OSHAWA MINOR LACROSSE ASSOCIATION
CONSTITUTION AND BYLAWS

Constitution

Mission Statement

Our mission is to share and promote the game of lacrosse in Oshawa and to teach the fundamentals of lacrosse with an emphasis on participation, education, safety, and fun.

Summary of Purpose and Objectives

The Oshawa Minor Lacrosse Association is a club-based lacrosse program designed to teach, develop, and enhance the knowledge and playing of the game of lacrosse in its many forms. Using well defined and standardized teaching methods, as specified by the Canadian Lacrosse Association, the club will strive to share a positive lacrosse experience with as many interested persons as possible. The objective of the lacrosse program will be to field teams for competition in the Ontario Lacrosse Association as well as Canadian and International play.

Primary Goal and Guiding Philosophy

The primary goal for the club is to ensure that, all things being equal, participants are having fun, learning, and making positive contributions to the game of lacrosse and to their community. The scope of this statement includes an expectation of fair and equal treatment that is conducted in a harassment free environment. 'Principles before personalities' will be our guiding philosophy.

Club Colours, Nickname and Emblem

The club colours shall be Carolina Blue, Black, and White. The nickname shall be 'Blue Knights' with the following emblem:


OSHAWA
BLUE KNIGHTS LACROSSE
1872

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Section 1: IDENTIFICATION

1.01 Name

The name of the Association shall be the “Oshawa Minor Lacrosse Association” hereinafter referred to as the Association.

1.02 Definition

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 City of Oshawa and shall operate as a member of the Ontario Lacrosse Association:

NORTH – 10th Concession commonly referred to as Coates Road.

EAST – West side of Townline Road from Coates Road in the north to a continuing line south to the shore of Lake Ontario.

WEST – Boundary Road south on Lake Ontario to the 10th Concession (Coates Road) in the north represented by a line drawn midway between Thornton Road and Garrard Road.

SOUTH – From Boundary Road in the west to Townline Road in the east.

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

1.03 Mission Statement

Our mission is to share and promote the game of lacrosse in the City of Oshawa and to teach the fundamentals of lacrosse with an emphasis on participation, education, safety, and fun.

In doing so:

The Association will provide an opportunity for all eligible individuals, given availability, to participate in all recreational (rec) lacrosse programs.

The Association will provide the opportunity for eligible members to participate in representational (rep) 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 OMLA 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

The Association shall always maintain a post office box in Oshawa. It shall serve as its main mailing address. In addition, the Association shall always maintain an electronic mail address.

1.06 Affiliation

The Oshawa Minor Lacrosse Association will maintain its affiliation with the Ontario Lacrosse Association and its local zone and leagues.

Section 2: MEMBERS: TERMS OF MEMBERSHIP AND ELIGIBILITY

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

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:

Playing Members shall be all members who have properly registered to participate in the activities of the Association in the current year.

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

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.

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 Oshawa Minor Lacrosse Association Board of Directors.

Honorary members will have no vote but may attend Oshawa Minor Lacrosse Association member's, Board, or Committee meetings by invitation.

2.02 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 which they may have in their care.

2.03 Insurance

All the Association's Members shall be insured by way of proper registration with the Ontario Lacrosse Association during the current year. 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.

2.04 Terms and Eligibility

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 are in arrears shall be suspended from Membership and not permitted to vote, make nominations, or hold office in the Association for the current year. The Secretary shall inform those concerned of this suspension in writing. Property of the Association must be returned immediately which they may have in their care.

Members in good standing shall be those admitted to Membership and who are not under suspension from the Association, Ontario Lacrosse Association, Lacrosse Canada, or World Lacrosse in the current year.

Members in good standing shall be those admitted to Membership and who have no outstanding fines. Any previous fines not paid will automatically disqualify that individual participating in any subsequent Association activities or from voting at the Annual General Meeting. 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.

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 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 secret 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.

Membership in the Association shall be annual, from January 1 to December 31st of the current year. Membership shall not be transferable and shall terminate upon a Member's resignation or death.

2.05 Member Resignation

Members may resign from the Association by submitting a resignation in writing addressed to the President or Secretary who in turn will notify all the Board members. Property of the Association must be returned immediately which they may have in their care.

2.06 Member Suspension

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.

2.07 Legal Action Against Association

Any member of the Association resorting to legal action against the Association without first exercising their right of appeal throughout the complete OLA appeal procedure shall

be deemed to have withdrawn from further membership for the current year. Property of the Association must be returned immediately which they may have in their care.

2.08 Membership Fees

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, at its sole discretion, grant a request for such a refund.

2.09 Members Right to Vote

All Adult Members in good standing shall be entitled to notice of, and to vote at, all general meetings of Members of the Association.

Section 3: GOVERNING STRUCTURE

3.01 Board of Directors

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.

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
- Vice President's Reports
- Treasurer's Report
- Sub Committee Chairperson(s) Report(s)
- Other Portfolio(s) Report(s)
- Old/New Business items

One third of active Board members constitute a quorum at a Board meeting. The President or designate shall chair all Board Meetings. Where required, the Board may vote on motions using electronic mail.

Except for the Board meeting chairperson and the Past President, every Board member shall have a vote in all decisions. The Board meeting chairperson shall cast a vote only in the event of a tie vote on motions.

All votes require a majority of Board members 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.

3.02 Election of the Board of Directors

The Association's Board of Directors shall be elected at the Annual General Meeting (AGM) by a secret ballot.

The Past President or designate shall chair the elections at the Annual General Meeting.

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

To be elected to a Board position, a member must obtain a minimum of 50% plus one (1) of the votes cast and be 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 year.

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

1. President
2. Vice President Recreational
3. Vice President Representative
4. Official-in-Charge
5. Secretary
6. Treasurer
7. Director of Box Lacrosse
8. Director of Field Lacrosse
9. Registrar and Privacy Officer
10. Director of Coaching Development
11. Director of Facilities
12. Equipment Manager
13. Director of Promotion and Sponsorship
14. Director of House League
15. Tournament Director
16. Assistant Official-in-Charge

17. Director at Large (2) * may only be elected when all other positions are filled

3.03 Vacancies on the Board of Directors

The Board of Directors may appoint any Adult Member in good standing to fill a vacancy until the next Annual General Meeting.

3.04 Suspensions, Resignations, Transfers, and Absenteeism

Should a Board member be suspended from the Board they cannot be elected, hold, or be appointed for a position with the Board nor hold a volunteer position for a period of two years. It is at the sole discretion of the present Board to reduce the period of suspension from volunteer activity (i.e., cause maybe illness).

The letter of registration from a director must be submitted to the President who will present it to the Board of Directors at their next scheduled Board Meeting

A Board director who resigns from the Board cannot be elected, hold, or be appointed for a position with the Board for a period of two years nor hold a volunteer position for a period of two years. It is at the discretion of the present Board to reduce the period of suspension for volunteer activity (i.e., cause maybe illness).

A Board member who transfers, through a release in accordance with the OLA guidelines, to a neighboring association must relinquish membership on the Board.

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board.

3.05 Return of Property

Any Board Member who shall resign, be suspended or transferred shall immediately return to the Association all books and/or other property of the Association which they may have in their care.

3.06 Appeals

A suspended Board member shall have seven (7) days from receiving notice of their suspension to advise the President of their intention to appeal the suspension. Such notice of appeal shall also be in writing with a copy sent to the 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 twenty-one (21) 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.

3.07 Terms of Office

All elected Board of Directors positions will be for a term of 1 year, from the time of the current Annual General Meeting to the next.

The following Board positions will be the exception:

- President and Past President
- Vice President Recreational
- Vice President Representative
- Registrar
- Secretary
- Treasurer
- Referee-in-Chief

Each of the above positions will be for a term of two (2) years from the time of the current Annual General Meeting to the next.

The terms of office for each of the President, Past President, Executive Vice President, and Registrar and Privacy Officer will commence in year one (e.g., 2012). The terms of office for each of the Vice President Recreational, Vice President Representative, Official-in-Charge, Secretary and Treasurer will commence in year two.

Directors who are not re-elected must immediately return any property of the Association which they may have in their care.

3.08 Terminations

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 Conflict of Interest

Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other 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 they 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.

No member of a competing lacrosse organization can hold a position within the Board, either by election or appointment.

3.10 Remuneration

Directors shall serve without remuneration and no Director shall directly or indirectly receive any remuneration, salary, or profit from the position of Director or for any service rendered to the Association. 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

The Association shall endeavour to conduct an Annual General Meeting prior to October 31 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 appear on the Association website and be emailed to all members of the Association at least three (3) 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. There shall be no voting by proxy.

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.

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

4.03 Special Meetings

A Special Meeting of the Association may 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 (30) 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.

The current President or designate shall chair all aspects of the Special Meeting.

4.04 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 Chairperson. Any such members will not be permitted to vote, make motions or second motions, except at the Annual General Meeting or at Special Meetings of the Association.

4.05 Voting Procedures

A majority of 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 favour 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 to exercise their voting rights in relation to matters coming before the Special Meeting or an Annual General Meeting of the Membership.

4.06 Error or Omission

No 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

The funds of the Association shall be deposited on the day of receipt in a legal financial institution, 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 their designated Board Member.

All cheques shall be signed by the Treasurer and the President or their designate.

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, sponsorships, gifts, legacies, and bequests.

Banking transactions must be completed in one of the following manner:

- Direct deposit via bank teller,
- Cheque deposit via after hours bank ATM,
- Direct deposit via approved Association banking cards,
- Direct deposit via point-of-sale device,
- PayPal or other secure electronic payment platforms,
- Withdrawal by authorized Association cheque.

5.02 Fiscal Year

The fiscal year of the Association shall end on the 30th day of September in each year.

5.03 Financial Report

The current year financial statement of the Association shall be made available to each member present at the current year'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 current year Annual General Meeting.

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 of the Association's expenditures of one hundred (100) dollars or greater must first be approved by the Board of Directors.

All expenditures must comply with the Association's Expense and Purchasing policies. Purchase of supplies, equipment etc. is to be tendered with a minimum of 3 quotes.

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 them for an act or omission by them relating to the execution of the duties of their 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 their willful neglect or default.

In addition, the Oshawa Minor Lacrosse Association Board of Directors shall secure Directors and Officials liability insurance.

5.06 Dissolution

The Association shall not be dissolved unless all liabilities have been discharged and a motion has been passed by the majority of votes recorded at a special meeting convened for the purpose of dissolving the Association. Upon dissolution, at the direction of the majority of said special meeting, surplus money shall be donated to a charitable organization which carries out its work solely in Ontario.

Section 6: CONSTITUTION & BY-LAWS

6.01 Amendments to the Constitution

Amendments may only be proposed at the Annual General Meeting in the form of a written notice of motion. 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 Constitution must be submitted in writing to the Association Secretary on or before August 30th.

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.
"Their" shall include both masculine, the feminine, and the other.
"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 always abide by the Rules and Regulations of the Canadian Lacrosse Association, the Ontario Lacrosse Association, and those rules developed by the Association.

7.02 Other Rules and Regulations

The Association may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of lacrosse in the City of Oshawa, Ontario, and

other such areas accepted by the Ontario Lacrosse Association and the Oshawa 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 Recreational and Representative programs will submit all rules and /or guideline revisions for the current operating year to the Board 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 Emblem

The Association Emblem, or a derivative thereof, shall be used on Association letterhead, official documents, newsletters, notices and clothing (including player shirts) as required by the Board. No unauthorized use of the Association Emblem is permitted.

Oshawa Minor Lacrosse Association
Official Emblem



Section 8: STANDING COMMITTEES

8.01 Structure

Board of Directors

The Board of Directors shall be composed of Board Members elected at the Annual General Meetings, plus the Past President. The President shall be the de facto 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 OMLA 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, Vice President Recreational, the Vice President Representative, the Registrar and Privacy Officer, the Secretary and the Treasurer. The Past President will be a non-voting member of this committee.

Minutes of the committee meetings will be kept and presented to the Board of Directors at the next scheduled Board Meeting

Representative Teams Coaches Selection Committee

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 Representative Teams Coaches Selection Committee shall be comprised of the Vice President Representative who shall chair the meeting, Director of Box Lacrosse, Director Field Lacrosse, and Director Coaching Development. The Past President shall be a non-voting member of this committee. In the absence of the Vice President Representative, the Past President shall chair the meeting and would have a vote only in the event of a tie vote of the voting members present.

Any vacancy may be filled by any member of the Board of Directors, by way of appointment by the chair of this committee.

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 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, Vice President Recreational, and Vice President Representative. The Past President shall be non-voting members of this committee.

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, policies, bylaws, 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 a reasonable opportunity to be heard.

The Disciplinary Committee is responsible for determining disciplinary measures and 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 meeting.

The Disciplinary Committee shall be chaired by the Association's Official-in-Charge and be comprised of the Secretary, Vice President Recreational, and Vice President Representative.

Disputes 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 person involved will be given a reasonable opportunity to be heard.

All Committee decisions will be reported to the involved persons and to 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 comprise of the Registrar and Privacy Officer and the Director Coaching Development. In the absence of any of the above, or if 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 voting member of this Committee.

Release Committee

The Release Committee shall exist to receive, evaluate, and respond to requests for release.

The Releases Committee shall be chaired by the Registrar and Privacy Officer and will also comprise of the Vice President Recreational and the Vice President Representative. The Past President may be a non-voting member of this committee as required by the committee Chair. Where a committee voting-member declares a conflict of interest for a meeting, any Board member may be appointed by the committee Chair to be a third member for that meeting.

Tournament Committee

The Tournament Committee shall be chaired by the Tournament Director and be comprised of the of the Vice President Representative, and one (1) director appointed from the Board of Directors. Up to three (3) additional Association members may be appointed by the Board of Directors to this committee, without voting privileges.

Ad Hoc Committees

The establishment of ad hoc committees to be chaired by a present OMLA Board of Director, with members in good standing, in accordance with the Constitution. It is the role of the committee Chair to report back to the Board.

Section 9: GOVERNING STRUCTURE

9.01 Duties of the Board of Directors

Each member of the Board of Directors is responsible to the Board. The role and responsibility of each Director includes "Carry out duties as assigned by the Board of Directors."

Where a Board member's duties include reporting to the Board, the member should submit a monthly written report at least 3 days prior to a Board meeting to the Secretary to prepare for distribution with other meeting material.

Minutes of each Board, committee, Annual General and Special meeting will be recorded by the person designated in the By-Laws, otherwise by any member designated by the meeting chair who is a member of that committee/Board. Approved minutes should be forwarded without delay to the Secretary for archiving.

9.02 Roles of the Directors

The President shall:

- 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
- report at each Board meeting and Annual General 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 OMLA
- act as Ex-officio member of all 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 act 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

The Past President shall:

- advise the Board of past decisions' history
- chair the OMLA Dispute and Appeals Committee
- participate in a non-voting capacity in the Executive, Budget, Release, and the Representative Teams Coaches Selection committees
- be responsible for all aspects of the Annual General Meeting,
- assist the President as requested

The Vice President Recreational shall:

- be responsible for all aspects of the Association's Recreational programs
- be responsible for the appointment of convenors and qualified team officials, in cooperation with the Official-in-Charge
- participate in the Executive, Budget, Release, and Disciplinary committees
- approve all recommendations with respect to the involvement of representative players within the City League program time lines
- report at each Board meeting and Annual General Meeting

The Vice President Representative shall:

- be responsible for all aspects of the OMLA Representative program
- be responsible for the appointment of coaches, managers and qualified team officials for Representative games, in cooperation with the Official-in-Charge, Zone and the Ontario Lacrosse Association
- ensure rep teams' documentation is submitted with rosters to the Registrar and Privacy Officer in accordance with OLA deadlines,
- chair the Representative Teams Coaches Selection Committee
- participate in the Executive, Budget, Release, Disciplinary and the Tournament committees
- act as a liaison between the OMLA and junior lacrosse programs in the Durham Region
- report at each Board meeting and Annual General Meeting

The Secretary shall:

- be responsible for the OMLA post office box & primary email account
- receive and disperse all correspondence
- participate in and record minutes of all Executive committee, Disciplinary committee, Board, Annual General and Special meetings of the OMLA
- schedule and advise all Board members of meeting dates, times, locations etc.
- in conjunction with the President, devise, prepare and distribute an agenda in advance of the meeting
- be responsible for any voting conducted via electronic mail

- maintain the corporate records including all meetings minutes of past years, corporate registrations, detailed listings of lifetime memberships conferred, and detailed listings of member suspensions/terminations.

The Treasurer shall:

- be responsible for all the financial accounting of the OMLA and ensure adherence to generally accepted accounting principles
- prepare yearend financial statements for annual tax returns
- evaluate, review, and recommend financial policy to the Executive Committee and to the Board
- chair the Budget Committee
- participate in the Executive Committee
- be a signing officer of the OMLA
- report at each Board meeting and Annual General Meeting

The Registrar and Privacy Officer shall:

- be responsible for the OMLA program registration,
- be responsible for submissions of registration of all OMLA members and bench personnel with the OLA
- act as the primary registration contact for OMLA
- be responsible for registering all members as needed for insurance
- act as the Association's Privacy Officer
- report at each Board meeting and Annual General Meeting

The Official-in-Charge shall:

- chair the Disciplinary Committee.
- ensure that all home games have referees, as requested by the Vice Presidents of Recreational and Representative
- be responsible for officials and courses and on-going instruction, education, and up-grading of officials

The Assistant Official-in-Charge shall:

- assist the Official-in-Charge as required

The Director of Box Lacrosse shall:

- Participate in the Representative Team Coaches Selection Committee
- Assist the Vice President Representative with all duties as required

The Director of Field Lacrosse shall:

- be responsible for Rep teams participating in field lacrosse programs

- participate in the Rep Teams Coaches Selection Committee
- address conflicts and problems arising out of representative teams throughout the field lacrosse season. Ensure proper communication and documentation is completed to concerned parties
- ensure distribution of material/equipment to rep coaches and managers preseason and post season
- ensure proper documentation and certification of field bench personnel and players by OLA deadline
- under the direction of the Vice President Representative, plan and implement a tournament/host weekend for field lacrosse

The Director of Coaching Development shall:

- develop and maintain OMLA Coaches' reference manual
- develop and deliver non-certification OMLA coaches' clinics
- develop and maintain skills programs, goals, exercises for each age division
- develop and deliver New Player clinics
- participate in the Rep Teams Coaches Selection Committee and the Disputes and Appeals Committee

The Director of Promotion and Sponsorship shall:

- be responsible for all aspects of sponsorship, including solicitation of Recreational and Rep Team sponsors as well as tournament sponsors
- distribute Appreciation Pictures/Plaques to all OMLA sponsors
- investigate and present viable fundraising opportunities to the Board of Directors
- implement and manage Board approved fundraising activities
- assist the Treasurer with developing the fundraising budget
- book advertising in print, radio, TV and electronic media
- create graphic designs for advertising
- manage all advertising spaces
- manage the off-floor clothing/swag store
- assist the Treasurer with developing the advertising budget

The Director of Facilities shall:

- book City of Oshawa facilities for lacrosse operations and meetings
- in cooperation and conjunction with the Vice Presidents Recreational and Representative, co-ordinate all floor time requirements for the OMLA including both indoor and outdoor facilities i.e. shot clocks, nets, floor markings and the proper maintenance of the outdoor facilities
- work collectively with the Vice Presidents of Recreational and Representative to establish amount of floor time available and number of teams that will be participating in each division

- work collectively with the Vice Presidents of Recreational and Representative to establish schedules to complete the programs

The Equipment Manager shall:

- be responsible for equipment purchases, assignments, storage, distribution, and pickup
- obtain quotes and order sweaters as required by the OMLA
- be responsible for the cleaning, sorting and safekeeping of Association jerseys and equipment
- be responsible for all trophy/banner purchases, care, and control
- assist the Treasurer with developing the equipment budget

Director of Tournaments shall:

- Oversee the planning and execution of the Braver Than Brave tournament.
- Chair the Tournament Committee
- work collectively with Treasurer and Budgeting Committee collectively to develop tournament budget and charitable donations
- work collectively with Facilities & Promotions directors to establish schedules, promotional material
- report at each meeting & AGM etc.

Director of House League shall:

- be responsible for operation of Paperweight, Tyke & Novice HL divisions
- assist VP of HL with duties as requested

Directors-at-Large shall:

- assist the Board in ad hoc projects
- assist with in-person registrations and parade floats
- assist with soliciting volunteers for various roles

Section 10: CODE OF ETHICS

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

It is recognized that members of OMLA may represent the organization at more than one level. It is imperative that the primary responsibility of a Board Member is to the Board. The duties and responsibilities of an Association Director shall take precedence over all other Association responsibilities which may include, but not be limited to, that of team coach, manager, trainer, player or official. While it is recognized and encouraged that the 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 are inevitable but all Board Members must commit to OMLA 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.

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 and/or termination of membership of the offending Board Member in accordance with the OMLA Constitution and By-Laws.

REVISION PAGE

Sept 25, 2012 – Approved document
Sept 25, 2013 - 2.05 change to reduce volunteer activity suspension period to one year
Sept 25, 2013 - 3.03 change to remove Board resignation penalties
Sept 25, 2013 - 3.03 change to extend from Executive to all Board members
Sept 25, 2013 - 3.06 addition to clarify year 1
Oct 28, 2016 - Sections 8, 9, 10 added
Oct 28, 2016 - Document terminology change: City League replaced by House League, All Star replaced by Representative
Oct 4th, 2017 – Section 3.01 change to decrease board size / combine positions / decrease Director at Large positions to 2
Oct 4th, 2018 – Amended section 4.02 : how notice of AGM is to be given
Oct 25th 2021 – extensive rewrite, clarification of pronouns, procedural practices, etc.
October 11th, 2023 – ONCA compliance, reformatting
October 22nd, 2025 – new positions & position naming & formatting