

**BY-LAWS OF CENTER GROVE GIRLS LACROSSE, INC.
A NOT-FOR-PROFIT CORPORATION
September 2023**

**ARTICLE 1
ORGANIZATION AND OFFICES**

SECTION 1. NAME

The name of the organization shall be CG Girls Lacrosse, Inc. hereinafter referred to as Center Grove Girls Lacrosse.

SECTION 2. OFFICES

A. The principal office of the Corporation is located in Johnson County, State of Indiana.

SECTION 3. CHANGE OF ADDRESS

The Board of Directors may change the principal office from time to time to a location within Johnson County and such changes of address shall not be deemed, or require, an amendment of these Bylaws.

**ARTICLE II
PURPOSES**

SECTION 1. IRC SECTION 501(c)(3) PURPOSES

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code.

SECTION 2. SPECIFIC PURPOSE, OBJECTIVES, ELIGIBILITY, AND MEANS

The specific objectives and purposes of this corporation are to develop and support a program that provides young women the opportunity to excel in competitive lacrosse in White River Township, Johnson County, Indiana.

- A. Develop and maintain a properly supervised lacrosse league for female elementary, middle and high school youth which emphasizes skill development, understanding the history, rules, & strategy of lacrosse, and development of athleticism.
- B. Promote improved community relations by demonstrating an interest in the youth of our area.
- C. Encourage physical and mental growth through keen competition.
- D. Emphasize good citizenship and scholastic achievement.
- E. Nurture good sportsmanship and a sense of fair play.

The Corporation's primary affiliation is with Center Grove High School. However, the eligibility of individual participants shall be determined as follows:

- A. Elementary and Middle School Students: subject to rules of the Indiana Youth Lacrosse Association (IYLA) or any successor organization, as well as other provisions of these Bylaws.
- B. Girls High School students: subject to the rules of the Indiana Girls High School Lacrosse Association (INGLA) or any successor organization, Center Grove High School, and any other provisions of these Bylaws.
- C. All participants shall:
 - 1. be current members of USA Lacrosse
 - 2. sign written release of liability
 - 3. have parental consent form on file prior to the start of activities

D. Any player injured during the season who requires medical attention shall provide a written release from their medical professional or a release from the Center Grove High School athletic training staff prior to returning to competition.

F. Players suffering or suspected of suffering concussions are prohibited from returning to play until they are released by a medical professional.

The means of providing such support may include, but not be limited to:

A. Providing adult volunteers to support all the teams related to Center Grove Girls Lacrosse.

B. Raising funds for team enhancements, attendance at tournaments and games, student scholarships, other items deemed appropriate by the Board of Directors and the coaching staff.

C. Developing a community among the students, parents, and coaches of the lacrosse program.

D. Raising awareness of, and increasing interest in lacrosse.

E. Being a contributing member of Center Grove High School and the community.

ARTICLE III MEMBERSHIP

The corporation shall have no members.

ARTICLE IV MEETINGS

SECTION 1. PLACE OF MEETINGS

Meetings shall be held at such place as may be designated from time to time by resolution of the Board of Directors. All meetings of the Board of Directors shall occur within Johnson County, Indiana or within a reasonable distance from Johnson County.

SECTION 2. REGULAR MEETINGS

Regular meetings of the Board of Directors shall be held monthly as designated by the Officers. Parents and legal guardians of players who participate in the Corporation may attend any Board meeting, but in order to manage the agenda, such persons should notify the President, via email, at least seven (7) days prior to the meeting, of any special topics they wish to discuss.

The regular meeting of the Board of Directors held in July of each year shall be considered the first meeting of the year. As such, nomination and appointment/reappointment of officers shall take place in this meeting. This shall be the last meeting that any current board member whose term is expiring will have voting privileges.

SECTION 3. SPECIAL MEETINGS

Special meetings may be called by the President, Vice President of High School, Vice President of Youth, Secretary, or by any three (3) officers or, if different, by the persons specifically authorized under the laws of this state to call special meetings of the Board. Such a meeting shall be held at the place designated by the person or persons calling the special meeting. The purpose of the special meeting shall be designated at the time notice is provided to the Board and matters to be considered during the special meeting shall be limited to such designated purpose.

SECTION 4. EXECUTIVE SESSIONS

The Board may conduct an executive session, which excludes the presence of non-Board members except as necessary for the purposes of the executive session, during regular or special meetings solely for the following purposes:

A. Discussion of planned, threatened, or pending litigation against or involving the Corporation.

B. Discussion of alleged incidents of misconduct involving the Corporation, its Director, Officers, coaches, or participants.

C. Interview prospective coaches or employees.

Prior to the initiation of the executive session, the Board shall state the purpose of the executive session.

SECTION 5. NOTICE OF MEETINGS

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provision of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

A. Regular Meetings: No notice need be given of any regular meeting of the Board of Directors.

B. Special Meetings: The Secretary shall give prior notice to each director of each special meeting of the Board, with at least three (3) calendar days notice. Such notice shall be given in writing via email or any other written means.

SECTION 6. MEETING BY TELEPHONE OR SIMILAR COMMUNICATION EQUIPMENT

Any or all Board members may participate in and hold a meeting by means of conference telephone or other similar communications equipment where all persons participating in the meeting can simultaneously hear each other. Participation in a meeting pursuant to this Section shall constitute presence in person at such meeting. Minutes will be taken at such meetings and put in the official records.

SECTION 7. QUORUM FOR MEETINGS

A quorum shall consist of six (6) of the members of the Board of Directors. In the event that a member will be absent from a meeting in which a scheduled vote will take place, the member may cast a vote by proxy via email to all members prior to the meeting.

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of laws, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

SECTION 8. MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is an act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or provision of law require a greater percentage or different voting rules for approval of a matter by the Board.

Each member of the Board of Directors shall be entitled to one (1) vote.

SECTION 9. CONDUCT OF MEETINGS

Meetings of the Board of Directors shall be presided over by the President of the Corporation or, in the President's absence, by the Vice President of High School or, in the absence of each of these persons, by the Vice President of Youth. The Secretary of the Corporation shall act as secretary of all meetings of the Board, provided that, in the Secretary's absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

Robert's Rules of Order shall govern meetings, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provision of law.

ARTICLE V BOARD OF DIRECTORS

SECTION 1. NUMBER

The Corporation shall have a minimum of nine (9) directors and collectively they shall be known as the Board of Directors (The Board). The Board shall consist of five (5) officers and a minimum of four (4) non-officer directors whose duties and responsibilities will be determined by the Board. The board shall also strive to include non-officer directors to represent both youth girls and high school girls.

SECTION 2. QUALIFICATIONS

Directors shall be of the age of majority in this state, exhibit good standing in the community, and have demonstrated an interest in supporting Center Grove Girls Lacrosse. Officers and directors of Center Grove Girls Lacrosse, Inc are hereby qualified to serve as Directors upon a simple majority vote of approval by the Board of Directors with a minimum of six votes in favor of approval.

SECTION 3. POWERS

Subject to the provision of the laws of this state and any limitation in the Articles of Incorporation and these Bylaws of this Corporation, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

SECTION 4. DUTIES

It shall be the duties of the directors to:

- A. Perform all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws;
- B. Appoint and remove, employ and discharge, and except as otherwise provided in these Bylaws, prescribe duties and fix the compensation, if any, of all officers, agents, and employees of the corporation.
- C. Supervise all officers, agents, and employees of the Corporation to assure that their duties are performed properly;
- D. Adopt a budget by September 1st of each year and maintain supervision of said budget;
- E. Provide approval of any proposed expenditure that causes the annual approved budget to be exceeded by more than \$5,000 by a super-majority of not less than seven votes in favor of approval;
- F. Develop annual objectives and provide measurement of progress against said objectives;
- G. Meet at such times and places as required by these Bylaws;
- H. Maintain accurate physical and electronic mail addresses with the Secretary of the Corporation.
- I. Develop and post on the Corporation's website an annual report on the state of the Corporation no later than August 1st of each year.

SECTION 5. TERM OF OFFICE

Terms for new non-officer directors may begin at any time during the calendar year upon (1) submission of a board application, (2) nomination by a current director, and (3) majority approval by the Board of Directors.

Each director shall hold office for a minimum of one year. Directors may be reappointed to a position annually, but a Director may not hold the same officer's position for more than three (3) years consecutively.

SECTION 6. VACANCIES

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any director and (2) whenever the number of authorized directors is increased.

Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of this state. Any director may resign by giving written notice to the President, Secretary, or Board of Directors and, such resignation shall be effective upon receipt of such notice or at any later date specified therein.

Any Director who cannot attend a scheduled Board meeting shall notify the President as to the reason for their absence. The Board may remove any members who have missed three (3) unexcused Board

meetings without a legitimate excuse. After two (2) unexcused absences, the Director will lose their voting rights for one year.

The Board shall regularly seek replacements for board members. Upon filing an application, candidates that exhibit good standing in the community and have demonstrated an interest in supporting Center Grove Girls Lacrosse may be nominated by a Director on the Board. Non-officer Board members may be added at any time during the calendar year upon nomination and majority approval by the Board with a minimum of six votes in favor of approval.

SECTION 7. NON-LIABILITY OF DIRECTORS

The directors shall not be personally liable for debts, liabilities, or other obligations of this Corporation.

SECTION 8. INDEMNIFICATION BY CORPORATION OF DIRECTORS AND OFFICERS

The Corporation, to the fullest extent permissible, shall indemnify the directors and officers of the Corporation under the laws of this state.

SECTION 9. INSURANCE FOR CORPORATE AGENTS

Except as may be otherwise provided under the provision of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including a director, officer, employee, or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provisions of law.

ARTICLE VI OFFICERS

SECTION 1. DESIGNATION OF OFFICERS

The officers of the Corporation shall at a minimum consist of a President, Vice President of High School, Vice President of Youth, Secretary, and Treasurer. If a married couple serves on the Board, only one member of the couple may be an officer and such non-officer member of the couple is ineligible to be assigned duties by the Board of Directors that are consistent with holding a position as an officer. In cases where immediate operational decisions must be made on behalf of the Corporation, four officers may make such decisions, where at least one of the officers is either the President or a Vice President. Such decisions must be reported to the full Board at their next regular Board meeting.

SECTION 2. QUALIFICATIONS

Officers shall be of the age of majority in this state, exhibit good standing in the community, and have demonstrated an interest in supporting Center Grove Girls Lacrosse. Officers and directors of Center Grove Lacrosse, Inc are hereby qualified to serve as Directors upon a simple majority vote of approval by the Board of Directors with a minimum of six votes in favor of approval.

SECTION 3. APPOINTMENT AND TERM OF OFFICE

The Board of Directors shall appoint the following officers, and officers shall hold office in the following cycle:

A. *President*: One year term beginning at the August meeting, with reappointment possible for a total of no more than three (3) consecutive years in such position. While not required, it is recommended that the President be a parent or guardian of a sophomore or junior high school player. There is an

expectation that the President will serve as Past President, as a non-voting member of the Board, for one year after their term has been completed.

B. *Vice President of High School*: One year term beginning at the August meeting, with reappointment possible for a total of no more than three (3) consecutive years in such position. While not required, it is recommended that the Vice-President of High School be a parent or guardian of a high school player.

C. *Vice President of Youth*: One year term beginning at the August meeting, with reappointment possible for a total of no more than three (3) consecutive years in such position. While not required, it is recommended that the Vice President of Youth be a parent or guardian of a youth player.

D. *Secretary*: One year term beginning at the August meeting, with reappointment possible for a total of no more than three (3) consecutive years in such position.

E. *Treasurer*: One year term beginning at the August meeting, with reappointment possible for a total of no more than three (3) consecutive years in such position.

SECTION 4. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in other assignments appointed at the discretion of the Board may or may not be filled, as the Board shall determine.

Officers may be removed from office, with or without cause, as permitted by and in accordance with the laws of this state. Any officer may resign by giving written notice to the President, Secretary, or Board of Directors and, such resignation shall be effective upon receipt of such notice or at any later date specified therein.

By June 1st the President shall:

- A. Contact current officers who are eligible for reappointment to determine their desire to continue serving on the Board in their current Officer position.
- B. Secure a list of those interested in filling open Officer positions.
- C. Present this information to the Board of Directors so that new officers may be nominated and voted upon during the July meeting.

SECTION 5. DUTIES OF THE PRESIDENT

The President shall:

- A. Act as chief executive officer of the Corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation and the activities of the officers.
- B. Perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.
- C. Preside at all meetings of the Board of Directors. In the case the president cannot preside at a specific meeting, the Vice President of High School shall preside.
- D. In the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, which may from time to time be authorized by the Board of Directors except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws.

Any expenditures which obligate the Corporation for up to \$500 may be authorized by the President alone. Any expenditures or instruments, which obligate the Corporation for more than

\$500 and up to \$2000 require authorization by a majority vote of the Board Officers. Any expenditure above and beyond \$2000 requires authorization by a majority vote of the Board of Directors.

- E. Be a liaison between Center Grove Girls Lacrosse and Center Grove High School.
- F. Represent the Corporation at USA Lacrosse, Indiana Youth Lacrosse Association (IYLA), Indiana Girls Lacrosse Association (INGLA), activities and governance meetings.
- G. Vote as the authorized representative of the Corporation at USA Lacrosse, IYLA, and INGLA meetings.
- H. Report back to the Board of Directors on the plans of USA Lacrosse, IYLA, and INGLA.
- I. Arrange an appropriate substitute from the Board of Directors if unable to attend a USA Lacrosse, IYLA, or INGLA meeting.
- J. Fulfill duties related to officer vacancies on the Board of Directors (Article VI. Section 4).
- K. Oversee, support and assist all officers and board members in their duties as needed.

SECTION 6. DUTIES OF THE VICE PRESIDENT OF HIGH SCHOOL

The Vice President of High School shall:

- A. Act for the President in situations where the President is not available.
- B. Assist the President in whatever duties the president determines.
- C. Work with the Vice President of Youth to develop year-round recruiting efforts (flyers, yard signs, school announcements, etc.) to promote Center Grove Girls Lacrosse and to increase participation.
- D. Develop and administer the code of conduct for high school participants, coaches, volunteers and parents.
- E. Administer any coaching and player penalties associated with competition.
- F. Establish and communicate budgetary needs to the treasurer annually.
- G. Oversee coaching for the Girls High School programs as follows:
 - 1. Establish the coaching structure for the high school programs.
 - 2. Identify prospective coaches for high school teams.
 - 3. Lead the interview process for new high school coach selections.
 - 4. Ensure that high school coaches have USA Lacrosse numbers, proper certifications and background checks.
 - 5. Seek out and provide training opportunities for coaches to increase lacrosse knowledge.
 - 6. Provide informal oversight to evaluate coaches and make decisions about retention.
 - 7. Provide support to coaches as needed.
- H. Oversee social media for the organization and ensure it is utilized effectively to promote the program in a positive manner.
- I. Oversee, support and assist the Director of Girls High School in all of their duties.

SECTION 7. DUTIES OF THE VICE PRESIDENT OF YOUTH

The Vice President of Youth shall:

- A. Assist the President in whatever duties the president determines.
- B. Work with the Vice President of High School to develop year-round recruiting efforts (flyers, yard signs, school announcements, etc.) to promote Center Grove Girls Lacrosse and to increase participation.
- C. Develop and administer the code of conduct for youth participants, coaches, volunteers and parents.
- D. Administer any coaching and player penalties associated with competition.
- E. Establish and communicate budgetary needs to the treasurer annually.
- F. Organize and plan for professional team/individual picture days for all youth teams.
- G. Oversee coaching for the girls youth programs as follows:

1. Establish the coaching structure for the youth programs.
 2. Identify prospective coaches for youth teams.
 3. Lead the interview process for new youth coach selections.
 4. Ensure that coaches have USA Lacrosse numbers and background checks.
 5. Seek out and provide training opportunities to increase lacrosse knowledge.
 6. Provide informal oversight to evaluate coaches and make decisions about retention.
 7. Provide support to youth coaches as needed.
- H. Oversee, support and assist the Director of Youth Girls in all of their duties.

SECTION 8. DUTIES OF THE SECRETARY

The Secretary shall:

- A. Certify and keep the original, or a copy, of these Bylaws as amended or otherwise altered to date.
- B. Keep a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- C. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- D. Act as custodian of the record as authorized by law or the provisions of these Bylaws.
- E. Maintain familiarity with the Center Grove Girls Lacrosse online systems in order to have immediate access to electronic records for all players, including their US Lacrosse numbers, release of liability forms and any medical release/parental consent forms.
- F. Exhibit at all reasonable times to any director of the Corporation, or to his agent or attorney, on request thereof the Bylaws, the minutes of proceedings of the directors of the Corporation.
- G. In general, perform all duties incident to the office of Secretary and such other duties as may be required by law by the Articles of Incorporation, or by these Bylaws, or which may be assigned from time to time by the Board of Directors.

SECTION 9. DUTIES OF THE TREASURER

The Treasurer shall:

- A. Have custody and control of, and be responsible for, all funds and securities of the Corporation, and deposit all such funds funding in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- B. Receive and give receipt for monies due and payable to the Corporation from any source whatsoever.
- C. Disburse, or cause to be disbursed, the funds of the Corporation as directed by the Board of Directors, taking proper vouchers for such disbursements. Any expenditures which obligate the Corporation for up to \$500 may be authorized by the President alone. Any expenditures or instruments, which obligate the Corporation for more than \$500 and up to \$2000 require authorization by a majority vote of the Board Officers. Any expenditure above and beyond \$2000 requires authorization by a majority vote of the Board of Directors.
- D. Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- E. Exhibit at all reasonable times the books of accounts and financial records to any director of the Corporation, or to their agents or attorney, on request thereof.
- F. Render to the President and directors, whenever requested, an account of any or all of their transactions as Treasurer and of the financial condition of the Corporation.
- G. Prepare or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports. In addition, provide monthly, hard copy updates to the Board of Directors that include, at a minimum, income statement, balance sheet, budget forecast/reconciliation.

- H. Secure a third party professional accounting firm to provide yearly accounting and tax reporting.
- I. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him from time to time by the Board of Directors.

ARTICLE VII NON-OFFICER POSITIONS

The following administrative roles are hereby established to facilitate operation of the Corporation. Nothing shall prohibit an Officer from also serving in any of the following roles.

SECTION 1. DUTIES OF THE DIRECTOR OF GIRLS HIGH SCHOOL

The Director of Girls High School shall work under the Vice President of High School to:

- A. Develop the girls high school team schedule by December 1st of each year.
- B. Enter the girls high school game schedule into the INGLA website.
- C. Enter games into the appropriate website system (ArbiterSports, etc.) to obtain licensed officials for each girls high school game.
- D. Enter and maintain the practice and game schedules on the team communication website (Team Sideline, etc.) for girls high school.
- E. Send out team communications as needed to parents of girls high school players.
- F. Plan for professional team/individual picture days.
- G. Secure a team parent/team mom for the girls high school team to provide food for away games, snacks, meals, special events, and season-end celebrations.
- H. Obtain a certified athletic trainer to be present at all high school home games.
- I. Coordinate the girls' high school field activities with the athletic department.
- J. Obtain bus transportation for all girls high school away games.
- K. Ensure that adequate volunteers and equipment are available at each home game.
- L. Develop and implement a plan for the sale of concessions at high school girls home games.
- M. Have at least one board member present on home game days as a representative to manage events and tasks, including payment of referees and a trainer.
- N. Work with the Secretary to ensure that Center Grove High School yearbook recognition is given to the high school teams.
- O. Coordinate the off-season girls high school programs (June through February).
- P. Ensure high school girl players do not practice until all required documentation is complete and all required fees are collected for each player.
- Q. Provide feedback from parents, players and coaches to the Vice President of High School and the Board of Directors about the girls high school team experience to ensure all activities are carried out effectively.
- R. Act as a liaison between the board and the coaching staff to communicate decisions, actions and needs of the board and/or coaches.
- S. Manage the issuance and return of all high school equipment and uniforms.
- T. Manage storage & reconditioning of high school equipment and uniforms in the off-season.
- U. Manage weekly and special event field preparation including transport of equipment and coordination with volunteers assigned to field duty.
- V. Ensure that all property of Center Grove Girls Lacrosse is used solely for official business of the Corporation.
- W. Ensure that the automated external defibrillator (AED) is in working condition at the high school field.

SECTION 3. DUTIES OF THE DIRECTOR OF GIRLS YOUTH

The Director of Girls Youth shall work under the Vice President of Youth to:

- A. Develop girls youth team schedules by March 1st of each year. Youth schedules are developed

- within the structure as determined by the Indiana Youth Lacrosse Association (IYLA). This is typically done during one day with all youth teams represented at one location in early February.
- B. Ensure that each girls youth coach enters games into the appropriate website system (e.g., ArbiterSports) to obtain licensed officials for each game.
 - C. Ensure that each girls youth coach enters and maintains the practice and game schedules on the team communication website (e.g., Team Sideline).
 - D. Coordinate all girls youth game day activities, including assignment of game day volunteers.
 - E. Ensure a board member is present on home game days for girls youth to help manage the game day events and responsibilities, including payment of the officials.
 - F. Develop and implement a plan for the sale of concessions at youth home games.
 - G. Secure a team parent/team mom for each girls youth team to coordinate team communications, snacks, meals, special events, and season-end celebrations.
 - H. Coordinate the off-season girls youth programs.
 - I. Ensure players do not practice until all required documentation is complete and all required fees are collected for each player.
 - J. Ensure that players are placed on teams according to IYLA rules of eligibility by checking birthdates and schools in which they are enrolled.
 - K. Provide informal feedback from parents, players and coaches to the Vice President of Youth and the Board of Directors about the girls youth team experiences.
 - L. Schedule field use and equipment use for the youth teams of the Corporation.
 - M. Ensure that grass fields are lined properly for youth teams as needed.
 - N. Establish an annual budget for youth field equipment and improvements to be submitted for approval to the Board of Directors.

SECTION 4. DUTIES OF THE DIRECTOR OF MARKETING AND COMMUNICATIONS

- A. Manage all marketing tasks for the club, which may include: yearbook submissions, school papers, morning announcements, high school athletic newsletter submissions, Peach Jar announcements for youth, Ensure that the Spring Media Guide is created annually for the high school team.

SECTION 5. DUTIES OF THE DIRECTOR OF WEBSITE AND REGISTRATION

The Director of Website and Registration shall:

- A. Administer and maintain the Corporation website.
- B. Develop and maintain online registrations for all boys high school and youth programs year-round.
- C. Administer the online team communication site (e.g., Team Sideline) for the organization by ensuring players are placed on the appropriate teams.
- D. Provide training as needed for those administering individual team communication websites (e.g., Team Sideline).
- E. Post notifications as provided by the Board of Directors, coaches, and administrative personnel.
- F. Maintain players' records in the database to include current USA Lacrosse numbers, release of liability forms and any medical release/parental consent forms prior to the start of activities.
- G. Review club needs and provide program vendor change recommendations as appropriate.

SECTION 6. DUTIES OF THE DIRECTOR OF FUNDRAISING, SPONSORSHIPS AND AWARDS

The Director of Fundraising, Sponsorships and Awards shall:

- A. Diligently seek and secure sponsorships, working with all directors to identify, request and track sponsors.
- B. Maintain a list of sponsorships and corresponding obligations.
- C. Ensure that appropriate recognition is given to sponsoring organizations (e.g., through social media, spring programs, gameday announcements)

- D. Manage and implement all Corporation fundraising activities.
- E. Secure awards for end-of-season celebrations for all teams (e.g., award certificates, plaques, letter jacket patches).

SECTION 7. DIRECTOR OF APPAREL PURCHASING AND MANAGEMENT

The Director of Apparel Purchasing and Management shall:

- A. Research uniform designs and pricing to present options to the Board of Directors.
- B. Purchase and secure uniforms, decals and yard signs for teams and/or set up purchasing options for players, arranging for distribution as needed.
- C. Direct purchasing of bags or backpacks for high school players as approved by the Board.
- D. Set up apparel purchasing opportunities for fans and players (e.g., flash stores) as determined by the Board and coordinate distribution of apparel as needed.
- E. Source, purchase and distribute other apparel (e.g., sponsor shirts, coaches apparel and clinic shirts) as requested by the Board of Directors

SECTION 8. COACHES

Each head coach shall:

- A. Adhere to the Center Grove Athletic Department Handbook: Goals and Expectations for Coaches.
- B. Establish the team's objectives, training regimen and practice schedule in conjunction with the Board's objectives.
- C. Monitor the assistant coaching staff and players to ensure all eligibility and compliance requirements are met prior to the start of play.
- D. Establish the game day strategy and manage all game activities.
- E. Report the scores and secure a volunteer to keep statistics for all game activities.
- F. Meet any requests by the Board of Directors or High School Athletic Director.
- G. Maintain a culture of respectful conduct on and off the field
- H. Increase coaching knowledge by attending clinics and other higher level lacrosse games. (Youth coaches should attend as many high school practices as possible.)
- I. Have basic knowledge of CPR, first aid and use of the automated external defibrillator (AED).
- J. Work with the appropriate Director to develop team game schedules. High school team schedules should be developed by December 1. Youth team schedules should be developed by March 1st. Youth schedules are developed within Indiana Youth Lacrosse Association (IYLA) guidelines and are typically done during one day with all youth teams represented at one location in early February.
- K. (Youth coaches) Enter individual team games into appropriate website system to secure referees (Arbiter, etc.).
- L. (Youth coaches) Enter and maintain practice and game schedules on team communication website (Team Sideline, etc.).

ARTICLE VIII COMMITTEES

The Corporation shall have such committees as may from time to time be designated by resolution of the Board of Directors. These committees may consist of persons who are members of the Board of Directors, or who are not members of the Board but are acting in an advisory capacity or working relationship with the Board.

SECTION 1. MEETINGS AND ACTION OF COMMITTEES

The Board of Directors shall govern meetings and action of committees and no committee may authorize expenditures without the approval of the Board of Directors.

ARTICLE IX EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

SECTION 1. EXECUTION OF INSTRUMENTS

The Board of Directors, except as otherwise provided in these Bylaws, may, by resolution, authorize

any officer to agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation , and such authority may be general or confined to specific circumstances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

SECTION 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, order for the payment of money, and other evidence of indebtedness of the Corporation shall be signed by the Treasurer or other authorized person on the Board of Directors.

SECTION 3. DEPOSITS

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4. GIFTS

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the nonprofit purposes of this Corporation.

ARTICLE X CORPORATE RECORDS AND REPORTS

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The Corporation shall keep:

- A. Minutes of all meeting of directors and committees of the Board, indicating the time and place of holding such meeting, whether regular or special, how called, the notice given and the names of those present and the proceedings thereof;
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions, and account of its assets, liabilities, receipts, disbursements, gains and losses;
- C. A record of its players, indicating their names and addresses;
- D. A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspect by parents, or legal guardians, of players at all reasonable times during office hours.

SECTION 2. DIRECTORS' INSPECTIONS RIGHTS

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the Corporation and shall have such other rights to inspect the books, records and properties of this Corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provision of law.

SECTION 3. INSPECTION RIGHTS

Each and every parent, or legal guardian of a player, shall have the following inspection rights, for a purpose reasonably related to such person's interest as parent, or legal guardian of a player:

- A. To inspect at any reasonable time the books, records, or minutes of proceedings of the Board or committees of the Board, upon written demand on the Secretary of the Corporation by the parent, or legal guardian of a player, for a purpose reasonably related to such person's interest.
- B. To inspect the records of player's names at reasonable times, upon written demand on the Secretary of the Corporation, which demand shall state the purpose for which the inspection rights are requested.
- C. Parents, and legal guardians of players shall have such other rights to inspect the books, records and properties of this Corporation as may be required under the Articles of Incorporation, other provision of these Bylaws, and provision of law

D. The Corporation shall not sell the player information, nor give out player's information, including name, address, phone number, or other data to any person or group, except for the following purposes:

1. To establish the eligibility of players to participate as otherwise established under these Bylaws.

2. In response to investigations initiated by governmental authorities.

3. In response to legal proceedings initiated in courts of competent jurisdiction.

SECTION 4. PERIODIC REPORTS

The Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state, to be so prepared and delivered within the time limits set by law.

ARTICLE XI IRC 501(C)(3) TAX EXEMPTION PROVISIONS

SECTION 1. LIMITATION ON ACTIVITIES

No substantial part of the activities of this Corporation shall be the carrying on of advocacy, or otherwise attempting to influence regulation or legislation [except as otherwise provided by Section 501(h) of the Internal Revenue Code], and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this Corporation shall not carry on any activities not permitted to be carried on:

A. By a Corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or,

B. By a Corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT

No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its directors or trustees, officers, or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Corporation.

SECTION 3. DISTRIBUTION OF ASSETS

Upon the dissolution of this Corporation, its assets remaining after payment or provision for payment of all debts and liabilities of this Corporation shall be distributed for one or more exempt purposes within the meaning Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XII PLAYER PARTICIPATION AND FEES

SECTION 1. PARTICIPATION OF PLAYERS

Players will not be allowed to practice or participate prior to the full payment of player fees unless on a personal payment plan. The Corporation may, within the discretion of the Officers collectively, provide scholarships funds, based upon financial need of the player and their family, to defray all or part of a part of player fees. Such assistance will be determined annually for each season (which shall include the preseason) and documented in writing.

SECTION 2. PLAYERS FEES

The Board of Directors shall determine appropriate fees per player to cover the costs of Corporation

expenses. Additional fees will be levied through the season for specific away game trips, out of season events, or such other events as determined by the Officers collectively.

All high school participants shall furnish any necessary personal equipment except for their uniforms and goalie equipment. All youth participants shall furnish any necessary personal equipment except for goalie equipment. All helmets shall meet the current NOCSAE and SEI Certification standards for lacrosse and be re-certified or discarded no more than three years after initial use or such lesser period if so recommended by the helmet manufacturer. The Corporation reserves the right to not accept any currently certified equipment that in its sole discretion is in poor condition.

ARTICLE XIII AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

Subject to the provisions of law or these Bylaws, any of these Bylaws may be altered, amended, or repealed and new Bylaws adopted by an approval of the Board of Directors numbering at least six votes.

ARTICLE XIV FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of August in each year and end on the last day of July of the following year.