

WEST GREY MINOR LACROSSE ASSOCIATION – BY-LAWS

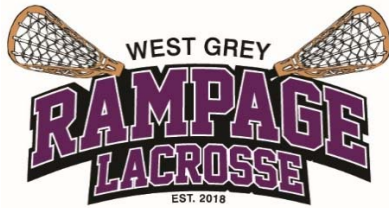
As of September 18, 2018. Revised September 17, 2019

GENERAL OPERATING BY-LAW NUMBER 1

ARTICLE 1.

1. IDENTITY

1. Name: This organization will operate as the West Grey Minor Lacrosse Association (WGMLA) referred to herein and after as the “Association”.
2. Logo:



ARTICLE 2.

1. MISSION STATEMENT

1. The mission of the Association shall be:
 - to promote the game of lacrosse, Canada’s National Summer Sport, by planning, organizing, developing and providing an environment and program for all participants (players, parents, officials, volunteers etc.) within the geographical boundaries assigned to the Association (Article 3.1)

2. Enablers

- To achieve this goal the Association will:
 - Encourage all eligible youth within our area to participate in recreational house league lacrosse in an environment that is safe, fun, supportive, fair and challenging.
 - Promote and encourage team work, pride and a respect for all players, officials, volunteers and spectators at all times.
 - Promote and model behaviour to be responsible members of the West Grey community and of the OLA.
 - The Association will be operated without the purpose of monetary gain to any of the Association Members. Any, and all surplus or accretions of Association Monetary holdings will belong solely to the Association and will only be used for the purpose of furthering the Association’s Mission Statement

3. Discrimination

- The West Grey Minor Lacrosse Association is an ‘all inclusive’ organization. Open to all eligible residents within our geographical boundaries.
- The WGMLA has ‘ZERO TOLERANCE’ for any forms of discrimination on basis of sex, race, creed, religion, color, national origin, age, sexual orientation, gender expression, gender identity or disability of any type.

ARTICLE 3.

1. DEFINITIONS

1. The Association shall be a non-profit organization which be the sport governing body for minor lacrosse in the area whose boundaries have been assigned to it from time to time by the Ontario Lacrosse Association (“OLA”). This document will be amended as changes occur.
2. The Association shall operate as a member of the OLA.
3. The Association shall operate within Zone 8.

ARTICLE 4.

1. HEAD OFFICE

1. The head office and mailing address of the Association shall be:
 - i. 303400 South Line, Durham, ON, N0G 1R0 in the Municipality of West Grey of the Province of Ontario and at such place therein as the directors may from time to time determine.
 - ii. The Association will maintain a website and electronic email addresses
2. West Grey Minor Lacrosse Association will play at the Durham Arena, 451 Saddlers Street West, Durham, Ontario N0G 1R0 for season games and practices and utilize the Neustadt Community Centre and Arena, 183 Enoch St, Neustadt, ON N0G 2M0, in the winter and spring

ARTICLE 5.

1. AFFILIATIONS

2. The West Grey Minor Lacrosse Association will maintain affiliations with:
 1. Ontario Lacrosse Association (OLA)
 2. Zone 8

ARTICLE 6.

1. MEMBERSHIP

1. Membership in the Association shall include the parents or legal guardians of all players under the age of 18, players eighteen years of age or over, coaches, bench personnel and other volunteers for all teams, and members of the Executive Members.

- Players are all members who have fulfilled registration requirements to participate in the activities of the Association (games, practices, other events on an ad hoc basis). Only members who reside within the current boundaries, as set out by the OLA or who have satisfied other residency rules as set-out by the OLA
- Adult members are as follows:
 1. Eighteen years of age or older
 2. Non-playing
 3. Parent of guardian of current playing member

or

4. Volunteers
 - i. Coaches
 - ii. bench personnel
 - iii. trainers
 - iv. managers
 - v. club house personnel
 - vi. equipment personnel
 - vii. referees
 - viii. timekeepers
 - ix. statisticians
 - x. other roles as established by the current WGMLA Executive and confirmed by a majority vote of the current WGMLA Executive

2. Membership in the Association shall not be transferable and shall cease immediately where a member resigns, dies or contravenes the conditions of membership.

3. Members of the Association shall abide by this By-Law, the Association Code of Conduct, other bylaws of the Association and the rules and regulations pertaining to the playing of lacrosse through the Association from time to time established by the Executive Members.

4. Members who resign or are suspended as a member of the Association shall immediately return to the Association all materials (books, equipment, uniforms and any other device which the Association's property is, that had been in the Member's care.

2. TERMS AND ELIGIBILITY

1. Members in good standing are those who have paid all required Membership fees if required to the Association. Members whose Membership fees are in arrears for a period of three (3) months from the end of registration shall be suspended from the Membership. By-Law (ARTICLE 6 1,1,4) shall be in effect immediately.

2. Only Members in good standing can:

- Vote
- Make nominations or hold office in the Association
- Hold in their possession any materials belonging to the Association which have been provided to the Member to help with the operation of the Association
- Be granted any other Membership privilege as deemed by the current WGMLA Executive

3. Members whose conduct is considered by the Executive to be contrary to the WGMLA Code of Conduct shall follow the process per Addendum A: Discipline and Appeals Process

4. It is at the discretion of the current Executive to waive receipt or extend the payment period for reasons such as personal or economic situations

3. MEMBERSHIP FEES

1. Fees for Registration will be set by the current Executive Members and re-evaluated on an annual basis
2. If a Member resigns and or is suspended they will forfeit the fee payment unless at the discretion of the President and the Executive Members
3. Playing Members who decide to withdraw prior to the start of the playing season can request a refund from the Executive by writing (letter or email only) to the Treasurer
 - The refund will be granted less a \$30.00 administration fee
 - This fee is at the discretion of the President and Executive Members who may waive it
 - Full refund will be issued if a program fails to be offered

4. MEMBERSHIP RESIGNATION

1. A Member may resign by submitting their resignation to the Association as follows:
 - In writing – either letter or email (“text” or applications such as “WhatsApp” etc. notifications are not suitable)
 - Addressed to the current Association Secretary
 - The Secretary will notify all current Executive members
 - By-Law (ARTICLE 6 1,1,4) shall be in effect immediately

2. Any Member (Player, Parent or Legal Guardian of current Player members, Volunteers or Team Officials) who have been accepted by the WGMLA, resorting to legal action against the Association without first fully exercising their right of appeal as outlined in ADDENDUM A: Discipline and Appeals Process, shall

- Be deemed to have withdraw from further competition and involvement with the Association and its activities for the current year
- By-Law (ARTICLE 6 1,1,4) shall be in effect immediately

3. An Executive Member of the WGMLA who transfers, through a release in agreement with current OLA Transfer Guidelines and approved by the Association and Zone 8, to a neighbouring association or club, must:

- Immediately terminate their WGMLA Executive position
- The current Executive may request an outgoing interview to assess the vacated role status
- By-Law (ARTICLE 6 1,1,4) shall be in effect immediately

4. An Executive Member of the WGMLA who either resigns or is suspended is barred from:

- Being elected or appointed to the Executive Members for a period of two (2) years from the date when Membership was terminated
- Being a Volunteer within the Association for a period of two (2) years from the date when Membership was terminated
- It is at the discretion of the current Executive to reduce the period of suspension from Volunteer activity for reasons such as health or personal situations.

5. MEMBER RIGHT TO VOTE

1. Every Adult Member who is 'in good standing' and is in attendance, has the right to one vote, at all meetings of Members of the Association.

ARTICLE 7.

1. ASSOCIATION GOVERNING STRUCTURE

1. Executive Members

1. The affairs of the West Grey Minor Lacrosse Association shall be conducted by the current Executive Members
2. At all times, the Executive Members of the Association are to act in the best interests of the West Grey Minor Lacrosse Association.
3. All Association decisions must be agreed by the Executive Members prior to any action, amendment and/or payment concerning the decision. The only exception will be where approval has been already given thru the Budget process

4. The Executive Members shall ensure the keeping of proper and complete books of accounts and corporate records.
5. All financial records shall be kept and maintained under the direction of the Treasurer.
6. The Executive shall meet quarterly unless directed otherwise by the President through correspondence from the Secretary. The correspondence must clearly articulate the reason, rational and affected business for the change requested
7. The meeting agenda shall be prepared and circulated as 'draft' to Members in advance of the meeting – please note – provide as much lead time as possible
8. The Agenda will include but not be limited to the following sections:
 - Approval of the minutes of the previous Executive meeting
 - President's Report
 - Vice-President Report
 - Treasurer's Report
 - Other Reports as required *
 - Registrar
 - Equipment Manager
 - Referee-In-Chief
 - Zone Representative
 - Others
 - Old Business Status and Updates
 - New Business Updates

* as required

9. Minutes must be recorded for every Executive Meetings and must be approved at the start of the next subsequent meeting – The most senior Executive Member in charge of the meeting is responsible for ensuring that the minutes are captured and accurately report the meeting affairs.
10. A quorum is defined as:
 - half or greater (>49%) of the active elected Executive Membership
 - AND
 - one member must be from the following elected roles
 - President
 - Vice-President House League
 - Treasurer
11. All active Executive Members present shall have a vote in all decisions unless they have declared a conflict of interest or have waived their right to vote, except the positions of Webmaster and Communications.
12. The President will only cast a vote in the event of a tie on a motion.

13. Electronic voting on motions maybe acceptable in some instances. The goal of the Executive is to be inclusive of all opinions.

- Electronic votes are to be directed to the e-mail account of the Executive Secretary
- Each communication must clearly state the decision or motion to which the vote is to be applied
- Each communication must clearly state the decision of the transmitting Executive Member
- Each communication must clearly state the transmitting Executive Member's name

14. The Secretary is responsible for gathering, documenting and circulating all vote results – these will be included within the minutes of the next Executive Member meeting for approval.

15. All decision votes must achieve a majority of Executive Members in order to be passed or accepted.

2. EXECUTIVE MEMBER ELECTIONS

1. Elections for Executive Member roles shall be held at the Annual General Meeting (AGM)
2. Results may be tabulated as either a simple show of hands (where only one volunteer is considered) or by secret ballot if more than one candidate is running (this provision is at the discretion of the AGM Chairperson)
3. All members in good standing are invited and encouraged to attend the AGM
4. AGM details shall be prepared by the current WGMLA Executive and circulated by the Secretary to all members in good standing prior to the AGM – note – as much advance time as possible
5. A non-Executive Member shall chair the elections at the AGM – the Member may be recruited prior to the AGM or may be drawn from the non-Executive attendees at the AGM
6. Another non-Executive Member shall act as Scrutineer and assist the Chairperson during the vote and counting process
7. A Member may only be elected to one (1) Executive Member position for the given year unless there are no other applicants.
8. Executive positions (other than President and Vice-President), can be shared to facilitate training and distribute the workload.
9. Elected Executive Member positions are for a period of two (2) years unless otherwise noted
10. Election of President and Vice-President House League will be in alternate years to provide leadership continuity
11. To be elected President a Member must:

- Be an Adult Member in good standing
- Have been an elected Executive Member of the Association in at least one of the previous 2 years
- If no qualified candidate submits an application for President it will be at the discretion of the current Executive Members to find a solution to filling this position.

1. To be elected to an Executive Member position you must:

- Be an Adult Member in good standing
- Receive a minimum 50% plus one (1) of the cast votes

3. EXECUTIVE MEMBER POSITIONS

1. The following positions shall comprise the West Grey Minor Lacrosse Association Executive Members

- President
- Vice-President
- Secretary
- Registrar
- Treasurer
- Sponsorship/Fund-raising
- Web Master
- Zone 8 Representative
- Facilities & Equipment Manager
- Referee-in-Chief
- Team Representative
- Scheduler
- Privacy Officer
- Volunteer Coordinator
- Tournament Coordinator
- Player Development
- Past President

2. Roles and Responsibilities for these positions may be found in ARTICLE 13: EXECUTIVE MEMBER ROLES & RESPONSIBILITIES

3. Notwithstanding the foregoing, the Executive Members may create additional positions on the Executive as they determine are necessary and may appoint Non-Executive members, from time to time, to perform certain other roles on behalf of the Association

4. Election of WGMLA Executive Member positions will held in the sequence outlined above (ARTICLE 7 - 3.21)

4. VACANT EXECUTIVE POSITIONS

1. The current Executive may appoint any eligible Member in good standing to fill a vacant position until the next AGM
2. The current Executive Members may appoint a Director to fill any vacant position on the Executive for the balance of the term of the vacated position
3. Under exceptional circumstances the Executive may be required to employ / contract personnel to fill a vacant but critical position where there are no volunteers available.
4. The Executive will then have the power to hire and to terminate the employment / contract of personnel
5. Such decisions must be approved by Executive Members and passed by a 2/3 majority of votes cast

5. TERMS OF EXECUTIVE POSITION

1. Each position shall be elected for a 2-year period starting from the first Executive Member meeting after the AGM
2. Elections for the following positions will be held in even numbered years (i.e. 2018)
 - President
 - Vice-President
 - Secretary
 - Registrar
 - Web Master
 - Scheduler
 - Zone 8 Representative
 - Facilities & Equipment Manager
1. Elections for the following positions will be held in odd numbered years (i.e. 2019)
 - Treasurer
 - Sponsorship
 - Referee-in-Chief
 - Privacy Officer
 - Volunteer Coordinator
 - Team Representative
 - Tournament Coordinator
 - Player Development

6. COMMITTEES

1. The Executive Members shall constitute committees, as it deems necessary.
2. Only Members in good standing may be appointed to an Ad Hoc committee
3. Committees report to the Executive Members.
4. At meetings of a Committee a majority of members of the Committee shall constitute quorum.

7. RESIGNATIONS

1. See ARTICLE 6 – 4, 1 MEMBERSHIP RESIGNATIONS

8. ABSENTEEISM

1. If an Executive Member misses three (3) consecutive meetings, and does not provide notification to the Secretary, they will be deemed to have resigned.

9. SUSPENSION

1. If an Executive Member is suspended by the WGMLA – See ARTICLE 6 – 4, 1 MEMBERSHIP RESIGNATIONS

2. The Executive Members may suspend, cancel the affiliation of, accept the resignation from a Member or cancel the membership of any member at any time for is deemed ‘just cause’. (i.e. Non-compliance with the WGMLA Code of Conduct or actions (verbal, written or non-verbal) that are not in agreement with the WGMLA Mission Statement or deemed detrimental to Members of the WGMLA may constitute ‘just cause’. Each case will be judged upon it’s personal merits)

3. The President will send a formal notification to the suspended Member and copy the Secretary

10. APPEAL PROCESS

1. If an Executive Member is suspended they may appeal the decision to the current Executive Members

- Must be appealed within seven (7) days of receipt of formal notification of suspension
- Intent to appeal suspension must be made in writing (mail or email only)
- Correspondence addressed to the President and copy to the Secretary
- The President will call a Special Meeting of the Executive Members
- President and Executive Members to review the details and actions taken

- Final decision regarding appeal of conviction must be made within 7 days of date of receipt of intent to appeal suspension notification
- Formal response to be send by the President with a copy to the Secretary
- Executive Member decision will be definitive and binding

11. CONFLICT OF INTEREST

1. Any Executive Member who has either a direct or indirect interest in any Association business (proposal, contract (existing or new), transaction, inter-action or other matters) shall declare a full and open statement outlining the nature of their interest to the Executive Members at the earliest Executive Meeting.
 1. It is at the discretion of the President and the Executive Members to determine the extent of the Executive Member's interest and decide if this is a Conflict of Interest
2. An Executive Member who is in Conflict of Interest
 - Cannot discuss the agenda item or try to influence the Executive Member's decision
 - Cannot vote on that agenda item
 - Cannot be counted in the formation of the quorum
3. If an Executive Member suspects there maybe a Conflict of Interest which has not be declared they shall report it to the President
 - The President will address the concern with the Executive Member who is thought to have a Conflict of Interest
 - The President will address the concern with the Executive Member who reported the perceived incident
 - If the matter is not resolved it shall be discussed with the Executive Members at the Executive Meeting
 - Neither Executive Member (Reporting and Potential Conflict of Interest) shall not take part in the discussion unless requested by the Executive Member's for clarification
 - Neither Executive Member (Reporting and Potential Conflict of Interest) shall vote on the concern

12. RENUMERATION

1. The Association will be operated without the purpose of monetary gain to any of the Association Members. Any, and all surplus or accretions of Association Monetary holdings will belong solely to the Association and will only be used for the purpose of furthering the Association's Mission Statement

2. This excludes any policies related to reimbursement of reasonable expenses to Executive Members or Volunteers to carry out their duties on behalf of WGMLA
 1. Such instances must be approved in advance by the Executive Members
 2. Reimbursement requests must include full documentation and original receipts
 3. All requests are to be made to the Treasurer

13. FINANCES

1. Fiscal Year

1. Shall end on the 31st day of October in each year

2. Banking

1. The funds of the Association shall be deposited in an appropriate legal financial institution for the best benefit of the Association and in the name of the Association.
2. Funds should be deposited within three (3) business days of receipt
3. Post-dated cheques collected at registration may be retained by the Registrar until the cheques become valid
4. All cheques in respect of the funds of the Association shall be signed by 2 signing officers which may include the Treasurer, the President, or another signing officer as designated by the President.
5. All Association deposits shall be made by the Treasurer, the President, or another signing officer as designated by the President
6. Banking transactions must be completed by one of the following:
 - a. Direct deposit via Bank Teller
 - b. Direct deposit via Bank deposit box
 - c. Direct deposit via approved Association banking cards
 - d. Withdrawals by authorized Association cheque
 - e. Approved Merchant Transactions via Association credit card

3. Borrowing

1. The Executive Members, 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. Donations

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

5. Financial Report

1. The financial position of the Association shall be presented to the membership at the annual general meeting.

6. Budgeting and Disbursements

1. At the start of each fiscal year, the Treasurer will prepare, or oversee the preparation of a Association budget that will reflect the expected revenue and expenses for the year. This budget will be presented to the Board for approval.
2. At the beginning of each program season (ie spring field season, house league season, AllStar box season, tournament season etc) the responsible Director will prepare a detailed budget to be reviewed and approved by the President and Treasurer (or delegate).
3. After program budget approval, budgeted disbursements may be authorized by the responsible Director.

7. Non-Budgeted Expenditures

1. All non-budgeted expenditures must be first approved by the Executive Members.
2. Two signing officers may authorize the disbursements of funds not noted in an approved program budget. However, the total non-budget disbursements shall not exceed \$1,000.00 and shall be disclosed in a report to the Executive Members at its next meeting.
3. In the event that an emergency disbursement which exceeds \$1,000.00 is deemed necessary by a Director, express written consent by two signing officers must be obtained before the disbursement is authorized and shall be disclosed in a report to the Executive Members at its next meeting.

14. INTELLECTUAL PROPERTY

1. Each of the Executive Members and Members of the Association may create intellectual property related to the operations of the Association and its activities, but all trade-marks, discoveries, ideas, suggestions, inventions, patents, applications for patents, secrets or trade secrets specifically related to the Association's activities and not generally known outside the Association, all proprietary and financial information, all computer programs owned or used by the Association, lists and records and all information marked as confidential, made, developed, filed, issued to or used by any of the directors, officers and members of the Association, whether or not pursuant to specific instructions, shall be the property of the Association and shall not be divulged or otherwise used by such director, officer or member without written instructions from the Association.

ARTICLE 8

1. ASSOCIATION MEETINGS

1. Rules of Order
 1. Meetings shall be conducted in accordance to "Robert's Rules of Order".
2. Governance & Confidentiality
 1. All Executive Member meetings are open to all WGMLA Members
 2. To encourage participation and honest, open dialogue at these meetings, the privacy of these discussions should remain with only those Members who were present at the meeting.
 3. Any personal matters which arise during the meeting should remain with only those Members who were present at the meeting
 4. Violation of these confidentiality rules may result in suspension of the offending Executive Member.
3. Annual General Meeting (AGM)
 1. West Grey Minor Lacrosse Association will hold an Annual General Meeting on or before October 31 of each Calendar year
 2. The Agenda will include but not be limited to the following sections:
 - Approval of the Agenda
 - Review of the Past Year
 - Treasurer's Report
 - Proposed Amendments to the Association's By-Laws
 - Election of Executive Members
 - Old Business Status and Updates
 - New Business
4. Notice of the AGM shall be made as follows:

- On the West Grey Minor Lacrosse Association website
- Email notification to all current WGMLA Members at minimum 30 days prior to meeting date

5. The President, a person appointed by the President, or in his or her absence a person chosen by a vote at the meeting, shall be chair of the AGM except during the Election of Executive Members

6. A non-Board member, as appointed by the Executive Members, shall chair the elections at the AGM.

7. The chair of the AGM may appoint one or more scrutineers to verify the eligibility of voting members and count the votes. Such scrutineer need not be a member.

8. All Members of the WGMLA, both Playing Members and Adult Members, are welcome to attend the AGM but only Adult Members, who are in good standing, have the right to vote, nominate or run for an Executive Member position

9. All members must sign in at the AGM.

10. The Executive Members shall report on the activities and the affairs of the Association during the preceding year at each AGM.

11. Each current member of the Executive Members and each member of the Association is entitled to one vote at the AGM. There shall be no proxy votes.

12. At all meetings of members, every question shall be decided by a majority of the votes cast and entitled to be cast on the question, either on a show of hands or by ballot.

13. Notwithstanding the foregoing, the chair shall not vote unless there is an equality of votes.

14. The election of directors and officers of the Association shall be decided by a plurality of the votes cast and entitled to be cast on the question, either on a show of hands or by ballot.

15. Voting at a meeting of members shall be by show of hands, except where a ballot is demanded by a member entitled to vote at the meeting or where required by the chair.

16. ballot may be demanded either before or after any vote by show of hands. Upon a show of hands, every person who is present and entitled to vote shall have one vote.

1. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot is required or demanded, an entry in the minutes of a meeting of members to the effect that the chairman declared a motion to be carried is admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against the motion

17. A demand for a ballot may be withdrawn at any time prior to taking of a poll on the ballot

18. If a ballot is demanded or required, the vote upon the question shall be taken in such manner as the chair of the meeting shall direct.

5. Error or Omission

1. Inadvertent errors and/or omissions, when giving notice of the AGM or other Special Meetings, will not invalidate the meeting or revoke any action or decision recorded at that meeting.

6. Nominations

1. The Executive Members may appoint a Nomination Committee. In the absence of a Nomination Committee, the Secretary shall, prior to the AGM, accept nominations to fill all vacancies on the Board and shall report such nominations to the Board not less than ten (10) days prior to such annual meeting.

2. Further nominations shall be accepted from the floor at the AGM provided that each nominee has consented to be nominated verbally, or if absent, in writing.

1. All nominations must be seconded and recorded in the minutes
2. Any member of the Association who is in good standing is eligible for election to the Executive Members.
3. No nomination shall be accepted for the position of President for a person who has not served on the Executive Members for at least one (1) of the immediately preceding two (2) years.
4. No nomination shall be accepted for the position of Treasurer for a person who is not bondable.

7. Special Meetings

1. A Special Meeting of the Association can be called as follows:

- Maybe the result of a motion by the Executive Members or by a petition send to the Secretary which contains at least twenty-five (25) signatures of Adult Members in good standing
- The Special Meeting must be called within fourteen (14) days, by the Executive
- The agenda will deal only with the reason for calling the Special Meeting
 - If there is unanimous consent from those present, then other items maybe added to the agenda
 - This must be noted in the minutes

8. Meeting of Executive Members

1. Executive Members shall meet not less than four times a year. The President shall preside as chair at all meetings of the Executive Members. In the absence of the President, another member of the Executive, so designated by the Executive Members, shall preside.
2. At all meetings of the Executive Members, each member of the Executive 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.
 - Notwithstanding the foregoing, the chair shall not vote unless there is an equality of votes.
3. A quorum is defined as:
 - half or greater (>49%) of the active elected Executive Membership
 - AND
 - one member must be from the following elected roles
 - President
 - Vice-President
 - Treasurer
4. This represents the number of Board members required to be present to transact Board decisions and approvals.
5. Any member or player shall have the right to attend any meeting of the Executive Members. Upon giving 48 hours notice to the Secretary, members shall be allowed to address the meeting of the Executive.
 - These members will not have voting privilege

ARTICLE 9

Voting Procedures

1. A majority of votes cast by the Members present will shall decide every motion or question as follows:

1. Be cast by an Adult Member in good standing
2. For changes and amendments to the By-Laws
 1. Receive a minimum 2/3 majority of the cast votes
3. For all other motions and questions
 1. Receive a minimum 50% plus one (1) of the cast votes
4. The Chair of the meeting will only cast a vote in the event of a tie-breaker

2. Voting at a meeting of members shall be by show of hands, except where a ballot is demanded by a member entitled to vote at the meeting or where required by the chair.

3. A ballot may be demanded either before or after any vote by show of hands. Upon a show of hands, every person who is present and entitled to vote shall have one vote.

1. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot is required or demanded, an entry in the minutes of a meeting of members to the effect that the chairman declared a motion to be carried is admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against the motion

4. Proxy votes are not permitted. All Members must be present at the AGM or Special Meetings to be able to cast their vote privilege.

ARTICLE 10

1. Dissolution

1. 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 Ontario.

ARTICLE 11

1. Amendments to the BY-LAWS

1. Proposals

1. All members in good standing may submit to the Secretary proposed amendments to the By-Laws in writing thirty (30) days prior to the AGM.
2. Proposed amendment changes shall be posted on the website fifteen (15) days prior to the annual meeting.

2. Voting

1. Amendments shall become effective upon attaining a two-thirds (2/3) majority of the votes cast by members at the annual meeting, unless otherwise required by law.

3. Interpretations

1. The Executive may interpret this By-Law, but, in so doing, shall take into consideration that the singular and plural tense, and the feminine and masculine gender shall respectively be interchangeable.
2. 'person' shall include individuals, bodies incorporated, partnerships, syndicates, trusts, unincorporated organizations, associations and any other aggregate of person

ARTICLE 12

1. OTHER REGULATIONS

1. Playing Rules

1. The Association will at all times abide by the Rules and Regulations of the Canadian Lacrosse Association and the Ontario Lacrosse Association

2. Insurance

1. All players shall be insured through the Ontario Lacrosse Association insurance plan.
2. All certified coaches shall be insured through the Ontario Lacrosse Association insurance plan
3. Executive Members who interact directly with players or handle moneys must register online for insurance coverage through the OLA.

3. Indemnities and Protection of Executive Members

1. In the absence of fraud or wilful misconduct, the Executive Members of the Association and their heirs, acting 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 Executive.

4. Notice

1. A notice or document required by the Act, the regulations thereunder, the articles or the By- Laws of the Association to be sent to a member or Director of the Association may be sent by either email, prepaid mail, or

may be delivered personally to, the member at his or her latest address or email address as shown in the records of the Association or to the Director at his or her latest address or email address as shown in the records of the Association. A notice or document if mailed or emailed to a member or Director of the Association shall be deemed to have been given when the email is sent or the mail is deposited in a post office or public letter box. If the Association sends a notice or document to a member or player in accordance with this section and the notice or document is returned because the member cannot be found, the Association is not required to send any further notices or documents to the member until he or she informs the Association in writing of his or her new address or email address.

2. The accidental omission to give any notice or to send any document to any member, director or other person or the non-receipt of any notice or document by any member, director or other person or any error in any notice or document not affecting the substance of the notice or document shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded on such notice or document.
 3. Notice may be waived or the time for the sending of a notice or document may be waived or abridged at any time with the consent in writing of the person entitled to notice. Attendance of any Director at a meeting of the Executive Members or of any member at a meeting of members is a waiver of notice of such meeting, except where he or she attends for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called
5. Changes to Rules & Guidelines
1. On an annual basis the Vice-President shall submit to the Executive Members for review and approval, all rules, guidelines and operating procedure revisions.
 1. This must be completed before the start of the current playing season
 2. No revision may result in violation of an individual Member's rights or freedom
 3. All revisions shall ensure the stability of the Association and the sport of lacrosse
6. The WGMLA may, from time to time, impose other rules and regulations as required to ensure the administration of the program maintains a competitive structure to support the Association and the game of lacrosse within the Association boundaries.

ARTICLE 13

1. Executive Member Position Responsibilities

1. President

1. Term – 2 years – elected in even ending years
2. Pre-Requisite
 1. Must be a Member in good standing
 2. Must have served on the WGMLA Executive in at least one (1) of the previous two (2) years
3. Duties
 1. The President shall
 1. Chair all Association, Special, Executive and Annual General Meetings
 2. Oversee the Association's business to see that it is conducted as directed by the Executive Members
 3. Represent the Association at the Annual General Meeting (AGM) of the Ontario Lacrosse Association (OLA) or SAGM if able
 4. Be the main contact person for all matters dealing with the Ontario Lacrosse Association and Zone 8
 5. Be a signing officer of the Association
 6. Act as an ex-official member of all committees of the Board (except any Nominating Committee)
 7. In conjunction with the Secretary, devise and prepare an agenda for circulation to the Executive Members in advance of each board meeting
 8. Only cast their vote at Board Meetings in the event of a tie vote.
 9. In emergency circumstances, the \President may take actions and decisions without consulting the other Executive Members
 1. These must be reported to the other Executive Members at the next meeting including rationale for the actions / decisions

2. Vice-President

1. Term – 2 years – elected in even ending years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. The Vice-President shall:
 1. be responsible for house league player assessments, if applicable
 2. finding and managing the conveners and coaching staff
 3. creating teams
 4. assist in the scheduling of games and practices
 5. be responsible for public communication including;

1. fielding questions from parents,
2. notifying changes to scheduling
6. fulfill all duties of the President in the President's absence
7. Report status at all Executive Meetings and report at the Annual General Meeting
8. Participate in the annual budgetary process
9. Carry out other duties as assigned by the Executive Members

3. Registrar

1. Term – 2 years – elected in even years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. The Registrar Box Lacrosse shall:
 1. be responsible for all matters relating to the Association's annual box lacrosse registration
 2. Interact with the Ontario Lacrosse Association and Zone 8 on matters relating to registration of players, coaches and volunteers
 3. Report status as requested - Executive Meetings and/or the Annual General Meeting
 4. Participate in the annual budgetary process as required
 5. Carry out other duties as assigned by the Executive Members

4. Treasurer

1. Term – 2 years – elected in odd ending years
2. Pre-Requisite
 1. Must be a Member in good standing
 2. Must be bond-able
3. Duties
 1. The Treasurer shall:
 1. oversee the collection of all accounts
 2. properly record all financial transactions of the Association
 3. oversee the payment of all accounts of the Association
 4. sign all financial documents of the Association
 5. be responsible for the preparation of a yearly budget and obtaining approval of such from the Board
 6. report on the financial position of the Association at each meeting of the Executive Members

7. present an annual balance sheet and report to the Annual General Meeting
8. perform such other duties that are assigned to the Treasurer by the President or of the Executive Members.

5. Secretary

1. Term – 2 years – elected in even ending years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. The Secretary shall
 1. give, or cause to be given, all notices required to be given to members, directors and members of committees
 2. attend and prepare minutes for all meetings of the Executive Members.
 3. Distribute the minutes of all proceedings at these meetings;
 4. assist other Board members with correspondence
 5. schedule and advise all Board members of meeting dates, times and locations, etc;

6. Web Master

1. Term – 2 years, ending in even years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. The Webmaster shall;
 1. be responsible for all matters pertaining to the Association's website
 2. be responsible for the content and management of the Association Internet Web Pages

7. Zone 8 Representative

1. Term – 2 years – elected in even ending years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. Attend all Zone 8 meetings on behalf of WGMLA. If unable to attend ensure an alternate representative is available to attend a Zone 8 meeting.
 2. Provide information to Zone 8 regarding WGMLA activities and solicit feedback from Zone 8 regarding any questions on behalf of WGMLA

3. Provide feedback to the WGMLA Executive regarding actions, decisions and information from Zone 8 meetings

8. Facilities and Equipment Manager

1. Term – 2 years ending in even years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. The Equipment Director shall
 1. be responsible for the maintenance and repair of all equipment,
 2. oversee all equipment purchases
 3. control the assignments of the Association's equipment
 4. arrange storage, distribution and pick-up of the Association's equipment
 5. be responsible for co-coordinating all floor time requirements for the Association including both indoor and outdoor facilities.
 6. Be responsible for all permitting and contracting arrangements related to facilities

9. Sponsorship & Fund-raising

1. Term – 2 years ending in odd years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. The Director Sponsorship & Partnerships shall:
 1. be responsible for all aspects of sponsorship, including the collection of funds
 2. distribute appreciation pictures/plaques to all Association sponsors, as applicable
 3. be responsible for development of partner relationships with relevant brands - lacrosse Associations, equipment suppliers, media outlets and local businesses
 4. Ensure that secured sponsor names are submitted prior to the ordering of jerseys
 5. Provide a list of sponsors to the Vice President, Treasurer and Webmaster

10. Team Representative

1. Term – 2 years ending in odd years
2. Pre-Requisite
 1. Must be a Member in good standing

3. Duties

1. Co-ordinate a team of coaches and volunteers to run the “Try Lacrosse” program
2. Assist the President and Vice President in the coaching selection process and assigning players to teams. Coordinate try-outs as needed.
3. Be responsible for the purchase, distribution and storage of all apparel for teams including team jerseys and other merchandise.
4. Work closely with the Communications Director in regards to development and use of Association logos and assets.
5. Work closely with Sponsorship & Partnership Director with regards to sponsor acquisition and relevant logos required for team jerseys.

11. Privacy Officer

1. Term – 2 years ending in odd years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. Create and maintain a confidential file which shall contain all Criminal Record Checks and Offence Declarations.
 2. Work closely with the Volunteer Coordinator to ensure all coaches and volunteers meet the requirements as per the Ontario Lacrosse Association

12. Scheduler

1. Term – 2 years – elected in even ending years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. Arrange necessary floor time with the arenas
 2. Schedule all representative, tournament and House League games and practices, ensuring fair and equitable time

13. Referee-in-Chief

1. Term – 2 years ending in odd years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties

1. Assign referees and timekeepers for all Representative and House League games using Horizon WebRef system
2. Be responsible for officials and courses and on-going instruction, education and upgrading of officials
3. Recruit new Referees and Timekeepers
4. Work with the Zone and OLRA referee supervisors
5. Track referees' and timekeepers' hours and inform the treasurer to generate pay cheques

14. Volunteer Coordinator

1. Term – 2 years ending in odd years
2. Pre-Requisite
 1. Must be a Member in good standing
3. Duties
 1. Assist the Referee-in-Chief to assign timekeepers for all games
 2. Be responsible for ongoing instruction, education and quality of timekeepers
 3. Inform the Treasurer of fees to be paid to Timekeepers
 4. Facilitate the registration of all bench staff and other non-playing personnel
 5. Communicate regularly with team volunteers (coaches, managers and parent representatives)

15. Past President

1. Term-2 years
2. Pre-Requisite
 1. President of the Association for 2 years
3. Duties
 1. Act as an ex-official member of the Executive Members
 2. Advise the board of past decisions history
 3. Assist the President when requested or until a new president is elected

16. Player Development

1. Term-2 years—elected in odd-numbered years
2. Pre-Requisite
 1. Must be a member in good standing
3. Duties
 1. Being responsible for organizing and providing access to resources to develop the skills of the organization's players and goalies
 2. Arranging for and direct volunteers to assist in the organization and operation of the Paperweight program under the association (or any house-league teams)

3. Developing and communicating program resources including floor time, budget, and arranging games and tournaments
4. Reporting to the General Executive updates of the operation at executive meetings
5. Ensuring that the appropriate skills are taught and the environment is fun in the Paperweight program.

17. Tournament Coordinator

1. Term-2 years—elected in odd-numbered years
2. Pre-Requisite
 1. Must be a member in good standing

3. Duties

1. Selecting, registering and sending payment for all travel teams for minimum of one tournament, and provincials
2. Pre booking and reserving blocks of hotel rooms for all teams
3. Providing team manager with all options and assist in collecting of tournament funds from parents.
4. Working with Registrar to ensure that each team manager is provided with proper documentation for sign in at each tournament

ARTICLE 14

1. POWERS

1. The Directors 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 assigned them by the Executive Members.
2. The Executive Members shall have the power to reprimand, suspend or expel any member or player in accordance with the Code of Conduct, as amended from time to time.
3. The Executive Members shall have the power to remove an elected Director upon two-thirds majority vote. A suspended Director shall have ten (10) days from being given the Association's written notice, in accordance with Article 21, of his or her removal to advise the Immediate Past President or delegate of his or her intention to appeal the removal. Such notice of appeal shall also be in writing with a copy sent to the Association's secretary and an independent review panel will be convened under the authority of the Immediate Past President.

2. BORROWING POWERS

1. The Executive Members, with two-thirds (2/3) majority of those present, may from time to time:
 1. Borrow money on the credit of the Association.

2. Issue, sell or pledge securities of the Association.
3. Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association including book debts, rights, powers, franchise and undertakings to secure securities or any money borrowed or other debt, obligation, liability of the Association.

ADDENDUM A: Discipline and Appeals Process

West Grey Minor Lacrosse Association

1. Any report alleging a breach of member obligations under the WGMLA's Code of Conduct or the OLA Code of Conduct should be submitted in writing, along with a completed Code of Conduct reporting form to be signed by two members, of which one member must sit on the WGMLA Executive Members. This must be submitted to the Club secretary and/or the Club President (or delegate) within 14 days of the event/occurrence.
2. Upon receiving a report, the WGMLA Executive Members will be notified. The Executive Members will then meet to evaluate the merit of the complaint and determine if action is necessary. The decision will be made by majority vote in accordance with Article 7 of GENERAL OPERATING BY-LAW NUMBER 1.
3. If action is deemed necessary, the event/occurrence will be dealt with in accordance with the following process;
 - a. The Executive Members will appoint a sub-committee consisting of 3-5 WGMLA Members to further investigate the event/occurrence. The sub-committee will be chaired by a WGMLA Board of Director's member, with participation by at least 2 other WGMLA Board of Director members. Committee participation can include up to 2 WGMLA Members who are not currently serving on the Executive Members
 - b. The committee will conduct due diligence to further investigate the complaint including issuing invitations to hearings for all affected parties
 - c. At the completion of the due diligence activities, the sub-committee will make a formal recommendation as to what further action is required to address the event/occurrence. Recommendations could include reprimand, suspension, or permanent suspension of the member or player in accordance with Article 14 of GENERAL OPERATING BY-LAW NUMBER 1.

d. The chair of the sub-committee shall then formally report the committee's recommendations to the WGMLA Executive Members. The WGMLA Executive Members will then meet to review and ratify the sub-committee's recommendations. Ratifications related to suspensions, including permanent suspensions, will be dealt with in accordance with Article 14 of GENERAL OPERATING BY-LAW NUMBER 1.

e. Decisions related to suspension can be appealed by the player or member in accordance with Article 14 of GENERAL OPERATING BY-LAW NUMBER 1.