

ST. CATHARINES MINOR LACROSSE ASSOCIATION

CONSTITUTION

ARTICLE C - ONE

NAME

- 1.01 The name of this organization shall be St. Catharines Minor Lacrosse Association, (established in 1971, incorporated on July 23, 1975).

ARTICLE C -TWO

OBJECTS

- 1.1 To improve, foster and perpetuate the game of lacrosse instilling positive attitude and values, while advancing development and elevating the game of lacrosse with an emphasis on team work, family and fair play.
- 1.2 To provide competition for all association teams of lacrosse.
- 1.3 To carry out competition for all association championship lacrosse.
- 1.4 To emphasize fair play at all times between competitors, to encourage them to play the game for the sake of the game, with proper respect to competitors, referees, and spectators and coaches."as amended 2006"
- 1.5 To carry out the objects of the corporation without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects

ARTICLE C - THREE

HEAD OFFICE

- 3.01 The head office of the Corporation shall be situated in the City of St. Catharines, Ontario.

ARTICLE C - FOUR

SEAL

- 4.01 The seal, an impression hereof is stamped in the margin hereof, shall be the seal of the Corporation.

ARTICLE C - FIVE

5.01

AFFILIATION

The Association is member of the Ontario Lacrosse Association (OLA). Should the association fail to function for a normal season all assets of the association shall be held in trust by the Ontario Lacrosse Association.

1.1 The Association recognizes the Ontario Lacrosse Association as the senior minor matter not covered by the St Catharines Minor Lacrosse Association, (as amended November 16, 2003).

ARTICLE C - SIX

		<u>MEMBERSHIP</u>
6.00	a)	A member shall be defined as a parent or legal guardian of a registered player in good standing. A "player in good standing" is defined as a player that has no outstanding registrations and has not been forced to forfeit their membership. Approved coaches with no children in the organization are also considered to be members, (as amended November 16, 2003).
	b)	An 'affiliate' member shall be defined as person(s) who is not a parent or guardian of a registered player, but who has expressed the desire to be an integral part of the operation of the Association Affiliate members must be appointed by the Board of Directors.
	a)	A 'life member' shall be a special designation bestowed on person(s) who are deemed by the SCMLA Board of Directors to have made significant contribution(s) to the SCMLA.
	b)	All of the above members shall possess voting rights at the Annual General Meeting only, (as amended November 17, 2002).

- 1.1 The Association shall be composed of individuals who have been accepted as members and who agree to abide by and comply with the constitution, by-laws and regulations of the Association.
- 1.2 Any individual who has been expelled from this Association shall forfeit their membership.
- 1.3 Any member failing to abide by the Association constitution, by-laws and regulations shall forfeit their membership.
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Any individual who neglects or refuses to return to the Association any sum of Association money or Association property shall forfeit their membership until same has been returned.

- 1.6 Any individual handling Association monies shall maintain a set of books to provide proper accounting. These books to be Association property and returned to the Association Treasurer when requested.
- 1.7 Any member failing to fulfill league and Association obligations shall forfeit their membership
- 1.8 The executive shall have the right to appoint life members.
- 1.9 Membership fees will be set by the executive.

ARTICLE C - SEVEN

AMENDMENTS

- 1.1 The constitution and by-laws shall be discussed in detail by the executive prior to the annual meeting for the purpose of recommending any changes.
- 1.2 Members should be requested well in advance of the annual meeting to submit their suggested changes to the constitution to the executive for their prior consideration. Views of the executive are to be made known when a proposed change is presented at the annual meeting.
- 1.3 Amendments to the Constitution can occur only at the Annual General meeting and will be accepted, in writing only by the Secretary or President, and must be submitted not later than seven (7) days prior to the Annual General Meeting.

Amendments to the Bylaws can occur at a monthly general meeting but only after the proposed amendment has been posted on the association bulletin board fourteen (14) days prior to the monthly general meeting in which the bylaw amendment will be presented.

Amendments to the Bylaws can also occur at the Annual General Meeting and will be accepted, in writing only by the Secretary or President, and must be submitted not later than seven (7) days prior to the Annual General Meeting. Bylaw amendments that are presented at the Annual General Meeting do not need to be posted

on the association bulletin board as the Annual General Meeting is a meeting of all members who have voting rights, (as amended November 16, 2003).

1.4

A two-thirds (2/3) majority vote at the annual general meeting will be required to place Constitutional amendments into effect. (as amended November 2003)

1.5 By-laws may be amended by the executive by a three-quarter (3/4) majority vote at any duly constituted executive meeting. The membership will be advised immediately of such amendments to the by-laws.

1.6 The amendments to the constitution and by-laws approved at any annual meeting shall immediately come into force

ARTICLE C - EIGHT

Executive

1.1 The officers shall consist of: Past President, President, Vice President, Secretary, Treasurer, Registrar for Box, Registrar for Field, Director of Scheduling, Director of Website, Director of Equipment, Director of Fundraising/Advertising, Director of Promotions/Sponsorship, First Director of Houseleague Box, Second Director of Houseleague Box, Director of Travel Box, Director of Girls Field, Director of Boys Field, (as amended November, 2007).

1.2 Directors will appoint assistants as stated in their job duties at 8.07, (as amended November 17, 2002).

1.3 All elected officers to have voting power. Appointed individuals do not have voting powers, (as amended November 17, 2002).

1.4 All Positions on the SCMLA Board of Directors excluding the Immediate Past President shall be voted on every other year at the Annual General Meeting in a staggered manner as follows:

At the Annual General Meeting held during odd numbered years, the following positions will be voted on, in the following order:

1. Vice President,
2. Secretary,
3. Scheduler,
4. Registrar for Box
5. Director of Boys Field
6. Director of Promotions/Sponsorship
7. Director of Fundraising/Advertising,
8. First Director of House League Box
9. Director of Website

– each of these elected positions (1-9) shall serve a two year term.

At the Annual General Meeting held during even-numbered years, the following positions will be voted on in the following order:

1. President,
2. Registrar for Field
3. Treasurer,
- 4.
- 5.

Director of Girl's Field
6. Director of Equipment
7. Director of Travel Box
8. Second Director of House League Box
– each of these elected positions (1-7) shall serve a two year term, (as amended October 22, 2009)

1.5 Nominations for President will be limited to those who have served on the SCMLA executive during the past (1) year.

1.6 The President shall preside at all meetings of the Association. The Vice President shall perform the duties of the President in his absence.

1.7 Duties of the Vice President and directors will be as delegated by the President pursuant to the attached job descriptions, (as amended November 17, 2002)

1.8 Committees to be formed annually as necessary

- a) Houseleague Committee
Each season a houseleague committee must be formed consisting of a minimum of 5 members and the First and Second Directors of Houseleague Box. This committee will meet separate from the executive board to plan, implement , and sustain the houseleague system. The committee will send the First and Second Directors of Houseleague Box to the Executive Board Meetings with recommendations and items to be approved by the Executive. All items relating to rule changes, financial requirements, and major structural or procedural changes must be approved by the Executive Board. The houseleague committee will make a presentation to the Executive Board prior to the beginning of the season announce their plan for the season and receive approval before moving forward.

This appointed committee shall consist of 5 members each of whom will primarily oversee one of the following:

1. Officiating and time keeping
2. Scheduling
3. Paperweight and tyke convenor
4. Novice and Peewee convenor
5. Bantam and Midget convenor

The First Director of House League Box shall oversee the first two members

and the Second Director of House League Box shall oversee the last three members. Both shall oversee coaching together. The committee shall discuss all issues arising together before bringing them to the Executive Board.

- 1.9 The Secretary shall be the clerk of the Association. The Secretary shall attend all meeting of the Association and record all acts and minutes of all proceedings in the books kept for that purpose. The Secretary shall handle all incoming and outgoing correspondence and inform executive of same.

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The Registrars will arrange for a registration of all players. The Registrars shall keep a record of all releases. The Registrars shall keep a record of all suspensions and if applicable shall refer such suspensions to the O.L.A.

- 1.12 The Treasurer shall be in possession of the funds of the Association which shall be deposited in chartered bank of Canada in the name of the Association. The bank books must always be available to the Executive Board. The Treasurer must, after the end of the fiscal year forward to the Auditors the records for the Bingo Lottery Trust Account for preparation of financial statements as required by the City of St. Catharines as well as the General Account for reconciliation and audit. The Treasurer must on a monthly basis provide statements of financial standings for both the General Account and the Bingo Lottery Trust and detail of expenditures and revenue for the period. The Treasurer must make available at all times the records of the organization to members and maintain a clear and precise audit trail for future years use, (as amended November 16, 2003).
- 1.13 Cheques must be signed by two of the three specified signing officers. These are the President, Secretary and Treasurer. One of the signing officers must be the Treasurer.
 - a) In cases where a cheque needs to be made payable to the order of any of these Officers, said cheque must be signed by the two remaining Officers.
 - b) In all cases other than the cheque being payable to the Treasurer, One of the signing officers must be the Treasurer
- 1.14 No executive member may make any major financial decisions unilaterally.
- 1.15 Any member of the Executive Board who is absent from three (3) consecutive scheduled meetings for other reasons than sickness, leave of absence, paid employment obligations or travel distance, may forfeit his membership on the executive. Any member forfeiting membership shall not be permitted to stand for office in the following year.

ARTICLE C - NINE

NOMINATIONS

9.01	a)	Nominations for offices of the Association should be the hands of the president, Secretary, or nominating chairman not later than seven (7) days prior to the day of the annual meeting to appear on the slate of candidates.
	b)	Nominations will be accepted from the floor.

- 1.1 Persons making nominations for office must have consent from the person being nominated.
- 1.2
- 1.3

Nominations will be accepted only from members in good standing for the past year.

- 1.4 A nominee may be a member in good standing of the Association, a former member in good standing of the association, or a member of the community whose election will be in the interest of the good of lacrosse in the Community of St. Catharines.

ARTICLE C - TEN

MEETINGS

- 1.1 Members to be notified at least ten(10) days prior to the said date by notice in the local newspaper and posting at home arena(s) and personal notice to out of town members not living in St.Catharines by personal mail."as amended 2006"
- 1.2 Everyone interest in minor lacrosse is welcome to attend the annual meeting, but only those entitled to vote may enter the voting area. Each voting member shall have one (1) vote per family registered with SCMLA.
- 1.3 All meetings will be conducted under the guidance of Robert's Rules of Order.
- 1.4 No individual shall speak twice on the same subject without permission of the chair unless in explanation, but the mover may speak once in reply.
- 1.5 Individuals desiring to speak or submit a motion shall rise, remain standing and respectively address the chair. Remarks shall be confined to the question, persons speaking shall not be interrupted unless upon a point of order.
- 1.6 Upon a point of order being rasied while an individual is speaking or when called to order by presiding officer, he shall at once take his seat. The point shall then be stated by the individual objecting. The presiding officer shall rule the objection withour debate. The decision of the presiding officer shall determine whether the individual may continue.

1.7 When a motion is under debate, no other motion shall be entertained except a motion to lay the one under discussion on the table, or to amend it, and these motions shall take precedence in the order named.

1.8 An amendment which entirely changes the subject of the original motion shall not be entertained as an amendment or substituted for the motion under debate.

1.9 After the motion has been stated by the presiding officer, it becomes the property of the Association, but it may be withdrawn at any time previous to amendment unless this be objected to by a member.

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There shall be no debate upon any motion after it has been put to the meeting by the presiding officer.

- 1.12 When a vote is called it shall be taken by a show of hands of those entitled to vote, (as amended November 17, 2002).
- 1.13 No proxy votes are to be recognized.
- 1.14 Annual meeting order of business: Report of Attendance, Reading of minutes of last annual meeting, President's remarks, Correspondence, Treasurer's Report, Registrar's report, Committee reports, Amendments, General Business, Election of Officers, Adjournment.
- 1.15 Meetings other than regular meetings, (regular meetings every month) shall be called by the president or on request of three (3) or more executive members.
- 1.16 A quorum shall consist of two thirds (2/3) of the existing executive and must include two (2) of the following: President, Vice-President, Secretary, Treasurer; and the President or Vice-President must be in attendance as presiding officer.

ARTICLE C - ELEVEN

FINANCE

- 1.1 The fiscal year should end September 30th, each year (as amended November 2000)
- 1.2 One (1) Auditor will be appointed by the President to audit the books for the Bingo Lottery Trust Account. The Executive board can appoint an auditor to audit the books of the General Account at their discretion.
- 1.3 The Treasurer shall be responsible for formulating and presenting a budget for the coming year. The treasurer must also monitor, on a monthly basis, any variances from the presented budget and make recommendations to the Board.
- 1.4 All monies solicited or collected for or on behalf of the Association by any member of the Association or person appointed by a member of the Association shall be reported by way of a proper statement to the Treasurer.

- 1.5 Should the elected Treasurer fail to provide Board on a monthly basis with the required reports, and a genuine lack of confidence in the position is present, the Board, by a majority vote, can ask for the resignation of the Treasurer. If the Treasurer is not in agreement with the resignation, then the Board can appoint a member to provide assistance to the Treasurer to ensure that the required reports are present at each meeting.
- 1.6

ARTICLE C -TWELVE

REGISTRATION

- 1.1 All players must be registered with their respective Association Registrar prior to first stepping onto the respective field or floor.
- 1.2 All players will be assessed a registration fee at the beginning of each playing season. Fee to be set by the executive.
- 1.3 Any player registered but who has not paid prior to the date of his/her first scheduled season game shall be suspended until registration has been paid.
- 1.4 No Box player or Girl's Field player will be registered after June 15th of the playing year

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No field player will be registered after March 10th of the playing year as amended 2006

- 1.5 All teams and players participating in O.L.A. affiliate leagues or sanctioned events must be properly registered with the O.L.A.
- 1.6 All Girl's Field teams and players participating in Ontario Women's Field Lacrosse (O.W.F.L) affiliate leagues or sanctioned events must be properly registered with the O.W.F.L. AS WELL AS THE O.L.A.

ARTICLE C -THIRTEEN

RELEASES

- 1.1 Any box, **field, or girl's field** player currently registered with the SCMLA who wishes to play for another club must obtain a release from the SCMLA. The player and the Association to follow a release procedure defined as follows.
 1. Parent/Player must apply in writing to the President of the Association, correspondence to include the following:
 - a) Detailed explanation or reason(s) for the request
 - b) Indication if release sought is for one year or permanent
 - c) Club player wished to be released to, if known
 2. The Release Committee, as selected by the President at the beginning of each year will be convened within 72

hours of receipt of the written request. Interviews will be conducted with the following persons:

- a) Previous year coaching staff
- b) Players (if required)
- c) Current year coach (if required)
- d) Player
- e) Parent/guardian
- f)

3.

The Release Committee will present its findings to the Board of Directors, including in the information the number of years the players has been with the Club.

4. The Board will meet and render its decision within 7 calendar days.
5. Following the decision of the Board of Directors, the Secretary to inform the parent/player of same within 72 hours. In the event that the request for release is denied, the procedures for appeal to the appropriate Zone to be explained to the parent/player.

ARTICLE C - FOURTEEN

BY-LAW REGULATIONS

- 14.01 By-laws and regulations of the St. Catharines Minor Lacrosse Association approved by the executive shall not form part of the constitution herein.

ARTICLE C - Fifteen

CODE OF CONDUCT

1.1 – All individuals affiliated with the SCMLA shall:

- I. Attempt at all times to work toward the goals and objectives of the SCMLA and the game of Lacrosse, and towards the betterment of its members.
- II. Strive to heighten the image and dignity of the Association and the sport of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass the Association or the game.
- III. Always be courteous and objective in dealing with other members.
- IV. Strive to achieve excellence in the sport while supporting the concepts of Fair Play and Drug free sport.
- V. Show respect for the culture, social and political values of all participants in the sport.
- VI. As a guest in another province or foreign country, abide by the laws of the host jurisdiction and adhere to any social customs concerning conduct.

1.2 An Individual's conduct shall be in question when they:

- I. Breach any of the above Section 1.
- II. Use their position within the SCMLA for unauthorized personal and/or material gains.
- III. Willfully circulate false, malicious statements, derogatory to any other member of the Association.
- IV. Willfully ignore or break the Bylaws, policies and/or rules and regulations of the SCMLA.
- V. Counsel others to ignore or break the bylaws, policies, and/or rules and regulations of the SCMLA.

1.3 – General:

- I. The SCMLA and OLA endorses the principles of natural justice and due process which allows any individual the right to a hearing and an appeal of any action which affects their rights.
- II.
- III.

The SCMLA and OLA and its member governing bodies agree to honor and enforce disciplinary action taken by those governing bodies upon the completion of due process.

1.4 – Discipline Procedures:

- I. A discipline committee of minimum three (3) people will be formed each year by the board of Directors to deal with such items as listed in 15.01 and 15.02. Any report alleging a breach of Member obligation under this Code of Conduct shall be submitted in writing, along with a completed Code of Conduct reporting form to the SCMLA discipline committee within 14 days of the event/occurrence.
- II. Upon receiving a report, the SCMLA board of directors shall determine the merit of the complaint and determine if action is necessary.
- III. If action is deemed necessary, the SCMLA discipline committee will immediately notify the Zone and/or OLA Executive who shall determine the merit of the complaint and determine if action is necessary.
If action is deemed necessary, the event/occurrence will be dealt with under normal Zone and OLA Discipline and Appeals procedures.
- IV. If no action is deemed necessary by the SCMLA, Zone or OLA, the SCMLA discipline committee shall notify the involved parties in writing within three (3) days.

1.5 – Appeals:

Referenced from OLA B7.04 - any appeal within any of the Articles or By-Laws shall be made in reference of the following procedure:

1. The first level of appeal will be to the league or zone. The cost of the appeal shall not exceed one hundred (\$100.00) dollars.
2. The second level of appeal shall be directed to the O.L.A. Appeals Committee. The cost of the second appeal shall be one hundred (\$100.00) dollars and shall be non- refundable.
3. The third and final appeal board would be appointed by the O.L.A. to be comprised of individuals independent of the aforementioned groups as well as: the O.L.A. Leagues, the O.L.A. Board of Governors, the O.L.A. Board of Directors, the O.L.A. Board of Referees or anyone involved in the original disciplinary action. The cost of this level of appeal shall be two hundred and fifty (\$250.00) dollars and shall be non-refundable.

NOTE;

All appeals must be submitted in writing (with cheque) within 15 days of the previous decision.

The results of this appeal will be made known by word within 24 hours and written notice to the club within 3 days.

November, 2002
November, 2003
December 8, 2006
November 18, 2012