



COWICHAN VALLEY LACROSSE ASSOCIATION

BY-LAWS (as amended November 16, 2020)

BY-LAW 1: Membership

The following shall be eligible to be members of the Society:

- (a) Any person who is interested in the general work of the Association,
- (b) To become a member, an individual shall be the parent of a registered player of the Association or sign a register of members and pay the annual membership fee to be established by the Board from time to time,
- (c) Every member shall be obliged to support the Constitution of the Society.

BY-LAW 2: Cessation of Membership

A person shall cease to be a member of this Society:

- (a) By delivering his written resignation to the Secretary of the Society or by mailing or delivering it to the address of the Society: or
- (b) On his death or in the case of a corporation, on dissolution: or
- (c) By being expelled pursuant to By-Law 3: or
- (d) If fees or dues are payable, on failure to pay those fees or dues for Six consecutive months.

BY-LAW 3: Expulsion

- (a) A member may be expelled by a special resolution of a majority (50% + 1) of the members present at a general meeting.
- (b) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- (c) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

BY-LAW 4: Good Standing

All members are in good standing except a member who has failed to pay his current annual membership fee, if any, or other subscription or debt due and owing by him to the Society.

BY-LAW 5: Meetings

- (a) The Annual Meeting of the Society shall be held within 90 days of the Year End of the Society, with at least fourteen (14) days notice in writing given to all members.
- (b) General Meetings and Special Meetings of the Society may be called the President at any time during the year, or by a majority vote of the Board Members with at least fourteen (14) days notice in writing given

To members:

- (c) Board Meetings shall be held at least once a month in January Through July and bi-monthly during the remaining months with all Board Members given at least two days notice by telephone, fax or e-mail:
- (d) Quorum
 - 1. Quorum at an Annual, General or Special Meeting of the Society Shall be fifteen (15) members.
 - 2. A Quorum at a Board Meeting shall be one-third of the Board Members of the Society
- (e) Voting

Every member present at an Annual, General or Special Meeting of The Society shall be entitled to one vote on each resolution.

BY-LAW 6: The Board of Directors of the Society

The Society shall be governed and represented by its Board of Directors (herein referred to as the "Board") and shall consist of the the Executive and the General Directors.

The Executive Committee shall consist of:

1. President
2. Past President
3. 1st Vice President
4. 2nd Vice President
5. Secretary
6. Treasurer
7. Head Coach
8. Head Referee

The General Directors shall consist of:

1. Registrar
2. Facility Coordinator
3. Equipment Manager
4. Booster Club
5. Head Manager
6. Website Coordinator
7. Referee Allocator

A vacancy in the Executive shall be filled by an appointment by the Executive and shall serve until the next AGM.

BY-LAW 7: Nominations and Elections

All potential candidates must be nominated by a Member in good standing, and be a Member in good standing themselves.

At least one (1) month prior to the Annual Meeting, the President shall appoint a Nominating Chairperson to prepare a list of nominations for each Executive Committee office. Further nominations may be made from the floor at the Annual General Meeting, but such nominee must be present or must have previously signified in writing his intention to stand for the office he has been nominated for.

Election

An election shall be held at the annual general meeting.

The President shall manage and control the elections, with the exception of the election for President, which will be managed and controlled by the the 1st Vice President.

All elected terms shall be two (2) years. The President 2nd Vice President, Treasurer, Head Referee being elected on even numbered years and the remainder of the Executive on odd numbered years. In the event that an executive position was appointed, as per BYLAW 6 , the appointed executive position will stand for election at the next AGM for the remainder of the term.

Elections shall be conducted by secret ballot and the nominee polling the highest number of votes, being elected. In case of a tie, a new ballot shall be taken between the nominees that are tied.

The duties of the Executive shall commence upon completion of the AGM.

BY-LAW 8: Duties and Powers of the Executive Committee

(a) Past President

The Past President's term shall be for one year after expiration of term of office as President and will be non voting.

The Immediate Past President (non-elected) shall perform the duties and carry out the responsibilities allocated or set by the President, if required by the President, and in an advisory capacity when requested by the President.

(b) President

- The President elect shall have served 2 years as an Executive Committee member.
- The President shall preside at all meetings of the Society, Annual General and Special General meetings, and Chair the Discipline Committee, as an Executive member of the Discipline Committee of the Association and supervise the operation of the Society.
- The President shall perform all the duties usually associated with the office of President. The President shall be impartial, fair, patient and courteous while

conducting the meetings with tact and decisiveness, and ensuring that all business is attended to.

- He/she shall have the power to replace an elected member of the Executive Committee who resigns or is not fulfilling the duties assigned to him/her subject to the approval of the appointment of a replacement member by the Executive Committee. He/she shall be an ex-officio member of all Committees.
- The President shall prepare a time-line which includes meeting dates, deadlines, special events, playdowns, provincials and other information for all business of the association at the first Executive Committee meeting.
- The President shall have the power to discipline any Team, player, Team official or member, as outlined in the CVLA By-laws.
- The President sits on all Approval Committees.
- The President shall preside over all Association hosted Tournaments.
- The President is required to attend all VIMLC (Vancouver Island Minor Lacrosse Commission) meetings.
- The President will coordinate and organize promotional events (Jr. Shamrocks).
- The President will be the liaison with community organizations (arena, sportsplex, media).
- The President shall work closely with the association Head Coach and provide assistance with the evaluation and coach selection process.
- The President will review and verify Form 100s and Provincial Declarations that the Head Coach had provided.
- The President is responsible for submission of CVLA (Cowichan Valley Lacrosse Association) nominations for the BCLA (British Columbia Lacrosse Association) awards and in the event there is an award recipient to notify the award recipient.
- The President shall participate in the Finance Budget Committee with the Treasurer.
- The President shall be responsible for looking after nominations and ordering of the year end competitive teams awards and the volunteer appreciation awards. Will need to get the perpetual plaques from the ISC display case and have the current award recipients name engraved on the plaques.
- The President shall be responsible for ordering the trophies for the non-competitive teams (Mini-Tyke, Tyke & Novice).

(c) **1st Vice-President**

- The 1st Vice-President shall fulfill the duties of the President in his/her absence. In the event the President resigns, he/she shall fill that office for the remainder of the unexpired term of office.
- The 1st Vice-President shall Chair any Complaints Investigation Committee. A Complaints Investigation Committee shall comprise of three (3) Executive Committee members including the 1st Vice-President; they will attend to any complaint issues. The 1st Vice-President shall attempt to mediate a solution, or attend to the complaint, by way of an investigation of facts surround the complaint and prepare a report for the President.
- The 1st Vice-President attends Discipline Hearings for Commission.
- The 1st Vice-President is required to attend all VIMLC (Vancouver Island Minor Lacrosse Commission) meetings.
- The 1st Vice-President sits on all Approval Committees.
- The 1st Vice-President is responsible for collecting and verifying all Criminal Record Checks for volunteers.
- The 1st Vice-President handles all injury insurance enquiries.
- The 1st Vice-President will maintain a liaison with all teams, promote and organize pre-school recruiting and provide public relations work for the association.
- The 1st Vice-President will attend any CVLA tournament where needed.
- The 1st Vice-President will work with coaches, managers throughout the season to ensure a smooth transition and answer any enquiries as needed. He/she will organize team schedules and letters to coaches and managers.
- The 1st Vice-President will work closely with the Head Manager in maintaining and updating the Manager's Handbook and current information from BCLA for the current season in play.
- The 1st Vice-President will assist with promotional events (Jr. Shamrocks).
- The 1st Vice-President will assist the President as the back-up liaison with community organizations (arena, sportsplex, media) when needed.

(d) **2nd Vice-President**

- The 2nd Vice-President shall fulfill the duties of the President in his/her absence and in the absence of the 1st Vice-President. In the event the President, the 1st

Vice-President resigns, he/she shall fill the office of the President for the remainder of the unexpired term of office.

- The 2nd Vice-President shall work closely with the Treasurer in reviewing and tracking all Team budgets and Team fundraising projects.
- The 2nd Vice-President shall assist the 1st- Vice-President as an advisor/liaison with Team Managers in regards to fundraising efforts.
- The 2nd Vice-President will assist with promotional events (Jr. Shamrocks).
- The 2nd Vice-President shall work closely with 1st Vice-President in ensuring the Head Manager in gathering all information and materials necessary to be presented to Team Managers at the Manager's Meeting.
- The 2nd Vice-President shall serve as an Office of the Executive Committee, attend all Executive Committee meetings as required.
- The 2nd Vice-President shall organize the association picture day, booking and verification of the facilities, contacting and liaison with the photographer and setting up the schedule.
- The 2nd Vice-President shall look after setting up the registration process, verifying booking facilities, advertisement and working closely with the Registrar.
- The 2nd Vice-President shall work closely with the Equipment Manager to ensure distribution, maintenance, collection, inventory and purchase of all necessary equipment for the Association.
- The 2nd Vice-President shall be responsible for soliciting sponsorship by sending out letters to previous sponsors, canvassing new sponsors, tracking sponsorship and ensuring the sponsors are recognized at the end of the season.
- The 2nd Vice-President shall be responsible for collecting the team lists from managers for the non-competitive teams (Mini-Tyke, Tyke, and Novice) and providing the list to the President to order the trophies.

(f) **Secretary**

- The Secretary shall attend all meetings and to keep an accurate record of the minutes of all meetings of the association, conduct and record all correspondence of the association and notify all members of the date, time and place of the Annual Meeting and shall keep the Register of all members of the Association.
- The Secretary shall be responsible for booking the facility meeting place.
- The Secretary shall notify Executive Committee members when the meetings are held and to request items for the agenda.

- The Secretary shall be responsible for distribution of the meeting minutes to Executive Committee.
- The Secretary shall be responsible for distribution of the previous Annual Meeting minutes at the current Annual Meeting.
- The Secretary shall be responsible for signing in members at the Annual Meeting and recording the minutes of the Annual Meeting.
- The Secretary shall assist the Head Manager with any administrative duties as needed.
- The Secretary shall turn all files, correspondence and documents pertaining to the Association over to his/her successor.

(g) **Treasurer**

- The Treasurer is responsible for maintaining an accurate and proper set of accounting records of the financial affairs of the Association, complete with the supporting documents.
- The Treasurer shall ensure that financial statements are presented to the Executive Committee at all meetings of the Executive Committee and at the Annual Meeting.
- The Treasurer shall work closely with the Registrar in ensuring that monies are collected, documented and correspond with the registration numbers.
- The Treasurer shall work closely with the Registrar in collection or notification to members of any outstanding fees.
- The Treasurer shall receive all monies and ensure that they are properly deposited with the Association bank.
- The Treasurer shall be responsible for payment of all accounts of the Association approved by the Executive Committee.
- The Treasurer shall turn over all books of the accounts, vouchers, and other supporting records to his/her successor.

(h) **Head Coach**

- The Head Coach shall be responsible for coordinating the Coach Selection process in all divisions along with the respective divisional managers, subject to the approval of their committees. The Head Coach will provide Coach Application forms at registration for potential coaches to fill out.

- The Head Coach shall have the authority, subject to the approval of the appropriate committee and the Board, to suspend or replace any coach or manager for inability, lack of interest or conduct detrimental to the best interest of the game, and shall abide by the rules of the Association as laid down by the Board.
- The Head Coach shall implement a progressive system of play for all levels which would be subject in approval by the Board and be responsible to see that the system is carried out by all coaches, by conducting/organizing clinics for all appointed coaches prior to league play and during the season.
- The Head Coach must keep an up to date coach's profile and perform evaluations of coaches during practices and games. A general lacrosse knowledge is necessary and coaching experience is preferred.
- The Head Coach shall be responsible for organizing/coordinating the competitive teams tryouts/evaluations in all divisions, the resolving of all disputes during tryouts/evaluations with the assistance of the Approval Committee.
- The Head Coach sits on all Approval Committees.
- The Head Coach will provide a list of evaluators to the Approval Committee for approval prior to tryouts/evaluations.
- The Head Coach will work closely with the President in providing a fair, systematic tryout/evaluation process.
- The Head Coach will organize Form 100s and Provincial Declarations and submit to BCLA.
- It is recommended that the Head Coach attend all VIMLC (Vancouver Island Minor Lacrosse Commission) meetings if available.

(i) **Head Referee**

- The Head Referee shall be responsible for the recruiting and training of all referees.
- The Head Referee shall report to the Executive Committee on the administration of all Association referees and provide the Executive Committee with information relating to BCLA (British Columbia Lacrosse Association) and or CLA (Canadian Lacrosse Association) rules, regulations and directives.
- The Head Referee shall be responsible for the assignment of referees used in games played by all divisions.
- The Head Referee may appoint a referee assignor with no Executive Committee voting privileges.

- The Head Referee shall be the liaison officer between our Association referees and the head referee of the VIMLC (Vancouver Island Minor Lacrosse Commission).
- The Head Referee is required to attend all VIMLC (Vancouver Island Minor Lacrosse Commission) meetings.
- The Head Referee works closely with the Tournament Coordinator to set up a schedule of referees for each tournament and to ensure the officiating runs smoothly.
- The Head Referee/Referee Assignor shall provide the Association Treasurer with the referee payroll for the previous month so that payment can be accomplished.

BY-LAW 9: Duties and Powers of the General Directors

(a) Registrar

- The Registrar shall ensure that all registration forms are filled out completely and accurately, ensure that the financial requirements of registration are complete and correct and members are in good standing prior to registering for a new season.
- The Registrar will continue to maintain membership throughout the season.
- The Registrar shall be responsible for obtaining all player registration forms and fees. The President shall provide the Registrar with the forms.
- The Registrar shall maintain an accurate player file and file team registration and insurance records as required with the BCLA (British Columbia Lacrosse Association).
- The Registrar shall provide the Approval Committee with registration lists for all divisions.
- The Registrar shall work closely with the Treasurer in ensuring that monies are collected, documented and correspond with the registration numbers.

(b) Facility Coordinator

- The Facility Coordinator shall be responsible for efficient operation of the arenas and lacrosse boxes.

- The Facility Coordinator shall be responsible for allocating all game and practice times for pre-season, season and playdowns.
- The Facility Coordinator shall maintain a liaison with all team managers.
- The Facility Coordinator shall be the main contact person with the booking clerk of the facilities that CVLA uses.
- The Facility Coordinator shall inform the Executive Committee of any issues related to booking of facilities.

(c) **Equipment Manager**

- The Equipment Manager shall be responsible for the purchase of all equipment as directed by the Executive Committee.
- The Equipment Manager shall work closely with the 2nd Vice-President to ensure distribution, maintenance, collection, inventory and purchase of all necessary equipment for the Association.
- The Equipment Manager shall be responsible for the sale of equipment obtained for re-sale to members. He/she shall keep an accurate record of all equipment owned by the Association and furnish an annual report of losses and inventory and make report to the Board at all meetings.

(d) **Booster Club**

- Shall be the liaison between the Executive Committee and Booster Club and make reports at all Executive Committee meetings.
- Must have executive members approval for items that CVLA booster club would like to purchase.
- Liaise with the Head Manager in coordinating the order form for the manager's package.

(e) **Head Manager**

- The Head Manager with the 1st Vice-President and 2nd Vice-President shall coordinate the manager's handbook and materials needed for the season to be handed out at the Manager's Meeting prior to the start of the season.
- The Head Manager shall be responsible for recruiting team managers and their training for liaison between team managers and the Association and League Commissioners.
- The Head Manager with the 1st Vice-President and 2nd Vice-President shall organize a Manager's meeting to distribute packages and to review all contents of packages.

- The Head Manager shall be the liaison with Team Managers throughout the season and provide support and assistance when needed.
- The Head Manager will notify team managers of information as needed (e.g. Picture Day, Lacrosse Day in Cowichan Valley, etc.)

(f) **Website Coordinator**

- The Website Coordinator shall maintain the association website with current season information.
- The Website Coordinator shall set up team accounts with managers.
- The Website Coordinator shall assist the Head Manager from time to time with offering tutorials to Team Managers with posting practices & game schedules on website.

(g) **Referee Allocator**

- The Referee Allocator will work closely with the Head Referee and Facility Allocator in providing a schedule of referees
- The Referee Allocator will provide the Treasurer with a estimate budget cost of number of games the association will incur for the season.
- The Referee Allocator will provide a list of certified referees eligible to referee for the current season.
- The Referee Allocator will submit a monthly report to the Executive Committee of the referee's game allocation.

BY-LAW 10: Association Colours

The uniform colours of the Association shall be a combination of black, red, gold white and blue.

BY-LAW 11: Association Funds

- (1) All Association Funds shall be deposited in a Chartered Bank or credit union as selected by the Executive Committee.
- (2) (a) One current account shall be used for the normal operating expenses of the association from which all expenditures shall be approved by the Board. Cash not immediately required for normal operating expenditures may be invested in Bank Savings Deposits, Short Term Deposit Receipts or Government Bonds which are not subject to market fluctuations.
 - (b) A second current account shall be used for revenues of the Association

Received from the British Columbia Gaming Commission and for expenses
Thereby authorized. Expenditures shall be approved by the Board.

- (c) The signing authority for all financial transactions from their accounts shall be any of two of Executive Committee as determined by the Executive Committee from time to time.

BY-LAW 12: Borrowing Powers

The directors may from time to time, at their discretion, authorize the Society to Borrow money for the purpose of constructing a lacrosse box(es) within the Boundaries of the society's playing area.

BY-LAW 13: Auditing Accounts

On or before September 1st of each year, the Board shall appoint a qualified Accountant to review the Financial accounts of the association, review all accounting procedures and prepare an annual operational statement and balance sheet for Presentation at the Annual Meeting of the Association.

BY-LAW 14: Fiscal Year

The Fiscal Year of the Association shall be October 1st of every year to September 30th of the next year.

BY-LAW 15: Player Registration Fees

The board each year shall set registration fees for all players.

BY-LAW 16: Seal

The Association shall not have a Corporate Seal.

BY-LAW 17: Alterations of By-Laws

The By-laws of the Association shall not be altered except by special resolution. "Special" resolution shall mean a resolution passed by a three-quarters (3/4) majority of such members entitled to vote who are present at an Annual or General Meeting of which notice specifying the intention of proposing the resolution as a special resolution has been duly given 30 days prior.

BY-LAW 18: Books of the Association

The books and the records of the Association may be inspected by a member of Association at the General Meeting.

BY-LAW 19: Office Books and Records of the Association

The office of the Association shall be at such place in the Province of British Columbia As the Board shall determine. The books of accounts and records shall be kept at the office of the Association unless otherwise determined by a director's resolution which resolution will describe the documents to which it applies and the place they are to be kept, and will be effective only from the date of filing with the Registrar of Companies. The Executive shall ensure that all books and records of the Association required by the By-Laws of the Association, or any statute of law are regularly and properly kept, and are open to inspection by the Executive at any time.

BY-LAW 20: Player, Parent, Team Management and Board Member Discipline Contracts

Each year prior to commencement of the playing season, every person involved as a player, coach, manager or referee and their parents and Board Members shall enter into a Discipline Contract pledging to observe the rules of good conduct as developed by the Association. Such Discipline Contract will empower the Board to implement appropriate suspensions and banishment from practice and playing facilities as it deems appropriate. The Board will appoint a Discipline Committee of three persons to investigate and recommend discipline action to the Board. The decision of the board shall not have a right of appeal.

BY-LAW 21: Criminal Record Checks

The Board shall have the right to conduct a criminal record check of any Board Member, or volunteer of the Association and any such person is obligated to cooperate with such a criminal record check. Failure to cooperate will result in an automatic suspension of the subject until such time as the Board is satisfied with the conduct of the subject person.