



BYLAWS FOR THE HALTON HILLS MINOR LACROSSE ASSOCIATION

ARTICLE 1.

CODE OF CONDUCT

- 1.01** Each member of the Association and all players will conduct themselves accordingly when participating in and representing the Association at games or functions. Failure to do so could result in a reprimand, suspension or expulsion by either the Ontario Lacrosse Association and/or the Association's Board of Directors
- 1.02** Should it be necessary to remove a member or player from the Association, it will be a of the Board of Directors with a two-thirds (2/3) majority. The member or player will be removed for a period to be determined by the Board of Directors. Earlier reinstatement will be a decision of the Board of Directos, requiring a two-thirds (2/3) majority.
- 1.03** A suspended member or player shall have seven (7) days from receiving by written notice of his or her suspension to advise the President of his or her 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 to appoint a 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 or player'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.
- 1.04** The Greivance Committee shall be comprised of 3 to 5 Directors and/or Officers who shall chair the committee. In the event that a conflict of interest is evident in the grievance, the President shall use discretion as to who can partake in the Committee. A Chairperson will be appointed by the President.

ARTICLE 2.

ELECTED VS. APPOINTED POSITIONS

- 2.01.** To maximize the use of the elected directors' personal skill-sets, directors will be elected at the Annual General Meeting but not assigned to a specific role until the first meeting of the newly elected board. After discussing the qualifications and interests of each Director, the



President will assign Directors to the following roles:

- Scheduler
- Sponsorship/Fundraiser Director
- Special Events Director
- Tournament Chairperson
- Webmaster
- Referee-in –Chief

The following positions will be elected at the Annual General Meeting:

- President
- Vice President
- Director of Rep
- Director of House League
- Secretary
- Registrar
- Treasurer
- Director of Field
- Director of Girls
- Referee-in-Chief (where more than 1 qualified individual will stand for the position)

ARTICLE 3.

DUTIES OF DIRECTORS

3.01. The President shall:

- (a) call and chair all Board and annual meetings ;
- (b) oversee the Association's business to see that it is conducted as directed by the Board ;
- (c) represent the Association at the Annual Meeting of the Ontario Lacrosse Association ;
- (d) be the main contact person for all matters dealing with the Ontario Lacrosse Association ;
- (e) be a signing officer of the Association ;
- (f) acts as an ex-officio member of all committees of the Board (except the



Nominating Committee)

- (g) acts as a member of the Coaching Selection Committee
- (h) in conjunction with the Secretary, devise and prepare an agenda for circulation to the Board of Directors in advance of each meeting.
- (i) appoints members to committees determined by the Board
- (j) be the liason to the Town of Halton Hills
- (k) be the main contact person for all matters dealing with the Ontario Lacrosse Association and Zone

3.02. The Vice President shall:

- (a) assists the President as needed
- (b) fulfill all duties of the President in the absence of the President

3.03. The Referee In Chief shall:

- (a) be responsible for the assigning of referees and minor officials for all house League, representative and tournament games
- (b) contact all referees about referee's clinics at the start of the season
- (c) apply for referee's clinics as necessary.
- (d) be available and visible for all home games (house league and representative)
- (e) track referees' and timekeepers' hours and inform the treasurer to generate pay cheques

3.04. The Director Field shall:

- (a) In conjunction with the President be responsible for all aspects of the Association's minor field program

3.05. The Director House League shall:

- (a) In conjunction with the President be responsible for all aspects of the Association's House League program
- (b) Create and co-ordinate the House League playing and practice schedule for the Association

3.06. The Director of Representative shall:

- (a) In conjunction with the President be responsible for all aspects of the Association's Representative program



3.07. The Treasurer shall:

- (a) maintain bank accounts in the name of the Association
- (b) collect all accounts and properly record all financial transactions of the Association
- (c) pay all accounts and/or fines of the Association in a timely manner
- (d) be a signing officer of the Association
- (e) be responsible for the overall budget
- (f) submit financial statements to the Board of Directors if requested
- (g) submit financial statements annually for auditing
- (h) send notice to the President and Director of Rep of any outstanding balances of all players in the representative box program 2 (two) weeks prior to the 1st Qualifier weekend
- (i) send notice to the President and the Director of Field of any outstanding balances of all players in the minor field program 1 (one) week prior to the Provincial weekend tournament
- (j) arrange to collect NSF cheque reimbursement
- (k) issue player and sponsor receipts
- (l) ensure payment by cheque to referees and time keepers is completed in a timely manner and all payments are completed by August 10 of each year
- (m) prepare and present an annual financial statement at the Annual General Meeting

3.08. The Secretary shall:

- (a) attend and be secretary of all meetings of members and the Board of Directors and record and distribute the minutes of all proceedings at these meetings within one week of the meeting ;
- (b) collect and record all correspondence ;
- (c) schedule and advise all Board members of meeting dates, times and locations ;
- (d) in conjunction with the Board of Directors, devise, prepare and distribute an agenda in advance of each meeting ;
- (e) be the custodian of all records, books, documents and other instructions Belonging to the Association.
- (f) submit annual compliance documentation to the required regulating bodies before the deadline date provided by the OLA and/or Zone



3.09. The Registrar shall:

- (a) be responsible for all matters relating to membership ;
- (b) conduct the Association's annual registration ;
- (c) co-ordinate with the Director of Rep, Field and Girl's Lacrosse to ensure all bench personnel are properly registered ;
- (d) forward completed registration forms to the Zone and receive approved Forms ;
- (e) distribute approved forms to the Rep teams.
- (f) be responsible for registering all members as needed for insurance with the OLA
- (g) forward all completed registration forms to the Zone Registrar by the deadline date provided by the Zone
- (h) ensure all representative teams are registered with the OLA and that all registrations are completed by the date of the first tournament entered by each team. Ensure database information is provided to the OLA prior to the deadline date provided by the OLA for both field and box registrations
- (i) be the Privacy Officer for HHMLA in accordance to the rules and regulations stipulated by the OLA

3.10. The Scheduler shall:

- (a) be responsible for co-ordinating all representative floor and field time requirements for the Association including both indoor and outdoor facilities
- (b) arrange and be the contact for scheduling floor and field times with the Town of Halton Hills

3.11. The Director of Girls Field shall:

- (a) In conjunction with the President be responsible for all aspects of the Association's Girls field program

3.12. The Director of Equipment shall:

- (a) be responsible for the maintenance and repair of all equipment ;
- (b) in conjunction with the President, be responsible for the purchase of equipment Including balls, sticks, goalie equipment and jerseys or any other equipment deemed Necessary by the Board of Directors
- (c) be responsible for the control of the assignments including the storage, distribution and return of all equipment.



3.13. The Director of Sponsorship/Fundraising shall:

- (a) be responsible for all aspects of sponsorship including solicitation of Association league and representative sponsors as well as tournament sponsors if applicable ;
- (b) distribute appreciation pictures/plaques to all Association sponsors; and
- (c) be responsible for all trophy purchases and control.
- (d) ensure the secured sponsor names are submitted prior to order of jerseys to the Director of Equipment
- (e) develop a fundraising strategy in order to augment the other main sources of income For the association
- (f) oversee any fundraising ventures carried out by individuals, teams or by the Association as a whole. All fundraising activities must be approved by the Board of Directors

3.2. Notwithstanding the list of Directors referred to above, and the duties therein set set out for each, the Board of Directors may by resolution, passed by a majority of Directors present at a Director's meeting, add to the list of duties of each Officer, or reassign duties among the Officers, and where necessary, create additional positions, and appoint new Officers to fill those positions, as the Board of Directors may determine.

Removal

3.3. The Board of Directors may remove any Director, by resolution passed by a majority of the Directors present at a Director's meeting.

ARTICLE 4.

FINANCES

Banking

4.01. The funds of the Association shall be deposited at the discretion of the Board of Directors in an appropriate legal financial institution for the best benefit of the Association and in the name of the Association.

4.02. All cheques shall be signed by the Treasurer and the President

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

4.04. The Association has the power to accept donations, gifts, legacies and bequests.

Fiscal Year

4.05. The fiscal year of the Association shall end on the 31st day of December in each year.

Financial Report

4.06. The financial position of the Association shall be presented to the membership at the Annual General Meeting.

Non-Budget Disbursements

4.07. Except for the financial commitments required to be incurred to carry out the objects of the Constitution, only the Directors, by resolution passed by a majority of the Directors present at a Director's meeting may make new financial commitments affecting the Association.

4.08. No Director, Officer or member of the Association may make any financial decisions on behalf of the Association without the prior approval of the Board of Directors.

4.09. The Treasurer along with the President may approve a non-budget expenditure of funds, not to exceed \$500(five hundred dollars). The Treasurer shall immediately disclose the payment, or the obligation to pay the non-budget expenditure at the next meeting of the Directors, and the Treasurer may not approve any new non-budget expenditure until the Board of Directors approves the non-budget expenditure.

Dissolution

4.10. The Association shall not be dissolved unless all liabilities have been discharged and a Motion has been passed by a majority of 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 a majority at the General Meeting, which carries out its work solely in Halton Hills.

ARTICLE 5.

MEETINGS OF DIRECTORS

5.01. The Board of Directors shall meet not less than five (5) times a year. The President shall preside at all meetings of the Board of Directors. In the absence of the President, the Vice President will preside.

5.02. At all meetings of the Board of Directors, each Director shall have one (1) vote. Questions arising or decisions to be taken at any meeting of directors shall be decided by a majority of votes. In the case of an equality of votes, the chair of the meeting, in addition to his or



her original vote, shall have a second or casting vote.

5.03. One-half the total number of members on the Board of Directors plus one shall constitute a Quorum at a Board of Directors' meeting.

ARTICLE 6.

RULES OF ORDER

6.0. Meetings shall be conducted in accordance to "Robert's Rules of Order"

ARTICLE 7.

INDEMNITIES

7.01. The Directors and Officers of the Association acting bona fide and in good faith shall be indemnified and saved harmless out of the assets of the Association from and against any and all costs, charges, and expenses sustained or incurred arising from any and all action or claims advanced against them in connection with actions taken on behalf of the Association in the capacity of Director.

Liability and Indemnity of Directors and Officers

7.02. i) Each and every Director and Officer of the Corporation shall assume office on the Express understanding, agreement and condition that every Director and Officer of the Corporation and his heirs, executors, administrators, estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the fund of the Corporation from and against all costs, losses, charges and expenses whatsoever which such Director or Officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect to any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office, except costs, losses, charges or expenses as are occasioned by his own wilful neglect or default.



- ii) No Director or Officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee of the Corporation or for joining in any receipt of act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by order of the Board for and on behalf of the Corporation or for insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be place out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or corporation with whom or which any moneys, securities or effects of the Corporation shall be lodged or deposited or for any other loss, damage or misfortune whatsoever which may happen to the Corporation in the execution of the duties of his respective office of trust or in relation thereto unless the same shall happen by or through his own willful neglect or default.

ARTICLE 8.

INSURANCE

- 8.01.** All players shall be insured through the Ontario Lacrosse Association insurance plan. Registration must be complete before a player enters the field or floor. Registration is complete when fees are paid and required releases are approved.
- 8.02.** All certified coaches shall be insured through the Coaching Association of Canada Liability Insurance Plan.
- 8.03.** Director's liability insurance shall be purchases and maintained at all times on behalf of all members of the Board of Directors and added as a rider on the insurance agreement with the Ontario Lacrosse Association.



ARTICLE 9.

POWERS

- 9.01.** The Officers of the Association shall sign such contracts, documents or instructions in writing as require their respective signatures and shall have and perform all powers and duties incident to their respective offices and such other powers and duties as may from time to time be assigned them by the Board of Directors.
- 9.02.** The Officers of the Association shall have the power to reprimand, suspend or expel any member or player in accordance with the code of conduct.

ARTICLE 10.

REMUNERATION

- 10.01.** No Director or Member of the Executive/Board shall receive remuneration for volunteering in any capacity, regardless of role with HHMLA
Directors/Members of the Board may receive recompense for expenses properly incurred by them in the performance of their duties, at rates established by the Board, and upon submissions of signed claims supported by appropriate receipts.

Remuneration of Directors

- 10.02.** i) The Directors/Board Members shall serve as such without remuneration and no Director/Board Member shall directly or indirectly receive any profit (ie. waived registration fees) from his/her position as such; provided that, by resolution of the Board may be paid reasonable expenses incurred by them for their attendance at each regular or special meeting of the Board
- ii) In the event that a Director/Board Member is conducting other responsibilities beyond those outlined in these Bylaws, and to which those other responsibilities are normally compensated, the Director/Board Member may be remunerated at an amount normally paid for such services upon approval of the Board.



ARTICLE 11.

BOOKS AND RECORDS

- 11.01. The Board of Directors shall ensure the keeping of proper and complete books of accounts and corporate records. Current year financial records will be kept and maintained by the Treasurer.

ARTICLE 12.

RELEASES

- 12.01. Requests for release from the Halton Hills Minor Lacrosse Association to the nearest centre for the year in which the member is playing, can be received on January 1 of the playing year and not before.
- 12.02. Release requests are not permitted to be submitted after the date(s) provided by the OLA Release Guidelines
- 12.03. A member applying for a release from Halton Hills Minor Lacrosse must be registered with Halton Hills Minor Lacrosse Association **before** a release hearing meeting can be held.
- 12.04. Release requests are to be written and forwarded to the President of the Halton Hills Minor Lacrosse Association. **As per OLA guidelines, a fee of \$25 for the release hearing plus the cost of the room rental, as invoiced by the Town of Halton Hills, (cheque to be payable to HHMLA) is to be mailed to our mailing address (which is available on website) before a release hearing can be arranged.** Once the cheque is cleared by our financial institution, a release hearing will be scheduled. Cash payments will be accepted at the time of the release hearing. **Please indicate your preference of payment when submitting your request.**
- 12.05. A player released to play House League may not play Representative for the club to which he/she is released either as an AP player or otherwise without Halton Hills Minor Lacrosse Association's written permission.



ARTICLE 13.

SUSPENSIONS

13.01. The Board of Directors may suspend or cancel the affiliation of any member of the association at any time for the following reasons:

- Violation of HHMLA Codes of Conduct
- Violation of OLA Codes of Conduct
- Gross or negligent misconduct that may bring the reputation of HHMLA into disrepute
- A prolonged or excessive amount of time not in good standing

13.02. The status “Not in Good Standing” is defined as any member the Board of Directors deems in violation of HHMLA’s Constitution and Bylaws. A member who has not met their Financial requirements to the satisfaction of HHMLA, will be subject to suspension. Outstanding balance amounts AND an additional fee of \$500 will be due before registration for the new playing year can be completed (outstanding balance amount +\$500 + new year registration fee will be required before registration for the current playing year can be completed)

13.03. A member found to be “Not in Good Standing” cannot participate in any OLA sanctioned event (including but not limited to: releases, Team Ontario, code of conduct processes or registering for another Association)

13.04. Cessation of Membership

Any member who should resign or be suspended as a member of the association shall immediately return to the association all property of the association (including but not limited to: jerseys and/or equipment)

ARTICLE 14.

OTHER REGULATIONS

14.01. All goods and services purchased by Halton Hills Minor Lacrosse Association will be locally sourced.



14.02. Halton Hills Minor Lacrosse reserves the right to deny registration of a potential member due to various circumstances. Before a potential member can be denied registration, a vote will be held by the Board of Directors to either allow or deny the registration privilege.

14.03. The official logo shall be used on association letterhead, official documents, newsletters, notices and clothing (including player shirts) as approved by the Board and a Junior B Director

14.04. All individual fines of players, coaches and any other official must be paid by the offending person regardless of circumstances. Within 2 (two) weeks of receiving a fine, it will be the responsibility of the member to pay HHMLA the amount owing. HHMLA will then submit payment on behalf of the member to whichever agency imparted the fine (OLA or Zone). If the member does not submit payment to HHMLA, they will be considered a member not in good standing and may be subject to the "Not in Good Standing" repercussions. In the event that the fine is to be contested, the offending member must still pay the fine to the association and the association will refund the payment should the fine be rescinded, reduced or reversed.