

By Laws of Mahtomedi Lacrosse Association

Mahtomedi Lacrosse Association

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Article I: Name

The name of the organization is Mahtomedi Youth Lacrosse Association, but the organization legally does business as “Mahtomedi Lacrosse Association” referred to in this document as MLA. MLA is a 501(c)(3) non-profit organization.

MLA has previously been known as the Mahtomedi Lacrosse Club and the Mahtomedi Youth Lacrosse Association. Under these names, MLA has been in existence and has supported the Mahtomedi community since 2008. MLA volunteers are committed to building and supporting lacrosse opportunities for boys and girls in and around the Mahtomedi community.

Article II: Purpose

The purpose of the organization is to:

- Provide an opportunity for athletes in the Mahtomedi community to play lacrosse
- Develop high school and youth player lacrosse skills
- Promote social relationships among members
- Engender community spirit and interest in lacrosse
- Encourage academic achievement, as well as athletic achievement

Article III: Membership

Section I. Definition

*For the purpose of this document, a MLA program is defined as any program sponsored or supported by the MLA Board. This includes all youth programming for boys and girls U6 thru U14; all off season programming including Zephyr Elite, Box Lacrosse, and special camps and clinics.

While we are committed to supporting and all Mahtomedi High School sponsored programs including boys and girls Varsity, Junior Varsity, and other teams; MHS sponsored programs have separate leadership, booster clubs, support, and volunteers. MLA is committed to partnering with these separate organizations to ensure a well-rounded lacrosse offering for all lacrosse players in the community.

A member is:

- Any player who is currently registered in a MLA program; or, during the off season, was registered to participate in the most recent regular season.
- Any parent or guardian of a player who is currently registered in a MLA program; or, during the off season, was registered to participate in the most regular recent season.
- Any coach hired by the MLA during the period of their coaching contract.
- MLA membership is intended for residents within the Mahtomedi School District or students enrolled in Mahtomedi schools. Coaches are exempt from this requirement.
- MLA may choose to allow players from outside of the Mahtomedi School District, but these players are subjected to a non-resident fee, and a league that MLA participates in may require a waiver process.
- An appointed Board member or coordinator during their active term.

Members may attend and participate in all meetings of the MLA, during open/public portions of meetings, until such a time the above membership criteria is no longer met. All members are expected to follow the applicable league athletic participation standards, and or any other lacrosse specific governing body in which MLA may subject itself as determined by the Board.

Section II. Membership Rules, Rights, and Responsibilities

- To the best of its ability MLA will accommodate all interested participants in MLA programs. Capacity constraints may present situations whereby individual participants may experience limited instruction time and/or limited game exposure. At the discretion of the applicable Vice President, under a capacity scenario, team sizes may be limited. Steps to alleviate capacity may include, but are not limited to tryouts, lottery drawings, registration order, and seniority.
- A member in good standing is defined as having paid and met all financial and material requirements, and their associated player must have an up-to-date US Lacrosse Membership, a signed athlete's "code of conduct" and athletic eligibility as defined by MLA.
- To retain membership in good standing status, parents and guardians must also abide by the "Parents Code of Conduct" or risk expulsion of themselves and potentially their associated players from MLA programs.

Section IIa. Board Members and Coaches

- In order to be eligible to be a Board member, a person must be a member in good standing with the association—which means the person must have a current player in their family
 - Board members with players aging out may finish their 2-year term, if desired
 - Persons with aged out players may still volunteer for the MLA organization, just not as a board member with a vote
- In order to be eligible to coach, a person must either be a family member (e.g., parent, adult sibling) of a player on the team or be a paid coach on the MLA payroll
 - All coaches must pass a background check every 2-years

Article IV: GOVERNANCE

Section I. Board Members

The overall governance of this association will be under the supervision of the Board. Board members gain their position through showing interest, interviews with current board members, and a board vote. Board members serve two-year terms. A board member may decide to renew their term and serve a maximum of 5 years. The Board is responsible for leading the affairs of MLA and is required to vote on all matters that legally bind the association to its actions. This board will consist of the following positions:

- President
- Vice President
- Treasurer
- Secretary
- Registrar
- Boys Youth Director
- Girls Youth Director
- Boys High School Coach
- Girls High School Coach

When the board votes on a matter, at least 5 board members (majority) must cast a vote. The Boys High School Coach and Girls High School Coach may abstain from voting optionally.

Board members may hold multiple roles or functions within the MLA with the approval of the board. In the event that a board member assumes more than one title/role, they will be expected to fulfill all duties and responsibilities of each and every title/role they accept. Regardless of the number of roles and titles held by an individual board member, each board member is allowed one vote - and each vote is treated equally.

The role of coordinators was replaced by the dibs/volunteer system in 2022. Coordinators, managers, and other volunteers volunteer for a one-year (or one-season) commitment. The same person may volunteer for the same position again in future seasons. It's the responsibility

of the Boys Youth Director and Girls Youth Director to ensure that all coordinator, manager, and other volunteer opportunities are filled.

Any board member may resign at any time and relinquish their future responsibilities by giving written notice to the board. Such resignation will take effect on the date of receipt unless otherwise specified by the Board.

Any board member can be removed from their positions for cause. Removal of a board member will require a majority vote of other board members.

A position vacated by a board member may be filled on a temporary basis by a person appointed by the President until the board votes on a replacement at the next general meeting.

Section II: Board Operation

MLA typically holds 6-8 board meetings per year. Board meetings are usually not held during the regular lacrosse season. Time, date, and location are selected by the President (or Vice President) and communicated to other board members well in advance.

Persons from outside of the Board (the public) are welcome at any regular board meetings during the open comment portion of the agenda with advance notice to the board.

Section III. Board Meeting Voting Process

On any issue under discussion, ample (but not excessive) time should be afforded to review all opinions and perspectives - to assure that board members have sufficient information to make an informed decision.

Following discussion, the board will agree to move to a board meeting vote. Voting may be done in person or via email. A simple majority vote decides. Board members should voluntarily excuse themselves from voting on any topics that create a conflict of interest.

All board and association members are expected to conduct themselves in a responsible and professional manner. Discussion and debate is meant to be meaningful and informative - not simply for delay of a decision.

Section IV. By Laws Ratification

These By Laws will become effective by a majority board vote.

Article V: DUTIES OF BOARD MEMBERS

Section I. President

The duties of the President are:

- Set/schedule the time and place of all board meetings
- Preside over all meetings using these bylaws
- Serve as chair of the MLA Board
- Ensure that MLA operates within the By Laws
- To attest to the veracity of the MLA' s financial statements and other such official documents as may be appropriate to ensure transparency of the MLA' s business practices

Section II. Vice President

The duties of the Vice President are:

- Assist the President in the duties listed above
- Assume the duties of the President in his/her absence
- Automatically become President if for any reason the office of President becomes vacant until that vacancy is filled

Section II. Treasurer

The duties of the Treasurer are:

- Keep current financial records, maintain bank accounts, and report back balances and Profit/Loss to the board

- Run payroll for coaches and other employees, make payments to vendors and stakeholders outside of the association, and deposit funds, if required
- Ensure tax filings are complete per IRS and state regulations
- Participate in other board financial matters

Section IV. Secretary

The duties of the Secretary are:

- Record meeting minutes
- Providing meeting minutes to the President

Section V. Registrar

The duties of the Registrar are:

- To build and manage the registration process for lacrosse activities.

Section VI. Boys Youth Director

The duties of the Boys Youth Director are:

- Coordinate volunteers (through dibs system) including identifying volunteer opportunities, instructing volunteers on activities (in person, or via email or phone), promoting volunteer activities
- Determine the boy's program budget, player fees, etc.
- Determine boy's coaches and team sizes for the boys leagues. To coordinate all aspects of coaching, including recruitment, documentation , assessment and team assignments (coordinate volunteers to do many of these activities for you)
- Ensure coaches are appropriately trained per league requirements or manage a volunteer that is coordinating this effort
- Work with the Facilities and Fields Coordinator and league for boy's game/practice schedules
- Work with the Communications /Website/Registration Coordinators to ensure the right information is available on the MLA website, registrations are working properly for leagues and events, etc.
- Work with the Equipment Coordinator to ensure proper equipment is available for all boy's teams

- Work with the Uniform Coordinator to ensure proper uniforms are available for all boy's teams
- Work with the Communications /Website/Registration Coordinator to communicate to all players, league/rule changes
- To assist the President in representing the Association at regional/school meetings, recruitment events, etc.

Section VIII. Girls Youth Director

The duties of the Girls Youth Director are:

- Coordinate volunteers (through dibs system) including identifying volunteer opportunities, instructing volunteers on activities (in person, or via email or phone), promoting volunteer activities
- Determine the girl's program budget, player fees, etc.
- Determine girl's coaches and team sizes for the girl's leagues. To coordinate all aspects of coaching, including recruitment, documentation , assessment and team assignments (coordinate volunteers to do many of these activities for you)
- Ensure coaches are appropriately trained per league requirements or manage a volunteer that is coordinating this effort
- Work with the Facilities and Fields Coordinator and league for girl' s game/practice schedules
- Work with the Communications /Website/Registration Coordinators to ensure the right information is available on the MLA website, registrations are working properly for leagues and events, etc.
- Work with the Equipment Coordinator to ensure proper equipment is available for all girls' teams
- Work with the Uniform Coordinator to ensure proper uniforms are available for all girls' teams
- Work with the Communications /Website/Registration Coordinator to communicate to all players, league/rule changes
- To assist the President in representing the Association at regional/school meetings, recruitment events, etc.

Section IX. High School Coaches

As the majority of MLA players will one day be eligible to play lacrosse for Mahtomedi High School, it's important that both the boys and girls high school coaches participate as members of the MLA board. It's the responsibility of high school coaches to advise and guide board members regarding what's best for the future of the program. High school

coaches also get some voting responsibilities in order to ensure their perspective is considered by the board.

Article VI: SEASON OPERATIONS

Section I. Selection & Retention of Coaches

All coaches must be registered with and pass the appropriate requirements for any youth league that Mahtomedi Lacrosse Association youth teams decide to participate in including, but not limited to MSLax, YLM, GNLL, or whichever leagues youth teams play within.

At the direction of the Board, an assigned board member will assess the performance of each coach upon season completion to determine if the coach will be invited back to coach for the next season.

The Boys and Girls Youth Directors may hire paid coaches (e.g., college students, high school students, previous Mahtomedi Lacrosse Players) as needed. The budget for paid coaches must be approved prior to the start of the season.

Parent youth coaches will not be paid to coach, except to be reimbursed for approved expenses (e.g. US Lacrosse memberships, clinics, certification tests , team recognition events, etc.).

Section II. Player Selection

Team sizes will be determined by the Boys and Girls Directors prior to player selection or the start of any evaluation process. If there are enough players for two or more teams within an age level, then there needs to be an evaluation to determine appropriate team placement.

Depending on the situation, the Boys or Girls Director may decide to have even teams or leveled teams (A&B). The selection must be done with unbiased evaluators (not player parents/relatives).

Section II.A Players Not Able to Attend Evaluations Due to Injury or Illness

If a player is injured or suffering from an extended illness at the time of evaluations, the parent may petition the MLA Board by sending a written notice explaining the situation to the appropriate Youth Director (boys or girls). The Youth Director will obtain feedback from the previous seasons' coaches to provide to the Evaluators including position, performance, and work ethic. The Evaluators will place the injured player on the roster that they see fit based on the information available.

If the player did not play for a MLA team during the previous season, then the player will automatically be placed on the lower team.

Section II.B Roster Adjustments

Once rosters are published, MLA will not consider adjusting rosters based on parent or coach feedback. Rosters can only be “adjusted” if a member of a higher team terminates his/her relationship with their rostered team for the season (e.g., requests a refund, becomes injured and cannot play for the season, etc.) which results in the higher team not having enough players to compete.

In addition, new members may be recruited after evaluations when team sizes are deemed “too small” or needing “extra players.” Any player that registers for the season after evaluations will automatically be placed on the lowest team.

Section II.C Review of Evaluations

Player assessment data and evaluation documentation will never be provided to any player, parent, or coach and is for MLA Board Member use only.

Section II.D Play Ups

It's the policy of the Mahtomedi Lacrosse Association to not displace, limit, discourage, or treat unfairly a player in his/her age level for the sake of a player playing "up" from a younger age level.

A player may play "up" into an older age level if the older age level does NOT have enough registered players to field a team/the right number of teams. The Youth Director for the program will define the minimum, targeted, and maximum team size for each age level prior to the start of each season. It's the responsibility of the Youth Director to identify “need” after regular registration closes and to communicate with players, parents, and coaches accordingly.

No "play time" will be taken from players in their own age level.

Play Up Process for Level Teams

If a “need” is identified by the Youth Director:

1. The player in the younger age level must register to play with his/her birth age level.
2. The player in the younger age level must agree to play at his/her birthdate age level if playing up isn't an option.
3. The Youth Director will review coaches recommendations, and previous years' experience with MLA, and interest to make a decision about the allowance for play “up”

If all parties agree, the younger player will be moved up for the current season only. Parties include Youth Director, Parents, Player, and Coaches.

Play Up Process for Competitive Teams

If there are multiple teams for the age group and the age group is leveled by skill through the tryout process (A/B), there are two scenarios for player placement:

1. The player in the younger age level must register to play with his/her birth age level.
2. The player in the younger age level must agree to play at his/her birthdate age level if playing up isn't an option.
3. The Youth Director will identify players to ask to play "up" to fulfill the need based on coaches recommendations, previous years' experience with MLA and interest. For the U12 and U14 teams, 18 is the optimal number of players. "Need" is defined as less than 18 players registered to play. If the younger age level is also in "need," play ups will not be allowed.
4. The younger player must attend tryout events the older level:
 - a. If the younger player ends in the top 5 rated players through the tryout process of the older age group, the younger player will be placed on the top (A) team.
 - b. If the younger player ends in rated 6+ through the tryout process of the older age group, or the younger player doesn't tryout with the older age group, the younger player will be placed on the lower (B) team. Because the player is trying out with this age level because a "need" was identified, the player will be placed on A or B and not cut or asked to play with his/her birth age level.

Once the younger player decides to play up, regardless of which team they are placed on (A or B), they are committed to playing with the older age group for the current season.

The primary purpose of playing "up" is to fill a void in registrations. While parents can express interest in their child playing up to the appropriate Youth Director, the decision regarding need won't be made until after registration closes, but before tryouts are conducted.

While players may be asked to play "up" based on need, no player will be forced to play "up" for any reason. Players will always have the option to play with their own age level.

Finally, all MLA Board Approvals and Youth Director decisions are subjected to league approval. For example, Youth Lacrosse of Minnesota (YLM) (boys), Minnesota Schoolgirls Lacrosse Association (MSLax) (girls), Great Northern Lacrosse League (GNLL), or any league MLA youth teams play to have final approval jurisdiction for all play "ups" and play "downs". MLA is obligated to submit documentation to these governing bodies for approval prior to the start of each season.

Section II. E Subbing

If a team is in need for an individual game due to illness or vacations, the Youth Director has an opportunity to sub someone from a lower level or younger age group onto a higher level or older aged team temporarily. No subbing to a lower level or younger age group will be allowed.

Section II.F Play Downs

In some cases, parents and players request to play “down” an age level. This is typically due to a player having a birthdate outside of what’s typical for his/her graduation year.

Criteria for allowing a player to play “down” is based on:

1. The number of players registered at each level
2. The experience of the player
3. The proximity of the player’s birthdate to the US Lacrosse cutoff date for the age level
 - a. A player’s birthdate must be within 3-month of the US Lacrosse cut off date for the age level “down”

No play “down” will be granted for players U12 and above.

Process for Level Teams

1. The player must register for the birthdate level s/he is eligible to play for
2. The player must agree to play for the birthdate level s/he is eligible for if playing “down” is not an option
3. The parent must communicate with the Youth Director prior to registration closing that they would like to request a play “down” for their player
4. The Youth Director will approve or deny the request based on the criteria above.
5. No play “down” will be granted for players U12 and above.

Finally, all MLA Board Approvals and Youth Director decisions are subjected to league approval. For example, Youth Lacrosse of Minnesota (YLM) (boys), Minnesota Schoolgirls Lacrosse Association (MSLax) (girls), Great Northern Lacrosse League (GNLL), or any league MLA youth teams play to have final approval jurisdiction for all play “ups” and play “downs”. MLA is obligated to submit documentation to these governing bodies for approval prior to the start of each season.

Section II. G Parent Feedback About the Evaluation Process

MLA is always interested in hearing from parents and the broader lacrosse community about improvement ideas. We know that sometimes parents or players are disappointed in team placement for the season. We also know that there’s always room for us to improve and evolve our evaluation processes year over year. While a complaint from a parent will not result in a roster adjustment, here is the process parents should take if they have evaluation feedback:

1. Please wait 48-hours after teams are announced before communicating with board members, coaches, or evaluators. This is a necessary cooling off period that's common in most sports organizations.
2. Send an email to the appropriate Boys or Girls Youth director outlining the gaps you see in the evaluation process and any recommendations that you have to fill those gaps in future years.
3. Optionally, attend the post-season MLA Board Meeting where discussions about the season and lessons learned are discussed to provide additional feedback.

It's against MLA policy for parents to reach out to independent evaluators directly to discuss his/her son's or daughter's evaluation. Adhering to this policy is for the safety of the evaluators. A parent in violation of this policy will be suspended from attending any MLA event including practices, games, or tournaments for the remainder of the season.

Evaluator contact information will not be provided to parents, including upon request. No evaluation data will be shared with parents, including upon request.

It is against MLA policy to threaten or harm MLA board members, coaches, or evaluators. A parent found in violation of this policy will be suspended from attending any MLA event including practices, games, or tournaments for the remainder of the season. In addition, the player(s) from this parents family will be suspended from play for 1 season. MLA takes any threats or actions against board members, coaches, or evaluators very seriously and will take legal action, if needed.

Section III. Registration Fees

Registration fees for the teams will be determined annually depending on the planned expenses for the teams. All players are required to have a valid US lacrosse membership throughout the season that they are playing.

At the time of registration, the registration software provider may provide a third-party option to purchase insurance on your registration fee in case of unpredicted events impacting your child's ability to play. This insurance policy is run through a third-party that has a relationship with the registration software provider. MLA does not administer this insurance plan nor can we answer any questions or provide additional information about the insurance plan that you purchased. If you purchased a third-party insurance plan, please contact the insurance vendor or registration software provider directly.

MLA will refund your entire registration fee less the 10% administration fee until April 1st for any reason, upon request. Between April 1st and the first day of practice, MLA will refund 50% of your registration fee for any reason, upon request. After the first practice date for any team, no refund amounts will be paid by MLA.

Uniform, apparel and other equipment fees are non-refundable.

Section IV. Use of High School Assistant Coaches

It is recommended that teams use high school lacrosse players to assist in developing players in the youth program. A maximum of two high school student coaches per team. MLA board members will determine the application process for high school assistant coaches. This may be selection based on recommendations or any other process selected by the board for any given season.

Section V. Coaching Review and Disciplinary Actions

The Board must receive a written notice concerning any policy violations allegedly committed by any coach, such a report to be signed by the complainant who will be clearly identified. The Board will assign a non-bias board member or coordinator to investigate the grievance. After thorough investigation and fact finding if the allegations are deemed valid the Board will be charged with determining the level of action taken up to and including termination.

Section VI. Dispute Resolution

MLA is committed to providing boys and girls in the Mahtomedi Area community at various skill levels, an opportunity to play Lacrosse in an organized environment that emphasizes skill development, teamwork, good sportsmanship and fun.

It is difficult to offer the ultimate experience for all participants, but that remains our goal. When there are concerns/issues that arise, we ask that the following steps be utilized in order to best resolve them:

1. If no immediate action is deemed necessary, please submit a note to a coach or board member that highlights the issues/concerns
2. Attempt to resolve issue with a conversation:
 - a. first between the parent and participating son/daughter;
 - b. then if needed, between the player and their coach
 - c. or between the parent and coach if more appropriate
 - d. and finally if still not resolved, between the parent (and/or coach) and the Director of the particular activity

Hopefully this will resolve most issues, however, if the issue still remains unresolved, and needs immediate attention, please contact one MLA board member. You may need to provide a written summary or attend a monthly meeting to present details of the issue /grievance/dispute to the full board.

If necessary, the board will follow voting procedures to render a final decision on the issue.

Section VII. Anti-Hazing Policy

MLA opposes all forms of hazing which undermines the values of the individuals, the association and the community. Hazing damages self-esteem, endangers a person's safety and is a crime. MLA has taken a strong position against any and all kinds of hazing. Any person(s) violating this policy will be subject to disciplinary action.

A person is guilty of hazing, a crime in the fourth degree, if, in connection with initiation of applicants to, or members of a student organization, he/she knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events under the direction of authorized personnel for the purposes associated with team or individual sports, which places or may place another person in danger of bodily injury or which may adversely affect another person's mental health or dignity. Adverse effects may include, but are not limited to: producing mental or physical discomfort, harassment, humiliation, intimidation, ridicule, or demeaning a person either physically, orally or electronically.

A person is guilty of aggravated hazing, a crime of the third degree, if he/she commits an act which results in serious bodily injury to another person.

A person commits a disorderly person's offense if the person knowingly fails to report the planning of a specific hazing incident or knowingly fails to report that a specific hazing incident has occurred to appropriate officials within an educational institution.

To maximize safety, all reports of hazing should be reported to the Mahtomedi Youth Lacrosse Association, the Mahtomedi School District, and the Washington County Sheriff's Department.

Section VIII. Bullying Policy

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at MLA activity. This policy applies not only to players who directly engage in an act of bullying but also to players who, by their indirect behavior, condone or support another player's act of bullying. This policy also applies to any player whose conduct at any time or in any place constitutes bullying that interferes with or obstructs an MLA team activity or the safety or welfare of the player, other players, referees or coaches. Bullying behavior through the misuse of technology will be considered a violation of this policy.
2. No coach, coordinator, board member, or volunteer shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a player being bullied does not lessen the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

5. False accusations or a report of bullying against another player is prohibited.
6. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with Mahtomedi school district's policies and procedures. The school district may take into account the following factors:
 - a. The developmental and maturity levels of the parties involved;
 - b. The levels of harm, surrounding circumstances, and nature of the behavior;
 - c. Past incidences or past or continuing patterns of behavior;
 - d. The relationship between the parties involved; and
 - e. The context in which the alleged incidents occurred.
7. Consequences for players who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for MLA coaches and volunteers who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and MLA events and/or termination of services and/or contracts.
8. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any player, coach or volunteer who is found to have violated this policy.
9. For purposes of this policy, "Bullying" is defined as aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength.
10. "Bullying" can take the form of any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended or perceived to cause harm or distress and which substantially interferes with another student's or students' educational benefits, opportunities, or performance.

Section IX. Bullying Reporting Procedure

1. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts to an appropriate school district official designated by Mahtomedi School Board Policy 514. A player may report bullying anonymously. However, anonymity or timeliness of the report may limit the school district's ability to take action against an alleged perpetrator.
2. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
3. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

5. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
6. Submission of a good faith complaint or report of bullying will not affect the
7. complainant ' s or reporter' s future employment, grades, or work assignments , or educational or work environment.
8. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district' s obligation to investigate , take appropriate action, and comply with any legal disclosure obligations.

Article VII: FISCAL RESPONSIBILITY & CONTROLS

Section I. Compensation

Board members shall not receive any monetary compensation or other benefits for their services, except for recognition after they left the board.

Section II. Contracts

The Board will approve all contracts and contractual obligations on behalf of MLA prior to entering into such contracts.

Section III: Expenditures

The Treasurer shall sign all checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of MLA. Youth Directors may also be issued debit cards for expenditures. All expenditures must be planned as part of the annual budgeting process and the annual budget for youth lacrosse must be approved by the board before the start of each season.

If the President or Vice President desires, they may optionally have access to bank accounts through debit cards or checkbooks for pay for approved items.

Section IV: Deposits

All funds of MLA shall be deposited upon receipt to the credit of MLA in such banks or other depositories as selected by the Board. All funds received from the fees, donations and fundraising shall be maintained and distributed as directed by the Board to coordinate this program.

Section V: Donations

The MLA may accept gifts or donations from individuals or business entities provided that such gift or donation does not:

1. Come with any "strings attached", requiring responsive action from MLA. If a gift or donation is received with a requirement that such funds be used for a specific purpose, the board should review such a requirement and determine if the requirement conflicts with the MLA principles and mission. If the requirement is deemed to be inconsistent with the MLA principles and/or mission, such gift or donation should be declined.
2. Influence decision-making by MLA or any board member
3. Require that such gift be used for purposes not in line with the MLA mission

The board may elect to recognize a gift or donation with minor advertising or recognition, provided that such gift or donation follows the above guidelines. For example, if a business donates food for one of our tournaments, a sign recognizing such donation can be posted at the tournament

Section VI: Fundraising

From time to time, MLA may engage in fundraising activities. Any fundraising activity will be approved in advance by the Board. As with other policies, the activities will congruent with the MLA principles and mission. In addition, any fund raising activity will not invite any undue influence.

Section VII: Scholarships

The ultimate goal of the MLA scholarship program is to provide a mechanism to ensure that financial hardship does not prevent any girl or boy in our community from being involved in lacrosse at some level. Families that are eligible for reduced lunch meals are eligible for scholarships. Families can apply for one season per year per child. Scholarships are not available for any high school level activity. Scholarships cover registration fees only, not uniform or equipment costs.

Section VIII: Fiscal Agents

This organization may designate such fiscal agents, tax preparers, investment advisors, and custodians by the Board with resolutions. The Board may at any time , with or without cause, discontinue the use of the services of any such fiscal agent, investment advisor, or custodian.

Section VIII: Fiscal Strategies

The association goal is to only have cash reserves equal to one year's youth lacrosse program expenses. If the cash reserves exceed this amount, then the changes to fees or expenditures to promote Mahtomedi Lacrosse will be considered.

Article VIII: CONFLICTS OF INTEREST

Section I. Statement of General Policy

These bylaws recognize that it is natural for either actual and apparent conflicts or dualities of interest to sometimes occur in the course of conducting the daily affairs of the MLA. A conflict or duality of interest refers here only to personal or proprietary interests of the persons covered by this policy and their immediate families and not to philosophical or professional differences of opinion. Conflicts or dualities of interest will occur because the many persons associated with the association should be expected to have and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. Sometimes a person will owe identical duties to two (2) or more organizations having similar activities, but service on behalf of two (2) or more organizations shall not constitute a conflict of interest.

Conflicts or dualities of interest are to be avoided because they potentially or apparently place the interests of others ahead of the association's obligations to its purposes and to the public interest. Conflicts or dualities of interest are likewise undesirable because they often reflect adversely upon the persons involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, it is decidedly not the long-range best interests of the association to terminate or cease all association with the persons who may have actual or apparent conflicts or dualities of interest if there is a prescribed and effective method of rendering such conflicts harmless to all concerned.

It shall be the policy of the MLA, therefore, not to preclude all dealings with those having actual or apparent conflicts or dualities of interest, but in keeping with Minnesota law relative to not-for-profit organizations to require that they be disclosed promptly and fully to all necessary parties whenever they occur.

Section II. Coverage of This Policy

This policy shall apply to Board members, coordinators, coaches and also independent contractor providers of services. It shall be the obligation of the MLA's Board to publicize this policy to all such parties on recurring bases, and to request appropriate disclosures at least annually as provided below.

Section III. Disclosure of All Conflicts

All members of the Board, coordinators and coaches of the MLA, and also independent contractor providers of services and materials, shall disclose all actual apparent conflicts or dualities of interest, which they discover or have brought to their attention in connection with the MLA's activities. "Disclosure" as used in these bylaws shall mean providing promptly to the appropriate persons a description of the facts comprising the actual or apparent conflict or

duality of interest and, in the case of the Board, all material facts concerning any transaction or arrangement in which a Board member has a direct or indirect interest.

Disclosure of conflicts or dualities of interest shall be made to the President of the MLA or any other person designated by the President from time to time to receive such notifications. In the case of the President, disclosure shall be made to the Vice Presidents, and subsequently to the whole Board. Board members who have declared actual or apparent conflicts or dualities of interest are encouraged, when abstaining from voting, to restate their disclosure for the minutes.

Article IX: BOOKS OF RECORD, AUDIT, FISCAL YEAR, BOND

Section I. Books of Record

The Board shall keep correct and complete books and records of account for MLA including , for seven years, the following:

1. Records of all Board meetings
2. All financial statements
3. These MLA Bylaws and all amendments
4. Such other records and books of account as shall be necessary and appropriate to the conduct of MLA business

Section II. Audit; Financial Review; Inspection

The Board may cause the records and books of account of MLA to be audited or be subject to a regular financial review at least annually in such a manner as may be deemed necessary and appropriate. All books and records of MLA may be inspected by any board member.

Section III. Fiscal Year

The fiscal year of the association shall be from January 1 to December 31.

Section IV. Bond

The MLA shall obtain a bond on such people in such amounts as may from time be deemed necessary by the Board.

Section IV. Insurance

The MLA does not purchase liability insurance for the players and coaches. MLA requires US Lacrosse association membership, because this membership includes insurance coverage for these players. MLA purchases association insurance for the board activities.

Article X: ADMINISTRATIVE

Section I: Amendments

These Bylaws may be amended or restated at any regular meeting or at any special meeting of the Board, at which a quorum is present and upon receiving the affirmative vote of all members present.

Any proposed amendment shall be presented to the Board members in writing not less than twenty (20) days prior to the meeting when Board action is to be taken.

Section II: Severability Clause

If any provision or part thereof of these bylaws is declared invalid and of no further force and effect, the remaining provisions shall remain in full force and effect.

Article XI: ANNUAL SCHEDULE

The annual schedule of board meetings will be posted/presented in January for the entire calendar year including the broad level topics that will be discussed at each meeting.

Article XII: POSITIONS

People filling board member positions will be posted on the MLA website along with at least one method of contact.

Article XIII: Salary Schedule

The salary rate/range as well as payroll dates for paid coaches will be determined during the annual budget process and communicated to all paid employees when the offer for employment is made.