

OPERATIONAL GUIDELINES

CY-FAIR IRONMEN LACROSSE CLUB

ARTICLE I: NAME

The name of this organization shall be the Cy-Fair Ironmen Lacrosse Club, to be referred to in these Operational Guidelines (the "GUIDELINES") as the PROGRAM.

ARTICLE II: OBJECT

The object of this PROGRAM shall be to promote the sport of Lacrosse in and around Cypress, Texas and to provide an opportunity for the youth of the area to learn and enjoy the sport of Lacrosse regardless of ability.

ARTICLE III: MEMBERS & ELIGIBILITY

Any parent or legal guardian of a child that is eligible to play in the PROGRAM and whose dues are not in arrears shall be a MEMBER of the PROGRAM during the season said child is properly registered in the PROGRAM. A MEMBER shall continue to be a member until re-registration occurs the following season.

In matters concerning the membership, each family shall have one vote for each eligible child that is a participant in the PROGRAM, providing the child's dues are not in arrears. A member whose dues are in arrears cannot vote. Members in good standing of the Iron Eagles Lacrosse Club who are moving up to the Ironmen will be permitted to vote in the spring PROGRAM Board elections without payment of additional dues.

A child is eligible to play in the PROGRAM if he meets the eligibility requirements as written in the bylaws of the Cy-Fair Lacrosse Association (CFLA). However, in a similar fashion as is written in Section 2.07 of the By-Laws of the Cy-Fair Lacrosse Association, "the Board may impose reasonable sanctions on a MEMBER, or suspend or expel a member from the Corporation, for good cause after a hearing." Similarly, membership may be denied by the Board to a potential member for good cause after a hearing. Membership will in no way be restricted due to a person's race, creed, religion, disability, or due to any other affiliation or condition that is representative of a group that is protected by the federal government or the State of Texas. If a MEMBER is expelled, any dues that have been paid will be returned to the ex-MEMBER and prorated according to the formula written in the registration materials.

All players shall be required to sign the Code of Conduct prior to becoming eligible to participate on an Ironmen team.

All members of the PROGRAM are automatically members of the CFLA and agree to abide by the By-Laws thereof.

ARTICLE IV: AFFILIATIONS

Section 1: US Lacrosse

The PROGRAM is a participating member of the US Lacrosse Association. All players and coaches shall have US Lacrosse numbers. The PROGRAM shall make no policy or rule that conflicts with the bylaws or rules of the US Lacrosse Association. Rules of play and required equipment shall conform as closely as practicable with US Lacrosse requirements.

Section 2: THSLL

The PROGRAM is a participating sports program within the Texas High School Lacrosse League. The PROGRAM shall make no policy or rule that conflicts with the bylaws or rules of the Texas High School Lacrosse League unless approved by the President of the Board of Cy-Fair Ironmen Lacrosse Club.

Section 3: CFLA

The PROGRAM shall be a member team of the Cy-Fair Lacrosse Association (CFLA). Nothing in these GUIDELINES is intended to conflict with the by-laws of the CFLA. Should inconsistencies be found, the CFLA bylaws shall take precedence.

ARTICLE V: OFFICERS & MEETINGS

Section 1: Officers, Elections, & Nominations

The officers of the PROGRAM shall be a President, Executive Vice-President, Operations Vice-President, Secretary, and Treasurer, and other officers as may be approved by the existing officers. The officers of the PROGRAM shall be known as the PROGRAM Board, or the "BOARD." The BOARD shall be elected at the regular annual meeting, usually held in May or June. Nominations shall be from the floor or by e-mail. *[Amendment approved 5/21/07: To be eligible to vote in elections held for the purpose of naming a Board for the coming season, parents/guardians must have a child who is or will be eligible to play for the Ironmen in the coming fall.]*

To be eligible to be an officer on the Board, a Member must have been a Member in good standing of the Ironmen Lacrosse Club for at least one school year. No more than one Member from a family unit may hold an office at any one time.

Section 2: Ballot Election, Term of Office

The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the time of their election at the annual meeting during which they are elected. There shall be no limit to the number of times an officer may serve. As stated in Article III above, each family shall have one vote for each registered player from that family, so long as dues are not in arrears.

Section 3: Board's Duties and Powers

The BOARD shall have full power and authority over the affairs of the PROGRAM except as otherwise provided for in these GUIDELINES.

Section 4: Removal of a Board Member

A Board member may be removed in the following two part process:

- a. A petition for a Recall Vote shall be submitted to the Board by any MEMBER. The petition must be signed by at least 20% of all the members. The Board will confirm that the petition contains the appropriate number of signatures and will notify the Board member that (s)he is the subject of a recall vote.
- b. If a successful petition is submitted, the Board member being recalled shall be permitted to write a one page refutation of the charges. The refutation will be sent to all members without additional comment from the Board.

- c. As soon as practical after receipt of the petition and circulation of the refutation, the Board will conduct a balloting of all members. If 66.7% of all members ask for the resignation of the Board member, the Board member shall be considered to be removed. Balloting may be by e-mail.
- d. Only one Board member may be the subject of any given petition. Only one petition can be under active consideration at a time, and no additional petitions will be considered until the action surrounding a previous petition has been finalized. If the President is the subject of a recall petition, the balloting shall be conducted by the Executive Vice President. Otherwise, the balloting will be conducted by the President.
- e. Votes shall be tabulated by the President and tallies shall be released to all Members, but identities of individuals and how they voted will be kept in strictest confidence. Members voting for the recall may elect one representative to verify the vote tally and shall have access to the voting records.
- f. After all votes have been tallied, ballots will be destroyed.
- g. The Board may remove any Board member if at least 66.7% of the Board members (not counting the Board member being voted upon) vote to remove the Board member.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: President

The President shall perform those duties prescribed by these GUIDELINES, and other such duties applicable to the office of 'President' as prescribed by the parliamentary authority adopted by the PROGRAM. Unless the BOARD votes otherwise, the President shall automatically be the PROGRAM'S official Director representative to the Cy-Fair Lacrosse Association Board, and shall be a full voting member thereof.

Section 2: Executive Vice President

The Executive Vice President shall perform the President's duties in the President's absence; assume the office of President for the unexpired term in the event of a vacancy in the office of President; and shall perform all other duties prescribed by these bylaws, and other such duties applicable to the office of 'Vice President' as prescribed by the parliamentary authority adopted by the PROGRAM.

Section 3: Operations Vice President

The Operations Vice President shall perform all duties prescribed by these GUIDELINES, and other such duties applicable to the office of 'Operations Vice President' as prescribed by the parliamentary authority adopted by the PROGRAM.

Section 4: Secretary

The Secretary shall perform those duties prescribed by these GUIDELINES and other such duties applicable to the office as prescribed by the parliamentary authority adopted by the PROGRAM. The Secretary shall also serve as registrar of the PROGRAM, and as such shall have charge of the records of the registered youth participants.

Section 5: Treasurer

The Treasurer shall perform those duties prescribed by these GUIDELINES and other such duties applicable to the office as prescribed by the parliamentary authority adopted by the PROGRAM. The Treasurer shall assist in the filing of required annual forms for the Cy-Fair Lacrosse Association with the Internal Revenue Service and the State of Texas as required to maintain the Association's tax-free status. The Treasurer shall be a full voting Board member of the Cy-Fair Lacrosse Association.

Section 6: Board Meetings

Regular meetings of the BOARD shall be held monthly from September to June, inclusive, on a date a time to be determined by the board at least 10 days in advance of each meeting. Special meetings of the BOARD may be called by the President and shall be called upon the written request of two members of the board. The purpose of the special meeting of the board shall be stated in the call, and except in cases of emergency, at least three days' notice shall be given.

Section 7: Regular Meeting

The regular annual meeting of the PROGRAM shall be held in May or June at a date, time, and location determined by the PROGRAM Board, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. Notice of the date, time, and location of the annual meeting shall be provided by the PROGRAM Board at least 20 days in advance of the meeting. Parents of IronEagles moving up to the Ironmen will be eligible to vote at this meeting.

ARTICLE VII: MEETINGS

Section 1: Special Meetings

Special meetings of the membership may be called by the President or by the BOARD, or shall be called upon the written request of five (5) members of the PROGRAM. The purpose of the special meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 2: Notice of meetings

Notice, or the call, of a Regular Meeting of the membership shall be provided by posting on the PROGRAM web site, if one is available and by e-mailing to the last known addresses of PROGRAM members, at least 20 days in advance of such meeting. Notice by electronic mail to the last known correct electronic mail address will be deemed to be proper notice to a member.

Section 3: Quorum

The quorum at any regular or properly called meeting of the membership consists of those who attend, plus at least three officers of the Board, one of which said officers shall be the President or Vice-President.. If the number of Board Members ever exceeds five, then at least half of the officers must be present.

ARTICLE VIII: COMMITTEES

Such committees not otherwise provided for in these GUIDELINES, standing or special, shall be appointed by the President as the PROGRAM or the PROGRAM Board shall from time to time deem necessary to carry on the work of the PROGRAM. The President shall be ex officio a member of all committees.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the PROGRAM in all cases to which they are applicable and in which they are not inconsistent with these GUIDELINES, Cy-Fair Ironmen Lacrosse GUIDELINES and any special rules of order the PROGRAM may adopt.

ARTICLE X: WEBSITE

The PROGRAM may have a website that will be administered by an appointed member. However, the administrator shall sign a separate document that confirms that all website material and the domain name are the property of the PROGRAM. The administrator serves at the pleasure of the BOARD and can be removed or replaced at any time by a majority vote of the BOARD. Domain name fees shall be paid by the PROGRAM treasurer using an account that is in the name of the PROGRAM or the CFLA.

ARTICLE XI: AMENDMENTS

These GUIDELINES may be amended at any regular or properly called special meeting of the Board by a 2/3 vote of those in attendance, provided that proper notice has been given in the call of the meeting. However, these GUIDELINES shall be deemed accepted the first time they are presented to the membership if they are approved by a vote of 50% + 1 of those voting. An abstention is not counted as a vote. The initial vote to accept these GUIDELINES may be by electronic mail. A deadline for voting shall be noted in the call for a vote.

This version of the GUIDELINES is current as of the amendments adopted by the membership on 5/21/07.

Accepted: By e-mail Vote of Ironmen Parents during the spring of 2007.

President's Signature: 