

Kawartha Lakes Minor Lacrosse Association

Established since 2004

Mission:

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

Constitution

Section 1: Identification

1.01 Name

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

1.02 Objective

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

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

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

1.03 Affiliation

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

1.04 Monetary affairs

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

1.05 Organization

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

1.06 Mailing Address

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

Kawartha Lakes Minor Lacrosse Association

Page 4

Constitution cont'd

Section 2: Association Members Code of Conduct

2.01 Code of Conduct

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

2.02 Removal from Association

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

2.03 Cessation of Membership

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

Section 3: Insurance and Voting

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

3.02 All votes taken by the Board of Directors will be subject to a majority vote except those votes amending the constitution, which are subject to a 2/3rds majority. Also, a quorum must be achieved with greater than fifty percent participation from the Board of Directors on all votes. The date of the Kawartha Lakes Annual General Meeting will take place during the month of October.

Kawartha Lakes Minor Lacrosse Association

Page 5

Constitution cont'd

Section 4: Board of Directors

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

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

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

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

- President
- Past President
- Vice President of Operations/Administration
- Vice President Rep
- Vice President House League
- Scheduling Director
- Head statistician
- Secretary
- Treasurer
- Registrar
- Referee-in-Chief
- Equipment Director
- Director of Fundraising and Sponsorship
- Webmaster/Communications Director
- Technical Director
- Directors at Large (up to five)

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

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

Kawartha Lakes Minor Lacrosse Association

Page 6

Constitution cont'd

Section 5: Board of Directors -Member Functions

A) President

- Shall appoint additional members to the Board of Directors as Deemed necessary (subject to board approval.)
- Shall call all meetings, and preside at said meetings and be chairperson of the Board of Directors.
- Shall supervise the operation of the association.
- Shall be a member of all committees and shall be notified as to time and place of each meeting.
- Shall have the power, subject to 2/3rds approval of the Board of Directors, to replace any elected, appointed, or associate member whom he/she feels is not fulfilling their duty, or is a detriment to the association.
- Shall have the power to ban members and associate members who are deemed to be a detriment to the association from KLMLA events for a period of one year.
- Shall attend all zone and OLA meetings.
- Shall co-chair and represent the association at all discipline hearings.
- Shall approve the association expenditures.
- Shall cast a vote only to break a tie.
- Shall be the releasing officer for the association.

B) Vice President, Operations/Administration

- Shall be an assistant to the President.
- Shall fulfill all duties in the absence of the President.
- Shall negotiate floor time with the city.
- Shall co-chair the coach's selection committee.
- Shall co-chair and represent association at discipline hearings for house league teams.
- Shall communicate with VP Rep and VP House League re banquet and awards.
- Shall be responsible for lacrosse operations of the association.
- Under the direction of the VP of House League and VP of Rep.
- Responsible for the negotiation of floor time with the municipality.
- Co-ordinate activities of all board members as directed, in completion of the mandate.
- Responsible for obtaining volunteers to run association functions i.e. registration, new player clinics, invitational tournaments, etc.
- Chair a committee to review and recruit candidates to stand for election for positions on the Board of Directors.

Kawartha Lakes Minor Lacrosse Association

Page 7

Constitution cont'd

C) Vice President, House League

- Shall be a signing officer.
- Shall ensure ratings are prepared for house league.
- Shall be responsible for controlling the house league.
- Shall ensure that all teams are registered with the OLA.
- Shall ensure that all coaches are properly carded.

D) Vice President, Rep

- Shall be an assistant to the President.
- Shall fulfill all duties in the absence of the President.
- Shall negotiate floor time with the city.
- Shall co-chair the coach's selection committee.
- Shall co-chair and represent the association at discipline hearings for rep league teams.
- Shall recruit a coaches committee and any other persons he/she deems necessary.
- Shall communicate with the VP of operations/administration re banquet and awards.
- Shall attend all OLA and zone meetings, as needed.
- Shall ensure that ratings are prepared for rep teams.
- Shall be responsible for controlling the rep league.
- Shall ensure that all teams are registered with the OLA.
- Shall ensure that all coaches and trainers are properly carded.

E) Registrar

- Shall be responsible for the completion of all OLA registration forms.
- Shall have all voting rights.
- Will compile a database of all KLMLA members for internal use and for forwarding to the Ontario Lacrosse Association.
- Will be responsible for setting a cut of date for membership registration, subject to board approval.

Kawartha Lakes Minor Lacrosse Association

Page 8

Duties cont'd

F) Scheduling Director

- Fulfill the duties of scheduler.
- Shall have all voting rights.

G) Director of Sponsorship

- Responsible for aspects of sponsorship, including solicitation of house league sponsors, rep sponsors, as well as tournament sponsors.
- Obtain quotes and order sweaters (preferably from local sponsors and suppliers).
- Distribute appreciation pictures/plaques to all KLMLA sponsors.
- Shall be responsible for arranging all fundraising events.
- Responsible for all social functions of the association.

H) Secretary

- Responsible for recording minutes of all Board of Directors meetings and distribute to Board of Directors.
- Shall carry on all association correspondence.
- Shall notify members of all board meetings.
- Responsible for all association stationary.
- Responsible for the issuing of bulletins.
- Responsible for preparing an agenda for Board of Directors meetings.
- Shall assist VP's in preparing minutes for their meetings.
- Shall approve all correspondence being issued on behalf of the KLMLA.
- Responsible for the KLMLA mailbox.

I) Webmaster/Communications Director

- Be responsible for the operation of the association website.
- Shall have all voting rights.
- Shall be responsible for association email.
- Shall be responsible for the promotion of the association through the website.
- Responsible for all aspects of internal communication.

J) Head Statistician

- Shall be responsible for compiling and maintaining all information regarding KLMLA participants in accordance with current legislation.
- Shall have all voting rights.
- Shall be responsible for reporting statistics to the association members through the media.

Kawartha Lakes Minor Lacrosse Association

Page 9

Constitution cont'd

K] Treasurer

- Shall keep an accurate ledger of all receipts and disbursements.
- Responsible for all association banking.
- Shall establish all association accounts.
- Shall prepare referees fees and timekeeper fees for all games.
- Shall give financial reports at all Board of Directors meetings.
- Shall prepare a budget in conjunction with the VP's and the President.
- Shall sign all financial documents for the KMLA.
- There shall be three signing officers, two signatures per cheque, (President, Vice President -Operations, Treasurer).
- Shall write cheques for all payments.
- Shall receive all cheques and cash to deposit to association account.

L] Past President

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

M] Director of Equipment

- Responsible for equipment purchases, control assignments, storage, distribution and pick-up.
- Responsible for all trophy pick up and control.
- Ensure all balls and game sheets are purchased for the programs.
- Ensure arena time clocks are in working order.
- Attain needed equipment.
- Any additional duty that may be necessary.

Kawartha Lakes Minor Lacrosse Association

Page 10

Constitution cont'd

N] Technical Director

- Voting member in the Board of Directors.
- Appointed position.
- Must hold a foundation and knowledge of lacrosse.
- To aid in teaching and mentoring of new coaches and players in the KLMLA

O] Directors At Large

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

P] Referee in Chief

- Shall be responsible for the scheduling and supervision of referees.
- Shall have all voting rights.
- Advise the Board of Directors on disciplinary matters.

Section 7: Rules of election

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

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

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

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

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

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

Kawartha Lakes Minor Lacrosse Association

Page 11

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

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

Kawartha Lakes Minor Lacrosse Association

2005 Constitution

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

- October 14, 2009
- October 20, 2010

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

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

Signed. _____ (), President
Signed _____ (), Vice President
Signed _____ (), Vice President