



**STAYNER HITMEN LACROSSE
CONSTITUTION
AND
BY-LAWS**

(Revised November, 2009)

STAYNER LACROSSE ASSOCIATION
Constitution
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Section 1: IDENTIFICATION

1.01 Name and Logo

The name of the Association shall be “ Stayner and Area Minor Lacrosse Association Inc.” hereinafter referred to as the Association and the official logo shall be “Stayner Hitmen” as shown on the cover of the constitution.

1.02 Definition

The Association shall be a non-profit organization, which is the sport governing body for Minor lacrosse in the area known as the Township of Clearview and shall operate as a Branch of the Ontario Lacrosse Association.

1.03 Objectives

The objectives of the Association shall be to promote, develop and govern minor lacrosse within the Township of Clearview.

1.04 Organization

The Association shall be composed of members as hereinafter set out and shall be managed by an Executive Board of Directors as outlined in the Constitution and By-laws.

1.05 Purpose

- i) To promote organized lacrosse for children
- ii) To teach fair play and sportsmanship

1.06 Affiliation

The Association shall seek membership in and affiliate itself with the Ontario Lacrosse Association and its local/zone league.

Section 2: MEMBERS

2.01 Classes of Members

The Association shall have two classes of membership, namely: Playing Members and Adult Members:

- a) Playing Members shall be all members who have properly registered to participate in the activities of the Association.
- b) An Adult Member shall be: minimum of eighteen years of age and a parent or guardian of a playing members(s), bench personnel, executive member, or a referee registered with the Association.

2.02 Cessation of Membership

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

2.03 Insurance

All of the Association playing members shall be insured through the Ontario Lacrosse Association insurance plan. All coaches shall be insured through the Coaching Association Of Canada Liability Insurance Plan.

Section 3: GOVERNING STRUCTURE

3.01 Executive Committee

- (a) The Board of Directors shall conduct the Affairs of the Association.
- (b) The Board of Directors prior to any action or amendment concerning such decision must ratify all Association decisions.
- (c) The Board shall meet once every month or as directed by the President through the Secretary.
- (d) One-half of the total number of the Board plus one constitutes a quorum at the Board meeting.
- (e) Except for the President, every Board member shall have a vote in all decisions.
- (f) The President shall have a casting vote only in the event of a tie on motions.
- (g) Other duties of the Board members shall be outlined in this Constitution and in the By-laws.

SECTION 3: GOVERNING STRUCTURE (con't)

3.02 Election of the Board of Directors

- (a) The Association's Board of Directors shall be elected at the Annual Meeting by a secret ballot and shall rule for the given fiscal year.
- (b) A non-Board member shall chair the elections at the Annual Meeting.
- (c) Two members-at-large shall act as scrutineers for the election.
- (d) To be elected to a Board position, a member must obtain a minimum of 50% plus one(1) of the votes cast and be at least eighteen years of age.
- (e) All Board of Directors positions, except for Past-President, shall be elected at the Annual Meeting in the following order:

- | | |
|-----------------------------|--|
| 1) President | 10) Director – Parent Rep. |
| 2) Vice-President | 11) Director – Sponsorship & Fundraising |
| 3) Secretary | 12) Director – Equipment |
| 4) Treasurer | 13) Director – Publicity & Promotions |
| 5) Zone Convenor/Scheduler | 14) Director – Tournaments |
| 6) Little Shooters Convenor | 15) Director – Canteen |
| 7) Player Development | 16) Director-at-large #1 |
| 8) Referee-in-Chief | 17) Director-at-large #2 |
| 9) Director – Registration | |

3.03 Vacancies on the Board of Directors

- (a) The Board of Directors may appoint any adult member to fill a vacancy until the next Annual Meeting.
- (b) The absence of any executive member from two consecutive regularly scheduled meetings without due cause, shall constitute a vacancy and the absentee must be notified in writing of such action.

3.04 Suspension

The Board of Directors may suspend, cancel the affiliation of, or accept the resignation of any Member at any time for it deems as a "just cause". Any such suspension shall require a two-thirds (2/3) majority vote of the Board of Directors in attendance at the meeting where the action is proposed.

Any member that is removed from the Board with "just cause" shall be unable to hold any position on the Board of Directors for a period of two years beginning the season after the suspension.

Section 3: GOVERNING STRUCTURE (con't)

3.05 Appeals

A suspended member shall have seven (7) days from receiving by Registered mail written notice of his suspension to advise the Past President of his 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 of the appeal within seven (7) days of receiving the recommendation. All decisions of the Board of Directors shall then be final and binding.

Section 4: MEETINGS

4.01 Annual Meeting

- (a) The Association shall conduct an Annual Meeting on or before the third Sunday of October.
- (b) Notice of the Annual Meeting shall appear in the local papers and be e-mailed to all members of the Association at least three (3) weeks prior to the meeting.
- (c) The current President shall chair all aspects of the Annual Meeting except for elections.
- (d) Twelve (12) voting adults members shall form a quorum.
- (e) All current Board Members and adult members of the Association shall be entitled to vote as are playing members who are 18 years of age or older. Any past member of the Association shall be entitled to petition the Grievance Committee for a special dispensation for voting privileges. There shall be no proxy votes.
- (f) Any previous fines not paid in full shall automatically disqualify that individual from voting at the Annual Meeting or participating in any subsequent games as a player or bench personnel. The individual fined shall be permitted to proceed through the existing grievance procedure with the full understanding that the decision of the Board of Directors is final.
- (g) Changes or amendments to the Constitution or its By-laws, must be given to the Secretary at least 3 weeks prior to the date of the Annual General Meeting.

4.02 Special Meetings

A Special Meeting of the Association shall be call within fourteen (14) days by the Board 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 shall be dealt with, except with the unanimous consent of those present.

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Section 4: MEETINGS (Con't)

4.03 Attendance at Meetings.

- (a) All members of the Association shall be entitled to attend any of the Association's meetings. Such non-committee members can participate only at the pleasure of the meeting Chairman. Any such member shall not be permitted to vote, make motions, or second motions, except at the Annual General Meeting or at any Special Meeting of the Association.
- (b) Minutes of executive meetings will not be copied or given out. Members may approach the Secretary and an appointment will be made to view the minutes.

Section 5: FINANCES

5.01 Banking

- (a) The funds of the Association shall be deposited at the discretion of the Board in an appropriate legal financial institution for the best benefit of the Association in the name of the Association.
- (b) The Treasurer plus any two out of the three Executive Board shall sign all cheques.
- (c) The Association has the power to accept donations, gifts, legacies and bequests.

5.02 Fiscal Year

The fiscal year of the Association shall end on the 30th day of September.

5.03 Financial Report

- (a) The financial statement of the Association shall be presented to each member present at the Association's Annual General Meeting.
- (b) All financial records of the Association shall be audited in December of each year if directed by a majority vote by the membership at the Annual Meeting.

5.04 Expenditures

All of the Association's expenditures shall first be approved by the Executive Board of Directors.

Section 5: FINANCES (con't)

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, for all costs, charges, and expenses which such Board member sustains or incurs as a result of any proceeding which is brought against him for any act or omission by him relating to the execution of the duties of his office, and for all costs charges and expenses which such Board members sustains or incurs in relation to the affairs of the Association except such costs, charges and expenses occasioned by his own wilful 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 AND BY-LAWS

6.01 Amendments to the Constitution

Amendments may only be proposed at the Annual General Meeting in the form of a written notice of motion. Voting on any such amendment shall be done by a show of hands unless a secret ballot is requested. A two-thirds (2/3) majority vote of members present will be necessary to pass any amendments.

6.02 Amendments to the By-Laws

Amendments may only be proposed at an Annual General Meeting, a Special Meeting (for such purpose), or Board Meeting in the form of a notice of motion. Voting on any such amendment shall be done by a show of hands unless a secret ballot is requested. A majority vote will be necessary to pass any amendments.

Section 6: CONSTITUTION AND BY-LAWS (con't)

6.03 Interpretation of the Constitution

In this Constitution and in the By-Laws of the Association, unless the context otherwise specified or requires,

1. The singular shall include the plural and the plural singular.
2. The masculine shall include the feminine and the neuter.
3. "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

- a) The Association may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of Lacrosse in the Township of Clearview.
- b) 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.
- c) No such regulation may violate the individual's rights and 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

- a) The "Hitmen" shall be used on Association letterhead, official documents, newsletters, notices and clothing (including player shirts) as required by the Board (see cover page).
- b) The Stayner Hitmen logo cannot be used in anyway unless written permission is granted by the Board. Failure to do so will result in a suspension to the coach(s) and or player(s).

REVISION SECTION

3.04 Revised November 2009

5.02 Revised November 2009

3.02 Revised September 2011

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Section 1: STANDING COMMITTEES

1.01 Structure

- (a) The Board of Directors shall be composed of all sixteen (16) Board Members elected at the Annual Meeting plus the Past President. The President shall be Chairman of this Board.
- (b) The Grievance Committee shall be comprised of the Director of Zone Rep., 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 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 then chair the Committee. There shall always be 3 members of this committee hearing the grievance, and in the event that three of the above are unable to serve, the Board of Directors shall appoint members as required to constitute a committee.
- (c) The Disciplinary Committee shall be comprised of three Executive Members that will be appointed by the President, who then shall chair the committee.
- (d) The Selection Committee for Coaches shall be comprised of the Vice President, Director of Zone Rep., Director of House League, and Director of Player Development, and chaired by the President.

1.02 Functions

- (a) SLA shall give a refund on or before May 22 of that fiscal year. No refund will be given after this date, unless an injury has occurred. This request must be in writing with a medical note. To be determined by the Executive.
- (b) An administration fee shall apply for any refunds. Refund requests must be in writing. The amount of fee will be determined yearly by the Board of Directors.
- (c) The executive shall determine the amount of registration fee to be levied for annual registration of players.
- (d) All NSF cheques will be subject to a fee. Fee will consist of the current banking NSF charges.
- (e) Each family is to perform bond hours to SLA. A separate cheque of will be payable at registration. Amount of the bond hour cheque will be subject to change yearly by the Board of Directors.
- (f) All applicants including Bench Personnel and Executive Members must agree to a criminal search by the OPP. Failure to comply with this request or a positive result may disqualify a candidate.
- (g) Each executive member shall take at least one turn each year to attend a zone meeting.

Section 2: GOVERNING STRUCTURE

2.01 Duties of the Board of Directors

(a) The President shall;

- 1) Chair all Association, Executive, Board, Annual and Special Meetings.
- 2) Oversee all the Association's business to see that it is conducted as directed by the Board.
- 3) Lead the Association towards the goals and objectives it has set for itself.
- 4) Be a signing officer of the SLA, in conjunction with the Secretary, devise and prepare an agenda for circulation to the Board of Directors in advance of the next meeting.
- 5) Attend all Zone and OLA meetings on behalf of the Association.

(b) The Past President shall;

- 1) Advise the Board of past decisions history.
- 2) Be responsible for the SLA Grievance Committee.
- 3) Be responsible for all aspects of the Annual Meeting.
- 4) Assist the President as and when requested.

(c) The Vice-President shall;

- 1) Be responsible for overseeing the Director of Parent Rep..
- 2) Assist the President as and when requested.
- 3) Head an executive committee to review and recruit candidates to stand for elections for positions on the Board of Directors.
- 4) Be the back-up person to attend Zone Meetings.
- 5) Be a part of the Selection committee for Zone and House League coaches.

(d) The Secretary shall;

- 1) Receive and disperse all correspondence.
- 2) Record and distribute minutes of all Executive, Board, Annual and Special Meetings of the SLA.
- 3) Assist other Board members with correspondence.
- 4) Schedule and advise all Board members of meeting dates, times, locations, etc.
- 5) In conjunction with the President, devise, prepare and distribute an agenda in advance of the meeting.

(e) The Treasurer shall;

- 1) Be responsible for all the financial accounting of the SLA.
- 2) Sign all financial documents of the SLA.
- 3) Be responsible for the budget.
- 4) Be responsible for registering all members needed for Insurance as required by the Constitution.

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Section 2: GOVERNING STRUCTURE (con't)

(f) The Zone Convenor/Scheduler shall;

- 1) Be part of the selection committee for the Zone Coaches.
- 2) Be responsible for all aspects of the SLA Rep. programs.
- 3) To do the scheduling for all games and practices involving floor time.
- 4) Inform coaches and the Town of Clearview Arena Manager of any schedule changes.
- 5) Be part of the Disciplinary Committee.
- 6) Update any changes to the schedule on the website
- 7) Schedule all time keepers for Zone games and Tournaments

(g) The Little Shooter Convenor shall;

- 1) Be responsible for dividing the teams equally.
- 2) Be responsible for operating the Little Shooters programs.
- 3) Arrange coaches and on floor helpers for Little Shooters program.
- 4) Work with Zone Scheduler to arrange all floor time and advise parents And coaches of any changes
- 5) Arrange Day of Champions for the Little Shooters Program

(h) The Player Development shall;

- 1) Be part of the Selection Committee for coaches.
- 2) Be responsible for arranging and conducting coaches courses and/or clinics for players and coaches.
- 3) Work with the team coaches, trainers, and managers to help better player development skills.

(i) Referee-in-Chief shall;

- 1) Assure all home games have referees.
- 2) Be responsible for officials and courses and on-going instruction, education and upgrading of officials.
- 3) Report any suspension of a player or coach to the Zone 4

- Rep. ASAP.
- 4) Be a part of the Disciplinary Committee.

(j) The Director of Registration shall;

- 1) Be responsible for the SLA Annual Registration.
- 2) Be responsible for Zone teams players cards.
- 3) Be responsible for submitting the player's disk to the OLA.

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Section 2: GOVERNING STRUCTURE (con't)

(k) The Director of Parent Rep.

- 1) Have a team mom or manager assigned to every team.
- 2) Be responsible for handing out any information from the Executive Or the Zone Convenor to each team mom or manager.
- 3) Be responsible for all bond hours and cheques.

(l) The Director of Sponsorship & Fundraising shall;

- 1) Be responsible for all aspects of sponsorship, including solicitation of House League and Rep team sponsors, as well as Tournament sponsors.
- 2) Distribute Appreciation Pictures/Plaques to all SLA sponsors.
- 3) Be responsible to the Board for suggesting various major fundraisers for the Board's consideration.
- 4) Be responsible for any and all fundraising activities.
- 5) The Director of Fundraising shall be specifically responsible for one or two major fundraising projects as determined by SLA.

(m) The Director of Publicity & Promotions shall;

- 1) Be responsible for all aspects of the SLA Newsletter.
- 2) Be responsible for regular press releases.
- 3) Co-ordinate all areas of publicity, advertising and public relations of the SLA.
- 4) Develop and institute a promotional campaign to develop increased awareness of minor lacrosse.
- 5) Work closely with all Board Members to publicize and promote all future and ongoing programs of the SLA.

(n) The Director of Equipment shall;

- 1) Be responsible for equipment purchases, assignments, distribution, pick-up and storage.

- 2) Be responsible for all trophy purchases.
- 3) Obtain quotes and order sweaters, jackets, hats, etc. as required by SLA.

(o) The Director of Tournaments shall;

- 1) Be responsible for co-ordinating all aspects of SLA tournaments.

(p) The Director of the Canteen shall;

- 1) Be responsible for the operation of a food and drink stand for SLA.
- 2) Be responsible for all financial transactions of the canteen to the treasurer.

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Section 2: GOVERNING STRUCTURE (con't)

(q) The Director at Large #1

- 1) Works directly with the registrar and all aspects of registration.
- 2) Assist the President as and when requested.

(r) The Director at Large #2

- 1) Be responsible for the SLA website.
- 2) Assist the President as and when requested.

- 1) The player and parent or legal guardian must sign the Association player's registration form and a Photocopy of the player's Birth Certificate must be submitted at the time of registration.
- 2) Insurance is mandatory for all teams from the beginning of the playing season, and such charge for the same is included in the player's registration fees.
- 3) All player's must have adequate lacrosse equipment, according to the CLA rules. Players not attired correctly will not be allowed on the floor.
- 4) Team coaches and managers are responsible for the conduct of their team on and off the floor.
- 5) Team coaches are to ensure that the players go directly to their dressing rooms on completion of games.
- 6) Any team requesting the use of a player from a lower classification must first receive approval of the Convenor, as well as the coaches involved and the parents.
- 7) Team coaches of all teams are to ensure that every possible effort is made to give each player equitable floor time.

- 8) Team coaches are responsible for all team uniforms and equipment allocated to their team.
- 9) Team coaches are responsible to notify their players of games and practices.
- 10) Team coaches are responsible to keep track of their game stats for their ratings.

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Section 2: GOVERNING STRUCTURE (con't)

- 11) No equipment may be purchased or directed to the club other than by full approval of the executive. Purchases will be made through the Equipment Director, who will have authorization of the executive.
- 12) Exhibition games that are arranged by the coaches must be checked for approval by the Convenor and Scheduler before firm commitments are made.
- 13) No individual may play or practice with SLA teams unless they are signed the same. This is a CLA Ruling and also a decision of this Executive because of insurance reasons.

REVISION SECTION

- 2.01 (a) Revised September 2011
- 2.01 (f) Revised September 2011
- 2.01 (g) Revised September 2011
- 2.01 (m) Revised September 2011

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CODE OF ETHICS

All members of the Stayner Lacrosse Association Board of Directors shall represent the SLA in a professional and dignified manner in all Lacrosse related areas whether as a recognized delegate of the SLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or even as a fan.

It is recognized that the SLA is 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 and 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 Paperweight to Intermediate, both House league and Rep.

Discussions and difference of opinion at Board and Committee meetings will be inevitable but all Board Members must commit to SLA 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 suspension of the offending Board Member in accordance with Sections 3.04 and 3.05 of the SLA Constitution.