

Burlington Minor Lacrosse Association Constitution & Bylaws

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1 CONSTITUTION

1.1 IDENTITY

1.1.1 NAME

The name of this organization shall be the “Burlington Minor Lacrosse Association”, hereinafter referred to as the “BMLA”.

1.1.2 DEFINITION

The BMLA shall be a non-profit, non-share capital corporation and shall be the sport governing body for minor lacrosse in the area known as the Town of Burlington and any other areas accepted by the Ontario Lacrosse Association and shall operate as a branch of the Ontario Lacrosse Association.

Our geographical borders shall be defined and ratified by the Ontario Lacrosse Association and subject to change at the discretion of and in agreement with Zone 9 and the OLA. This document will be updated as these changes occur.

1.1.3 MISSION STATEMENT

The mission of the Association is to organize, promote, develop and govern minor lacrosse within the Town of Burlington and other areas accepted by the Ontario Lacrosse Association.

In doing so:

The BMLA will provide an opportunity for all eligible youth of our community to participate in recreational house league lacrosse and to provide community based programs which will allow a player to participate in an environment that is safe, fun, fair and challenging.

The BMLA will provide the opportunity for eligible members to participate in representative lacrosse and to compete at a high level of play.

The BMLA will provide the opportunity for eligible members to participate in representative field lacrosse and to compete at a high level of play.

The BMLA will instill and encourage the development of core life skills of all players, team officials, game officials and members associated with the BMLA through good sportsmanship, respect for each other, officials and opponents and fair play.

The BMLA shall be operated without the purpose of monetary gain to any of the Members and any surplus or accretions of the Association monetary holdings shall be used solely for the purposes of the Association and for the promotion of its objectives.

1.1.4 ORGANIZATION

The BMLA shall be composed of members as hereinafter set out and it shall be managed by an elected Executive Board and other appointed members as outlined in this Constitution and Bylaws.

1.1.5 CONTACT INFORMATION

The BMLA's mailing address will be 1450 Headon Forest Road, P.O. Box 93143, Burlington, ON L7M 4A3. In addition, the BMLA shall at all times maintain a website and electronic mail addresses.

1.1.6 AFFILIATION

The BMLA will maintain its affiliation with the Ontario Lacrosse Association, the Ontario Minor Field Lacrosse League and its local zone and league.

1.2 MEMBERSHIP

1.2.1 CLASSES OF MEMBERSHIP

The BMLA shall have three (3) classes of membership, namely: Playing Members, Adult Members, and Affiliated Members.

1.2.1.1 PLAYING MEMBERS

Playing members shall be all members who have properly registered to participate in the activities of the BMLA.

1.2.1.2 ADULT MEMBER

An Adult Member shall be: eighteen years of age or older and one of the following: a parent or guardian of a Playing Member(s) or bench personnel or a referee registered with the BMLA or a current Executive member of the Board of Directors.

1.2.1.3 AFFILIATED MEMBER

Affiliated Members shall be all non-playing members who have properly registered to participate in the on/off floor operations of the BMLA. Members in this class will have no vote but may attend member's meetings by invitation.

1.2.2 CESSATION OF MEMBERSHIP

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

1.2.3 INSURANCE

All the BMLA's Playing Members, coaches, trainers and managers shall be insured through the Ontario Lacrosse Association insurance plan. All Executive members will be insured through a Directors Insurance plan maintained by the current Executive. The coverage terms shall be from January 1 to December 31 of the current year registered.

1.2.4 TERMS AND ELIGIBILITY

Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the BMLA. Members whose Membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations, or hold office in the BMLA for the current year. The Secretary shall inform those concerned of this suspension in writing. Property of the

BMLA must be returned immediately which he/she may have in his/her care. Members in good standing shall be those admitted to Membership and who are not under suspension from the BMLA or the Ontario Lacrosse Association in the current year. Members whose conduct is considered by the Executive to be contrary to the stated Code of Conduct, the Rules of Play, and the purposes of the BMLA shall be asked by the Executive or the Disciplinary Committee (should such a body be in place) to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Executive to resign from the BMLA. If they do not resign, they shall be given proper notice of motion, to be considered at the next Executive meeting, requesting the termination of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

1.2.5 MEMBER RESIGNATION

Members may resign from the BMLA by submitting a resignation in writing addressed to the Secretary who in turn will notify all the Executive members. Property of the BMLA must be returned immediately which he/she may have in his/her care. Any player or team official accepted by the BMLA resorting to legal action against the BMLA without first exercising their right of appeal throughout the complete appeal procedure shall be deemed to have withdrawn from further competition for the current year. Property of the BMLA must be returned immediately which he/she may have in his/her care.

A Board member of the BMLA who transfers, through a player release in accordance with the OLA guidelines, to a neighboring Association must relinquish membership on the Board under the discretion of the Executive. An exception is granted for members that have a player released due to no team available and still have siblings registered with the BMLA.

1.2.6 MEMBERSHIP FEES

Registration fees for the current year shall be established annually by the Executive. Fees for any unexpired term of membership are normally not refundable but the Executive may, in its sole discretion, grant a request for such a refund. Playing Members that express a desire to withdraw prior to the commencement of the season can ask the Executive for a refund and such a refund will be granted with a \$50 administrative holdback. Full refunds are at the discretion of the Executive and may be granted should the situation merit.

1.2.7 RIGHT TO VOTE

Every adult member defined in section 2.1.2 in good standing, in attendance, has the right to one vote, at all meetings of Members of the BMLA.

1.3 GOVERNING STRUCTURE

1.3.1 BOARD OF DIRECTORS

The affairs of the BMLA shall be conducted by the Board of Directors. All BMLA decisions must be ratified by the Board of Directors prior to any action or amendment concerning such decision unless it has already been approved through the budget process or where the decision-making authority has been conferred to the Executive. The agenda, which is to be prepared and communicated in advance of the meeting, shall only be altered at the discretion of the President or his/her designate. The Board will meet once every month or as directed by the President through the Secretary for the transaction of at least the following business, to be set out in the agenda:

- Approval of the Minutes of the Previous Board of Directors Meeting
- President's Report
- Vice President – Lacrosse Report
- Director House League report
- Director REP Report
- Director Girls Report
- Treasurers Report
- Other Portfolio(s) Report(s) if required. (RIC, Sub-Committees, Scheduler, Equipment manager, Fundraising, Publicity etc.)
- Old Business
- New Business

One third of active Board members constitute a quorum at a Board meeting. Except for the President, every Board member shall have a vote in all decisions. Where required, the board of directors may vote on motions using electronic mail. All such votes require a majority of board members in order to pass. The secretary, or their designate shall be responsible for administering the voting and will be responsible for documenting and presenting the results to the BMLA's board of directors prior to the next scheduled board of directors meeting. The President shall have a casting vote only in the event of a tie. Other duties of the Board members shall be outlined in this Constitution and in the Bylaws.

1.3.2 ELECTION OF BOARD MEMBERS

The BMLA's Executive Officers shall be elected at the Annual General Meeting (AGM) by a show of hands or secret ballot (at the discretion of the AGM Chairperson) where multiple candidates are standing.

A non-Executive Officer shall chair the elections at the Annual General Meeting. A non-Executive Officer or an Adult Member at large in attendance at the AGM shall act as scrutineer for the elections and assist the AGM Chair in counting hands or ballots or votes.

To be elected to an Executive Officer, a member must obtain a minimum of 50% plus one (1) of the votes cast and be at least eighteen years of age. A member may only be elected to one (1) position on the BMLA's board for the given year.

1.3.3 BOARD STRUCTURE

The Executive Officers of the BMLA shall consist of the Elected Officers listed below.

The Board of Directors shall consist of up to six (6) Elected Officers, elected the annual general meetings, and up to thirteen (13) Appointed Officials as well as the Past President. All Elected Officials and Appointed Officials shall have voting privileges.

A. ELECTED OFFICERS (“Executives” or “Executive Members”)

- President
- Treasurer & Vice-President Administration
- Vice-President Rep Box Lacrosse
- Vice-President Field Lacrosse
- Vice-President House League Lacrosse
- Vice-President, Girls Lacrosse

B. APPOINTED OFFICIALS (Appointed by the above Elected Officers)

- Secretary
- Registrar & Privacy Officer
- Director, Technical
- Director, Scheduling
- Director, Equipment
- Director, Sponsorship
- Director, Publicity
- Director, Special Events
- Director at Large
- Director at Large

C. APPOINTED POSITIONS (non-voting positions Appointed by the above Elected Officers)

- Tournament Coordinator
- Referee-in-Chief
- Referee Assignor

1.3.4 VACANCIES ON THE BOARD OF DIRECTORS

The Board of Directors may appoint any Adult Member to fill a vacancy until the next Annual General Meeting. Recognizing that the corporation operates on a not for profit basis and is managed by volunteer members of the Corporation, provisions must be available for the Corporation to employ/contract personnel to fill critical administrative duties where there are no available volunteers. The Board of Directors shall have the power to hire and where need be terminating the employment/contract of personnel. Approval must receive a two-thirds vote of the members present at a meeting of the Board of Directors. On a day to day basis the personnel will be accountable to the President. Personnel of the Corporation cannot be a Director or an immediate family member of a Director of the Corporation.

1.3.5 SUSPENSION

The Executive may suspend, cancel the affiliation of, or accept the resignation of any member at any time for what it deems as “just cause”. Any such suspension will require a two-thirds (2/3) majority vote of the Executive in attendance at the meeting where the action is proposed. Should an Executive Member either resign or be suspended from the BMLA executive, he or she cannot be elected or appointed for a position with the

Executive or hold a volunteer position within the organization for a period of two years. It is the discretion of the present Executive to reduce the period of suspension from volunteer activity (i.e. cause maybe illness).

1.3.6 APPEALS

A suspended Executive Member shall have seven (7) days from receiving by registered mail notice of his suspension to advise the President of his or her 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 President shall call a meeting of the Executive to review the action taken. At the discretion of the Executive, they may choose to form an informal "Grievance Committee" of eligible Adult Members to review an appeal. The final decision on the appeal shall be rendered within seven (7) days of the appeal meeting. All decisions of the Executive shall then be final and binding.

1.3.7 TERMS OF SERVICE

The term of the following Officers shall be for a two year term standing for re-election in odd number years:

- I. President
- II. Vice-President of Field Lacrosse
- III. Vice-President of Girls Lacrosse

The term of the following Officers shall be for a two year term standing for re-election in even number years

- IV. Treasurer & Vice-President, Administration
- V. Vice-President of House League
- VI. Vice-President of Rep Box Lacrosse

The following voting officials shall be appointed by the Board of Directors annually

- VII. Secretary
- VIII. Registrar & Privacy Officer
- IX. Director, Technical
- X. Director, Scheduling
- XI. Director, Equipment
- XII. Director, Sponsorship
- XIII. Director, Publicity
- XIV. Director, Special Events
- XV. Director at Large
- XVI. Director at Large

The following non-voting positions shall be appointed by the Board of Directors annually

- XVII. Tournament Coordinator
- XVIII. Referee-in-Chief
- XIX. Referee Assignor

1.3.8 RESIGNATIONS

A letter must be submitted to the President who will present it to the Executive at their next scheduled meeting for the resignation of the any Executive Member. An Executive member of the BMLA who transfers, through a player release in accordance with the OLA guidelines, to a neighboring association must relinquish membership on the Executive under the discretion of the Executive. Should an Executive Member either resign, in term, or be suspended from the BMLA executive, he or she cannot be elected or appointed for a position with the Executive or hold a volunteer position within the organization for a period of two years. It is the discretion of the present Executive whether or not to reduce the period of suspension from volunteer activity (i.e. cause maybe illness)

1.3.9 ABSENTEEISM

Unless otherwise determined by the Executive, the absence of an Executive Member from three (3) consecutive meetings without notification to the secretary prior to the meeting shall be deemed to have a resigned.

1.3.10 RETURN OF PROPERTY

Any Executive Member who shall resign or be suspended shall immediately return to the BMLA all books or other property of the BMLA which he/she may have in his/her care.

1.3.11 CONFLICT OF INTEREST

Every Executive Member who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the BMLA shall make a full and fair declaration of the nature and extent of their interest at an Executive meeting. After making such a declaration, no Executive Member shall vote on that agenda item, nor shall he or she be counted in the quorum and may not participate in any discussion. Any member of the Executive who perceives another Executive Member to be in conflict of interest in a matter under consideration is to raise this concern with the President. The President, in turn, will discuss the matter with the Executive Member who is perceived to be in conflict and, as appropriate, will hold a discussion with the reporting Executive Member. If the discussions do not lead to a resolution, the matter is to be brought to the Executive and the group is to determine by majority vote whether a conflict of interest exists. The member(s) perceived to be in conflict and the reporting member(s) are to refrain from voting and debate. In the situation that the President is perceived to have the conflict, the Past President will discuss the matter with the President.

1.3.12 REMUNERATION

Executive Members shall serve without remuneration and no Executive Member shall indirectly or directly receive any remuneration, salary or profit from the position on the Executive or for any service rendered to the Association. This excludes the paid position of Registrar. This also excludes established policies relating to the reimbursement of Executive Members for reasonable expenses incurred in the performance of their duties as on behalf of the association. Any reimbursement to a member of the Executive for services rendered shall require advanced approval by the full Executive. Executives seeking reimbursement for expenses incurred in the performance of their duties as members of the Executive of the Association must provide all original receipts to the Treasurer.

1.4 MEETINGS

1.4.1 GENERAL ASSEMBLY

On all questions of procedure not dealt with by the Constitution, the latest edition of Robert's Rules of Order shall apply.

1.4.2 ANNUAL GENERAL MEETING

The BMLA shall conduct an Annual General Meeting prior to October 31 for the transaction of at least the following business, to be set out in the agenda of the Annual General Meeting:

- Approval of the Agenda
- Approval of the Minutes of the Previous Meeting of the Membership
- Review of the Past Year
- Treasurer's Report
- Proposed Amendments to the Constitution and By-Laws of the Association
- Election of the Board of Directors
- Old Business
- New Business

Notice of the Annual General Meeting shall be e-mailed to all members of the BMLA and posted on the BMLA website at least three (3) weeks prior to the meeting. The current President shall chair all aspects of the Annual General Meeting except for the elections.

All current Members of the BMLA outlined in section 2.1.2 in good standing who have reached the age of majority are entitled to vote.

There shall be no proxy votes.

Members considered not in good standing in the current year may not vote.

Any previous fines, OMLA team assessments or other OMLA fees or assessments not paid will automatically disqualify that individual from voting at the Annual General Meeting or participating in any subsequent games as a player or bench personnel. The individual fined will be permitted to proceed through the existing grievance procedure with the full understanding that the decision of the Board of Directors is final.

1.4.3 SPECIAL MEETINGS

A Special Meeting of the BMLA which is initiated by a petition which is submitted to the Secretary with the signatures of more than thirty (30) Adult Members of the BMLA and must be called within twenty- one (21) days by the Board. Only the business for which a Special Meeting has been called will be dealt with, except with the unanimous consent of those present.

1.4.4 ATTENDANCE AT MEETINGS

All members of the BMLA may attend any of the Board committee meetings. Such non-committee members can participate only at the pleasure of the meeting Chairman. Any such members will not be permitted to vote, make motions or second motions, except at the Annual General Meeting or at Special Meetings of the BMLA.

1.4.5 VOTING PROCEDURES

A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-Laws of the BMLA, shall decide every question proposed for consideration at Meetings of the Membership with the exception of constitutional amendments which shall require a 2/3 majority affirmative vote of members present at the meeting;

At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

Proxies will not be permitted. Members must be present in person at Special General Meetings and Annual General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before the Special Meeting or an Annual General Meeting of the Membership.

1.4.6 ERROR OR OMISSION

No inadvertent error or omission in giving notice of any Annual General Meeting or Special Annual Meeting or Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a meeting or make void any proceedings taken at such a Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

1.5 FINANCES

1.5.1 1.5.1 BANKING

The funds of the BMLA shall be deposited within 5 business days of receipt by the Treasurer in a legal financial institution and in an official BMLA account for the best benefit of the BMLA in the name of the BMLA. All BMLA deposits shall be made by the Treasurer or his/her designated Board Member.

All cheques of the BMLA and all other banking business shall be signed, drawn or accepted as the case may be, by any two of the President, Treasurer and Secretary.

The Board of Directors, with two-thirds (2/3) majority of those present, must authorize the borrowing of money upon credit of the BMLA and may limit or increase the amount to be borrowed.

The BMLA has the power to accept donations, sponsorships, gifts, legacies, and bequests.

Banking transactions must be completed in one of the following manners:

- Direct deposit via bank teller, after hours bank deposit box, or electronically via email money transfers and Electronic Funds Transfers
- Direct deposit via approved BMLA banking cards at ATMs,
- Withdrawal by authorized BMLA cheque, email money transfers or Electronic Funds Transfer

1.5.2 FISCAL YEAR

The fiscal year of the BMLA shall end on the 30th day of September in each year.

1.5.3 FINANCIAL REPORT

The financial statement of the BMLA shall be presented to each member present at the BMLA's Annual General Meeting.

All the financial records of the BMLA shall be audited in December of each year if directed by a two thirds (2/3) majority vote of the membership at the Annual General Meeting.

Once the Financial Statement of the BMLA has been approved by Members of the BMLA at the Annual General Meeting it shall be signed by the President, Treasurer and an auditor, if applicable.

1.5.4 PROTECTION OF BOARD MEMBERS

The Board members and their heirs shall at all times be completely indemnified out of the funds of the BMLA for all costs, charges and expenses which such Board member sustains or incurs as a result of any proceeding which is brought against him/her for an act or omission by him/her relating to the execution of the duties of his office and all costs, charges and expenses which such Board member sustains or incurs in relation to the affairs of the BMLA, except such costs, charges and expenses occasioned by his willful neglect or default.

In addition, the Burlington Minor Lacrosse Association Board of Directors shall secure Directors and Officers liability insurance.

1.5.5 DISSOLUTION

The BMLA 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 BMLA. 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.

1.6 CONSTITUTION & BY-LAWS

1.6.1 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.

Proposed Amendments to the Constitution must be submitted in writing to the BMLA Secretary on or before August 30th.

1.6.2 AMENDMENTS TO THE BY-LAWS

Amendments may only be proposed at an Annual General Meeting, a Special Meeting (for such purpose) or a 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 amendments.

Proposed Amendments to the By-Laws must be submitted in writing to the BMLA Secretary on or before August 30th.

1.6.3 INTERPRETATION OF THE CONSTITUTION

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

- the singular shall include the plural and the plural shall include the singular.
- the masculine shall include the feminine and the neuter.
- “person” shall include individuals, bodies incorporated, partnerships, syndicates, trusts, unincorporated organizations and any number of aggregate of persons.

1.7 OTHER REGULATIONS

1.7.1 PLAYING RULES

The BMLA shall at all times abide by the Rules and Regulations of the Canadian Lacrosse Association, the Ontario Lacrosse Association, the Ontario Women’s Field Lacrosse and Ontario Men’s Field Lacrosse League.

1.7.2 OTHER RULES AND REGULATIONS

The BMLA may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of lacrosse in the Town of Burlington, Ontario and other such areas accepted by the Ontario Lacrosse Association, Ontario Women’s Field Lacrosse and the Ontario Men’s Field Lacrosse League and the Burlington Minor Lacrosse Association Board of Directors.

The BMLA may impose such other regulatory measures as it deems necessary for the efficient administration of the competitive structure of the sport within its jurisdiction.

On an annual basis and prior to the start of the season, all rules and/or guideline revisions shall be submitted to the Board of Directors for approval.

No such regulation may violate the individual’s rights or 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.

1.7.3 USE OF BMLA LOGO

The “Burlington Chiefs” logo shall be used on BMLA letterhead, official documents, newsletters, notices and clothing (including player shirts) as required by the Board.

The BMLA may authorize the use of the Burlington Chiefs name and logo on a case by case basis.

1.8 CONSTITUTION REVISION PAGE

1.8.1 REVISION HISTORY

Rev #	Section:	Date:	Description of Change
0	All	27 Sep 2017	New Constitution Adapted at AGM 27 Sep 2017
1	1.3.2; 1.3.3; 1.3.7; 1.5	29 Oct 2020	Restructure position between elected and appointed
2	1.1.2 & Appendix 1	28 Nov 2022	Remove references to “Burlington Chiefs” and the logo

2 BYLAWS

2.1 STANDING COMMITTEES

2.1.1 STRUCTURE

The Board of Directors shall be composed of the executive and up to fourteen (14) Board Members elected at the Annual General Meeting plus the Past President. The President shall be the Chairman of the Board.

2.1.2 EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall be responsible for setting the agenda for the Board of Directors meetings. The Executive Committee of the Board will be responsible for the day-to-day operations of the BMLA as its management team and will report to the Board of Directors, will operate as a committee of the Board of Directors and will be responsible to the Board of Directors. The Executive Committee of the Board will be comprised of the Elected Officers and the Secretary. The President shall chair the Committee. Minutes of these meetings will be kept and presented to the Board of Directors at the next scheduled Board Meeting.

2.1.3 GRIEVANCE COMMITTEE

The Grievance Committee shall be responsible to hear appeals from suspended or terminated BMLA Director(s), or petitions from any past member of the BMLA requesting special dispensation for voting privileges at the BMLA's Annual General Meeting. The Grievance Committee shall be comprised of the Vice President of Lacrosse (or his/her designate), another member as appointed by the board 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 of interest 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 chair the Committee. There shall always be three members of this Committee hearing any grievance and, in the event that three of the above are unable to serve, the Board of Directors will appoint members to constitute a Committee. Decisions of the Grievance Committee are considered final.

2.1.4 REPRESENTATIVE TEAMS COACHES SELECTION COMMITTEE

The Representative Teams Coaches Selection Committee shall be responsible for interviewing and evaluating all coaching applicants and submitting their documented recommendations for representative coaches to the BMLA's Board of Directors for ratification.

The Representatives Teams Coaches Selection Committee for Rep Box shall be comprised of the Vice-President Rep Box, the Director Technical and one other Board Member. The meetings will be chaired by the Vice President Rep Box. The Chair can draw on other board members to assume the responsibilities for Directors who are unable to partake in the process for a specific age group. If the Chair is unavailable the replacement must be an Executive Officer.

The Representatives Teams Coaches Selection Committee for Field Lacrosse Box shall be comprised of the Vice-President Field Lacrosse, the Director Technical and one other Board Member. The meetings will be chaired by the Vice President Rep Box. The Chair can draw on other board members to assume the responsibilities for Directors who are

unable to partake in the process for a specific age group. If the Chair is unavailable the replacement must be an Executive Officer.

The Representatives Teams Coaches Selection Committee for any Girls or Womens teams shall include the Vice President Girls Lacrosse or another Board Member of their choosing.

2.1.5 BUDGET COMMITTEE

The Budget Committee shall be responsible for preparing a budget for the BMLA for the next fiscal year for submission to the Board for approval, with all Committees of the Board to receive estimates of revenues and expenditures for the fiscal year of the BMLA for purposes of preparing the Budget and recommend policy to the Board regarding financial budgeting and planning. The Budget Committee shall be chaired by the BMLA Treasurer and will be comprised of the President, Past President, Vice President Lacrosse, Secretary, Equipment Manager and Scheduler.

2.1.6 DISCIPLINARY COMMITTEE

The Disciplinary Committee shall be responsible for hearing and deciding matters which pertain to the alleged violation of any of the operating rules and policies, by-laws or playing rules of the BMLA or which pertain to the conduct or action of any member, player, team official, referee or BMLA representative while acting in the capacity as such or which pertains to the act, omission or conduct of any of the above persons which is alleged to be prejudicial to the BMLA, any team, player or member within the jurisdiction of the BMLA.

All persons involved will be given full opportunity to be heard.

The Disciplinary Committee is responsible for determining disciplinary measures and may include suspension and/or possible termination of membership. The decision of the Disciplinary Committee is final. Appeals of the final decision must be made within 14 days of the decision to the Zone 9 Director.

The Disciplinary Committee shall be chaired by the BMLA's VP Lacrosse (or his/her designate) and be comprised of the Secretary, Technical Director and the appropriate Director of REP, Field, Girls or House League. In the absence of any of the above, or in the event that any of the above must disqualify themselves as having a conflict of interest or being involved in the matter being heard, one of the other program Directors or the Past President shall become a member of this Committee.

2.1.7 AD HOC COMMITTEES

The establishment of ad hoc committees to be chaired by a present BMLA Board of Director, with members in good standing, in accordance with the Constitution. It is the role of the Chair to report back to the Board.

2.2 GOVERNING STRUCTURE

The members of the BMLA's Board of Directors are to act in the best interests of the BMLA. All members of the BMLA's Board of Directors will represent the BMLA in a professional and dignified manner in all lacrosse related areas whether as a recognized delegate of the BMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or even as a fan! 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 discussion remains privy to those in attendance. Discussion of policy outside these environments will take place but specific positions or quotes from

other Board Members should not be discussed. Personal matters that arise during a Board Meeting shall not be discussed outside the boardroom. Discussions that have been deemed “In Camera” shall not be discussed outside the boardroom. Violation of the principles of these guidelines may result in the suspension or termination of the offending Board Member in accordance with the BMLA Constitution and By-Laws.

2.2.1 DUTIES OF THE BOARD OF DIRECTORS

2.2.1.1 PAST PRESIDENT

- advise the Executive of past decisions’ history
- assist the President as and when requested
- represent the President in their absence

2.2.1.2 PRESIDENT

- Chair all Association, Executive, Board, Annual General and Special Meetings
- Oversee all the Association’s business to see that it is conducted as directed by the Board, and report actions at the following meeting.
- Represent the Association at the Annual Meeting of the Ontario Lacrosse Association
- Be the main contact person for all matters dealing with the Ontario Lacrosse Association
- Be and ex-officio member of any committee formed for any purpose
- Have the power, subject to approval of the Executive Officers, to replace an elected or appointed member who, in the opinion of the Executive Officers, has not been fulfilling his or her duties adequately
- Be a signing officer of the BMLA to pay pre-approved budgeted expenses by the Executive Officers
- Work with the Vice President of Lacrosse to ensure that they are prepared to take the president role the following year
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Keep the General Executive informed of all developments and situations within the association
- Inform any players, coach or any other person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFL, OWFL, BMLA or affiliate league
- In conjunction with the Secretary, devise and prepare an agenda for circulation to the Board of Directors in advance of the next meeting.
- Act as a liaison between the BMLA and junior lacrosse programs in the Halton Region
- In cases requiring immediate action, the President may take action with or without reference to the Board of Directors, but shall be responsible for the action to the Board of Directors at the next meeting of the Board

2.2.1.3 SECRETARY:

- Record all minutes of the General Executive meetings, provide copies to all members of the General Executive, and maintain records of minutes of all minutes of all committee meetings as supplied by those committees
- In conjunction with the president, Prepare the agenda for all General Executive meetings
- Carry on BMLA correspondence and retain copies of all BMLA correspondence

- Ensure that all members of the General Executive are notified of all meetings of the General Executive and arrange for a suitable meeting place
- Work with other officers to provide information as needed
- Be a signing officer for the BMLA to pay pre-approved expenses by the Executive Officers
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Fulfill all duties of the President in the President's absence
- Any other duties as assigned by the Executive Officers

2.2.1.4 TREASURER

- Be responsible for all aspects of the BMLA's finance and administration functions programs
- Oversee the roles of the Scheduler, Registrar & Privacy Officer, Director Sponsorship, Director Equipment and Director Publicity
- Represent the BMLA at all zone meetings
- Support the President in overseeing the operations of the BMLA
- Chair General Executive Meetings in the absence of the President
- Chair the Budget Committee
- Ensure adherence to generally accepted accounting principles, oversee and be responsible for all the financial account of the OMLA
- Oversee the budget
- Participate in the Executive Committee
- Be a signing officer of the BMLA
- Evaluate, review and recommend financial policy to the Executive Members
- Be responsible for registering all members as needed for insurance as required by the Constitution
- Make a report at each Executive meeting
- Carry out other duties as assigned by the Executive
- Be the main financial contact with the Ontario Lacrosse Association and be responsible for all remittances to the OLA
- Be the main financial contact with the Zone 9 and be responsible for all remittances to Zone 9
- Complete any and all finance related correspondence
- Work with auditors to create and presented financial statements to the membership if deemed necessary by the membership
- Record all receipts and disbursements
- Be the Executive Officer responsible for overseeing the operation of the following elected directors: Registrar, Sponsorship Director, Equipment Director
- Assist the Directors of House League, Rep, Field and Girls prepare program budgets
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.

- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.5 VICE PRESIDENT OF HOUSE LEAGUE

- Obtain conveners for each division of the House League
- Settle any disputes concerning House League teams
- Refer any disputes requiring further action to the Disciplinary committee
- Distribute bulletins of concern to conveners for delivery to the coaches and managers of all House League teams
- Work with conveners at all levels to ensure House League teams are balanced prior to a date to be set by the board
- Approve all rosters before the commencement of all playoff series games
- Ensure that conveners pick up and retain all House League game sheets and forward the results to yourself and the Publicity Director on a weekly basis
- Review game sheets and bring any unusual circumstances to the attention of the VP Lacrosse
- By Feb 1st of each year, the Director of House League, with the assistance of the Technical Director, shall be responsible for the preparation and review of policy and procedures manuals for the House League Lacrosse program.
- Ensure that all equipment is collected at the end of the season and returned to the Equipment Director
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.6 VICE PRESIDENT OF REP BOX

- Be the designated Rep Boys Box Zone representative for the BMLA
- Notify the Director of House League of all players selected to play on rep teams
- Settle any minor disputes concerning Rep teams
- Refer any incidents requiring action to the Disciplinary Committee
- Ensure the rep coaches and managers receive bulletins and notices from the Zone or the BMLA
- Ensure proper qualifications for all bench personnel
- In conjunction with the tournament coordinator, Consider and determine all participation in tournaments by Rep teams
- Recommend a tournament coordinator to aid in the administration of the Rep tournaments for the season, as necessary
- By Feb 1st of each year, the Director of Boys Box, with the assistance of the Technical Director, shall be responsible for the preparation and review of policy and procedures manuals for the Rep Box Lacrosse Program
- Ensure that all equipment is collected at the end of the season and returned to the Equipment Director

- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.7 VICE PRESIDENT OF FIELD LACROSSE

- Be the representative at the OMFLL meetings for BMLA
- Act as the OMFLL convenor for home hosting
- Be the OMFLL point of contact for the field season
- Ensure all players and cards are in compliance to OMFLL regulations
- Settle any minor disputes involving Field teams
- Refer any incidents requiring further action to the Disciplinary Committee
- Ensure that all Field coaches receive bulletins and notices from the BMLA, the OLA and the OMFLL and the CLA
- By Feb 1st of each year, the Director of Boys Field, with the assistance of the Technical Director, shall be responsible for the preparation and review of policy and procedures manuals for the Boys Field Lacrosse program
- Ensure that all equipment is collected at the end of the season and returned to the equipment director
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.8 VICE PRESIDENT OF GIRLS LACROSSE

- Be the designated Girls Box Zone representative for the BMLA
- Settle any minor disputes concerning House League and Rep teams
- Ensure that conveners pick up and retain all House League game sheets. Forward the results of all House League games to the Publicity Director on a weekly basis
- Distribute bulletins of concern to conveners for delivery to the coaches and managers of all House League teams and ensure the rep coaches and managers receive bulletins and notices from the Zone or the BMLA
- Consider and determine all participation in tournaments by Rep teams
- By Feb 1st of each year, the Director of Girls Box, with the assistance of the Technical Director, shall be responsible for the preparation and review of policy and procedures manuals for the House League and Rep Box Lacrosse program.
- Obtain conveners for each division of the House League
- Work with conveners at all levels to ensure House League teams are balanced prior to a date to be set by the Executive Officers
- Approve all rosters before the commencement of all House League Championship series games

- Review game sheets and bring any unusual circumstances to the attention of the Executive Officers
- Ensure that all equipment is collected at the end of the year and returned to the Equipment Director
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.9 DIRECTOR EQUIPMENT

- Purchase all equipment and supplies as approved
- Order, maintain and distribute all equipment including sweaters and goaltending equipment for all House League, Rep and Field teams
- Maintain an inventory list of all equipment belonging to the BMLA
- Order awards for Minor Lacrosse Day
- Collect, pack and check all equipment for winter storage
- Research and compare pricing for equipment to ensure that the BMLA is getting the best possible price
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.10 DIRECTOR TECHNICAL PROGRAMS

- Develop and maintain BMLA Coaches' reference manual, •
- Develop and deliver non-certification BMLA coaches' clinics,
- Develop and maintain skills programs, goals, exercises for each age division, and,
- Develop and deliver House league New Player clinics,
- Participate in the Rep Teams Coaches Selection Committees
- Carry out other duties as assigned by the Board of Directors.

2.2.1.11 DIRECTOR PUBLICITY

- Establish and maintain a good relationship with the member of the media and with the members of the Burlington City Council
- Ensure publication of the results of all House League games on a weekly basis
- Coordinate with the rep and field teams to ensure publicity
- Coordinate all social media accounts and keep them active
- Arrange for special guests and photographers for special occasions
- Ensure adequate publicity for social functions, annual meetings, registration, tournaments, etc.
- Be responsible for coordination of BMLA publications and timely communication to members

- Hold the duty of webmaster and be responsible for overseeing the functions and use of the website
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.12 DIRECTOR SPONSORSHIP

- Be responsible for all communications with the existing and potential sponsors, subject to approval by the board
- Responsible to oversee sponsorships of individual teams
- Ensure that minutes of all committee meetings related to sponsorship are recorded and forwarded to the secretary
- Transfer all funds collected to the Treasurer promptly
- Coordinate all sponsorship activities with the Publicity Director as required
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.13 DIRECTOR OF SPECIAL EVENTS

- Be responsible for coordination of all tournaments and events on behalf of the BMLA
- Coordinate Opening weekend and jersey pick up
- Book all events for House League Championship
- Work with scheduler to ensure that all events coordinate with game schedule
- Work with Jr A Chiefs to coordinate BMLA nights at their games and/or other activities to support lacrosse in Burlington
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.14 SCHEDULER

- Schedule all floor and field time in conjunction with the Program Director's
- Coordinate all requests for extra floor or field time
- Vet all requests for non zone games and be main point of contact with Zone and RIC for these requests

- Work with the Referee in Chief to ensure that they have house league schedule and REP schedule in adequate time to assign referees or timekeepers as appropriate
- Be the contact for BMLA with all zone updates and notices regarding scheduling
- Attend all zone scheduling meetings
- Keep all Directors informed of schedule updates and expectations of schedule releases
- Manage floor time booking to alleviate extra costs to the BMLA
- Work with the city of Burlington contacts to ensure that the emergency plan is done for all association events (ie. opening weekend, House League Championships, etc...)
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.15 REGISTRAR & PRIVACY OFFICER

- Coordinate annual registration of all Field, Rep, House League Players, Bench Personnel and General Executive as instructed by the OLA or OMFLL
- Recommend a coordinator to be appointed by the board to assist with bench personnel, if needed
- Maintain and update annually a listing of all member's names and addresses, telephone numbers, fees collected
- Make lists available to the Directors of House League, Rep, Girls and Field
- Organize and disperse player and bench personnel cards in time for season
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule
- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.1.16 REFEREE IN CHIEF

- Recruit, select and train in conjunctions with the OLA an adequate number of referees
- Assign referees and timekeepers to all House League games
- Assign time keepers for all Rep games
- Ensure that the referees are doing their jobs properly
- Ensure that all matters of consequence are brought to the immediate attention of the VP Lacrosse
- Make reasonable attempt to assist at all BMLA sponsored events i.e., Tournaments, Minor Lacrosse Weekend, Banquets, Registration, etc.
- Inform any players, coach, manager or any person associated with BMLA activities of any observed code of conduct infraction of any CLA, OLA, OMFLL, OWFL, BMLA or affiliated league rule

- Keep the President informed of all developments and situations within the association
- Any other duties as assigned by the Executive Officers

2.2.2 CODE OF CONDUCT

All members of the Burlington Minor Lacrosse Association and its Board of Directors will represent the BMLA in a professional and dignified manner in all Lacrosse related areas whether as a recognized delegate of the BMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or as a fan.

It is recognized that given the size of the BMLA many of our Board 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 or 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 Peanut to Intermediate, both Houseleague and Rep., in both Field Lacrosse and Box lacrosse for both girls and boys.

Discussions and differences of opinion at Board and Committee meetings will arise from time to time but all Board Members must commit to BMLA 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 Committee meetings are open to the general membership, within the parameters set out in Article 4.4 of the Constitution, 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 shall not be discussed. The Board of Directors or Committee has the authority to go in camera following a motion put forward by a Board or Committee member and passed by a majority of the Board or Committee.

The Board of Directors may strike a Committee which shall have the responsibility to draft specific rules and regulations to address specific situations which arise around the conduct of members both on and off the floor or field. Such rules, upon adoption by a vote of the Board of Directors shall be applied on a go forward basis from the date of acceptance by the Board of Directors.

End of Document

2.3 BYLAW REVISION PAGE

2.3.1 REVISION HISTORY

Rev #	Section:	Date:	Description of Change
0	All	27 Sep 2017	New Constitution Adapted at AGM 27 Sep 2017
1	2.1.2; 2.1.4	29 Oct 2020	Align with Constitutional changes that restructure position between elected and appointed
1	2.2.1.3; 2.2.1.5	29 Oct 2020	Remove role of Vice President and revise duties of other positions accordingly