

## **Timberline Boys Lacrosse Club By-Laws**

The undersigned, as the Secretary of the Timberline Boys Lacrosse Club, fka the Timberline High School Boys Lacrosse Club Inc., attests that at a duly called meeting for the Timberline Boys Lacrosse Club held May 24, 2021, that these Amended and Restated Timberline Boys Lacrosse Club By-Laws were adopted to govern the conduct and affairs of the Club and shall replace and supersede those certain Timberline High School Boys Lacrosse Club Inc. By-Laws. These By-Laws amend and restate in the entirety all previous By-Laws, and all such previous By-Laws are terminated and shall be of no further force or effect. The effective date of these By-Laws is April 9, 2024.

The purpose of this organization is to promote and support any and all activities and coaching staff of the Timberline Boys Lacrosse Club team(s).

It is our mission to:

1. Operate as the Timberline Boys Lacrosse Club, also referred to as the “Club”.
2. Promote academic achievement and leadership qualities among the players.
3. Develop and maintain a program whose members display high character, integrity and accountability.
4. Foster a culture of unparalleled competition, work ethic and sportsmanship.
5. Develop a culture of respect. Respect oneself, family, friends, females, coaches, teammates, spectators and officials.
6. Create TEAM First attitude as this creates unselfish players.
7. Cooperate with and support the coaching and administrative staffs of the Club.
8. Encourage recognition of lacrosse, the players, coaches and the Club.
9. Enhance communication among the coaches, parents, team members and the Club by providing an environment of open and honest communication, trust and commitment.
10. Educate coaches, parents and the community about lacrosse and to promote the sport at all levels.
11. Supply supplementary items, equipment, and general infrastructure that the coaches and this organization have agreed will enhance the Club’s program.
12. Sponsor programs to further the financial support of the Club.
13. Until sanctioned under the Idaho High School Activities Association, abide by and support the Idaho High School Lacrosse League (IHSLL) and the Idaho Middle School Lacrosse Association (IMSLA) and the policies and procedures thereof.

### **ARTICLE I - MEMBERSHIP**

#### **Section I**

Membership shall be open to any parent, step parent or legal guardian of a player participating in the Club.

#### **Section II**

A Member’s membership is contingent upon (i) having a player as a participant in the Club, (ii) said player being in good standing with the Club, including without limitation, payment of the Club dues (“Dues”), and (iii) furtherance of the Club mission as stated above.

### **Section III**

Any Member not fulfilling the requirements set forth in Section II above may be removed as a Member of the Club. The removal of any Member from the Club shall require not less than 66% vote of the Executive Board. The removal of a Member shall not impact the status of that Member's player as a participant in the Club. Said Member shall thereafter however not be permitted to attend any Club functions, including any practice or game of which the Club is a part of.

### **Section IV**

Prior to any player being removed from the Club for disciplinary reasons, the Executive Board shall have the opportunity to investigate and resolve the situation in the best interest of the Club. The head coach, however, may suspend a player from participation provided the head coach immediately informs the Executive Board of the situation.

## **ARTICLE II - MEETINGS**

### **Section I**

There will be a minimum of three (3) Club meetings for all Members each year ("General Meeting"). The first General Meeting will be held prior to the beginning of the Fall season and will be a player/parent informational meeting to address specific details for the upcoming Fall season. The second General Meeting will be held prior to the start of the regular Spring season and will be the final opportunity to register and pay the Dues and all other associated fees. The third General Meeting will be held after the conclusion of the Spring season; at this meeting the Members will ratify the new officers nominated by the Executive Board for the following term and may address any amendment to these By-Laws. All General Meetings shall require not less than one (1) week prior notice.

### **Section II**

Additional meetings may be called at the discretion of a majority of the Executive Board or a petition signed by not less than ten (10) Members in good standing.

### **Section III**

Members may be at a meeting in person, by telephone or other electronic means. Unless specifically stated otherwise in these By-Laws, voting shall be by a majority vote cast by Members present at the meeting and in good standing.

### **Section IV**

Each Member shall have one vote per player participating in the Club.

## **ARTICLE III - EXECUTIVE BOARD MEMBERS**

### **Section I**

The newly elected Executive Board members will assume their duties on June 1 or the day following the date of ratification, and serve a 13-month term (through June 30 of the following year). The 13-month term will permit an orderly transition of the Executive Board members from year-to-year.

## Section II

Executive Board Members of this organization are:

- President
- Vice President
- Secretary
- Treasurer
- Fundraising Director
- High School Team Representative (11th/12th Grade)
- High School Team Representative (9th/10th Grade)
- Senior Middle School (14U) Team Representative
- Junior Middle School (12U) Team Representative

## Section III

All members of Executive Board shall also:

- Serve as the disciplinary committee to review any misconduct of the Club's players, Members and coaching staff
- Nominate chairpersons of standing committees and other special committees to be approved by vote of the Executive Board.
- Be the final judge regarding employment or termination of any and all coaches.
- The nine (9) members that comprise the Executive Board shall be the only voting members of the Board, for this purpose a quorum is considered to be a majority of the members of the Executive Board at a duly called meeting (including by proxy), and unless noted otherwise a simple majority of the members at said meeting shall suffice to approve any matters set to a vote.
- In the case of a tie vote, the President's vote shall be considered the tie breaking vote.
- The Executive Board shall act in the best interest of the Club in its management of Club business and activities.

## Section IV

- To be eligible to serve on the Executive Board a person must be a Member in good standing and have a player participating in the Club during the time period in which their term will be served.
- President:
  - Shall set the agenda and preside over all Executive Board meetings, General Meetings and any Special Meetings
  - Manage Club procedures
  - Facilitate and oversee the business activities of the Club
  - Serve as liaison with other organizations and attend IHSLL and IMSLA meetings as the Club's representative
  - Serve as the Club's primary liaison with the Director of Lacrosse Operations, coaching staff, school Athletic Directors and the school Principals.
  - Liaison with any Timberline High School Lacrosse Alumni support groups.
  - Serve as an *ex officio* member of all committees.
  - Provide a written agenda prior to all meetings.
  - Designate an Executive Board member to fulfill the Secretary's duties should the Secretary not be present at an Executive Board meeting.
  - Ensure the Lacrosse Club is sufficiently equipped to properly host home games.
  - Manage all parent issues with assistance from the respective Team Representatives.

- Work with the Director of Lacrosse Operations to create game schedules for Fall and Spring seasons.
  - Liaison with Boise Public Schools Facilities (or other) to secure use of facilities for games and practices.
  - Assist the Treasurer in an annual audit of the financial records.
  - Ensure a proper turnover with the successor President.
  - Manage coach communications in conjunction with the Director of Lacrosse Operations.
  - Assign duties of Executive Board Members and committee chairpersons
  - In case of a tie vote by the Executive Board, the President shall cast the deciding vote.
  - Serve in this position for a maximum of two (2) years.
- Vice President
    - Shall preside in the absence of the President
    - Assist the President in any way that the President shall designate.
    - Perform all ordinary and necessary functions of the President in the President's absence.
    - Coordinate Team participation in at least one Community Service Project in both the Fall and Spring.
    - Ensure Concussion Protocols are instituted and followed.
    - Strive to ensure a Physical Trainer is present at all games and practices to the max extent possible.
    - If a Random Drug testing program is a part of the HS Lacrosse program, directly and discreetly handle any positive test results directly with the parents, the President, and the Head Coach.
    - Function as Travel Coordinator Chair; Arrange all transportation/lodging/meals for both coaches and players (as required)
    - Oversee all helmet and uniform issues, with the assistance of the respective team representatives.
    - Be responsible for the design and sale of spirit items that promote Timberline High School Boys' Lacrosse.
    - Ensure a proper turnover with the successor Vice President.
    - Shall fill-in for the President on the Club and Executive Board voting matters including those of the IHSL and IMSLA
    - Attend IHSL and IMSLA meetings as a representative of the Club (as required)
    - Oversee all committees, chairs and coordinators.
    - Serve in this position for a maximum of two (2) years.
  - Treasurer
    - Shall have care and custody of the Club funds
    - Collect and account for all Dues and all ancillary Club fees
    - Write and monitor a financial budget in collaboration with the Executive Board.
    - If requested, present the following at General Meetings, Special Meetings or upon specific Member request: A budget, present the financial condition of the club, present a financial recap of the year, advise every committee chairperson of his/her budget and monitor spending on all projects
    - Reconcile monthly debits and credits
    - Pay the Club approved invoices in a timely manner
    - Oversee electronic payment system(s).
    - Serve in this position for a maximum of two (2) years.

- Secretary
  - Attend and participate in all monthly Executive Board meetings.
  - Keep minutes of each meeting and provide them to the Executive Board for approval within 3 days of the meeting.
  - Arrange monthly Executive Board meeting locations.
  - Be responsible for conducting Player Registration. Work with Social Media Coordinator to integrate website and other platforms into the registration process.
  - Ensure maintenance of an App based team communication tool (Band app, Hudl, etc) for each individual team.
  - Ensure updated email groups are maintained for club communications.
  - Work with the Social Media Coordinator to maintain and update all social media pages with updated club information.
  - Be responsible for ordering and procuring Varsity Letters / pins.
  - Ensure an accurate accounting of all members in good standing.
  - Ensure a proper turnover with the successor Secretary.
  - Maintain database of Club Membership to include but not be limited to: Player and Parent Contracts, coaches contracts, US Lacrosse Membership numbers, contact information, evidence of completed players' physical exam, medical waivers and liability waivers.
  - Serve in this position for a maximum of two (2) years.
  
- High School Team Representative (11th / 12th Grade)
  - Act as a liaison between the High School team and the President / Executive Board.
  - Filter parent requests, complaints, and expectations and direct them to the President / Executive Board as deemed appropriate.
  - Coordinate all logistics needed to successfully support a High School Home game.
    - (Field preparation/Table/Chairs/Book/Spotter/Timer/Scoreboard/AED/Trainer/Table shelter)
  - Coordinate all logistics needed to successfully participate in a High School Away game.
    - (Book/Spotter/Timer)
  - Upon completion of all games, timely submit statistics into the IHSLL system.
  - Assist the Executive Board with High School Uniform issues.
  - Coordinate any team meals specifically authorized by the Executive Board.
  - Coordinate school bulletin board and locker decorations for the High School team.
  - Ensure a proper turnover with the successor High School (11th/12th Grade) Team Representative.
  - Serve in this position for a maximum of two (2) years.
  
- High School Team Representative (9th / 10th Grade)
  - Act as a liaison between the High School team and the President / Executive Board.
  - Filter parent requests, complaints, and expectations and direct them to the President / Executive Board as deemed appropriate.
  - Coordinate all logistics needed to successfully support a High School Home game.
    - (Field preparation/Table/Chairs/Book/Spotter/Timer/Scoreboard/AED/Trainer/Table shelter)
  - Coordinate all logistics needed to successfully participate in a High School Away game.
    - (Book/Spotter/Timer)
  - Upon completion of all games, timely submit statistics into the IHSLL system.
  - Assist the Executive Board with High School Uniform issues.

- Coordinate any team meals specifically authorized by the Executive Board.
  - Coordinate school bulletin board and locker decorations for the High School team.
  - Ensure a proper turnover with the successor High School (9th / 10th Grade) Team Representative.
  - Serve in this position for a maximum of two (2) years.
- Fundraising Director
    - Coordinate the fundraising program.
    - Be the primary coordinator for any Fundraising events that the club participates in.
    - Form a Fundraising Committee, soliciting parent volunteers to assist.
    - Coordinate donations, team sponsors, and fundraising activities.
    - Prior to execution, present all proposed fundraising activities to the Board for approval.
    - Ensure all fundraising monies raised are to be used solely for the Timberline Lacrosse Club.
    - Ensure a proper turnover with the successor Fundraising Coordinator.
    - Serve in this position for a maximum of two (2) years.
- Senior Middle School (14U) Team Representative
    - Act as the primary representative for the Senior Middle School team to the Timberline Lacrosse Executive Board.
    - Act as the primary liaison and coordinator for the Senior Middle School team to the Director of Lacrosse Operations.
    - Attend monthly Middle School League (IMSLA) meetings.
    - Ensure coordination between the Lacrosse Board with the Senior Middle School Coaching staff.
    - Filter parent requests, complaints, and expectations and direct them to the President / Executive Board as deemed appropriate.
    - Coordinate all logistics needed to successfully support a Senior Middle School Home game.
      - (Field preparation/Table/Chairs/Book/Spotter/Timer/Scoreboard/AED/Table shelter/etc.)
    - Coordinate all logistics needed to successfully participate in a Senior Middle School Away game.
      - (Book/Spotter/Timer/etc.)
    - Upon completion of all games, timely submit statistics into the IMSLA system.
    - Assist the Executive Board with Senior Middle School Uniforms.
    - Coordinate any team meals for travel events specifically authorized by the Executive Board.
    - Coordinate school bulletin board and locker decorations for the Senior Middle School team.
    - Ensure a proper turnover with the successor Senior Middle School Team Representative.
    - Actively work to promote lacrosse in the Middle schools within the Timberline HS district.
    - Work with US Lacrosse in seeking active and financial support in promoting youth lacrosse programs.
    - Must be the parent of a player that plays (or is expected to play) on the Senior Middle School team during the primary Spring season.

- Junior Middle School (12U) Team Representative
  - Act as the primary representative for the Junior Middle School team to the Timberline Lacrosse Executive Board.
  - Act as the primary liaison and coordinator for the Junior Middle School team to the Director of Lacrosse Operations.
  - Attend monthly Middle School League (IMSLA) meetings if the Senior Middle School Rep is unable to attend.
  - Ensure coordination between the Lacrosse Board with the Junior Middle School Coaching staff.
  - Filter parent requests, complaints, and expectations and direct them to the President / Executive Board as deemed appropriate.
  - Coordinate all logistics needed to successfully support a Junior Middle School Home game.
    - (Field preparation/Table/Chairs/Book/Spotter/Timer/Scoreboard/AED/Table shelter/etc.)
  - Coordinate all logistics needed to successfully participate in a Junior Middle School Away game.
    - (Book/Spotter/Timer/etc.)
  - Upon completion of all games, timely submit statistics into any league system (as required).
  - Assist the Executive Board with Junior Middle School Uniforms.
  - Coordinate any team meals for travel events specifically authorized by the Executive Board.
  - Coordinate school bulletin board and locker decorations for the Junior Middle School team.
  - Ensure a proper turnover with the successor Junior Middle School Team Representative.
  - Actively work to promote lacrosse in the Elementary schools within the Timberline HS district.
  - Work with US Lacrosse in seeking active and financial support in promoting youth lacrosse programs.
  - Must be the parent of a player that plays (or is expected to play) on the Junior Middle School team during the primary Spring season.

## **Section V**

If a vacancy occurs in any office of the Executive Board of the Club, the existing Executive Board Members shall have the option to (i) fill the vacancy from the eligible Membership, at-large, or (ii) assume the responsibilities of the vacant position through the remainder of the term. The succession of the Executive Board would be as follows: If the President's position becomes vacant, the Vice President will assume the duties of the President for the remainder of the term. If the Vice President does not wish to take on the duties of the President position, the Treasurer and Secretary shall appoint a nominating committee composed of three (3) Members in good standing with the Club to appoint a new President to fill the remaining term.

## **Section VI**

Any Executive Board Member elected to fill a mid-term vacancy shall serve the unexpired portion of the term and may run for re-election of the same or different position within the guidelines of these By-Laws.

## **Section VII**

To be elected, a potential Executive Board Member must be a Member in good standing in accordance with the Article I, Section II of these By-Laws. An eligible candidate must also be in good standing with the High School league (SWILA) and/or the Middle School league (IMSLA), this includes disciplinary actions and any sanctions. In no event shall the Executive Board positions be held entirely by individuals whose players are graduating in the same class year.

## **Section VIII**

Any officer not fulfilling the obligations set forth in Article I, Section II of these By-Laws may be removed from office by a 2/3rd vote of the remaining Members of the Executive Board or by a 66% majority vote of the Members at any duly called meeting for such purpose.

# **ARTICLE IV - COMMITTEES, CHAIRS AND COORDINATORS**

## **Section I**

The Executive Board shall have the authority to establish or dissolve committees, as needed, in their sole and absolute discretion as necessary to carry out the missions and goals of the Club. The role and functions of any permanent committees shall be established in any policies and procedures adopted by the Executive Board.

## **Section II**

Any Member in good standing may serve on a committee.

## **Section III**

The following two (2) committees shall be considered permanent committees:

- High School Committee:
  - Consists of (6) Voting Members:
    - President
    - Vice-President
    - Secretary
    - Treasurer
    - High School Team Representative (11th / 12th Grade)
    - High School Team Representative (9th / 10th Grade)
  - The High School Committee will only deal with issues SPECIFIC to the high school program.
  - Committee Members must be a parent, step-parent or legal guardian of an active Timberline Boys Lacrosse player.
  - The maximum time a committee member may serve on the High School Committee, in the same position, is two (2) years.
  - A simple majority vote of the committee members present at a meeting at which a quorum is present may approve action specific to the High School team, unless a greater number is required by these Bylaws or Executive Board approval is deemed necessary.
  - In the case of a tie vote, the President's vote shall serve as the tie breaker vote.
  - The Executive Board has the FINAL authority and capability to override any high school committee action/recommendation.



- Youth Teams Committee:
  - Consists of (6) Voting Members:
    - President
    - Vice-President
    - Secretary
    - Treasurer
    - Senior Middle School Representative
    - Junior Middle School Representative
  - The Youth Lacrosse Committee will only deal with issues SPECIFIC to the youth program.
  - Committee Members must be a parent, step-parent or legal guardian of an active Timberline Boys Lacrosse player.
  - The maximum time a committee member may serve on the Youth Lacrosse Committee, in the same position, is two (2) years.
  - A simple majority vote of the committee members present at a meeting at which a quorum is present may approve action specific to the Youth Lacrosse Teams, unless a greater number is required by these Bylaws or Executive Board approval is deemed necessary.
  - The Executive Board has the FINAL authority and capability to override any Youth Lacrosse committee action/recommendation.

#### **Section IV**

- To be eligible to serve on the Executive Board a person must be a Member in good standing and have a player participating in the Club during the time period in which their term will be served.
- SOCIAL MEDIA COORDINATOR:
  - Manage the Timberline Lacrosse Club home website.
  - Create and manage content for other social media platforms, such as, but not limited to, Facebook, Instagram and Twitter.
  - Coordinate with the Secretary any interfacing web content needed for player registration.
- END OF SEASON PICNIC COORDINATOR:
  - Plan and execute all functions necessary to support the end of season banquets (both Fall and Spring)
  - Ensure budgetary compliance with the Executive Board budget for this event.
  - Form an End of Season Banquet Committee (if necessary/desired), soliciting parent volunteers to assist.
- SENIOR NIGHT COORDINATOR:
  - Plan and execute all functions necessary to support a Spring season Senior Night Celebration.
  - Form a Senior Night Committee (if necessary/desired), soliciting parent volunteers to assist.
  - Ensure budgetary compliance with the Executive Board budget for this event.

## **ARTICLE V - NOMINATIONS and ELECTIONS**

### **Section I**

- Prior to the conclusion of the regular Spring lacrosse season, including any playoff games regardless if any or all of the Club's teams are involved in any playoff games, the President will chair a Election committee composed of the members of the Executive Board who do not intend to continue to serve as a Member of the Executive Board and two (2) members in good standing with the Membership, at large, of the Club.
- Any candidate that wishes to be considered for an Executive Board position shall declare their candidacy in writing or via email to the Election Committee no later than 21 days prior to the General Election.
- The Election Committee will interview candidates with the intent of providing additional information to the general membership on the candidates positions. The same questions will be posed to all candidates for a particular position and their answers recorded. All Q&A transcripts will be published to the general membership no later than 7 days prior to the election.
- The Election Committee will also help facilitate staffing all of the Executive Board positions by reaching out to the general membership and helping to recruit a complete slate of candidates.
- The list of all nominees (either individuals or collectively as a "Slate") must be made known to the Members of the Club at least 7 days prior to the date of the General Election wherein the individual nominees or the Slate in its entirety will be ratified.
- Voting shall be conducted by secret ballot among the active members using mail, telephonic, electronic, or any other balloting procedures, as approved by the Executive Board. There shall be no proxy voting. Each member shall be entitled to one vote per player from the previous season.
- In addition to casting ballots for President, Vice-President, Secretary, Treasurer and Fundraising Coordinator, each member will cast a single ballot for their respective Team Representative. If their player has transitioned up to the next older team, then they shall vote for their expected Team Representative.
- Candidates shall be entitled to have one (1) e-mail sent to the membership by the current Executive Board that shall consist of no more than two (2) pages in Adobe Portable Document Format (PDF), or equivalent electronic format.
- The Chairman of the Election Committee shall disseminate to the Club membership provided candidate election material approximately 7-14 days prior to the General election.
- No candidate may utilize the existing Club email database or other Club resources for personal campaign use.
- Ballots or balloting instructions where electronic voting has been authorized by the Executive Board, shall be mailed to all active members between 7-14 days preceding the General election.
- Ballots must be counted within 24 hours of the completion of the election. Candidates shall have the right to have an observer present when the ballots are counted. Observers may challenge the eligibility of any voter. Such challenge shall be made in writing at the time of the counting of the ballots with the specific reasons given for such challenge. Challenges shall be investigated by the Election Committee to determine their validity and if the challenged ballots are sufficient in number to affect the results of the election.
- A majority of a quorum of the membership shall be required to elect.
- The election is considered complete following the disposition of any challenges. The nominee(s) receiving the greatest number of votes shall be ratified and shall begin their respective terms

accordingly. In the event of a tie, the candidates will have a coin toss with Election Committee members present.

- The Chairman of the Election Committee will certify the election and the Secretary will record the results.

## **Section II**

Executive Board Members shall serve a minimum one term. No Executive Board member shall serve more than two subsequent terms in the same position unless the position is uncontested or the presiding Executive Board waives this requirement by vote in its sole and absolute discretion.

## **Section III**

The term of office for all Board members shall run from June 1 to June 30 of the following calendar year. Overlap of service is necessary to ensure responsibilities are reassigned to the Executive Board as elected. The residing Executive Board will function as the only voting members until such time as their respective term expires.

# **ARTICLE VI – AMENDMENTS TO BY-LAWS**

## **Section I**

These By-Laws may be amended provided the proposed amendment has been submitted, in writing, by a Member in good standing, to the Executive Board at least two (2) weeks prior to the meeting during which the vote would otherwise occur. The Executive Board must approve the proposed amendment by a 2/3rd's majority vote at a meeting of not less than a quorum of Members of the Executive Board. A 2/3rd majority at a meeting of Club Members will constitute ratification of the proposed amendment.

# **ARTICLE VII - FINANCE**

## **Section I**

No expenditure may be made in excess of \$500 unless it is a line-item in an approved budget without a two thirds (2/3) vote of the Executive Board. In the event an expense is not a line-item in an approved budget, the Executive Board may approve by two third (2/3) vote only if the expense does not cause the actual current total expenses plus the budgeted projected expenses, including the unbudgeted expense, to exceed the Club funds as currently budgeted.

## **Section II**

All purchase requisitions require approval from the Executive Board. Purchases less than \$100 require only the Treasurer's approval. All reimbursements require completion of proper expense receipts and prompt submission of these to the Treasurer.

### **Section III**

The Treasurer and Executive Board, with the cooperation of the Director of Lacrosse Operations, will collectively create an operating budget for the current season and, as needed, earmark capital expenditure(s) for a future season or seasons. The ratification of the budget requires a two thirds (2/3) vote by the Executive Board, no proxy votes shall be accepted.

### **Section IV**

The fiscal year shall begin July 1 and run through June 30 of the following year.

### **Section V**

Any and all funds collected shall be used exclusively for the benefit of the Club.

### **Section VI**

For the purpose of transparency, the financial records of the Club are available to be reviewed by any Member of the Club that is in good standing. Considering that the Executive Board are volunteers, the review, other than at any General Meeting or Special Meeting, must provide the Executive Board reasonable notice prior to any such review.

## **ARTICLE IX - DISSOLUTION**

### **Section I**

Upon formal dissolution, the net assets of the Club shall be distributed equally amongst the current members or to the Boise Public Schools Fund, specifically earmarked for Timberline High School.

Approved by the Club on the date first above written:

Timberline Boys Lacrosse Club

Attested to:

By: Scott Kelly  
President

Voted and Approved: April 9, 2024