



Sarnia Minor Lacrosse Association Constitution

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SECTION 1: IDENTIFICATION

1.01 Name

The name of the Association shall be the “Sarnia Minor Lacrosse Association” hereinafter referred to as the SMLA and the official logo shall be the approved Sarnia Pacers Logo(s) as shown in Section 7: Other Regulations, 7.03 Use of the SMLA Logo in this Constitution and Bylaws.

1.02 Definition

The SMLA 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 City of Sarnia and Lambton County. The SMLA boundaries will be that defined by the Ontario Lacrosse Association hereinafter referred to as the OLA and all other areas accepted by the OLA and the SMLA Board of Directors. The SMLA shall also operate as a branch of the Ontario Lacrosse Association.

1.03 Objectives of Sarnia Minor Lacrosse Association

The purpose of the SMLA shall be the same as the those of the Ontario Lacrosse Association, namely:

- To govern, promote, develop and foster the game of lacrosse at all levels and in all forms, to all residents regardless of race, sex, creed, age or economic status throughout the Sarnia/Lambton County Area.
- To ensure that all participants have the opportunity to participate in their particular lacrosse program, given availability.



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- To teach the participants the fundamentals of the game of lacrosse, the values inherent in good sportsmanship, fair play, teamwork and respect for the rules of the sport.
- To emphasize fair play at all times between competitors, to encourage them to play the game for the sake of the game, with proper respect to competitors, referees and spectators.
- To provide the opportunity for enjoyment, camaraderie, physical fitness and the acceptance or responsibility.
- To encourage and promote the growth of lacrosse.
- To maintain a membership of good standing with the Ontario Lacrosse Association.

1.04 Mission Statement

The foundation of the SMLA is volunteers. Individuals volunteer their time because of a love for the game, a desire to promote the game of lacrosse, and an opportunity to share in making the SMLA a success so that future generations may enjoy the game of lacrosse.

This Constitution & Bylaws has been established to ensure that participants have a positive experience in lacrosse, that the growth of lacrosse is promoted through this positive experience, and that the integrity of the SMLA is reinforced for the continued enjoyment and benefit of lacrosse by future generations in the Sarnia/Lambton County Area.

The SMLA realizes that one of its primary responsibilities is to ensure that the recreational and player development aspects of the program do not suffer as a result of a preoccupation with competitiveness and winning “at all costs”. Qualities such as attitude, commitment, discipline and work ethic are equally as important as skill level and all of these qualities must be evaluated when considering a player’s profile. A team comprised of less skilled players but with positive attitude, commitment, discipline and work ethic, is much preferred over a skilled team that is weak in attitude, commitment, discipline and work ethic. Teams in need of the latter qualities take up valuable coaching time that could otherwise be spent on player and skill development.

1.05 Organization

The SMLA shall be composed of members as hereinafter set out and it shall be managed by a Board of Directors and sub-committees as outlined in this Constitution & Bylaws.

1.06 Head Office & Contact Information

The SMLA Head Office shall be the address of the current SMLA President. The SMLA mailing address will be that of the current SMLA President. In addition, the SMLA President shall at all times maintain a telephone and electronic mail address.

1.07 Affiliation

The Sarnia Minor Lacrosse Association will maintain its affiliation with the Ontario Lacrosse Association and the Canadian Lacrosse Association.

SECTION 2: MEMBERS

2.01 Classes of Members

The SMLA shall have three (3) classes of membership, namely: Playing Members, Adult Members and Honorary Lifetime Members:



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

Adult Members shall be: eighteen years of age or older and a parent or guardian of a Playing Member(s), bench personnel registered with the SMLA, a referee registered with the SMLA or a current Board of Director.

Honorary Lifetime Members shall be non-playing members who have rendered extraordinary and distinguished service to the SMLA. Individuals may be nominated to be Honorary Lifetime Members by any member of the SMLA and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the current Sarnia Minor Lacrosse Association Board of Directors.

Honorary members will have no vote but may attend Sarnia Minor Lacrosse Association Meetings.

2.02 Cessation of Membership

Any member who shall resign or be suspended as a member of the SMLA shall immediately return to the Sarnia Minor Lacrosse Association all property of the SMLA which they may have in their care.

2.03 Insurance

All of the SMLA Playing Members and Bench Personnel shall be insured through the Ontario Lacrosse Association insurance plan. The coverage terms shall be from January 1st to December 31st of the current year registered.

2.04 Terms of Eligibility

Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the SMLA.

Members in good standing shall be those admitted to Membership and who are not under suspension from the SMLA, the Ontario Lacrosse Association or the Canadian Lacrosse Association in the current year.

Members in good standing shall be those admitted to Membership and who have no money owing to the SMLA and/or no SMLA equipment/jerseys outstanding.

Membership in the Sarnia Minor Lacrosse Association shall not be transferable and shall automatically terminate if the Member resigns or such membership is otherwise terminated in accordance with this Constitution or by the Ontario Lacrosse Association.

2.05 Member Resignation

Members may resign from the SMLA by submitting a resignation in writing addressed to the Secretary who in turn will notify all the Board of Directors. Property of the SMLA must be returned immediately which they may have in their care.

Any player or team official accepted by the Sarnia Minor Lacrosse Association resorting to legal action against the SMLA 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 SMLA must be returned immediately which they may have in their care.

A Director of the SMLA who transfers, through a release in accordance with the OLA guidelines, to a neighboring association must relinquish membership on the Board of Directors under the discretion of the current Board of Directors.



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Should a Director either resign or be suspended from the SMLA Board of Directors, they cannot be elected or appointed for a position with the Board of Directors or hold a volunteer position within the organization for a period of two years. It is the discretion of the present Board of Directors to reduce the period of suspension from volunteer activity (*i.e. cause maybe illness*).

2.06 Members Right to Vote

After attending four (4) consecutive meetings, a member in good standing has the right to vote at the Annual General Meeting only.

2.07 Membership Fees

The Board of Directors prior to the season's published registration dates will establish registration fees. All registration fees must be paid in full, and all forms and documents must be completed before any player can participate in any lacrosse activity, including but not limited to, Rep. Team tryouts, practice and/or conditioning programs. Fees for any unexpired term of Membership are normally not refundable.

SECTION 3: GOVERNING STRUCTURE

3.01 Governing Bodies

All Members are governed by the Canadian Lacrosse Association (CLA), the Ontario Lacrosse Association (OLA), and the Sarnia Minor Lacrosse Association (SMLA). Unless a regulation/guideline/rule exists otherwise the Sarnia Minor Lacrosse Association Constitution & Bylaws shall take precedence.

3.02 The Board of Directors

The affairs of the Sarnia Minor Lacrosse Association shall be conducted by the Board of Directors.

All SMLA decisions must be ratified by the Board of Directors prior to any action or amendment concerning such decisions unless it has already been approved through the budget process or where the decision-making authority has been conferred to the Board of Directors.

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 their designate.

The Board of Directors will meet once every month as directed at the previous months Board of Directors Meeting 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 (*see Appendix 1 – Board of Directors Meeting*).

1. Attendance
2. Review and Accept Minutes from the Previous Month
3. Treasurers Report
4. Registrars Report
5. Sponsorship Report
6. Fundamentals (Soft/Paperweight) Report
7. Director of Rep. Lacrosse Report
8. Equipment/Jersey Report
9. Referee in Chief Report
10. Web/Media Report
11. Zone Rep Report



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12. Vice Presidents Report
13. Presidents Report
14. Old Business
15. New Business – Open to All
16. New Business – Executive Only
17. Next Meeting Date

50% + 1 of the current Board of Directors constitute a quorum at a Board of Directors Monthly Meeting for the purpose of voting on motions.

Except for the President and the Past President, every Director 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 of Directors 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 SMLA 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-on motions.

Other duties of the Board of Directors shall be outlined in this Constitution & Bylaws under Bylaws, Section 2: Governing Structure, 2.01 Duties of the Board of Directors

3.03 Board of Directors Members

The Sarnia Minor Lacrosse Board of Directors shall consist of:

- The President
- The Vice President
- The Treasurer
- The Secretary
- The Registrar
- The Director of Rep. Lacrosse
- The Equipment Director
- The Referee in Chief
- The Sponsorships Director
- The Director of Fundamental Lacrosse
- The Web/Media Director
- Floor Time Scheduler
- Past President

New Board of Directors positions can be created by the current Board of Directors with a majority vote at any monthly Board of Directors Meeting.

All Board of Directors members must remain in good standing with the Sarnia Minor Lacrosse Association as set forth in Section 2.04 Terms of Eligibility.

3.04 Election of the Board of Directors Members

The current President will call for nominations using the current SMLA website during the month of August for all Executive Board of Directors positions. Elections will be held at the Annual General Meeting (AGM) in September. Where multiple candidates are standing for a given position a secret ballot will be used to elect the given position by the current SMLA President.



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For the Election of the new Board of Directors only current Board of Directors; Adult Members of the SMLA and Playing Members (18 years of age or older) who have attended four (4) consecutive Board of Directors Meetings in a row prior to the SMLA Annual General Meeting and are in good standing may be allowed to vote (*see section 2.04 Terms of Eligibility*).

Any Member considered not in good standing in the current year may not vote.

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

1. The Vice President
2. The Treasurer
3. The Secretary
4. The Director of Rep. Lacrosse
5. The Registrar
6. The Equipment Director
7. The Referee in Chief
8. The Sponsorships Director
9. The Director of Fundamental Lacrosse
10. The Web/Media Director
11. Floor Time Scheduler
12. President

3.05 Terms of Office

All Board of Directors positions will be for a term of 13 months from the time of the Annual General Meeting in September that a Director has been elected. Departing Directors are required to participate in the first meeting of the newly elected Board of Directors but do not have voting privileges and are to provide a formal written summary report, plus any cumulative documentation affiliated with said position, of the transactions over the previous lacrosse season.

3.06 Vacancies

Positions left open at the AGM can be filled by appointment by the current President, including the remaining Director positions of the current Board of Directors until the next SMLA Annual General Meeting. The position of Director at Large may not be filled by the current President until all Board of Director positions have been filled.

3.07 Absenteeism

Unless otherwise determined by the Board of Directors, the absence of a Director from three (3) consecutive Board of Directors Meetings without notification to the Secretary prior to the meeting shall be deemed to be a resignation of said Director from the Board of Directors.

3.08 Terminations

A Director may be terminated prior to the expiration of their term by a 2/3 majority vote of the current Board of Directors provided that notice is given to the Director that a vote will be held at the next Board of Directors Meeting.

3.09 Complaints and Concerns



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Members are encouraged to immediately voice their concerns or complaints through a specific process. First, the Member should discuss the situation with the appropriate Member of the team management (Team Manager). If there is no resolution or satisfaction, the Member should discuss the situation with their appropriate Board of Director contact. If there is still no satisfaction or resolution, the Member should present the concern, in writing or electronically, to the Board of Directors (via the President).

During this process, the aforementioned Member is to keep the Board of Directors informed of the situation. If the situation reaches the Board of Directors level, the Board of Directors must respond to the situation within seven (7) days of receiving the concern. If the concern is regarding a coach or Director, the concerned Member may bypass that particular step in this process.

Any complaints & concerns not dealt with during the season that a parent/player wants to bring forward, must be submitted in writing too the current President no later than August.31st of that year.

Any complaints that involve an incident discussed in the written complaint must have:

- Date of the event
- Location of the incident
- Witnesses of the incident

Any complaints submitted after this date will be treated as hearsay and discarded. It is the SMLA goal to have any issues dealt with in a respectable and timely fashion.

3.10 Conflict of Interest

All Conflicts of Interest must be declared in any situation in which the Director has a private or personal interest sufficient to appear to influence the objective or outcome. A conflict of interest or perceived conflict of interest where another member perceives that a fellow member has a conflict must be declared prior to a discussion and/or vote and this includes but is not limited to conflicts between any member including players, parents, coaches and Directors.

Any Member, directly involved in an agenda matter or conflict as stated above necessitating a Board of Directors vote may not be allowed to cast a vote on that agenda matter or conflict. The Member will be allowed to participate in the discussion of said matter and will be counted in the meeting quorum.

The President or their designate if they are involved should remove the involved parties prior to a vote to ensure a confidential Board of Directors vote.

3.11 Disciplinary Action

The Board of Directors acting as the Disciplinary Panel will handle all formal written complaints and matters requiring investigation and discipline for all member participants in the SMLA. The Board of Directors must respond to all written complaints within 7 days of receiving such complaint. Participants (including parents and spectators) who violate the SMLA Constitution & Bylaws and/or Policies & Procedures will be subject to discipline determined by the Board of Directors. Disciplinary action includes, but is not limited to hearings, warnings, probation, fines, and suspensions. The Board of Directors at its discretion may appoint additional individuals to sit on the Disciplinary Panel.

During a Disciplinary Hearing, the parents (or parent designate), and another individual approved by the parents, must accompany the child. The Disciplinary Panel, at its discretion, can have other individuals attend.



Failure to appear will result in the Board of Directors decision being final with no option for appeal.

3.12 Appeals

Appeals can be made for any disciplinary action arising from a Board of Directors decision or from the SMLA Constitution & Bylaws and/or Policies & Procedures. Appeals must be written or electronically sent within seventy-two (72) hours of the issue taking place to any Director. Parents may make an appeal on behalf of their child. The Board of Directors must respond within seven (7) days of receiving the appeal. The player or Board of Directors may request that the appeal be heard verbally. In such cases, parents (or parent designate), and another individual approved by the parents, may accompany the child. The decision reached by the Board of Directors will be considered final.

3.13 Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the SMLA, provided that, the Board of Directors may establish policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the SMLA. Any reimbursement to a member of the Board of Directors for services rendered shall require advanced approval by the Board of Directors. Directors seeking reimbursement for expenses incurred in the performance of their duties as Members of the Board of Directors of the SMLA must provide all original receipts.

3.14 Return of Property

Any Director who shall resign, be suspended, terminated or not returning in the same position shall immediately return to the SMLA all property of the SMLA which they may have in their care. This should take place within 14 days after the SMLA Annual General Meeting of that given year. Not returning property of the SMLA within the allotted time will result in the member being placed in bad standing until the property has been returned to the President unless otherwise determined by the current Board of Directors.

SECTION 4: MEETINGS

4.01 Parliamentary Authority

Robert's Rules of Order, as revised, shall govern all procedural questions arising at meetings of the Board of Directors when they are applicable and when they are not inconsistent with the SMLA Constitution & Bylaws.

4.02 Frequency of Meetings

At the AGM the newly appointed Executive will approve when Board of Directors Meetings are to be determined for each month.

Notice of Board of Directors Meetings shall be published on the SMLA website at least two (2) weeks in advance of the next meeting.

During the months of May through August a team designate must send their monthly report to the Secretary to be read into the Minutes at the Board of Directors Meeting set forth by the current Board of Directors or attend the meeting in person to report.



4.03 Annual General Meeting

The SMLA shall conduct an Annual General Meeting prior to September 31st for the transaction of at least the following business, to be set out in the agenda of the Annual General Meeting (*see Appendix 2 – Annual General Meeting*):

- Attendance
- Review and Accept Minutes from the Previous Month
- Review of the Past SMLA Season
- Treasurer’s Report
- Election of the Board of Directors
- Proposed Amendments to the Constitution & Bylaws of the Association
- Old Business
- New Business

Notice of the Annual General Meeting shall be published on the SMLA website at least two (2) weeks prior to the meeting.

The current President shall chair all aspects of the Annual General Meeting including the election unless such a case arises that there is a conflict of interest, namely an election involving the position of President. At which time a Member in good standing with the SMLA shall chair the election process.

For the Election of the new Board of Directors only current Directors; Adult Members of the SMLA and Playing Members (18 years of age or older) who have attended four (4) consecutive Board of Directors Meetings prior to the SMLA Annual General Meeting and who are in good standing may be allowed to vote (*see section 2.04 Terms of Eligibility*).

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

4.04 Attendance at Meetings

All Members of the SMLA may attend any Board of Directors Meeting or Annual General Meeting. Non-Directors and non-committee members may 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 where they have attended four (4) consecutive Board of Directors Meeting prior to the AGM.

4.05 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 SMLA, shall decide every question proposed for consideration at meetings of the SMLA with the exception of Constitution & Bylaw amendments which shall require a 2/3 majority affirmative vote of Members present at the meeting.

The Chair presiding at a meeting of the SMLA shall have a vote only in the event of a tie vote.

At all meetings of the SMLA, 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 favor of or against the motion.



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Proxy votes will not be permitted. Members must be present in person at Board of Directors Meetings and Annual General Meetings in order to exercise their voting rights in relation to matters coming before a Board of Directors Meeting or an Annual General Meeting of the SMLA.

4.06 Unforeseen Situations

If a situation arises where no existing Policy or Procedure applies, the Board of Directors shall make the final decision. The decision shall reflect the “spirit of the rule” that is most approximate to the situation. If no Rule can be approximated, the decision should reflect “what is best for the SMLA”. Such decisions shall set precedence for the duration of the season or until the Constitution & Bylaws and/or the Policies and Procedures are amended.

4.07 Error or Omission

No inadvertent error or omission in giving notice of any Board of Directors Meeting, Annual General Meeting or any adjourned Meeting, whether monthly or annual, 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.

SECTION 5: FINANCES

5.01 Banking

The Board of Directors shall by resolution from time to time designate a legal bank or financial institution in which the money, bonds or other securities of the Sarnia Minor Lacrosse Association shall be placed for safekeeping.

The funds of the SMLA shall be deposited as soon as possible, no longer than 3 business days, in the designated legal bank or financial institution and in an official SMLA Account for the best benefit of the SMLA in the name of the SMLA.

For post-dated cheques collected at registration, the Registrar is permitted to retain those cheques until the date they become valid.

All SMLA deposits shall be made by the Treasurer or their designated Director along with at least one other Director bearing witness to the deposit total.

All cheques shall be signed by the Treasurer and the President or their designate.

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

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

The SMLA may acquire real and tangible property, including equipment, literature, and other materials for use by and on behalf of the membership. Generally accepted accounting practices shall be used to account for all assets.

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

1. Direct deposit via bank teller
2. Direct deposit via after hours' bank deposit box



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3. Direct deposit via approved Association banking cards
4. Withdrawal by authorized Association cheque
5. Approved Merchant Transactions on SMLA credit card

5.02 Financial Year

The fiscal year of the Sarnia Minor Lacrosse Association shall end on the 30th day of September in each year.

5.03 Financial Report

The preliminary financial statement of the SMLA for the current year shall be presented to each member present at the SMLA November General Meeting. The finalized statement of the SMLA for the previous year shall be presented to each member present at the SMLA Annual General Meeting.

An external review of the financial books of the SMLA must be conducted at the end of the fiscal year, and a written report must be submitted to the Board of Directors as soon as the external review report is received by the Treasurer.

5.04 Expenditures

All of the SMLA non-budgeted expenditures must first be approved by the Board of Directors.

All expenditures must comply with the SMLA Expense and Purchasing Policies.

5.05 Protection of Members

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

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

5.06 Dissolution

The Sarnia Minor Lacrosse Association shall not be dissolved unless all liabilities have been discharged and a motion has been passed by the majority of votes recorded at a general meeting convened for the purpose of dissolving the SMLA. Upon dissolution, surplus money shall be donated to a charitable organization, decided by the majority at the meeting, which carries out its work solely in Ontario.

SECTION 6: CONSTITUTION & BYLAWS

6.01 Amendments to the Constitution

The entire Constitution will be reviewed on a yearly basis prior to the AGM by the Board of Directors and those Adult Members appointed by the President. Any proposed changes put forward will also be



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reviewed prior to the AGM. All proposed changes should be distributed to all Board of Directors at least 2 weeks prior to the AGM. The Board of Directors is to review and make recommendations.

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 from any Member must be submitted in writing to the SMLA Secretary 30 days prior to the AGM. (*see Appendix 3 – Constitution & Bylaws Amendment Form*).

6.02 Amendments to the Bylaws

Amendments may only be proposed at an Annual General Meeting, a Special Meeting (for such purpose) or a Board of Directors 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 two thirds (2/3) majority vote of Members present will be necessary to pass amendments.

Proposed Amendments to the By-Laws from any Member must be submitted in writing to the SMLA Secretary 30 days prior to the scheduled meeting.

6.03 Interpretation of the Constitution

In this Constitution & By-Laws and the Policies and Procedures of the Sarnia Minor Lacrosse Association, unless the context otherwise specifies 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.

SECTION 7: OTHER REGULATIONS

7.01 Playing Rules

The SMLA shall at all times abide by the Rules and Regulations of the Canadian Lacrosse Association and the Ontario Lacrosse Association.

7.02 Other Rules and Regulations

The SMLA may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of lacrosse in the City of Sarnia, Lambton County and the SMLA boundaries defined by the OLA. As well as other such areas accepted by the Ontario Lacrosse Association and the Sarnia Minor Lacrosse Association Board of Directors.

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

On an annual basis and prior to the start of the season, both the Representative and Fundamentals Programs will submit all rules and/or guideline revisions for the current operating year to the SMLA Board of Directors for approval.



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No such regulation may violate an 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.

7.03 Use of the SMLA Logo

The Sarnia Pacers Logo shall be used on Sarnia Minor Lacrosse Association letterhead, official documents, newsletters, notices and clothing (including player shirts) as required by the Board of Directors.

Official Logo of Sarnia Minor Lacrosse Association



For the use of sales, the Sarnia Pacer Logo (or an approximation or derivation of said logo) for any purpose will not be permitted without the written permission of the SMLA Board of Directors.

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SECTION 1: STRUCTURE

1.01 Board of Directors

The Board of Directors shall be composed of the twelve (12) Members elected at the Annual General Meeting plus the Past President. The President shall be the Chairman of the Executive.

1.02 Ad Hoc Committees

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

SECTION 2: GOVERNING STRUCTURE

2.01 Duties of the Board of Directors

The President shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Call and preside over meetings
- Cast tie breaking vote
- Represent or appoint a designate for OLA Meetings, Zone 7 Meetings and OLA or Zone 7 Conferences
- Chair or appoint a designate to Chair the Discipline and Appeal Panels
- Approve all team fundraising initiatives as well as Sponsorships
- Organize coach's interviews
- Delegate duties to the Board of Directors

The Vice President shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Carry out the duties of the President in their absence
- Assist in the general operation of the SMLA
- Fulfill duties as assigned by the President
- Take over as President, in the event that they are no longer able to
- Oversee team managers
- Approve all team fundraising initiatives as well as Sponsorships with President
- Carry out other duties as assigned by the Board of Directors

The Treasurer shall:



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- At all times act as an Ambassador of lacrosse for the SMLA
- Be responsible for the bookkeeping system
- Ensure that all payments received from members be deposited into the bank account within 3 days' time from when it was received.
- Paying referees based on information given by RIC
- Supply monthly and yearend financial statements
- Act as steward to the budget
- Ensure adherence to generally accepted accounting principles, oversee and be responsible for all the financial accounts of the SMLA
- Carry out other duties as assigned by the Board of Directors

The Secretary shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Record and distribute minutes of all SMLA Executive Board Meetings including the SMLA AGM to the Board of Directors and all Members in attendance
- Take attendance of those attending the meetings
- Write correspondence as directed by the Board of Directors
- Schedule and notify the Board of Directors and other required attendees of upcoming meetings and events including times and locations etc.
- Carry out other duties as assigned by the Board of Directors

The Registrar shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Organize and run all Member Registration dates for the SMLA
- Ensure the completion and submission of all SMLA and OLA registration forms to the appropriate parties
- Act as the primary registration contact for SMLA Members
- Act as the primary registration contact for the OLA
- Ensure all Members, including Players, Coaches, Trainers, Managers, and the Board of Directors OLA Cards are accurate and current
- Attend OLA Registration Meeting, Seminars, Conferences, etc.
- Carry out other duties as assigned by the Board of Directors

The Director of Rep. Lacrosse shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Act as the primary liaison between the Rep. Teams Players and Parents and the Board of Directors
- Serve on the Disciplinary and Appeals Panel
- Act as the liaison between Zone 7 and the Board of Directors, attending all Zone 7 Meetings or call for a designate to attend in their absence
- Ensure all teams are registered for tournaments by a deadline of February 1st.
- Organize/Order year end awards
- Responsible for sending game sheets within a two-week period as well as reporting GMs immediately
- Carry out other duties as assigned by the Board of Directors

The Equipment Director shall:

- At all times act as an Ambassador of lacrosse for the SMLA



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- Manage all of the SMLA Equipment including but not limited to jerseys, nets, balls, shot clocks, etc.
- Organize and keep clean the Equipment Storage Room and Team Locker Room as needed
- Order in shorts, shirts for players, shirts for coaches and shirts for Fundamentals
- Distribute Equipment to all Rep. Teams
- Retrieve all Equipment at season end
- Take a yearly inventory and report back to the Board of Directors
- Keep a detailed log of where the equipment is lent out to and who has signed for said equipment
- Carry out other duties as assigned by the Board of Directors

The Referee in Chief shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Schedule and supervise all referees for SMLA Rep. Teams home games including league and exhibition games and the Herb Lea Tournament
- Educate and monitor all referee's being used by the SMLA
- Organize and contact all referees for yearly Referee Clinics
- Act as the primary liaison between all OLA referee's and the Board of Directors
- Act as the primary liaison between the Zone 7 Referee in Chief and the SMLA Executive Board
- Serve on the Disciplinary and Appeals Panel
- Carry out other duties assigned by the Board of Directors

The Sponsorship Director shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Coordinate, record and communicate the Sponsorship efforts of the SMLA to the Board of Directors
- Forward all Sponsorship monies collected to the SMLA Treasurer
- Carry out other duties assigned by the Board of Directors

The Director of Fundamental Lacrosse shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Coordinate the Fundamentals Program including Soft Lacrosse (ages 3-4) and Paperweight Lacrosse (ages 5-6)
- Act as the primary liaison between the Paperweight Rep. Teams Players and Parents and the Board of Directors
- Act as a liaison between the Paperweight Rep. Teams and the Equipment Director
- Coordinate the Fundamentals End of Season pizza party and medals
- Carry out other duties assigned by the Board of Directors

The Web/Media Director shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Maintain and update the current SMLA website year round and/or liaise with the SMLA's outside website administrator
- Carry out other duties assigned by the Board of Directors

The Floor Scheduler shall:

- At all times act as an Ambassador of lacrosse for the SMLA
- Act as the SMLA Liaison with the City of Sarnia, Village of Point Edward, Zone 7, OLA and the Point Edward Jr. Pacers Schedulers



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- Complete and submit all forms to complete the season practice and game schedules
- Carry out other duties assigned by the Board of Directors
- Upload and maintain the schedule on the website
- Scheduling floor time for zone finals when applicable

SECTION 3: CODES OF CONDUCT

3.01 Property of Other Organizations

Any player or member of team management representing the Sarnia Minor Lacrosse Association who has unlawfully in his possession or who comes to have unlawfully in his possession any property belonging to another lacrosse organization will be suspended indefinitely until a disciplinary hearing has taken place.

3.02 Abusive Language, Foul Language, Crude Behavior and Racial Slurs

Abusive language, foul language and crude behavior is not acceptable from any participants in any situation. It is understandable that participants can get caught up in the “heat of the moment” and utter words and phrases that are “less than desirable”. It is also understood, however, that such moments are brief and infrequent. Participants who repeat this type of behavior will be subject to disciplinary action (*note: if severe or significant, a first offense can be cause for disciplinary action*). Under no circumstances, even in the “heat of the moment”, is it acceptable for a coach to direct this type of language or behavior toward the team players. The coach is a role model for the players, and accepts that responsibility when accepting the coaching position.

Derogatory slurs are not acceptable by a participant. Participants who use racial slurs shall be suspended immediately until a disciplinary hearing. Discipline may include penalties as defined by the OLA and CLA, as well as additional penalties imposed by the Disciplinary Panel. The Zone 7 discipline will be additional to the Sarnia Minor Lacrosse Association decision.

The President/Board of Directors may suspend immediately, until a disciplinary hearing, any Member who, by their actions, demeanor or words, bring discredit or disgrace to the SMLA or any of its Members.

3.03 Alcohol, Banned and Abused/Misused Substances

Any player under the influence of the above, or found using the above, during an event approved by the Sarnia Minor Lacrosse Association, will receive an immediate and indefinite suspension until the situation is acted upon by the Board of Directors.

Any Member(s) who is adversely under the effects of the above will not be allowed on the bench and in the change rooms, and if warranted, the arena, when their designated team is playing. Such situations may result in a disciplinary review by the Board of Directors.

It is also expected that no Playing Member take part in any of the above while on the road traveling with their team. This includes hotels, campgrounds, etc.

We will be follow the OLA policy on this:

<https://ontariolacrosse.com/content/administration/ontario-lacrosse-association-substance-misuse-policy-1.pdf>

3.04 Code of Ethics



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

It is recognized that the SMLA is a relatively small organization and that many of our members will represent our organization at more than one level. It is imperative that the primary responsibility of a Director is to the Board of Directors. While it is recognized and encouraged that our Directors may also be involved in areas such as coaching or officiating, etc., it is of paramount importance that all Directors recognize that their responsibility is the long and broad view. Their allegiance covers the complete spectrum from SMLA Fundamental Lacrosse players to our oldest SMLA aged players.

Discussions and differences of opinion at Board of Directors Meetings, Special Meeting or the Annual General Meeting will be inevitable and considered healthy, however, all Directors must commit to SMLA policy once it is passed. If a policy is passed with which a Director does not agree, the Director has the following options: support the policy, disagree with it in silence or resign from the SMLA Board of Directors.

While all Board of Directors Meetings and Annual General Meetings are open to the general membership, 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 Directors or Members should not be discussed.

3.05 Zero Tolerance Policy

There is a zero tolerance policy in effect which any misbehavior by a parent, coach, player or spectator in a sporting facility in Sarnia, will get them removed from the premises. Furthermore, for any of the following such behavior, you will be suspended indefinitely from the SMLA or SMLA rented facilities until dealt with at a Disciplinary Hearing:

- Fighting off the floor (Fighting on the floor will follow OLA/Zone regulations)
- Making derogatory comments based upon race, ethnic origin, religious background or gender
- Threatening a Referee, Bench Personnel, another Coach, Player or Director
- Making obscene gestures
- Persisting in such behavior after being ejected from a game
- Behaving in any manner to dishonor, embarrass or disgrace the game

3.06 OLA Code of Conduct

This code of conduct identifies the standard behaviour which is expected of all OLA members and participants, which for purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OLA activities and events.

Section I – All individuals affiliated with the OLA shall:

- I. Attempt at all times to work toward the goals and objectives of the OLA and the game of Lacrosse, and towards the betterment of its members.
- II. Strive to heighten the image and dignity of the Association and the sport of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass the Association or the game.
- III. Always be courteous and objective in dealing with other members.



- IV. Strive to achieve excellence in the sport while supporting the concepts of Fair Play and Drug free sport.
- V. Show respect for the culture, social and political values of all participants in the sport.
- VI. As a guest in another province or foreign country, abide by the laws of the host jurisdiction and adhere to any social customs concerning conduct.
- VII. Members of the OLA shall refrain from actions, comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse will not be tolerated and will be dealt with under the OLA's Harassment Policy & Code of Conduct.

Section II – An Individual's conduct shall be in question when they:

- I. Breach any of the above Section 1.
- II. Use their position within the OLA for unauthorized personal and/or material gains.
- III. Willfully circulate false, malicious statements, derogatory to any other member of the Association.
- IV. Willfully ignore or break the Bylaws, policies and/or rules and regulations of the OLA.
- V. Counsel others to ignore or break the bylaws, policies, and/or rules and regulations of the OLA.

Section III – General:

- I. The OLA endorses the principles of natural justice and due process which allows any individual the right to a hearing and an appeal of any action which affects their rights.
- II. The OLA and its member governing bodies agree to honor and enforce disciplinary action taken by those governing bodies upon the completion of due process.

Section IV – Discipline Procedures:

- I. Any report alleging a breach of Member obligation under this Code of Conduct shall be submitted in writing, along with a completed Code of Conduct reporting form signed by two Board of Governors members, of whom only one may be a member of the Board of Directors, to the OLA Executive Director and the OLA office within 14 days of the event/occurrence.
- II. Upon receiving a report, the OLA Executive Director shall immediately notify the OLA Executive who shall determine the merit of the complaint and determine if action is necessary.
- III. When a Code of Conduct report is received, a response from the OLA Executive Director is required to the complainant as to the determined merit of the complaint and the timeline for further action within 14 days.
- IV. If action is determined to be necessary, the event/occurrence will be dealt with under normal OLA Discipline and Appeals procedures. An OLA hearing must be held within 28 days of the initial report being submitted to the OLA.