

CONSTITUTION & BY LAWS OF THE OWEN SOUND MINOR LACROSSE ASSOCIATION



REVISED NOVEMBER 2017

PREAMBLE:

All well regulated Associations and Clubs should be guided by certain laws necessary for the preservation of order therein; and for the government of their members. Therefore, be it resolved that it should be the duty of the members to abstain from any type of action or conduct that might reflect, discredit or render undue harm upon the Association. Therefore we, the members of the Owen Sound Minor Lacrosse Association do hereby adopt the following Constitution and By-laws and hold ourselves bound as ladies and gentlemen for their faithful observance.

ARTICLE 1: NAME

The Association will be known and designated as the Owen Sound Minor Lacrosse Association (herein OSMLA).

ARTICLE 2: PURPOSE

The Purpose of this Association shall be non-profit with the aim of promoting, administering and developing the art of Lacrosse as a sport.

ARTICLE 3: AIMS & OBJECTIVES

- a) To promote, administer and develop the recreational sport of Lacrosse.
- b) To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
- c) To provide entertainment and fun for the participants.
- d) To provide competition for all players desiring to participate in the sport of Lacrosse, and giving due consideration to individual capabilities and interest.
- e) To exercise supervision and direction over its members, including the players, coaches, officials and parents.
- f) To ensure that all members have the opportunity of presenting and having their views heard.
- g) To provide support and opportunity to players, coaches, officials and administrators to improve their skills.

- h) To actively promote the objectives and policies of the provincial and National Associations for Lacrosse.

ARTICLE4:MEMBERSHIP

The Membership of the Association shall be registered players (in good standing with OSMLA) their parents or guardians, and those interested in the purpose of the Association as described in the By-laws.

ARTICLE5:EXECUTIVE&DIRECTORS

Five (5) Executive Members with a minimum of six (6) Directors shall be elected at the annual meeting or failing that, appointed by the officers. The Executive shall have control of the affairs of the OSMLA and shall have power to amend or alter the By-laws of the OSMLA.

- a) The Executive of the OSMLA shall consist of a President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer and Past President.
- b) Voting for Executive members would be cast by secret ballot method. Only adult members attending the annual meeting shall vote.
- c) The Directors shall be nominated from the floor at the annual meeting each year from the adult membership of the Association. Such nominees, if not in attendance, shall forward to the nominating committee in writing, their intentions before the annual meeting.
- d) One Director will be designated for Girls Field Lacrosse.
- e) One Director will be designated for Boys Field Lacrosse.

ARTICLE6:MEETINGS

- a) The Associations Executive Committee may call general meetings as required, but not less than one per year.
- b) The Associations President may call general meetings as required but not less than one per month during playing season giving a minimum of seven (7) days notice, except in situations deemed an emergency.
- c) It shall be the responsibility of the Executive Committee members to advise the Secretary if he/she is unable to attend a meeting that he/she previously confirmed his/her attendance.
- d) Executive Members & Directors who fail to attend at least (1) in every three (3) consecutive meetings may be relieved at the discretion of the Executive Committee.

- e) The General Meeting held prior to the Ontario Lacrosse Association (here-in OLA) Annual General Membership meeting for the election of Executive Committee Members. A public announcement must be issued prior to the meeting.

The order of business at the Annual Meeting shall be as follows:

- 1) Call to order
 - 2) Adoption of Minutes
 - 3) Business arising out of the minutes
 - 4) President's Report
 - 5) Treasurer's Report
 - 6) Registrar's Report
 - 7) Committee Reports
 - 8) Constitution & By-law amendments
 - 9) Election of next year's Executive
 - 10) New Business
 - 11) Adjournment
- f) A quorum of the Owen Sound Minor Lacrosse Executive Meeting shall consist of at least five (5) Executive members and must consist of at least two (2) of the following: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary and Treasurer.
 - g) In the event that a quorum cannot be met, the President and one other Executive member may approve the payment of Accounts Payable that are required to keep the Association operating on a day-to-day basis.
 - h) The President shall report such actions taken in Section 8 of this article to the Treasurer at his/her first opportunity and no later than the next monthly meeting.
 - i) The President may call special meetings at his/her discretion and no later than seven (7) days after receiving a petition signed by a minimum for fifteen (15) members from the total membership.
 - j) A membership maybe suspended at the discretion of the Executive Committee and this suspension maybe of a temporary or permanent nature, which would be subject to an appeal.
 - k) All meetings shall be conducted in the standard parliamentary procedure.

ARTICLE 7: ANNUAL FINANCIAL REPORT

- a) An Annual Report of the Executive and General meeting minutes shall be completed at a minimum of once annually.

- b) The Treasurer’s books, vouchers and records shall be reviewed at a minimum of once annually, before the AGM.
- c) A qualified professional from a registered accounting firm will be appointed by the Executive to complete a financial review as stated in paragraph ‘a’ and ‘b’ of this article. This review will be completed annually.
- d) An auditor chosen under Section “C” of this Article shall not be a member of the Executive of the Association.
- e) The Executive Committee will prepare an annual statement of costs for each of its divisions including Rep teams, House League and Girls Field Lacrosse.
- f) Annual Financial Report –Add additional bank account with (1) signature required to be set up for the purpose of accepting e-transfers for registration.

ARTICLE 8: AMENDMENTS

The Constitution of the OSMLA may be amended at the Annual Meeting. Such amending portions added to or deleted from the Constitution must be submitted in writing to the Secretary seven (7) days prior to the meeting. A two-thirds (2/3) of the majority vote of those members present only may pass the amendment.

ARTICLE 9: BY-LAWS

By-laws may be adopted by the OSMLA periodically as deemed necessary. No By-law shall in any way conflict with this constitution. By-laws may be set by the Executive Committee; in all cases it must be ratified at the next General Meeting.

By-law #1 – Membership

Playing member shall be female or male divided into categories according to ages as follows:

Paperweight	6 years of age and under as of December 31 st of the current year
Tyke	8 years of age and under as of December 31 st of the current year
Novice	10 years of age and under as of December 31 st of the current year
Pee Wee	12 years of age and under as of December 31 st of the current year
Bantam	14 years of age and under as of December 31 st of the current year
Midget	16 years of age and under as of December 31 st of the current year

Playing Members to include Girls Field Categories as per outlined in the OWFL bylaws:

- U 11
- U 13
- U15
- U19
- And houseleague divisions as determined by Registration numbers.

Adult members are all persons over the age of 19 years who:

- 1) Have a daughter or son or are a guardian of a registered player or
- 2) Hold a recognized position with the Association
- 3) Participated in the functioning of the Association during the current season

By-law #2 - Registration and Dues

OSMLA Executive Committee shall set all registration fees and/or dues for the coming year.

Registrations and/or refunds must be cut off by June 1st of the current playing year with exception of a registered player who is transferring from another area.

Refund Policy:

- Fee \$30 will apply to all NSF Cheques (Nonsufficient Funds)
- \$25 Administration Fee will apply to All Registration Cancellations before program begins
- Full registration fee will be refunded due to program failing to be offered
- All other refund requests must be submitted to the executive for review

By-law #3 – Duties of the Association Executive

President:

- i. Shall preside at all Executive meetings
- ii. Shall prepare an agenda for each Executive meeting
- iii. Shall exercise the Power and Authority of the OSMLA Executive in cases of emergency but subject to ratification by the entire Executive at the following Executive meeting
- iv. Shall be the spokesperson for the OSMLA
- v. Shall be an ex-officio member of all standing Ad Hoc committees
- vi. May sign cheques, notifying the Treasurer as soon as possible to document written cheques
- vii. Shall not vote except in breaking a tie and/or when he/she shall cast the deciding vote
- viii. Will ensure, all officers and directors perform their duties
- ix. Chairs the Disciplinary Committee

Past-President:

- i. Serves on the Executive as a Director with full voting powers.
- ii. Assists the incoming President.

1st Vice-President:

- i. Shall perform the duties of the President in the latter's absence or at his/her request and he/she shall then have all rights and powers of the President.
- ii. When acting as Chairperson, he/she shall not vote: only with the exception of breaking a voting tie.
- iii. Shall assist the President in performing his/her duties and may hold the position of Chairperson of an Ad Hoc on any standing committee.
- iv. Shall chair the Coaches Selection Committee
 - a. A Coaching Selection Committee will be comprised of a minimum five (5) member panel, three (3) of which will be current executive members.
- v. Shall be in charge of Representative Teams.
- vi. Shall perform other duties as assigned.

2nd Vice-President:

- i. Shall perform the duties of the President or 1st Vice in the latter's absence or at his/her request; and he/she shall have all rights and powers of the President.
- ii. When acting as Chairperson he/she shall not vote except to break a tie.
- iii. Shall assist the President or 1st Vice in performing his/her duties and may hold the position of Chairperson of an Ad Hoc or any standing Committee.
- iv. Shall be in charge of House League teams.
- v. Shall perform other duties as assigned.

3rd Vice-President:

- i. Shall be in charge of Girls Field Lacrosse Teams.
- ii. Shall perform other duties as assigned.

Secretary:

- i. Shall issue notices of all meetings to the Executive Committee advising of the date, time and location of the meetings.
- ii. Shall maintain records of the proceedings/meetings.
- iii. Shall ensure all correspondence be tended to and keep accurate records of all business transactions of the Officers and Executive. He/she will have custody of all documents/records pertaining to the affairs of the OSMLA.
- iv. Forwards copies of previous month's minutes to the Executive and the Directors.
- v. Shall perform other duties as assigned.

Treasurer:

- i. May sign cheques.
- ii. Shall pay all accounts by cheque. (duplicate)
- iii. Shall keep complete and accurate records of the accounts of Owen Sound Minor Lacrosse. Including all receipts and disbursements, reporting on said items at all Executive and Annual meetings.

Directors:

- i. Shall assume responsibilities as assigned by the President and agreed to by the Executive.
- ii. Directors shall include the following positions:
 - a. Registrar / Privacy Officer
 - b. Girls Field Lacrosse
 - c. Scheduling
 - d. Equipment
 - e. Referee in Chief
 - f. House League Convener
 - g. House League Director at Large
 - h. Owen Sound Father's Day Classic
Tournament Chair
 - i. Others as assigned

Duties of the Non-Members of the Executive:

Non-members of the Executive may volunteer or be selected by the Executive to head a special committee. They shall have the same privileges as any member including the right to vote until abolition of the committee for which the member's elected.

By-Law #4 – Teams

A team shall have a maximum of twenty-five (25) players and no less than the amount according to the OLA Regulations. The Executive shall assign the duties of a coach, assistant coach, manager or trainer. The numbers at registration will determine House League teams.

OLA rules state: No player shall stay back and play at a lower age division.

Players can be AP'd to a higher level, in accordance with OLA regulations, when agreed to by both coaches involved.

Player movement will be dictated by OLA rules. Any player movement is obligated to the OLA rules and the OSML executive will decide on a case by case basis in accordance to the OLA regulation rules.

No team shall commence without a certified coach, certified assistant coach, manager and certified trainer rostered onto that team for that season.

By-Law #5 – Game & Rules

Disciplinary Board

This board shall consist of the President, Referee-in-chief and two appointed members and will make recommendations when dealing with inappropriate conduct of coaches, assistant coaches, managers, trainers, players, referees and other members. No member participates in OLA sanctioned events.

By-Law #6 – Referees

OSMLA will pay fee for Executive approved referees. Qualified referees will be assigned to games by the Referee-in-chief. Fees paid by the Association as set according to the Zone 8 guidelines.

Qualified girls field referees will be assigned games by the girls field houseleague convenor. Fees paid by association in accordance as set by OWFL guidelines.

By-Law #7 – Vacancies

In case of a vacancy in office, the Executive Committee members shall appoint a replacement. If a Director vacates or repeatedly refuses to chair a standing committee, the member might be assumed as resigning from the Executive.

By-Law #8 – Bench Personnel

Bench Personnel (House League) will participate in a screening process including random police checks. All Rep team Head Coaching applicants will provide with their application a police check. All other Rep bench personnel will also provide a police check, once the Head Coach has settled upon such a staff. The police check of all successful applicants will be kept on file by the Privacy Officer / Registrar for five years and successful applicants need not produce a new police check for this period providing they remain as bench personnel for this period. OSMLA will cover any fees incurred. Further, OSMLA reserves the right to remove any bench personnel from their position at any time.

By-Law #9 – Equipment Policies

Equipment Policies Managers Coaches Duties

- 1) All Rep teams will be supplied with one (1) set of sweaters (max 20) and one (1) sweater bag.
- 2) Goalie Equipment – each team will be supplied two (2) sets of goalie equipment. Each set of goal equipment will consist of the following: throat guard, pro chest, belly pad, leg guards and goal stick. Each Rep team will be charged a \$100.00 rental fee per set of goalie equipment that these fees will be incorporated into the Rep team budgets. If a goalie has 100% of their own full equipment that meets

the OLA standards for approved goalie equipment then the \$100.00 rental fee will be waived for that goalie only.

3) Each Girls team will be supplied with Goalie Equipment as outlines by OWFL bylaws.

4) Game Balls -OSML will provide tryout balls to each Rep team to be used during the tryouts and once tryouts have commenced the Rep teams are responsible for returning the tryout balls to OSML. All Rep teams will be responsible for purchasing their own game and practice balls.

5) All Owen Sound teams will wear the traditional jerseys supplied and purchased by Owen Sound Minor Lacrosse.

6) All House League teams will be supplied with one (1) set of game sweaters (max 20), one (1) sweater bag and one (1) set of goal equipment. The set of goal equipment will consist of the following: throat guard, pro chest, belly pad, leg guards, goal stick, 12 loaner balls and equipment bag.

All other equipment is to be supplied by the individual for both Rep and House League teams.

7) Any equipment or sweaters needing repairs must be cleared through the Equipment Manager of an Executive Member.

8) Rep teams are responsible to supply their own practice sweaters and practice balls. (These balls are in addition to the ones provided by Owen Sound Minor Lacrosse. Extra balls may be purchased from Owen Sound Minor Lacrosse.)

9) House League coaches are to do everything possible to bring back the 12-loaner balls and ensure they get the throat guard back from the last person who plays net.

10) Crescent Midget Rep sweater #7 is now retired and is not to be reprinted as approved in 2002.

11) Bantam Rep team sweater #20 is now retired and is not to be reprinted as approved in 2009.

12) Managers & Coaches Duties

- Be at the arena one half hour prior to game practice time.
- Prepare game sheets.
- Be responsible for team sweaters and necessary equipment.
- Report all scores to the radio and newspaper.
- Inform all players of team rules.
- Return all equipment at year end to the equipment manager.
- Demonstrate good sportsmanship at all times.
- Any team using illegal players or un-carded Coaches/Trainers will be disciplined by the Owen
- Sound Minor Lacrosse Executive within the guidelines of the OLA.

Equipment Manager Duties:

- 1) Hand out equipment to the teams and receive it back.
- 2) Prepare equipment budget for the Executive.
- 3) Keep records of what equipment is on hand in storage.
- 4) Ensure all equipment is signed out and checked off when it is returned.
- 5) Ensure all equipment is kept in good state of repair at all times. This is to be clarified by the Executive.

By-Law #10 – Meeting Attendance

From the first Owen Sound Minor Lacrosse meeting in April to July of the same year, each Rep team must have a Rep at each meeting, unless playing lacrosse out of town that night. Any team not having a rep at a meeting, will be fined \$25.00 per missed meeting, taken from cheques issued at start of the year to Owen Sound Minor Lacrosse Treasurer.

By-Law – #11 Fundraising

Owen Sound Minor Lacrosse (OSML) runs an official lottery using a yearly raffle. Tickets are provided to individual players as part of their registration as a means to offset the personal cost of participation. OSML will obtain a lottery license with the City of Owen Sound, and will run the lottery in accordance with the rules and regulations of such license. This lottery license shall be used to cover raffles, draws and lotteries that provide benefit to the organization as a whole. Additional lotteries may be arranged/supported by OSML and will comply with the license. OSML reserves the right to cease participation/offering of lotteries as a fundraiser, to be determined yearly upon the initiation of the new season, with majority vote.

It is recognized that many teams may wish to raise additional monies to support the costs associated with their individual team activities (examples such as extra “team swag”, team pizza parties, year-end gifts and other individual team items).

All fundraising efforts that are organized on a team or individual level MUST NOT conflict with the lottery licence held by Owen Sound Minor Lacrosse or with any municipal by-laws or provincial laws.

Any team or individual interested in fundraising must provide a detailed outline of their fundraising project to the Executive Board for approval, at a meeting prior to initiating their project. Meetings are held monthly, dates can be found on the OSML website, and fundraising items can be added to the agenda by contacting the secretary at secretary@osml.ca. In the rare event that your fundraising project cannot be presented at a meeting, the outline may be emailed to the president for review by the executive council. Teams/individuals are encouraged to make every effort to provide enough time for a proper council review. ***Failure to comply with the above will result in the suspension of team personnel and/or fines as deemed necessary by the Executive Board of the OSML.***