



STAYNER HITMEN LACROSSE
CONSTITUTION
AND
BY-LAWS
(Revised October 2019)

STAYNER MINOR LACROSSE ASSOCIATION
CONSTITUTION

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STAYNER MINOR LACROSSE ASSOCIATION
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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, develop, govern and foster minor lacrosse within the Township of Clearview
- ii) To teach sportsmanship and emphasize fair play at all times. To teach respect for players, officials and spectators at all times. To develop community spirit and encourage good fellowship amongst all participants to the betterment of their physical, mental and social wellbeing.
- iii) To provide equal training and facilities to all children, regardless of their race, sex, creed, or economic status.

1.06 Affiliation

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

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Section 2: MEMBERS

2.01 Classes of Members

The Association shall have three classes of membership, namely: Playing Members, Adult Members and Life 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.
- c) Life Members shall be eighteen years of age or older who have been identified by the SMLA membership as a person who has made a significant contribution to the game of lacrosse or has made a considerable contribution to the SMLA as outlined below.

LIFE MEMBERSHIP

- Nominations for Life Membership must be made in writing with reasons/biography
 - No more than 1 builder and 1 player per year if nominated.
 - Approval by 2/3 of Board
 - Presented with bio for approval at AGM – 2/3 majority of eligible voters present to confirm
 - The newly elected Life Member will be notified by letter immediately following the AGM The criteria for Life Membership will be as follows:
 - Minimum of 10 years of service to the game of lacrosse as a builder **or** identified as having made a significant contribution to Club.
- Privileges
- voting rights at any Annual General Meeting he/she wishes to attend.
 - access to all minutes of the Board meetings.
- Acknowledgement: Recipients will receive an acknowledgement plaque.

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 they may have in their care.

2.03 Insurance

All of the Association 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.

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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 quorum at the Board meetings.
- (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.
- (h) The President and the Treasurer shall not be the same person.
- (i) The President shall have prior to election, previous experience as a member in good standing of the Association's Board of Directors.

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3.02 Election of the Board of Directors

- (a) The Association's Board of Directors shall be elected at the Annual Meeting by a show of hands (unless a secret ballot is requested), 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 scrutinisers 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) The following positions will be for a term of 24 months from the time of the Annual Meeting of election: President, Vice President, Secretary, Treasurer and Director of Registration. All other positions will be voted on a yearly basis.
- (f) All required Board of Directors positions, except for Past-President, shall be elected at an Annual Meeting.

Annual Meetings held during even numbered years, beginning with the 2020 playing season, elections shall be done in the following order:

- | | |
|---|--------------------------------------|
| 1) Vice-President (2yr term) | 8) Director – Equipment |
| 2) Treasurer (2yr term) | 9) Director – Publicity & Promotions |
| 3) Zone Convenor/Scheduler | 10) Director – Tournaments |
| 4) Little Shooters Convenor | 11) Director – Canteen |
| 5) Director - Player Development | 12) Director-at-large #1 |
| 6) Director – Parent Rep. | 13) Director-at-large #2 |
| 7) Director – Sponsorship & Fundraising | |

- **Note: For the 2020 season ONLY, the positions of President, Secretary and Registrar will be One (1) year terms in order to accommodate the new terms**

Annual Meetings held during odd-numbered years, beginning with the 2021 Playing Season:

- | | |
|---|--------------------------------------|
| 1) President (2yr term) | 8) Director – Equipment |
| 2) Secretary (2yr term) | 9) Director – Publicity & Promotions |
| 3) Little Shooters Convenor | 10) Director – Canteen |
| 4) Referee-in-Chief | 11) Director-at-large #1 |
| 5) Director – Registration (2yr term) | 12) Director-at-large #2 |
| 6) Director – Parent Rep. | |
| 7) Director – Sponsorship & Fundraising | |

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Section 3: GOVERNING STRUCTURE (cont'd)

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 what 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.

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.

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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 adult 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 three (3) weeks prior to the date of the Annual General Meeting.

4.02 Special Meetings

A Special Meeting of the Association shall be called 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.

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 the Executive meetings will not be copied or given out. Members may approach the Secretary and an appointment will be made to view the minutes.

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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 one of two Executive Board members shall sign all cheques.
- (c) The Association has the power to accept donations, gifts, legacies and bequests.
- (d) All NSF payments made to Stayner Minor Lacrosse Association will be subject to a \$25.00 administration surcharge.

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.
- (c) The Treasurer shall maintain financial statements and supporting invoices, receipts and account books, for a period of 5 years. If a change of Treasurer is made the information shall be transferred immediately to the new Treasurer and the new Treasurer shall be accountable for the records.

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Section 5: FINANCES (cont'd)

5.04 Expenditures

All of the Association's expenditures shall first be approved prior to purchase.

- (a) Purchases under \$100 must be approved by either the Treasurer or President.
- (b) Purchases under \$500 must be approved by the Board of Directors.
- (c) Purchases over \$500 must be approved by the Executive Committee. A written quote including shipping, taxes or other miscellaneous charges must accompany the request.
- (d) All requests for reimbursement of expenses incurred on behalf of the Association shall be accompanied by an expense report and the appropriate receipts; signed and dated.
- e) A budget and on-going summary of expenditures shall be prepared for all special events, fundraising, invitational and OLA Provincial tournaments by the Coordinator of the program or event as deemed necessary by the Executive. The budgets where required shall be approved by the Executive. The summary of expenditures shall be submitted to the Treasurer and the Executive for review within 30 days following the event or completion of the program or within 30 days of said request being made.

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.

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Section 5: FINANCES (cont'd)

5.07 Fines or Fees to Members

(Fees include (but not limited to) registration and bond payments)

- (a) If a playing member is fined by the CLA, OLA, Zone or Stayner Minor Lacrosse Association (hereafter called SMLA), the player will pay the fine to the SMLA, who will in turn pay the fining body. The Association may reimburse the fined member, upon the written request of the fined member, or where the member is a minor, upon the request of the parent or legal guardian of the fined member, for a Board Review.
- (b) If an Adult Member is fined by the CLA, OLA, Zone or SMLA the adult member will pay the fine to the SMLA, who will in turn pay the fining body. The Association may reimburse the adult member, upon the written request of the fined member for a Board Review.
- (c) Any fines or fees must be paid to the Treasurer prior to any player or bench personnel returning to the floor.
- (d) Any outstanding fees or fines will automatically disqualify that individual from voting at the Annual Meeting. The member will be considered a member not in good standing until the matter is resolved. The individual fined will be permitted to proceed through the existing grievance procedure.
- (e) Any unpaid fines shall be added to the next year's registration fees for that member.

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 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.

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Section 6: CONSTITUTION AND BY-LAWS (cont'd)

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.
- (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).

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REVISION SECTION

3.04 Revised November 2009

5.02 Revised November 2009

3.02 Revised November 2011

1.05 Revised October 2018

2.01 Revised October 2018

3.02 Revised October 2018

5.01 Revised October 2018

5.03 Revised October 2018

5.04 Revised October 2018

5.07 Added October 2018

3.01 Revised October 2019

3.02 Revised October 2019