



## JDF Lacrosse Association

### CONSTITUTION

The name of the Society is JUAN DE FUCA LACROSSE ASSOCIATION

The purposes of the Society are:

1. To promote, teach, and encourage the game of box and field lacrosse;
2. To teach respect for all players, officials coaching and management staff, and spectators at all times;
3. To develop community spirit;
4. To honor and celebrate the Indigenous origins of the game of lacrosse;
5. To promote the interest of lacrosse in this community for the greatest number of participants;
6. To actively support the game of lacrosse at all playing levels;
7. To promote the game of lacrosse in schools; and
8. To encourage tournament, play and establish links with similar clubs.



## Juan de Fuca Lacrosse Association Bylaws

November 19, 2023

### 1. Part 1 – Definitions

1.1. In these bylaws, unless the context otherwise requires:

- (a) “**Annual General Meeting**” (AGM) means the required annual meeting of the members of the Society;
- (b) “**Association**” is the Juan de Fuca Lacrosse Association (JDF);
- (c) “**Appointed positions**” – are individuals appointed by the elected Directors to fulfill an operational duty of the Association.
- (d) “**BCLA**” is the British Columbia Lacrosse Association;
- (e) “**Box Lacrosse**” refers to the game of lacrosse played within an indoor or outdoor arena box setting;
- (f) “**Directors**” means the elected officers of the Association;
- (g) “**Executive Committee**” refers to the Executive of the Juan de Fuca Lacrosse Association and is comprised of both the elected Directors and appointed positions;
- (h) “**Extraordinary General Meeting**” refers to any meeting of the membership, outside of the AGM
- (i) “**Field Lacrosse**” refers to the game of lacrosse played within a field setting;
- (j) “**JDF**” is the Juan de Fuca Lacrosse Association;
- (k) “**Lacrosse**” refers to the game of lacrosse either played in the box or field setting, unless specifically referenced;
- (l) “**Society**” refers to the Juan de Fuca Lacrosse Association;
- (m) “**Societies Act**” means the *Societies Act* of the Province of British Columbia;
- (n) “**Registered address**” of a member means their address as recorded in the register of members;
- (o) “**VIFLL**” refers to the Vancouver Island Field Lacrosse League, responsible for minor field lacrosse;
- (p) “**VIMLC**” refers to the Vancouver Island Minor Lacrosse Commission, with responsibility for minor box lacrosse.

1.2. The definitions of the *Societies Act* on the date these bylaws became effective apply to these bylaws.



## 2. Affiliation

- 2.1. The Association shall maintain affiliation both with the British Columbia Lacrosse Association (BCLA), the Vancouver Island Minor Lacrosse Commission (VIMLC), and the Vancouver Island Field Lacrosse League (VIFLL) and shall observe all laws, rules and regulations by which those Associations are governed.

## 3. Membership

- 3.1. The members of the Association are the applicants for incorporation of the Society, and those persons who subsequently have become members, in accordance with these bylaws and, in either care, have not ceased to be members.
- 3.2. Every member shall uphold the constitution and comply with these bylaws.
- 3.3. A person shall cease to be a member of the Association:
- a) By delivering their resignation in writing to the Secretary of the Association or by mailing or delivering it to the address of the Association;
  - b) On their death;
  - c) On being expelled; or
  - d) On having been a member not in good standing for 12 consecutive months.
- 3.4. A member may be expelled by a special resolution of the members passed at a general meeting:
- a) The notice of the special resolution for expulsion shall be accompanied by a brief statement at the meeting.
  - b) 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.
- 3.5. All members are in good standing except a member who has failed to pay their current annual box or field lacrosse membership fee or any other subscription or debt due and owing by them to the Association and they are not in good standing so long as the debt remains unpaid.
- 3.6. There are three levels of membership in the Association: Playing Member, Voting Member, and Non-Voting Member:
- a) **Playing Member**
    - i. Registered with the Association Registrar;
    - ii. The annual registration fees in the current box and/or field lacrosse season having been paid;



- iii. During box season, reside within the areas known as View Royal, Highlands, Colwood, Langford, Metchosin, and Sooke or outlying areas or not residing in the aforementioned districts but wishing to register with the Association and being eligible to play in any Lacrosse Division as determined by the BCLA; and registered with the Association.
  - iv. During field season, reside within the areas known as View Royal, Highlands, Colwood, Langford, Metchosin, Sooke, and Victoria/Esquimalt or outlying areas or not residing in the aforementioned districts but wishing to register with the Association and being eligible to play in any Lacrosse Division as determined by the BCLA; and registered with the Association.
- b) **Voting Member** in good standing (must be 18 years of age or over):
- i. Parent or Guardian of at least one registered member. Only one member per playing member(s) family may be a voting member at any given meeting. Playing member(s) family is defined as Mother, Father, and all guardians;
  - ii. Any non-parent coach, non-parent bench staff, trainer, manager or official of the Association as registered with the BCLA;
  - iii. All persons elected or appointed by the Association.
- c) **Non-Voting Associate Member:**
- i. Any person not meeting the requirement for a Voting Member, may become a Non-Voting Member upon sponsorship of two Voting Members and acceptance by the Executive Committee; or
  - ii. Any player registered to play in any above Minor Lacrosse Division, as determined by the BCLA Directorates, and wishing to affiliate with the Association; or
  - iii. Any coach, assistant coach, trainer, manager or official of the Association under the age of 18.

## 4. Notices to Members

- 4.1. A notice may be given to a member in writing either personally, by mail to their registered address or by email on record.
- 4.2. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 4.3. Notice of a general meeting shall be given to every member shown on the register of members on the day notice is given via email to each member address on record and will be posted on the Association website and other social media platforms.
- 4.4. No other person is entitled to receive a notice of general meeting.



## 5. Registration and Fees

- 5.1. All playing members are to be registered according to the current BCLA policy.
- 5.2. Registration fees for playing members shall be fixed by the Executive Committee.
- 5.3. Sponsorship fees shall be fixed annually by the Executive Committee.

## 6. Meetings of the Members – Extraordinary General Meetings

- 6.1. Every General Meeting, other than an Annual General Meeting (AGM), is an Extraordinary General Meeting or Special Meeting.
- 6.2. The Directors may, when they think fit, convene a General Meeting.
  - a) Notice of a General Meeting shall be given two weeks in advance, specify the place, day, and hour of the meeting, and, in case of special business, the general nature of that business.
  - b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 6.3. The order of business at a general meeting is as follows:
  - a) Determine if there is a quorum;
  - b) Approve the agenda;
  - c) Approve the minutes from the last general meeting;
  - d) Deal with the unfinished business from the last General Meeting; and
  - e) New business.
- 6.4. The President of the Association, General Manager, a vice-president or in the absence of all, one of the other Director's present, shall preside as chairman of a General Meeting.
- 6.5. No resolution proposed at a General Meeting need be seconded and the chairman of a meeting may move or propose a resolution.
- 6.6. The President shall not have a casting vote except in the event of an equality of votes being the only vote they are entitled to as a member.
- 6.7. Each voting member in good standing present at an Annual General Meeting or General Meeting of members is entitled to one vote. Voting by proxy is not permitted.



#### 6.8. Adjournment by Chair

- a) The Chairperson of the General Meeting may, or if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.
- b) When a General Meeting is adjourned for 30 days or more notice of the continuation of the adjourned meeting must be given.

#### 6.9. Quorum

- a) No business, other than the adjournment or termination of the meeting, shall be conducted at a General Meeting at a time a quorum is not present.
- b) If at any time during a General Meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- c) Quorum at a General Meeting is 3 elected Directors, 4 appointed positions and 10 from the general membership.

## 7. Annual General Meetings & Election of Directors

#### 7.1. Annual General Meetings:

- a) An Annual General Meeting of the Society shall be held at least once in every calendar year and within fifteen months of the last Annual General Meeting.
- b) At an Annual General Meeting, the following business is ordinary business:
  - i. Adoption of rules of order;
  - ii. Consideration of any financial statements of the society presented to the meeting;
  - iii. Consideration of the reports, if any, of the executive or auditor;
  - iv. Election of executive members and appointment of board members; and
  - v. Business arising out of a report of the board not requiring the passing of a special resolution.

- 7.2. A notice of an Annual General Meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasonable judgement concerning that business



- 7.3. The election of Directors will take place at the Annual General Meeting. The following qualifications are required of Directors. A Director must be an individual member who:
- a) is at least age 18;
  - b) has not been found to be incapable of managing their own affairs by any court in Canada or elsewhere;
  - c) has not been convicted in any jurisdiction of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless:
    - i. the court orders otherwise;
    - ii. 5 years have elapsed since the last to occur of the end of the period set for suspension of the passing of a sentence without a sentence having been passed; the imposition of a fine; the end of the term of imprisonment; and the end of the term of any probation, or a pardon was granted or issued, or a record suspension was ordered, under the Criminal Records Act of Canada and the pardon or record suspension has not been revoked or ceased to have effect;
    - iii. Has agreed in writing to serve on the Board of Directors; and
    - iv. Is elected or appointed in accordance with these bylaws.
  - d) The President's position can only be filled by an individual that has served at least one term as a Director on the JDF Executive Committee
- 7.4. The election of the Directors shall be conducted as follows:
- a) At least one month before the Annual General Meeting, under the direction of the President, the Executive Committee shall appoint a nominating committee of 3 people 18 years or older. It shall be the responsibility of this committee to prepare and present a list of nominees, for each elected office.
  - b) Further nominees may be made from the floor. The nominees if not present at the meeting must have previously provided written assurance that they will stand for office.
  - c) The President shall appoint two scrutineers from the floor to conduct the election of officers.
  - d) Elections shall be done by an appropriate voting system agreed to by the Executive Committee.
  - e) Separate elections shall be held for each Directors position to be filled.
  - f) An election may be made by acclamation; otherwise, it shall be by ballot.



- g) If no successor is elected the person previously elected or appointed continues to hold office. The members may by special resolution, remove a Director before the expiration of the Director's term of office, and may elect a successor to complete the term of office.

7.5. Terms of office for the Directors of the Association:

- a) Each Director shall serve 2 years;
- b) President, Vice-President Field 1, Vice-President Box 2, Registrar, Vice-President Female to be elected on odd number years (starting 2023 for a two-year term); and
- c) Vice-President Box 1, Vice-President Box 3, Treasurer, Secretary, Vice-President Field 2 to be elected on even number years. (starting 2022 for a two-year term)

7.6. All elected Directors are expected to attend the Annual General Meeting. Exceptions to be granted with permission from the President.

7.7. No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office.

7.8. In the event of a resignation of position, and if deemed necessary by the President, a replacement for the remainder of the term shall be selected by clear majority vote of the Executive Committee.

7.9. Whenever, in the judgment of the Directors of the Executive, the best interests of the organization will be served, any Executive member may be removed from office by the affirmative vote of two-thirds of the Directors of the Executive. Any Director may resign at any time by delivering a written resignation to the President or the Secretary.

7.10. Directors must not be remunerated for being or acting as a Board member. Upon approval of the Board, a Director may be reimbursed for reasonable expenses while engaged in the affairs of the Association.





## 8. Executive Committee

8.1. The Executive Committee is comprised of:

### **Elected Directors:**

- a) President
- b) Vice-President Box 1
- c) Vice-President Box 2
- d) Vice-President Box 3
- e) Vice-President Field 1
- f) Vice-President Field 2
- g) Vice-President Female
- h) Secretary
- i) Treasurer
- j) Registrar

### **Appointed Positions:**

- k) Head Coach
- l) Head Referee
- m) Equipment Manager
- n) Floor Allocator
- o) Tournament Coordinator
- p) Whaler Wear Coordinator
- q) Marketing Manager
- r) Referee Allocator
- s) Risk Manager
- t) Gaming Manager
- u) Head Manager
- v) Jersey Manager
- w) Webmaster
- x) Past President
- y) Additional Appointed Positions, as required.



## 9. Duties of Elected Directors

### 9.1. The **President** shall:

- a) At any time convene a meeting of the Executive Committee;
- b) Preside at all meetings of the Association and its Executive Committee;
- c) Provide “political” leadership to the Association;
- d) Provide vision to the Association;
- e) Is the head of the Association and shall supervise the other officers in the execution of their duties;
- f) Be an ex-officio member of all committees;
- g) Be responsible for the administration of the Association;
- h) Liaise with other Associations;
- i) Ensure that all Executive Committee members are made aware of their duties; and
- j) Must attend all VIMLC and VIFLL meetings, if unable to attend, a Vice President or General Manager must be delegated.

### 9.2. The **Vice President Box #1** shall:

- a) Oversee box lacrosse activities in the divisions assigned by the executive.
- b) Carry out the duties of the President during their absence;
- c) Serve on any committee of the Association at the discretion of the President and General Manager; and
- d) Attend meetings scheduled by the Vancouver Island Minor Lacrosse Association and along with the president and 2nd vice president, represent the association in all discussions and votes at the VIMLC.
- e) Attend meetings of the Juan De Fuca Lacrosse Executive
- f) Attend and support JDF events such as tryouts, assessments, tournaments and league games along with other JDF executive.
- g) Serve on the JDF Minor Lacrosse Disciplinary Committee
- h) Serve on any committee of the Association at the discretion of the President; and
- i) Perform other related duties as required;
- j) If the President shall resign or not be able to carry on for any reason, VP Box shall assume the duties of the President for the remainder of the term
- k) Act in the capacity of mediator or trouble shoot potential issues with teams, parents and coaches in the divisions assigned by the executive.
- l) Actively participate in the organization of the divisions assigned by the executive.
  - Arranging (with the assistance of the Head Coach) certification of Coaches in his/her division
  - Coordinating evaluation sessions and tryouts for their divisions as part of the tryout committee
  - Coordinating the team selection process in their divisions
- m) Overseeing day to day problems in their divisions
- n) Report to the President.



9.3. The **Vice President Box #2** shall:

- a) Oversee box lacrosse activities in the divisions assigned by the executive.
- b) Carry out the duties of the Box VP1 during their absence;
- c) Serve on any committee of the Association at the discretion of the President; and
- d) In the absence of VP1 the VP2 shall attend meetings scheduled by the Vancouver Island Minor Lacrosse Association and along with the President and other Vice Presidents, represent the association in all discussions and votes at the VIMLC
- e) Attend meetings of the Juan De Fuca Lacrosse Executive
- f) Attend and support JDF events such as tryouts, assessments, tournaments, and league games along with other JDF executives.
- g) Serve on the JDF Minor Lacrosse Disciplinary Committee when needed
- h) Serve on any committee of the Association at the discretion of the President; and
- i) Perform other related duties as required.
- j) Act in the capacity of mediator or troubleshoot potential issues with teams, parents and coaches in the divisions assigned by the executive.
- k) Actively participate in the organization of the divisions assigned by the executive.
  - Arranging (with the assistance of the Head Coach) certification of Coaches in his/her division
  - Coordinating evaluation sessions for their divisions
  - Coordinating the team selection process in their divisions
  - Overseeing day to day problems in their divisions
- l) Report to the President

9.4. The **Vice President Box #3** shall:

- a) Oversee box lacrosse activities in the divisions assigned by the executive.
- b) Carry out the duties of the Box VP2 during their absence;
- c) Serve on any committee of the Association at the discretion of the President; and
- d) In the absence of VP1 and VP2, the VP3 shall attend meetings scheduled by the Vancouver Island Minor Lacrosse Association and along with the President and other Vice Presidents, represent the association in all discussions and votes at the VIMLC.
- e) Attend meetings of the Juan De Fuca Lacrosse Executive



- f) Attend and support JDF events such as tryouts, assessments, tournaments and league games along with other JDF executives.
- g) Serve on the JDF Minor Lacrosse Disciplinary Committee when needed
- h) Serve on any committee of the Association at the discretion of the President; and
- i) Perform other related duties as required;
- j) Act in the capacity of mediator or troubleshoot potential issues with teams, parents and coaches in the divisions assigned by the executive;
- k) Actively participate in the organization of the divisions assigned by the executive.
  - Arranging (with the assistance of the Head Coach) certification of Coaches in his/her division
  - Coordinating evaluation sessions for their divisions (if applicable)
  - Coordinating the team selection process in their divisions
  - Overseeing day to day problems in their divisions
- l) Report to the President

9.5. The **Vice President Field #1** shall:

- a) Oversee field lacrosse activities in the divisions assigned by the executive.
- b) Carry out the duties of the President during their absence.
- c) Serve on any committee of the Association at the discretion of the President; and
- d) Perform other related duties as required pertaining to Field Lacrosse;
- e) If the President shall resign or not be able to carry on for any reason during field season, Field VP1 shall assume the duties of the President until the next AGM.
- f) Actively participate in the organization of the divisions assigned by the executive.
  - Arranging (with the assistance of the Head Coach) certification of coaches in his/her division
  - Coordinating evaluation sessions for their divisions (if applicable)
  - Coordinating the team selection process in their divisions
  - Overseeing day to day problems in their division

9.6. The **Vice President Field #2** shall:

- a) Oversee field lacrosse activities in the divisions assigned by the executive;
- b) Carry out the duties of the Field VP1 during their absence;



- c) Serve on any committee of the Association at the discretion of the President; and
- d) Perform other related duties as required pertaining to Field Lacrosse;
- e) Actively participate in the organization of the divisions assigned by the executive.
  - Arranging (with the assistance of the Head Coach) certification of Coaches in his/her division
  - Coordinating evaluation sessions for their divisions (if applicable)
  - Coordinating the team selection process in their divisions
  - Overseeing day to day problems in their divisions
- e) Report to the President

9.7. The **Vice President Female** shall:

- a) Oversee female box and field lacrosse activities;
- b) Carry out the duties of the Vice President Field during their absence;
- c) Serve on any committee of the Association at the discretion of the President and General Manager; and
- d) Perform other related duties as required.
- e) Report to the President

9.8. The **Secretary** shall:

- a) Conduct the correspondence of the Association which is to be promptly and properly actioned and file copies made readily available to the Executive Committee;
- b) Issue notices of meetings of the Association and Executive Committee;
- c) Keep minutes of all meetings of the Association and the Executive Committee. Minutes will be kept in accordance with the *Societies Act* guidelines;
- d) Send minutes to be posted on the website;
- e) Have custody of all records and documents of the Association except those required to be kept by the Treasurer;
- f) On completion of the term of office turn over all files, communication and documents pertaining to the affairs of the Association to a successor;
- g) Perform other related duties as required; and
- h) In the absence of the Secretary from a meeting, the Executive Committee shall appoint another person to act as secretary at the meeting;
- i) Attend all Executive Committee Meetings;



- j) Maintain correspondence chains and access the mailbox;
- k) Report to the President.

9.9. The **Treasurer** shall:

- a) Keep financial records, including books of account, necessary to comply with the Societies Act. These books shall be kept accurately up-to-date and readily available for audit when necessary;
- b) Render financial statements to the Executive Committee, members, and others monthly;
- c) Ensure that all funds received in the name of the Association are deposited into accounts held at a financial institution;
- d) Ensure that all bills owed by the Association are paid. Outstanding accounts shall be paid by cheque, signed by the Treasurer and President or in absence, the General Manager. Management of non-general revenue accounts may be delegated to other Executive Committee members at the discretion of the Treasurer with the approval of the President;
- e) Maintain signing authority;
- f) Present financial statements to the JDFLA Association Members at monthly Association meetings;
- g) Provide suggestions to the Board on financial matters associated with the current budget and comparisons to budget;
- h) Chair the Budget Committee which prepares the annual budget;
- i) Assist the Director of gaming to ensure gaming compliant accounting, spending and any documentation as required;
- j) Chair a team treasurer meeting at the beginning of the season and assist team treasurers in their duties as required;
- k) Present a detailed statement of the finances of the Association at the AGM; and
- l) Perform other related duties as required;
- m) Report to President.

9.10. The **Registrar** shall:

- a) Maintain a record of all playing members;
- b) Be responsible for the annual registration of all playing members, teams and team officials with the BCLA;



- c) Advise the Treasurer of any refunds to be made;
- d) Process late registrations and withdrawals/refunds; and
- e) Perform other related duties as required.

#### 9.11. **DUTIES OF APPOINTED POSITIONS**

##### 1) Duties Of the **Head Coach(s)**

- Develop and present on floor programs and establish team play guidelines;
- Attend all Executive Committee meetings;
- Ensure coaches are aware of upcoming coaching clinics and register accordingly;
- Hold Coaches meetings;
- Prepare a list of persons recommended to coach teams in the Association and submit this list to the Executive Committee for ratification prior to commencement of league play for all teams;
- Assist with player evaluations;
- Liaise with the Executive Committee on behalf of coaches;
- Prepare report for Annual General Meeting;
- Report to the President.

##### 2) Duties Of **Head Referee**

- Attend Executive Committee meetings and advise of referee issues;
- Institute and supervise referee's clinics and continuous training program to ensure a high caliber of refereeing for the Association;
- Ensure frequent supervision and instruction of officials in game situations;
- Communicate with Referee Allocator on an ongoing basis;
- Conduct training programs to meet the time-keeping and score-keeping requirements of all home games of the Association;
- Support officials both on and off the floor;
- Report to the President.

##### 3) Duties Of **Equipment Manager**

- Inventory equipment and maintain ledger;
- Ensure appropriate storage during winter months;
- Distribute goalie gear to individuals and obtain rental charge;
- Distribute and collect balls and goalie gear pre and post season;
- Ensure equipment is cleaned, repaired and/or replaced as necessary;
- Ensure arenas/playing surfaces are ready for start of season, i.e. shot clocks set up, remotes working, goalie nets are in good working condition;
- Report to the President.

##### 4) Duties Of **Floor Allocator**

- Plan and organize all practice floor times in The Q, the JDF Arena, JDF Box and the Belmont Box and any other facilities required as and when needed;
- Sit as a member of the Vancouver Island Minor Lacrosse Commission Scheduling Committee;



- Ensure that Head Coach(s), Head Referee & Head Manager receive copies of league schedules;
- Allocate practice times on an equitable basis;
- Standardize practice times to ensure maximum use of facilities;
- Schedule all meetings and floor times with the facilitator of Westshore Parks and Recreation, as required; “selling back” unused floor time;
- Coordinate with Treasurer the forwarding of any invoices or credits in a timely manner;
- Coordinate with the Tournament Coordinator all facilities required for tournaments; and
- Perform other related duties as required;
- Report to President.

5) Duties Of **Tournament Coordinator**

- Act as liaison between division tournaments and the Executive Committee;
- Schedule meetings with division representatives (Team Manager or Designate);
- Ensure that Committee members and division representatives are aware of their duties and responsibilities;
- Chair tournament meetings and remain active committee member;
- Maintain presence at all tournaments (including minor Provincials) either in person or by appointed designate; monitor and report to the Executive Committee;
- Ensure any fundraising activities taking place during the tournament are approved by the Executive Committee to ensure that appropriate application and gaming requirements are met;
- Be available to offer advice on behalf of the Executive Committee;
- Ensure documentation of monies raised through gaming permits and coordinate with Gaming Manager in relation to Gaming Licenses.

6) Duties Of **Whaler Wear Coordinator**

- Procure Association souvenirs in the promotion of the sport of Lacrosse;
- Obtain Association wearing apparel for re-sale; and
- Perform other related duties, as required;
- Coordinate with Treasurer the forwarding of any invoices or credits in a timely manner;
- Keep a running inventory of merchandise and approximate value;
- Report to President.

7) Duties Of **Marketing Manager**

- Promote JDF Lacrosse and the sport of lacrosse via social media (Facebook, Twitter and the JDF Website etc.) both during the on and off season (12 months of the year);
- Promote all three tournaments –Debbie Cooper, Travis Bateman and Captain Cook;
- JDF Lacrosse in the community –register for parades and community events, advertising (JDF Board, Westhills wall etc.);
- Perform other related duties as required.





8) Duties Of **Referee Allocator**

- Ensure that referees are allocated for all the Association's playing commitments;
- Ensure that officials are paid for games and travel as required; and;
- Perform other related duties as required.

9) Duties of **Risk Manager**

- Ensure that all coaches, managers or other volunteers of the JDFLA who occasionally may have to have unsupervised contact with players have a current Criminal Record Check on file;
- Ensures the facilities being used by the JDFLA are in good work order, communicates with the Westshore Recreation;
- Ensure all injury reports have been filed to BCLA in a timely fashion;
- Report to the President.

10) Duties Of **Gaming Manager**

- Assist with the Treasurer's duties under the direction of the treasurer with respect to the gaming account;
- Apply for Gaming monies on behalf of Juan de Fuca Lacrosse;
- Complete all relevant summary event reports and year end summary reports;
- Apply for all association event gaming licenses;
- Ensure all teams are adhering to Gaming guidelines;
- Assist team applications for various licenses, including 50/50 draws, raffles, etc., and maintain association policies on these matters.

11) Duties Of **Head Manager**

- Attend all Association meetings;
- Coordinate a meeting with all team managers at the beginning of the season to communicate policies and guidelines;
- Update managers handbook and maintain information for submission to the JDF website;
- Coordinate team photos;
- Communicate via emails and meetings throughout the season with managers for updates and changes;
- Communicate and prepare team awards for the Annual General Meeting;
- Collect the form 100B and submit with payment to BCLA;
- Collect declaration forms for teams declaring for provincials and submit to BCLA;
- To council all managers on policies and guidelines;
- Report to the President.



12) Duties Of **Jersey Manager**

- Co-ordinate between team managers and Association to ensure all teams have correct amount of jerseys that are in good condition handed out at the beginning of the season and returned by July 31<sup>st</sup>;
- Ensure storage for all team jerseys are antique during and end of the season;
- Ensure that all jerseys are clear of holes, snags and stains;
- Attend all Executive Committee meetings;
- Maintain a working inventory of all jerseys in storage and with teams;
- Assist with future planning and ordering of jerseys, pinnies and shorts;
- Bring to the attention of the Executive Committee any players who damaged or did not return their jerseys;
- Report to the President.

13) Duties Of **Webmaster**

- Assume a lead role in maintaining the JDFLA website;
- Manage the domain [www.jdfllacrosse.com](http://www.jdfllacrosse.com) and keep current;
- Receive information from board members and post it to website in timely manner;
- Keep web calendar of activities current and relevant;
- Maintain hosting agreement for web pages and manage bandwidth usage;
- Backup content of web pages on a regular schedule;
- Provide graphic support materials for board members where applicable.<sup>3</sup>

14) Duties Of **Past President**

- The immediate past president may be appointed to perform duties and carry out responsibilities allocated or set by the current president or any board of director as required in an advisory role.

9.12. Terms of office for the appointed positions of the Executive Committee shall be for a period of one year. The term of the year is from the initial AGM to the following AGM.

9.13. Appointed positions should be selected by the Directors within three months of the Annual General Meeting.

9.14. The duties of the appointed positions of the Executive Committee will cover the span of both box and field seasons. The specific duties of each Executive Committee appointed position are outlined in the JDF Policy Manual.

9.15. Each member of the Executive Committee is responsible to the President. The President shall be responsible to the general membership of the Association.

9.16. A Director may serve only in one Director position at any one time.

9.17. Any rule superseding a current decision by the Executive Committee, shall not be overturned or deemed invalid.



- 9.18. In addition to various powers, duties and authorities herein conferred upon them, the Executive Committee shall have the following powers and authority:
- a) to deal with protests and complaints;
  - b) to suspend or expel members for willful violation of the Association's objectives;
  - c) to cancel certificates of registration for cause; and
  - d) to deal with every application of transfer.
- 9.19. No Executive Committee member shall be remunerated for being or acting as an Executive Committee member. An Executive Committee member or Association representative shall be reimbursed for expenses necessarily and reasonably incurred while engaged in the affairs of the Association, with the approval of the Executive Committee.

## 10. Executive Committee Meetings

- 10.1. The Executive Committee, which includes both elected Directors and appointed positions, may meet together, either in-person or virtually, at the place they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- a) The Executive Committee may from time to time fix the quorum necessary to transact business, unless so fixed the quorum shall be 3 voting elected Directors and 4 appointed position.
  - b) The President, or designate, shall chair all meetings of the Executive Committee, but if at a meeting the President is not present within 30 minutes after the time appointed to hold the meeting, the General Manager shall act as chair; but if neither is present the Executive Committee present may choose one of their number to be chair at that meeting.
  - c) Executive Committee will meet on a monthly basis or at the call of 3 directors or the President. Quorum must be present for the meeting to proceed.
  - d) Only Executive Committee members present shall be entitled to vote. Voting by proxy is not permitted.
- 10.2. Association members may attend Executive Committee meetings. If confidential issues need to be discussed at an Executive Committee meeting, an in-camera session will be called and members asked to leave the meeting.
- 10.3. The Executive Committee may delegate issues or decisions to committees consisting of executive members or members as they see fit.
- a) A committee so formed in the exercise of the powers so delegated and shall conform to any rules imposed on it by the Executive Committee. The Committee shall report every act or thing done in exercise of those powers to the Executive Committee.
  - b) The members of the committee may meet and adjourn as they think proper.



## **11. Borrowing Powers**

- 11.1. The Association shall have no borrowing power.

## **12. Books and Records**

- 12.1. The fiscal year of the Association shall terminate on the 31st day of August in each year.
- 12.2. The office of the Association shall be located in the Province of British Columbia as determined by the Board of Directors. The books of account and records shall be kept at such place in Greater Victoria as determined by the Board and shall be open to inspection by the Executive at any time. If requested the Board will also facilitate the inspection of books and records by members within a reasonable timeframe (e.g., within 30 days). The Board shall see that all books and records of the Association required by the Bylaws of the Association, of any statute or law are regularly and properly kept.

## **13. Operating Policy**

- 13.1. The JDF will operate under the rules and regulations of the Canadian Lacrosse Association, BCLA, VIMLC and VIFLL as well as the JDF Policy Manual. Should there be any discrepancies, JDF will follow the BCLA's Policies and Procedures.

## **14. Bylaws**

- 14.1. On being admitted to membership, each member is entitled to and the Association shall give them, without charge, a copy of the constitution and bylaws of the Association.
- 14.2. Amendments or alterations to the Constitution or any of the Bylaws of this Association may be made at any Annual General Meeting, or General Meeting of the Association, but only by a special resolution.
- 14.3. No such amendments shall be made unless carried by a vote of 75% of the members voting at an Annual General Meeting or a general extraordinary meeting.
- 14.4. Notice of any proposed amendment or alteration shall be given in writing to the Secretary at least 45 days prior to the date of the meeting at which such amendment is to be submitted and the Secretary shall cause such changes to be emailed to all members 30 days prior to the meeting.



## 15. Dissolution

15.1. In the event the Association should at any time be wound up or dissolved, the remaining assets after payment of all debts and liabilities shall, within 1 year, be distributed by the Executive Committee to a not-for-profit organization(s) of their choosing.

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Adam Ranns  
JDF Lacrosse President

Date

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Jessica Lejeune  
JDF Lacrosse Secretary

Date