

**BYLAWS OF
SARTELL-SAUK RAPIDS YOUTH LACROSSE ASSOCIATION**

ARTICLE I – Name and Purpose

Section 1- Name. The name of the organization shall be SARTELL-SAUK RAPIDS YOUTH LACROSSE ASSOCIATION. It shall be a nonprofit organization under the laws of the State of Minnesota.

Section 2 – Purpose. Sartell-Sauk Rapids Youth Lacrosse is a public non-profit organization that strives to grow the game of lacrosse in the Central Minnesota area using USA Lacrosse developmental guidelines.

The purpose of Sartell-Sauk Rapids Youth Lacrosse is:

- To support and conduct youth lacrosse events, education, and activities to increase awareness of the sport in our communities.
- To promote youth athletics and sportsmanship in young athletes.
- To prepare youth players for High School lacrosse.

ARTICLE II – Membership

Section 1- Membership. Membership shall consist of the Officers of the Board of directors (voting members) and other volunteer positions (non-voting members).

Section 2 – Purpose. The board is responsible for overall policy and direction of the association. The Board’s duties include, but are not limited to, the following: finances, collaboration with Great Northern Lacrosse League (GNLL), team formations, player/coach/team registration, managing coaches and volunteers, equipment, scheduling practices/games/tournaments, securing facilities for practices and games, fundraising, communication with families, and promotion of the sport and association.

ARTICLE III -Executive Board

Section 1- Qualification. Any member in good standing is eligible to serve as an officer on the executive board.

Section 2 – Powers. The executive board shall be the governing body of the club and shall manage, control, and direct the affairs and property of the organization.

Section 3 – Compensation. No officer shall receive compensation for any service he or she may render to the organization. In accordance with the expenditure policy, board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4 – Officers. The officers of the executive board shall be comprised of President, Vice President, Secretary, Treasurer, Player Recruitment/Retention Manager, Player Coordinator, and Coach Coordinator. Officers shall be elected during June of each year and will take office immediately. The slate of officers will be nominated from the floor. The officers will be elected by a simple majority vote of the membership present. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining officers. The officers and their respective duties are as follows:

- a) President. The president is responsible for leading the organization and keeping operations running smoothly. Specifically, the President shall:
 1. Lead all board meetings.
 2. Be authorized to sign checks or use the organization’s debit card.

3. Help resolve any membership issues that arise.
 4. Meet regularly with the Treasurer to review the organization's financial status.
 5. Schedule an annual financial audit, or request one at any time if needed.
 6. Carry out any additional responsibilities listed in these by laws.
- b) Vice President. The Vice President helps the Presidents and steps in when the President is unavailable. Specifically, the Vice President shall:
1. Lead meetings if the President is absent or unable to serve.
 2. Handle administrative tasks as assigned by the President.
 3. Carry out any additional responsibilities listed in these by laws.
- c) Secretary. The Secretary keeps club records organized and ensures communication is clear. Specifically, the Secretary shall:
1. Maintain accurate records of the club and a current list of members.
 2. Record meeting minutes for all club and executive board meetings.
 3. Manage and report on all official club correspondence.
 4. Perform any additional duties listed in these bylaws.
- d) Treasurer. The Treasurer manages the organization's money and keeps financial records in order. Specifically, the Treasurer shall:
1. Provide receipts for funds received when requested and make timely deposits.
 2. Be authorized to sign checks or use the organization's debit card.
 3. Present a financial report to the board within 30 days of the previous month's end.
 4. Keep detailed records of all income and expenses.
 5. Reconciled bank statements promptly and resolve any issues with the bank.
 6. Perform any additional duties listed in these bylaws.
- e) Player Recruitment/Retention. The Player Recruitment/Retention Coordinator supports the leadership team and helps with club operations. Specifically, they shall:
1. Lead meetings if both the President and Vice President are unavailable.
 2. Plan yearly Try Lax for Free event and work with Media Specialist to promote event.
 3. Create and distribute season end parent surveys. Compile results and share with Board.
 4. Perform any additional duties listed in these bylaws.
- f) Player Coordinator. The Player Coordinator supports the leadership team and helps with club operations. Specifically, they shall:
1. Lead meetings if both the President and Vice President are unavailable.
 2. Interface with parents throughout the season to answer questions and insure things are running smoothly.
 3. Interface with Team Managers to provide necessary information throughout the season.
 4. Perform any additional duties listed in these bylaws.
- g) Coach Coordinator. The Coach Coordinator supports the leadership team and helps with club operations. Specifically, they shall:
1. Lead meetings if both the President and Vice President are unavailable.
 2. Interview and select coaches for each team for the season.
 3. Meet with incoming coaches to share coaching contract and expectations for the season.
 4. Insure all coaches have completed certification requirements and background check.
 5. Communicate with coaches throughout the season.
 6. Communicate with Treasurer at end of season regarding coach payment.

Section 5 – Term. Each elected officer shall serve a term of two years or until a successor has been duly elected or appointed, or his/her child is no longer in the program.

Section 6 – Removal: A director may be removed at any time, with or without cause, by a majority of the other officers of the Executive Board of the organization. Removal shall be effective upon the receipt of a written notice to the director who is removed.

Section 7 – Resignation: Any director may resign at any time by giving written notice to the Secretary. Such resignation shall take effect upon receipt of the notice, unless a later date is specified in the notice.

Section 8 – Vacancies. Vacancies in the Board of Directors shall be filled by the remaining directors, even though less than a quorum. A person so elected to fill a vacancy shall serve as a director for the remainder of the term whose vacancy has been filled, and until his or her successor has been elected and qualified.

Section 9 – Background Checks. Prior to being voted in to a position on the Board of Directors, said nominee must pass a background check, which will be paid for by the association.

Section 10 – Meetings. The Executive Board Shall hold monthly meetings with the minimum of 10 meetings per year and such additional meetings may be held from time to time. Notice of Board meetings must be made by giving five (5) days written notice to all directors of the date, time, and place of the meeting. If a meeting schedule is adopted by the Board, or if the date and time of the Board meeting has been announced at a previous Board meeting, no notice is required.

Section 11 – Quorum. A majority of the executive board shall constitute a quorum for the transaction of business at any meeting of the board. The act of a majority of the officers present at a meeting at which a quorum is present shall be the act of the executive board. In the absence of a quorum, a majority of the directors' present may adjourn a meeting from time to time until a quorum is present. If a quorum is present when a duly called or held meeting is convened, the directors present may continue to transact business until adjournment even though the withdrawal of a number of directors originally present leaves less than the number otherwise required for a quorum.

Section 12 – Proxy. In matters requiring a general membership vote, voting by proxy will be allowed in a written or electronic (email) format.

Section 13 - Electronic Conference Meetings. A conference among directors, or among members of any committee designated by the Board of Directors, by any means of communication through which the participants may simultaneously hear each other during the conference, constitutes a meeting of the Board or the committee, if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at the meeting. Participation in a meeting by such means constitutes personal presence at the meeting.

Section 14 - Action Without Meeting. An action required or permitted to be taken at a Board meeting may be taken by written action signed by the number of directors that would be required to take the same action at a meeting of the Board at which all directors were present; provided, that all of the directors must be notified immediately of the content and effective date. Any such written action shall be filed with the Minutes of the corporation.

Section 15 – Special Meetings. Special meetings of the Board shall be called upon the request of the President, or one-third of the Board. The Secretary shall send out notices of special meetings to each Board member at least one week in advance.

ARTICLE IV – Committees

Section 1 – Committee formation. The board may create committees as needed, such as fundraising, field maintenance, promotions, special team events, etc. The board chair appoints all committee chairs.

Section 2 – Other Committees. The Board of Directors may also, from time to time, appoint such other committees as it may deem proper, and may prescribe the functions and membership of such other committees.

ARTICLE V – Fiscal Year

Section 1 – Fiscal Year. The fiscal year of the corporation shall be the year ending December 31st of each year.

Section 2 – Operating Funds. Operating funds shall be maintained in a general fund, and an accounting of such funds shall be presented at all meetings.

Section 3 – Budget. An operating budget shall be presented to the Executive Board for approval no later than September 30th of fiscal year.

Section 4 – Expenditures and Controls. The President shall have the authority to approve expenditures of less than \$150.00. A minimum of two officers shall provide prior approval for all expenditures exceeding \$150.00 up to \$250. A minimum of three officers shall provide prior approval for all expenditures between \$250 and \$1000. A majority of the executive board shall provide written prior approval for all expenditures exceeding \$1000. The original sales receipt shall be provided for reimbursement for all expenditures. The original sales receipt shall have detailed information on the quantity and individual titles of items purchased, including tax and gratuities.

ARTICLE VI – Indemnification; Standard of Conduct

Section 1 – Indemnification. The corporation shall indemnify such persons, for such expenses and liabilities, in such manner, under such extent, as permitted by Minnesota Statutes, Section 317A.521, as now enacted or hereafter amended.

ARTICLE VII– Amendments

Section 1 – Amendments. The Board of Directors shall have the authority to amend, repeal, or adopt new Bylaws by the affirmative vote of a majority of the directors; provided, that all directors shall be notified of the proposed amendments at least ten days before such action takes place.

The undersigned,-----, Secretary of the Sartell-Sauk Rapids Youth Lacrosse Association, hereby certifies that the foregoing Bylaws were adopted as the complete Bylaws of the corporation by the Board of Directors of said corporation on 9/25/2025.



-----, Secretary

ATTEST:



President