

BY-LAWS OF KAMIAKIN LACROSSE

ARTICLE 1. NAME, PURPOSE, LOCATION, CORPORATE SEAL AND FISCAL YEAR

1.1 Name.

The name of the organization shall be **KAMIAKIN LACROSSE (KL)**

The KL organization is made up of both high school boys lacrosse and high school girls lacrosse.

1.2 Purposes.

The purposes of the organization shall be:

1.2.1. To promote the development and growth of the sport of lacrosse through the formation of lacrosse teams within Kamiakin High School Boundaries.

1.2.2. To promote and develop increased knowledge of the rules and skills of lacrosse;

1.2.3. To promote and develop all participants in lacrosse the qualities of sportsmanship, teamwork and respect for coaches, officials, players, and one's self;

1.2.4. To develop, promote and provide opportunities for coaches, officials and interested adults to receive training on the rules and skills of lacrosse, and the skills necessary to enable them to serve as positive role models for all participants in the sport of lacrosse, with an emphasis on the positive qualities of sportsmanship, teamwork and the building of character;

1.2.5. To work cooperatively with other lacrosse organizations in Washington, and in general to do all things as may be appropriate to promote and accomplish any of the foregoing purposes.

1.3 Location.

The principal office of the organization in the State of Washington shall be located at: 10348 W. 17th Pl. Kennewick, WA 99338. The Executive Board Members may change the location of the principal office in the State of Washington effective upon filing a certificate with the Secretary of the State of Washington, or in such other manner as may be required by the laws of such jurisdiction.

1.4 Corporation Seal.

No Corporate seal shall be required of the organization.

1.5 Fiscal Year.

The fiscal year of the organization shall, unless otherwise decided by the The Executive Board Members, end on the 31st day of July in each year. Form 990 due

ARTICLE 2. MEMBERSHIP

2.1 Membership

Membership to the Organization shall be open to anyone who participates in the affairs of KL and who agrees to be bound by the Articles of Incorporation, the By-Laws, and other Policies and Procedures established by KL. Participation is described as serving on The Executive Board Members, coaching, managing, having a child who is a member of a team governed by KL, or otherwise participating in any sponsored activity.

2.1.1 Executive Board Members

Members of The Executive Board Members shall have voting rights during their term of service.

2.1.2 General Board Members

Members as needed designated by The Executive Board Members

2.1.3 General Members

All parents or guardians of KL lacrosse players, and other U.S. Lacrosse adult members residing in the immediate geographic area who promise to observe and abide by the By- Laws, Policies and Procedures of KL shall be general members with full voting rights for annual elections of Executive Board Members, By-Law amendments, or special membership meetings.

2.2. Membership Meetings

All membership meetings shall be presided over by the President and attended by a quorum of the Executive Board Members.

2.2.1 Annual General Membership Meeting

Election of the Executive Board Members shall be held at the Annual General Membership Meeting. The Annual General Membership Meeting shall occur no more than 90 days following the end of the fiscal year.

2.2.2 Special Membership Meeting

A Special Membership Meeting may be called for by a majority of the Board or when demanded by a majority of the membership present at an official Board Meeting.

2.2.3 Notification

Notification of the Annual General Membership Meeting and any Special Membership Meeting shall occur a minimum of two weeks in advance. This notification may occur via email, website posting, telephone call, or other form(s) of communication agreed upon by the Executive Board Members.

2.2.4 Procedures

“Robert’s Rules of Order – Newly Revised” shall govern all matters of procedure not covered in these By-Laws.

ARTICLE 3. OFFICERS AND BOARD ORGANIZATION

3.1 Executive Board Members

The Executive Board Members shall consist of not less than 3 or more than 9 members, as may be determined from time to time by resolution of the Board based on the needs of KL. The Executive Board Members shall consist of the following offices: President, Vice-President, Secretary/Treasurer, and minority Team representative(s) for an odd number of voting members. The responsibilities of the Secretary and Treasurer may be separated if the Executive Board Members increase to 5 or more members. Additional members who serve on the board will be referred to as *members at large*.

3.2 Eligibility

Head coaches and Assistant coaches are not eligible to serve on the Executive Board Members. Married couples may not serve on the Executive Board Members at the same time. The spouse of any KL coach may not serve on the Board. Executive Board Members should have had previous volunteer experience with the KL organization as deemed appropriate by the current board. Does not include members at large.

3.3 Length of Term

Each Director shall hold office for a two year term with no term limits, or until such Director dies, resigns, is removed or becomes disqualified. The start and end dates of terms coincide with the start and end dates of the annual general election at which elections are held. Once established, roughly half the board terms should be open for election each year.

3.3.1 In the event a Director dies, resigns, is removed or becomes disqualified during the two year term, a new Director shall be elected to serve the remainder of that term per Section 4.

3.3.2 The Executive Board Members may, if deemed necessary, immediately appoint a new Director to serve until such time as an election can be executed per Section 4.

3.3.3 Executive Board Members shall be elected at the Annual General Membership Meeting for two year terms staggered in the following manner:

Odd years: President and Secretary/Treasurer

Even years: Vice-President

3.3.4 Members at large will be elected at the Annual General Membership Meeting, with the length of term left to the discretion of the Executive Board Members.

3.4 Roles and Responsibilities

3.4.1 President

The President shall supervise all activities of KL and teams affiliated with the Club in accordance with these By-Laws and KL Policies or Procedures. Additional duties of the President include, but are not limited to, the following:

- Act as the general representative of KL in all matters.
- Preside over Membership Meetings and Board of Director Meetings.
- Ensure that KL is properly represented at all relevant state or local meetings.
- Sign checks drawn on the KL bank account.

3.4.2 Vice-President

The Vice-President shall perform the duties of the office of the president in the absence or disability of the President. Additional duties of the Vice-President include, but are not limited to, the following:

- Sign checks drawn on the KL bank account.

3.4.3 Secretary

The Secretary is to assist the Board and the Board President in conducting the business of the Board and KL. Additional duties of the Secretary include, but are not limited to, the following:

- Oversee all KL communications
- Maintain records of any business conducted via email.
- Act as the official custodian of all correspondence and records.
- Issue minutes of all General and Special Membership Meetings and all Board Meetings.
- Supervise the election process.
- Maintain and provide to members, upon request, official copies of club operational documents, including, but not limited to the By-Laws, Codes of Conduct, and KL Policies and Procedures.

3.4.4 Treasurer

The Treasurer shall keep records of all funds and financial activities of KL. The Treasurer shall make distributions as authorized by the Executive Board Members and membership and in accordance with the adopted budget. The duties of the Treasurer include but are not limited to:

- Maintain all financial documents for a minimum of 5 years for auditing purposes.
- Sign checks drawn on the KL bank account. All club checks require two signatures.
- Full accounting of all receipts and expenditures shall be presented in writing at the Annual General Membership Meeting and more frequently as required by the Board or as called for by a majority of the General Members. These documents shall also be presented annually to an audit committee.
- Prepare financial reports on a monthly basis and distribute monthly financial statements to the Board.
- Prepare and present the annual tax statement, 1099's and other appropriate reports to the Board for subsequent submission to relevant local, state or federal agencies.
- Arrange for the preparation of a proposed budget for each fiscal year (August-July)

3.4.5 Boys Program Director

The Boys Program Director supports coaches, ensures compliance with WHSBLA and Kamiakin High School. They help facilitate communication with coaches and parents. Assists in operation related to KL Boys Team: practice field, game field, equipment, uniforms, game day. Acts as the High School Boys Lacrosse liaison in conjunction to the Kamiakin Youth Lacrosse Program.

3.4.6 Girls Program Director

The Girls Program Director supports coaches, ensures compliance with WSLA and Kamiakin High School. They help facilitate communication with coaches and parents. Assists in operation related to KL Girls Team: practice field, game field, equipment, uniforms, game day. Acts as the High School Girls Lacrosse liaison in conjunction to the Girls Youth Lacrosse Program.

3.5 Committees

The Board may authorize subcommittees as deemed necessary to develop policies and/or recommendations to meet the changing needs of KL. Each subcommittee may be, but are not required to be, headed by a Board member.

3.6 Suspension or Removal

3.6.1 Any member of the Executive Board Members, committee, employee, or other agent of KL may be removed, either for or without cause, by the Executive Board Members whenever in the judgment of such authority the best interests of the Club will be served. Following the fundamental concept of due process, any individual may be removed with cause only after reasonable notice, an opportunity for a fair hearing, and the means to appeal a final determination.

3.6.2 A member of the Executive Board Members may be removed by 2/3 vote of the total club General Membership present at a Special Membership Meeting.

3.7 Resignation

A Director may resign by delivering his or her written resignation to the President or Secretary, to a meeting of the membership, or to a meeting of the Executive Board Members. Such resignation shall be effective upon

receipt (unless specified to be effective at some other time) and acceptance thereof shall not be necessary to make it effective unless it so states.

3.8 Regular Meetings

The Executive Board Members shall meet monthly, or as deemed necessary by either the President of the Board or a majority of the Board. The agenda for Regular Meetings will be available in advance electronically.

3.8.1 A majority of the Board Members must be present, either physically or via telephone or other conferencing capability, for business requiring voting action to take place. Each Board Member will carry only one vote.

3.8.2 The Board may enact by majority vote any policy, procedure, or practice to regulate the affairs of KL not in violation of these By-Laws or other applicable regulations, guidance or laws that KL is subject to.

3.8.3 Any policy or decision enacted by the Board may be overturned by a 2/3 majority of the total club General Membership present at either the Annual General Membership meeting or a Special Meeting of the Membership.

3.8.4 The Executive Member Board may enter into Executive Session if deemed necessary and approved by a simple majority of Board members present.

3.8.5 "Robert's Rules of Order – Newly Revised" shall govern all matters of procedure not covered in these By-Laws.

3.9 Executive Board Members Meetings

May be held at any time and at any place when called by the President or by two or more Members.

3.10 Notice of Meetings

3.10.1 Regular Meetings

No call or notice shall be required for regular meetings of Executive Board Members, provided that:

- (i) Reasonable notice of the first regular meeting following the determination by the Members of the times and places for regular meetings is given to the General Membership
- (ii) Reasonable notice specifying the purposes of a regular meeting shall be given to each Director if either contacts or transactions of the Corporation with interested persons or amendments to these By-Laws are to be considered at the meeting
- (iii) Reasonable notice is given as otherwise required by law, the articles or organization or these By-laws

3.10.2 Executive Board Members Meetings

Reasonable notice of the time and place of special meetings of the Members shall be given to each Director. Such notice need not specify the purposes of a meeting, unless otherwise required by law, the articles of organization or these By-Laws or unless there is to be considered at the meeting:

- (i) contacts or transactions of the Corporation with interested persons
- (ii) amendments to these by-laws

- (iii) an increase or decrease in the number of Members
- (iv) removal or suspension of a Director.

3.10.3 Reasonable and Sufficient Notice

Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a Director to send notice by mail or email at least four (4) days addressed to him at his usual or last known business or residence address or to give notice to him in person or by telephone at least forty-eight (48) hours before the meeting.

3.11 Quorum

At any meeting of the Executive Board Members, a majority of the Executive Members, then in office, shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

3.12 Action by Writing

Any action required or permitted to be taken at any meeting of the Executive Board Members may be taken without a meeting if all the Members consent to the action in writing and the written consents are filed with the records of the Executive Board Members meeting. Such consents shall be treated for all purposes as a vote at a meeting.

ARTICLE 4. HIRING OF COACHES, VOLUNTEERS, AND TEAM CAPTAINS

4.1 Coach and Staff Hiring Process

The KL Executive Board Members have the sole authority and discretion of creating any and all contractual agreements and positions within the organization. The Board will advertise as needed any and all vacant roles to maintain the team and organizational structure. Positions will be filled in a competitive manner; abiding by all state and federal laws applicable. All applicants must submit a cover letter and resume as well as a background check and in-person interview with all Board members present. Questions asked in the interviews must be agreed upon by all Board members prior to the first interview. These questions must remain the same for all applicants for each position for each calendar year although can be subject to change after each calendar year has surpassed.

4.1.2 Paid Staff

The KL Executive Board Members are to negotiate and set all wages applicable to all positions deemed necessary to maintain longevity and competitiveness of certain roles within the organization. These roles within the organization shall be unanimously approved by the Executive Board Members prior to their fulfillment including said wages deemed necessary.

4.2 Requirements of Head and Assistant Coach(s)

ALL COACHES (volunteer or paid) are required to: Maintain current/valid CPR and First Aid cards (BOTH), maintain current/valid Bronze Level Certification (at minimum) through US Lacrosse.

This includes:

- US Lacrosse Membership with NCSI Background Check
- Cultural Competency Course
- Abuse Prevention Course
- Concussion Awareness Course
- Sudden Cardiac Arrest Course
- Current Girls/Boy's Rules Exam

Assistant coaches must have a gap year after graduation, prior to being an assistant coach, unless the board approves.

4.4 All Other Applicable Positions

The KL Executive Board Members may establish and maintain any and all accessory staff as needed to assist in any future needs and services. These positions will be established and defined under section 4.1 of the By-Laws.

4.5 Volunteers

The KL Board may establish volunteer roles within the organization to aid and support it as needed. These are explicitly unpaid roles and are eligible for any and all volunteer service requirements so long as they meet the criteria within their respective programs. Hours are to be kept by all individuals and signed off by an active Board member at the time.

4.6 Definition of a Team Captain(s)

The Captain shall provide leadership on and off the field, represent the Team in meetings and discussions with coaches and league officials, and serve as a liaison between the coaching staff, Board, and the players.

The Vice-Captains(s) shall assist the Captain(s) in their duties and assume leadership responsibilities in their absence.

4.6.1 Eligibility Requirements of a Team Captain

- Leadership:
 - Must be a leader on and off the field, lead by example and demonstrate a positive attitude toward the game, teammates, coaches, and officials.
 - Can communicate effectively with teammates and coaches.
 - They bring a strong and positive attitude to practice and games
- Strategy:
 - Captain should be knowledgeable about the games and have a strong strategic skill.
 - They can recognize not only their own strengths and weakness, but that of the team
 - They can make decisions on the field and adjust the game plan as needed
 - Captain should be able to make decisions quickly and under pressure, as well as analyze on-field situations
- Communication:
 - Captain should effectively communicate and convey ideas clearly.
 - They should communicate with other players, coaches, teammates, and officials.
 - They should provide positive feedback to coaches and team to help improve performance
 - Captains will communicate with coaches regarding attendance and any issues that they see on the team
- Team Spirit:
 - Captain will strive to keep players excited about playing lacrosse
 - If possible, to organize social events
 - Captains will motivate teammates to attend practices and games
 - Captains will have pride in their team
 - Captains will build a positive team culture that fosters trust, respect, and accountability.
- Accountability:
 - Not only are captains accountable for their own performance, but the team's performance
 - They should be able to acknowledge mistakes and errors and work towards improving those
 - They should ensure that the team is giving their best effort

- Captains should make their best effort to help deal with conflict
- Captain Expectations:
 - Captains are generally junior or seniors in high school, however some exceptions may be made for freshman and sophomore. * Extenuating circumstances will be reviewed.
 - Lead warm-ups – managing this time effectively
 - Motivate teammates
 - Advocate for players
 - Lead by example
 - 3.0 GPA
 - At least 1 year on varsity
 - Fewer than 10 missed practices in the prior season

4.6.2 Selection Process of Team Captains

The eligibility requirements serve as guidelines for selecting captains of the KL team and ensuring that they possess the qualities and characteristics necessary to effectively lead and represent the team. Coaches will select ONE Captain, who exemplifies these qualities, to serve as the sole captain for the team.

ARTICLE 5. CODE OF CONDUCT

5.1 Development and Approval

The initial KL Code of Conduct shall be developed and approved by the Executive Board Members. The Board shall, at its discretion, research and gather information about similar Code(s) of Conduct adopted by other similar organizations and use such when developing the KL Code of Conduct.

5.2 Maintenance, Review and Revision

The KL Code of Conduct shall be maintained by the Executive Board Members and the current approved version posted on the KL website. Maintenance shall include, but not be limited to, review at least annually. The Executive Board Members may revise the Code of Conduct as deemed necessary.

5.2.1 During the review process the Executive Board Members shall take into account lessons learned from previous years as well as comments and feedback from coaches, parents, players, and general members.

5.3 Adherence and Enforcement

All Executive Board Members, coaches, parents, players, and General Members shall, without exception, adhere to the Code of Conduct. Any person who, in the judgment of the Executive Board Members, violates the Code of Conduct shall be subject to enforcement and consequences as specified in the Code of Conduct.

5.3.1 All Members, coaches, parents, and players are required to read and sign the Code of Conduct acknowledgement form prior to the first practice of each season. The signed document will be collected and maintained by the Executive Board Members.

5.3.2 All Executive Board Members, coaches, parents, and players will be encouraged to keep a printed copy of the Code of Conduct for ongoing reference and use.

5.3.3 Failure of a Director, coach, parent, or player to sign the Code of Conduct acknowledgment form disqualifies the person from participation in any KL -sponsored activities, including but not limited to practices, games, and other team events.

5.4 Appeal

Any person who is determined to be in violation of the Code of Conduct may appeal the determination in accordance with the appeal process specified in the Code of Conduct.

5.5 Authority

The Executive Board Members are the final authority for all matters related to the Code of Conduct.

ARTICLE 6. ELECTION OF DIRECTORS

6.1 Eligibility to Vote

All General Members (as defined in Section 2.1) are eligible to vote in the election of Executive Board Members.

6.1 Nominations

Nominations are open to any member who meets the eligibility requirements under section 3.2. Nominations must be submitted via letter or email to the organization (Secretary) indicating the position they will agree to accept if they are elected. Nominations will be posted on the KL website electronically a minimum of 7 days prior to the election.

6.2 Elections

6.2.1 Elections shall occur at the Annual General Membership Meeting called by the Executive Board Members.

6.2.2 Prior to each election, the Secretary shall appoint an Election chair and a minimum of two tellers (must be General Members in good standing) to pass out, collect, and count the ballots in the presence of the Secretary and the President. The Secretary shall announce the results prior to adjournment of the meeting at which the election occurs.

6.2.3 The nominee receiving the greatest number of votes shall be elected. A member must be present to vote. No absentee or proxy votes will be accepted.

6.2.3.1 If there are 3 or more nominees for a Director position, the election shall consist of two rounds of voting. The two nominees receiving the greatest number of votes during Round 1 shall move forward to Round 2. The nominee receiving the greatest number of votes during Round 2 shall be elected per Section 5.2.3 of these By-laws.

6.2.4 In the event an objection is raised, a recount of the ballots may be approved by the Executive Board Members or the General Membership. In the event a recount is authorized, each person running for office shall be entitled to appoint one person to monitor the recount.

ARTICLE 7. EXECUTION OF PAPERS

Except as the Executive Board Members may generally or in particular cases authorize the execution thereof in some manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts and other obligations made, accepted or endorsed by the organization shall be signed by the President, by the Treasurer, or by the Vice-President.

Any recordable instrument purporting to affect an interest in real estate, executed in the name of the Corporation by two of its officers, of whom one is the President or Vice-President and the other is a Treasurer or Assistant Treasurer, shall be binding on the organization in favor of a purchaser or other person relying in

good faith on such instrument notwithstanding any inconsistent provisions of the articles of organization, by-laws, resolutions or votes of the Corporation.

ARTICLE 8. PERSONAL LIABILITY

The Executive Board Members of the organization shall not be personally liable for any debt, liability or obligation of the organization. All persons, organization or other entities extending credit to, contracting with, or having any claim against the organization may look only to the funds and property of the organization for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the organization.

ARTICLE 9. INDEMNIFICATION

To the extent that a director, officer, or agent of the organization has been successful on the merits or otherwise in defense of any action, suit or proceeding in which such person was a party as the result of servicing as a director, officer or agent of the organization (or in defense of any claim, issue or matter therein), such person shall be indemnified against expenses actually and reasonably incurred by such person in connection therewith. In addition the corporation may provide indemnification in other circumstances to the extent permitted by the Nonprofit Corporation Law of Washington.

ARTICLE 10. GENDER

The use of the masculine herein shall also refer to the feminine, unless otherwise expressly provided, and the use of the singular herein shall also refer to the plural, unless the context otherwise requires.

ARTICLE 11. AMENDMENTS TO BY-LAWS

11.1 Adoption of By-laws

The initial Executive Board Members shall adopt these By-Laws by simple majority vote at the first Regular Meeting or Special Meeting following Washington State acceptance of the KL Articles of Incorporation.

11.2 Amendment of By-laws

11.2.1 After initial adoption, the By-Laws can only be amended by the Executive Board Members.

11.2.1 The Executive Board Members shall vote upon amendments to the By-Laws at a Regular Meeting or Special Meeting as provided for in Section 3.8 and 3.9.

11.2.2 Amendments to the By-Laws must be provided in writing to the General Membership at least 2 weeks prior to the Regular Meeting or Special Meeting at which they will be voted upon by the Executive Board Members.

11.2.3 The Executive Board Members shall take into consideration all comments received from the General Membership either in advance of or during the comment period at the Regular Meeting or Special Meeting at which amendments will be voted upon.

ADOPTED 08.01.2022
AMENDED 07.01.2024