



GRYPHONS LACROSSE

Bylaws

Version v1.1 - Revised Jan 10, 2023
Adopted Jan 10, 2023

1. Bylaw 1 - MEMBERSHIP

- 1.1. A general member shall consist of any registered team official, registered player of age of majority, or parent or guardian who registered a player within the Fiscal Year who is in good standing.

2. Bylaw 2 - BOARD OF DIRECTORS

- 2.1. The Board of Directors shall consist of no less than five (5) Directors.
- 2.2. The Executive members of the Board of Directors, herein referred to as "Executive", shall include the following elected Director positions:
 - 2.2.1. President
 - 2.2.2. Past-President
 - 2.2.3. Vice-President of Box Lacrosse
 - 2.2.4. Vice-President of Field and Sixes
 - 2.2.5. Vice-President of House League
 - 2.2.6. Secretary
 - 2.2.7. Treasurer
 - 2.2.8. Registrar
- 2.3. The Board of Directors shall include the following appointed non-Executive Director positions:
 - 2.3.1. Director of Programming
 - 2.3.2. Director of Discover Lacrosse
 - 2.3.3. Director of Indigenous Initiatives
 - 2.3.4. Director of Fundraising and Grants
 - 2.3.5. Director of Tournaments
- 2.4. The Board of Directors shall include the following appointed Manager positions:
 - 2.4.1. Manager of Website and Social Media
 - 2.4.2. Manager of Equipment
 - 2.4.3. Manager of Apparel
- 2.5. Other than the President, in the event of unfilled positions, Board of Directors may hold more than one Board of Director positions.

3. Bylaw 3 - ELECTED POSITIONS

- 3.1. Executive positions shall be elected at the AGM by the general membership.
- 3.2. Nominations for executive positions shall be nominated by members in good standing and submitted no less than 24hrs prior to the scheduled AGM. In the event no nominations are submitted prior to deadline, nominations will be taken from the floor.
- 3.3. In the event an Executive position is not filled at the AGM or is vacated prior to the AGM, the Executive may appoint vacant position(s) on an interim basis until the next AGM.
- 3.4. The President, Vice-President of Field and Sixes, Secretary and Registrar will be two (2) year elected positions in odd years.
- 3.5. The Vice-President of Box Lacrosse, Vice-President of House League and Treasurer will be two (2) year elected positions in even years.
- 3.6. The position of President can only be elected from Directors who have served a minimum of one (1) year on the Board of Directors.
- 3.7. Any Director who steps down from their position forfeits their rights and privileges of their Directorship of the Association.



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4. Bylaw 4 - APPOINTED POSITIONS

- 4.1. The Executive shall appoint all non-Executive Board of Directors positions and unfilled Executive positions.
- 4.2. Appointments require majority vote of the Executive.
- 4.3. Appointed positions shall be a term of no greater than one (1) year and end at the AGM.
- 4.4. Board of Director positions that have not been filled by the second General Meeting of the fiscal year shall be appointed to existing Board of Directors.

5. Bylaw 5 - COMMITTEES

- 5.1. The Executive, from time to time, may appoint committees of the Association. Committee chairs and committee members shall be approved by the Executive.
- 5.2. A Term of Reference of the committees shall be prepared and approved by the Executive.

6. Bylaw 6 - MEETINGS

- 6.1. Annual General Meeting (AGM) of the Association
 - 6.1.1. The AGM of the Association shall be at the call of the President. The AGM shall take place no later than fourteen (14) days after fiscal year end.
 - 6.1.2. Notice of the AGM shall be given in writing to all members of the Association in good standing, no later than twenty-one (21) days prior to the holding thereof.
- 6.2. General Meetings of the Association
 - 6.2.1. General Meetings of the Association shall be at the call of the President. The Association shall hold a minimum of six (6) scheduled General Meetings each fiscal year.
 - 6.2.2. Notice of the General Meetings shall be given in writing to all Board of Directors in good standing, no later than seven (7) days prior to the holding thereof.
- 6.3. Special Meetings of the Association
 - 6.3.1. Special Meetings of the Association may be held at the call of the President. Special Meetings of the Association may also be held at the call a Vice-President with a majority request in writing of the Board of Directors.
 - 6.3.2. Notice of Special Meetings shall be given in writing to all members of the Association in good standing, not later than fourteen (14) days prior to the holding thereof.

7. Bylaw 7 – REPRESENTATION AND VOTING AT MEETINGS

- 7.1. AGM and Special Meetings of the Association
 - 7.1.1. All general members of the Association in good standing who are 18 years of age or older are eligible to vote at all AGM or Special Meetings.
 - 7.1.2. Each eligible voting general member of the Association shall be entitled to one (1) vote regardless of the number of member registrations they may hold.
 - 7.1.3. Quorum for the AGM and Special Meetings shall be five (5) general members in good standing.
 - 7.1.4. Voting by proxy is not permitted.
- 7.2. General Meetings of the Association
 - 7.2.1. All Directors of the Association, in good standing, are entitled to vote at all General Meetings except for business related to appointments of committees and positions, budgets, and finances.
 - 7.2.2. Directors who are on the Executive of the Association, in good standing, are entitled to vote for appointments of committees and positions.
 - 7.2.3. Each Director shall be entitled to one (1) vote regardless of the number of positions they may hold.
 - 7.2.4. Quorum for the General Meetings shall be majority of the Directors holding voting positions.
 - 7.2.5. Voting by proxy is not permitted.



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8. Bylaw 8 – ORDER OF BUSINESS AT MEETINGS

- 8.1. The following order of business shall be observed at the AGM of the Association:
 - 8.1.1. Call to Order and Quorum
 - 8.1.2. Approval of Agenda
 - 8.1.3. Minutes of Previous Meeting
 - 8.1.4. Declarations of Conflict of Interest
 - 8.1.5. Treasurer's Report
 - 8.1.6. Director Reports
 - 8.1.7. Resolutions, General or New Business
 - 8.1.8. Amendments to Bylaws and Constitution
 - 8.1.9. Elections
 - 8.1.10. Adjournment
- 8.2. The following order of business shall be observed at the General Meetings of the Association:
 - 8.2.1. Call to Order and Quorum
 - 8.2.2. Approval of Agenda
 - 8.2.3. Minutes of Previous Meeting
 - 8.2.4. Declarations of Conflict of Interest
 - 8.2.5. Committee Reports
 - 8.2.6. Committee and Board of Director Appointments
 - 8.2.7. Treasurer's Report
 - 8.2.8. Director Reports
 - 8.2.9. Resolutions, General or New Business
 - 8.2.10. Adjournment
- 8.3. The following order of business shall be observed at the Special Meetings of the Association:
 - 8.3.1. Call to Order and Quorum
 - 8.3.2. Approval of Agenda
 - 8.3.3. Minutes of Previous Meeting
 - 8.3.4. Declarations of Conflict of Interest
 - 8.3.5. Resolutions, General or New Business
 - 8.3.6. Amendments to Bylaws and Constitution
 - 8.3.7. Adjournment

9. Bylaw 9 – POWERS AND DUTIES OF BOARD OF DIRECTORS

- 9.1. General
 - 9.1.1. Demonstrate commitment to the Association programs and objectives.
 - 9.1.2. Ensure compliance with Association constitution, bylaws and operating policies.
 - 9.1.3. Ensure compliance with area, provincial, and national lacrosse governing bodies.
 - 9.1.4. Determine operating policies, guidelines, and rules with respect to the lacrosse programming, organization, administration, and operation of the Association.
 - 9.1.5. Set registration fees, manage registration and financials of the Association.
- 9.2. President
 - 9.2.1. Schedule, chair and serve notice for all General Meetings, Annual General Meetings and Special Meetings.
 - 9.2.2. In absence of a secretary at a meeting, appoint a secretary for the meeting.
 - 9.2.3. Oversee all Directors and ensure they fulfill their duties.
 - 9.2.4. Ensure all resolutions of the Board of Directors are actioned and implemented.
 - 9.2.5. Develop and review policies, guidelines, and rules of the Association.



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- 9.2.6. Cast deciding votes at Meetings in the event of tie votes.
- 9.2.7. Form a nominating committee to nominate volunteers for elected and non-elected positions.
- 9.2.8. Hold signing authority of the Association.
- 9.3. Past-President
 - 9.3.1. Facilitate the transition of the new President, including transferring of accounts, signing authority and other related administration functions.
 - 9.3.2. Provide guidance and input to the President on past practices, precedence, and objectives.
 - 9.3.3. Assist the President in forming a nominating committee to nominate volunteers for elected and non-elected positions.
- 9.4. Vice-President of Box Lacrosse
 - 9.4.1. Assume the responsibilities of the President in the President's absence.
 - 9.4.2. Prepare and submit reports for General Meetings and AGM.
 - 9.4.3. Oversee the onboarding of Box Lacrosse coaches.
 - 9.4.4. Oversee Box Lacrosse programming and preseason camps.
 - 9.4.5. Box Lacrosse representative for the Box Lacrosse league(s), ensuring input and direction is consistent with the objectives of Association.
 - 9.4.6. Oversee and coordinate team drafts and selection process.
 - 9.4.7. Hold signing authority of the Association.
 - 9.4.8. Oversee traveling teams.
- 9.5. Vice-President of Field and Sixes
 - 9.5.1. Assume the responsibilities of the President in the President's absence.
 - 9.5.2. Prepare and submit reports for General Meetings and AGM
 - 9.5.3. Oversee the onboarding of Field and Sixes coaches.
 - 9.5.4. Oversee Field and Sixes programming and preseason camps.
 - 9.5.5. Field and Sixes representative for the Field and Sixes league(s), ensuring input and direction is consistent with the objectives of Association.
 - 9.5.6. Oversee and coordinate team drafts and selection process.
 - 9.5.7. Hold signing authority of the Association.
 - 9.5.8. Oversee traveling teams.
- 9.6. Vice-President of House League
 - 9.6.1. Assume the responsibilities of the President in the President's absence.
 - 9.6.2. Prepare and submit reports for General Meetings and AGM.
 - 9.6.3. Oversee the onboarding of House League Lacrosse coaches.
 - 9.6.4. Oversee House League programming and preseason camps.
 - 9.6.5. Oversee and coordinate with Community Centre representatives.
 - 9.6.6. Oversee team drafts and selection process.
 - 9.6.7. Hold signing authority of the Association.
 - 9.6.8. Oversee game schedules and year-end jamboree.
- 9.7. Secretary
 - 9.7.1. Maintain records of meetings, including resolutions and actions thereof.
 - 9.7.2. Prepare and distribute minutes for meetings within one (1) week of holding thereof.
 - 9.7.3. Distribute official correspondence and file applications on behalf of the Board of Directors.
 - 9.7.4. Update the Association records archive with approved meeting minutes, official correspondence, budgets, reports and file applications.
- 9.8. Treasurer
 - 9.8.1. Maintain bank account in the name of the Association.
 - 9.8.2. Ensure all withdrawal transactions are signed off by two Directors who hold signing authority of the Association and are who are not in Conflict of Interest.
 - 9.8.3. Ensure financials are in general practice with Generally Accepted Accounting Principles (GAAP).



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- 9.8.4. Ensure all deposit and withdrawal transactions are accounted for.
- 9.8.5. Pay all invoices and accounts within the specified terms of payment.
- 9.8.6. Prepare annual budget with input from the Board of Directors.
- 9.8.7. Prepare monthly financial statements.
- 9.8.8. Prepare annual statement of operations.
- 9.9. Registrar
 - 9.9.1. Ensure all players are registered and are within the zone boundaries.
 - 9.9.2. Prepare player transfer applications and execute the approved transfers.
 - 9.9.3. Ensure registration fees are collected from all players, teams and team officials.
 - 9.9.4. Ensure all team officials are registered and have the required credentials for their position and level of play.
 - 9.9.5. Set up teams in the registration system and prepare official team rosters for each team.
 - 9.9.6. Coordinate sizing for team apparel.
- 9.10. Director of Programming
 - 9.10.1. Prepare and submit reports for General Meetings and AGM.
 - 9.10.2. Provide program support for Vice-Presidents, including skills programming and systems for league play.
 - 9.10.3. Develop draft practice plans for coaches and teams at all levels.
 - 9.10.4. Develop a long-term development program for high-performance lacrosse.
- 9.11. Director of Discover Lacrosse
 - 9.11.1. Prepare and submit reports for General Meetings and AGM.
 - 9.11.2. Oversee Discover Lacrosse programming for schools and communities.
 - 9.11.3. Obtain approvals and permits from area, provincial, and national lacrosse governing bodies.
 - 9.11.4. Plan, schedule and oversee Discover Lacrosse programs.
 - 9.11.5. Coordinate and schedule coaches and resources for Discover Lacrosse programs.
- 9.12. Director of Indigenous Initiatives
 - 9.12.1. Prepare and submit reports for General Meetings and AGM.
 - 9.12.2. Oversee initiatives to support existing indigenous membership and growth of new indigenous membership.
 - 9.12.3. Collaborate and coordinate with the Indigenous Initiative representatives of the area, provincial, and national lacrosse governing bodies.
- 9.13. Director of Fundraising and Grants
 - 9.13.1. Prepare and submit reports for General Meetings and AGM.
 - 9.13.2. Identify new fundraising and grant opportunities.
 - 9.13.3. Coordinate fundraising events for the Association, including application for permits.
 - 9.13.4. Coordinate and work with team managers for fundraising events for teams.
 - 9.13.5. Draft grant applications for the Board of Directors.
- 9.14. Director of Tournaments
 - 9.14.1. Obtain approvals and permits from area, provincial, and national lacrosse governing bodies.
 - 9.14.2. Establish registration process and schedule, including registration date, payment date, roster submission date and cutoff dates.
 - 9.14.3. Prepare game schedule, book facilities, officials, convenors, and volunteers.
 - 9.14.4. Ensure all teams have met their registration requirements, including an official team roster.
 - 9.14.5. Distribute invitations to zones and other leagues.
 - 9.14.6. Review and update tournament rules annually.
 - 9.14.7. Ensure Association Teams have met their volunteer and fundraising commitments for eligibility of reduced team registration fees.



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9.15. Manager of Website and Social Media

- 9.15.1. Maintain website and social media sites.
- 9.15.2. Field website and social media questions and inquiries.
- 9.15.3. Solicit input from Executive to ensure website and social media information and responses are consistent with the objectives of Association.

9.16. Manager of Equipment

- 9.16.1. Maintain a complete inventory of all equipment and its condition.
- 9.16.2. Maintain an equipment sign-out list.
- 9.16.3. Ensure no equipment is signed-out without appropriate authorization.
- 9.16.4. Ensure equipment deposits are collected and returned.
- 9.16.5. Identify and provide proposals on equipment requiring repair and replacement.
- 9.16.6. Coordinate team equipment and jersey pickups.
- 9.16.7. Provide recommendation to Board or Directors for approved vendors.
- 9.16.8. Ensure approved vendors meet agreed upon terms and conditions

9.17. Manager of Apparel

- 9.17.1. Oversee team apparel orders.
- 9.17.2. Provide recommendation to Board or Directors for approved vendors.
- 9.17.3. Ensure approved vendors meet agreed upon terms and conditions.

10. Bylaw 10 - CONFLICT OF INTEREST

- 10.1. General members and Board of Directors must disclose all real or perceived conflicts of interest that may conflict with the interests of the Association.
- 10.2. General members and Board of Directors must forfeit voting privileges on subjects of real conflicts of interest, including resolutions and elections.
- 10.3. Directors shall not sign off on expenses where they are in real or perceived conflict of interest.

11. Bylaw 11 - GOOD STANDING

- 11.1. A general member or Board of Director shall be in good standing with the Association provided they meet the following:
 - 11.1.1. No outstanding debts to the Association, including fees, equipment or property.
 - 11.1.2. Have not been suspended or expelled from membership, or have had other membership restrictions or sanctions imposed.
 - 11.1.3. Has complied with the Constitution, Bylaws, policies and rules of the Association.
- 11.2. The Executive shall review the status of all general members and Board of Directors and make determination of they are in good standing.

12. Bylaw 12 - AMENDMENTS

- 12.1. The Constitution and Bylaws may be amended by 2/3 vote of quorum at the AGM or Special Meeting.
- 12.2. Proposed amendments must be provided to the membership no less than fourteen (14) days prior to the AGM or Special Meeting.

13. Bylaw 13 - FISCAL YEAR

- 13.1. The fiscal year shall start on the first day of the calendar year and end on the last day of the calendar year.