



NON-PROFIT BYLAWS OF Rogers-Otsego Youth Lacrosse Association

REVISED AND APPROVED: December 16, 2024

Articles:

- I. General Provisions**
- II. Membership**
- III. Board of Directors**
- IV. Policies and Procedures**
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ARTICLE I

GENERAL PROVISIONS

1. NAME

- a. The name of this corporation is Rogers-Otsego Youth Lacrosse Association and shall herein be referred to as the "Corporation / Organization".
- b. The Corporation is also commonly known as ROLAX.

2. PURPOSE

- a. The Corporation / Organization is established within the meaning of IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended, or such other provision of Minnesota or Federal Law as may from time to time be applicable.
- b. The Rogers-Otsego Youth Lacrosse Association is a non-profit, volunteer-based organization committed to inspiring leadership, confidence and character on and off the field while striving to grow a competitive program and giving back to the community. We focus on teaching fundamentals, a life-long love for the sport and most importantly having fun!
- c. The youth lacrosse fiscal year shall be from September 1 of one year to August 31 of the next year.

ARTICLE II

MEMBERSHIP

1. MEMBERSHIP

- a. The following shall be considered members in good standing and shall be entitled to one vote at the Annual Meeting:
 - i. All elected officers are entitled to one general election vote
 - ii. Anyone appointed or hired by the ROLAX Board who are in a position of given authority and responsibility for making decisions that affects ROLAX not otherwise entitled to vote are entitled one general election vote
 - iii. All Coaches who have been approved by the Director of Coaching board member not otherwise entitles to a vote are entitled to one general election vote
 - iv. Any parent or guardian who meet all the below criteria is entitled to one general election vote
 - 1. Who lives in the boundary defined by ISD728 for Rogers High School
 - 2. Has a child or children registered in the program
 - 3. Is current with all financial obligations is considered a member
 - a. If stated fees are not paid in full, the member / members will lose their voting privilege and will not be allowed to run for any position or maintain a position on the ROLAX Board.
 - b. Members may not vote at meetings of the ROLAX Board of Directors

ARTICLE III
BOARD OF DIRECTORS

1. GENERAL POWERS AND RESPONSIBILITIES

- a. The Corporation / Organization shall be governed by a Board of Directors (the “Board”), which shall have all the rights, powers, privileges, and limitations of liability of Directors of a non-profit corporation organized under the Non-Profit Corporation Act of Minnesota
- b. The Board shall establish policies and directives governing the business and programs
- c. Subject to the provisions of these Bylaws, authority and responsibility, the Board will see that the policies and directives are appropriately followed

2. BOARD COMPOSITION

- a. The Board of Directors shall have up to thirteen (13) but not less than seven (7) Board members
- b. The number of Board members may be increased beyond 13 members by the affirmative vote of a two-thirds majority of then then-serving Board of Directors

3. BOARD MEMBERS

- a. Board elections take place at the Annual Meeting held in September
- b. Board Members serve two-year terms
 - i. Elected in Even Years
 - 1. President
 - 2. Treasurer
 - 3. Registration Director
 - 4. IT Director
 - 5. Boys Director
 - 6. Equipment Director
 - 7. Communications Director
 - ii. Elected in Odd Years
 - 1. Vice President
 - 2. Secretary
 - 3. Coaching Director
 - 4. Girls Director
 - 5. Fundraising/Volunteer Director
 - 6. Player Development Coordinator

4. BOARD MEETINGS

- a. All voting members of the Board are expected to attend all regularly scheduled Board meetings, Annual Association meetings, and all other agreed upon events or meetings.
- b. Notice of the Annual Meeting shall be posted on the ROLAX website no less than ten (10) days prior to the meeting
- c. Notice of Monthly meetings shall be posted on the ROLAX website no less than 24 hours prior to the meeting
- d. Special Meetings may be called and will be posted on the ROLAX website no less than 24 hours prior to the meeting
- e. In all meetings of ROLAX, a quorum shall consist of 60% of the current Board
- f. Robert’s Rules of Order shall be the parliamentary authority

- g. Members of the board are entitled to participate in meetings by means of telephonic or other electronic communication that allows all participants to adequately communicate with each other concurrently.

5. BOARD DUTIES

- a. President
 - i. Manage and lead monthly Board meeting
 - ii. Manage complaints, grievances, and suggestions
 - iii. Attend annual meetings of the governing bodies we participate in (i.e., YLM, GNLL, MSLAX)
 - iv. Foster relationships with high school programs
 - v. Lead strategic planning, goal setting, and report on progress
- b. Vice President
 - i. In the absence of the President, shall perform the duties of the President
 - ii. Second signer on ROLAX financial accounts
 - iii. Oversee fundraising / sponsorship initiatives
 - iv. Oversee Player Development for the organization
 - v. Continuously look for ways to reduce ROLAX costs
- c. Treasurer
 - i. Have custody of all funds of ROLAX and keep accurate records of receipts and expenditures
 - ii. Report at the monthly Board meetings the financial position of the organization
 - iii. Disburse funds on ROLAX accounts as directed by the Board
 - iv. Ensure the continuation of ROLAX legal status with the Minnesota Secretary of State
 - v. Prepare and file required annual tax documents
 - vi. Facilitate creation, planning and of annual budget (October)
 - vii. With Board pass annual budget (November)
- d. Secretary
 - i. Create and share agenda with Board prior to meetings
 - ii. Record minutes of all Board meetings
 - iii. Schedule and reserve meeting locations
 - iv. Ensure all official association meetings and/or board meetings are added to the association calendar
 - v. Maintain official document file; including but not limited to the Articles of Incorporation, Bylaws, Policies and Procedures
 - vi. Facilitate review cycle for all policies and procedures
 - vii. Facilitate annual nomination and election process
- e. Registration Director
 - i. Set up and execute all registrations for ROLAX
 - ii. Work with Treasurer to ensure payment / credits are applied correctly
 - iii. Ensure player registration and compliance with USA Lacrosse, GNLL, or any other governing body as required.
 - iv. Track and maintain records of special requests (ex: team placements, move up/move down, and evaluation absences).
- f. IT Director/Webmaster
 - i. Setup Teams in Sports Engine:
 - ii. Beginning of season team creation, set up, and rostering as directed.
 - iii. Does NOT include schedule uploads and maintenance. That should be done by individual managers or coaches.
 - iv. Address Technology questions from the board, coaches, and team managers.

- v. Sports Engine and web domain maintenance and administration.
 - vi. Account Administrator for all software, website, and social media platforms.
- g. Girls Director, Boys Director
 - i. Manage all aspects of assigned program and ensure it runs smoothly
 - ii. Manage and facilitate Coaching Coordinator and Player Development Coordinator Roles
 - iii. Register teams for tournaments as directed by the board.
 - iv. Register teams/Provide Rosters to GNLL
- h. Coaching Director
 - i. Recruit, nominate and facilitate placement for coaches on all teams
 - ii. Ensure coaches registration and compliance with USA Lacrosse, GNLL, or any other governing body as required.
 - iii. Execute coaching contracts, agreements, and stipends on behalf of the Board
 - iv. Maintain coaching roster and contact information in SharePoint
 - v. Plan and lead an annual coaches' meeting before the first practice of the season.
 - vi. Oversee training and annual evaluation of coaches.
 - vii. With Player Development Coordinator create and implement practice strategies with direction and consideration from the high school coaches
- i. Player Development Director:
 - i. Identify training needs and opportunities for players at all levels
 - ii. Develop and maintain thoughtful, challenging, age-appropriate player development strategies
 - iii. Plan and administer skills clinics, try lacrosse free sessions
 - iv. Support Coaching Coordinator and Coaches to implement practice strategies
 - v. Ensure programs run smoothly, identify gaps, and recommend improvements
- j. Equipment Director
 - i. Manage storage shed, inspect and inventory all equipment prior to the start of the season and provide report to the board
 - ii. Purchase equipment as necessary in accordance with the annual budget plan
 - iii. Coordinate the distribution of equipment to coaches and/or team managers
 - iv. Coordinate annual uniform selection, collection of sizes, orders and distribution Coordinate seasonal apparel store for parents, players, and fans to purchase (ex: Spring, Summer, Holiday, and Fundraising
- k. Communications Director
 - i. Identify and generate content to be communicated to coaches, players, families, etc.
 - ii. Manage info@rogerslacrosse.com email account, answer questions and/or forward to the appropriate person to answer
 - iii. Create and distribute periodic newsletter
 - iv. Social Media management
 - v. Create, post, and maintain content
 - vi. Manage comments, questions: resolve or direct to the appropriate person for resolution
- l. Fundraising/Volunteer Director
 - i. Identify fundraising needs with Treasurer and set annual goals.
 - ii. Responsible for set up and execution of all aspects of fundraising (events, restaurants, sales, etc.)
 - iii. Maintain annual sponsorship program
 - iv. Oversee fundraising committee

1. Fundraising committee – Work under direction of fundraising director to plan & execute all aspects fundraisers, events, sponsorships, etc.
- v. Coordinate volunteers as needed and volunteer activities (DIBS)

6. **BOARD MEMBER RESIGNATION OR REMOVAL**

- a. Resignation: A Board Member may resign at any time by giving written notice to the President or Vice-President of the Board
- b. Removal: A Board Member may be removed from office by the affirmative vote of two-thirds (2/3) of the directors then in office at any regular or special meeting of the Board.
 - i. Cause for removal shall include, but not be limited to, engaging in conduct that is detrimental to the organization, or violating the organization's policies or bylaws.
 - ii. Written notice of the proposed removal shall be provided to all directors at least seven (7) days prior to the meeting and must include:
 1. The specific grounds for the proposed removal.
 2. Any evidence or documentation supporting the grounds for removal.
 3. The date, time, and location of the meeting at which the removal will be considered.
 4. The Board Member in question shall be given an opportunity to address the Board before a vote is taken on their removal.
 - iii. The removal of the Board Member shall be effective immediately upon the passing of the vote unless otherwise specified by the Board.

7. **BOARD VACANCIES:**

- a. In the event of a vacancy in an elected Board position, the remaining Board Members shall, by majority vote at any regular or special meeting, appoint a successor to complete the remainder of the current term.
- b. The appointment shall take effect immediately upon the passing of the vote, and the appointed successor shall assume all rights, privileges, and responsibilities associated with their position on the Board.

8. **VOTING PROCEDURES:**

- a. **Eligibility to Vote:** Each of the members of the board listed in Article III, Section 6 are entitled to one (1) vote on all business matters presented to or by the board. Co-Directors: When a director position is held by more than one individual, only one collective vote will be allowed for that position, regardless of the number of co-directors.
 - i. If the co-directors cannot reach an agreement on how to cast their vote, that position will forfeit its vote for the matter at hand.
 - ii. If a Board Member holds more than one voting position on the Board, they shall be entitled to only one vote, regardless of the number of positions they occupy.
- b. **Voting Methods:**
 - i. **In-Person Voting:** Members may cast their votes in person at any regular or special meetings of the association.
 - ii. **Electronic Voting:** Members may participate in voting through approved electronic means, provided they have been notified in advance of the voting procedures.
 1. For the purposes of voting, "approved electronic means" refers to any secure, reliable, and accessible electronic method of casting votes, as determined by the Board.

- iii. **Absentee Voting:** Members unable to attend a meeting may submit their votes in writing or electronically prior to the meeting, as specified in the meeting notice.
- c. **Quorum:** A quorum for voting shall consist of 60% of the sitting voting members, either in person or by electronic or absentee vote.
- d. **Voting Procedures:**
 - i. In-person votes shall be conducted by show of hands.
 - ii. Each board director position shall have one vote on each matter submitted for a vote.
- e. **Majority Required:** Unless otherwise specified in these bylaws, decisions shall be made by a simple majority of the votes cast.
- f. **Recording Votes:** The Secretary or designated member shall keep a record of all votes, including the outcome and the names of members voting, when applicable.

ARTICLE IV

POLICIES AND PROCEDURES

1. POLICIES AND PROCEDURES

- a. A Policy and Procedure manual will be maintained, monitored and posted to the website
- b. Each Policy / Procedure will be reviewed on a regular cadence
- c. Proposed additions, changes, or removals shall be presented at any regular Board of Directors meeting and voted on at the next regular Board of Directors meeting
- d. A copy of the addition, change or removal shall be sent to each Board member prior to the voting meeting
- e. Only the ROLAX Board has authority to modify the Policy and Procedure Manual

ARTICLE V

AMENDMENT OF BYLAWS

1. AMENDMENT OF BYLAWS

- a. These Bylaws may be altered or amended by a two-thirds majority vote of the Board
- b. Proposed amendments to the Bylaws shall be presented at any regular Board of Directors meeting and voted on at the next regular Board of Directors meeting
- c. A copy of the amendments shall be sent to each Board member prior to the voting meeting

ARTICLE VI
SUMMARY OF CHANGES

1. December 16, 2024 – Amended and approved by unanimous consent.
 - a. ARTICLE III, Section 4, line a: Board member meeting attendance
 - b. ARTICLE III, Section 4, line g: Attending Board meetings by electronic means
 - c. ARTICLE III, Section 6 Lines a-b: BOARD MEMBER RESIGNATION OR REMOVAL
 - d. ARTICLE III, Section 7, lines a-b: BOARD VACANCIES
 - e. ARTICLE III, Section 8, lines a-f: VOTING PROCEDURES