaws shall be kept at the principal office of the Corporation.
- 12.3 *Bonds.* The Board of Directors may require any officer, agent, or employee, of the Corporation to give a bond to the Corporation, conditioned upon the faithful discharge of his duties, with one or more sureties and in such amount as may be satisfactory to the Board of Directors.
- 12.4 *Voting upon Shares in Other Corporations.* Stock of other corporations or associations, registered in the name of the Corporation, may be voted by the President, a Vice-President, or a proxy appointed by either of them. The Board of Directors, however, may by resolution appoint some other person to vote such shares, in which case such person shall be entitled to vote such shares upon the production of a certified copy of such resolution.
- 12.5 *Mail.* Any notice or other document which is required by these Bylaws to be mailed shall be deposited in the United States mails, postage prepaid.
- 12.6 *Execution of Documents.* A person who holds more than one office in the Corporation may not act in more than one capacity to execute, acknowledge, or verify an instrument required bylaw to be executed, acknowledged, or verified by more than one officer.
- 12.7 *Amendments.* Subject to the special provisions of Section 2.02, the Board of Directors shall have the power, at any regular or special meeting thereof, to make and adopt new bylaws, or to amend, alter or repeal any of the Bylaws of the Corporation.

Article 13

Western Maryland Youth Lacrosse Conference (WMYLC) Constitution and Bylaws

Forms

Western Maryland Youth Lacrosse Conference
WMYLC
Code of Ethics Declaration Form

_____ Year

I, _____ as a player, coach, parent, volunteer, officer, and/or official do hereby affirm and declare that I will uphold the principles of good sportsmanship and fair play endorsed by U.S. Lacrosse (addressed in the *US Lacrosse Parents Guide to the Sport of Lacrosse*, *National Federation Rule Books*, and *NCAA Rule Books*).

By doing so, I will exhibit a civil and respectful behavior toward all game officials, opposing teams, their coaches, their fans, conference organizers/ administrators, and any other individuals I might encounter during the course of any practices, games and activities.

I will encourage all young people of any age, gender, ethnic background, or religion to learn all they can about the sport of Lacrosse, its historical origins, and the differences (and the similarities) between the boys and girls versions of the sport. Further, I will strive to assure that there is an opportunity for any young person that wishes, to learn and play the sport of Lacrosse.

I will provide a positive influence by encouraging young people to be responsible, reliable, dependable, and trustworthy team members, giving positive reinforcement at every opportunity, while refraining from critical remarks about their play, their coach, and/or game officials.

If coaching, I will emphasize the learning and enhancing of the skills necessary to play and enjoy the sport, allowing the players to make mistakes and allowing all players to ***participate, play, and have fun***. Competitiveness will not be an overriding concern; teaching and enjoying the sport of Lacrosse will be the paramount goal. I will be available and open for questions and discussions with all players and their parents. I will treat all players, parents, opposing coaches, opposing teams, conference officers and game officials with the same level of respect and courtesy that I wish to be treated.

If a player, I will treat every other lacrosse player, coach, parent, fan, volunteer, and official with the same level of respect that I wish to receive.

(Print Name)

(Signature)

(Status)

(List all that apply: Player, Coach, Parent, Official, Conference Volunteer, Conference Officer)

Date

