



Clarington Minor Lacrosse Association Bylaws

Revised 2024

Clarington Minor Lacrosse Association - Bylaws

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 4: Version History

Section 1: Standing Committees

1.01 Structure

Board of Directors

The Board of Directors shall be composed of the seventeen (17) 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 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 of House League, the Vice President of Rep, the Vice President of Girls'/ Women's, the Official In Charge, 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

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 Associations' Annual General Meeting.

The Grievance Committee shall be comprised of the Vice President of House League (or his/her designate), the Official In Charge and the Past President who shall chair the Committee. 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 Past President, the 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

The Representative Teams Coaches Selection Committee shall be responsible for interviewing and evaluating all coaching applicants. The selected coach will provide a list of possible Assistants, Trainers and Team Manager and the Representative Teams Coaches Selection Committee will evaluate all applicants and submit their documented recommendations for representative coaches and bench personnel to the Association's Board of Directors for ratification.

The Representative Teams Coaches Selection Committee shall be comprised of the Representative Board members Committee as outlined in the Representative Policies and Procedures. The Representative teams Coaches Selection Committee shall be co-chaired by the Vice President of Rep and the Vice President of House League. The co-chairs 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 one of the co-chairs is unavailable the replacement must be an Executive Board Member.

Budget Committee

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 estimate of revenues and expenditures for the fiscal year of the Association for the 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's Treasurer and will be comprised of the President, Past President, Secretary, Vice President of House League, Vice President of Rep, Vice President of Girls'/ Women's, Director of Field.

Disciplinary Committee

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 representative, official 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 that may include suspension and/or possible termination of membership.

Recommendations for termination of membership must be approved by two-thirds (2/3) of the Board members at the next Board of Directors meeting.

The Disciplinary Committee shall be chaired by the Associations' Official In Charge and be comprised of the Secretary, Vice President of House League and Vice President of Representative. 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.

The Dispute and Appeals Committee

The Dispute and Appeals Committee shall be responsible for deciding and hearing member disputes or appeals regarding the decisions, disciplinary measures or actions of an Association Member, Association Standing Committee or Board of Directors.

All persons involved will be given full opportunity to be heard.

All committee decisions will be reported to the involved persons and the Board of Directors.

Decisions of the Dispute and Appeals committee will be considered final.

The Dispute and Appeals Committee shall be chaired by the Past President and will be comprised of the Secretary, and the Technical Director. 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 President shall become a member of this Committee.

Ad Hoc Committees

CMLA allows for 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

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, whether elected or appointed 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, Trainer, Official or even as a fan!

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 policies or quotes from other Board Members should not be discussed in the open.

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 of the boardroom.

Violation of the principles of these guidelines may result in the suspension and Disciplinary process of the offending Executive Member in accordance with the CMLA Constitution and By-Laws.

2.01 Duties of the Board of Directors

The President shall:

- Call and chair all Association, Executive, and Special Meetings.

- Oversee all the Association's business to see that it is conducted as directed by the Executive, 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 Ad Hoc committees of the Board.
- In conjunction with the Secretary, devise and prepare an agenda for circulation to the Board of Directors in advance of the next meeting.
- In cases requiring immediate action, the President may take action with or without reference to the Board of Directors but shall be responsible for the action to the Board of Directors at the next meeting of the Board.
- Appoint additional members to the Executive as needed with approval of the Board of Directors.
- Cast a vote only to break a tie.
- Approve the association expenditures.
- Serve on the Budget committee.
- Represent the CMLA at the Zone 6 level, attend all Zone 6 meetings or have a VP attending when he/ she cannot attend.
- Gather information from all Board members to ensure the needs of the CMLA are represented at the Zone Level.
- Coordinate with the VP of Rep all Zone functions within Clarington.

The Past President shall:

- Advise the Board of past decisions' history.
- Assist the President as and when requested.
- Represent the President in their absence.
- Chair the CMLA Grievance committee, Chair the Disputes and Appeals committee.
- Serve on the Executive committee and the Budget committee.
- Be responsible for chairing the AGM, except the election of the Board of Directors, and work in conjunction with other Board of Directors (Registrar, Secretary, Director of Operations, etc) as their roles pertain to the AGM.

The 1st Vice President - House League shall:

- Be an assistant to the President.
- Fulfil all duties in the absence of the President.
- Be responsible for all aspects of the Association's House League.
- Be responsible for the appointment of conveners (if needed) and qualified team officials.
- Be responsible for the planning and execution of grading and team selection for house league.
- Co-chair the Coaching Selection Committee.

- Serve on the Executive Committee, the Budget Committee, the Disciplinary Committee and the Grievance Committee.
- Make a report at each Board of Directors meeting.
- Carry out other duties as assigned by the Executive.
- Be a signing officer.
- Be responsible for either delegating or obtaining quotes for all CMLA clothing contracts.
- Be responsible for either delegating or obtaining all clothing available to the CMLA Members.
- The VP's will work together for equipment purchases, inventory control, storage, distribution and pick-up, cleaning, balls, and game sheets.

The 2nd Vice President - Representative shall:

- Assist the President as and when requested.
- Fulfill all duties in the absence of the President.
- Be responsible for all aspects of the CMLA representative program.
- Co-chair the Coaching Selection Committee.
- Coordinate with the President all Zone functions within Clarington.
- Serve on the Executive Committee, the Budget Committee and the Disciplinary Committee.
- Liaison between all rep coaches and Executive.
- Make a report at each Board of Directors' meeting.
- Carry out other duties as assigned by the Executive.
- Responsible for the planning & managing of the annual CMLA tournament.
- Be a signing officer.
- Be responsible for either delegating or obtaining quotes for all CMLA clothing contracts.
- Be responsible for either delegating or obtaining all clothing available to the CMLA Members.
- The VP's will work together for equipment purchases, inventory control, storage, distribution and pick-up, cleaning, balls, and game sheets

The 3rd Vice President Girls/ Women's Box/ Girls' Rep/ Girls' Field Lacrosse shall:

- Be responsible for all aspects of the girls' house league and girls' rep teams.
- Assist the President as and when requested.
- Operate the Girls' House league Program in conjunction with the VP of House League.
- Represent Clarington Minor Lacrosse Association at the Women's Box lacrosse Council meetings.
- Establish floor time requirements for the Girls'/ Women's Rep teams and work with the Director of Operations.
- Co-Chair the coach selection committee for the Girls' Rep teams.
- Co-chair and represent the association at disciplinary hearings for female players participating in the Girls'/ Women's Rep box and House League programs.

- The VP's will work together for equipment purchases, inventory control, storage, distribution and pick-up, cleaning, balls, and game sheets.

The Secretary shall:

- Receive and disburse all correspondence from the Clarington Minor Lacrosse post office mailbox and primary e-mail account.
- Participate in and record minutes of all Executive Committee, Budget Committee, Disciplinary Committee, Disputes and Appeals Committee, Annual General and Special Meetings of the CMLA.
- Handle official board correspondence, including e-mails, letters, and other communications and distribute relevant documents as required to stakeholders.
- Assist other Board members with correspondence.
- In conjunction with the President, schedule and advise all Board members of meeting dates, times, locations etc.
- In conjunction with the Executive Committee, devise, prepare and distribute an agenda in advance of the meeting.
- Be responsible for any voting conducted via electronic mail, or other voting methods.
- Update WhatsApp groups to reflect current Board of Director membership and maintain an updated contact list.
- Maintain and organize all board documents, including meeting minutes, agendas, resolutions, correspondence, corporate registrations, member suspensions/terminations, bylaws, and policies.
- Update the constitution with any amendments passed at the Annual General Meeting and maintain the Constitution Summary of Changes.
- Carry out other duties as assigned by the Board of Directors.

The Treasurer shall:

- Ensure adherence to generally accepted accounting principles, oversee and be responsible for all the financial account of the CMLA.
- Chair the Budget Committee.
- Oversee the budget.
- Participate in the Executive Committee.
- Evaluate, review, and recommend financial policy to the Executive Members.
- Be responsible for registering all members as needed for insurance as required by the Constitution.
- Make a report at each Board of Directors' meeting.
- Carry out other duties as assigned by the Executive.
- Be the main financial contact with the Ontario Lacrosse Association and be responsible for all remittances to the OLA.
- Complete any and all finance related correspondence, including registering Executive Members for the Ontario Lacrosse Association AGM and SAGM.
- Work with auditors to create and present financial statements to the membership.

The Registrar shall:

- 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 Vice President in accordance with OLA deadlines.
- Act as the primary registration contact for CMLA members.
- Act as the primary contact for Zone Registrar and the OLA.
- Make a report at each Board of Director's meeting.
- Carry out other duties as assigned by the Board of Directors.
- Collect registration fees as needed and remit to the Treasurer.
- Maintain our membership database on computer including records of coaching staff certifications.
- Work with the Treasurer to create refunds and receipts for registration.
- Plan, organize and execute the registrations times and locations.
- Work with the other Executive to create the fee structure annually.

The Director of Sponsorship and Fundraising shall:

- Be responsible for all aspects of sponsorship for all programs.
- Obtain quotes and order sponsor bars as required by the CMLA.
- Distribute Appreciation Pictures/Plaques (as determined by the Executive) to all CMLA sponsors.
- Be responsible for the order and delivery acceptance of fundraising items.
- Investigate and present viable fundraising opportunities to the Executive.
- Implement and manage Executive approved fundraising activities.
- Make a report at each Executive meeting.
- Carry out other duties as assigned by the Board of Directors.

The Official In Charge shall:

- Assist in the development and supervision of all officials.
- Be responsible for officials and minor officials.
- Ensure that all house league and rep games have officials.
- Assist in the selection and appointment of the official/ timekeeper assignor positions (non-voting).
- Be responsible for officials and courses and on-going instruction, education and up-grading of officials.
- Actively solicit officials and advertise known clinics.
- Participate in the Board of Directors meetings as needed.
- Be the main point of contact with the Zone 6 OIC and the OLA VP of Officiating.
- Chair the Disciplinary Committee.
- Serve on the Executive Committee and the Grievance Committee.

The Director of Media Relations shall:

- Be an assistant to the President.

- Arrange advertisements for registration dates in accordance with the Registrar.
- Be responsible for the CMLA website ensuring up to date content that is user-friendly, informative, editing the website as required.
- Manage the CMLA domain e-mail addresses.
- Be the main point of contact between CMLA and our web provider.
- Work closely with all board members to publicize and promote all future programs of the CMLA.
- Work closely with the Director of Sponsorship/ Fundraising to create promotional materials for sponsors and partners, ensuring they receive appropriate recognition across media platforms.
- Work closely with the Rep Program and the House League program to share success stories of the organization.
- Ensure that any team wishing to create a yearly social media account follows the official CMLA accounts, is followed by them, and provides contact information for the account administrator. Maintain responsibility for communication with these team accounts to ensure adherence to the CMLA Social Media Policy.
- Oversee the management of the official CMLA Facebook and Instagram accounts. All Board members are granted access to these accounts to create, post, and share content. It is essential that all posts are balanced and equally represent our teams, players, events, and sponsors. The Director of Media will ensure adherence to this policy and provide guidance as needed to maintain consistency and coverage across all areas.
- Ensure that followers on social media are engaged with, and that a member of the Board of Directors has responded to any comment and/ or message in a timely manner.
- Carry out other duties as assigned by the Board of Directors.

The Director of Tournaments shall:

- Make the application for our Historical Dan Greer Memorial Tournament and any other tournaments the Board of Directors wishes to apply for, to the OLA annually by the dates set by the OLA.
- Create and present a budget for the tournament(s) to the Board of Directors.
- Create the application forms for participating teams, receive application forms and entry fees.
- Advertise and promote CMLA tournament(s) to all OLA clubs, clubs from Quebec Lacrosse and all other eligible teams as deemed eligible by the OLA Tournament Committee.
- Organize all other aspects necessary for a successful tournament.

The Director of Operations shall:

- Under the direction of the VP of House League and the VP of Rep, coordinate all floor time requirements for the CMLA.
- Serve as the liaison and be responsible for the negotiation of floor time within the Municipality of Clarington.
- Fulfil the duties of scheduler for floor time for the CMLA.

- Carry out other duties as assigned by the Board of Directors.

The Technical Director shall:

- Be a two (2) year appointed position in the odd years as prescribed in Section 3.06 by the Board of Directors at the first meeting of the board following the AGM.
- Be a voting member of the Board of Directors.
- Must hold a foundation and knowledge of lacrosse.
- Organize and run a Coaches' Clinic each season for House League.
- Organize and run a New Players' Clinic each season.
- Aid in teaching and mentoring of new coaches in the CMLA.
- Serve on the Disputes and Appeals Committee.

The Director of Field shall:

- Be responsible for all OMFLL Rep teams.
- Be an assistant to the Vice President of Rep.
- Shall negotiate fields with the City.
- Shall liaise with the Director of Fundraising/ VP of Rep regarding the operation and hosting of the Dan Greer Tournament.
- Shall ensure that all teams are registered with the OMFLL.
- Shall ensure that all coaches and trainers are properly carded.
- Serve on the Representative Coaches Selection Committee and the Budget Committee.
- Assist the Registrar to ensure proper documentation and certification of all bench personnel and players.
- Represent the CMLA at OMFLL meetings.

The Director at Large (2 Positions) shall:

- Assist in coordinating the activities of all Board members and assist any Board member, as directed by the Board, in the completion of the Board member's mandate.

Section 3: Code of Ethics

All members of the Clarington 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 Soft Lax to U22, 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 the 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 Section 3.04 of the CMLA Constitution.

Section 4: Version History

Version Date	Section	Details
October 1 st , 2024	All	ONCA requires Constitution and Bylaws to be two separate documents. Two documents created, no content changed.
September 18 th , 2024	1.01	Bylaw - update the amount of Board positions that exist, fix grammatical errors, change language to match OLA, differentiate team official and official on the floor.
September 18 th , 2024	2.01	Bylaw – Fix grammatical errors, Zone Championships no longer exist, update language to match OLA, we no longer have four (4) Director at Large positions (it is two (2) now), no longer use paper game sheets so no need to collect them.
September 18 th , 2024	2.02	Bylaw – Removal of Shamrox section.
September 18 th , 2024	3.00	Bylaw - Fix grammatical errors, update language from OLA, removal of Shamrox references.
September 18 th , 2024	2.01	Bylaw – Update role and responsibility for Director of Media Relations, including being in charge of e-mail domains and social media issues.
September 18 th , 2024	2.01	Bylaw – Update role and responsibility for Secretary to include suspension master list, e-mail communication, board correspondence, WhatsApp chat groups, CMLA documents.
October 6 th , 2020	6.02	Proposed by-laws to be submitted 2 weeks prior to AGM, previous 3 weeks
October 6 th , 2020	New Section	Version History added.

October 6 th , 2020	2.01 (f)	Secretary is responsible for updating the Version History.
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