

# BURLINGTON MINOR LACROSSE ASSOCIATION



## CONSTITUTION

### **ARTICLE 1: NAME, OBJECTIVE AND MEMBERSHIP**

- Section 1
- a. The name of this organization shall be Burlington Minor Lacrosse Association (Inc.), which for usual purposes, be called the Burlington Minor Lacrosse Association, herein called the BMLA.
  - b. The design of the BMLA Logo shall be the wording "Burlington Chiefs" on two separate lines. The "C" and "S" of "Chiefs" shall be extended below the line of the "hief" and placed between these extended letters will be a pair of lacrosse sticks. The BMLA sweater colours will be red, black, white and gold.

- Section 2
- The objectives shall be:
- a. To improve, foster and perpetuate the game of Lacrosse among youth.
  - b. To carry out competition for association championships.
  - c. To emphasize fair play at all times between competitors, and to encourage them to participate and display proper respect to competitors, referees and spectators.

- Section 3
- The membership of the BMLA shall consist of the General Executive, all players and their parents/guardians, and carded bench personnel. For the purposes of the Annual Meeting, all members who have attained the age of eighteen (18) are eligible to vote or may be represented by proxy.

## **ARTICLE 2: COMPOSITION OF HOUSE LEAGUE**

Section 1 Divisions of the House League shall be minor (under the age of 18 years), although there may be participants who are 18 or 19 if the General Executive so decides.

## **ARTICLE 3: AFFILIATION**

Section 1 The BMLA is an affiliate of the Ontario Lacrosse Association, herein called the OLA.

Section 2 The Canadian Lacrosse Association playing rules shall apply to BMLA competition insofar as they have been adopted by the OLA and/or the BMLA.

## **ARTICLE 4: EXECUTIVE**

- Section 1
- a. The Executive Officers shall consist of the following members elected at the Annual Meeting: President, Vice-President, Secretary, and Treasurer. The General Executive shall consist of the Executive Officers and twelve Directors, elected at the Annual Meeting, as well as Past President.
  - b. The association's annual registration fee and any rep levies apply to all participating children, including those of the Executive and General Executive.

## **ARTICLE 5: DUTIES OF THE GENERAL EXECUTIVE**

- Section 1 The President shall:
- a. call and chair all Executive meetings
  - b. supervise the operations of the BMLA
  - c. be a member of all committees and be notified of the time and place of each committee meeting.
  - d. have the power, subject to approval of the General Executive, to replace an elected or appointed member who, in the opinion of the General Executive, has not been fulfilling his or her duties adequately.
  - e. be a signing officer of the BMLA.
  - f. be the Executive Officer responsible for overseeing the operation of the elected Publicity Director.
  - g. Make reasonable attempt to assist at all BMLA sponsored events ie, tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 2 The Vice-President shall:

- a. fulfill all duties of the President in the President's absence.
- b. be custodian of all BMLA trophies
- c. be a signing officer for the BMLA.
- d. be the Executive Officer responsible for overseeing the operation of the following elected directors: Equipment Director, City Rep Director, Referee in Chief, House League Director, Field Director, Director of Technical Programs and Director of Special Events and Tournaments.
- e. Make reasonable attempt to assist at all BMLA sponsored events ie, tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 3 The Secretary/Registrar shall:

- a. record all minutes of the General Executive meetings, provide copies to all members of the General Executive, and maintain records of minutes of all minutes of all committee meetings as supplied by those committees.
- b. carry on BMLA correspondence and retain copies of all BMLA correspondence.
- c. ensure that all members of the general Executive are notified of all meetings of the General Executive and arrange for a suitable meeting place.
- d. work with other officers to provide information as needed.
- e. be a signing officer for the BMLA.
- f. coordinate annual registration of all Field, Rep and House League players.
- g. maintain and update annually a listing of all members' names, addresses, telephone numbers, fees collected.
- h. make lists available to the House League, Rep and Field directors
- i. arrange for contact with players registered in previous years, but not in the current year.
- j. transfer all funds collected to the Treasurer promptly.
- k. Make reasonable attempt to assist at all BMLA sponsored events ie, tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 4 The Treasurer shall:

- a. record all receipts and disbursements.
- b. be responsible for BMLA banking.
- c. present a financial report at all meetings of the General Executive
- d. arrange for the records to be verified annually, before the Annual Meeting by a person other than the treasurer, as appointed by the General Executive, if deemed necessary by the membership.
- e. be a signing officer for the BMLA
- f. be the Executive Officer responsible for overseeing the operation of the following elected directors: Registrar, Sponsorship Director.
- g. Assist House League, Rep, Boys Field and Girls Field Directors prepare program budgets.

- h. Make reasonable attempt to assist at all BMLA sponsored events ie, tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

## **DIRECTORS**

Section 5 The Equipment Director shall:

- a. order, maintain and distribute all equipment including sweaters and goaltending equipment for all House League, Rep and Field teams.
- b. maintain an inventory list of all equipment belonging to the BMLA
- c. order awards for Minor Lacrosse Day.
- d. collect, pack and check all equipment for winter storage.
- e. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 6 The City Rep Director shall:

- a. be the designated Zone Representative for the BMLA.
- b. schedule all floor time in conjunction with the House League Director and ensure in cooperation with the Referee in Chief that referees are assigned for all rep games as required.
- c. notify the House League Director of all players elected to play on Rep teams.
- d. settle any minor disputes concerning Rep teams.
- e. refer any incidents requiring action to the General Executive.
- f. ensure that the results of all games are reported to the Publicity Director on a weekly basis.
- g. ensure the rep coaches and managers receive bulletins and notices from the Zone or the BMLA.
- h. be responsible for the registering of all rep players and bench personnel with the OMLA including the signing of all registration cards.
- i. consider and determine, subject to the approval of the General Executive, all participation in tournaments by Rep teams.
- j. By December 1<sup>st</sup> of each year, the Rep Director, with the assistance of the Technical Director, shall be responsible for the preparation and review of policy and procedures manuals for the Rep Box Lacrosse program.
- k. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 7 The Referee in Chief shall:

- a. recruit, select and train in conjunction with the OLA an adequate number of referees.
- b. assign referees to all House League games

- c. ensure that the referees are doing their jobs properly.
- d. ensure that all matters of consequence are brought to the immediate attention of the General Executive.
- e. obtain current rules of the OLA, BMLA and any affiliates. These shall be maintained and distributed as needed and any controversies that arise must be discussed by the General Executive.
- f. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 8 The Publicity Director shall:

- a. establish and maintain a good relationship with members of the media and with the members of the Burlington City Council
- b. ensure publication of the results of all Field Rep and House League games on a weekly basis.
- c. coordinate with the Rep and Field teams to ensure publicity
- d. arrange for special guests and photographers for special occasions.
- e. ensure adequate publicity for social functions, annual meetings, registration, tournaments, etc.
- f. be responsible for coordination of BMLA publications and timely communication to members.
- g. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 9 The House League Director shall:

- a. obtain conveners for each division of the House League
- b. settle any disputes concerning House League teams.
- c. refer any disputes requiring further action to the General Executive
- d. distribute bulletins of concern to conveners for delivery to the coaches and managers of all House League teams.
- e. be responsible for the scheduling of all House League practices, games and playoffs.
- f. work with conveners at all levels to ensure House League teams are balanced prior to a date to be set by the General Executive.
- g. approve all rosters before the commencement of all playoff series and championship games.
- h. be responsible, in conjunction with the City Rep Director, for assigning all floor time up to an including Minor Lacrosse Day.
- i. ensure that conveners pick up and retain all House League game sheets and forward the results to the Publicity Director on a weekly basis.
- j. maintain statistics by team and player
- k. review game sheets and bring any unusual circumstances to the attention of the General Executive.

- l. By December 1<sup>st</sup> of each year, the House League Director, with the assistance of the Technical Director, shall be responsible for the preparation and review of policy and procedures manuals for the House League Lacrosse program.
- m. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 10 The Boy's Field Director shall:

- a. settle any minor disputes involving Field teams
- b. refer any incidents requiring further action to the General Executive
- c. ensure that results of Field games are reported to the Publicity Director on a weekly basis.
- d. be responsible for the registering of all players and bench personnel with the OLA including the signing of all registration cards
- e. ensure that all coaches receive bulletins and notices from the BMLA, the OLA, the OMFLL and the CLA.
- f. By December 1<sup>st</sup> of each year, the Boy's Field Director, with the assistance of the Technical Director, shall be responsible for the preparation and review of policy and procedures manuals for the Boys Field Lacrosse program.
- g. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 11 The Director of Technical Programs shall:

- a. be responsible for overseeing a committee of volunteers that will be responsible for selecting coaches for House League, Boys and Girls Field and Rep teams in conjunction with the applicable director.
- b. work in conjunction with the directors and coaches of Field, House League and Rep teams in developing programs to ensure consistency in player development.
- c. be responsible for scheduling coaches to attend clinics put on by the OLA or the BMLA.
- d. Assist the House League, Rep, Boys Field and Girls Field Directors prepare and review policy and procedure manuals.
- e. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 12 The Sponsorship Director shall:

- a. be responsible for all communications with existing and potential sponsors, subject to approval by the General Executive.
- b. ensure that minutes of all committee meetings related to sponsorship are recorded and forwarded to the Secretary promptly.
- c. transfer all funds collected to the Treasurer promptly.

- d. coordinate all sponsorship activities with the Publicity Director as required.
- e. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 13 The Director of Special Events and Tournaments shall:

- a. be responsible for coordination of all tournaments and events on behalf of the BMLA.
- b. transfer all funds promptly to treasurer.
- c. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 14 The Girl's Field Director shall:

- a. settle any minor disputes involving Field teams
- b. refer any incidents requiring further action to the General Executive.
- c. ensure that results of Field games are reported to the Publicity Director on a weekly basis.
- d. ensure that results of Field games are reported to the Publicity Director on a weekly basis.
- e. be responsible for the registering of all players and bench personnel with the OLA including the signing of all registration cards
- f. ensure that all coaches receive bulletins and notices from the BMLA, the OLA, the OWFL and the CLA
- g. By December 1<sup>st</sup> of each year, the Girls Field Director, with the assistance of the Technical Director, shall be responsible for the preparation and review of policy and procedures manuals for the Girls Field Lacrosse program.
- h. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 15 Director at Large

- a. assume duties as directed by the President
- b. be available to assist the other Directors and Executive officers as the need arises.
- c. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

Section 16 Director at Large

- a. assume duties as directed by the President
- b. be available to assist the other Directors and Executive officers as the need arises.
- c. Make reasonable attempt to assist at all BMLA sponsored events ie, Tournaments, Minor Lacrosse Weekend, Banquets, Registration etc.

## **ARTICLE 6: GENERAL EXECUTIVE MEETINGS**

- Section 1 A quorum of the General Executive shall consist of one half plus one of the members of the Active General Executive.
- Section 2 The General Executive Meeting must include at least two Executive Officers.
- Section 3 Meetings of the General Executive shall be held at least once every four weeks during the playing season or at the discretion of the President.
- Section 4 Special meetings of the General Executive shall be called by the President on request of three members of the General Executive.
- Section 5 The President is empowered to invite any person to the General Executive meeting, without limiting the generality of those meetings. That invited person is not entitled to vote, and may speak to any motion only if requested to do so by the Chairperson of the meeting.
- Section 6 Should a vacancy occur on the General Executive, the General Executive is empowered to appoint a replacement for the remainder of the term of office.
- Section 7 Any member of the General Executive who is absent from three consecutive meetings, unless the officer has been ill or has obtained a leave of absence, shall forfeit membership on the General Executive if that is the will of the General Executive. If the membership is forfeited then that person may not stand for office in the following year.

## **ARTICLE 7: ANNUAL MEEING**

- Section 1 The Annual Meeting shall be held in September every year, and notice to the members shall be given seven days prior to the meeting; the reason that the meeting is to be held in September is that the fiscal year for the Association ends August 31, and the Treasurer can then give a current accounting to the membership.
- Section 2 Any member of BMLA may attend the Annual Meeting and vote on all motions, subject to Article 1, Section 3 of this Constitution.
- Section 3 No Annual Meeting will be held unless at least five members and a Chairperson attend.
- Section 4 Order of Business:
- a. Minutes of previous Annual General Meeting

- b. President's Remarks
- c. Treasurer's Report
- d. Auditor's Report
- e. Committee Reports
- f. Special Reports
- g. Significant correspondence
- h. Notice of motions
- i. Amendments to the Constitution
- j. General Business
- k. Election of Executive Officers and Directors
- l. Adjournment

Section 5 Clause a) Amendments to the Constitution shall be in the form of written notice of motion, submitted to the Secretary seven days before the Annual Meeting.

Clause b) Amendments to the Constitution shall require a two-thirds majority vote. A standing vote shall be recorded unless a ballot vote is requested by two or more of the members voting.

#### Section 6

- a. A nominating committee consisting of three members of the General Executive shall be appointed by the President to present a slate of General Executive (Executive Officers and Directors) at the Annual Meeting.
- b. Nominations for all General Executive positions will be called for at the Annual Meeting by the Chairperson of the meeting.
- c. Any member who is past the age of majority is eligible for election to the General Executive; the nominee must approve the nomination, either orally at the meeting, or in writing to the Secretary prior to the meeting.
- d. The elections shall be by standing vote unless a ballot vote is requested by two or more members voting.
- e. Nominations for President shall be limited to persons who have served on the General Executive in the previous year.

Section 7 Members of the General Executive shall serve for a term of one year, from October 1 to September 30.

### **ARTICLE 8: BANKING**

Section 1 The BMLA's bank accounts shall be kept in such bank or banks as the Executive Officers may from time to time determine. Cheques of the BMLA and all other

banking business shall be signed, drawn or accepted as the case may be, by any two of the Treasurer, President, Vice President and Secretary.

## **ARTICLE 9: RULES AND REGULATIONS**

Section 1 Rules and regulations of the BMLA shall be drafted by an appointed committee and approved by the General Executive, and may be changed from time to time by a majority vote of the General Executive and shall not form part of the Constitution.