

SHUSWAP MINOR LACROSSE BY-LAWS

BY-LAW NUMBER I: DEFINITIONS

1. **Association** - Refers to the Shuswap Minor Lacrosse Association
2. **SMLA** - Refers to the Shuswap Minor Lacrosse Association
3. **Minor Members** - Refers to the registered players of Shuswap Minor Lacrosse Association
4. **Parent Members** - Refers to the parents and/or legal guardians of Minor Members
5. **Executive** - Refers to the members of the Board of Directors
6. **Directors** - Individuals who are elected or appointed officers of the association.
7. **BCLA** - Refers to the British Columbia Lacrosse Association
8. **League Games** - Games played between teams in a league, and shall include league playoffs.
9. **Minors** - Players and teams of players in Midget and younger age groups.
10. **AGM** - Refers to the Annual General Meeting of the Association

BY-LAW NUMBER II: MEMBERSHIP

1. All members shall agree to comply with the Constitution and By-laws of the Association as amended from time to time, and with any regulations and rulings made by or on behalf of the Association.

2. The following may be admitted as members of the Association:
 - i) Individuals between the ages of 5 to 17 years. Such individuals shall be Minor Members and do not have voting privileges.
 - ii) Individuals who are interested in the general work of the Association and who are not members of any other lacrosse club, team or association. Such individuals shall be Associate Members and shall not have voting privileges unless elected or appointed to recognized positions on the Executive.
 - iii) Individuals elected or appointed to the Board of Directors. Such individuals shall be Executive Members and shall have voting privileges.
 - iv) Individuals who are the parents and/or legal guardians of minor members. Such individuals shall be Parent Members and shall have voting privileges.

3. The honour of Life Member may be bestowed upon a member for outstanding and meritorious service to the Association. Individuals may be nominated by the Executive and

- subsequently elected by unanimous vote of the members present at any Annual General Meeting to become Life Members. Life Members shall not have voting privileges unless appointed or elected to a recognized position on the Executive.
4. The following members shall not be subject to membership fees:
 - i) Executive members
 - ii) Associate members
 - iii) Parent members
 - iv) Life Members
 5. Applications for membership shall be made at the time of registration upon a form supplied by the Association. Fees shall be paid at the time of registration.
 6. Parents and/or guardians of Minor members automatically become Parent Members.
 7. Any member who fails to abide by the Constitution and By-laws or any rules or regulations made pursuant thereto, may be suspended by a two thirds vote at an Executive Meeting, so long as there is a quorum in attendance.
 8. While under suspension a member will not be allowed to participate in any league games or play-offs.

9. A person shall cease to be a member of the Association
- i) by delivering a resignation in writing to the Secretary or President of the Association or mailing it to the address of the Association;
 - ii) upon death
 - iii) upon having been expelled
 - iv) upon having been a member not in good standing for 12 consecutive months.

10. All members are in good standing except a member who has failed to pay the current applicable annual membership fee or any other subscription or debt due and owing to the Association, and this member remains not in good standing so long as the debt remains.

11. Expulsion:

- i) A member may be expelled by a special resolution of the members passed at a Special or Annual General meeting, providing that the resolution is on the agenda and in the notice of calling the meeting.
- ii) The notice of special resolution of expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
- iii) The person who is the subject of the proposed resolution for expulsion must be given an opportunity

to be heard at the meeting before the resolution is put to a vote.

- iv) Motion for expulsion requires a three fourths vote of the members voting at the meeting.
- v) The expelled member may place the matter on the agenda of the next Special or General meeting and shall have opportunity to speak to the Motion for Expulsion and may make a motion for Readmission.

BY-LAW III: MEETINGS

1. Annual General Meeting

The Annual General Meeting of the Association shall be held within 9 months of December 31st, the fiscal year end; such date to be set by the Executive or in the event of their failure to act, by the President. Notice of such meeting must be given 30 days prior to the date of the meeting to each member of the Association stating:

- a) the place of the meeting
- b) the date of the meeting
- c) the agenda of the meeting
- d) the proposed amendments to the Constitution or By-laws.

2. Special Meeting

The President may call a Special Meeting at anytime. Special Meetings of the Association require notice as stated in By-law III.1.a-d.

3. Quorum

- i) At Annual General and Special Meetings of the Association 51% of the Executive and never less than 3 Parent Members shall constitute quorum.
- ii) At meetings of the Executive 51% of the members shall constitute quorum.

4. Procedure

Meeting procedures shall be governed by “Robert’s Rules of Order”, current edition.

5. Voting

- a) Executive and Parent Members in good standing shall have 1 vote each.
- b) Voting shall be by a show of hands unless a poll is demanded by any member.
- c) No one person shall cast more than 1 vote on any question.
- d) The President shall only have a vote in the event of a tie.

BY-LAW IV - OFFICERS

1. The officers of the Association which shall constitute the Executive or Board of Directors shall be:

President

Immediate Past President

Vice President

Secretary

Treasurer

Registrar

Head Scheduler

**1- 10 Directors At Large - to fill positions as needed,
including but not limited to:**

Head Coach

Head Referee

Equipment Manager

Tournament Coordinator

Publicist/ Promoter

Fundraising Coordinator

Website Coordinator

Manager Coordinator

2. The officers shall retain their positions for a term of 2 years. The positions shall be staggered to alternate years, to maintain continuity in the Executive, as follows: President, Secretary, Treasurer and Directors At Large as needed at

an AGM of one year, and Vice President, Registrar, Head Scheduler and Directors At Large as needed at the following AGM.

3. All officers other than the Immediate Past President shall be elected at the AGM.
4. The Executive shall appoint a Nominating Committee to present to the AGM at least 1 name for each Officers position to be filled that year. Nominations shall also be accepted from the floor at the AGM.
5.
 - i) The Executive may at any time appoint a member as a Director to fill a vacancy.
 - ii) A Director so appointed holds office only until the conclusion of the following AGM, but is eligible for election at that AGM.

BY-LAW V - DUTIES OF THE OFFICERS

1. President

The President shall

- preside at all Annual General, Special and Executive meetings of the Association
- shall supervise all the affairs of the Association
 - shall be primarily responsible for the development and maintenance of the programs of the Association.

2. Immediate Past President

The Immediate Past President shall

- offer advice and support to the current President and the Executive

3. Vice President

The Vice President shall

- carry out the duties of the President whenever the President is unable to do so
- assist the President as needed

4. Secretary

The Secretary shall

- record minutes of each meeting, whether General, Special or Executive.
- attend to any correspondence pertaining to the Association.

- prepare agendas for pending meetings and notifications of meetings
- maintain correspondence files and minutes
- ensure all required information is forwarded to the BC Registrar of Societies in a timely fashion after the AGM and as needed throughout the season.

5. Treasurer

The Treasurer shall

- receive all monies paid to the Association and to deposit the same in a bank designated by the Executive
- present all bills or claims against the Association to the Executive and see that the same are promptly paid
- collect all dues, fees or monies owing to the Association and to give receipts therefore
- keep an accurate record of all monies received and disbursed
- make a report, including a budget for the coming year, for presentation at the AGM
- work with the Tournament Coordinator to supply cash and cheques as needed and make deposits as needed for any tournament sanctioned by SMLA and to provide an accurate financial statement to SMLA for the tournament
- perform such other duties as may be designated by the Executive.

6. Registrar

The Registrar shall

-organize the registration drive each year including but not limited to:

-ensuring that registration forms are mailed out to all previously registered players

-ensuring registration information is advertised in local papers in a timely manner

-setting up registration dates, tables and drop off locations

-ensuring monies collected through registration be forwarded to the treasurer for prompt deposit

-ensure all accepted registration forms are complete and fees have been collected

- correlate the player information for BCLA and the Head Coach

- maintain a members register with related information

- inform the Executive as to the progress of registration, with numbers, so team and coaching issues can be addressed

-develop a waiting list once registration is complete, thereby allowing those players registered in time first access to team placement and any late registrants a fair way to register if there is room on the teams.

7. Head Scheduler

The Head Scheduler shall

- correspond with local venue operators as to floor availability and costs
- attend preseason zone scheduling meeting(s) to schedule league games, being aware of available floor times and team tournament dates
- set practice schedule for the season
- secure facilities for special events and tournaments
- reconcile billed floor time to Association, ensuring that the teams are using all floor time booked and paid for
- notify treasurer if games or practices are cancelled without proper notice so teams can be billed for incurred referee and floor costs
- work with other Associations in the zone to reschedule games as needed
- ensure that all teams receive practice and game schedules as soon as possible
- forward a copy of the current SMLA insurance policy received from BCLA to the venue operators.

8. Head Coach

The Head Coach shall

- recruit coaches
- appoint a Coaching Coordinator and assign tasks as needed
- organize the teams with coaches, assistant coaches and other personnel deemed necessary, at the beginning of the season

- address any disputes that may arise involving teams and coaches and inform the Executive of such disputes
- ensure all coaches are properly certified to the level required and have submitted current criminal record checks
- inform coaches of coaching clinics as available in the area and organize attendance
- complete and return BCLA forms as required

9. Head Referee

The Head Referee shall

- recruit referees for the association
- ensure annual training and upgrading of referees qualifications
- schedule referees for all games and the tournament
- deal with arbitration, infractions and discipline of referees throughout the season
- evaluate referees
- appoint a Referee Coordinator and assign tasks as needed

10. Equipment Manager

The Equipment Manager shall

- be responsible for the storage, cleaning, repairing and purchasing of all equipment
- sign out equipment to each team at the beginning of the season

- supply a complete First Aid kit to each team
- receive all equipment at the end of the season. And complete an equipment inventory for the AGM. Supply the Executive with this inventory list prior to the AGM to facilitate budgeting.
- ensure that each team has a jersey manager to collect, wash and dispense jerseys, noting any repairs required

11. Tournament Coordinator

The Tournament Coordinator shall

- be responsible for the organization, scheduling and conduction of the 'Lawrence Halvorson Memorial Tournament'
- apply to BCLA for tournament dates for the current season
- ensure that the tournament adheres to all rules and regulations of the BCLA and CLA
- ensure teams attending the tournament from outside the province of BC have written permission from their governing bodies to attend
- work with the Head Referee to submit a list of referees for the tournament to BCLA for approval prior to the tournament
- work with the Treasurer to obtain a float, pay expenses, and make deposits of tournament proceeds

- recruit volunteers from each home team in the tournament and assign duties to them as required
- ensure original copies of game sheets and any game reports are submitted to the local commissioner and any corresponding commissioners for teams attending from other zones
- send a list of any suspensions given with copies of the game reports to the Minor Directorate Tournament Coordinator immediately after the completion of the games
- ensure all gaming involved with the tournament is licensed by BC Gaming and conducted according to the licenses granted

12. Publicist/Promoter

The Publicist/Promoter shall

- be responsible for promoting and publicizing the game of lacrosse in the Association area
- publicize team games, tournaments, special functions and the Association in the event of receipt of special awards

13. Fundraising Coordinator

The Fund Raising Coordinator shall

- organize, coordinate and oversee all fund raising efforts of the Association and to work in conjunction with BC Gaming, obtaining licensing as required

- investigate any and all fund raising ideas presented to the Executive
- seek out sponsors for teams, tournaments and special functions held by the Association
- contact existing team sponsors early in the season to try to renew their sponsorships
- ensure sponsors have their name bars on a set of jerseys
- ensure team sponsors get a team picture and a letter of thanks from the Association
- work with the Tournament Coordinator to obtain sponsors for tournament programs or events
- ensure sponsors are recognized in the community for their contributions

14. Website Administrator

The Website Administrator shall

- be responsible for the maintenance of and completing updates to the SMLA website.

15. Manager Coordinator

The Manager Coordinator shall

- prepare a 'Managers Package' in cooperation with the Executive, and distribute this package to each team Manager prior to the start of the season
- recruit and develop a team manager for each team

- hold a managers meeting prior to the start of the season and familiarize managers with the Operating Policies of SMLA
- act as a liaison between teams and the Executive
- ensure individual team forms are completed and returned to the Executive on a timely basis

BY-LAW VI - THE EXECUTIVE

1. The Executive are the officers of SMLA as set out in By-Law IV.

2. The responsibilities of the Executive shall be to:
 - a) provide educational services to lacrosse in SMLA area
 - b) provide promotional services to lacrosse in SMLA area
 - c) engage in limited publicity programs
 - d) register all players, officials and coaches
 - e) provide extended insurance coverage for all Minor members through the BCLA
 - f) maintain pride, respect and integrity in all facets of the operations of SMLA
 - g) set and determine all Association policy, including, but not limited to, discipline, Association jurisdiction, referees, player movement, publicity, promotional programs and scheduling in the SMLA area.

3. The Executive has the authority to carry out its responsibilities within the allotted budget and with due consideration to all requests for action passed at the AGM or any Special Meeting.

4. The Executive may from time to time authorize the employment of other persons deemed necessary to carry out the objects of the Association.

5. In the event of sickness, or the inability to act, of any member of the Executive, or persons appointed by them, or in the event of neglect of duties by any such persons
 - a) the person affected can be removed from office upon a 51% vote of the officers at an Executive meeting held for that purpose
 - b) the person affected shall be given reasonable notice of the Executive meeting, unless conditions make it impracticable, and shall have the right to speak to the Executive at this meeting
 - c) the person affected may request the matter be placed on the agenda of the next AGM or Special Meeting where the decision of the Executive may be ratified or rescinded.
6. The Executive shall meet on a monthly basis or as required.
7. Decisions shall be made by a majority vote of the members present unless otherwise stated in these By-laws.
8. The Executive may establish standing committees and committees for special purposes as required.

BY-LAW VII - APPEALS

1. Appeals may be submitted to the Executive in writing not more than 14 days after receipt of a decision made by SMLA.

BY-LAW VIII - PREPARATION AND CUSTODY OF MINUTES, BOOKS AND RECORDS

1. The executive shall ensure that all necessary books, minutes and records of the Association required by the By-laws of the Association or by any applicable statute or law are regularly and properly kept.
2. The books of account shall be kept at such a place in the province of British Columbia as the Executive sees fit, and shall at all times be open to inspection by the Executive.
3. The fiscal year of the Association shall terminate on the 31st of December in each year.
4. The Executive shall determine whether and to what extent and at what times, places and under what conditions or regulations the books, minutes or records, or any of them, of the Association shall be open to the inspection of members not being officers; no member not being an officer shall have the

right of inspecting any account or document ,of the Association except as conferred by law or authorized by the Executive or by resolution of the members, whether previous notice thereof has been given or not.

BY-LAW IX - OPERATING POLICY

1. The Association shall ensure that an Operating Policy is available to all members of the Association.
2. The Operating Policies of the Association shall be determined by the Executive and reviewed annually for relativity and adequacy.
3. The Operating Policy of the BCLA shall also be made available to all members.

BY-LAW X - EXERCISE OF BORROWING POWERS

1. The Association does not have the power to borrow money.

BY-LAW XI - AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

1. Amendments or alterations to the Constitution or By-laws of the Association may be made at any AGM or Special Meeting of the Association, but only by special resolution.

2. No such amendments or alterations shall be made unless carried by a three-fourths vote of the members voting at an AGM or at a Special Meeting.

3. Notice of any proposed amendment or alteration shall be given in writing to the Secretary at least 45 days prior to the date of the meeting; the Secretary shall cause the proposed amendment or alteration to be printed and circulated to all members 30 days prior to the meeting; such notice may be waived by a three-fourths vote of the members voting at the meeting to which any amendments are submitted.