

CONSTITUTION
OF THE
OWEN SOUND MINOR LACROSSE ASSOCIATION



Revised October 2010

Preamble:

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

Article 1: Name

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

Article 2: Purpose

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

Article 3: Aims & Objectives

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

Article 4: Membership

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

Article 5: Executive

Five (5) Officers with a minimum of six (6) Directors shall be elected at the annual meeting or failing that, appointed by the officers. The Executive shall have control of the affairs of the Owen Sound Minor Lacrosse Association and shall have power to amend or alter the By-laws of the Owen Sound Minor lacrosse. The Past President shall be a member of the Executive.

Article 6: Officers

- a) The officers of the Owen Sound Minor Lacrosse Association shall consist of a President, Vice President, 2nd Vice President, Secretary, Treasurer and Past President.
- b) The officers shall be nominated from the floor at the annual meeting each year from the adult membership of the Association. Such nominees, if not in attendance, shall forward to the nominating committee in writing, their intentions before the annual meeting.
- c) Voting for officers would be cast by secret ballot method. Only adult members attending the annual meeting shall vote.
- d) Officers must be voted in at next meeting.

Article 7: Meetings

- a) The Associations Executive Committee may call general meetings as required, but not less than one per year.
- b) The Association's President may call general meetings as required but not less than one per month during playing season giving a minimum of seven (7) days notice, except in situations deemed an emergency.
- c) It is the responsibility of the Secretary to advise each member of the Executive Committee of the date, time and location of the meetings.
- d) It shall be the responsibility of the Executive Committee members to advise the Secretary if he/she is unable to attend a meeting that he/she previously confirmed his/her attendance.
- e) Officers who fail to attend two (2) consecutive meeting may be relieved of their position at the discretion of the Executive Committee. Notification of absence maybe considered as "in attendance".
- f) The General Meeting held prior to the OLA Annual General Membership Meeting for the election of officers. A public announcement must be issued prior to the meeting.

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

- 1) Call to order
- 2) Adoption of Minutes
- 3) Business arising out of the Minutes

Article 7: Meetings Con't

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

Article 8: Audit

- a) An Annual Report of the Executive and General meeting minutes shall be audited a minimum of once annually.
- b) The Treasurer's books, vouchers and records shall be audited a minimum of once annually, before the AGM.
- c) An auditor to be determined by the Executive of this Association, as stated in Section 1 & 2 of this Article, shall perform all audits, and who may be a certified Public Accountant or a Committee Member.
- d) An auditor chosen under Section 3 of this Article shall not be a member of the Executive of the Association.

Article 9: Amendments

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

Article 10: By-laws

By-laws maybe adopted by the Owen Sound Minor Lacrosse Association periodically as deemed necessary. No By-law shall in any way conflict with this constitution. By-laws maybe set by the Executive Committee; in all cases must be ratified at the next General meeting.

By-law # 1: Membership

a) Playing member shall be female or male divided into seven (7) categories according to ages as follows:

Paperweight	6 years of age and under as of December 31 st of current year
Tyke:	8 years of age and under as of December 31 st of current year
Novice:	10 years of age and under as of December 31 st of current year
Pee Wee:	12 years of age and under as of December 31 st of current year
Bantam:	14 years of age and under as of December 31 st of current year
Midget:	16 years of age and under as of December 31 st of current year
Intermediate:	21 years of age and under as of December 31 st of current year
Junior:	not having reached 22 nd birthday as of December 31 st of current year

All House League players to play at proper age level. OLA rules states: No player shall stay back and play at a lower age division in House League.

Rep players to play at proper age level. Rep players can be AP'd when agreed to by both coaches involved.

No Child to play at a lower age category.

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

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

By-law # 2: Registration and Dues

Owen Sound Minor Lacrosse Association Executive Committee shall set all registration fees and/or dues for the coming year.

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

By-law # 3: Duties of the Association Executive

PRESIDENT:

- 1) Shall preside at all Executive meetings.
- 2) Shall prepare an agenda for each Executive meeting.
- 3) Shall exercise the Power and Authority of the Owen Sound Minor Lacrosse Association Executive in cases of emergency but subject to ratification by the entire Executive at the following Executive meeting.
- 4) Shall be the spokesperson for the Owen Sound Minor Lacrosse Association.
- 5) Shall be in charge of the general management and supervision of the affairs and operation of the Owen Sound Minor Lacrosse Association.
- 6) Shall be an ex-officio member of all standing Ad Hoc committees.
- 7) May sign cheques, notifying the Treasurer as soon as possible to document written cheques.
- 8) Shall not vote accept in breaking a tie and/or when he/she shall cast the deciding vote.

- 9) Will ensure, all officers and directors perform their duties.

PAST PRESIDENT:

- 1) Serves on the Executive as a Director with full voting powers.
- 2) Assists the incoming President.

By-law # 3: Duties of the Association Executive Con't

1st VICE-PRESIDENT:

- 1) Shall perform the duties of the President in the latter's absence or at his/her request and he/she shall then have all rights and powers of the President.
- 2) When acting as Chairperson, he/she shall not vote: only with the exception of breaking a voting tie.
- 3) Shall assist the President in performing his/her duties and may hold the position of Chairperson of an Ad Hoc on any standing committee.
- 4) Shall be in charge of Representative teams
- 5) Shall perform other duties as assigned.

2nd VICE-PRESIDENT:

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

SECRETARY:

- 1) Shall issue notices of all meetings.
- 2) Shall maintain records of the proceedings/meetings
- 3) Shall ensure all correspondence be tended to and keep accurate records of all business transactions of the Officers and Executive. He/she will have custody of all documents/records pertaining to the affairs of the Owen Sound Minor Lacrosse Association.
- 4) Shall perform other duties as assigned.

TREASURER:

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

DIRECTORS:

- 1) Shall assume responsibilities as assigned by the President and agreed to by the Executive.
- 2) Directors shall include the following positions: Registrar, Girls Field, Scheduling, Equipment, Referee in Chief, House League Convenor,. House League Director at

Large and Harry Kazarian Tournament Chair, and may include other Directors as assigned

3) **Duties of the Non-Members of the Executive:**

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

A Coaching selection committee will be comprised of a minimum five member panel, three of which will be current executive members.

By-law # 4: Teams

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

By-law # 5: Game Issues & Rules

Disciplinary Board

This board shall consist of the President, Referee-in-chief and two appointed members and will make recommendations when dealing with inappropriate conduct of coaches, assistant coaches, managers, trainers, players, referees and other members.

By-law # 6: Referees

Owen Sound Minor Lacrosse will pay clinic fees for Executive Approved referees". Qualified referees will be assigned to games by the Referee-in-chief. Fees paid by the Association as set according to the Zone 8 guidelines.

By-law # 7: Vacancies

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

By-law # 8: Bench Personnel

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

- Be at the arena one half hour prior to game or practice time.
- Prepare game sheets
- Be responsible for team sweaters and necessary equipment
- Report all scores to the radio and newspaper
- Inform all players of team rules

- Return all equipment at year end to the equipment manager
- Demonstrate good sportsmanship at all times.
- Any team using illegal players or uncarded Coaches/Trainers will be disciplined by OSML
Executive: 1st Offense – 2 game suspensions to Head Coach
2nd Offense – Suspension to Head Coach for remainder of year.

By-law # 9: Equipment Policies

Managers and Coaches Duties:

- 1) Managers or coaches from rep teams and coaches from house league teams are responsible to pick up game sweaters and goalie equipment at the start of the season and return it when the season is over. They will also be required to sign out the equipment and sweaters
- 2) All game sweaters and goal equipment must be returned no later than one (1) week after their team's season is finished. This means last game, not after team party. All sweaters are to be washed and goal equipment washed when possible or aired out completely before it is returned to equipment manager.
- 3) All rep teams will be supplied with one (1) set of sweaters (max 20), one (1) sweater bag and two (2) sets of goal equipment. Each set of goal equipment will consist of the following: throat guard, pro chest, belly pad, leg guards, goal stick, 12 loaner balls and equipment bag.
- 4) All Owen Sound teams will wear the traditional orange/white/black jerseys supplied and purchased by OSML.
- 5) A \$250 deposit will be received by all rep teams goalies for the use of OSML goalie equipment. All equipment is to be returned to the equipment manager by September 1st of that year, otherwise the deposit is to be considered forfeited.
- 6) All House League teams will be supplied with one (1) set of game sweaters (max 20), one (1) sweater bag, and one (1) set of goal equipment. The set of goal equipment will consist of the following: throat guard, pro chest, belly pad, goal pants, leg guards, goal stick, 12 loaner balls and equipment bag.

All other equipment is to be supplied by the individual for both rep and house league teams
- 6) Any equipment or sweaters needing repairs must be cleared through the Equipment Manager or an Executive Officer.
- 7) All loaner sticks must be signed out with the parents name, players name, address, phone number, and number of the stick being issued to the player or players.
- 8) Rep teams are responsible to supply their own practice balls, practice sweaters. Balls can be purchased from O.S.M.L.A.
- 9) House league coaches are to do everything possible to bring back the 12-loaner balls and ensure they get the throat guard back from the last person who plays net.
- 10) Crescent Midget Rep Sweater # 7 is now retired and is not to be reprinted as approved in 2002.

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

Equipment Manager Duties:

- 1) Hand out equipment to the teams and receive it back.
- 2) Prepare equipment budget for the Executive
- 3) Keep records of what equipment is on hand in storage.
- 4) Ensure all equipment is signed out and checked off when it is returned
- 5) Ensure all equipment is kept in good state of repair at all times. This is to be clarified by the Executive.
- 6) A \$250 fee will be issued to all Rep teams to pay for the use of OSML goalie equipment.

By-Law#10: Meeting Attendance:

From the First OSML meeting in February, to September of same year, each Rep team must have a Rep at each meeting, unless playing lacrosse out of town that night. Any team not having a rep at meeting, will be fined \$25 per missed meeting, taken from cheques issued at start of year to OSML treasurer.