

**Oakville Minor Lacrosse Association
Constitution and By Laws**

**OAKVILLE MINOR LACROSSE ASSOCIATION
CONSTITUTION AND BYLAWS**

2017

**Oakville Minor Lacrosse Association
Constitution and By Laws**

**Oakville Minor Lacrosse Association
CONSTITUTION**

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Section 1: IDENTIFICATION

1.01 Name

The name of the Association shall be the "Oakville Minor Lacrosse Association" hereinafter referred to as the Association and the official name of the teams shall be the "Hawks" or "Lady Hawks" as shown on page 11 of this Constitution.

1.02 Definition

The Association shall be a non-profit, non-share capital corporation (and shall be the sport governing body for minor lacrosse in the Town of Oakville which shall operate as a branch of the Ontario Lacrosse Association.

1.03 Mandate of OMLA

The OMLA's mandate is:

- To promote and govern minor lacrosse in the Town of Oakville;
- To improve, foster and perpetuate the game of lacrosse in the Town of Oakville;
- To have and exercise direction over the playing interests of its teams, players, coaches, spectators and team management;
- To emphasize fair play at all times between competitors and to encourage players to play the game at a high skill level with proper respect for themselves, their teammates and coaches, other competitors, officials and spectators;
- To encourage all children in Oakville to participate in the sport and to attempt to ensure that all of its players enjoy the experience;
- To ensure the proper education, training and discipline of players and coaches; and
- Such other purposes as the OMLA may reasonably pursue in furtherance of its mandate.

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1.04 Organization

The Association shall be composed of members as hereinafter set out and it shall be managed by a Board of Directors and sub-committees as outlined in this Constitution and Bylaws.

1.05 Contact Information

The Association shall at all times maintain a post office box in Oakville. It shall serve as its main mailing address. In addition, the Association shall at all times maintain an electronic mail address.

1.06 Affiliation

The Oakville Minor Lacrosse Association will maintain its affiliation with the Ontario Lacrosse Association and its local zone and league.

Section 2: MEMBERS: TERMS OF MEMBERSHIP AND ELIGIBILITY

2.01 All registered players, those players' parents and/or guardians, and volunteers shall be members. All members in good standing who have reached the age of majority shall have the right to vote at Annual General Meetings (AGMs) and Special General Meetings.

2.02 Cessation of Membership

Any member who shall resign or be suspended as a member of the Association shall immediately return to the Association all books or other property of the Association, which he may have in his/her care.

2.03 Insurance

All of the Association's Playing Members shall be insured through the Ontario Lacrosse Association (OLA) insurance plan or equivalent plan sanctioned by the OLA. All coaches will be insured through the Coaching Association of Canada Liability Insurance Plan or equivalent plan sanctioned by the OLA. The coverage terms shall be from January 1 to December 31 of the current year registered..

2.04 Terms and Eligibility

Members in good standing shall be those admitted to Membership and who have paid all required registration fees to the Association.

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Members in good standing shall be those admitted to Membership and who are not under suspension from the Association of the Ontario Lacrosse Association in the current year.

Members whose conduct is considered by the Board of Directors to be contrary to the stated Code of Conduct, the Rules of Play and/or the purposes of the Association shall be asked by the Board or the Disciplinary Committee to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, they shall be given proper notice of motion, to be considered at the next Board meeting, requesting the termination of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.

2.04 Member Resignation

Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn will notify all the Board members. Property of the Association must be returned immediately which he/she may have in his/her care.

Any player or team official accepted by the Oakville Minor Lacrosse Association resorting to legal action against the Association without first exercising their right of appeal throughout the complete appeal procedure shall be deemed to have withdrawn from further competition for the current year. Property of the Association must be returned immediately which he/she may have in his/her care.

An Executive member of the OMLA who transfers, through a release in accordance with the OLA guidelines, to a neighbouring association must relinquish membership on the Board under the discretion of the Executive.

Should a member of the Board of Directors be suspended from the OMLA Board, he or she cannot be elected or appointed for a position with the board or hold a volunteer position within the organization for the duration of the suspension. It is at the discretion of the Board of Directors to reduce the period of suspension from volunteer activity.

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2.05 Registration

Registration fees for the current year shall be established annually by the Board. Fees for any unexpired term of membership are normally not refundable but the Board of Directors may, in its sole discretion, grant a request for such a refund.

2.06 Members Right to Vote

Every adult member in good standing, in attendance, has the right to one vote, at all meetings of Members of the Association.

Section 3: GOVERNING STRUCTURE

3.01 Board of Directors

The affairs of the Association shall be conducted by the Board of Directors.

All Association decisions must be ratified by the Board of Directors prior to any action or amendment concerning such decision.

The Board will meet once every month or as directed by the President through the Secretary for the transaction of at least the following business, to be set out in the agenda:

- Approval of the Minutes of the Previous Board of Directors Meeting
- President's Report
- Vice President – Houseleague Report
- Vice President – Representative Report
- Vice President- Girls
- Treasurer's Report
- Sub Committee Chairperson(s) Report(s)
- Old Business
- New Business

Fifty percent (50%) plus one of Board members constitute a quorum at a Board meeting.

Every Board member shall have a vote in all decisions.

Where required, the board of directors may vote on motions using electronic mail. All such votes require a majority of board members in order to pass. The secretary, or their designate¹¹ shall be responsible for

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administering the voting and will be responsible for documenting and presenting the results to the associations board of directors prior to the next scheduled board of directors meeting¹¹.

Other duties of the Board members shall be outlined in this Constitution and in the Bylaws.

3.02 Election of the Board of Directors

The Association's Board of Directors shall be elected at the Annual Meeting by a show of hands ballot where multiple candidates are standing and shall rule for the given fiscal year.

The current Secretary shall chair the elections at the Annual General Meeting.

To be eligible for election to a Board position, a member must be a member in good standing who is at least eighteen years of age and must be nominated for election to a specific position on the Board by another member in good standing who is at least eighteen years of age by a written nomination submitted to the secretary by no later than one week before the AGM. To be elected to a Board position, a member who has been nominated must obtain a minimum of 50% plus one (1) of the votes cast, or if there are more than two (2) candidates for election to a given position the nominated member who obtains the plurality of the votes cast shall be declared the successful candidate.

A member may only be elected to one (1) position on the Association's Board of Directors for the given fiscal year.

All Board of Director positions shall be elected at the Annual General Meeting in the following order:

1. President
2. Vice President – House league
3. Vice President – Girls
4. Vice President- Representative
5. Secretary
6. Treasurer
7. Member at Large
8. Member at Large
9. Member at Large
10. Member at Large
11. Member at Large

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3.02 Vacancies on the Board of Directors

The Board of Directors may appoint any Adult Member to fill a vacancy until the next Annual General Meeting.

Recognizing that the corporation operates on a not for profit basis and is managed by volunteer members of the Corporation, provisions must be available for the Corporation to employ/contract personnel to fill critical administrative duties where there are no available volunteers. The Board of Directors shall have the power to hire and where need be terminate the employ/contract of personnel. Approval must receive a two-thirds vote of the members present at a meeting of the Board of Directors. One a day to day basis the personnel will be accountable to the President. Personnel of the Corporation cannot be a Director or an immediate family member of a Director of the Corporation.¹³

3.03 Suspension

The Board of Directors may suspend, cancel the affiliation of, or accept the resignation of any member at any time for what it deems as "just cause". Any such suspension will require a two-thirds (2/3) majority vote of the Board of Directors in attendance at the meeting where the action is proposed.

Should a board of director either resign or be suspended from the OMLA executive, he or she cannot be elected or appointed for a position with the board or hold a volunteer position within the organization for the duration of the suspension. It is the discretion of the present board to reduce the period of suspension from volunteer activity (i.e. cause maybe illness).

3.04 Appeals

A suspended Board member shall have seven (7) days from receiving by registered mail notice of his suspension to advise the Past President of his or her intention to appeal the suspension. Such notice of appeal shall also be in writing with a copy sent to the Association's Secretary. Upon an appeal of a suspension, the Past President shall call a meeting of the Grievance Committee to review the action taken. The Grievance Committee shall make a recommendation of its findings to the Board of Directors within fourteen (14) day's after the member's appeal. After having considered the recommendation of the Grievance Committee, the Board of Directors shall render a final decision on the appeal within seven (7) days of receiving the recommendation. All decisions of the Board of Directors shall then be final and binding.

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3.05 Terms of Office

All Board of Directors positions will be for a term of 13 months from the time of the Annual General Meeting that a Director has been elected and/or at the time that the Association's Financial Report has been approved by the Association's Members. Departing Board Members are required to participate in the first meeting of the newly elected Board of Directors but do not have voting privileges and to provide a formal written summary report, plus any cumulative documentation affiliated with said portfolio, of the transactions over the previous lacrosse season..

The following Board positions will be the exception:

- President
- Vice President – Representative
- Vice President – Houseleague
- Vice President- Girls
- Secretary
- Treasurer

Each of the above positions will be for a term of two (2) years and/or at the time that the Association's Financial Report has been approved by the Association's Members. The terms of office for each of the President, Vice President – Houseleague,, Vice President – Girls shall commence in year two (2013 Annual General Meeting). The terms of office for the Vice President – Representative, Secretary and Treasurer will commence in year one (2012 Annual General Meeting).

3.06 Resignations

A letter must be submitted to the Secretary who will present to the Board of Directors at their next scheduled Board Meeting the resignation of the Director.

A Member of the Board of Directors of the OMLA who transfers, through a release in accordance with the OLA guidelines, to a neighbouring association must relinquish membership on the Board under the discretion of the Board of Directors.

Should a member of the Board of Directors either resign, in term, or be suspended from the OMLA executive, he or she cannot be elected or appointed for a position with the board or hold a volunteer position within the organization for the duration of the suspension. It is the discretion of the present board to reduce the period of suspension from volunteer activity (i.e. cause maybe illness)

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3.08 Terminations

A Director may be removed provided that notice, signed by not less than ten percent (10%) of the Membership in good standing and subject to a 2/3 majority vote of the current Board of Directors approving such a resolution, specifying the intention to pass such resolution has been given with the notice of the meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office.

3.08 Absenteeism

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or a total of four (4) board meetings in a year shall be deemed to be a resignation of the said Director from the Board.

Return of Property

Any Board Member who shall resign, be suspended or terminated shall immediately return to the Association all books or other property of the Association which he/she may have in his/her care.

3.09 Conflict of Interest

Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting,

After making such a declaration, such Director shall recuse himself/herself from discussion and voting on that agenda item.

Any member of the Board of Directors who perceives another Director to be in conflict of interest in a matter under consideration is to raise this concern with the President. The President, in turn, will discuss the matter with the Board Member who is perceived to be in conflict and, as appropriate, will hold a discussion with the reporting Board Member. If the discussions do not lead to a resolution, the matter is to be brought to the Board and the Board is to determine by majority vote whether a conflict of interest exists. The member(s) perceived to be in conflict and the reporting member(s) are to recuse himself/herself from voting and debate. In the situation that the President is perceived to have the conflict, any Director may discuss the matter with the President. If an agreement as to the existence of a conflict is not reached between the Director and the President, the matter will be brought before the Board for decision as to the existence of a conflict.

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3.10 Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Association, provided that, the Board of Directors may establish policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association. Any reimbursement to a member of the Board of Directors for services rendered shall require advanced approval by the Board of Directors. Directors seeking reimbursement for expenses incurred in the performance of their duties as Members of the Board of Directors of the Association must provide all original receipts.

Section 4: MEETINGS

4.01 General Assembly

On all questions of procedure not dealt with by the Constitution, the latest edition of Robert's Rules of Order shall apply.

4.02 Annual General Meeting

The Association shall conduct an Annual General Meeting prior to October 31 for the transaction of at least the following business, to be set out in the agenda of the Annual General Meeting:

- Approval of the Agenda
- Approval of the Minutes of the Previous Meeting of the Membership
- Review of the Past Year
- Treasurer's Report
- Proposed Amendments to the Constitution and By-Laws of the Association
- Election of the Board of Directors
- Old Business
- New Business

Notice of the Annual General Meeting shall be e-mailed to all members of the Association and posted on the OMLA website at least three (3) weeks prior to the meeting.

The current President shall chair all aspects of the Annual General Meeting except for the elections.

All current Members of the Association in good standing who have reached the age of majority are entitled to vote.

There shall be no proxy votes.

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Members considered not in good standing in the current year may not vote.

Any previous fines, OMLA team assessments or other OMLA fees or assessments not paid will automatically disqualify that individual from voting at the Annual General Meeting or participating in any subsequent games as a player or bench personnel. The individual fined will be permitted to proceed through the existing grievance procedure with the full understanding that the decision of the Board of Directors is final.

4.03 Special Meetings

A Special Meeting of the Association which is initiated by a petition which is submitted to the Secretary with the signatures of more than thirty (30) Adult Members of the Association must be called within twenty-one (21) days by the Board. Only the business for which a Special Meeting has been called will be dealt with, except with the unanimous consent of those present.

4.04 Attendance at Meetings

All members of the Association may attend any of the Board committee meetings. Such non-committee members can participate only at the pleasure of the meeting Chairman. Any such members will not be permitted to vote, make motions or second motions, except at the Annual General Meeting or at Special Meetings of the Association.

4.05 Voting Procedures

A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-Laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership with the exception of constitutional and by-law amendments which shall require a 2/3 majority affirmative vote of members present at the meeting;

At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion..

Proxies will not be permitted. Members must be present in person at Special General Meetings and Annual General Meetings of the Membership in order to

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exercise their voting rights in relation to matters coming before the Special Meeting or an Annual General Meeting of the Membership.

Error or Omission

No inadvertent error or omission in giving notice of any Annual General Meeting or Special Annual Meeting or Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a meeting or make void any proceedings taken at such a Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

Section 5: FINANCES

5.01 Banking

The funds of the Association shall be deposited within 5 business days of receipt by the Treasurer in a legal financial institution and in an official Association account for the best benefit of the Association in the name of the Association.

All Association deposits shall be made by the Treasurer or his/her designated Board Member.

All cheques shall be signed by the Treasurer and one of the other signing officers as designated by the Board of Directors .

The Board of Directors, with two-thirds (2/3) majority of those present, must authorize the borrowing of money upon credit of the Association and may limit or increase the amount to be borrowed.

The Association has the power to accept donations, sponsorships, gifts, legacies and bequests.

Banking transactions must be completed in one of the following manners:

- Direct deposit via bank teller,
- Direct deposit via after hours bank deposit box,
- Direct deposit via approved Association banking cards at ATMs,
- Withdrawal by authorized Association cheque

5.02 Fiscal Year

The fiscal year of the Association shall end on the 30th day of September in each year.

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5.03 Financial Report

The financial statement of the Association shall be presented to each member present at the Association's Annual General Meeting.

All the financial records of the Association shall be audited in December of each year if directed by a two thirds (2/3) majority vote of the membership at the Annual General Meeting.

Once the Financial Statement of the Association has been approved by Members of the Association at the Annual General Meeting it shall be signed by the President, Treasurer and an auditor, if applicable.

5.04 Protection of Board Members

The Board members and their heirs shall at all times be completely indemnified out of the funds of the Association and all costs, charges and expenses which such Board member sustains or incurs as a result of any proceeding which is brought against him/her for an act or omission by him/her relating to the execution of the duties of his office and all costs, charges and expenses which such Board member sustains or incurs in relation to the affairs of the Association, except such costs, charges and expenses occasioned by his willful neglect or default.

In addition, the Oakville Minor Lacrosse Association Board of Directors shall secure Directors and Officers liability insurance.

5.06 Dissolution

The Association shall not be dissolved unless all liabilities have been discharged and a motion has been passed by the majority of votes recorded at a general meeting convened for the purpose of dissolving the Association. Upon dissolution, surplus money shall be donated to a charitable organization, decided by the majority at the Special Meeting, which carries out its work solely in Ontario.

Section 6: CONSTITUTION & BY-LAWS

6.01 Amendments to the Constitution

Amendments may only be proposed at the Annual General Meeting in the form of a written notice of motion. Voting on any such amendment shall be done by a show of hands unless a secret ballot is requested. A two-thirds (2/3) majority vote of members present will be necessary to pass any amendments.

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Proposed Amendments to the Constitution must be submitted in writing to the Association Secretary on or before August 30th.

6.02 Amendments to the By-Laws

Amendments may only be proposed at an Annual General Meeting, a Special Meeting (for such purpose) or a Board Meeting in the form of a notice of motion. Voting on any such amendment shall be done by a show of hands unless a secret ballot is requested. A majority vote will be necessary to pass amendments.

Proposed Amendments to the By-Laws must be submitted in writing to the Association Secretary on or before August 30th.

6.03 Interpretation of the Constitution

In this Constitution and in the By-Laws of the Association, unless the context otherwise specified or requires,

- the singular shall include the plural and the plural shall include the singular.
- the masculine shall include the feminine and the neuter.
- “person” shall include individuals, bodies incorporated, partnerships, syndicates, trusts, unincorporated organizations and any number of aggregate of persons.

Section 7: OTHER REGULATIONS

7.01.1 Playing Rules

The Association shall at all times abide by the Rules and Regulations of the Canadian Lacrosse Association and the Ontario Lacrosse Association.

7.02 Other Rules and Regulations⁹

The Association may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of lacrosse in the Town of Oakville, Ontario and other such areas accepted by the Ontario Lacrosse Association and the Oakville Minor Lacrosse Association Board of Directors.

The Association may impose such other regulatory measures as it deems necessary for the efficient administration of the competitive structure of the sport within its jurisdiction.

On an annual basis and prior to the start of the season, all rules and/or guideline revisions shall be submitted to the Board of Directors for approval.

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No such regulation may violate the individual's rights or freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of the sport.

7.03 Use of Association Logo

The "Hawk" and/or "Lady Hawk" logo shall be used on Association letterhead, official documents, newsletters, notices and clothing (including player shirts) as required by the Board.

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**Oakville Lacrosse Association
Official Logo**

**INSERT BOTH HAWK AND LADY HAWK
LOGOS HERE**

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Section 1: STANDING COMMITTEES

1.01 Structure

Board of Directors

The Board of Directors shall be composed of the Eleven (11) Board Members elected at the Annual General Meeting. The President shall be the Chairman of the Board.

Grievance Committee

The Grievance Committee shall be responsible to hear appeals from suspended or terminated Association Director(s).

The Grievance Committee shall be comprised of one Board of Directors member, as well as two OMLA members who not on the Board of Directors and the Referee in Chief who shall chair the Committee. The two non-Board of Director members shall be appointed to sit on the Committee by the Board at its first meeting following the Annual General Meeting. In the absence of any of the above, or in the event that any of the above must disqualify themselves as having a conflict of interest or being involved in the grievance, the President shall become a member of this Committee. In the absence of the Chair of the Committee, the Board of Directors member appointed shall chair the Committee. There shall always be three members of this Committee hearing any grievance and, in the event that three of the above are unable to serve, the Board of Directors will appoint members to constitute a Committee. Decisions of the Grievance Committee are considered final.

Representative Teams Coaches Selection Committee

The Representative Teams Coaches Selection Committee shall be responsible for interviewing and evaluating all coaching applicants and submitting their documented selections for representative coaches to the Association's Board of Directors.

The Representative Teams Coaches Selection Committee shall be comprised of the Vice President-Rep or Vice-President Girls Field Lacrosse as the case may be, and either a combination of two (2) members of the Board of Directors or (2) OMLA Members in good standing appointed by the Board of Directors prior to the selection process. If any of the positions of VP Rep, VP Girls Field, Box Convener, Field Convener or Lady Hawks assistant is vacant when the committee is selected, then additional committee members from the Board of Directors

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or the members of the association in good standing shall be named to the committee as needed to ensure the number of committee members is five (5). The Committee will be voted on and approved by the current years Board of Directors at the first meeting after the OMLA AGM.

Any changes to the Representative Teams Coaches Selection Committee selections, either prior to the start of the season or during the season, will need to be approved by the Committee and submitted to the Board of Directors prior to announcing the OMLA membership.

Budget Committee

The Budget Committee shall be responsible for preparing a budget for the Association for the next fiscal year for submission to the Board for approval, with all Committees of the Board to receive estimates of revenues and expenditures for the fiscal year of the Association for purposes of preparing the Budget and recommend policy to the Board regarding financial budgeting and planning.

The Budget Committee shall be chaired by the Association Treasurer and will be comprised of the President, Secretary, Vice President – Houseleague, Vice President–Representative, Vice President of Girls.

Disciplinary Committee

The Disciplinary Committee shall be responsible for hearing and deciding matters which pertain to the alleged violation of any of the operating rules and policies, by-laws or playing rules of the Association or which pertain to the conduct or action of any member, player, team official, referee or Association representative while acting in the capacity as such or which pertains to the act, omission or conduct of any of the above persons which is alleged to be prejudicial to the Association, any team, player or member within the jurisdiction of the Association.

All persons involved will be given full opportunity to be heard.

The Disciplinary Committee is responsible for determining disciplinary measures and may include suspension and/or possible termination of membership.

Recommendations for termination of membership must be approved by two-thirds (2/3) of the Board members at the next Board of Directors Meeting.

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The Disciplinary Committee shall be chaired by a member of the Board of Directors appointed by the Board and be comprised of the Secretary, Vice President – House League and Vice President – Representative and Vice President Girls, the Convener of the Girls or Boys House League or Rep from the Division involved. In the absence of any of the above, or in the event that any of the above must disqualify themselves as having a conflict of interest or being involved in the matter being heard, the President shall become a member of this Committee.

The Dispute and Appeals Committee

The Dispute and Appeals Committee shall be responsible for hearing and deciding member disputes or appeals regarding the decisions, disciplinary measures or actions of an Association Member, Association Standing Committee or Board of Directors.

All person involved will be given full opportunity to be heard.

All Committee decisions will be reported to the involved persons and the Board of Directors.

Decisions of the Dispute and Appeals Committee will be considered final.

The Dispute and Appeals Committee shall be chaired by the President and will be comprised of the Treasurer, and the Secretary. In the absence of any of the above, or in the event that any of the above must disqualify themselves as having a conflict of interest or being involved in the matter being heard, a Board Member who has not sat on the original disciplinary Committee hearing shall be appointed by the Board of Directors and shall become a member of this Committee.

Ad Hoc Committees

The establishment of ad hoc committees to be chaired by a present OMLA Board of Director, with members in good standing, in accordance with the Constitution. It is the role of the Chair to report back to the Board.

1.02 Functions

(These are to be set out by the newly elected Board at their first meeting).

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Section 2: GOVERNING STRUCTURE

The duties and responsibilities of an Association Board Director shall take precedence over all other Association responsibilities which may include, but not be limited to, that of team coach, team manager, team trainer or player.

All members of the Association's Board of Directors will represent the OMLA in a professional and dignified manner in all lacrosse related areas whether as a recognized delegate of the OMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or even as a fan.

While all Board and Committee meetings are open to the general membership, it is imperative, in order to encourage open discussion and participation, that such discussion remains privy to those in attendance. Discussion of policy outside these environments will take place but specific positions or quotes from other Board Members should not be discussed.

Personal matters that arise during the course of a Board Meeting shall not be discussed outside the boardroom. Discussions that have been deemed "In Camera" shall not be discussed outside the boardroom.

Violation of the principles of these guidelines may result in the suspension or termination of the offending Board Member in accordance with the OMLA Constitution and By-Laws.

2.01 Duties of the Board of Directors

(a) The President shall:

- chair all Association, Board, Annual General and Special Meetings,
- oversee all the Association's business to see that it is conducted as directed by the Board, and report actions at the following meeting.
- represent the Association at the Annual Meeting of the Ontario Lacrosse Association,
- be the main contact person for all matters dealing with the Ontario Lacrosse Association,
- be a signing officer of the OMLA,
- sign all financial documents of the OMLA.
- act as Ex-officio member of all committees of the Board, and,
- in conjunction with the Secretary, devise and prepare an agenda for circulation to the Board of Directors in advance of the next meeting.

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- act as a liaison between the OMLA and junior lacrosse programs in the Halton Region,
- in cases requiring immediate action, the President may take action with or without reference to the Board of Directors, but shall be responsible for the action to the Board of Directors at the next meeting of the Board.

(b) The Vice President-House League shall:

- be responsible for all aspects of the Association's Houseleague,
- be responsible for the appointment of conveners and qualified team officials
- participate in the Budget Committee and the Disciplinary Committee,
- approve all recommendations with respect to the involvement of representative teams within the Houseleague program time lines,
- Submit a written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- Carry out duties as assigned by the Board of Directors.

(c) The Vice President-Rep Teams shall:

- be responsible for all aspects of the OMLA representative program,
- be the OMLA main representative on the Zone Board,
- be responsible for the appointment of conveners and qualified team officials in cooperation with the Zone and/or the Ontario Lacrosse Association,
- chair the Rep Team Coaches Selection Committee,
- participate in the Grievance Committee, the Budget Committee and the Disciplinary Committee,
- be responsible for instituting and continuing to develop a recreational field lacrosse program,
- act as a liaison between the OMLA and all other field lacrosse programs in the Halton Region,
- Submit a written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- Carry out duties as assigned by the Board of Directors.

(d) The Vice President of Girls

- The Vice President Girls shall be responsible for, and operating the house league program for all girls divisions also be responsible for all girls rep teams
- Participate in the rep team coaches selection as it pertains to girls
- Seek input and support from the director of Coaching Mentors to assist in the representative program development

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- Address conflicts and programs arising out of representative teams throughout the lacrosse season. Ensure proper communication and documentation is completed to concerned parties.
- Ensure distribution of material supplied to representative coaching and management staff pre-season and post-season
- Assist the registrar and ensure proper documentation and certification of bench personnel and players by OLA deadline.
- participate in the Grievance Committee, the Budget Committee and the Disciplinary Committee,
- be responsible for instituting and continuing to develop a recreational field lacrosse program,
- act as a liaison between the OMLA and all other organizations that have developed girls' field and box programs, and,
carry out other duties as assigned by the Board of Directors.

(e) The Secretary shall:

- receive and disperse all correspondence,
- be responsible for the OMLA post office box, arena boxes and the Association answering machine,
- record and distribute minutes of all Budget Committee, Disciplinary Committee, Board, Annual General and Special Meetings of the OMLA,
- assist other Board members with correspondence,
- schedule and advise all Board members of meeting dates, times, locations etc.,
- in conjunction with the Executive Officers, devise, prepare and distribute an agenda in advance of the meeting, and,
- be responsible for the voting conducted via electronic mail, and
- carry out other duties as assigned by the Board of Directors.

(f) The Treasurer shall:

- ensure adherence to generally accepted accounting principles and be responsible for all the financial accounting of the OMLA,
- chair the Budget Committee,
- participate in the Executive Committee,
- be a signing officer of the OMLA,
- evaluate, review and recommend financial policy to the Executive Committee and to the Board,
- be responsible for registering all members as needed for insurance as required by the Constitution,
- submit a written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting, and,
- carry out other duties as assigned by the Board of Directors.

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(g)The Convenors of Houseleague Division Boys and Girls shall:

- be responsible to the Vice President Houseleague or Vice President Girls as the case may be for teams in their division
- recruit the coaches
- be responsible for the assessment and consequent drafting process and any subsequent team balancing that may take place
- address conflicts and problems arising out of house league teams throughout the lacrosse season. Ensure proper communication and documentation is completed and distributed to concerned parties,
- ensure distribution of material supplied to house league coaching staff pre-season and post season,
 - Be responsible for the distribution and return of Goalie equipment from and to the teams,
 - Collect and distribute game sheets,
 - Report on any disturbances or incidents to the appropriate Vice President by end of day of incident, and
- assist the Tournament director in the house league championship tournament.

(h) The Convenors of Rep Division Boys and Girls shall:

be responsible to the Vice President Rep or Vice President Girls as the case may be for teams in their division

- recruit the coaches
- be responsible for the assessment and consequent drafting process and any subsequent team balancing that may take place
- address conflicts and problems arising out of Rep teams throughout the lacrosse season. Ensure proper communication and documentation is completed and distributed to concerned parties,
- ensure distribution of material supplied to Rep coaching staff pre-season and post season,
 - Be responsible for the distribution and return of Goalie equipment from and to the teams,
 - Collect and distribute game sheets,
 - Report on any disturbances or incidents to the appropriate Vice President by end of day of incident, and assist the Tournament director in all Rep tournaments.

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(i) The Photo Day Coordinator shall:

- be responsible for all aspects of house league and representative player photographs as well as all sponsor pictures and plaques
- distribute all photographs to the teams and sponsors
- address any problems concerning the photographs after they are distributed

(j) The Head Timekeeper shall:

- be responsible for the recruitment, training and scheduling of timekeepers
- ensure that all tyke, novice, peewee, bantam and midget house league and representative home games have timekeepers,
- be responsible for the equipment specific to that role (ie. shot clock remotes)

(k) The Trainer Coordinator shall:

- be responsible for the recruitment, training and scheduling of trainers,
- ensure that all tyke, novice, peewee, bantam and midget house league games have trainers,
- be responsible for the medical supplies required

(l) The Scheduler of Facilities shall:

- under the direction of the Vice President-Operations and in cooperation and conjunction with the Vice Presidents of Rep Teams and Houseleague, co-ordinate all floor time requirements for the OMLA including both indoor and outdoor facilities i.e. shot clocks, nets, floor markings and the proper maintenance of the outdoor facilities,
- work collectively with the Vice President – Houseleague to establish amount of floor time available and number of house league teams that will be participating in each division, reporting these numbers to the registrar to monitor registrations and to know when to establish waiting lists or to close registration.

(m)The Registrar shall:

- be responsible for the OMLA annual registration,
- be responsible for submissions of registration of all OMLA members and bench personnel with the OLA; representative team's documentation is to be submitted with roster to the registrar via the appropriate Convener in accordance with OLA deadlines,

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- act as the primary registration contact for OMLA members,
- act as the primary contact for the OLA,
- submit a written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting on an as needed basis, and,
- carry out other duties as assigned by the Board of Directors.

(n)The Director of Sponsorship shall:

- be responsible for all aspects of sponsorship, including solicitation of Houseleague and Rep Team sponsors as well as tournament sponsors,
- distribute Appreciation Pictures/Plaques to all OMLA sponsors.
- investigate and present viable fundraising opportunities to the Board of Directors,
- implement and manage Board approved fundraising activities
- submit a written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting, and,
- carry out other duties as assigned by the Board of Directors.

(o)The Referee-in-Chief shall:

- ensure that all house league home games have referees,
- be responsible for officials and courses and on-going instruction, education and up-grading of officials, and,

(p) The Rep Coaching Mentor shall:

- develop and maintain OMLA Coaches' reference manual,
- develop and deliver non-certification MLA coaches' clinics,
- develop and maintain skills programs, goals, exercises for each age division, and,
- develop and deliver Rep New Player clinics.

(q) The Houseleague Coaching Mentor shall:

- develop and maintain OMLA Coaches' reference manual,
- develop and deliver non-certification MLA coaches' clinics,
- develop and maintain skills programs, goals, exercises for each age division, and,
- develop and deliver Houseleague New Player clinics.

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(r) The Director of Communications & Promotion shall:

- be responsible for regular press releases,
- co-ordinate all areas of publicity, advertising and public relations of the OMLA
- develop and institute a promotional campaign to develop increased awareness of minor lacrosse,
- work closely with all Board Members to publicize and promote all future and ongoing programs of the OMLA,
- be responsible for the content and management of the OMLA Internet Web Site,
- act as the Association's moderator for all Association forums ensuring adherence to the Association's Code of Conduct and the Information Privacy Act, and,
- carry out other duties as assigned by the Board of Directors.

(s) The Director of Equipment shall:

- be responsible for equipment purchases, control assignments, storage, distribution and pick-up,
- be responsible for the cleaning, sorting and safekeeping of all sweaters, and,
- carry out other duties as assigned by the Board of Directors

(t) Convenor of Field Lacrosse

- be responsible for Rep teams participating in field lacrosse programs in the Novice, Peewee, Bantam, and Midget Divisions,
- participate in the Rep Teams Coaches Selection Committee,
- seek input and support from the Coaching Mentor to assist in the representative program development,
- address conflicts and problems arising out of representative teams throughout the field lacrosse season. Ensure proper communication and documentation is completed to concerned parties,
- ensure distribution of material supplied to representative coaching and management staff pre-season and post season,
- assist the registrar and ensure proper documentation and certification of bench personnel and players by OLA deadline

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(u) Director of Tournaments

- assist the other members of the Board of Directors as required by obtaining volunteers to support¹¹ association functions such as registration, new player's clinics, Houseleague championship weekend, dances, invitational tournaments, provincial tournaments, rep banquet.
- be responsible for co-coordinating all aspects of OMLA hosted tournaments,
- in cooperation with the Director of Minor Officials be responsible for the recruitment and scheduling of required volunteers and minor officials for OMLA hosted tournaments,
- be responsible for all trophy purchases and control

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Section 3: CODE OF ETHICS USE THE EXISTING CODE ON OUR WEB SITE

Violation of the principles of these guidelines may result in the suspension of the offending Board Member in accordance with Sections 3.04 and 3.08 of the OMLA Constitution.

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REVISION PAGE

- 1 Indicates Amendment at Annual General Meeting October 1993**
- 2 Indicates Amendment at Annual General Meeting October 1994**
- 3 Indicates Amendment at Annual General Meeting October 1995**
- 4 Indicates Amendment at Annual General Meeting October 1997**
- 5 Indicates Amendment at Annual General Meeting October 1999**
- 6 Indicates Amendment at Annual General Meeting October 2000**
- 7 Indicates Amendment at Annual General Meeting October 2002**
- 8 Indicates Amendment at Annual General Meeting October 2003**
- 9 Indicates Amendment at Annual General Meeting October 2005**
- 10 Indicates Amendment at Annual General Meeting October 2006**
- 11 Indicates Amendment at Annual General Meeting October 2008**
- 12 Indicates Amendment at Annual General Meeting October 2009**
- 13 Indicates Amendment at Annual General Meeting October 2010**