

# **Kawartha Lakes Minor Lacrosse Association**

Established since 2004

**Mission:**

To promote, develop and govern the sport of lacrosse within the City of Kawartha Lakes.

# **Constitution**

## **Section 1: Identification**

### **1.01 Name**

The name of the association shall be the "Kawartha Lakes Minor Lacrosse Association" and known as such hereinafter.

### **1.02 Objective**

A) To conduct the business of the association with integrity and discretion, while keeping the game affordable for all of those who wish to compete.

B) To create and maintain a milieu of sportsmanship, competitiveness, and respect for competitors, referees, and spectators.

C) The association endeavours to develop quality players, quality coaches and quality citizens who will move on to make positive contributions to their community.

### **1.03 Affiliation**

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

### **1.04 Monetary affairs**

The Kawartha Lakes Minor Lacrosse Association will receive, invest and disburse funds and hold property for the association while governing itself as a non-profit organization.

### **1.05 Organization**

The association shall be composed of members as herein after set out and it shall be managed by a Board of Directors and sub-committees as outlined in this constitution.

### **1.06 Mailing Address**

The association shall at all times maintain a post office box in Lindsay. It shall serve as its main mailing address. The maintenance of this box will be the responsibility of the elected secretary or treasurer.

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#### **Section 2: Association Members Code of Conduct**

##### **2.01 Code of Conduct**

Each member of the association (players, coaches, trainers, executive, and associate members) will conduct themselves accordingly when participating in and representing the association at games or functions. Failure to do so could result in a reprimand or expulsion by either/or the association executive, the zone, or the OLA.

##### **2.02 Removal from Association**

Should it be necessary to remove a member from the association, it will be a decision of the executive with a 2/3rds majority.

##### **2.03 Cessation of Membership**

Any member who shall resign or be suspended as a member of the association shall immediately return to the association all books or other property of the association that he/she may have in their care.

#### **Section 3: Insurance and Voting**

**3.01** All of the association playing members, coaches, trainers, and executive, shall be insured through the Ontario Lacrosse Association insurance plan.

**3.02** All votes taken by the Board of Directors will be subject to a majority vote except those votes amending the constitution, which are subject to a 2/3rds majority. Also, a quorum must be achieved with greater than fifty percent participation from the Board of Directors on all votes during Board meetings. At times between Board meetings, voting may be performed by e-mail votes and will be tallied by the secretary. All e-mail voting will follow normal voting practices ensuring a motion is seconded and greater than fifty percent of the Board of Directors respond within the specified date, as set out in the e-mail motion. The date of the Kawartha Lakes Annual General Meeting will take place during the month of October.

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#### **Section 4: Board of Directors**

**4.01** The general supervision and business of the club shall be exercised by a Board of Directors.

**4.02** The Board of Directors shall be elected to serve a term of one or two years, detailed following, commencing from the annual general meeting to be held during the month of October. The position of President, Vice President Rep, Treasurer and Registrar will start a two year term in the odd numbered years. The position of Vice President House League, Vice President Operations, Secretary and Referee-in-Chief will start a two year term in the even numbered years. All other positions are to be elected for a one year term.

**4.03** No Board of Directors member can hold more than two positions at one time unless it is deemed necessary by the President.

**4.04** The Board of Directors shall consist of the following elected members, plus the immediate Past President of the association: -

President

-Past President

-Vice President of Operations/Scheduling Director

-Vice President Rep

-Vice President House League

-Head statistician

-Secretary

-Treasurer

-Registrar

-Referee-in-Chief

-Equipment Director

-Director of Fundraising and Sponsorship

-Webmaster/Communications Director

-Technical Director

-Directors at Large (up to five)

**4.05** Each member of the Board of Directors shall have one vote on all matters discussed at all Board meetings, during e-mail voting, and at the annual meeting with the exception of the president who will vote only to break a tie.

**4.06** Each member of the Board of Directors is accountable to the president. The president shall be accountable to the Board of Directors.

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#### **Section 5: Board of Directors -Member Functions**

##### **A) President**

- Supervise the operation of the association
- Chair Board of Director meetings (approx. one per month) and AGM
- Attend Zone and OLA meetings
- Co-chair associations' committee for discipline hearings
- Represent the association at Zone and OLA discipline hearings
- Approve expenditures of the association

##### **B) Past President**

- Aid in the transition to the new executive
- Shall have all voting rights.
- Advise the Board of Directors of past decisions or history.
- Assist the president as and when requested.
- Responsible for all aspects of the annual meeting

##### **C) Vice President, House League**

- Responsible for overseeing the house league operations
- Supervise process of rating the skill level of players at beginning of season to help put teams together & balancing of teams later in season
- Responsible for ensuring all players are registered with OLA and all coaches are properly carded

##### **D) Vice President, Rep**

- Assistant to the President
- Fulfill Rep League related duties of President when he/she is not available
- Responsible for overseeing the Rep League operations
- Co-chair the associations' committee for Rep League discipline hearings
- Represent the association at all Zone and OLA discipline hearings for Rep League
- Attend Zone and OLA discipline hearings
- Co-chair the association' coach selection committee
- Oversee the player selection for the Rep League teams
- Responsible for ensuring all players and teams are registered with OLA and all coaches are properly carded

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#### **E) Vice President, Operations/Scheduling Director**

- Assistant to the President
- Fulfill House League related duties of President when he/she is not available
- Create House League Schedules, and manage floor time allocations to maximum utilization
- Co-ordinate activities of all board members under the direction of the VP Rep and VP House
- Co-chair, with President, the associations' committee for discipline hearings
- Attend Zone and OLA discipline hearings
- Co-chair the coach selection committee

#### **F) Secretary**

- Responsible for recording minutes of all Board of Directors meetings and distribute to Board of Directors
- Shall notify members of all board meetings
- Shall be copied on all association correspondence
- Responsible for preparing an agenda for Board of Directors meetings
- Shall assist VP's in preparing minutes for their meetings
- Responsible for the KLMLA mailbox

#### **G) Registrar**

- Responsible for player registrations with OLA
- Co-ordinate registration dates
- Ensure all OLA registration forms are completed and submitted to OLA within time frame required
- Maintain database of all KLMLA members for internal use and for forwarding to OLA

#### **H) Treasurer**

- Keep an accurate accounting of all receipts and disbursements
- Responsible for all association banking: receiving cheque and cash, preparing bank deposits & writing cheques for all payments
- Produce financial statements for Board of Directors meetings
- Prepares budget for next season, with input from the VPs and President
- Ensure association is in compliance with any applicable government regulation

#### **I) Sponsorship Director**

- Responsible for solicitation of House League and Rep League sponsors
- Obtain quotes and order jerseys from local sponsors and suppliers
- Order and distribute appreciation pictures /plaques to sponsors

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#### **J) Equipment Director**

- Responsible for control, quality, distribution & pickup and storage of equipment inventory: goalie equipment, jerseys, nets, & lacrosse balls, sticks, storage, distribution & pickup

#### **K) Director of Communication & Webmaster**

- Maintain and update association's website
- Distribute association email
- Promote association through the website

#### **L) Technical Director**

- Assist in teaching and mentoring of new coaches and players in the association
- Need good foundation of knowledge in lacrosse skills and rules of the game

#### **M) Referee in Chief**

- Responsible for scheduling and supervision of referees
- Advise the Board of Directors on disciplinary matters

#### **N) Head Statistician**

- Prepare statistics for House League games and team standings

#### **O) Directors At Large**

- Voting member in the Board of Directors
- Appointed position
- From time to time it may become necessary for the board of directors to assign new or increased responsibilities to directors at large
- All duties as assigned by the President

### **Section 7: Rules of election**

**7.01** Two weeks prior to the annual general meeting a request will be made for nominations to the Board of Directors via the association website and the media pending media cooperation.

**7.02** To be eligible to be elected to the Board of Directors, an associate member must be in good standing.



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**7.03** The Board of Directors will submit a list of nominees to the membership at the annual general meeting.

**7.04** The candidate shall give approval for his/her name to stand.

**7.05** Election of Board of Directors members shall be held every year during the month of October as outlined in Section 4.02.

**7.06** Election of the Board of Directors shall be held by secret ballot.

**7.07** All associate members will sign in at the general meeting. The President will appoint three scrutineers to verify the eligibility of voting members, and to count the ballots.

**7.08** Associate members and Board Members in good standing at the time of the Annual General Meeting shall be eligible to vote. Associate members shall be defined as registered coaches, trainers and managers of the Kawartha Lakes Minor Lacrosse Association and parents/legal guardians of registered players and shall be allowed one vote per family.

### **2005 Constitution**

The Constitution of the Kawartha Lakes Minor Lacrosse Association is dated November 03, 2005, at the Boys and Girls Clubs of Kawartha Lakes in Lindsay, Ontario, and has been passed by a majority of the associations current Board of Directors. Amendments were submitted and approved by the Board of Directors at the Annual General Meetings on:

- October 14, 2009
- October 20, 2010
- October 23, 2012
- October 22, 2013
- October 21, 2014
- October 13, 2015
- October 12, 2016
- October 11, 2017

Any changes to this constitution cannot be made prior to the annual general meeting to be held the every October. Except in extreme cases where in the opinion of the President the constitution needs to be amended immediately. The President may make a motion to amend the constitution, which can only become valid by unanimous vote of the executive board. The amendment must be reviewed and approved again at the AGM in the year that the amendment was made. Anyone wishing to make amendments to the constitution must submit these

amendments in writing to the Board of Directors two weeks prior to the annual meeting held during every October.

**Kawartha Lakes Minor Lacrosse Association**

The amendments will be voted on by the entire membership of Board of Directors and associate members as specified in the constitution and must pass with a 2/3rds majority vote.

Signed \_\_\_\_\_ (), President  
Signed \_\_\_\_\_ (), Vice President  
Signed \_\_\_\_\_ (), Vice President