

Lacrosse New Brunswick By-Laws

November 2023

TABLE OF CONTENTS

Title..... Page 1

Table of Contents..... Page 2

By-Law 1 – Membership..... Page 3

By-Law 2 – Meetings..... Page 5

Bylaw 3 – Executive Duties and Powers..... Page 9

Bylaw 4 – Executive Job Description Page 12

Bylaw 5 – Committees..... Page 17

Bylaw 6 – Life Time Membership Awards..... Page 21

Bylaw 7 – Financial..... Page 21

Bylaw 1- Membership

1.1 *Membership*

- 1.1.1 An individual may become a member of the Association upon application for membership through individual lacrosse Club/Associations/Schools or as an individual member at a prescribed membership fee as set at the Annual General Meeting.
- 1.1.2 Any individual who is serving on the Executive of a club/association shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.
- 1.1.3 Any individual who is serving on a committee of Lacrosse New Brunswick, or on the Board of Lacrosse New Brunswick shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.

1.2 *Definitions*

1.2.1 *Club/Association*

A Club/Association is an organization established for the purpose of playing one or more discipline(s) of the game of lacrosse within a defined geographical area. Typically, a club/association consists of a number of teams.

1.2.2 *League*

A League is a group of three or more teams playing scheduled games that result in a champion being declared at the end of the season. All leagues must operate under the authority of a club/association or of two or more clubs/associations.

1.2.3 *Team*

A Team is a group of players that are playing for a Club/Association. An individual may be registered in more than one sector and in more than one age division per sector. However, an individual may only be registered with one team in a sector age division with the exception of club elite or representative teams.

1.2.4 *School*

i) A Sixes or Field lacrosse school program may register with Lacrosse New Brunswick at the prescribed membership fee. The school will become a full and active member of the Association that it is zoned within.

1.3 *Withdraw Membership*

- 1.3.1 Members may withdraw from membership by giving written notice to the Provincial Office.
- 1.3.2 On receipt of said notice by the Provincial Office, the applicant shall cease to become a member.
- 1.3.3 Members who have withdrawn shall remain liable for payment of any assessment, dues or any other sums levied by the Association, and further, that no refund of fees shall be issued.

1.4 *New Club/Associations*

- 1.4.1 If a member club/association representing a particular sector has formed in a geographical area, i.e. rural town or city, that member club/association has the exclusive sector rights in that geographical area.
- 1.4.2 If anyone wishes to establish a new association representing the same sector as an existing association in a geographic area, the new club/association must receive permission in writing from the existing club/association and a copy of that letter must be in the L.N.B. office before the new club/association's membership is accepted.
- 1.4.3 If anyone wishes to establish a new sector club/association in a geographic area that already has a Lacrosse New Brunswick Association member club/association, the new club/association must notify the existing club/association in writing of its intent, and a copy of that letter must be in the L.N.B. office before the new sector club/association's membership will be accepted.

Bylaw 2 - Meetings

2.1 *General Meetings*

- 2.1.1 The Annual General Meeting is to be composed of the following delegates:
- 2.1.2 Each Club/Association in good standing shall be represented by their President (or his/her designate). Each Club/Association President shall represent their association and vote on its behalf.
- 2.1.3 Each member of the LNB Board shall have one vote.

2.2 *Date*

- 2.2.1 The Annual General Meeting of Lacrosse New Brunswick shall normally be held on the third weekend of October each year. This may be changed at the discretion of L.N.B. Executive. Depending on restrictions placed on Lacrosse New Brunswick and the Member Associations, the Annual General Meeting has the ability to be completed online.
- 2.2.2 The Lacrosse New Brunswick Annual General Meeting shall be rotated throughout the province to club/associations willing to co-host this event. The location of the following year's Annual General Meeting shall be determined at the current Annual General Meeting.

2.3 *Voting & Notices*

- 2.3.1 Voting shall proceed by a show of hands, unless 3 delegates request a ballot prior to the calling of the vote by the Chairperson.
- 2.3.2 In the event of a tie vote, the Chairperson shall cast the deciding vote.
- 2.3.3 Except for "special resolutions", an affirmative vote will be indicated by a simple majority of delegates present.
- 2.3.4 Any constitution/policy changes that have been placed through the Lacrosse New Brunswick office, in accordance with 2.5.2, will require a simple majority to pass at the Annual General meeting.
- 2.3.5 Any By-Law changes that are brought to the Annual General Meeting floor not in accordance with 2.5.2 will require a 2/3 majority to come to the floor to be voted on.
- 2.3.6 If there are any policy changes that involve a particular sector, changes may be voted on and approved in the specific sector's operating policy.
- 2.3.7 If changes are made to a sector's operating policy, the following rules must be upheld:
 - (a) Any policy that is changed must not contradict the Lacrosse Canada and Lacrosse New Brunswick's bylaws and policies.
 - (b) Does not involve Lacrosse New Brunswick monetary issues.
- 2.3.8 Membership fees shall be the exclusive domain of the General Meetings of the Association.

2.3.9 Any point not covered by the present Bylaws or the Policy Handbook shall remain the exclusive responsibility of the Executive. The executive may make revisions or additions, which will be “de facto” policy until the next general meeting of the Association at which time a vote will be taken on each change.

2.3.10 These Bylaws may be amended at any General Meeting of the Association.

2.4 *Quorum*

2.4.1 At the Annual General Meeting quorum is constituted by the delegates present.

2.5 *Communication*

2.5.1 Lacrosse New Brunswick must, within 60 days of the Annual General Meeting, notify all members of the date, location, and schedule of the Annual General Meeting. There will also be a reminder of the deadline for submitting any changes to the Constitution/Policy Manual.

2.5.2 Any changes to the Constitution/Policy Manual must be in the office of Lacrosse New Brunswick at least 30 days before the Annual General Meeting.

2.5.3 Lacrosse New Brunswick is responsible for communicating to all associations any proposed changes to the Constitution, By-law and Policy Manual at least 15 days before the Annual General Meeting, so that each association can review them.

2.6 *Chairperson*

The President of the Association shall chair the Annual General Meeting, but may relinquish this duty to one of the Vice Presidents.

Election Policies

2.7 *Election*

2.7.1 Elected Presidents of Associations within the Province will, by virtue of their position of association President, serve as a director of LNB.

2.7.2 [Removed]

2.7.3 No person may be elected to the board if they are not in attendance at the meeting unless correspondence is presented on behalf of the individual.

2.7.4 The Director's term of office shall be:

(a) for the President, for two years beginning on the even numbered years.

(b) Vice Presidents, elected or appointed for two years beginning on the odd numbered years.

(c) Treasurer, for two years beginning on the even numbered years.

(d) Referee In Chief, for two years beginning on the even numbered years.

(e) Secretary, for two years beginning on the odd numbered years.

2.7.5 Qualifications of Directors – A person elected or appointed as a director must be of the age of majority at the time of his or her election. Individuals elected or appointed for a position on the Board of Directors but not having active membership status as a member of a Member Association shall, if elected, be deemed to have Active Individual Membership status and his or her membership fee shall be waived.

2.7.6 The office of Director shall be automatically vacated:

- i) if a Director shall resign his office by delivering a written resignation to the Head Office of the Corporation;
- ii) if a Director is found by a court to be of unsound mind;
- iii) if a Director becomes physically unable to fulfil his duties;
- iv) if a Director becomes bankrupt or suspends payment or compounds with his creditors;
- v) if at a special general meeting of members a resolution is passed by at least two-thirds (2/3) of the voting members present at the meeting of which notice specifying the intention to pass such a resolution has been given, that the Director be removed from office;
- vi) on death;

provided that if any vacancy shall occur for any reason in this paragraph contained, the L.N.B. Executive by majority vote, may by appointment, fill the vacancy with a member of the Association for the duration of his term.

2.7.7 *Resignations and vacancies:* If any member of the Board shall resign their office or without reasonable excuse absent themselves from two or more Board meetings, or be expelled from the Association, the Directors (by motion) may declare their office vacated and may appoint a successor in their place to hold office until the next AGM. If the appointment is confirmed at the AGM the new Director will hold office of the remainder of the term for the vacated office, whether that be for one or two years. If the appointment is not confirmed, an election will take place for an interim Director for the rest of the previous Directors term. If the resignation occurs at the AGM, then an election will take place for the remainder of the individual's term.

2.7.8 Vacancies on the Board, however caused, may be filled by the Board of Directors from among Active Members of LNB, but also including such individuals as the Board may recruit if they shall see fit to do so; otherwise vacancies shall be filled at the next AGM

2.7.9 The Directors shall serve as such without remuneration, and no Director shall directly or indirectly receive any profit from his position as such; provided that a Director may be paid or reimbursed for reasonable expenses incurred by him/her in the performance of his duties.

2.7.10 A retiring Director shall remain in office until the dissolution or adjournment of the meeting at which his/her retirement is accepted and his successor is elected.

2.8 *Special General Meeting*

2.8.1 On request of the President of the Association, or

- 2.8.2 On simple majority request of the Executive, or
- 2.8.3 On special request of at least 3 members of Associations.
- 2.8.4 A Special General Meeting shall be held at a place, time and date set by the President.
- 2.8.5 The President will have 2 working days, after receiving a request for a Special General Meeting, to set a date for the meeting, which shall be within 45 days of receiving that request.
- 2.8.6 A Special General Meeting shall be called in writing, as in policy 2.9, and the notice of convocation shall include the subject for the meeting's attention.
- 2.8.7 Delegates at a Special General Meeting are those as defined in 2.1.
- 2.8.8 Quorum and voting at a Special General Meeting shall be as defined by 2.1, 2.3, & 2.4.
- 2.9 *Procedure*
- 2.9.1 Any dilemma concerning the procedure of a General Meeting shall be resolved in accordance with Parliamentary Procedure.
- 2.10 *Semi-Annual General Meeting*
- 2.8.8 Quorum and voting at a Special General Meeting shall be as defined by 2.1, 2.3, & 2.4.
- 2.9 *Procedure*
- 2.9.1 Any dilemma concerning the procedure of a General Meeting shall be resolved in accordance with Parliamentary Procedure.
- 2.10 *Semi-Annual General Meeting*
- 2.10.1 Voting rights will be the same as the previous Annual General Meeting with the addition of any new Associations and Teams that have been established.
- 2.10.2 That the Semi-Annual General Meeting be held prior to June 30 each year with the location to be determined by the Executive by March 31. The audited financial statement will be an item on the agenda

Bylaw 3 – Executive Duties and Powers

3.1 *Duties and Powers*

3.1.1 The affairs of the Association shall be governed by the Executive, which shall consist of the Officers of the Association. The officers of the Association consist of the President, Treasurer, V.P. Operations, V.P. Provincial Teams, V.P. Planning/Development, Secretary and Official in Charge.

3.1.2 *Ex Officio Member:*

The Past President of the Association shall be an Ex Officio Member of the Board and shall not have the right to a vote.

3.1.3 The Lacrosse New Brunswick Executive Members shall be subject to being appointed to the following Lacrosse Canada Committees: Men’s Field Chair, Women’s Field Chair, Box Chair, Sixes Chair, Coaching Chair, Gender Equity Chair, and Canada Games Chair. If the Executive members are unable to fill these roles, the Association Presidents may be subject to being appointed in these positions. Association President will determine who is appointed to each committee depending on workload.

3.1.4 The management of the business and affairs of LNB is vested in the Board who may exercise all such powers and do all acts and things on behalf of LNB as may be exercised or done by LNB in general meetings. Without restriction, the generality of the foregoing, the duties of the Board shall be to administer, supervise and otherwise carry on the business and affairs of LNB except those specifically reserved for the LNB general meeting.

3.1.5 Subject to the Letters Patent, the Board may make such rules and regulations that it deems necessary for carrying out the objective of LNB and for better defining the duties of its officers and its directors and agents, employees and committees and may alter, amend or repeal the same.

3.1.6 The Board may establish such standing committees or ad hoc committees as in its sole discretion, it deems advisable and may delegate to such committees such of its power, duties, and functions as it deems necessary. The Board shall specify the terms of reference of any such committee. Membership on such committees shall not be restricted to members of the Board, however, any such committee shall normally be Chaired by the LNB Director.

3.1.7 The Board is authorized the power to delegate to the President or a committee of the Board such that of its sole discretion it shall decide, for the purpose of the management of the business and the affairs of LNB between the meetings of the Board.

3.2 *Election*

3.2.1 The officers of the Association shall be elected as outlined in 2.1, 2.3, & 2.4.

3.3 *Quorum*

3.3.1 A quorum for meetings of the Executive shall be four (4) voting members.

3.4 *Meetings*

- 3.4.1 The Executive shall meet as often as it deems necessary.
- 3.4.2 Any member of the Executive Board who is absent from three (3) consecutive scheduled meetings for other reasons than sickness, leave of absence, paid employment obligations or travel distance, may forfeit his/her membership on the Executive. Any member forfeiting membership shall not be permitted to stand for office the following year.
- 3.4.3 At the discretion of the Executive, if an Executive member or the Executive Director is late for an Executive meeting, \$1.00 for every minute late shall be deducted from their expenses for the meeting. These expenses include:

Meals

Hotel

Car Mileage

Miscellaneous Expenses

3.5 *Voting*

- 3.5.1 At meetings of the Board, all Executive shall have 1 (one) vote except the President and Past President. The President shall cast a vote only in the event of a tie.
- 3.5.2 Under special circumstances, the Executive may vote on an issue by mail or by email. A quorum must be reached as per policy 3.3.1, which states that 4 voting members shall constitute a quorum. Members not available to attend a meeting may vote in advance by mail or email; therefore, this individual shall be included as a member of the quorum.

3.6 *Chairperson*

- 3.6.1 The President shall chair all meetings of the Executive.
- 3.6.2 In the eventuality that the President is unable to complete his/her term, the Executive shall meet and appoint an interim President. The Chairperson for this meeting will be the Treasurer. The appointed individual will remain in the position until the next AGM or SAGM where the individual will be confirmed in this role or an election will take place as per 2.7.7

3.7 *Powers of the Executive*

The powers of the Executive are as follows:

- 3.7.1 To formulate, prescribe, change and correct the Policy Handbook and Nationals Handbook of the Association on condition that it be in accordance with the objectives of the Association and, in general, to make decisions on all business submitted to the Executive.
- 3.7.2 To organize, program and regulate all the activities of the Association.

- 3.7.3 To sanction activities within the Association's jurisdiction and to resolve any dilemma held in appeal.
- 3.7.4 To nominate permanent committees, special committees and to hire individuals to take charge of special or specific business.
- 3.7.5 To budget revenues and to authorize expenditures.
- 3.7.6 To supervise and coordinate the work of the committees of the Association with no prejudice to the rights and powers of said committees.
- 3.7.7 To hire, discharge and discipline employees of the Association in accordance with conditions of employment established by the Executive.
- 3.7.8 Make necessary adjustments to the programs of the Association for its effective operation.
- 3.7.9 Sanction competitions, clinics and other activities under the jurisdiction of the Association so long as the events are within the policies as set out by the Policy Handbook.

Bylaw 4 – Executive Job Description

4.1 *Executive*

4.1.1 *President*

- 1) Attend all executive meetings.
- 2) Attend and represent Lacrosse New Brunswick at all Lacrosse Canada meetings when required.
- 3) Attend all financial committee meetings.
- 4) Make sure that all operations of Lacrosse are operating smoothly by ensuring all Executive members and the Board of Directors are fulfilling their duties, roles, and responsibilities.
- 5) Be in contact with the office, Executive Director, and Technical Director.
- 6) Sign cheques when required.
- 7) Appoint additional members of the Executive as required, subject to the approval of the Executive.
- 8) Have the power, subject to the approval of the Executive, to replace any of the elected members whom he/she feels is not fulfilling his/her duties
- 9) Assist the Executive members

Directing

D The President shall be the employer of the Executive Director and Technical Director. They shall provide direction to the Executive Director and Technical Director on behalf of the Board and the members of Lacrosse New Brunswick.

D They shall oversee all Executive Members and Directors of the organization. To provide direction and accountability to these members to ensure LNB is working effectively.

D The President shall call and chair all Board of Director meetings at least once a month up to and including the Annual Meeting or when requested to do so by at least half of the Executive members.

Monitoring

D The President shall be the employer of the Executive Director and Technical Director. They shall monitor the performance of the Executive Director and Technical Director on behalf of the members of Lacrosse New Brunswick. This shall include at least one yearly evaluation and goal setting session.

D They shall oversee all operations of Lacrosse New Brunswick and assist the Executive Director and Technical Director in ensuring all Board members are performing their duties.

D The President shall coordinate with the Executive Director and Technical Director all correspondence to the membership of Lacrosse New Brunswick.

D The President shall be notified of the time and place of all committee meetings and may attend meetings when required.

D Review and approve the bank financial statement quarterly (four times a year).

4.1.2 *V.P. Operations*

- 1) Attend all executive meetings.
- 2) Chair all operation meetings
- 3) Attend all planning & development meetings
- 4) Work with all Directors (Presidents of the Member Association(s)) and make sure that all information brought to them has been taken care of within each Member Association.
- 5) Have all sectors submit their budgets to assist with their season planning.
- 6) Be in contact with the office and Executive Director and Technical Director on a regular basis.

Planning

- 7) Be an assistant to the President
- 8) Fulfil all of the duties of the President in the President's absence
- 9) Assist Executive members
- 10) Be one of LNB's signing officers

D The V.P. Operations should act as the liaison for Lacrosse New Brunswick with each Member Association Director.

D They should ensure the sector will submit a budget plan prior to the specified deadline.

D This individual should ensure the sector budget-planning meeting is open to all interested parties for the corresponding sector and properly communicated in advance of the meeting.

D The V.P. Operations should work in co-operation with the Executive Director and Technical Director to educate the Member Association(s) on their funding guidelines and priority areas.

Monitoring

D The V.P. Operations shall take a lead role in monitoring and assisting the Member Association's activities.

D They shall be in communication with the Member Association(s) on a regular basis to ensure their plans are followed through, and to assist the Member Association in the execution of their plans.

4.1.3 *Treasurer*

- 1) Attend all executive meetings.
- 2) Attend and Chair all financial committee meetings.
- 3) Work with the Executive Director and Technical Director to make sure all budgeted expenses and revenue have been processed.
- 4) Complete the financial report for the Semi-Annual General Meeting and Annual General Meeting.
- 5) Help make financial policies when required to help the association become more fiscally responsible.
- 6) [Remove]
- 7) Keep an accurate record of all receipts and disbursements and maintain the records for a period of seven (7) years
- 8) Be responsible for all of LNB's banking
- 9) Provide the quarterly bank financial statement to the Executive for review upon receipt of said correspondence. Give a written financial report at all Executive meetings and provide an audited financial report for the general membership at the Annual Meeting
- 10) Be one of LNB's signing officers
- 11) Prepare an overall budget for LNB and submit to the Executive

4.1.4 V.P. Provincial Teams

- 1) Attend all executive and board of director meetings.
- 2) Attend all National Championship meetings and meetings related to National Tournaments with Lacrosse Canada (Minor, Junior, and Senior).
- 3) Work with each of the New Brunswick National Team Coaches and Managers to ensure all guidelines are being followed set both by Lacrosse Canada and Lacrosse New Brunswick.
- 4) To host monthly meetings with the Coaches and Managers of all Team New Brunswick teams to ensure all goals set by the team and LNB are being followed and met.

Planning

D Constant communication with all National team(s) personnel to ensure the handbook is being followed and assist these individuals in the processes

D Assist the Technical Director in communication with the National team(s) in regard to performance, preparation, and planning with the team(s) needs.

D Assist the National team(s) staff in examining fundraising opportunities, in order to increase these National teams self-help revenue, thereby, increasing the amount of funding available for teams to reduce costs.

4.1.5 *V.P. Development/Planning*

- 1) Attend all executive meetings.
- 2) Chair all Planning & Development meetings.
- 3) Find ways to work with all member associations, clubs, & leagues and motivate them to plan and develop for the future while including the Technical Director.

Planning

D Assist member associations, clubs and leagues in their long term planning. Communicate to members the importance of both short term and long term goals. Communicate to the Executive Director and Technical Director the development of any attainable goals for registered players, coaches, or officials.

D Facilitate Lacrosse New Brunswick Association overall organizational planning meetings. The development of a long-term plan through member meetings shall be the responsibility of the V.P. Planning/Development in coordination with the Executive Director and Technical Director.

D The V.P. Planning/Development shall monitor an organization's success in achieving their membership goals, and provide assistance in coordination with the Executive Director and Technical Director in helping them achieve their goals.

4.1.6 Past President

- 1) Attend all executive meetings when necessary.
- 2) Give support to the President elected on issues that they have had experience in, and have dealt with in the past.
- 3) Give support to the office and other executive members that may need it.
- 4) In the event the President is re-elected the Past President position shall be vacated. In this instance the Executive may reappoint the immediate Past President through a majority vote
- 5) Attend Committee meetings when required or requested.

4.1.7 *Secretary*

- 1) Record minutes of all LNB meetings including any committee meetings and provide a copy to each member of the executive
- 2) Carry on and maintain records of all LNB correspondence
- 3) Ensure that all members are notified for all meetings at least one (1) week prior to the date of the meeting
- 4) Create and send an agenda at least 5 days prior to the date of the meeting
- 5) Notify all Club/Associations 60 days prior to the Annual Meeting
- 6) Be one of the Corporation's signing officers

4.1.8 Official in Charge

- 1) Attended all executive and Board of Director meetings.
- 2) Attend all Officiating Lacrosse Canada committee meetings.
- 3) Chair all LNB officiating committee meetings.
- 4) Work with all Member Associations to assist in the plan/planning to grow the Official's population in their service center.
- 5) Be an asset to all Member Associations in regard to the officials in their Association.

Bylaw 5 - Committees

- 5.1 Formation
 - 5.1.1 For definite purposes, the Board may create committees and establish rules relative to their functioning.
- 5.2 Jurisdiction
 - 5.2.1 All committees shall deal strictly with the objectives for which they were formed and will report to the Board.
- 5.3 Permanent Committees
 - 5.3.1 The Association shall have 6 (six) permanent committees:
 - A. Financial Committee
 - B. Operations Committee
 - C. Planning/Development Committee
 - D. Discipline Committee
 - E. The Constitution, Policy and Bylaws Committee
 - F. Indigenous Advisory & Development
- 5.4 *Quorum*
 - 5.4.1 The quorum of all committees shall be a simple majority of its members.
- 5.4 *Financial Committee*
 - 5.5.1 The Financial Committee shall be composed of the following:
 - A. President
 - B. Treasurer
 - C. Executive Director or appointee of the Board
- 5.5.2 Meetings
 - The Financial Committee shall meet when necessary.
- 5.5.3 Voting
 - All members of the Financial Committee shall have one vote.
- 5.5.5 Powers of the Financial Committees
 - 5.5.5 The powers of the Financial Committees are as follows:
 - A. Control all expenses made in the name of the Association in accordance with budgets as approved by the Board.

B. Make representation to the media on behalf of the Association or delegate this responsibility to others.

C. Purchase and dispose of articles in accordance with the approved budget.

D. Establish financial norms and standards for the Association.

5.5.6 *Operations Committee*

5.6.1 The Operations Committee shall be composed of:

- A. Chairperson (Vice President Operations)
- B. Member Association Representative (one from each MA)
- C. [Removed]
- D. [Removed]
- E. [Removed]
- F. [Removed]
- G. Official in Charge
- H. Executive Director and/or Technical Director

5.6.2 *Meetings*

The Operations Committee shall meet as often as necessary.

5.6.3 *Voting*

All members of the Operation Committee shall have one vote, with the exception of the Vice President Operations, who will vote only in the case of a tie.

5.6.4 *Reporting*

The Operations Committee will report to the Board on a regular basis.

5.6 *Planning/Development Committee*

5.7.1 The Planning/Development Committee will consist of the following:

- A. Chairperson (Vice President Planning/Development)
- B. All Member Association/Club Presidents
- C. Technical Director

5.7.2 *Meetings*

The Planning/Development Committee shall meet as often as necessary

5.7.3 *Voting*

All members present at the meeting will have one vote.

5.7.4 *Reporting*

The Planning/Development Committee will report to the board.

5.8 *Disciplinary Committee 21*

5.8.1 The Disciplinary Committee shall consist of the following:

A. President or a delegate as appointed by the President

B. At least two members of L.N.B. (preferably board members) having no direct involvement in the alleged infraction, as appointed by the President or appointed delegate.

5.8.2 *Meeting*

The Disciplinary Committee shall meet as often as necessary.

5.8.3 *Voting*

All Members of the Disciplinary Committee shall have one vote.

5.8.4 *Reporting*

The Disciplinary Committee will report to the Board on a regular basis.

5.8.5 *Responsibilities*

The Disciplinary Committee shall be responsible for the following:

A. To review infractions of Lacrosse New Brunswick Policies and Code of Conduct and determine appropriate penalties.

5.7.2 *Appeals Committee*

a) The Appeals Committee shall consist of the Vice President of Operations, or his/her designate who shall act as chairperson and any two other members of the L.N.B. (preferably board members) as appointed by the Vice President of Operations.

b) It shall be the duty of this Committee to render decisions to all appeals brought to the attention of the Committee under Operations policies 4.1 Appeals Procedure, and more particularly with 4.1.1, 4.1.2, and 4.1.3.

5.8 *The Constitution, Policy, & Bylaws Committee*

5.10.1 The Constitution, Policy, & Bylaws Committee shall consist of the following:

A. Executive Director or board appointee

B. A minimum of two board members

5.10.2 *Meetings*

The Constitution, Policy, & Bylaws Committee shall meet a minimum of once a year in August/September.

Bylaw 6 – Life time Membership Awards

- 6.1 A Life Membership is the highest honour that can be bestowed by Lacrosse New Brunswick, and is awarded only for distinguished service to Lacrosse New Brunswick. Nominations must be received in writing by the Executive Director or the Board by September 30, or 10 weeks before the Annual General Meeting. Nominations must receive the approval of the Board prior to being circulated to the membership. Notice of nominations must be given to all members of Lacrosse New Brunswick. Elections to Life Membership requires 75% of the vote of delegates at the Annual General Meeting.
- 6.2 *Awards*
 - 6.2.1 Lacrosse New Brunswick will withhold the main plaque, and will give a "keeper" plaque to the Lifetime member. They will receive the Association's Newsletter for life and shall have their name listed as a Life Member in any official directory published by Lacrosse New Brunswick.
- 6.3 *Per diem*
 - 6.3.1 A per diem allowance shall be paid to all Life Members while attending Annual Meetings in accordance with the fees set out for members of the Board attending. Accommodation and mileage (If residence in New Brunswick) will be provided.

Bylaw 7 – Financial

7.1 *Preamble*

- 7.1.1 All matters pertaining to the finances of Lacrosse New Brunswick come under the direct responsibility of the Financial Committee as described in 5.05.
- 7.1.2 The Financial Committee consists of the following:
 - President
 - Treasurer
 - Executive Director or board appointee
- 7.1.2 The day to day operation of the Association and all financial records for the Association will be the responsibility of the Executive Director or Board appointee.
- 7.1.3 The Financial Committee is responsible for coordinating the process of budgeting each year including setting the budget submission deadline.
- 7.1.4 That Lacrosse New Brunswick establishes an overall operations budget for administration, organizational development, coaching, officiating, archives, special projects, provincial programs, athlete assistance, fundraising expenses, and the general marketing/promotion of Lacrosse in New Brunswick. All remaining funds will be budgeted to the sectors based on their previous year's registered players.
- 7.1.5 Financial statements and an annual audit will be produced at a Semi - Annual General Meeting each year upon approval of the Financial Committee. The Lacrosse New Brunswick fiscal year is April 1 to March 31.
- 7.1.6 The Treasurer shall be in possession of the funds of LNB which shall be deposited in a chartered bank of Canada in the name of the Association. The bank books must always be available to the Executive Board. The Treasurer must, after the end of the fiscal year forward to the auditors the General Account for reconciliation and audit. The Treasurer must on a monthly basis provide statements of financial standings and detail of expenditures and revenue for the period. The Treasurer must make available at all times the records of the LNB to members and maintain a clear and precise audit trail for future years use.

7.2 *Audited Financial Statement*

- 7.2.1 The recommended budget format for presentation at each Annual General Meeting and Semi-Annual General Meeting by the Treasurer will be:
 - A. The audited financial statements.
 - B. A schedule of revenues and expenses.
 - C. Expenses shall be separated as follows: (suggested e.g.)
 - 1) Administration, Salaries, Office Operations, Insurance, Legal Audit, Board Meetings, Annual General Meetings, National Meetings, and/or Staff Travel

2) Organizational Development, Newsletters Planning/Policies, Conferences/Symposiums, Volunteer/Staff Recognition, and/or Volunteer/Staff Development

3) Coaching Development Officials, Development, Intro/Participation Programs, Target Group Programs Competition, Promotion, and/or Technical Material

4) Other, and/or National Dues/Affiliation

D. Self-generated revenue should be clearly separated from grant revenue. 7.3.1 The President, Vice President of Operations, Treasurer and the Secretary, unless otherwise designated, will be the signing officers of the association. The Treasurer must sign all cheques or be notified about a payment.

7.3 *Signing Authority*

7.3.2 In cases where a cheque needs to be made payable to the order of any of these Officers, said cheque must be signed by the two remaining Officers.

7.4 *Purchasing*

7.4.1 All purchases must be authorized by a purchase order from the Lacrosse New Brunswick office and through the Executive Director. Any purchase must be budgeted for and approved prior to the purchase being made.

7.5 *Non-Budgeted Expenditures*

7.5.1 Should an expenditure be required that has not been previously approved in the budget, the Board must approve the expenditure prior to it being made. In extraordinary cases, the President and Treasurer together may authorize expenditures not exceeding \$1000.00. Such expenditures must be referred to the next Board Meeting for approval

7.6.1 *Borrowing Powers*

7.6.1 The Directors of LNB may, without authorization of the members:

a) Borrow money on the credit of LNB

b) Issue, reissue, sell, pledge or hypothecate debt obligations of LNB

c) Give a guarantee on behalf of LNB

d) Mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of LNB owned or subsequently acquired to secure any debt obligation of LNB