

Bylaws of the Wisconsin Lacrosse Federation

Section 6.06. Amendment of Bylaws.

These bylaws may be amended or repealed, or new bylaws may be adopted, by vote of two-thirds of the board of directors of the WLF in office at any regular or special meeting of directors. Such proposed amendment, repeal or new bylaws, or a summary thereof, shall be set forth in any notice of such meeting, whether regular or special.



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Appendix A

A person can hold up to a maximum of two Board of Directors positions at a given time, but may have only one vote. The same person cannot hold more than one Executive Board position.

Executive Board Positions

- The role of the Executive Board is to help the entire Board of Directors accomplish its work in the most efficient way possible
- The Executive Board facilitates decision making in between Board meetings or in other urgent circumstances
- Executive Committee members are not required to hold an additional Board of Directors position, but may do so if they are elected to, and accept, both positions.

The Executive Board may not: amend bylaws, elect or remove Board members, or make major structural decisions without the vote of the entire Board of Directors.

President

- Serve as the primary contact for the chapter to US Lacrosse and should have general knowledge of US Lacrosse operations, programs & services.
- Provide timely, responsive assistance and two-way communication to all USL chapter members
- Communicate all US Lacrosse correspondence to the chapter board.
- Preside over all meetings and calls of the chapter.
- Ensure the chapter is in compliance with US Lacrosse at all times (Annual Chapter Board Report, Chapter Agreement, Conflict of Interest forms and Participation Survey due to US Lacrosse for compliance)
- Delegate specific responsibilities to chapter board members to ensure activity.
- Can serve as a director in a specific area of programs and operations.
- Will serve as the Chairperson for the WLF Bylaw Committee.

Vice President

- Have general knowledge of US Lacrosse operations, programs & services
- Preside over all meetings and calls of the chapter when the President cannot be present.
- Take over the responsibilities of the president when necessary.
- Ensure the chapter is in compliance with US Lacrosse at all times (Annual Chapter Board Report, Chapter Agreement, Conflict of Interest forms and Participation Survey due to US Lacrosse for compliance)
- Assist in delegating specific responsibilities to chapter board members to ensure activity.
- Direct Legal Counsel
- Can serve as a director in a specific area of programs and operations.
- Will serve as the Chairperson for the WLF Season Rules & Regulations Committee.

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Secretary

- Draft agenda for meetings and calls based on chapter activities.
- INFORM USL WHEN ANY CHAPTER BOARD CHANGES OCCUR (For example, new chapter address for mailings, new IRS information and any chapter board contact changes).
- Coordinate meetings and calls alongside the president.
- Take minutes of all meetings and calls. Send to website coordinator to post on the chapter website in a timely manner.
- Assist President and VP to complete Annual Chapter Board Report, Chapter Agreement, Conflict of Interest forms and Participation Survey due to US Lacrosse for compliance.
- Keep an updated list of chapter board members with contact information.
- Keep a record of the chapter bylaws.
- Can serve as a director in a specific area of programs and operations.
- Will serve as Chairperson of the WLF Nominating Committee.

Treasurer

- Ideally the treasurer should be, by profession, a CPA. If not, then an individual who has great familiarity with financial and tax matters.
- Direct the IRS Specialist.
- Should not serve as director in a specific area of programs and operations.
- QuickBooks is the recommended software for maintaining the chapter's financial records.
- Must be prepared to produce financial statements, including an income statement and a balance sheet, in a format that accurately reflects the operations of their chapter and which is in agreement with the format provided by US Lacrosse. These documents are due after January 1 every year.
- Reconcile the bank or bank accounts of the chapter on a monthly basis.
- Prepare the tax returns, both federal and, as required, local tax returns on an annual basis.
- Provide required information on the operations of the chapter to US Lacrosse on an annual basis.
- It is imperative that the chapter's bank account be reconciled by the chapter's treasurer on a monthly basis even if a meeting of the chapter's board of directors is not scheduled.
- Abide by all US Lacrosse and non-profit regulations for book keeping, filing and financial procedures as stated in the US Lacrosse Chapter Operations Manual.

Past-President

- Serves as a voting member of the Executive Board of Directors for two years after term of President has expired
- Advises the Board of past decisions and history of the organization.
- Helps to shape policy for the organization from the experience, knowledge and insight gained as President.
- Have general knowledge of US Lacrosse operations, programs & services.
- Preside over all meetings and calls of the chapter when the President and Vice –President cannot be present.
- Can serve as a director in a specific area of programs and operations.
- If Past-President chooses not to serve on the Executive Board, this position will not be filled as a vacancy nor be filled by election.

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Appointed General Board Positions:

Each league (association or conference) of the WLF can appoint a representative to the WLF Board of Directors. The purpose of a league representative is to ensure that each league has representation on the WLF Board. The following are recognized by the WLF as allowable appointed General Board Positions:

MALA - MADISON REPRESENTATIVE

MAYLA - MILWAUKEE REPRESENTATIVE

BAY VALLEY REPRESENTATIVE

CLASSIC EIGHT REPRESENTATIVE

SOUTHEAST WISCONSIN LACROSSE ASSOCIATION REPRESENTATIVE

INDEPENDENT TEAMS THAT HAVE SATISFIED THE RECOGNITION REQUIREMENTS

Each appointed league representative shall:

- Ensure that each association or conference has representation on the WLF Board.
- Attend all Board of Director meetings, voice concerns specific to their league, vote on motions, and report back to their league.
- Send an alternate to a Board of Director meeting if they are unable to attend.
- Serve at the will of their individual association or conference with their term of office coinciding with the term of office within their league.
- Notify the WLF Executive Board immediately if there is any permanent change in the appointment by the league.

Elected General Board Positions:

The role of the General Board is to perform a specific role, function or responsibility within the organization.

- Facilitate communication for all upcoming USL programs, services and events.
- Attend all Board of Director meetings.
- Submit a monthly report to the Executive Board on the meetings, tasks and affairs of their Director position.

Girl's High School Director

- Provide USL with ideas for further member benefits to girls' high school teams
- Coordinate with all WLF conferences to ensure uniformity in play.
- In coordination with the Secretary, maintain records of WLF and US Lacrosse memberships for all Girls' High School Programs.
- Disseminate all pertinent information from the WLF to all Girls' High School Programs.
- Serve on the WLF Rules and Regulations Committee
- Coordinate with New Programs Director to assist in the establishment of new Girls' High School programs
- Coordinate with Events Director to facilitate the planning and seeding of the Girls' High School State Championship
- Coordinate with Awards Director, local Coaches Associations, as the Chair of the Selection Committee for Girls' All-American, Girls' HS Coach of the Year and the Jackie Pitts National Awards. Aid in the selection and awarding of All-State, Academic All-American, Person of the Year and other awards that may arise

Boy's High School Director

- Provide USL with ideas for further member benefits to boys' high school teams

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- Coordinate with all WLF conferences to ensure uniformity in play.
- In coordination with the Secretary, maintain records of WLF and US Lacrosse memberships for all Boys' High School Programs.
- Communicate all pertinent information from the WLF to all Boys' High School Programs.
- Serve on the WLF Rules and Regulations Committee
- Coordinate with New Programs Director to assist in the establishment of new Boys' High School programs
- Coordinate with Events Director to facilitate the planning and seeding of the Boys' High School State Championship
- Coordinate with Awards Director, local Coaches Associations and US Lacrosse Area Chairman as Chair of the selection committee for Boys' All-American, Boys' Coach of the Year and the Bob Scott National Awards. Aid in the selection and awarding of All-State, Academic All-American, Person of the Year and other awards that may ariseBoys'

Boys' Youth Director

- Provide USL with any ideas for further member benefits for boy's youth teams
- Communicate pertinent information to boys youth teams and coaches
- Serve on the WLF High School Season Rules & Regulations Committee.
- Work with Secretary regarding membership
 - Provide USL membership information to all Directors for area events.
 - Develop USL membership retention efforts at all constituency levels.
 - Collect data regarding all WLF membership.

Girls' Youth Director

- Provide USL with any ideas for further member benefits for girl's youth teams
- Communicate pertinent information to girls youth teams and coaches
- Serve on the WLF High School Season Rules & Regulations Committee.
- Work with Secretary regarding membership
 - Provide USL membership information to all Directors for area events.
 - Develop USL membership retention efforts at all constituency levels.
 - Collect data regarding all WLF membership.

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Coaches Director

- Coordinate with local Coaches Associations
- Serve as the primary contact to USL Coaches Training & Education staff (USL will provide your contact information to the USL Training & Education Department for all clinic and training related correspondence)
- Serve as primary clinic coordinator who works with USL on behalf of the host chapter
- Work with USL to complete all necessary clinic hosting materials including Intent to Host and Hosting Information worksheets
- Proactively seek out clinic and training opportunities through USL for coaches
- Report on clinic numbers, budget and overall turnout to the chapter board
- Prepare for following seasons clinic opportunities
- Provide USL with feedback about your clinic hosting experience
- Confirm and keep record of all Wisconsin coaches US Lacrosse membership numbers and certification
- Coordinate with the Events Director regarding the High School State Championship Tournament
- Coordinate with the Awards Director, US Lacrosse Area Chairman, All-American Chairperson, All-Academic Chairperson, Boys' and Girls' High School Directors and local Coaches Associations regarding post-season awards including, but not limited to: All-State Team, All-American Team, All-Academic Team, Player of the Year, Coach of the Year and Person of the Year.

For specific information about the All-American and Academic All-American processes run by the USL Men's Division please click here: http://www.uslacrosse.org/mens_div/hsaward_index.phtml

- Inform, educate and provide answers to questions the chapter board may have about the process.
- Per USL, a separate committee made of high school boys' coaches and officials handles the selection processes.
- Where applicable the chair should also solicit the chapter for volunteer assistance and communication to eligible chapter members.

For specific information about the All-American and Academic All-American processes run by the USL Women's Division please click here: http://www.uslacrosse.org/womens_div/hsaaprocess.phtml

- Inform, educate and provide answers to questions the chapter board may have about the process.
- Per USL, a separate committee made of high school girls' coaches handles the selection processes.
- Where applicable the chair should also solicit the chapter for volunteer assistance and communication to eligible chapter members.

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Girl's Officials Director

- Serve as the primary contact for USL Officials Training & Education Manager and the Badger Local Umpiring Board. (Your contact information will be provided to the USL Officials Training & Education Manager for all clinic and training related correspondence)
- Serve as primary contact to work with USL and the Badger Local Umpiring Board on behalf of USL Training & Education Initiatives.
- Work with USL and the Badger Local Umpiring Board to complete all necessary materials for a training event.
- Build relationships with local Official and Umpire groups
- Proactively seek out clinic and training opportunities on behalf of the chapter
- Report on collaboration and training efforts to the chapter board
- Prepare for following season opportunities
- Provide USL with feedback about training and education involvement in the chapter's jurisdiction

Boy's Officials Director

- Serve as the primary contact for USL Officials Training & Education Manager and the Wisconsin Lacrosse Officials Association(WILOA). (Your contact information will be provided to the USL Officials Training & Education Manager for all clinic and training related correspondence)
- Serve as primary contact to work with USL and the WILOA on behalf of USL Training & Education Initiatives.
- Work with USL and the WILOA to complete all necessary materials for a training event.
- Build relationships with local Official and Umpire groups
- Proactively seek out clinic and training opportunities on behalf of the chapter
- Report on collaboration and training efforts to the chapter board
- Prepare for following season opportunities
- Provide USL with feedback about training and education involvement in the chapter's jurisdiction

New Programs Director – Girls'

- Assist WLF in helping new WLF girls' teams with information, education and contact information
- Serve as primary contact for any chapter initiatives including the USL BRIDGE and Emerging Groups Programs (USL will provide your contact information to the USL Manager of Youth Development for all BRIDGE and EGGS related correspondence, as well as other Diversity initiatives)
- Work with chapter youth girls' league director or counterpart to help create diversity initiatives locally at the youth level.
- Create initiative and program ideas and present them to chapter board.

New Programs Director – Boys'

- Assist WLF in helping new WLF boys' teams with information, education and contact information
- Serve as primary contact for any chapter initiatives including the USL BRIDGE and Emerging Groups Programs (USL will provide your contact information to the USL Manager of Youth Development for all BRIDGE and EGGS related correspondence, as well as other Diversity initiatives)
- Work with chapter youth boy's league director or counterpart to help create diversity initiatives locally at the youth level.
- Create initiative and program ideas and present them to chapter board.

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Events Director

- Coordinate all chapter special events with appointed committee members (Events Director appoints all committee members)
- Serve as chapter primary contact for US National Team Exhibitions & Clinics (Your contact information will be given to USL's National Teams Coordinator to coordinate event plans and hosting details).
- Work with chapter board to provide a nomination process for Hall of Fame Inductees and other awards.
- Serve as primary liaison to USL per all chapter events, including Hall of Fame and Awards Banquets
- Contact USL with all leading event details at least 2 months prior to upcoming event
- Provide the chapter board with reports on budget #'s, attendance, event successes and failures
- Provide the chapter board with input as to how to improve events for following year
- Provide USL with recommendations on how national can better support chapter events
- Coordinate representation by WLF at the Wisconsin Athletic Directors Association (WADA) convention in November. Establish a committee for WLF promotional items, booth set-up and volunteers needed.
- Oversee and serve as the board representative for the State Championship Planning Committee
 - Offer direction to the chair of the Boy's High School State Tournament Committee for the Boy's and the Girl's High School State Tournament
 - Establish a Committee to help develop criteria for site requirements, volunteers, personnel, awards and all aspects needed to run a quality event.
 - Make recommendations to the Executive and General Board for approval.

Awards Director

- Provide support for the chapter to nominate a candidate for National Youth Awards through USL.
- Oversee state-wide and national awards nominations/selections
- Coordinate with local Coaches Associations, US Lacrosse Area Chairman, All-American Chairperson, All-Academic Chairperson, Boys' HS and Girls' HS Directors and Coaches Director to facilitate the selection and awarding of post season awards including, but not limited to: All-State Team, All-American Team, Academic All-American Team, Player of the Year, Coach of the Year and Person of the Year.
- Coordinate with Events Director regarding awards for the State Championship Tournament
- Work with chapter board to provide a nomination process for Hall of Fame Inductees and other awards
- Serve as primary liaison to USL per all chapter events, including Hall of Fame and Awards Banquets (USL will provide your contact information to the USL Chapters Associate for all special event related correspondence)
- Contact USL with all leading event details at least 2 months prior to upcoming event
- Provide the chapter board with reports on budget numbers, attendance, event successes and failures and input on how to improve events for following year
- Provide USL with recommendations on how national can better support chapter events
 - *"Direct and coordinate the application process for the Gerald Carrol and Sue Stahl Awards.*
 - *"Oversee the rotation of the Girls' and Boys' All-Academic Chair through the League Representatives. Each League will appoint a Chair to serve a 2-year term, rotation listed below, for each of these selection committees. The Chair will work with the Awards Director to insure compliance with the application process.*
 - *"Girls: 2016/17--Classic 8; 2018/19--MALA; 2020/21--Bay Valley, then repeat in 2022 unless a new league has joined the WLF.*
 - *"Boys: 2016/17--MALA; 2018/19--Bay Valley; 2020/21--Classic 8, then repeat in 2022 unless a new league has joined the WLF."*

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Grants Program Director

- Assist USL in providing grant materials and letters of recommendation to members who wish to apply for an Equipment Grant through USL Manager of Programs & Grants
- USL will provide your contact information directly to our Programs & Grants Manager who will contact you with any correspondence about our available programs and how to communicate them to members.
- Help support local entities who applied for a USL Equipment Grant but were not granted an equipment package.
- Administer a local grant program through the chapter that provides funding or equipment to programs in need. Establish criteria for applicants, as well as a small committee that is responsible for reviewing the applications that come in (USL can help provide information on how to run your own grant program).
- Work with the Website Coordinator to ensure chapter grant program is posted on the chapter website when funds are available.
- Lobby and send proposals to the chapter board to approve grant monies as part of the overall budget.
- Work directly with Sportsmanship Director to apply for PCA Clinic Grant.
- This position must also provide a complete recap of grant related activities to the chapter board including operation, budget details, applicants and awards.
- Coordinate and disseminate information about local camp and clinic scholarships available.
- Work with the Communications and Marketing Director to investigate opportunities for scholarship money from local sponsorships.
- Establish criteria for awarding local scholarships.

Sportsmanship Director

- Serve as the primary contact for USL contacts specifically regarding Positive Coaching Alliance (PCA) Clinics and Initiatives, Sportsmanship Card (Blue Card) Program, Youth Rules Development.
- Coordinate with Youth League Director to identify an annual National Youth Awards Candidate (Your contact information will be provided to the appropriate USL staff member so they can solicit you for your National Youth Award Nomination every year on behalf of the chapter or a local program).
- Be the main Board contact for in-game complaints. Develop “Culture Keeper” program around the state

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Communication and Marketing Director

- Coordinate with USL Chapter Relations Department for chapter marketing giveaway needs.
- Provide USL chapter branding, booth or table set-up at local high school, professional and/or league tournaments.
- Provide USL with projected annual marketing item needs via the Annual Chapter Board Report in September.
- Provide USL membership information at area events.
- Develop and maintain a marketing budget
- Report to chapter board the effects of local marketing efforts.
- Develop local sponsor and media relations for chapter events, programs & initiatives. Coordinate with USL Chapter Relations Department for chapter marketing giveaway needs.
- Give direction to the website administrator
- Serve as the primary contact for USL and the chapter for all web content related updates, inquiries & changes.
 - Responsible for keeping and all local information up to date and informing the membership of upcoming lacrosse events.
 - Responsible for posting all USL Chapter information on the website.
 - Provide a monthly newsletter to the WLF membership on all upcoming local and USL events.
 - Provide the chapter board with reports on website traffic, utilization and budget if applicable.
 - Amiability to work with USL national website template.

Board Liaison Positions:

The purpose of these liaison positions is to assist the WLF Board of Directors. These positions are non-voting positions.

IRS Specialist

- Assist the chapter treasurer in filing any documentation other than the simple e-postcard/990-N.
- Any requirement of a chapter treasurer to file a 990 or more will require the guidance of a professional if the treasurer is not a tax specialist or certified CPA (pro bono).

Legal Counsel

- Should work (pro bono) to assist a chapter with any legal issues. In the event there is a league related issue for those chapters that operate leagues, the board should confer as to whether or not their legal advisor or potential mediator should be a non-partisan third party, and non-board member.
- A chapter should not feel obligated to pursue any legal threats or defense without consulting US Lacrosse and a non-profit law expert.