

Westminster Area Lacrosse By-Laws

Approved December 2004

Article 1: Organization

Section 1: This organization shall be known as Westminster Area Lacrosse and hereinafter referred to as “Westminster Area Lacrosse” or “WAX.”

Section 2: This organization shall maintain a professional relationship with the Westminster Area Recreation Council by attending meetings and/or providing information with respect to the progress of the lacrosse program.

Article 2: Mission Statement

Section 1: Our mission is to ensure a unified and responsive organization that develops and promotes the sport of lacrosse by providing services to its players and families to inspire participation, while preserving the integrity of the game.

Article 3: Objective

Section 1: The objective of the Westminster Area Lacrosse shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect, so that they may be well-adjusted, stronger and happier youth and grow to be decent, healthy and trustworthy citizens.

Section 2: To achieve this objective Westminster Area Lacrosse will provide a supervised program under the rules and regulations of US Lacrosse and the various leagues and programs with which it is affiliated. All Board of Directors, Coaches, and Members shall bear in mind that the attainment of exceptional athletic skill and/or the winning of games are secondary, and the molding of future citizens is primary.

Article 4: Membership

- A WAX member is an individual whose child(ren) participate(s) in the WAX program or who has served as a volunteer coach, committee member, or member of the Board of Directors during the previous twelve months.
- All members of WAX must abide by the rules and policies set forth by the Board of Directors.
- All disciplinary actions pertaining to WAX members will be the responsibility of the Board of Directors.

Article 5: Board of Directors

Section 1: Elected Officers

- The WAX Board of Directors shall have nine (9) elected officers consisting of a Director, Assistant Director, Treasurer, Secretary, Field Maintenance and Field Equipment Coordinator, Boys' Coordinator, Assistant Boys' Coordinator, Girls' Coordinator, Assistant Girls' Coordinator.
- Officers will be elected as defined by Article 15.
- Each officer shall serve a term of two years and take office at the July meeting following the election. The Director, Treasurer, Field Maintenance and Field Equipment Coordinator, Girls' Coordinator, and Assistant Boys' Coordinator will be elected on the odd number years (i.e. 2003). The Assistant Director, Secretary, Boys' Coordinator, and Assistant Girl's Coordinator will be elected on the even years beginning in 2004.
- In the event of a resignation or removal of a Board member, the remaining Board members will nominate and vote a replacement to complete the remainder of said term.

Section 2: General Duties of the Board of Directors

- Establish and enforce the "Rules and Policies" of the Westminster Area Lacrosse program.
- Maintain the organization and assures its continued existence and success.
- Define and administer budget and all financial responsibilities.

Article 6: Duties of the Director

- Calls and conducts all Board and General WAX meetings.
- Manages the general operation of the program on a day-to-day basis.
- Supervises and directs the appointed committees in the performance of their duties.
- Coordinates Board level attendance at youth lacrosse league meetings and Westminster Recreation Council meetings.
- Acquires and coordinates all program fields and facilities.
- Approves all public and general WAX correspondence.

Article 7: Duties of the Assistant Director

- Assists the Director in the performance of his/her duties.
- Assumes the responsibility of the program Director in his/her absence, resignation, or removal.

Article 8: Duties of the Treasurer

- Keeps accurate and up to date records of all financial activities of WAX.
- Ensures prompt deposit of all monies in the WAX bank account(s) and the prompt payment of all WAX financial obligations.
- Manages and oversees all financial transactions of WAX.
- Provides WAX Board with accurate financial reports, including a documented list of all incoming and outgoing transactions at each regularly scheduled meeting.
- Makes available to the general membership, at both the January and July meetings, a current WAX financial report.

Article 9: Duties of the Secretary

- Records minutes of each meeting and maintains a permanent record of such meetings.
- Notifies Board members of all Board functions.
- Notifies general WAX membership of all official general membership functions.

Article 10: Duties of Field Maintenance and Field Equipment Coordinator

- Manages the day-to-day maintenance of the fields allocated to Westminster Area Lacrosse to include, but not be limited to: Mowing, Rolling, and Lining.
- Provides accurate inventory to the WAX Board of Directors prior to, and at the conclusion of, each session of all field equipment which could include, but not be limited to: Goals, Nets, Scoreboards, and Scorer's Tables.
- Coordinates all volunteers, as it relates to the activities outlined above.

Article 11: Duties of the Boys' Coordinator

- Calls and conducts all coaches meetings for the boys' program.
- Manages the general operation of the boys' program on a day-to-day basis.
- Supervises and directs the boys' coaches and assistant coaches.
- Reports to the WAX Board of Directors information pertaining to the boys' program.
- Provides accurate inventory of equipment to the WAX Board of Directors prior to, and at the conclusion of, each session.

Article 12: Duties of the Girls' Coordinator

- Calls and conducts all coaches meetings for the girls' program.
- Manages the general operation of the girls' program on a day-to-day basis.
- Supervises and directs the girls' coaches and assistant coaches.
- Reports to the WAX Board of Directors information pertaining to the girls' program.
- Provides accurate inventory of equipment to the WAX Board of Directors prior to, and at the conclusion of, each session.

Article 13: Duties of Assistant Boys' and Girls' Coordinators

- Assists their respective Coordinator in the performance of his/her duties.
- Assumes the responsibility of their respective Coordinator in his/her absence, resignation, or removal.

Article 14: Committees

Section 1: Committee chair(s) will serve at the discretion of the Board. The Board reserves the authority to define and guide all activities and responsibilities afforded a committee. In addition, the Board reserves the final veto power over any action(s) proposed by said committee. It will be the responsibility of the committee chair to report the committee's activities to the Board.

Section 2: Standing Committees: These are permanent committees that exist within the organization.

a) Fundraising Committee

Responsible for coordinating all fundraising activities on behalf of the Board of Directors.

b) Finance Committee

- Assists the Treasurer of WAX in the maintenance of financial records and preparation of financial reports.
- Serves as consultants to the WAX Board of Directors regarding logistics related to financial matters.

c) Enrollment Committee

- Responsible for enrollment for all WAX programs.
- Maintains master spreadsheet detailing enrolled participants, collects money, and provides receipts for all money collected.
- Consists of, but is not limited to, the Boys' Coordinator, the Girls' Coordinator, and the Treasurer.

d) Nomination and Election Committee

- Will be appointed by the Board of Directors.
- Will have a minimum of three (3) members.
- Members standing for re-election may not serve on this Committee.
- Oversees election of the Board of Directors.

Section 3: Appointed Committees

- Additional committees will be appointed as the Board of Directors deems necessary.

Article 15: Coaches

Section 1: Coaches

- All coaches must sign and comply with the Standards of Coaches established by the Carroll County Recreation and Parks Department and the rules established by the representative lacrosse league in which they participate.
- Should the Head Coach be unable to fulfill/complete their coaching obligations an Assistant Coach will be nominated by the respective Coordinator and approved by the Board of Directors to complete the season.

Section 2: Head Coaches

- The boys' and girls' coordinator will nominate all head coaches for approval by the Board of Directors.
- Each team will only have one (1) head coach.
- Assume full responsibility for his/her team's equipment before, during, and after each season.
- Must report all Assistant Coaches to their respective coordinator.

Section 3: Assistant Coaches

- WAX Assistant Coaches will be selected by the respective Head Coach after the team rosters have been chosen.

Article 16: Voting Power

Section 1: Election of Officers

- A Nomination and Election Committee will be appointed by the current Board of Directors to oversee the election process.
- Voting is open to all members of WAX as defined by Article 4.
- Nominations for the Elected Officers will take place thirty (30) days prior to the July meeting. The election will take place at the July meeting.
- The use of a proxy will be allowed. Each WAX member is limited to one (1) proxy on behalf of one (1) other WAX member.

Section 2: Voting Powers of the Board of Directors

- Voting on matters pertaining to the activities and conduct of the WAX program is limited to the Board of Directors, each of whom has one (1) vote.
- A quorum must be present to conduct a vote. A quorum shall consist of no less than a two-thirds majority of the Board of Directors.
- All votes require a majority of those Board of Director members present at the meeting to be binding.

Section 3: Amendments to the By-Laws

- The By-laws of the WAX program can only be amended by an affirmative vote, consisting of, no less than two-thirds of the members of the WAX Board of Directors.

Section 4: Program Expenditures

- The Director may make expenditures, up to \$200, without prior approval by the Board of Directors.
- Any expenditure in excess of \$200 must be approved by the Board of Directors.
- No reimbursement to a member of the Board of Directors may be endorsed by that member.

Article 17: Meetings

Section 1: General Membership Meetings

- WAX will hold no less than two (2) general membership meetings each year, one (1) in the month of January and one (1) in the month of July. These meetings will be open to all WAX members and the general public.

Section 2: Board of Director Meetings

- Board of Director meetings will be held as necessary to conduct the business of WAX.

Approved by the Board of Directors of the Westminster Area Lacrosse program this
_____ day of _____ 2004.

Tony Chiavacci
Director

Kevin R. Bell
Assistant Director

Greg Macera
Treasurer

Dianne Thompson
Secretary

Jeff McDonough
Field Maintenance and Field Equipment Coordinator

Sean Bell
Boys' Coordinator

Beth Nave
Girls' Coordinator

Michael Markovic
Assistant Boys' Coordinator

Kevin Gwynn
Assistant Girls' Coordinator