



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 23, 2025

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 directors**” Are individuals appointed by the elected Directors to fulfill an operational duty of the Association and do not have voting rights.
- (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 and appointed directors of the Association;
- (g) “**Elected Directors**” are individuals elected at the AGM and have voting rights.
- (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.



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1.3 If there is a conflict between these bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, will prevail.



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 catchment as defined by BCLA or VIMLC or outlying areas if wishing to register with the Association through the release process and being eligible to play in any Lacrosse Division as determined by the BCLA.
 - iv. During field season, reside within the catchments as defined by BCLA or VIFLL or outlying areas if wishing to register with the Association through the release process and being eligible to play in any Lacrosse Division as determined by the BCLA.
- b) **Voting Member** in good standing (must be 18 years of age or over):
- i. Parent or Guardian of at least one registered playing 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 Board of Directors; 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 Board of Directors.
- 5.3. Sponsorship fees shall be fixed annually by the Board of Directors.

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, 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 directors 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 directors;
 - iv. Election of directors 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.

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 Board of Directors 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) 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 Board of Directors.
- 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 Elected Directors of the Association:

- a) Each Elected Director shall serve 2 years;
- b) President, Vice-President Field Programs & Development, Registrar, Vice-President Female Programs & Development, to be elected on odd number years (starting 2023 for a two-year term); and
- c) Vice-President Box Programs & Development, Vice-President Finance, Secretary, Vice-President Operations, 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. Any Director may resign at any time by delivering a written resignation to the president or the secretary. 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 Board of Directors.

7.9. Whenever, in the judgment of the Elected Directors, the best interests of the organization will be served, any Board of Directors may be removed from office by the affirmative vote of two-thirds of the Elected Directors.

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. Board of Director Positions

8.1. The Board of Directors is comprised of:

Elected Directors (voting positions):

- a) President
- b) Vice-President Box – Programs & Development
- c) Vice-President Field – Programs & Development
- d) Vice-President Operations
- e) Vice-President Female – Programs & Development
- f) Secretary
- g) Vice-President - Finance
- h) Registrar

Appointed Positions (non voting positions):

- a) Division Director (box)
- b) Division Director (box)
- c) Division Director (box)
- d) Division Director (field)
- e) Division Director (field)
- f) Coaching Director
- g) Officials Director
- h) Director of Administration
- i) Equipment Manager
- j) Floor/Field Allocator
- k) Events Coordinator
- l) Whaler Wear Coordinator
- m) Marketing Manager
- n) Referee Allocator
- o) Risk Manager
- p) Assistant Treasurer
- q) Head Manager
- r) Jersey/Uniforms Manager
- s) Past President
- t) Additional Appointed Positions, as required.



9. Duties of Elected and Appointed Directors

9.1. The **President** is the Chair of the Board and is responsible for supervising the other directors in the execution of their duties.

9.2. The **Vice President Box – Programs & Development** shall:

- a) During the active discipline, is the vice chair of the board and is responsible for carrying out the duties of the president in their absence. Aids in the strategic planning of the operation of the association.
- b) Reports to the President

9.3 The **Vice President Female - Programs & Development** is responsible for doing, or making the necessary arrangements for the following:

- a) Aids in the strategic planning of the operation of the association
- b) Oversees lacrosse teams and activities in all female divisions
- c) Completes other tasks as required
- d) Reports to President

9.4 The **Division Director 1, 2, 3** (box) shall:

- a) Oversees box lacrosse teams and activities in the divisions assigned by the Board.
- b) Completes other tasks as required
- c) Reports to VP Box - Programs & Development

9.5 The **Division Director 1, 2** (field) shall:

- d) Oversees box lacrosse teams and activities in the divisions assigned by the Board.
- e) Completes other tasks as required
- f) Reports to VP Box - Programs & Development

9.6 The **Secretary** shall:

The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) Issuing notices of general meetings and directors' meetings;
- (b) Taking minutes of general meetings and directors' meetings;
- (c) Keeping the records of the Society in accordance with the Act;
- (d) Conducting the correspondence of the Board;



- (e) Filing the annual report of the Society and making any other filings with the registrar under the Act.
- (f) Reports to the president

9.7 Absence of secretary from meeting:

In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

9.8 The **Vice President of Finance** shall:

The VP of Finance is responsible for doing, or making the necessary arrangements for, the following:

- (a) Receiving and banking monies collected from the members or other sources;
- (b) Keeping accounting records in respect of the Society's financial transactions and all assets;
- (c) Preparing the associations financial statements
- (d) Reports to the president

9.9 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.

9.10 The **Vice President of Operations** shall:

The VP of Operations is responsible for doing, or making the necessary arrangements for, the following:

- (a) Aids in the strategic planning of the logistical and operational functions of the association. Includes scheduling, facilities management, equipment oversight and event support.
- (b) Reports to the president



9.11 PRIMARY ROLE OF THE APPOINTED DIRECTORS

1) Role Of **DIRECTOR OF COACHING**

- Leads the selection of coaching staff and provides guidance on player development for all teams within their active discipline. Works with the Board members as required for the successful guidance and support of all coaches.

2) Role Of **DIRECTOR OF OFFICIALS**

- Oversees referee training, development and operations for all JDFLA referees.

3) Role Of **EQUIPMENT MANAGER**

- Procure, distribute and manage all equipment for box and field program delivery.

4) Role Of **FLOOR/FIELD ALLOCATOR**

- Contract for services related to the use of facilities required for program delivery.
- Sit as a member of the Vancouver Island Minor Lacrosse Commission Scheduling Committee.

5) Role Of **EVENTS COORDINATOR**

- Responsible for executing events that promote community engagement, fundraising, and participation in the organization's programs including Tournaments and other events as determined by the Board.

6) Role Of **WHALER WEAR COORDINATOR**

- Manage the design, procurement and sales of association-branded apparel and merchandise.

7) Role Of **MARKETING MANAGER**

- Responsible for the marketing and communications activities of the association.

8) Role Of **REFEREE ALLOCATOR**

- Ensure that referees are allocated for all the Association's playing commitments.



9) Role Of **RISK MANAGER**

- Ensure all players and members are in compliance with the BCLA Risk management policy.

10) Role Of **ASSISTANT TREASURER**

- Supports the VP – Finance with financial operations as required.

11) Role Of **HEAD MANAGER**

- Oversees the selection of team managers and provides information, leadership, and direction throughout the season.
- Works with the Board members as required for the successful guidance and support of all managers

12) Role Of **JERSEY/UNIFORM MANAGER**

- Maintain an accurate inventory of all association game jerseys. Responsible for the procurement, distribution and maintenance of game jerseys and design approval for all custom jersey orders.
- Responsible for organizing, ordering, and distributing pre-ordered game shorts.

12) Role 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 the board of directors as required in an advisory role

9.12 Terms of office for the appointed positions of the Board of Directors 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 Elected Directors within three months of the Annual General Meeting.

9.14 The duties of the appointed positions of the Board of Directors will cover the span of both box and field seasons. The specific duties of each Board of Directors appointed position are outlined in the JDF Job Descriptions.

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



- 9.16 An Elected Director may serve only in one Elected Director position at any one time.
- 9.17 Any rule superseding a current decision by the Board of Directors, shall not be overturned or deemed invalid.
- 9.18 In addition to various powers, duties and authorities herein conferred upon them, the Elected Directors 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 Director shall be remunerated for being or acting as a director. A Director 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 VP of Finance and in accordance with the budget.



10 BOARD MEETINGS

10.1 The Board of Directors, 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 Board 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 Directors.
- b) The President, or designate, shall chair all meetings of the Board of Directors, but if at a meeting the President is not present within 30 minutes after the time appointed to hold the meeting, the VP Programs & Development of the active discipline shall act as chair; but if neither is present the Elected Directors present may choose one of their number to be chair at that meeting.
- c) Board of Directors 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 Board of Director members present shall be entitled to vote. Voting by proxy is not permitted.

10.2 Association members may attend Board of Director meetings. If confidential issues need to be discussed at a Board of Director meeting, an in-camera session will be called and members asked to leave the meeting.

10.3 The Board may delegate issues or decisions to committees consisting of Board of Directors 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 Board. The Committee shall report every act or thing done in exercise of those powers to the Board of Directors.
- b) The members of the committee may meet and adjourn as they think proper.

10.4 The board shall establish the following standing committees comprised of the members of the board:

- Nominations Committee
- Finance/Audit Committee
- Governance/Ethics Committee

10.5 The Board may establish the following and other ad hoc committees as required:

- Assessment/Tryout Committee
- Discipline Committee
- Events Committee



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10.6 The Board may at any time amend the mandate, composition, or duration of any committee or dissolve any ad hoc committee.



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 Board of Directors 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 14 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 Board of Directors to a not-for-profit organization(s) of their choosing.

Kyla Pedlow
JDF Lacrosse President

Date

Jessica Lejeune
JDF Lacrosse Secretary

Date