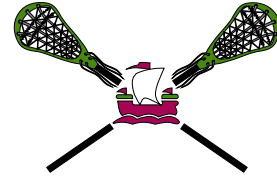


# Capital District Minor Lacrosse Association CONSTITUTION



## Section 1: IDENTIFICATION

### 1.01 Name and Logo

The name of the Association shall be the "Capital District Minor Lacrosse Association", hereinafter referred to as the Association.

### 1.02 Definition

The Association shall be a non-profit organization and the governing body for minor lacrosse in the area know as the Capital District (Fredericton/Oromocto).

### 1.03 Aims and Objectives

The objectives of the Association are to promote, develop and govern minor lacrosse within the Capital District, regardless of ability of social status.

### 1.04 Organization

The Association shall be comprised of members as hereinafter set out and it shall be managed by a Board of Directors, hereinafter referred to as the Board, and subcommittees as outlined in this Constitution and By-Laws.

### 1.05 Contact Information

The Association shall maintain a post office box in Fredericton, which shall serve as the main contact address for the Association. Maintenance of the post office box shall be the responsibility of the Secretary.

### 1.06 Affiliation

The Association shall seek membership in and affiliate itself with the Canadian Lacrosse Association and the New Brunswick Lacrosse Association.

## Section 2: MEMBERS

### 2.01 Classes of Members

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

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

(ii) An Adult Member shall be: nineteen years of age and a parent or guardian of a Playing Member(s), or bench personnel, 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 and/or other property of the Association which s/he may have in his/her care.

## **Section 3: GOVERNING STRUCTURE**

### **3.01 Board of Directors**

- (i) The affairs of the Association shall be conducted by the Board of Directors (the Board).
- (ii) The Board of Directors shall be comprised of all eight (8) Board Members elected at the Annual Meeting, plus the Past President. The President shall be the Chairperson of this Board.
- (iii) All Association decisions must be ratified by the Board prior to any action or amendment concerning such decision.
- (iv) The Board will meet once monthly, or as directed by the President through the Secretary.
- (v) One-half of the total number of the Board plus one will constitute a quorum at a Board meeting.
- (vi) Except for the President, every Board member shall have a vote in all decisions.
- (vii) The President shall cast a vote only in the event of a tie vote on motion(s).
- (viii) Other duties of the Board members shall be outlined in this Constitution and By-Laws.

### **3.02 Election of the Board of Directors**

- (i) The Association's Board of Directors shall be elected by secret ballot at the Annual Meeting and shall rule for the given fiscal year.
- (ii) A non-Board member shall chair the Annual Meeting elections.
- (iii) Two members-at-large shall act as election scrutineers.
- (iv) To be elected as President, a member must have been on the Board for at least the immediately preceding term.
- (v) The Association Treasurer will be a non-elected, non-voting position approved by the Board and, if at all possible, assumed by a financial field professional.
- (vi) To be elected to a Board position, a member must be at least nineteen (19) years of age and obtain a majority of the votes cast for the position.

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

1. President
2. Vice President
3. Secretary
4. Directors [5]

### **3.03 Vacancies on the Board of Directors**

The Board of Directors may appoint any Adult Member to fill a vacancy until the next Annual Meeting.

### **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 '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.

### **3.05 Appeals**

A suspended member shall have seven (7) calendar days from receiving, by Registered Mail, written notice of his/her suspension to advise the Past President of his/her intention to appeal the suspension. Such notice of appeal must 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) calendar days after the member's appeal. After having considered the recommendation of the Grievance Committee, the Board of Directors shall render a final, written decision on the appeal within seven (7) calendar days of receiving the recommendation. All decisions of the Board of Directors shall then be final and binding.

### **3.06 Protection of Members of the Board**

No member of the Board of the Association and/or the Executive of the Board of the Association shall be liable for the acts, receipts, neglects or defaults of any other member of the Board and/or Executive Committee, or for joining in any receipts or other act for conformity, or for any loss or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Board and/or the Executive Committee for or on behalf of the Association, or for any loss or damage arising from bankruptcy, insolvency or tortuous act of any person with whom any of the moneys, securities or effects of the Association shall be deposited or for any loss occasioned by any error in judgement or oversight on the part of the member or for any other loss, damage or misfortune whatsoever which shall happen in the execution of the duties of the office or in relation thereto, unless the same shall happen through the members' own dishonesty.

## **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 Meeting**

- (i) The Association shall conduct an Annual Meeting on or before the third Sunday in October annually.
- (ii) Notice of the Annual Meeting shall appear in the local papers and be conveyed to all members of the Association in as efficient a manner as possible a minimum of three (3) weeks prior to the meeting.
- (iii) The presiding President shall chair all aspects of the Annual Meeting, except for elections.
- (iv) Twelve (12) adult voting members shall form a quorum at the Annual Meeting.
- (v) All current Board Members and adult members of the Association are entitled to vote, as are playing members of eighteen (18) years of age or older. Any past member of the Association may petition the Board for special dispensation for voting privileges. There shall be no votes by proxy.
- (vi) Any outstanding fines/penalties not paid will automatically disqualify an individual member from voting at the Annual Meeting, or participating in any subsequent games as a player or bench personnel.

#### **4.03 Special Meetings**

A Special Meeting of the Association must 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 will be dealt with, except with the unanimous consent of those present.

#### **4.04 Attendance at Meetings**

Non-committee members of the Association can participate in Association meeting(s) only at the pleasure of the Chairperson. Any such members will not be permitted to make motions, second motions, or vote, except at the Annual General Meeting or at any Special Meetings of the Association.

### **Section 5: FINANCES**

#### **5.01 Banking**

- (i) The funds of the Association shall be deposited at the discretion of the Board in the appropriate legal accredited financial institution for the best benefit of the Association in the name of the Association.
- (ii) All cheques shall be signed by the Treasurer and any one (1) of the President or President's designate.

(iii) The Board of Directors, 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.

(iv) 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 in each year.

#### **5.03 Financial Report**

(i) The financial statement of the Association shall be available at the Association's Annual General Meeting.

(ii) Financial records of the Association shall be audited in December of each year, if so directed by a majority vote of the membership at the Annual Meeting.

#### **5.04 Expenditures**

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

#### **5.05 Fundraising and Sponsorship**

The Board must oversee and approve all matters regarding Association fundraising/sponsorship. Any funds, equipment or other items obtained from sponsors and/or fundraising will automatically become the property of the Association. No team, coach, manager, parent, or any Association member shall undertake individual fundraising project(s) outside the auspices of the Association's Board.

#### **5.06 Financial 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 which such Board member sustains or incurs as a result of any proceeding which is brought him or her for any act or omission by him or her relating to the execution of the duties of his or her office, and all costs, charges and expenses which such Board member sustains or incurs in relation to the affairs of the Association, except such costs, charges and expenses occasioned by his or her own willful neglect or default.

#### **5.07 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 monies may be donated to a charitable organization, such charitable organization to be decided by the majority at the Special Meeting.

## **Section 6: CONSTITUTION AND BY-LAWS**

### **6.01 Amendments to the Constitution**

Amendments to the Constitution may only be proposed at the Annual General Meeting in the form of written Notice of Motion. Voting on any constitutional 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 constitutional amendment(s).

### **6.02 Amendments to the By-Laws**

Amendments to the By-Laws may only be proposed at an Annual General Meeting, a Special meeting (for such purpose), or Board Meeting in the form of a written Notice of Motion. Voting on any such By-Law amendments shall be done by a show of hands, unless a secret ballot is requested. A majority vote will be necessary to pass any by-law amendments.

### **6.03 Interpretation of the Constitution**

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

- (i) the singular shall include the plural and the plural the singular;
- (ii) the masculine shall include the feminine and the neuter;
- (iii) '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**

- (i) The Association shall at all times abide by the Rules and Regulations of the Canadian Lacrosse Association.

### **7.02 Other Rules and Regulation**

- (i) The Association may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of Lacrosse in the Capital District.
- (ii) 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.
- (iii) No such regulation may violate an individual's rights or freedoms, except as may be required to protect the rights and freedoms of any other individual and to ensure the stability of the basic structure of the sport.

# **Capital District Minor Lacrosse Association**

## **BY-LAWS**

### **Section 1: STANDING COMMITTEES**

#### **1.01 Structure**

(i) The Executive Committee of the Board of Directors shall be comprised of the President, Past-President, Vice-President and Secretary. The Executive Committee will be responsible for the day-to-day operations of the Capital District Minor Lacrosse Association, as it's management team.

(ii) The Secretary of the Board of Directors shall be responsible for establishing the agenda for the Board of Director's Meeting, such agenda to be approved by the Board of Directors seven (7) calendar days prior to the Board Meeting.

#### **1.02 Functions**

[To be established by the newly elected Board at their first meeting.]

### **Section 2: GOVERNING STRUCTURE- DUTIES & RESPONSIBILITIES**

#### **2.01 Duties & Responsibilities**

(i) The President shall:

- a) chair all Association, Executive, Board, Annual and Special Meetings;
- b) oversee all Association business to ensure it is conducted as directed by the Board;
- c) represent the Association at the annual Meeting of the Canadian Lacrosse Association;
- d) be a signing officer of the Capital District Minor Lacrosse Association;
- e) be the primary contact person for all matters dealing with the Canadian Lacrosse Association;
- f) act as an Ex-officio member of all committees of the Board;
- g) assist the Secretary in devising and preparing the agenda for circulation to the Board of Directors in advance of meeting(s);
- h) execute contracts, documents, or any instrument(s)

on behalf of the Association, or shall so designate a Board member to do so on his or her behalf.

(ii) The Past President shall:

- a) advise the Board of history of past decisions;
- b) be responsible for the Capital District Minor Lacrosse Association Grievance Committee;
- c) be responsible for all aspects of the Annual Meeting;
- d) assist the President as and when requested.

(iii) The Vice President shall:

- a) represent the President in his or her absence;
- b) assist the President as and when requested.

(iv) The Secretary shall:

- a) receive and disperse all correspondence;
- b) be responsible for all aspects of the Capital District Minor Lacrosse Association post office box;
- c) record and distribute minutes of all Executive, Board, Annual and Special Meetings of the Capital District Minor Lacrosse Association;
- d) advise and assist Board members with correspondence;
- e) schedule and advise all Board members of meeting date(s), time(s), location(s), etc.;
- f) in conjunction with the President, devise, prepare and distribute an agenda in advance of meeting(s).

(v) The Director(s) shall:

- a) be appointed to chair various committee(s) on an annual basis as deemed appropriate and necessary by the Board.
- b) a maximum of two (2) additional Directors may be appointed by the Executive to serve during the Associations annual year, or any portion thereof, if and as deemed necessary by the Executive at any time throughout the Associations annual year.

## **2.02 Executive Interference**

Once an officer has assumed his or her annual responsibilities, no undue interference is to be taken by any other officer, unless such interference has the approval of a quorum of the Executive Committee.

## **Section 3: MINIMUM EQUIPMENT REQUIREMENTS**

### **3.01 Player Equipment Requirements**

The following equipment in each Division is required by each and every player before said player will be permitted to participate in any Capital District Minor Lacrosse Association game(s).

(i) Tyke Division [non-contact Division]

- CSA Approved helmet and face mask
- CSA Approved shoulder pads
- CSA Approved Gloves
- Elbow pads
- Athletic support

(ii) Pee Wee/Novice Division(s)

- CSA Approved helmet and face mask
- CSA Approved shoulder pads
- CSA Approved Gloves
- Slash/arm guards
- Elbow pads
- Kidney/back guard
- Athletic support
- Knee pads

(iii) Bantam/Midget Division(s)

- CSA Approved helmet and face mask
- CSA Approved shoulder pads
- CSA Approved Gloves
- Slash/arm guards
- Elbow pads
- Kidney/back guard
- Athletic support

## **CODE OF ETHICS**

All members of the Capital District Minor Lacrosse Association Board of Directors will represent the Capital District Minor Lacrosse Association in a professional and dignified manner in all lacrosse-related areas, whether as a recognized delegate of the Capital District Minor Lacrosse Association, or in any other official or unofficial capacity such as coach, assistant coach, manager, official or even fan.

It is recognized the Capital District Minor Lacrosse Association is a relatively small organization and that many members will represent the organization at more than one level. It is imperative the primary responsibility of a Board Member is to the Board. While it is recognized and encouraged that Board Members may be involved in areas such as coaching or officiating, etc., it is of paramount importance all Board Members recognize their responsibility in the long and board view. Allegiance must extend over the complete continuum.

Discussions and differences of opinion at Board and Committee meetings will be inevitable but all Board Members must commit to the Capital District Minor Lacrosse Association as adopted. If a policy comes to be adopted that a Board Member(s) does not agree with, the Board Member has the option(s) of (a) supporting the policy, (b) disagreeing with the policy in silence, or (c) resigning.

While all Board and Committee meetings are open to the general membership, it is imperative - in order to encourage open discussion and participation - such discussion remain privy to those in attendance. Discussions of policy outside the appropriate environment will take place but specific positions or quotes from other Board Members are not to be discussed.

Violation of the principles of these guidelines may result in suspension of the offending Board Member.

#### **Footnotes**

<sup>1</sup> With the exception of the inaugural Association election.

<sup>2</sup> With the exception of the inaugural Association election.

<sup>3</sup> For the inaugural year, the Grievance Committee shall be chaired by the President, one (1) Association Director and one (1) Adult Member appointed by the President.

<sup>4</sup> For the October 2002 to September 2003 year, each Director shall assume responsibility for one (1) of each of the following:

- i. Public Relations [media approaches, leaflets, brochures, etc.]
- ii. Technical [player registration, program development, coaches, referees, etc.]
- iii. Fund Raising [corporate sponsorship(s), Association fundraising ventures, etc.]
- iv. Volunteer Recruitment

