# The Constitution of the 

# Brampton Minor Lacrosse Association 

As Approved
2019 Annual General Meeting

October $30^{\text {th }} 2019$

## Brampton Minor Lacrosse Association - Constitution

## ARTICLE C1: THE ASSOCIATION

C1:01 a) The name of the association shall be called the BRAMPTON MINOR LACROSSE ASSOCIATION, hereafter referred to as the "Association"
b) The Association colours for it's logo shall be maroon (pantone \#DS 324-5C) and basic white, with some athletic gold (pantone \# DS9-4C).
c) All Representative teams shall use the same colours in their uniforms as per C1:01 B, or as close to the colours.
d) The House League programs may use distinctive uniform colours outside the Association colours.

## ARTICLE C2: AIMS AND OBJECTIVES

C2:01 a) To promote, teach and perpetuate the game of lacrosse in the City of Brampton and surrounding area.
b) To teach sportsmanship and emphasize fair play for all members of the Association
c) To teach respect for players, officials and spectators at all times.
d) To develop community spirit.

## ARTICLE C3: AFFILIATION

C3:02 The Association shall affiliate annually as a minor affiliate member of the Ontario Lacrosse Association.

## ARTICLEC4: MEMBERSHIP

C4:01 Membership in the Association shall include all persons past or present in the following categories: Registered players, parents (of players), guardians of registered players, coaches, managers, league officials, referees and Honorary Life Members.

C4:02 ALL registered players will be between the ages of five (5) to twenty (20) as per the OLA, as of December $31^{\text {st }}$ of the playing year. Exceptions will be allowed for any 21 year old player wishing to register for Intermediate Houseleague only if he or she has played in the same Houseleague as a 20 year old.

C4:03 Life Members of the Association shall include those individuals nominated by the Membership, endorsed by a $2 / 3$ rds majority vote of the Executive, and by a majority vote of the Membership at the AGM. Nominations must be presented to the President 1 month prior to the AGM. Criteria for nomination shall be 15 years service, with at least 10 of those years spent as a coach, manager, referee, convenor or member of the Executive. Life Members shall be exempt from Membership fees.

C4:04 Membership fees shall be set at $\$ 5.00$ per year. The Membership fee shall be waived for all players, parents of players, coaches, managers, convenors, referees, members of the Executive and members of the Excelsior Executive who are active in the current season.

C4:05 Membership in the Association may be suspended if a member violates any terms of the Constitution or Bylaws, either as specifically stated or implied. The suspension shall follow a recommendation made to the Executive by an investigation conducted by a team consisting of 3 Members of the Association appointed by the President (In the event of a conflict of interest the appointment shall be made by a vote of the Executive). The recommendation must be supported by a $2 / 3$ rds majority vote of the Executive. Suspensions shall be for a maximum of 2 years, however they can be extended beyond this through a vote of the Membership at the AGM.

C4:06 Membership in the Association will be suspended if the Member is found not to be in Good Standing as the result of fees owing. Suspended Members will be ineligible for play or participation in business of the Association. In the case of minor members with fees owing the parents or legal guardians of the minor member shall also be considered not to be in Good Standing.

## ARTICLE C5: EXECUTIVE

 Club Representatives as follows:a) The following Executive Officers shall form the Management Committee:

1. President
2. Vice-President
3. Box House League Coordinator
4. Box Representative Coordinator
5. Field Representative Coordinator
6. Girls Field and Box Coordinator
7. Financial Officer
8. Referee-in-Chief
9. Development Coordinator
10. Past president
11. Secretary
12. Registrar

It shall be the duty of the Management Committee to administer the day to day business of the Association as outlined in the Bylaws to insure it takes place in a timely manner. The Management Committee must report on its activities to the Executive however its decisions shall be final with the exception of those items specifically listed in the Constitution or Bylaws as subject to appeal to the Executive or Membership.
b) A maximum of 12 Directors filling such positions as:
13. Equipment Coordinator
14. Promotions \& Publicity Coordinator
15. Fundraising Coordinator
16. Bingo Coordinator
17. Tournament Coordinator
18. Brampton Excelsior Lacrosse Club Liaison
19. House League Assistant
20. Corporate and Team Sponsorships
21. Director(s) At Large
c) Brampton Excelsior Lacrosse Club Representatives.

Representatives of the Brampton Excelsior Lacrosse Club shall be entitled to attend all Meetings of the Association Executive. Representatives can be selected by the Brampton Excelsior Lacrosse Club Executive from their members, current coaching and player personnel or from their Honorary or Life Members. Voting rights shall be extended to a maximum of three (3) members on all Association business.

## Article C5:02 ORGANIZATION AND RESPONSIBILITIES

a) The responsibilities of the Directors shall be at the discretion of the Executive Officers.
b) The Executive Officers shall be elected for one (1) term only.
c) Anyone resigning from the Executive during the year must do so in writing and the Executive shall have the power to fill the vacancy by appointment and approval with a majority vote.
d) The Executive may by ordinary resolution at any Executive meeting remove a Director, once appointed, by a $2 / 3$ rds majority vote.
e) Any elected Executive member must attend at least sixty (60\%) percent of the meetings over a year (i.e. $60 \%$ of $12=7.2$ meetings). If a member misses four (4) meetings they will be given notice. If five meetings are missed, the Member will be dismissed and replaced. Any Executive Member who has been dismissed for lack of attendance or other reasons deemed unacceptable by the Executive shall be denied the privilege of running for an Executive position for the next two (2) consecutive seasons.
f) Any resident of the City of Brampton who is an elected member of the CLA or OLA Executive, can attend meetings of the Association and shall be extended voting rights.
g) Each Executive Officer (excluding the President), each Director, and a maximum of three (3) Brampton Excelsior Lacrosse Club Representatives, shall have one (1) vote on all matters discussed at the Executive meetings. In the event of a tie, the President shall cast the deciding vote. In the circumstance that the Vice President is acting for the President their vote shall be excluded and only cast in the event of a tie.
h) Each member of the Executive is accountable to the President.
i) The President shall be accountable to the Executive.
j)

Each member of the Executive must serve on at least one (1) committee.
k)

The Presidential candidate must have served at least one (1) year on the Executive.

1) The majority of the Executive voting members must be residents or ratepayers of the City of Brampton.
m) There shall be no voting by proxy on any Association business.
n) Contracts, documents or instruments in writing requiring execution by the Association may be signed by any two of the President, Vice President and Financial Officer. In addition, the Bingo Coordinator shall have signing authority along with one of the above mentioned on items regarding the administration of Association Bingos. The Executive may also from time to time authorize, by resolution, any member of the Executive to sign specific contracts, documents or instruments.

## ARTICLE C6: DUTIES OF THE EXECUTIVE OFFICERS AND DIRECTORS

## C6:01 President

a) appoint additional members of the Executive as required, subject to the approval of the Executive.
b) supervise the operation of the Association.
c) be notified of the time and place of all committee meetings and may attend meetings when required.
d) have the power, subject to the approval of the Executive, to replace any of the elected members whom he/she feels is not fulfilling his/her duties.
e) be one of the Association's signing officers.
f) call and chair all meetings at least once a month up to and including the Annual Meeting or when requested to do so by at least half of the Executive members
g) represent the Association at official public functions and all OLA. general meetings and be the official contact for the Association.
h) appoint all Executive Officers and Directors to at least one committee in consultation with the Executive member, the Vice-President and the Committee Chairperson.
I) Review and approve the Bank Financial Statement monthly.

## C6:02 Vice-President

a) be an assistant to the President.
b)
c)
d)
e)
f) assist Committees and Executive members in preparing integrated schedules, to insure the
a)
b)
c) communicate to players and coaches dates and places of skill development and coaching clinics.
d)
e)
chair the Houseleague Discipline Committee, to consist of the Referee-in Chief and one other member of the Executive, and be responsible for reporting to the Executive in writing the recommendations of the Committee.
f) submit facility requirements to the Vice President for scheduling.
g)
fulfill all the duties of the President in the President's absence.
act as a designate at all OLA Field and Representative League meetings and fulfill the duties of the respective Coordinators in their absence.
be one of the Association's signing officers.
Liaise with the City of Brampton and other Facility Managers to schedule and book facilities for Houseleague, Representative and Field games, practices and tournaments in consultation with the Houseleague, Representative, Field, and Tournament Coordinators. various Committees and Executive activities are coordinated and all key event dates are completed on time.

> maintain and update schedules for the Association.

## Box Houseleague Coordinator

obtain coaches, managers and Convenors for Houseleague teams in consultation with the Lacrosse Development Coordinator and submit the recommendations for coaching selection for the approval of the Executive.
b) arrange the players placement on teams, balance teams, organize and prepare league schedules, and organize all Houseleague Tournaments
be responsible for remuneration of referees in conjunction with the Financial Officer.
a) coordinate the activities of the Field Lacrosse Program with the OFLA and represent the
b) approve all exhibition games scheduled external to League play.
c) following a public advertisement, Chair a Coaching Selection Committee to review applications
a)
b)
c)
d)
e)
f)
g)
h)
i)
j)
k)
d)

## Box Representative Coordinator

Following a public advertisement, Chair a Coaching Selection Committee to review applications based on Coaching Staff Selection Criteria. The Coaching Selection Committee is to be comprised of the Lacrosse Development Coordinator and one other member of the Executive. The Committee is to recommend coaching staffs (Head Coach and staff) for each team to the Executive for approval. Where conflicts of interest arise Alternates from the Executive shall be appointed and act in the capacity of the Coaching Selection Committee member.
notify the Houseleague Coordinator of all players selected to play on Representative Teams be responsible for settling any minor disputes concerning the representative teams. chair the Representative Team Discipline Committee, to consist of two other members of the Executive, and be responsible for reporting to the Executive in writing, the recommendations of the Committee. The Representative Team Discipline Committee shall have the authority to recommend the replacement of all Bench Personnel, including the Head Coach, to a meeting of the Executive for approval.
insure each team prepares a budget at the beginning of the season and submits a year end summary of team activities and expenditures.
represent the Association at the Representative League meetings and serve as the official contact person on representative matters.
communicate to each coaching staff (the manager) that they are responsible for the scheduling of timekeepers, scorekeepers, and paying appointed referees for each home representative game
approve all exhibition games external to the league. Association at the League meetings and serve as the official contact person on Field Lacrosse matters. based on Coaching Selection Criteria. The Coaching Selection Committee is to be comprised of the Lacrosse Development Coordinator and one other member of the Executive. The Committee is to recommend to the Executive coaching staffs (Head Coach and staff) for each team. Where conflicts of interest arise Alternates from the Executive shall be appointed and act in the capacity of the Coaching Selection Committee member.
be responsible for ensuring all players and bench personnel are registered with the OFLA
chair the Field Program Discipline Committee, to consist of two other members of the Executive, and be responsible for reporting to the Executive in writing, the recommendations of the Committee. The Field Program Discipline Committee shall have the authority to recommend the replacement of all Bench Personnel, including the Head Coach to a meeting of the Executive for approval.
be responsible to insure all OFLA fees, including the payment of Referees are made.
a) Coordinate the Girls Field and Box Lacrosse Program.
b)
c)
)
Represent the Association at meetings of the OWFLAand Girls Box Meetings.
Following a public advertisement, Chair a Coaching Selection Committee to review applications based on Coaching Selection Criteria. The Coaching Selection Committee is to be comprised of the Lacrosse Development Coordinator and one other member of the Executive. The Committee is to recommend to the Executive coaching staffs (Head Coach and staff) for each team. Where conflicts of interest arise Alternates from the Executive shall be appointed and act in the capacity of the Coaching Selection Committee member.
d) be responsible for ensuring all players and bench personnel are registered with the OWFLA and OLA.
e) chair the Girls Field and Box Lacrosse Programs and Discipline Committees, to consist of two other members of the Executive, and be responsible for reporting to the Executive in writing, the recommendations of the Committee. The Girls Field and Box Lacrosse Program Discipline Committee shall have the authority to recommend the replacement of all Bench Personnel, including the Head Coach to a meeting of the Executive for approval.
f) be responsible to insure all OWFLA and Box Lacrosse fees, including the payment of Referees are made.
a) keep an accurate record of all receipts and disbursements and maintain the records for a period of 7 years.
b) be responsible for all Association banking
c) Provide the monthly Bank Financial Statement to the Executive for review monthly upon receipt of said correspondence. Give a written financial report at all Executive meetings to each Executive member and provide an audited financial statement for the general membership at the Annual Meeting. Two (2) copies of the year end statement are to be sent to the Parks and Recreation Department.
d) be one of the Association's signing officers.
e)
a) be responsible for the instruction of referees
b)
c)
d) be a member of the Houseleague Discipline Committee
a)
b)
d)
e)
f)

C6:10
a)
b)

## C6:11

a)
b)
c)
a)
b)
c)
d)
e) be responsible for all OLA membership registration certificates (cards) and the administration of same

## C6:13

a) The following Director positions are recommended;

1. Equipment Coordinator
2. Promotions and Publicity Coordinator
3. Fundraising Coordinator
4. Bingo Coordinator
5. Tournament Coordinator
6. Brampton Excelsior Lacrosse Club Liaison
7. House League Assistant
8. Corporate and Team Sponsorships
9. Director(s) - At Large
b) A maximum of 10 Directors shall be appointed by the Executive Officers for a period of 1 year. Nominations from the Membership for consideration are to be encouraged.
c) Specific duties to be covered by the Directors shall be as follows.

## C6:14 Equipment Coordinator

a) Arrange for the supply, maintenance, replacement, repair, and storage of all equipment and first aid resources owned by the Association.
b) Issue equipment to each coach at the beginning of the season and ensure that all equipment is returned at the completion of the season. Report to the Executive on the status of all unreturned equipment prior to the Annual Meeting, including the names of the coaching staff assigned responsibility for its care.
c) Clearly mark each unmarked item with he Association name
d) Keep an accurate record of all equipment owned by the Association and furnish an annual report of the same at the Annual Meeting and at any time on the request of the Executive
e) Keep on hand an ample supply of sticks and balls or other equipment that may be required at the discretion of the Executive.
f) Maintain and keep supplied a complete first aid kit for use at all games.

## C6:15

## C6:16

f)
g)

## C6:17

a)
b)
c)
d)
a) Plan and implement publicity and promotions for all Association activities, including registration, clinics, tournaments and Day of Champs.
b) Coordinate activities with the Director - Corporate and Team Sponsorships, Registrar, Fundraising and Tournament Coordinators.
c) Chair the Promotions \& Publicity Committee.
a) coordinate all fundraising activities with the exception of Bingo's
b) plan and implement Association wide fundraising activities \{in consultation with, the Promotions \& Publicity Coordinator and Director - Corporate and Team Sponsorships $\}$.
c) establish guidelines for Houseleague, Representative and Field team fundraising
d) approve all team-based fundraising activities based on Fundraising guidelines

## Promotions \& Publicity Coordinator

 summarize and report fundraising activities, sponsorships and amounts acquired semi-annually chair the Fundraising Committee
## Bingo Coordinator

be responsible for the coordination of administering bingo's
keep an accurate record of all receipts and disbursements for the bingo account, be one of the Association's signing officers on the bingo account
Liaise with Financial Officer on a monthly basis to ensure the Financial Officer has the Bingo account information in advance of the monthly meeting of the Executive.

## C6:18

a)
b)
c)
d)
e)

C6:19
a)
b)
c)

## C6:20

a)

## C6:21

a) coordinate obtaining of Houseleague, Representative and Field Lacrosse Teams, as well as Tournament sponsorships.
b) solicit Corporate Sponsorships
c) maintain liaison with Sponsors.
d) ensure appropriate recognition is awarded to the Sponsors by the Association throughout the season and at special events, including the distribution of year-end appreciation gifts, team photos, etc.
e) coordinate sponsorship activities with the Promotions \& Publicity Committee.

## C6:22

a) assist and organize events of the Association, such as participation in local community events, tournaments and other activities of the Association as directed by the President.

## ARTICLE C7: EXECUTIVE MEETINGS

C7:01 Meetings shall be called:
a) at least once per month by the President
b) when requested to do so by one half $(1 / 2)$ of the Executive members.

C7:02 A quorum shall consist of five (5) members of the elected Executive and must included one (1) of the following officers:
President

## Vice President

C7:03
The order of business shall be:

1. Minutes of the previous meeting
2. Correspondence
3. Unfinished Business
4. Financial Officer's report
5. Other Reports
6. President's Report
7. New Business

C7:04 A member may address a meeting of the Executive provided they have contacted the President in advance of the meeting.

## ARTICLE C8: ANNUAL MEETING

C8:02 Those eligible to vote at the Annual Meeting shall be : the general membership excluding players under the age of 18 years.

C8:03 The order of business at the Annual Meeting shall be:

1. Reading of the minutes of the last Annual Meeting
2. President's remarks I) summary of league activities
II) recommendations for the future
III) other special reports
3. Financial Officer's report
4. Management Committee Executive Reports
5. Amendments to the Constitution and By-Law Rules
6. Notice of Action to dissolve the present Executive
7. Election of Officers
8. New Business
9. Adjournment

C8:04
a)
b)
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c)
d)
e)

The Annual Meeting shall be held no later than the $31^{\text {st }}$ of October of the current year.
a) The numerical date of the upcoming year will be used to identify the BMLA incoming Executive.
b) The financial reporting shall be based on a fiscal calendar of October $1^{\text {st }}$ to September $30^{\text {th }}$.
c) One term of service will be the duration of the period between the end of the current General Meeting and until the dissolving of the Executive in the upcoming calendar year.

Nominations will be accepted from the floor for all positions on the Executive.
The candidate must be a Member in good standing and give his/ her approval to allow his/her name to stand. The Member may extend permission in writing should extenuating circumstances prevent attendance.
The Presidential candidate must have served at least one (1) year on the Executive.
There shall be no voting by proxy.
All Executive positions that form the Management Committee shall be voted on every other year at the Annual General Meeting in a staggered manner as follows:

In the following order at the AGM for the odd-numbered term years:
Vice-President
Secretary
Box House League Coordinator
Field Representative Coordinator
Financial Officer
Development Coordinator
In the following order at the AGM for the even-numbered term years:
President
Box Representative Coordinator
Girls Field and Box Coordinator
Referee-in-Chief
Registrar
Each elected Executive shall sere a two year term.

## ARTICLE C9: AMMENDMENTS

C9:01 No article of this Constitution shall be altered or rescinded or new ones made, except at the Annual Meeting and then only by a two-thirds (2/3) majority vote of the eligible voting members present.

C9:02 By-laws and rules may be changed or new ones added by a two-thirds (2/3) majority of the Executive, during an Executive Meeting. These changes will be in effect until the next Annual Meeting at which time they must be presented to the membership for ratification.

C9:03 All amendments to the Constitution, By-laws and Rules made at the Annual Meeting must be submitted in writing to the President two (2) weeks prior to the meeting.

## ARTICLE C10: COACHES AND BENCH PERSONNEL

C10:01
a) The Association expects all coaches to conduct themselves in a manner consistent with the AIMS and OBJECTIVES outlined in C2:01. Coaches will be expected to follow guidelines as set out in a Coaching Manual as adopted by the Association.
b) All prospective coaches will complete a written application as adopted by the Association. Each application will be subject to a background check by Peel Regional Police, at the discretion of the Coaching Selection Committee. Background check information will be kept in strict confidence.

C10:02 Representative \& Field Team Coaches and Bench Personnel
a) Appointed Head coaches may select their own bench personnel, subject to the approval of the Coaching Selection Committee.
b) All bench personnel must have current qualifications as set out by the OLA/ OFLA. Copies of certificates are to be submitted no later than June $15^{\text {th }}$ of the current year.
c) Coaches are responsible for insuring that a team financial statement is provided to the Representative or Field Coordinator, no later than September $1^{\text {st }}$ of the current year. Failure to provide the financial report will disqualify the coach from being a member of the Bench personnel of any Association team for a period of 2 years.
d) Coaches are responsible for all Association equipment, including sweaters, goal equipment, sticks, first aid kits and other articles assigned to their teams by the Equipment Coordinator. Failure to return the equipment in good condition, less normal wear, by September $1^{\text {st }}$ will disqualify the coach from being a member of the Bench personnel of any Association team for a period of 2 years.
e) Any member of the Bench Personnel suspended for two or more games (in total per season) must appear before the Representative or Field Team Disciplinary Committee.
f) Alternate Players may be used to complete a gamesheet roster, up to the OLA maximum number - currently 18 runners and two goalies. No Alternate Player (AP) may be used to replace a selected member of a team unless that member is injured, is serving a Zone or OLA suspension or unavailable at their own recourse. Once the player is available, clearance has been given for return or the suspension has been served the selected member of the team will return to their place in the line-up.

C10:03 House League Coaches and Bench Personnel
a) Head coaches appointed may select their own bench personnel, subject to the approval of the Coaching Selection Committee.
b) Coaches are responsible for all Association equipment, including sweaters, goal equipment, sticks, first aid kits and other articles assigned to their teams by the Equipment Coordinator. Failure to return the equipment in good condition, less normal wear, by September $1^{\text {st }}$ will disqualify the coach from being a member of the Bench personnel of any Association team for a period of 2 years.
c) Any member of the Bench Personnel suspended from a game must appear before the House league Disciplinary Committee.

## ARTICLE C11: OFFICIATING

C11:01 The BMLA adopt the rules as amended in 2003, by the Canadian Lacrosse Association for implementation at all age levels in the House League Program.

## ARTICLE C12: APPLICATIONS TO THE ASSOCIATION FOR FINANCIAL SUPPORT

C12:01 In that the BMLA should limit financial support to the Game of Lacrosse and it's participants the following guidelines apply to requests for financial support made by charitable organizations and individuals.

The application must be made in writing to the President and clearly state the relevance of the financial support to meeting the aims and objectives of the BMLA.

The President, upon judging that the application meets the criteria for financial support, shall present the application to the Executive for vote with a 2/3rd's majority required for approval.

All BMLA teams who win a medal at the Provincials are to be honored at a BELC game (either Brampton Jr. or Brampton Major) either in the current season or next, and any costs associated with entry fee to the game will be covered by the BMLA for the team members.

The BMLA will supply funding, from a determined and set pool, for our members when they participate with a sanctioned team at the Provincial and National level. This includes players, coaches and team on floor personnel/umpires that have been picked to represent a Provincial or National team.
The amount available in the pool will be determined on the current year BMLA financials and will be based on $1 \%$ of the total BMLA operating budget. All approved applicants will divide the determined sum evenly but will not surpass a maximum limit of $\$ 300.00$ each.
The funding that is provided will be distributed before the next BMLA AGM but not before September $1^{\text {st }}$ of the current year.

