

**CAMBRIDGE MINOR LACROSSE  
ASSOCIATION**



**CONSTITUTION & BYLAWS**

**Updated Oct 7, 2020**

**CAMBRIDGE MINOR LACROSSE**  
**ASSOCIATION CONSTITUTION & BYLAWS**  
**amended Oct 7<sup>th</sup>, 2020**

**TABLE OF CONTENTS**

**Section 1: IDENTIFICATION**

- 1.01 Name
- 1.02 Definition
- 1.03 Mission Statement
- 1.04 Organization
- 1.05 Contact Information
- 1.06 Affiliation
- 1.07 Incorporation

**Section 2: MEMBERS**

- 2.01 Classes of Members
- 2.02 Cessation of Membership
- 2.03 Insurance
- 2.04 Terms of Eligibility
- 2.05 Member Resignation
- 2.06 Membership Fees
- 2.07 Members Right to Vote

**Section 3: GOVERNING STRUCTURE**

- 3.01 Board of Directors
- 3.02 Election of the Board of Directors
- 3.03 Vacancies on the Board of Directors
- 3.04 Suspension
- 3.05 Appeals
- 3.06 Terms of Office
- 3.07 Resignations
- 3.08 Terminations
- 3.09 Absenteeism
- 3.10 Return of Property
- 3.11 Conflict of Interest
- 3.12 Remuneration

## **Section 4: MEETINGS**

- 4.01 General Assembly
- 4.02 Annual General Meeting
- 4.03 Special Meetings
- 4.04 Attendance at Meetings
- 4.05 Voting Procedures
- 4.06 Error or Omission

## **Section 5: FINANCES**

- 5.01 Banking
- 5.02 Fiscal Year
- 5.03 Financial Report
- 5.04 Expenditures
- 5.05 Protection of Members
- 5.06 Dissolution

## **Section 6: CONSTITUTION & BYLAWS**

- 6.01 Amendments to the Constitution
- 6.02 Amendments to the Bylaws
- 6.03 Interpretation of the Constitution

## **Section 7: OTHER REGULATIONS**

- 7.01 Playing Rules
- 7.02 Other Rules and Regulations
- 7.03 Use of the Association Logo
- 7.04 Boundaries
- 7.05 Release Policy
- 7.06 Commitment to House League
- 7.07 Commitment to Rep/Zone
- 7.08 Fines
- 7.09 Representation
- 7.10 Travel Rosters
- 7.11 House League Rosters
- 7.12 Police Checks
- 7.13 Suspensions - Association Member

## **Section 1: IDENTIFICATION**

### **1.01 Name**

The name of the Association shall be the "Cambridge Minor Lacrosse Association" hereinafter referred to as the Association or CMLA and the official logo shall be the "Indian Chief Head" as shown on page 11 of this Constitution.

### **1.02 Definition** (amended 2016)

The Association 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 Municipality of Cambridge and shall operate as a branch of the Ontario Lacrosse Association:

And other areas accepted by the Ontario Lacrosse Association and the Cambridge Minor Lacrosse Association Board of Directors.

### **1.03 Mission Statement** (amended 2016)

The mission statement of the Association is to organize, promote, develop and govern minor lacrosse within the Municipality of Cambridge and other areas accepted by the Ontario Lacrosse Association. In doing so:

The Association will provide an opportunity for all eligible individuals, given availability, 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 Association will provide the opportunity for eligible members to participate in representative lacrosse and to compete at the highest level of play.

The Association will instill and encourage the development of core life skills of all players, team officials, game officials and members associated with the CMLA through good sportsmanship, correct and proper behavior, respect, team play and fair play.

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

### **1.04 Organization**

The Association 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 and Bylaws.

### **1.05 Contact Information** (amended 2016)

The Association's mailing address will be P.O Box 27030, 115 Dundas St Cambridge Ontario Canada N1R 6G0. In addition, the Association shall at all times maintain an electronic mail address. The maintenance of the box shall be the responsibility of the Secretary.

### **1.06 Affiliation** (amended 2016)

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

### **1.07 Incorporation**

The Association has become a Corporation (Cambridge Minor Lacrosse Association Inc.) to create financial security to its Members and Board of Directors; as well as creating the ability to apply, and therefore be considered, for possible Corporate Sponsorships. Annual reports, and payments requested

by the Province of Ontario, must be continued. Any changes to the Association's Board of Directors must be reported to the Province.

## **Section 2: MEMBERS: TERMS OF MEMBERSHIP AND ELIGIBILITY**

There shall be four (4) classes of membership in the Cambridge Minor Lacrosse Association as defined in sub section 2.01.

Classes of Members;

The Association shall have four (4) classes of membership, namely: Playing Members, Adult Members, Affiliated Members and Honorary Lifetime Members:

(a) Playing Members shall be all members who have properly registered to participate in the activities of the Association.

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

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

(d) Honorary Lifetime Members shall be non-playing members who have rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime Members by any member of the Association and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the current Cambridge Minor Lacrosse Association Board of Directors. Honorary members will have no vote but may attend Cambridge Minor Lacrosse Association member's meetings by invitation, meetings of the Board and Committees of the CMLA.

### **2.02 Cessation of Membership (amended 2018 numbering)**

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 which he may have in his/her care.

### **2.03 Insurance (amended 2018 numbering)**

All of the Association's Playing Members shall be insured through the Ontario Lacrosse Association insurance plan. All coaches will be insured through the Coaching Association of Canada Liability Insurance Plan. The coverage terms shall be from January 1 to December 31 of the current year registered.

### **2.03 Directors & Officers Liability Insurance (amended 2018 numbering)**

(a) In order to protect the financial status of any and all Board of Directors who have volunteered their services, and been elected by the Association's Members, a Directors & Officers Liability Insurance Policy must be renewed annually.

(b) The Board of Director's must review and determine the policy's limits annually. Section 5.05 is referenced.

#### **2.04 Terms of Eligibility** (amended 2018 numbering)

Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees or fines that 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 Association for the current year. The Secretary and Treasurer shall inform those concerned of this suspension in writing. Property of the Association must be returned immediately which he/she may have in his/her care.

(a) Members in good standing shall be those admitted to Membership and who are not under suspension from the Association of the Ontario Lacrosse Association in the current year.

(b) Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct, the Rules of Play and the purposes of the Association shall be asked by the Board or the Disciplinary Committee to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, they shall be given proper notice of motion, to be considered at the next Board 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.

(c) Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.

#### **2.05 Member Resignation** (amended 2016)

Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn will notify all the Board members. Property of the Association must be returned immediately which he/she may have in his/her care.

Any player or team official accepted by the Cambridge Minor Lacrosse Association resorting to legal action against the Association 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 Association must be returned immediately which he/she may have in his/her care.

An Executive member of the CMLA who transfers, through a release in accordance with the OLA guidelines, to a neighboring association must relinquish membership on the Board under the discretion of the Executive.

Should a board of director either resign or be suspended from the CMLA executive, he or she cannot be elected or appointed for a position with the board or hold a volunteer position within the organization for a period of two years. It is the discretion of the present board to reduce the period of suspension from volunteer activity (i.e. cause maybe illness).

#### **2.06 Membership Fees** (amended 2016)

Registration fees for the current year shall be established annually by the Board. Fees for any unexpired term of membership are normally not refundable but the Board of Directors may, in its sole discretion, grant a request for such a refund.

### **2.07 Members Right to Vote** (amended 2018)

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

## **Section 3: GOVERNING STRUCTURE**

### **3.01 Board of Directors** (amended 2016)

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

All Association 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
- Director's Reports
- Old Business
- New Business

One third of active Board members constitute a quorum at a Board meeting.

Except for the President and the past 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 association'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; on motions.

Other duties of the Board members shall be outlined in this Constitution and in the Bylaws.

### **3.02 Election of the Board of Directors** (amended 2020)

The Association's Board of Directors shall be elected at the Annual Meeting by a secret ballot where multiple candidates are standing and shall rule for the given fiscal year.

A non-Board member shall chair the elections at the Annual General

Meeting. Two members-at-large shall act as scrutinizers for the

elections.

To be elected as the President, a member must have been on the Board at least one of the immediately preceding two years.

To be elected to a Board position, a member must obtain a minimum of 50% plus one (1) of the votes cast and is at least eighteen years of age.

A member may only be elected to one (1) position on the Association's Board of Directors for the given fiscal year.

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

1. President (odd)
2. Vice President (even)
3. Secretary (odd)
4. Treasurer (even)
5. Registrar/Privacy (odd)
6. Director House league (even)
7. Director of Rep/Travel (odd)
8. Referee-in-Chief (odd)
9. Director Sponsorship and Fundraising (even)
10. Director of Player/Coach Development (even)
11. Director – Equipment (even)
12. Director – Media/Publicity (odd)
13. Scheduler/City Liaison (odd)
14. Director of Paperweight (even)
15. Director of Special Events and Volunteers (odd)
16. The Director of Brand and Marketing (even)

### **3.03 Vacancies on the Board of Directors (amended 2016)**

The Board of Directors may appoint any Adult Member to fill a vacancy until the next Annual General Meeting. In the event of a vacancy within the Board of Directors, a majority vote may elect to hold a General Meeting for the purpose of replacement of said vacancy for the rest of the elected term.

### **3.04 Suspension (amended 2016)**

The Board of Directors 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 Board of Directors in attendance at the meeting where the action is proposed.

Should a board of director either resign or be suspended from the CMLA executive, he or she cannot be elected or appointed for a position with the board or hold a volunteer position within the organization for a period of two years. It is the discretion of the present board to reduce the period of suspension from volunteer activity (i.e. cause maybe illness)

### **3.05 Appeals**

A suspended Board member shall have seven (7) days from receiving by registered mail notice of his suspension to advise the President of his 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 Grievance Committee to review the action taken. The Grievance

Committee shall make a recommendation of its findings to the Board of Directors within fourteen (14) days after the member's appeal. After having considered the recommendation of the



Grievance Committee, the Board of Directors shall render a final decision on the appeal within seven (7) days of receiving the recommendation. All decisions of the Board of Directors shall then be final and binding

### **3.06 Terms of Office** (amended 2016)

All Board of Directors positions will be for a term of two (2) years from the time of the Annual General Meeting that a Director has been elected and/or at the time that the Association's Financial Report has been approved by the Association's Members. Departing Board Members are invited to participate in the first meeting of the newly elected Board of Directors but do not have voting privileges and to provide a formal written summary report, plus any cumulative documentation affiliated with said portfolio, of the transactions over the previous lacrosse season.

### **3.07 Resignations** (amended 2016)

A letter must be submitted to the President who will present to the Board of Directors at their next scheduled Board Meeting the resignation of the Director.

An Executive member of the CMLA who transfers, through a release in accordance with the OLA guidelines, to a neighboring association must relinquish membership on the Board under the discretion of the Executive.

Should a board of director either resign, in term, or be suspended from the CMLA executive, he or she cannot be elected or appointed for a position with the board or hold a volunteer position within the organization for a period of two years. It is the discretion of the present board to reduce the period of suspension from volunteer activity (i.e. cause maybe illness)

### **3.08 Terminations** (amended 2016)

A Director may be removed provided that notice, signed by not less than ten percent (10%) of the Membership in good standing and subject to a 2/3 majority vote of the current Board of Directors approving such a resolution, specifying the intention to pass such resolution has been given with the notice of the meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office.

### **3.09 Attendance at Meetings**

All members of the Association may attend any of the Association's 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, except at the Annual General Meeting or at any Special Meetings of the Association.

#### **3.09 (a) Executive Meeting Attendance**

Any Board Member that does not attend 3 consecutive Monthly meetings will lose their position by way of Suspension unless a vote held during that 3<sup>rd</sup> Board meeting (which must hold a quorum) supports the standing of the Board Member. Sections 3.03 3.04 3.05 – in sequence- are applicable thereafter. A special meeting does not apply to the Monthly meeting requirements.

### **3.10 Return of Property** (amended 2016)

Any Board Member who shall resign, be suspended, and terminated or not returning in the same portfolio shall immediately return to the Association all books or other property of the Association which he/she may have in his/her care. This should take place within 14 days after the CMLA Annual General Meeting of that given year, will result in the member being placed in bad standing until the portfolio documents have been submitted to the President unless otherwise determined by the current Board of Directors.

### **3.11 Conflict of Interest** (amended 2016)

Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other Team related matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting,

After making such a declaration, no Director 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 Board of Directors who perceives another Director 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 Board Member who is perceived to be in conflict and, as appropriate, will hold a discussion with the reporting Board Member. If the discussions do not lead to a resolution, the matter is to be brought to the Board and the Board 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.

### **3.12 Remuneration** (amended 2016)

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 Association, 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 Association. 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 Association must provide all original receipts

## **Section 4: MEETINGS**

### **4.01 General Assembly**

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

### **4.02 Annual General Meeting** (amended 2016)

The Association shall conduct an Annual General Meeting on or before the third Sunday in October 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 delivered by means of electronic delivery to all members of the Association at least three (4) weeks prior to the meeting.

The current President shall chair all aspects of the Annual General Meeting except for the elections. Twelve (12) voting adult members shall form a quorum.

The current Board members and Adult Members of the Association are entitled to vote as are Playing members who are 18 years of age or older.

Any past member of the Association may petition the Grievance Committee for a special dispensation for voting privileges. There shall be no proxy votes.

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

Any previous fines not paid will automatically disqualify that individual from voting at the Annual General Meeting or participating in any subsequent games as 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.

#### **4.03 Special Meetings**

A Special Meeting of the Association must be called within fourteen (14) days by the Board upon its own motion or by a petition which is submitted to the Secretary with the signatures of more than thirty (12) Adult Members of the Association. Only the business for which a Special Meeting has been called will be dealt with, except with the unanimous consent of those present.

#### **4.04 Voting Procedures (amended 2016)**

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

The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote;

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 favor 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.

#### **4.05 Error or Omission (amended 2016)**

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.

### **Section 5: FINANCES**

#### **5.01 Banking (amended 2018)**

The funds of the Association shall be deposited by the end of the following business day in a legal financial institution and in an official Association account for the best benefit of the Association in the name of the Association.

All Association deposits shall be made by the Treasurer or his/her designated Board Member along with at least one Member witness.

All cheques shall be double signed by the Treasurer and the President or Secretary.

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

The Association has the power to accept donations, sponsorship's, gifts, legacies and

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

- Direct deposit via bank teller,
- Direct deposit via after hour's bank deposit box,
- Direct deposit via approved Association banking cards,
- Withdrawal by authorized Association cheque
- Merchant Transactions

Travel Teams (Box and Field Teams) must open an account at the Association's Financial Institution of choice from April 1<sup>st</sup> –August 31<sup>st</sup>

Travel Team accounts must have 2 Team representatives in addition to the Association's Treasurer added to the account with all cherubs as any 2 to sign.

Team budgets must be submitted to CMLA's Treasurer, Director of Travel and the parents monthly from April-August with a final budget to a \$0.00 balance August 31<sup>st</sup>. Confirmation attached to CMLA's September Board of Directors Minutes, by way of final August bank statement.

### **5.02 Fiscal Year**

The fiscal year of the Association shall end on the 15th day of September in each year.

### **5.03 Financial Report (amended 2016)**

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

All the financial records of the Association shall be audited in December of each year if directed by a majority vote of the membership at the Annual General Meeting.

If an Audit of the financial books of the Corporation is requested and conducted at the end of the fiscal year, a written report must be submitted to the Board of Directors as soon as the auditor report is received by the Treasurer

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

### **5.04 Expenditures**

All the Association's non-budgeted expenditures must first be approved by the Board of Directors

### **5.05 Protection of Members**

The Board members and their heirs shall at all times be completely indemnified out of the funds of the Association and 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 Association, except such costs, charges and expenses occasioned by his willful neglect or default.

**5.05 (a)** If a Playing Member is fined by the OLA the Association will pay pending an executive board review.

**5.05 (b)** If an Adult Member is fined by the OLA the Association will pay pending an executive board review.

### **5.06 Dissolution**

The Association shall not be dissolved unless all liabilities have been discharged and a motion has been passed by most votes recorded at a general meeting convened for the purpose of dissolving the Association. Upon dissolution, surplus money shall be donated to a charitable organization, decided by the majority at the Special Meeting.

### **5.07 Record Keeping (amendment 2018)**

All reports, minutes and financial statements will be electronically circulated in a current acceptable

format to the President, Vice President, Treasurer and Secretary for "Back UP" purposes. The President will create in a current acceptable format a portable electronic backup of all Association materials to be completed within 7 (seven) days from the Annual General Meeting.

## **Section 6: CONSTITUTION & BY-LAWS**

### **6.01 Amendments to the Constitution (amended 2016)**

Amendments may only be proposed at the Annual General Meeting in the form of a written notice of motion. The written notice of motion must be received 30 days before the Annual General Meeting. 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 By-Laws must be submitted in writing to the Association President or Secretary. The amendments will be posted on the website for review by the Association.

### **6.02 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.

### **6.03 Interpretation of the Constitution**

In this Constitution and in the By-Laws of the Association, 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.

## **Section 7: OTHER REGULATIONS**

### **7.01 Playing Rules**

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

### **7.02 Additional Rules and Regulations (amended 2016)**

The Association may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of lacrosse in the Town of Cambridge, Ontario and other such areas accepted by the Ontario Lacrosse Association and the Cambridge Minor Lacrosse Association Board of Directors.

The Association 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, both the representative and house league programs will submit all Team rules and /or guideline revisions for the current operating year to the association’s 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

### 7.03 Use of Association

The “Indian Chief Head” shall be used on Association letterhead, official documents, newsletters, notices and clothing (including player shirts) as required by the Board



OR



### 7.04 Boundaries (amended 2016)

The territorial boundaries of CMLA include the Municipality of Cambridge, and extend 8 KM past the said boundaries as per OLA regulation MR 2.08(b)

### 7.05 Release Policy

CMLA has a fundamental commitment to the growth and development of CMLA and the game of Lacrosse in Cambridge. CMLA has adopted a “no release” policy for players residing within the territorial boundaries of CMLA. AS such CMLA will not grant releases of players to other Associations. CMLA does not want to hinder the development or career aspirations of a player, so exceptions for the release of individual players to programs in other centers will be considered by a Special Meeting or the Board in circumstances when such programs are not available in CMLA.

### 7.06 Commitment to House League

The CMLA’s fundamental commitment to the growth and development of lacrosse in Cambridge, until such time as player membership permits, CMLA is committed first and foremost to the development of a full and active House League. If players choose to play Travel, the players are not obligated to also play House League. Exceptions to this policy can only be issued by the Board, or a Special Committee created by the Board to adjudicate such requests.

### 7.07 Commitment to Rep/Zone (amended 2019)

As part of CMLA’s fundamental commitment to the growth and development of the game of lacrosse in Cambridge, CMLA will endeavor to offer representative lacrosse to compete against other centers affiliated with the Ontario Lacrosse Association, or similar associations. Where numbers permit, travel teams will be developed in age groups ranging from Tyke to Intermediate. CMLA will strive to fill as many roster spots with Cambridge players as possible and adhere to a Cambridge-first policy. Level 1 Teams will be allowed to take a maximum of 2 import players. Any import players taking a roster spot from a Cambridge player must be in the top half of the roster. A Special committee created by the board will review and approve all imports prior to team selection. At the Intermediate level, a number of imports may be allowed if CMLA becomes affiliated with a Junior program of another Centre. All disputes will be adjudicated by a Special Meeting of the Board, or by a Special committee created by the Board specifically for this purpose.

In an effort to balance creating competitive teams and creating a development program, If there are not enough players available to compete at the target level of play deemed for this team CMLA will allow Level 1 teams at each division to take less than 15 runners and 2 goalies (minimum 13 runners and 1 goalie). All subsequent rep teams at each division must take a full roster (at least 15 runners and 1 goalie) as numbers support.

### **7.08 Fines**

All individual fines of players, coaches or any other official must be paid by the offending person, regardless of circumstance. Upon receipt of a fine by the CMLA the offending person is immediately barred from participating in any activities of the CMLA until the fine has been paid in full to the CMLA

who will in turn pay the OLA or Zone fine. In the event that the fine is to be contested, the offending person must still pay the fine to CMLA immediately, however, the CMLA will promptly refund the payment should the fine be rescinded or reversed.

### **7.09 Representation**

Before the playing of the third game of the regular season all teams in house league and travel must have a designated parent representative, who is not part of the coaching staff, nor is the manager of the team. The parent representative is responsible for liaising with the CMLA Executive in the event of concerns about the conduct of the players or coaches. Discussions between the parent representative and the CMLA Executive are to be held in the strictest confidence.

### **7.10 Travel Rosters**

For all travel teams a preliminary roster must be submitted to the President, Director of Travel and Director of House League no later than the 15th of May. A player not on this roster may not participate in any activities with the subject team after this date unless approved for play by a two thirds majority of the President, Director of Travel and Director of House. All final travel team rosters must be received by the President, Director of Travel and Director of House League one week prior to submission to the OLA for final consideration and approval

### **7.11 House League Rosters**

All house league team rosters are to be submitted to the President, Director of Travel and Director of House League no later than the 15th of May. Final house league rosters will be completed no later than before the start of the fourth game of the regular season and must be approved by the President, and Director of House and Director of Travel by a two thirds majority. Changes after the fourth game are to be considered extraordinary circumstances and must be submitted in writing to President, for his sole approval, accompanied by the consent of both coaches.

**7.12 Police Checks** All coaching/bench staff in Travel and House Leagues must submit a valid up to date Police reference every 2 years to CMLA.

### **7.13 Suspensions - Association Member**

The Executive may fine a team or individual in any season or may suspend or expel any member of the association for conduct detrimental to the game of lacrosse, individually or collectively, at any place where a lacrosse match is being played or at any meeting or gathering in the interest of the game or for any persistent infringement of the laws of the game.

### **7.14 Representative Teams Coaches - Compensation (added 2019)**

A one time reimbursement for pre-season for **out-of-town** head coaches of \$125. This pre-season cost will be covered from the CMLA board then after this the travel team will take over for reimbursement of coaches expenses. This will be for Head coach only.

ALL NON-PARENT HEAD COACHES to be compensated for mileage and other expenses incurred attending team functions during the season up to a maximum of \$500/season. These expenses will be reimbursed and managed by each team and included in team budgets.



# Cambridge Minor Lacrosse Association By-Laws

## TABLE OF CONTENTS

### **Section 1: Standing Committees**

1.01 Structure

1.02 Functions

### **Section 2: Governing Structure**

2.01 Duties of the Board of Directors

### **Section 3: Code of Ethics**

## **Section 1: STANDING COMMITTEES**

### **1.01 Structure** (amended 2016)

#### **Board of Directors** (amended 2016)

The Board of Directors shall be composed of the eighteen (18) Board Members elected at the Annual General Meeting plus the Past President. The President shall be the Chairman of the Board.

#### **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 CMLA 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 President, who shall chair the Committee, the Past President, the Vice President, the Secretary, and the Treasurer. Minutes of these meetings will be kept and presented to the Board of Directors at the next scheduled Board Meeting.

#### **Grievance Committee** (amended 2016)

The Grievance Committee shall be responsible to hear appeals from suspended or terminated Association Director(s), or petitions from any past member of the Association requesting special dispensation for voting privileges at the Association's Annual General Meeting.

The Grievance Committee shall be comprised of the President (Chair), Vice President and the Director Rep/Travel (or his/her designate) 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 President, the Vice 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.

**Representative Teams Coaches Selection Committee** (amended 2016)

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 Association's Board of Directors for ratification.

The Representatives Teams Coaches Selection Committee shall be comprised of the President, Director Rep/Travel and the Director Player/Coach Development Board members and chaired by the Director of Rep/Travel. The Chair can draw on other board members to assume the responsibilities for Rep 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 Board Member.

**Representative Teams Coaches**

**Budget Committee** (amended 2016)

The Budget Committee shall be responsible for preparing a budget for the Association 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 Association 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 Association Treasurer and will be comprised of the President, Past President, Secretary, Director-House League, Director Rep/Travel, and Scheduler.

**Disciplinary Committee** (amended 2019)

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 Association or which pertain to the conduct or action of any member, player, team official, referee or Association 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 Association, any team, player or member within the jurisdiction of the Association.

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 5 days of the decision to the CMLA President for review and decision. Any appeals on the final decision from the President must be submitted within 14 days of the decision to the Zone 8 Director.

The Disciplinary Committee shall be chaired by the Association's Vice President and be comprised of the Referee in Chief, and Director of Rep/Travel. 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, the Past President shall become a member of this Committee.

**Ad Hoc Committees** (amended 2016)

The establishment of ad hoc committees to be chaired by a present CMLA 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.

## **1.02 Functions**

These are to be set out by the newly elected Board at their first meeting.

## **Section 2: GOVERNING STRUCTURE (amended 2016)**

The members of the Association's Board of Directors are to act in the best interests of the Association. All members of the Association's Board of Directors will represent the CMLA in a professional and dignified manner in all lacrosse related areas whether as a recognized delegate of the CMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or even as a spectator.

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 the course of 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 CMLA Constitution and By-Laws.

### **2.01 Duties of the Board of Directors**

#### **The President shall: (amended 2016)**

- 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 a signing officer of the CMLA,
- sign all financial documents of the CMLA.
- Act as Ex-officio member of all committees of the Board, and,
- 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 CMLA and junior lacrosse programs in the Region of Waterloo
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for
- distribution at the meeting.

#### **The Past President shall: (amended 2016)**

- advise the Board of past decisions' history,
- be responsible for the CMLA Grievance Committee,
- be responsible for all aspects of the Annual General Meeting,
- assist the President as and when requested, and,
- represent the President in their absence

**The Vice President shall:** (amended 2019)

- assist the President as needed
- Act as liaison for sub committees and community groups
- Act as Chair for Disciplinary Committee
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for
- distribution at the meeting.

**The House league Director shall:** (amended 2016)

- be responsible for all aspects of the Association's House league,
- be responsible for the appointment of conveners and qualified team officials
- participate in the Executive Committee, the Budget Committee
- approve all recommendations with respect to the involvement of representative teams within the House league program time lines,
- Submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- Carry out duties as assigned by the Board of Directors.

**The Director Rep/Travel Teams shall:** (amended 2016)

- be responsible for all aspects of the CMLA Rep/Travel program,
- be a contact for the Zone 8 Board,
- be responsible for the appointment of conveners and qualified team officials in cooperation with the Zone and/or the Ontario Lacrosse Association,
- chair the Rep Team Coaches Selection Committee,
- participate in the Executive Committee, the Grievance Committee, the Budget Committee and the Disciplinary Committee,
- seek input and support from the Director Player/Coach Development to assist in the representative program development,
- distribute and send all Game sheets to Zone for review
- address conflicts and problems arising out of representative teams throughout the lacrosse season. Ensure proper communication and documentation is completed to concerned parties,
- ensure distribution of material supplied to representative coaching and management staff pre-season and post season,
- assist the registrar and ensure proper documentation and certification of bench personnel and players by OLA deadline, and,
- shall be responsible for signing junior releases in co-ordination with the coach of the midget or intermediate team involved.
- Submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- Carry out duties as assigned by the Board of Directors.

**The Secretary shall:** (amended 2016)

- receive and disperse all correspondence,
- record and distribute minutes of all Executive Committee, Budget Committee, Disciplinary Committee, Dispute and Appeals Committee, Board, Annual General and Special Meetings of the CMLA
- assist other Board members with correspondence,
- schedule and advise all Board members of meeting dates, times, locations etc.,
- In conjunction with the Executive, devise, prepare and distribute an agenda in advance of the meeting, and,

- be responsible for the voting conducted via electronic mail
- carry out other duties as assigned by the Board of Directors.

**The Treasurer shall:** (amended 2016)

- ensure adherence to generally accepted accounting principles, oversee and be responsible for
- all the financial account of the CMLA,
- chair the Budget Committee,
- participate in the Executive Committee,
- be a signing officer of the CMLA,
- evaluate, review and recommend financial policy to the Executive Committee and to the Board,
- be responsible for registering all members as needed for insurance as required by the Constitution,
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- carry out other duties as assigned by the Board of Directors.

**The Director of Paperweight Division shall:** (amended 2016)

- be responsible for, and operating the House league program for the Soft Lacrosse and Paperweight
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.

**The Scheduler shall:** (amended 2016)

- Act as liaison with the City of Cambridge for all booking contracts
- work collectively with the Board to establish amount of floor time available and number of teams that will be participating in each division, reporting these numbers to the registrar to monitor registrations and to know when to establish waiting lists or to close registration.
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.

**The Registrar shall:** (amended 2016)

- participate in the Executive Committee
- be responsible for the CMLA annual registration,
- be responsible for submissions of registration of all CMLA members and bench personnel with the OLA; representative team's documentation is to be submitted with roster to the registrar via the appropriate Representative Director in accordance with OLA deadlines,
- Act as the primary registration contact for CMLA members,
- Work closely with the Director Media/Publicity to create awareness
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- Act as CMLA's Privacy Officer and maintain records for reference
- carry out other duties as assigned by the Board of Directors.

**The Director of Sponsorship and Fundraising shall:** (amended 2016)

- be responsible for all aspects of sponsorship, including solicitation of House League and Rep Team Sponsors, as well as Tournament Sponsors.
- arrange the Team photographs for all Teams in the Association
- distribute Appreciation Pictures/Plaques to all CMLA sponsors.

- investigate and present viable fundraising opportunities to the Board of Directors,
- implement and manage Board approved fundraising activities
- keep a full accurate account of receipts and disbursements
- be responsible for paperwork and reports required by the City of Cambridge for all raffles and lotteries
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- carry out other duties as assigned by the Board of Directors.

**The Referee-in-Chief shall:** (amended 2016)

- ensure that all home games have referees, timekeepers and shot clock officials
- be responsible for the recruitment and scheduling of minor officials (i.e. timekeepers)
- be responsible for officials and courses and on-going instruction, education and up-grading of officials, and,
- chair the Disciplinary Committee.
- Participate in the Executive Committee
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.

**The Director of Player/Coach Development shall:** (amended 2016)

- develop and maintain CMLA Coaches' reference manual,
- develop and deliver non-certification CMLA coaches' clinics,
- develop and maintain skills programs, goals, exercises for each age division with a key focus on the Paperweight and Tyke divisions
- develop and deliver House league New Player clinics,
- participate in the Rep Teams Coaches Selection Committee, the Disputes and Appeals Committee
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- carry out other duties as assigned by the Board of Directors

**The Director of Publicity & Media shall:** (amended 2019)

- be responsible for the content and management of the CMLA internet website, Face book, and Twitter and Instagram accounts on a frequent basis
- be responsible for working with the Director Brand and Marketing to:
  - collaborate and publish regular press releases/newsletters
  - coordinate all areas of publicity, advertising and public relations of the CMLA
  - develop and institute a promotional campaign to develop increased awareness of minor lacrosse
  - Work closely with all Board Members to publicize and promote all future and ongoing programs of the CMLA
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- Carry out other duties as assigned by the Board of Directors.

**The Director of Equipment shall:** (amended 2016)

- be responsible for the shot clocks, nets, floor markings and the proper maintenance of such equipment
- be responsible for equipment control assignments, storage, and distribution and pickup. Be responsible for the sorting and safekeeping of all jerseys.
- be responsible for all trophy purchases and control

- obtain quotes and order sweaters as required by CMLA (preferably from local sponsors and suppliers)
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- carry out other duties as assigned by the Board of Directors

**The Director of Special Events and Volunteers:** (amended 2020)

- develop and co-ordinate special events for the CMLA
- plan and organize the CMLA Travel Banquet
- be responsible for co-coordinating all aspects of CMLA Volunteer requirements working with Board Members where needed
- be responsible for the recruitment and scheduling of required volunteers for CMLA hosted tournaments.
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for distribution at the meeting.
- carry out other duties as assigned by the Board of Directors

**The Director of Brand and Marketing shall:** (addition 2019)

- be responsible for regular press releases/newsletters
- coordinate all areas of publicity, advertising and public relations of the CMLA
- act as the Association's moderator for all Association forums ensuring Adherence to the Association's Mission Statement, Code of Conduct and the Information Privacy Act
- develop and institute a promotional campaign to develop increased awareness of minor lacrosse
- Oversea/update/improve and maintain the promotion of CMLA
- Work closely with all Board Members to publicize and promote all future and ongoing programs of the CMLA
- submit a monthly written report 72 hours prior to a Board meeting to the Secretary to prepare for
- distribution at the meeting.
- Carry out other duties as assigned by the Board of Directors.

**Section 3: CODE OF ETHICS**

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

It is recognized that the CMLA 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 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 Paperweight to Intermediate, both House league and Rep.

Discussions and differences of opinion at Board and Committee meetings will be inevitable but all Board Members must commit to CMLA 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 Board and Committee 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 Board Members should not be discussed.

Violation of the principles of these guidelines may result in the suspension of the offending Board Member in accordance with Sections 3.04 and 3.08 of the CMLA Constitution

Appendix A – Code of Conduct

Appendix B – Social Media Code of Conduct