

**September 2019 Version (Last modified at AGM on September 11, 2019)**

## **CONSTITUTION OF THE GLOUCESTER LACROSSE ASSOCIATION**

### **ARTICLE 1 - NAME AND AFFILIATION**

This organization shall be known as the Gloucester Lacrosse Association (hereafter known as the GLA) and is a member of the Ontario Lacrosse Association (hereafter known as the OLA).

### **ARTICLE 2 - OBJECTIVES**

#### **1. General House League Program**

- (a) To foster, encourage and improve all organized amateur lacrosse within the area under its jurisdiction.
- (b) To provide fun, recreation and healthful enjoyment through activities, development instruction and competition for all that desire to participate in lacrosse.
- (c) To teach and foster fair play and sportsmanship and within that context, to develop the lacrosse skills of the boys and girls in its charge.
- (d) To provide access to organized lacrosse to players who require financial assistance or help to obtain equipment or transportation as necessary to participate.
- (e) To have and exercise a general care, supervision and direction over players, team officials and executives of the G.L.A. with emphasis on the enhancement of good character and citizenship.

#### **2. Competitive Program**

- (a) To organize and operate a high level Competitive program intended to offer an interactive lacrosse program and to improve the general lacrosse skills and knowledge of selected players within the Organization, at any levels where the participation is deemed to warrant it, by the Board.
- (b) To develop players to a level where they may be eligible to represent the GLA regionally, provincially and nationally.

- (c) To undertake to provide appropriately qualified instruction and administration for the Competitive Program as determined by the responsible Director within the Board

### **ARTICLE 3 - MEMBERSHIP**

1. (a) Membership in the GLA shall be open to all residents of Gloucester and neighboring areas including, but not exclusively, the areas of South and East Ottawa, Cumberland and adjoining areas identified by the boundaries as defined by the OLA.
  - (b) All members of the GLA shall be fully bound by the Articles and By-laws as set down in the GLA constitution and by extension the Constitution and By-laws of the OLA.
  - (c) Any teams from outside these areas who participate in the GLA House League may do so with the express permission of the Management Committee and must agree to abide by the by-laws as set down in the constitution of the GLA
  - (d) All members of the GLA shall abide by the OLA rules outlining the fair play code of conduct for Coaches, Players and Parents as laid out by the OLA in Article OR7.01.
  - (e) Any player(s) from outside the official municipal boundary map (MR2.03) or following other residency rules as laid out by the OLA in (MR2.08) who participate in programs offered by the GLA may do so with the expressed permission of the Management Committee and must agree to abide by the by-laws as set down in the constitution of the GLA.

#### **2. Membership Categories**

- a) The GLA shall have three (3) categories of membership, namely: Playing Members, Adult Members and Honorary Lifetime Members:

**Playing Members**: shall be all members who have properly registered to participate in the activities of the GLA (MR2.04 and MR2.04a). The GLA will only register players who reside in the official municipal boundary map (MR2.03) or following other residency rules as laid out by the OLA in (MR2.08). Competitive members are those who have paid in full their Association fees and competitive fees by deadline noted by the GLA. If fees are not paid, the member will revert to a status of “member not in good standing”, and will not be eligible to participate until they become members in good standing.

**Adult Members** shall be: eighteen years of age or older, non-playing and a parent or guardian of a Playing Member(s), bench personnel (MR2.12b) , a referee (R18.05)

registered with the OLA or current member of the Board of Directors or Management Committee Members either voted or appointed.

All adult members shall submit to the GLA Privacy Officer all required documentation as noted in OR4.01 Police Records Check (Vulnerable Sector) PRIOR to interaction with playing members of the GLA. The GLA Privacy Officer will adhere to OR5.01 Confidential Files in dealing with PRC's. The GLA Privacy Officer shall inform the VP Programs and VP Operations the status of all adult members' eligibility to participate with the GLA.

**Honorary Lifetime Members:** shall be non-playing members who have rendered extraordinary and distinguished service to the GLA. Individuals may be nominated to be Honorary Lifetime Members by any member of the GLA and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the current Gloucester Minor Lacrosse Association Executive.

Honorary members will have no vote but may attend Gloucester Minor Lacrosse Association member's meetings and by invitation, meetings of the GLA Executive.

**b) Cessation of Membership**

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

**c) Terms and Eligibility**

Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the GLA AND have provided original signature on the OLA player card. Members whose Membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations or hold office in the GLA for the current year. The Executive Secretary shall inform those concerned of this suspension in writing. Property of the GLA must be returned immediately which he/she may have in his/her possession.

Members in good standing shall be those admitted to Membership and who are not under suspension from the GLA or the Ontario Lacrosse Association in the current year; and/or playing members who have not paid the current years fees in full (HL and/or competitive).

Members whose conduct is considered by the Board of Directors to be contrary to the stated Code of Conduct, the Rules of Play and the purposes of the GLA shall be asked by the Executive or the Disciplinary Committee (should such a body be in place) to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Executive to resign from the GLA. If they do not resign, they shall be given

proper notice of motion, to be considered at the next Executive 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 GLA shall not be transferable and shall terminate upon a Member's resignation or death.

**d) Member Resignation**

i) Members holding a position on the GLA Executive or GLA Management Board may resign from the GLA by submitting a resignation in writing addressed to the Executive Secretary who in turn will notify all the GLA Board of Directors. Property of the GLA must be returned immediately which he/she may have in his/her possession.

ii) Should an Executive member, Board of Director Member or Member of the GLA who transfers their player, through a release in accordance with the OLA guidelines (MR-III), to a neighbouring association must relinquish their position on the GLA Executive or GLA Management committee.

iii) Should a Board of Director Member or Member of the GLA Management Committee either resign or be suspended from the GLA Board of Directors or Management Committee, he or she cannot be elected or appointed for a position with the GLA Board of Directors or Management Committee, or hold a volunteer position within the GLA for a period of two (2) years. It is the discretion of the present Board of Directors to reduce the period of suspension in case by case consideration.

**e) Members Right to Vote**

Every adult member in good standing, in attendance at the GLA Annual General Meeting (AGM), has the right to one vote. Membership status shall be determined by the GLA Membership Database submitted to the OLA for the season in question and verified by the GLA Treasurer.

**ARTICLE 4 - BOARD OF DIRECTORS**

1. The Board of Directors of the GLA shall consist of the President, Treasurer, Executive Secretary, Registrar, Operations Director, Girls Program Director, and the Sponsorship and Marketing Director.
- 2.(a) All Members of the Board of Directors (with the exception of the Past President) shall be elected at the Annual General Meeting of the GLA and shall hold office for a period of two years. The two year term for the President, Operations Director, Executive Secretary, and the Sponsorship and Marketing Director shall commence service at the Annual General Meeting on even numbered years (i.e. 2016, 2018, 2020, etc). The Treasurer, Registrar, and Girls Program Director shall commence service at the Annual General Meeting on odd numbered years (i.e. 2017, 2019, 2021, etc) . In the event there is a Board of Director position open at the AGM that is in the middle of its' planned two year term, the position will be elected for a single year at the current AGM and then open for election at the following AGM for the standard two year term.
- (b) Nominees for President, Operations Director, and Girls Program Director must have previously served at least one full year in a position with the GLA as an elected Board Member or as an appointed member of the GLA Management Committee. Nominees for Treasurer must either hold a recognized financial designation or be able to demonstrate previous experience in a similar position with a minor sports association.
- (c) Any member of the Board of Directors resigning from the executive during the year must do so in writing and the management committee is empowered to fill any such vacancy by appointment. Appointments are made until the next Annual General Meeting at which time the position shall be elected for the remaining term of the vacated position.
- (d) An Executive member who is absent from three consecutive meetings without sufficient cause shall cease to be a member of the executive and may be replaced by appointment.
- (e) All executive positions are voluntary and no member of the executive shall receive remuneration for his or her services except as follows: Where extraordinary expenses are incurred by any member of the GLA in conducting the business of the GLA such expenses shall be reviewed by the Board of Directors and the member shall be reimbursed as approved by the Board.
- (f) In that there may be particular and specific skills required to fill the Specialized Ad Hoc positions within the Management Committee it would be reasonable for the elected Board of Directors to solicit, review and ratify any volunteer interested in filling an Ad Hoc position. Any member wishing to volunteer for any of the Specialized Ad Hoc positions of the Board must make their interests known to the Board of Directors, either at the AGM or anytime thereafter and the Board will consider each candidate in the context of the requirements of the specific position.

## **ARTICLE 5 - AMENDMENTS**

1. The Board of Directors shall have the exclusive power to enact or amend the By-laws for the GLA.
2. The membership of the GLA, within the definition as stated in Article 3, and as assembled at the Annual General Meeting, shall have the exclusive power to approve and amend the Constitution. The general membership may recommend the addition of new or changes to, the existing By-laws of the Corporation for consideration by the Board of Directors where they deem it appropriate.

## **ARTICLE 6 - MANAGEMENT COMMITTEE**

1. The Management Committee shall consist of the elected Board of Directors and the ratified Specialized Ad Hoc Members and shall develop and manage programs under which respective duties as outlined in the bylaws, and contribute to the development of the budget of the Association for the current year.
2. The Board of Directors have full power to manage and administer the business of the GLA within the scope of the Constitution and By-laws. Without limiting the foregoing, shall more particularly:
  - (a) Appoint such special committees, officials or other voluntary or paid personnel as may be considered necessary for the efficient operation of the GLA.
  - (b) Develop and approve an annual Budget of the Association
  - (c) Have the power to decide on any matters not covered in the Constitution and By-laws of the GLA and to recommend additions to or changes to the By-laws, to the Membership as required.

The management and administration of the GLA shall be supported by the management committee in accordance with the duties and responsibilities outlined in the bylaws.

## **ARTICLE 7 - BOARD OF DIRECTOR DUTIES**

- 1)
  - a) The President or his/ her designate shall preside at all meetings of the GLA Board of Directors and the Management Committee; he/she or his/her alternate, shall call all meetings as required for the effective management of the GLA. He/she shall call such

extraordinary meetings as may be required when requested to do so by half or more of the members of the Board of Directors. He/she shall be designated as a signing officer on contracts or other legal documents on behalf of the GLA. He/she shall be a designated signing officer on Association cheques and act in conjunction with the Treasurer and Executive Secretary, to ensure that the signatures of two of the three designated signing officers appear on all GLA cheques. The President shall sit as Standing Member of the Finance and Budget Committee and as a member of any other duly constituted Committee, as deemed necessary. He/she or his/her representative shall represent the GLA at all Zone 5, OLA or other external meetings.

- b) The Treasurer shall collect, properly record and maintain an appropriate bank account for all finances involving the GLA. He/she shall submit regular financial statements to the Board of Directors for approval. He/she shall present an audited financial statement to the Annual General Meeting. He/she shall pay all accounts with Board of Director approval, by Association cheque. He/she shall be the primary signing officer on Association cheques and act in conjunction with the President and the Executive Secretary, to ensure that the signatures of two of the three designated signing officers appear on all GLA cheques. The Treasurer shall consult with the other GLA Directors as appropriate to ensure the development of an appropriate budget for the forthcoming year, which will be subject to the consideration and approval of the Management Committee.
- c) The Operations Director shall be responsible for-all “off-floor” activities and the overall running of the GLA. The Operations Director will have the added responsibility for the identification and recruiting of volunteers to fill various operations roles including, but not limited to, scheduling, purchasing, equipment, jerseys, apparel, and storage/rental agreements. He/she shall be responsible estimating related annual operating costs to be provided to the Treasurer during the budget preparation process.
- d) The Executive - Secretary shall be responsible for maintaining the official record of Association business and correspondence, maintaining a Critical Date registry to ensure that the GLA remains in compliance with OLA requirements and policies, and to generally have knowledge of all matters pertaining to the direct operation of the GLA. The Executive - Secretary shall be responsible for ensuring that the President, Board of Directors and Management Committee are aware of all issues requiring action, on a timely basis. The Executive - Secretary shall receive and archive a copy of all correspondence issued or received by any member of the Management Committee or the Board of Directors.
- e) The Girls Program Director is responsible for the design and delivery of the GLA Girls Program (including both competitive and house league components). He/she shall be chairperson of the Girls Program Development Committee, to be constituted of the President and the operational Directors as appropriate. He/she shall be responsible, with the members of the Girls Program Development Committee for evaluating and preparing a proposal considering all aspects of the GLA Girls Program for the consideration and approval of the Management Committee. The Girls Program Director will have the added responsibility for the identification and recruiting of volunteers, to fill various roles (i.e. coaches, convenors, trainers, managers, etc.) as needed.
- f) The Sponsorship and Marketing Director shall be responsible for all GLA club fundraising activities and shall present and make recommendations on team fundraising

proposals to the GLA Board of Directors. The Sponsorship and Marketing Director will have the added responsibility for the identification and recruiting of volunteers to undertake various fundraising activities. He/she shall be responsible for preparing a proposal considering all aspects of the annual fundraising plan for the consideration and approval of the Management Committee.

- g) The Immediate Past-President shall participate in the deliberations of the GLA Management Committee and Board of Directors and generally act in an advisory capacity with **no voting capacity**.

Life time membership is awarded to Dave Smith with all rights as ratified at the 2009 AGM. (The position does not count towards quorum of the management committee.)

Members of the Board of Directors may also be required to perform such duties as are assigned by the President or such officer delegated by him/her or his/her alternate as required.

## **ARTICLE 8 – NON-VOTING POSITIONS REPORTING TO THE BOARD OF DIRECTORS**

- 1) Following each AGM, the Board of Directors will initiate a search to identify and appoint a Competitive Program Director and a House League Program Director. Priority would be given to candidates that are non parents with a varied experience lacrosse background whenever possible and remuneration may be provided at the discretion of the Board of Directors. Each appointment is for one calendar year (from AGM to AGM).
- 2) Duties of the non-voting appointed positions:
  - a. The Competitive Program Director is responsible for the design and delivery of the GLA Competitive Program (excluding Girls-only competitive teams). He/she shall be chairperson of the Competitive Program Development Committee, to be constituted of the President and the operational Directors as appropriate. He/she shall be responsible, with the members of the Competitive Program Development Committee for evaluating and preparing a proposal considering all aspects of the GLA competitive program for the consideration and approval of the Management Committee. The Competitive Director would also be responsible for selecting the coaches through an open and fair competition. In conjunction with the coaches and members of the Board would guide tournament selection.
  - b. The House League Program Director is responsible for the design and delivery of the GLA House League Program (excluding the Girls-only House League program). He/she shall be chairperson of the House League Program Development Committee, to be constituted of the President and the operational Directors as appropriate. He/she shall be responsible, with the members of the House League Program Development Committee for evaluating and preparing a proposal considering all aspects of the GLA house league program for the consideration and approval of the Management Committee. The House League



Program Director will have the added responsibility for the identification and recruiting of volunteers to fill various roles (i.e. coaches, convenors, trainers, managers, etc.) as needed.

## **ARTICLE 9 - ANNUAL GENERAL MEETING (AGM)**

- 1) The AGM of the GLA shall be held after the Ontario provincial lacrosse festival and prior to the OLA AGM (i.e. between mid-August and the end of October) of the current playing season.
- 2) Notices of motion, correspondence, constitutional amendments, nominations for each office, or other matters for consideration at the AGM shall be submitted in writing to the GLA Executive Secretary or designate, no later than 14 days preceding the meeting.
  - (a) No article of this constitution shall be altered rescinded or new one made except at the AGM and then only by a two-thirds majority of the eligible voting members present.
  - (b) Eligible voting members includes all members of the GLA, defined as parents of players, coaches, executive members, referees or volunteers participating in the Program of the GLA during the playing year and in attendance at the AGM .
  - (c) Election of Officers shall take place after constitutional amendments at the AGM.
  - (d) The incoming President shall be responsible for calling the first meeting of the next executive, both for the Board of Directors and the Management Committee, following the annual meeting. The first meeting of the new Board of Directors may, at the discretion of the President, be held in conjunction with the annual meeting.
  - (e) All positions on the Board of Directors are to be elected by ballot, written or verbal, at the AGM. Should any position be left vacant due to the inability of membership to elect such members or should an appointed member resign his/her position, the Management Committee shall have the authority to solicit and appoint a suitable person or persons to fill any such vacancy.
  - (f) All positions identified as Specialized Ad Hoc Positions of the Management Committee will be open on the floor of the AGM for members wishing to volunteer. Members wishing to identify their interest in a particular position must make their interests known verbally and subsequently in writing to the Board of Directors, either at the AGM or immediately thereafter and will be subject to a selection process, as specified in Article 6.2 (a). In the interests of timeliness and the fundamental operation of the Management Committee, the Board of Directors will undertake to fill the Specialized Ad Hoc Positions at their first meeting and inform the general membership by means of the GLA Newsletter and web-site.

## **ARTICLE 10 - OPERATIONS MEETINGS**

- 1 (a) Meetings of the Board of Directors shall be held on a regular basis as required and such other times as called pursuant to this Article.
  - (b) Meetings of the Finance and Program Committees shall be called at the instance of the chairperson of those committees, having regard for the work schedule of the particular committee, but in any event the first meeting of each committee shall be called before the end of the calendar year in which the new executive takes office. A meeting of the Tournament Committee will be called by the chairperson of that Committee upon the granting of the Tournament by the OLA and then regularly until the date of the tournament.
  - (c) Notwithstanding the provisions of this article, the President or his or her designate may, for the convenience, cancel, move or re-schedule any meetings, except the annual meeting, set out herein.
  - (d) Subject to the foregoing, all meetings of the Board of Directors or the Management Committee, as the case may be, shall be at the call of the President or at the call of a majority of the Board of Directors, through the President.
2. (a) A quorum of the Management Committee shall consist of one half of the members of the Board of Directors, including the President or a Vice-president and one third of the Specialized Ad Hoc positions (excluding the lifetime member). Each member of the Management Committee shall have a single vote (including the lifetime member).
  - (b) The agenda for meetings of the Board of Directors and/or the Management Committee shall be established and distributed by the Executive Secretary on behalf of the President or designate.
  - (c) Minutes of the meetings of the Management Committee shall be e-mailed to every member of the Board of Directors by the Executive Secretary on behalf of the President.
  - (d) Notices of all meetings shall be phoned or e-mailed to all members at least five days in advance of said meetings, wherever possible.

## **ARTICLE 11.**

In extraordinary circumstances General Members may be invited to participate in Management Committee meetings and shall, as of right, be entitled to vote as a member of the Management Committee with respect to the subject matter for which their attendance was sought.

## **ARTICLE 12.**

The Board of Directors of the GLA shall make provision for three additional committees, that is, the Finance Committee, the Program Development Committee and the Tournament Committee. The composition of these committees is set out within the By-laws of this Constitution.

## **ARTICLE 13**

The Management Committee, with the co-operation of the Executive Secretary and the Director of Promotions, shall cause a newsletter to be produced and distributed on a regular basis as required, to all registered members of the GLA.

## **ARTICLE 14.**

As a member of the Management Committee in attendance at any GLA sponsored function the Committee members are responsible to report any irregular situation to the responsible management committee member immediately and where that is impossible, intercede on behalf of the responsible member of the Committee to resolve the matter within the context and spirit of GLA policy. As a member of the Management Committee, all members will be held explicitly responsible for their personal actions and must act in accordance and will be held accountable for their actions in fulfilling the mandate vested in them by the general membership and the Board of Directors.

## **ARTICLE 15 - AWARDS**

Each year the GLA will recognize three individuals for their efforts and actions to promoting the game of lacrosse and representing the GLA in a positive manner during the current year. The awards are:

House League Coach of the Year: this award is presented to a Head Coach, Assistant Coach, Manager or volunteer of the GLA House League. He/she is selected by nominations received through the Director of House League from players or families of the GLA House League. The recipient receives a keeper trophy and his/her name is engraved on a plaque in the GLA Trophy Case. This award is presented annually at the AGM.

Competitive Coach of the Year: this award is presented to a Head Coach, Assistant Coach, Manager or volunteer of the GLA Competitive Program. He/she is selected by nominations received through the Director of Competitive from players or families within the GLA Competitive Program. The recipient receives a keeper trophy and his/her

name is engraved on a plaque in the GLA Trophy Case. This award is presented annually at the AGM.

GLA Volunteer of the Year: this award is presented to a GLA Volunteer by the President. This award is to recognize the time and efforts of a Volunteer in any capacity that has surpassed the expected level of dedication for a volunteer. The recipient is recognized for having improved the GLA through selfless dedication, promoting a positive image of the GLA and lacrosse and for donating many hours of volunteer work to the GLA. He/she is selected by the President and a small committee designated by the President. The recipient receives a keeper trophy and his/her name is engraved on a plaque in the GLA Trophy Case. This award is presented annually at the AGM.