

GUELPH MINOR LACROSSE ASSOCIATION CONSTITUTION AND BY-LAWS

CONSTITUTION

TABLE OF CONTENTS

Section 1: IDENTIFICATION

- 1.01 Name**
- 1.02 Definition**
- 1.03 Mandate**
- 1.04 Organization**
- 1.05 Contact Information**
- 1.06 Affiliation**

Section 2: MEMBERS

- 2.01 Membership**
- 2.02 Cessation of Membership**
- 2.03 Insurance**
- 2.04 Terms of Eligibility**
- 2.05 Member Resignation**
- 2.06 Registration Fees**
- 2.07 Members Right To Vote**

Section 3: GOVERNING STRUCTURE

- 3.01 Board of Directors**
- 3.02 Election of the Board Of Directors**
- 3.03 Vacancies on the Board of Directors**
- 3.04 Suspension**
- 3.05 Terms of Office**
- 3.06 Resignations**
- 3.07 Terminations**
- 3.08 Absenteeism**
- 3.09 Return Of Property**
- 3.10 Conflict of Interest**
- 3.11 Remuneration**

Section 4: MEETINGS

- 4.01 General Assembly**
- 4.02 Annual General Meeting**
- 4.03 Special Meetings**
- 4.04 Attendance at Meetings**
- 4.05 Voting Procedures**
- 4.06 Error or Omission**

Section 5: FINANCES

- 5.01 Banking**
- 5.02 Fiscal Year**
- 5.03 Financial Report**
- 5.04 Protection of Members**
- 5.05 Dissolution**

Section 6: CONSTITUTION & BYLAWS

- 6.01 Amendments to the Constitution**
- 6.02 Amendments to the Bylaws**
- 6.03 Interpretation of the Constitution**

Section 7: OTHER REGULATIONS

- 7.01 Playing Rules**
- 7.02 Other Rules and Regulations**
- 7.03 Use of the Association Logo**

Section 1 - IDENTIFICATION

1.01 Name

1.01 Identification

Incorporated 20/11/2015 Federally in the Province of Ontario No.-951826-6 as “Royal City Regals Lacrosse Club”

The name of the Association shall be the “Guelph Minor Lacrosse Association” hereinafter referred to as the “Association” and/or “GMLA” and the official name of the teams shall be the “Regals”. The official logo shall be as shown on Page 14 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 area known as the City of Guelph and shall operate as a branch of the Ontario Lacrosse Association.

1.03 Mission Statement

The Mission Statement of the Association is to organize, promote, develop and govern minor lacrosse within the City of Guelph and other areas as accepted by the Ontario Lacrosse Association.

In doing so:

The Association will provide an opportunity for all eligible individuals, given availability, to participate in recreational house league lacrosse and to provide community based programs which will allow a player to participate in an environment that is safe, fun, fair and challenging.

The Association will provide the opportunity for eligible members to participate in representative lacrosse and to compete at the highest level of play.

The Association will instill and encourage the development of core life skills of all players, team officials, game officials and members associated with the GMLA through good sportsmanship, correct and proper behavior, respect, team play and fair play.

The Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its objectives.

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 an office address OR a post office box in Guelph. 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 Guelph Minor Lacrosse Association will maintain its affiliation with the Ontario Lacrosse Association, its local zone and league and the Ontario Minor Field Lacrosse 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 for the Province of Ontario 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. Members whose Membership fees are not paid by May 1st of the current playing season shall be suspended from Membership and not permitted to participate, vote, make nominations or hold office in the Association until all fees and property have been paid/returned. The Secretary shall inform those concerned of this suspension in writing. Property of the Association must be returned immediately which he/she may have in his/her care.

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.

2.05 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 Guelph 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 GMLA 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 GMLA 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 the volunteer activity (i.e. cause may be illness).

2.06 Registration Fees

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.

2.07 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 unless it has already been approved through the budget process or where the decision-making authority has been conferred to the Executive.

The Board will meet a minimum of once every month 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 – House League Report
- Vice President – Representative Report
- Vice President – Operations Report
- Treasurer’s Report
- Sub Committee Chairperson(s) Report(s)
- Referee-in-Chief and Other Portfolio(s) Report(s)
- Old Business
- New Business

One third of active Board members constitute a quorum at a Board meeting.

Except for the President, every Board member shall have a vote in all decisions. The President shall have a casting vote only in the event of a tie on motions.

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 designate, shall be responsible for administering the voting and will be responsible for documenting and presenting the results to the association’s board of directors prior to the next scheduled board of directors meeting.

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 or secret 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 elected to a Board position, a member must obtain a minimum of 50% plus one (1) of the votes cast and is at least eighteen years of age. In the event more than two (2) candidates present themselves for election the candidate 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 | ODD |
| 2. Vice President – House League | ODD |
| 3. Vice President – Girls Lacrosse | ODD |
| 4. Vice President - Box Representative | EVEN |

5. Vice President – Field	EVEN
6. Vice-President – Registration	ODD
7. Secretary	EVEN
8. Treasurer	EVEN
9. Referee-in-Chief	ODD
10. Equipment Director	EVEN
11. Scheduler	ODD
12. Website Administrator	EVEN
13. Coach/Player Development	ODD
14. Director at Large	EVEN
15. Director at Large	ODD
16. Director at Large	EVEN

3.03 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. On 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.

3.04 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 full Board of Directors where the action is proposed.

Should a board of director be suspended from the GMLA 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 may be illness).

3.05 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.

3.06 Terms of Office

All Board of Directors positions will be for a term of two (2) years 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 invited 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.

3.06 Resignations

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

A Member of the Board of Directors of the GMLA 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 from term or be suspended from the GMLA executive, he or she cannot be elected for a position with the board or hold a volunteer position within the organization for a period of two (2) years. It is the discretion of the current board to reduce the period of suspension from volunteer activity (i.e. cause may be illness).

3.07 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 shall be deemed to be a resignation of the said Director from the Board. It is the discretion of the present board to review the resignation if requested by the member.

3.09 Return of Property

Any Board Member who shall resign, be suspended, terminated or not returning in the same portfolio shall immediately return to the Association all books or other property of the Association which he/she may have in his/her care. This should take place within 14 days after the GMLA Annual General Meeting of that given year, or will result in the member

being placed in bad standing until the portfolio documents have been submitted to the President unless otherwise determined by the current Board of Directors.

3.10 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.

3.11 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 GMLA 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. Anyone wishing to be elected to the Board of Directors must be present at the Annual General Meeting in order to be considered.

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

Any previous fines, GMLA team assessments or other GMLA 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 amendments which shall require a 2/3 majority affirmative vote of members present at the meeting.

The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote.

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

4.06 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.

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 Expenditures

All of the Association's non-budgeted expenditures must first be approved by the Board of Directors.

All expenditures must comply with the Association's Expense and Purchasing policies.

5.05 Protection of Board Members

The Board members and their heirs shall at all times be completely indemnified out of the funds of the Association for 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 Guelph Minor Lacrosse Association Board of Directors shall secure Directors and Officers liability insurance at its discretion.

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.

Proposed Amendments to the By-Laws must be submitted in writing to the Association Secretary on or before September 15th and the amendments will be posted on the website by September 20th.

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 Playing Rules

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

7.02 Other Rules and Regulations

The Association may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of lacrosse in the City of Guelph, Ontario and other such areas accepted by the Ontario Lacrosse Association, and the Ontario Minor Field Lacrosse League and the Guelph 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, both the representative and house league programs will submit all rules and/or guideline revisions for the current operating year to the association’s board of directors for approval.

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 Name

No person shall use the name of the Association to book field or floor time at any facilities unless that person is the Association's appointed Scheduler of Facilities and is booking field or floor time during the tryout or playing season of the Association.

Any person found using the Association name to book field or floor time shall be immediately suspended from the Association.

7.04 Use of Association Logo

The "Regals" logo is the property of the Association and shall be used on Association letterhead, official documents, newsletters, notices and clothing (including player shirts) as required by the Board. No person shall use the logo without the prior written consent of the Board.

Any person found using the "Regals" logo or Association name without prior written consent of the Board shall be immediately suspended from the Association.



By-Laws

TABLE OF CONTENTS

Section 1: Standing Committees

1.01 Structure

1.02 Functions

Section 2: Governing Structure

2.01 Duties of the Board of Directors and Appointees

Section 3: Code of Conduct

Section 1: STANDING COMMITTEES

1.01 Structure

Board of Directors

The Board of Directors shall be composed of the Eleven (16) 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 GMLA members who are 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 recommendations for representative coaches to the Association's Board of Directors for ratification.

The Representative Teams Coaches Selection Committee shall be comprised of the Vice-President-Box Rep or Vice-President Girls Lacrosse as the case may be, who shall chair the meeting, the Box Convenor and Field Convenor, and two (2) members of the Board of Directors appointed by the Board of Directors.

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 – House League, Vice-President–Representative, Vice President of Operations and Vice President Girl's Lacrosse.

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.

The Disciplinary Committee shall be chaired by a member of the Board of Directors or/and GMLA member in good standing appointed by the Board and be comprised of the Secretary, Vice President – House League and Vice President – Representative or Vice President Girls Field Lacrosse, depending on the division involved, and the Convenor 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 persons 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 Vice President of Operations. 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 GMLA 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).

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 GMLA in a professional and dignified manner in all lacrosse related areas whether as a recognized delegate of the GMLA 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 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. The Chair of Board or Committee meetings may rule to have the meeting go In Camera for discussions of such personal matters and exclude non-Board or Committee GMLA members in attendance from the room for the duration of such discussions.

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 GMLA 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 GMLA,
- 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.

(b) The Vice President - House League shall:

- be responsible for all aspects of the Association's House League,
- be responsible for the appointment of Convenors 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 House League 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 -Box Rep Teams shall:

- be responsible for all aspects of the GMLA Box representative program,
- be the GMLA main representative on the Zone Board,
- be responsible for the appointment of Convenors 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 boxlacrosse program,
- 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 - Girls' Lacrosse shall:

- be responsible for, and operating the house league program for any girls' divisions
- 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
- 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 GMLA 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 Vice President of Field shall:

- be responsible for Rep teams participating in field lacrosse programs in the Tyke, Novice, Peewee, Bantam, and Midget Divisions,
- chair the Field 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

- be responsible for all aspects of the Association's Field Lacrosse Operations
- participate in the Budget Committee, the Appeals Committee and Dispute Committee
- approve all recommendations with respect to association operations
- Submit a written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting and,
- Carry out duties as assigned by the Board of Directors.

(f) The Vice-President of Registration shall:

- participate in the Executive Committee
- participate as the Privacy Officer for GMLA
- be responsible for the GMLA annual registration,
- be responsible for submissions of registration of all GMLA members and bench personnel with the OLA; representative team's documentation is to be submitted with roster to the registrar via the appropriate Convenor in accordance with OLA deadlines,
- act as the primary registration contact for GMLA 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.

(g) The Secretary shall:

- receive and disperse all correspondence,
- be responsible for the GMLA 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 GMLA,
- assist other Board members with correspondence,
- schedule and advise all Board members of meeting dates, times, locations etc.,

- in conjunction with the other 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.

(h) The Treasurer shall:

- ensure adherence to generally accepted accounting principles and be responsible for all the financial accounting of the GMLA,
- chair the Budget Committee,
- be a signing officer of the GMLA,
- 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.

(i) The Referee-in-Chief shall:

- ensure that all house league and rep home games have referees, be responsible for officials and courses and on-going instruction, education and up-grading of officials,
- 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 (i.e. shot clock remotes)
- 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.

(j) The Equipment Director shall:

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

(k) The Scheduler shall:

- under the direction of and in cooperation and conjunction with the Vice Presidents of Rep Teams, Field and House League, co-ordinate all floor and field time requirements for the GMLA including both indoor and outdoor facilities i.e. shot

clocks, nets, floor markings, field lining and the proper maintenance of the outdoor facilities,

- work collectively with the Vice President – House League 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.
- facilitate through the zone scheduler the GMLA box rep teams participation in zone and exhibition play
- 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.

(l) The Website Administrator shall:

- be responsible for regular press releases,
- co-ordinate all areas of publicity, advertising and public relations of the GMLA
- 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 GMLA,
- be responsible for the content and management of the GMLA Internet Web Site,
- act as the Association's moderator for all Association forums ensuring adherence to the Association's Code of Conduct and the PIPEDA, and,
- 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.

(m) The Coach and Player Development Director shall:

- develop and maintain GMLA 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.
- develop and deliver House League New Player clinics.
- 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) Elected Members at Large of the Board of Directors shall:

- represent the GMLA in a professional and dignified manner in all lacrosse related areas whether as a recognized delegate of the GMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or even as a fan;
- diligently review all reports and materials to be discussed at Board of Director meetings and to attend and participate at such meetings;
- sit on committees, whether standing committees or ad hoc committees as required; and

- carry out other duties as assigned by the Board of Directors.

2.02 Duties of Board of Director Appointees

(a) The Convenors of the House League Division shall:

- be responsible to the Vice President House League for teams in their division
- assist the Vice President – House League in recruiting the coaches
- be responsible for the assessment 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 with the house league championship tournament.
- Ensure dressing rooms are assigned for teams in advance of play,
- Posting of team results and stats on the website within 24 hrs of completed games

(b) The Convenors of Rep Division Boys shall:

- be responsible to the Vice President Rep or Vice President Girls Field Lacrosse 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,
- assist the Tournament director in all Rep tournaments,
- Ensure dressing rooms are assigned for teams in advance of play,
- Posting of team results and stats on the website within 24 hrs of completed games; and
- assist Coordinator of any and all weekend league play hosted by the GMLA

(c) 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

(d) 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

(e) The Rep Coaching Mentors shall:

- develop and maintain GMLA 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.

(f) The House League Coaching Mentors shall:

- develop and maintain GMLA 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 House League New Player clinics.

(g) Director of Tournaments

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

Section 3: CODE OF CONDUCT

All members of the Guelph Minor Lacrosse Association and its Board of Directors will represent the GMLA in a professional and dignified manner in all Lacrosse related areas whether as a recognized delegate of the GMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or as a fan.

It is recognized that given the size of the GMLA many of our Board members may represent our organization at more than one level. It is imperative that the primary responsibility of a Board Member is to the Board. While it is recognized and encouraged that our Board Members may also be involved in areas such as coaching or officiating, etc., it is of

paramount importance that all Board Members recognize that their responsibility is the long and broad view. Their allegiance covers the complete spectrum from Junior Paperweight to Intermediate, both House League and Rep, in both Field Lacrosse and Box lacrosse for both girls and boys.

Discussions and differences of opinion at Board and Committee meetings will arise from time to time but all Board Members must commit to GMLA policy once it is passed. If a policy is passed with which a Board Member does not agree, the Board Member has the following options: support the policy, disagree with it in silence or resign.

While all Committee meetings are open to the general membership, within the parameters set out in Article 4.04 of the Constitution, it is imperative, in order to encourage open discussion and participation, that such discussions remain privy to those in attendance. Discussions of policy outside these environments will take place but specific positions or quotes from other Board Members shall not be discussed. The Board of Directors or Committee has the authority to go *in camera* following a motion put forward by a Board or Committee member and passed by a majority of the Board or Committee.

The Board of Directors may strike a Committee which shall have the responsibility to draft specific rules and regulations to address specific situations which arise around the conduct of members both on and off the floor or field. Such rules, upon adoption by a vote of the Board of Directors shall be applied on a go forward basis from the date of acceptance by the Board of Directors.

Violation of the principles of these guidelines may result in the suspension of the offending Member of the Board or General Membership in accordance with the rights to a hearing as laid out in the GMLA Constitution.