

Clarington Minor Lacrosse Association Constitution and By-Laws

Revised 2021

Clarington Minor Lacrosse Association CONSTITUTION

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Section 1: IDENTIFICATION

1.01 Name

The name of the Association shall be the “Clarington Minor Lacrosse Association” hereinafter referred to as the ASSOCIATION. The official logo shall be the “Shamrock” as represented on page 19 of this Constitution.

1.02 Mission Statement

The mission of the Association is to organize, promote, develop and govern minor lacrosse within the Municipality of Clarington and other areas accepted by the Ontario Lacrosse Association.

In doing so:

The Association will provide an opportunity for all eligible youth of our community 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 promote and model respect for all players, opponents, officials and members associated with the CMLA, through good sportsmanship, correct and proper behavior, team play and fair play.

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

1.03 Definitions

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 Municipality of Clarington and shall operate as a branch of the Ontario Lacrosse Association:

Our geographical borders shall be defined and ratified by the Ontario Lacrosse Association and subject to change at the discretion of and in agreement with Zone 6 and the OLA. This document will be updated as these changes occur.

1.04 Organization

The Association shall be composed of members as hereinafter set out and it shall be managed by an elected Board of Directors and other appointed members as outlined in this Constitution and Bylaws.

1.05 Contact Information

The Association will maintain its own mailing address within the Municipality of Clarington. The Association will maintain its own electronic mail address.

1.06 Affiliation

The Clarington Minor Lacrosse Association will maintain its affiliation with the Ontario Lacrosse Association, the Ontario Minor Field Lacrosse League, OWFL, and its local zone and league.

Section 2: MEMBERS

2.01 Classes of Members

The Association shall have four (4) classes of membership, namely: Playing

Members, Adult Members, Affiliated Members and Honorary Lifetime Members:

Playing Members shall be all members who have properly registered to participate in the activities of the Association.

An Adult Member shall be: eighteen years of age or older and a parent or guardian of a Playing Member(s) or bench personnel or a referee registered with the Association or a current member of the Board of Directors.

Affiliated Members shall be all non-playing members who have properly registered to participate in the on/off floor operations of the Association. Members in this class will have no vote but may attend member's meetings by invitation.

Honorary Lifetime Members shall be non-playing members who have rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime Members by any member of the Association and the granting of Honorary Lifetime Membership must

be confirmed by a majority vote of the current Clarington Minor Lacrosse Association's Board of Directors.

Honorary members will have no vote but may attend Clarington Minor Lacrosse Association members' meetings by invitation, meetings of the Board and Committees of the CMLA.

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, equipment, uniforms or other property of the Association which he may have in his/her care.

2.03 Insurance

All of the Association's Playing Members, coaches, trainers and managers shall be insured through the Ontario Lacrosse Association insurance plan. All coaches will be insured through the Coaching Association of Canada Liability Insurance Plan. The coverage terms shall be from January 1 to December 31 of the current year registered.

All of the Association's contents stored at the Garnet B Rickard Arena will be covered under Content Insurance which shall be purchased annually.

The Association will annually purchase Board of Directors Insurance which will include the current years elected and appointed Board members.

2.04 Terms and Eligibility

Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. 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 Association for the current year. 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 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, termination 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 Clarington 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.

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

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

2.06 Membership Fees

Registration fees for the current year shall be established annually by the Board of Directors. 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

The current Board members, Adult members, and Playing Members 18 years of age or older that are registered members of the CMLA and in good standing with the CMLA at the time of the Annual General Meeting shall be eligible to vote.

- Only one (1) parent/legal guardian per family shall be eligible to vote at the Annual General Meeting.
- No member shall be eligible to cast more than a single vote at the AGM
- Only current Board of Directors, in good standing, are eligible to vote at Board of Director Meetings.

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.

The agenda, which is to be prepared and communicated in advance of the meeting, shall only be altered at the discretion of the President or his/her designate.

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

- Approval of the minutes of the previous Board of Directors meeting
- President's Report
- Vice President – House League Report
- Vice President – Representative Report
- Vice President – Girls'/Women's Report
- Treasurer's Report
- Secretary's Report
- Registrar's Report
- Director of Field's Report
- Director of Operations
- Director of Media Relations
- Referee in Chief
- Director of Equipment
- Director of Sponsorship and Fundraising
- Director of Tournaments
- Technical Director
- Director at Large (4 Positions)
- General Manager of Jr C Shamrox
- Old Business
- New Business

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

Except for the President and positions appointed by the Board of Directors, every Board of Director shall have a vote in all decisions.

Where required, the Board of Directors may vote on motions using electronic mail. All such votes require a majority of Board Members in order to pass. The Secretary, or their designate shall be responsible for administering the voting and will be responsible for documenting and presenting the results to the associations Board of Directors prior to the next scheduled Board of Directors' meeting.

The President shall have a casting vote only in the event of a tie on motions.

Other duties of the Board of Directors 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 General by a secret ballot where multiple candidates are standing for a Board of Director position for a two year term.

A non-Board member shall chair the elections at the Annual General Meeting.

Three (3) adults, as chosen by the President, shall act as scrutineers for the elections and assist the AGM Chairs in counting hands or ballots.

The election of positions will be staggered to allow a smooth transition between executives.

A person must serve on the board as a director for two (2) years within the last four (4) years before being eligible to be voted into a VP position or President.

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No Board of Director member can hold more than two positions at one time. Any Board Member that holds two positions is eligible for only one vote in Board matters. To be elected to an executive position, a member must obtain a minimum of 50% plus one (1) of the votes cast and be at least eighteen (18) years of age.

All Board of Director positions, except for Past-President, shall be elected at the Annual General Meeting in the following order:

1. President
2. 1st Vice President – House League
3. 2nd Vice President – Rep League
4. 3rd Vice President – Girls/Women’s Box/ Girls’ Rep/Girls’ Field Lacrosse
5. Secretary
6. Treasurer
7. Registrar
8. Director of Field
9. Director of Operations
10. Director of Media Relations
11. Referee-in-Chief
12. Director of Equipment
13. Director of Sponsorship and Fundraising
14. Director of Tournaments
15. Director at Large (4 positions)

3.03 Vacancies on the Board of Directors

The Board of Directors may appoint any eligible person 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 Board of Directors in attendance at the meeting where the action is proposed.

Should a Board of Director either resign or be suspended from the CMLA executive, he or she cannot be elected or appointed for a position with the Board or hold a volunteer position within the organization for a period of two years. It is the discretion of the present Executive to reduce the period of suspension from volunteer activity (i.e. cause maybe 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) days 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 recommendations. All decisions of the Board of Directors shall then be final and binding.

3.06 Terms of Office

All Board of Directors shall be elected to serve a term of two (2) years commencing from the Annual General Meeting to be held during the first week of October.

Departing Board of Directors are also required to participate in the first meeting of the newly elected Board of Directors but do not have voting privileges. They shall provide a formal written summary report, plus any cumulative documentation affiliated with said position from the previous lacrosse season.

The election of positions will be staggered to allow a smooth transition between boards.

The positions up for election by year are as follows:

Even years: VP of Rep, VP of Girls'/Women's Box/Rep/Field, Treasurer, Director of Media Relations, Director of Operations, Referee-in-Chief, Director at Large (2 positions)

Odd years: President, VP of House League, Secretary, Equipment Director, Registrar, Director of Field Lacrosse, Director of Sponsorship and Fundraising, Director of Tournaments, Director at Large (2 positions)

Each of the above positions will be for a term of two (2) years and/or at the time that the Association's Financial Report has been approved by the Association's Members.

3.07 Resignations

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

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

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

3.08 Absenteeism

Unless otherwise determined by the Board of Directors, the absence of a Director from three (3) consecutive meetings without notification to the secretary prior to the meeting shall be deemed to be a resignation of said Director from the Board.

3.09 Return of Property

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

3.10 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 their interest at a Board meeting.

After making such a declaration, no Director shall vote on that agenda item, nor shall he or she be counted in the quorum and may not participate in any discussion.

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 refrain from voting and debate. In the situation that the President is perceived to have the conflict, the Past President will discuss the matter with the President.

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 the 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 Board of Directors 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 (AGM)

The Association shall conduct an Annual General Meeting to be held during the first week of October 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
- Individual Board of Director's Review of the Past Year
- Treasurer's Report
- Proposed Amendments to the Constitution and By-Laws of the Association
- Election of the Executive Members
- Old Business

- New Business

Notice of the Annual General Meeting shall appear in on the Association's Website at least four (4) weeks prior to the meeting. Also, at this time, a request will be made for nominations to the Board of Directors via the CMLA website.

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

Twelve (12) voting adult members shall form a quorum at the Annual General Meeting.

Any past member of the Association may petition the Executive for a special dispensation for voting privileges. There shall be no proxy votes.

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

Any previous fines 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 must be called within fourteen (14) days by the Executive upon its own motion or by a petition which is submitted to the Secretary with the signatures of more than thirty (30) Adult Members of the Association. 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 Association's meetings. Such non-committee members can participate only at the pleasure of the meeting Chairman. Any such members will not be permitted to vote, make motions or second motions, except at the Annual General Meeting or at Special Meetings of the Association.

4.05 Voting Procedures

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

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.

4.07 Posting Board of Director's Meeting Minutes

Approved board meeting minutes will be published on the CMLA website in a tab/section titled "Board Meetings" and will be posted no later than three (3) weeks after the meeting that they are approved. Where it is necessary to go "in camera" for privacy reasons, that discussion/section shall be struck from the published meeting minutes.

Section 5: FINANCES

5.01 Banking

The funds of the Association shall be deposited as soon as possible, no longer than 3 business days, 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 one of the following Board of Director positions: Treasurer, President, the VP of House League, the VP of Rep, the VP of Girls'/Women's or their designates.

All cheques shall be written by the Treasurer and signed by two of the three following Board of Director positions: President, VP of House League, or VP of Rep. All cheques written to an individual that has signing authority must be signed by the other two signing officers.

The Executive, 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 and / or an automatic bank machine. When an automatic Bank machine is used a receipt must be printed and turned over to the treasurer.
- 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 for the current year shall be presented to each member present at the Association's Annual General Meeting.

An external review of the financial books of the Corporation must be conducted at the end of the fiscal year, and a written report must be submitted to the Executive as soon as the external review report is received by the Treasurer.

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 Associations' Expense and Purchasing policies.

5.05 Protection of Members

The Board members and their heirs shall at all times be completely indemnified out of the funds of the Association and all costs, charges and expenses with such Executive Members sustains or incurs as a result of proceeding which brought against him/her for an act or omission by him/her relating to the execution of the duties of his/her office and all costs, charges and expenses which such Executive 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.

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 to the Constitution Amendments may only 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 Constitution must be submitted in writing to the Association Secretary and to the CMLA email address at least two (2) weeks prior to the Annual General Meeting.

6.02 Amendments to the By-Laws

Amendments may only be proposed at an Annual General Meeting, a Special Meeting (for such purpose) or an Executive 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 at least two (2) weeks prior to the Annual General Meeting.

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 and the Ontario Lacrosse Association.

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 Municipality of Clarington, Ontario and other such areas accepted by the Ontario Lacrosse Association and the Clarington 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.

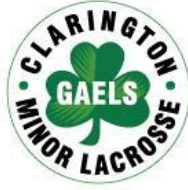
On an annual basis and prior to the start of the season, both the representative and house league programs will submit all rules and /or guideline revisions for the current operating year to the association’s Executive for approval.

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.

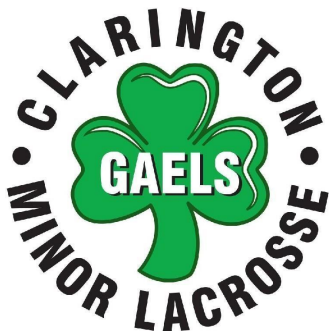
7.03 Use of Association Logo

The “Shamrock” shall be used on Association letterhead, official documents, newsletter, notices and clothing (including player shirts) as required by the Board. The following versions are currently in use:

Logo as of October 6th 2020



Previous logo:



Clarington Minor Lacrosse Association BY-LAWS

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Section 1: STANDING COMMITTEES

1.01 Structure

Board of Directors

The Board of Directors shall be composed of the twenty (20) Members elected at the Annual General Meeting plus the Past President. The President shall be the Chairman of the Board.

Executive Committee

The Executive Committee of the Board of Directors shall be responsible for setting the agenda for the Board of Directors' meetings.

The Executive Committee of the Board will be responsible for the day-to-day operations of the CMLA as its management team and will report to the Board of Directors and will be responsible to the Board of Directors.

The Executive Committee of the Board will be comprised of the President, who shall chair the Committee, the Past President, the Vice President of House League, the Vice President of Rep, the Vice President of Girls'/Womens, the Referee-in-Chief, the Secretary and the Treasurer. Minutes of these meetings will be kept and presented to the Board of Directors at the next scheduled Board meeting.

Grievance Committee

The Grievance Committee shall be responsible to hear appeals from suspended or terminated Association Director(s), or petitions from any past member of the Association requesting special dispensation for voting privileges at the Association's Annual General Meeting.

The Grievance Committee shall be comprised of the Vice President of House League

(or his/her designate), the Referee-in-Chief and the Past President who shall chair the Committee. 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 and, in the absence of the Past President, the President 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. The selected coach will provide a list of possible Assistants, Trainers and Team Manager and the Representative Teams Coaches Selection Committee will evaluate all applicants and submit their documented recommendations for representative coaches and bench personnel to the Association's Board of Directors for ratification.

The Representative Teams Coaches Selection Committee shall be comprised of the Representative Board members Committee as outlined in the Representative Policies and Procedures. The Representative teams Coaches Selection Committee shall be co-chaired by the Vice President of Rep and the Vice President of House League. The co-chairs can draw on other board members to assume the responsibilities for Rep Directors who are unable to partake in the process for a specific age group. If one of the co- chairs is unavailable the replacement must be an Executive Board Member.

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 estimate of revenues and expenditures for the fiscal year of the Association for the 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's Treasurer and will be comprised of the President, Past President, Secretary, Vice President of House League, Vice President of Rep, Vice President of Girls'/Women's, Director of Field.

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 included 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 the Associations' Referee-in-Chief and be comprised of the Secretary, Vice President of House League and Vice President of Rep. 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 hear, the Past President shall become a member of this committee.

The Dispute and Appeals Committee

The Dispute and Appeals Committee shall be responsible for deciding and hearing 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 Past President and will be comprised of the Secretary, and the Technical Director. 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.

Ad Hoc Committees

CMLA allows for the establishment of ad hoc committees to be chaired by a present CMLA 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 members of the Association's Board of Directors are to act in the best interests of the Association.

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

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

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

Violation of the principles of these guidelines may result in the suspension and Disciplinary process of the offending Executive Member in accordance with the CMLA Constitution and By-Laws.

2.01 Duties of the Board of Directors

(a) The President shall:

- call and chair all Association, Executive, and Special Meetings
- oversee all the Association's business to see that it is conducted as directed by the Executive, 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 CMLA
- sign all financial documents of the CMLA.
- act as Ex-officio member of all Ad Hoc committees of the Board.

- in conjunction with the Secretary, devise and prepare an agenda for circulation to the Board of Directors in advance of the next meeting
- in cases requiring immediate action, the President may take action with or without reference to the Board of Directors, but shall be responsible for the action to the Board of Directors at the next meeting of the Board.
- Appoint additional members to the Executive as needed with approval of the Board of Directors
- Cast a vote only to break a tie
- Approve the association expenditures
- Serve on the Budget committee
- Represent the CMLA at the Zone 6 level, attend all Zone 6 meetings or have a VP attending when he/she cannot attend
- Gather information from all Board members to ensure the needs of the CMLA are represented at the Zone Level
- Coordinate with the VP of Rep all Zone functions within Clarington (Zone 6 All Star Games, Zone 6 Championships)

(b) The Past President shall:

- advise the Board of past decisions' history
- assist the President as and when requested
- represent the President in their absence
- Chair the CMLA Grievance committee, Chair the Disputes and Appeals committee
- serve on the Executive committee and the Budget committee
- Be responsible for chairing the AGM, except the election of the Board of Directors, and work in conjunction with other Board of Directors(Registrar, Secretary, Director of Operations etc) as their roles pertain to the AGM

(c) The 1st Vice President-House League shall:

- be an assistant to the President
- fulfill all duties in the absence of the President
- be responsible for all aspects of the Association's House League
- be responsible for the appointment of conveners (if needed) and qualified team officials
- be responsible for the planning and execution of grading and team selection for house league
- Co-chair the Coaching Selection Committee
- serve on the Executive Committee, the Budget Committee, the Disciplinary Committee and the Grievance Committee
- make a report at each Board of Directors meeting
- Carry out other duties as assigned by the Executive • be a signing officer
 - be responsible for either delegating or obtaining quotes for all CMLA clothing contracts
 - be responsible for either delegating or obtaining all clothing available to the CMLA Members
 - the VP's will work together for equipment purchases, inventory control, storage, distribution and pick-up, cleaning, balls and game sheets

(d) The 2nd Vice President-Rep shall:

- a. assist the President as and when requested
- b. fulfill all duties in the absence of the President
- c. be responsible for all aspects of the CMLA representative program
- d. Co-chair the Coaching Selection Committee
- e. coordinate with the President all Zone functions within Clarington (Zone 6 All Star Games, Zone 6 Championships)
- f. serve on the Executive Committee, the Budget Committee and the Disciplinary Committee
- g. liaison between all rep coaches and Executive
- h. make a report at each Board of Directors' meeting

- i. carry out other duties as assigned by the Executive
- j. responsible for the planning & managing of the annual CMLA tournament
- k. be a signing officer
 - be responsible for either delegating or obtaining quotes for all CMLA clothing contracts
 - be responsible for either delegating or obtaining all clothing available to the CMLA Members
 - the VP's will work together for equipment purchases, inventory control, storage, distribution and pick-up, cleaning, balls and game sheets

(e) The 3rd Vice President Girls/Women's Box/Girls' Rep/Girls' Field Lacrosse shall:

- a. Be responsible for all aspects of the girls' house league and girls' rep teams
- b. Assist the President as and when requested
- c. operate the Girls' House league Program in conjunction with the VP of House League
- d. represent Clarington Minor Lacrosse Association at the Women's Box lacrosse Council meetings.
- e. establish floor time requirements for the Girls'/Women's Rep teams and work with the Director of Operations
- f. Co-Chair the coach selection committee for the Girls' rep teams
- g. co-chair and represent the association at disciplinary hearings for female players participating in the Girls'/Women's Rep box and House League programs
 - the VP's will work together for equipment purchases, inventory control, storage, distribution and pick-up, cleaning, balls and game sheets

(f) The Secretary shall:

- a. receive and disburse all correspondence from the Clarington Minor Lacrosse mailbox
- b. record and distribute minutes of all Executive Committee, Annual General and Special Meetings of the CMLA
- c. assist other Board members with correspondence
- d. in conjunction with the President, schedule and advise all Board members of meeting dates, times, locations etc
- e. in conjunction with the Executive Committee, devise, prepare and distribute an agenda in advance of the meeting
- f. be responsible for any voting conducted via electronic mail
- g. carry out other duties as assigned by the Board of Directors
- h. maintain a master record of all minutes, agendas and correspondence
- i. shall serve on the Executive committee, the budget committee, the Disciplinary committee and the Disputes and Appeals committee
- j. update the constitution with any amendments passed at the Annual General Meeting and maintain the Constitution Summary of Changes

(g) The Treasurer shall:

- a. ensure adherence to generally accepted accounting principles, oversee and be responsible for all the financial account of the CMLA
- b. chair the Budget Committee
- c. oversee the budget
- d. participate in the Executive Committee
- e. evaluate, review and recommend financial policy to the Executive Members
- f. be responsible for registering all members as needed for insurance as required by the Constitution
- g. make a report at each Board of Directors' meeting
- h. carry out other duties as assigned by the Executive

- i. be the main financial contact with the Ontario Lacrosse Association and be responsible for all remittances to the OLA
- j. complete any and all finance related correspondence, including registering Executive Members for the Ontario Lacrosse Association AGM and SAGM
- k. work with auditors to create and present financial statements to the membership

(h) The Registrar shall:

- a. be responsible for the CMLA annual registration
- b. be responsible for submissions of registration of all CMLA members and bench personnel with the OLA; representative team's documentation is to be submitted with roster to the registrar via the appropriate Vice President in accordance with OLA deadlines
- c. act as the primary registration contact for CMLA members
- d. act as the primary contact for Zone Registrar and the OLA
- e. make a report at each Board of Director's meeting
- f. carry out other duties as assigned by the Board of Directors
- g. collect registration fees as needed and remit to the Treasurer
- h. maintain our membership database on computer including records of coaching staff certifications
- i. work with the Treasurer to create refunds and receipts for registration
- j. plan, organize and execute the registrations times and locations
- k. work with the other Executive to create the fee structure annually

(i) The Director of Sponsorship and Fundraising shall:

- a) be responsible for all aspects of sponsorship for all programs, excluding Jr C
- b) Obtain quotes and order sponsor bars as required by the CMLA
- c) distribute Appreciation Pictures/Plaques (as determined by the Executive) to all CMLA sponsors
- d) be responsible for the order and delivery acceptance of fundraising items
- e) investigate and present viable fundraising opportunities to the Executive,
- f) implement and manage Executive approved fundraising activities
- g) make a report at each Executive meeting
- h) carry out other duties as assigned by the Board of Directors

(j) The Referee-in-Chief shall:

- a. assist in the development and supervision of all officials.
- b. be responsible for officials and minor officials
- c. ensure that all house league and rep games have referees
- d. assist in the selection and appointment of the referee/timekeeper assignor positions(non-voting).
- e. be responsible for officials and courses and on-going instruction, education and up-grading of officials
- f. actively solicit referees and advertise known clinics
- g. participate in the Board of Directors meetings as needed
- h. be the main point of contact with the Zone 6 RIC and the OLA VP of Officiating
- i. Chair the Disciplinary committee
- j. serve on the Executive committee and the Grievance committee

(k) The Director of Media Relations shall:

- a. be an assistant to the President

- b. arrange advertisements for registration dates in accordance with the Registrar
- c. be responsible for the CMLA website
- d. work closely with all board members to publicize and promote all future programs of the CMLA
- e. work closely with the Rep Program and the House League program to share success stories of the organization
- f. be responsible for the content and management of the CMLA internet website
- g. edit the web site as directed by the appropriate Board of Director
- h. ensure web content is current
- i. be the main point of contact between CMLA and our web provider
- j. Carry out other duties as assigned by the Board of Directors

(l) The Director of Tournaments shall:

- a) make the application for our Historical Dan Greer Memorial Tournament and any other tournaments the Board of Directors wishes to apply for, to the OLA annually by the dates set by the OLA
- b) create and present a budget for the tournament(s) to the Board of Directors
- c) create the application forms for participating teams, receive application forms and entry fees
- d) advertise and promote CMLA tournament(s) to all OLA clubs, clubs from Quebec Lacrosse and all other eligible teams as deemed eligible by the OLA Tournament Committee
- e) organize all other aspects necessary for a successful tournament

(m) The Director of Operations shall:

- a. Under the direction of the VP of House League and the VP of Rep, coordinate all floor time requirements for the CMLA
- b. Serve as the liaison and be responsible for the negotiation of floor time within the Municipality of Clarington
- c. Fulfill the duties of scheduler for floor time for the CMLA
- d. carry out other duties as assigned by the Board of Directors.

(n) The Technical Director shall:

- a. be a two (2) year appointed position in the odd years as prescribed in Section 3.06 by the Board of Directors at the first meeting of the board following the AGM.
- b. be a voting member of the Board of Directors
- c. Must hold a foundation and knowledge of lacrosse
- d. organize and run a Coaches' Clinic each season for House League
- e. organize and run a New Players' Clinic each season
- f. aid in teaching and mentoring of new coaches in the CMLA
- g. Serve on the Disputes and Appeals committee

(o) The Director at Large (4 Positions) shall:

- a. assist in coordinating the activities of all Board members and assist any Board member, as directed by the Board, in the completion of the Board member's mandate

(p) The Director of Field shall:

- a. be responsible for all OMFLL Rep teams
- b. be an assistant to the Vice President of Rep League
- c. Shall negotiate fields with the city.
- d. Shall liaise with the Director of Fundraising/VP of Rep regarding the operation and hosting of the Dan Greer Tournament
- e. Shall ensure that all teams are registered with the OMFLL • Shall ensure that all coaches and trainers are properly carded.
- f. Serve on the Representative Coach Selection Committee and the Budget committee
- g. Assist the Registrar to ensure proper documentation and certification of all bench personnel and players
- h. Represent the CMLA at OMFLL meetings

2.02 Junior C Shamrox

- The Clarington Shamrox will operate under the direction of the Board of Directors of the CMLA. Day-to-day team operations will be the responsibility of the Shamrox General Manager.
- Candidates for the General Manager positions will be scrutinized by the CMLA Rep Committee and a recommendation will be forwarded to the executive at the September Board meeting. A final decision will be made by the Board of Directors at the October Board meeting.
- Once selected, the General Manager will recruit/select the coaching staff. The General Manager may also appoint an Assistant General Manager.
- The General Manager is accountable to the Board of Directors
- The General Manager shall attend the monthly meeting of the Board of Directors to give a report to the board.
- The General Manager does not have voting privileges on the Board of Directors.
- The General Manager will provide/present a report for the Annual General Meeting of the CMLA.

Section 3: Code of Ethics

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

It is recognized that the CMLA is a relatively small organization and that many of our members will 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 Soft Lax to Intermediate, both House League and Rep and including the Jr C Shamrox.

Discussions and differences of opinion at Board and Committee meetings will be inevitable but all Board Members must commit to the CMLA 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 Board and Committee meetings are open to the general membership, 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 should not be discussed.

Violation of the principles of these guidelines may result in the suspension of the offending Board Member in accordance with Section 3.04 of the CMLA Constitution.

Section 4: Version History

Version Date	Section	Details
October 6th, 2020	6.01	Proposed amendments to be submitted 2 weeks prior to AGM, previous 3 weeks
October 6th, 2020	6.02	Proposed by-laws to be submitted 2 weeks prior to AGM, previous 3 weeks
October 6th, 2020	New Section	version history added
October 6th, 2020	4.02	Notice of AGM to be given 4 weeks prior to meeting, previously 3 weeks
October 6th 2020	2.01 (f)	Secretary is responsible for updating the Version History
October 6th 2020	2.07	Clarify voting rights
October 6th 2020	1.01	Update logo with new version created by Carrie Bonter