

Washington Schoolgirls Lacrosse Association

WSLA
BYLAWS

January 2010

MISSION STATEMENT

The mission of the Washington Schoolgirls Lacrosse Association is to coordinate and facilitate activities related to girls' youth and high school lacrosse in Washington; to promote and facilitate a safe environment for girls to play lacrosse; to promote the growth of the sport; and to honor the game by instilling the values of scholastic achievement, sportsmanship, teamwork and individual development.

Article 1: Name and Composition of the Organization

- A. The name of this organization shall be the Washington Schoolgirls Lacrosse Association, hereinafter referred to as WSLA.
- B. WSLA is comprised of a girls' lacrosse High School League and a Youth League.
 - 1. The High School League is comprised of three Divisions and Provisional teams.
 - a. High School Divisions are Varsity Division 1, Varsity Division 2 and Junior Varsity Division.
 - b. High School Provisional teams are members of WSLA that play a limited schedule and do not participate in games that are included in League standings.
 - 2. The Youth League is comprised of two Divisions and Provisional teams.
 - a. Youth Divisions are U-15 Division and U-13 Division.
 - b. Youth Provisional teams are members of WSLA that play a limited schedule.
 - 3. Beginning in 2011, the Youth League can include a U-11 Division and U-9 Division.

Article 2: Purpose and Responsibilities

- A. The purpose of WSLA shall be to support the Mission Statement.
- B. The responsibilities of WSLA shall be to organize, develop, and promote schoolgirls lacrosse in Washington. It shall further be the responsibility of WSLA to supervise and administer girls' high school and youth lacrosse in Washington.

Article 3: Relationship to US Lacrosse

- A. WSLA shall be bound by the policies, procedures and guidelines for girls at the high school and youth levels as enacted by the Women's Division Councils of US Lacrosse.
- B. WSLA shall work cooperatively with US Lacrosse Women's Division and the Washington Chapter of US Lacrosse.

- C. A representative of the Executive Council shall endeavor to attend the annual US Lacrosse National Convention.
- D. The President of WSLA or a person appointed by the Executive Council shall serve on the Board of the Washington Chapter of US Lacrosse, and represent the interests of WSLA on that Board.

Article 4: Membership

- A. WSLA is a voluntary organization for girls' high school and youth lacrosse programs in Washington.
 - 1. A program is defined as an organization that supports and administers one or more teams associated with its program. The program shall have support from a host school or from a non-school Board of Directors. The host school or Board of Directors shall be responsible for monitoring and administering coaches, player eligibility and player conduct.
 - 2. A team is defined as an organized and established squad players that is supported and administered by a girls' lacrosse program and is a member of WSLA.
- B. Membership in WSLA is open to girls' High School and Youth lacrosse programs in Washington that accept and agree to comply with the rules and regulations stipulated in the WSLA Handbook and Bylaws.
- C. When a program becomes a Member of WSLA, its activities shall comply with the WSLA Handbook and Bylaws.
 - 1. Failure of a Member to abide by the rules and regulations stipulated in the WSLA Handbook and Bylaws shall subject that Member to disciplinary action and sanctions as determined by the Executive Council.
 - 2. Members subject to disciplinary action shall have the right to appeal that decision to the Executive Council for reconsideration.
 - 3. Membership in WSLA may be suspended, as determined by the Executive Council, if a Member is placed on probation or suspension.
 - 4. Membership in WSLA may be terminated, as determined by the Executive Council, if a Member is expelled from the organization.
- D. New programs and new teams associated with an existing program may petition to join WSLA if they agree to abide by the WSLA Handbook and Bylaws, have sufficient organizational support to conduct team and league business in a manner acceptable to the Executive Council, and meet other criteria established by the Executive Council.
 - 1. New High School League programs and new teams associated with an existing program that wish to join WSLA shall apply for membership by submitting a *Petition for New Program or Team* to the High School League Board by October 1, prior to the season in which the new program or team wishes to begin participation. The *Petition for New Program or Team* shall be submitted in compliance with the WSLA Handbook.
 - 2. New Youth League programs and new teams associated with an existing program that wish to join WSLA shall apply for membership by submitting a *Petition for New Program or Team* to the Youth League Board by January 1, prior to the season in which the new program or team wishes to begin participation. The *Petition for New Program or Team* shall be submitted in compliance with the WSLA Handbook.
 - 3. *Petitions for New Program or Team* shall be evaluated then granted as submitted, or granted with conditions, or declined by the Executive Council.

Article 5: Membership Council

- A. Members of WSLA shall be represented by a Membership Council.
 - 1. Membership Council is comprised of one designated representative from each High School League program and Youth League program that is a member of WSLA. A representative shall be an adult who is not a current player in WSLA.
 - 2. All Member programs not currently on probation or suspension shall have voting rights.
- B. Membership Council representatives shall attend WSLA Membership Council meetings. Attendance is required at each meeting.
 - 1. High School League Membership Council meetings for representatives of High School League programs shall be held in January, June and October on dates and at locations identified by the High School League Board. Meetings shall be announced by and presided over by the High School League Board President or Vice President.
 - 2. Youth League Membership Council meetings for representatives of Youth League programs shall be held in January, June and October on dates and at locations identified by the Youth League Board. Meetings shall be announced by and presided over by the Youth League Board President or Vice President.
 - 3. Programs that fail to have a designated representative attend a Membership Council meeting shall have the program's voting rights suspended for the following 12 months and the program shall pay a fee to WSLA as identified by the Executive Council for each meeting that a designated representative fails to attend.
- C. Special Meetings of the Membership Council may be conducted.
 - 1. Special Meetings of the High School League Membership Council shall be called by the High School League Board when agreed upon by a majority vote of current Board members or when demanded by a majority of the High School League Membership Council. Meetings shall be announced by and presided over by the High School League Board President or Vice President. No action shall be taken during a Special Meeting of the High School League Membership Council unless a quorum of two-thirds of its current members is present.
 - 2. Special Meetings of the Youth League Membership Council shall be called by the Youth League Board when agreed upon by a majority vote of current Board members or when demanded by a majority of the Youth League Membership Council. Meetings shall be announced by and presided over by the Youth League Board President or Vice President. No action shall be taken during a Special Meeting of the Youth League Membership Council unless a quorum of two-thirds of its current members is present.
 - 3. Special Meetings of the full Membership Council shall be called by the Executive Council when agreed upon by a majority vote of current Executive Council members, or when demanded by a majority of the full Membership Council. Meetings shall be announced by and presided over by the President of the Executive Council or, in the President's absence, High School League Board Vice President. No action shall be taken during a Special Meeting of the full Membership Council unless a quorum of two-thirds of its current members is present.
 - 4. Representatives of the Membership Council shall be provided with notice of Special Meetings at least 7 days prior to the meeting.

- D. Membership Council meetings shall be conducted in compliance with these Bylaws. “*Roberts Rules of Order Newly Revised in Brief*” shall govern meeting procedures not addressed in these Bylaws.
- E. Representatives of the Membership Council may designate a substitute from their program to attend meetings in their absence. Substitutes shall be allowed to represent the program and have voting privileges. Substitutes shall be an adult who is not current player in WSLA.
- F. WSLA Bylaws may be amended by the Membership Council.
 - 1. Proposed amendments may be submitted by members of the Executive Council or by a representative of the Membership Council.
 - 2. Proposed amendments shall be presented in writing, by mail or electronically, to the Executive Council and Membership Council at least 20 days prior to a regularly scheduled Membership Council meeting or at least 20 days prior to a Special Meeting.
 - 3. Approval of amendments shall require a two-thirds vote of the Membership Council at a regularly scheduled Membership Council meeting or Special Meeting.
- G. Actions by the High School League Board, Youth League Board, or Executive Council may be challenged by a program and overturned by representatives of the Membership Council.
 - 1. Challenges may be submitted if a program has previously submitted an appeal of the action to the Board or Executive Council that took the action and the appeal has been denied.
 - 2. Challenges shall be presented in the form of a motion and shall be endorsed in writing by at least one-third of the Membership Council.
 - 3. Motions that have been endorsed by at least one-third of the Membership Council shall be presented, by mail or electronically, to the Executive Council and Membership Council at least 20 days prior to a regularly scheduled Membership Council meeting or Special Meeting. If the action being challenged was enacted less than 30 days prior to a regularly scheduled Membership Council meeting, a motion shall be presented at least 10 days prior to a Membership Council meeting or Special Meeting.
 - 4. Approval of motions shall occur at a regularly scheduled Membership Council meeting or Special Meeting and shall require a two-thirds vote of the members of the Membership Council.
 - 5. The process defined herein shall be followed by members of WSLA and shall be the sole remedy for challenging and overturning actions taken by the High School League Board, Youth League Board or Executive Council.

Article 6: Executive Council and League Boards

- A. The affairs, property and operation of WSLA shall be governed and administered by the Executive Council.
 - 1. The Executive Council shall be comprised of individuals serving on the High School League Board and Youth League Board.

2. High School League Board shall be comprised of a President, Vice President, Secretary, Treasurer, Varsity Division 1 Representative, Varsity Division 2 Representative, and Junior Varsity Representative. The Treasurer shall also serve as the Treasurer for the Youth League Board.
 3. Youth League Board shall be comprised of a President, Vice President, Secretary, Treasurer, U-15 Division Representative, and U-13 Division Representative. The Treasurer shall also serve as the Treasurer for the High School League Board.
 4. When the Youth League includes a U-11 Division and U-9 Division, the Youth League Board shall include a U-11 Division Representative and U-9 Division Representative.
- B. The Membership Council shall elect members of the High School League and Youth League Boards at the June Membership Council meetings.
1. Designated representatives of High School League programs shall elect High School League Board members.
 2. Designated representatives of Youth League programs shall elect Youth League Board members.
 3. A program may have a representative elected to the High School League Board and Youth League Board.
 4. A program is not eligible to have more than one representative elected to the High School League Board or more than one representative elected to the Youth League Board.
- C. The term of office for High School League and Youth League Board members shall be one year.
1. The term of office shall begin in June immediately following the Membership Council meeting.
 2. High School League and Youth League Board members may be re-elected and hold office more than one year.
- D. Executive Council shall be responsible for:
1. Determining program and team requirements, movement between divisions, admission of new programs and teams, dues and fees, player eligibility, program eligibility, playing rules, coaching requirements, playing season requirements, practice regulations, contest rules, awards, violations, penalties, and appeal procedures.
 2. Determining program assignments for players and schools.
 3. Preparing, amending and distributing the WSLA Handbook.
 4. Preparing, amending and distributing the WSLA Bylaws.
 5. Other duties and activities, as determined by the Executive Council, as necessary to coordinate and facilitate girls' high school and youth lacrosse in Washington.
- E. Executive Council shall meet when deemed necessary by the President of High School League Board or Youth League Board or when deemed necessary by a majority of the Executive Council.

- F. High School League Board and Youth League Board shall meet separately on a monthly basis or when deemed necessary by the President of the respective Board or when deemed necessary by a majority of the respective Board.
- G. Executive Council meetings, High School League Board meetings, and Youth League Board meetings shall be conducted in compliance with these Bylaws. *“Roberts Rules of Order Newly Revised in Brief”* shall govern meeting procedures not addressed in these Bylaws.
 - 1. No business shall take place or action shall be taken by the Executive Council or respective Boards unless a quorum of two-thirds of its current members is present in person or participating in the meeting by telephone conference call.
 - 2. Executive Council and respective Boards may take action and enact procedures, requirements, and regulations by a majority vote, in conformance with these Bylaws, except for modifications to the WSLA Handbook and election of Interim Board members.
 - 3. Modifications to the WSLA Handbook shall require a two-thirds vote of current members of the Executive Council.
- H. If a Board member fails to attend three consecutive meetings of its Board or Executive Council, without prior notification and approval of its Board President, the member shall forfeit membership.
- I. If a High School League or Youth League Board position becomes vacant because of the death of a member, resignation of a member or forfeit of membership, the respective High School League Board or Youth League Board may appoint an Interim Board Member with a two-thirds vote of its current members and the Interim Board Member shall serve until a new Board member is elected by the Membership Council.
- J. If a High School League or Youth League Board position becomes vacant because of the death of a member, resignation of a member or forfeit of membership, a new Board member shall be elected by its respective Membership Council within 30 days.
 - 1. The election shall be conducted at a regularly scheduled Membership Council meeting or Special meeting, or by electronic communications as determined by the respective Board.
 - 2. The newly elected Board member shall serve the remainder of the term for the individual whom they are replacing.
 - 3. A Board member that resigns or forfeits membership shall not be eligible to be re-elected to the same position for the remainder of the term.
- K. Executive Council, High School League Board and Youth League Board may establish Committees by a majority vote to assist and provide recommendations to the Executive Council and respective Boards.
 - 1. Committee activities and actions shall be in compliance with these Bylaws.
 - 2. Committees may include individuals who are not members of WSLA.
 - 3. Committees shall report their activities and meeting deliberations to the Executive Council or respective Boards at the following Executive Council meeting or Board meeting.

4. Committees shall not be empowered to act in the name of or with the power of the Executive Council, High School League Board or Youth League Board.
- L. The President of the High School League Board shall also be the President of WSLA and President of the Executive Council.
- M. President of the High School League Board shall perform, but is not limited to, the following duties:
1. Work with the Executive Council and High School League Board to establish meeting agendas.
 2. Arrange meeting locations for Executive Council meetings and High School League Board meetings.
 3. Record and report attendance at Executive Council meetings.
 4. Oversee individuals working on High School League scheduling, awards, Regional Team tryouts, sPortability, end-of-season tournament and State Championship, and coaching clinics.
 5. Work with WWLUA to establish umpire fees for High School League games.
 6. Serve on the Board of the Washington Chapter of US Lacrosse and represent the interests of WSLA on that Board.
 7. Annually evaluate, with the High School League Board, whether a WIAA petition should be filed, and if so, oversee preparation and submittal of the petition.
 8. Preside over High School League Board Meetings, High School League Membership Council meetings and Executive Council meetings.
 9. Validate the results of the election of High School League Board members.
 10. Other duties agreed upon and assigned by the High School League Board.
- N. President of the Youth League Board shall perform, but is not limited to, the following duties:
1. Work with the Youth League Board to establish meeting agendas.
 2. Oversee individuals working on Youth League scheduling, awards, sPortability, Jamborees, and coaching clinics.
 3. Work with WWLUA to establish umpire fees for Youth League games.
 4. Preside over Youth League Board Meetings and Youth League Membership Council Meetings.
 5. Validate the results of the election of Youth League Board members.
 6. Other duties agreed upon and assigned by the Youth League Board.
- O. Vice Presidents of the High School and Youth League Boards shall perform, but are not limited to, the following duties:
1. Assist their respective Board Presidents with their duties.

2. Assume the duties of their respective Board President in their absence.
 3. Oversee the individuals working on coaches contact list, field directions, summer camps, archives, league website, players' clinic, and grants for their respective League.
 4. Other duties agreed upon and assigned by the respective League Board.
- P. Secretaries of the High School and Youth League Boards shall perform, but are not limited to, the following duties:
1. Record and report attendance at their respective Board Meetings and Membership Council meetings.
 2. Record accurate minutes of their respective Board Meetings and Membership Council meetings.
 3. Distribute meeting minutes, electronically, to their respective Boards and Membership Councils.
 4. Publish meeting minutes on the WSLA website in a timely manner.
 5. Notify their respective Membership Council of upcoming elections of Board Members and candidates.
 6. Supervise elections of their respective Board members, tabulate votes and announce the results after their Board President validates the outcome.
 7. Other duties agreed upon and assigned by the respective League Board.
- Q. Treasurer is a single position that serves on the High School League Board and Youth League Board. The Treasurer shall perform, but is not limited to, the following duties:
1. Maintain full accounting of all receipts and expenditures of WSLA funds.
 2. Report a full accounting of all receipts and expenditures of WSLA funds, in writing, to the High School League and Youth League Membership Councils at their regularly scheduled June and October meetings and at additional Membership Council meetings when called for by a majority of the Membership Council.
 3. Report a full accounting of all receipts and expenditures of WSLA funds, in writing, to the High School League Board, Youth League Board and Executive Council, when required by these Boards or the Executive Council.
 4. Prepare an annual budget with assistance from the High School League and Youth League Boards.
 5. Establish League Dues with assistance from the High School League and Youth League Boards.
 6. Collect League Dues, Umpire Fees, and League fees.
 7. Provide payments of Umpire Fees to WWLUA.

8. Be knowledgeable about and oversee US Lacrosse insurance matters and other insurance coverage for WSLA.
 9. Arrange meeting locations for Membership Council meetings.
 10. Maintain full accounting of all receipts and expenditures of WSLA funds.
 11. Other duties agreed upon and assigned by the High School League Board or Youth League Board.
- R. High School League and Youth League Division Representative shall perform, but are not limited, to the following duties:
1. Assist their respective Board Presidents and Vice-Presidents with their duties.
 2. Represent the programs in their Division.
 3. Present matters raised by programs in their Division to their respective Board as reasonable and appropriate.
 4. Assist coaches of teams in their Division with matters pertaining to WSLA as reasonable and appropriate.
 5. Other duties agreed upon and assigned by the respective League Board.

Article 6: Compensation and Finances

- A. Representatives of the Membership Council and Board members shall serve without compensation except for the Executive Council Treasurer who may receive compensation for bookkeeping services as approved by the Executive Council.
- B. High School League Board and Youth League Board members shall be reimbursed for expenses incurred in the performance of their regular duties when approved in advance by their respective Board.
- C. Representatives of the Membership Council and Board members shall not incur any expense or debt in the name of WSLA without the specific and prior authorization from the Executive Council.
- D. The fiscal year of WSLA shall begin on September 1 and end on August 31 of the following calendar year.

Article 7: Non-Liability

- A. Representatives of the Membership Council and Board members serve WSLA as volunteers and shall not be personally liable for the debts, liabilities and other obligations of WSLA.