



Medicine Hat Lacrosse Club Constitution And By-Laws

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Section 1: Identification

I. Name and Logo

The name of the Association shall be “Medicine Hat Lacrosse Club” hereafter referred to as the MHLC and the official logo shall be the “Sundevils” as shown on the cover of the By-Laws.

II. Definition

The Medicine Hat Lacrosse Club shall be a non-profit organization, which is the sport governing body for Minor and Junior Lacrosse in Medicine Hat and surrounding area and shall operate under the Local Governing Body (LGB) Southern Alberta Lacrosse Association (SALA).

III. Objectives

The objective of the Medicine Hat Lacrosse Club shall be to promote organized Minor and Junior box lacrosse for players (4-21) within Medicine Hat and surrounding area.

IV. Organization

The Medicine Hat Lacrosse Club shall be composed of members as hereinafter set out and shall be managed by an Executive Board of Directors as outlined in the By-Laws.

V. Affiliation

The Medicine Hat Lacrosse Club shall hold membership in and affiliation with the Southern Alberta Lacrosse Association (SALA), Rocky Mountain Lacrosse League (RMLL), and its local/zone league.

Section 2: Members

I. Classes of Members

A member shall be any family registered with the MHLC. The membership fee shall be the registration fee for a lacrosse player, such a fee being determined by the MHLC Executive Committee before each new box lacrosse year.

A member shall be any non-parent coach, assistant coach, manager or executive member officially registered with the Club.

II. Cessation of Membership

Any member wishing to withdraw may do so upon written notice to the Executive Committee. Any member who does not conduct themselves in accordance with the rules or regulations of the Canadian Lacrosse Association, the Alberta Lacrosse Association, or the Medicine Hat Lacrosse Club, may have their membership suspended. Upon a two-thirds majority vote of the Executive Committee, the membership could be withdrawn.

III. Insurance of Members

All of the Association playing members shall be insured through the Southern Alberta Lacrosse Association (SALA) insurance plan. Insurance plan details can be supplied upon request.

IV. Member Code of Conduct

All individuals affiliated with MHLC shall:

- i. Attempt, at all times to work toward the stated expectations, goals and objectives of MHLC and the game of lacrosse and towards the development of its players;
- ii. Strive to heighten the image and dignity of MHLC and the game of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass MHLC;
- iii. Always be courteous and objective when dealing with members;
- iv. Promote fair play and respect in lacrosse;
- v. Show respect for all cultures and social values of players in the game;

V. Member Complaint Process

All written complaints regarding MHLC coaches or assistants must be directed to the Coaching Director. If the situation cannot be resolved by the Coaching Director, he will consult the Executive Committee for assistance in the matter.

All other written complaints should be directed in succession to:

- i. Coaches
- ii. Managers
- iii. Division Directors
- iv. Vice President
- v. President

All formal written complaints shall be addressed at the next scheduled Executive Meeting as New Business and open for discussion.

Section 3: Governing Structure

I. Executive Committee

The Executive Committee (which means the Board of Directors of the Club) shall consist of elected officials including: the President, Vice-President, Secretary, Treasurer, Registrar/Scheduler, Coaching Director, Sponsorship Director, Tournament Coordinator, Equipment Director, Manager Coordinator, and Junior Director and non-elected including Past-President.

The Executive Committee shall, subject to the bylaws or directions given by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the MHLC. Meetings of the committee shall be held as often as may be required but at least once per month during the regular season, with a minimum of five per year and shall be called by the President.

II. Election of the Executive Committee

- i. All Executive Committee positions shall be elected to a one-year term, voted by show of hands at the annual AGM. These members shall sit for the given fiscal year.
- ii. To qualify for election as President a candidate must have, at some time previously, served on the Executive Committee and be in good standing with MHLC.
- iii. Each member shall have the privilege of nominating a representative for each office open for election provided that, for the office of President, the candidate possesses the qualifications as listed above.
- iv. Members of the Executive Committee shall be elected from the general membership at the Annual General Meeting and shall hold office until their successors are duly elected, re-elected or appointed.
- v. All Executive Committee positions, except for Past-President, shall be elected at the AGM in the following order:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Registrar/Scheduler
 6. Coaching Director
 7. Sponsorship Director
 8. Tournament Coordinator

9. Equipment Director
10. Manager Coordinator
11. Junior Director

- vi. In the case of family membership, voting rights are restricted to parents or guardians with only one vote per family. Non-parent members will have one vote each.

III. Duties of the Executive Committee

i. President

- Shall call all meetings to order and preside over said meetings;
- Oversee all MHLC business to ensure that it is conducted as directed by the Executive Committee;
- Lead the MHLC towards the goals and objectives it has set for itself;
- Exercise the powers of the Executive Committee in case of emergency;
- Shall prepare and distribute an agenda for Executive meetings;
- Shall arrange meetings and notify Executive Members of such meetings;
- Shall call for regular Vice President and Committee reports to see how these are functioning;
- Suspend teams, players, coaches, managers or any other team official subject to ratification at the next duly called Executive meeting;
- Serve on all committees as an ex-officio voting member;
- Will liaise directly with the community organizations;
- Shall be a member of the coaching selection committee;
- Be a member of the disciplinary committee;
- Attend (if possible) or appoint a designate to all SALA, ALA, RMLL and MHLC meetings to ensure MHLC representation;
- Shall have the power, subject to 2/3 majority approval of the Executive Committee to replace any elected or appointed member who he/she feels is not fulfilling his/her duty or is a detriment to the MHLC.
- May be a signing authority;
- Shall have voting rights;

ii. Vice-President

- Be an assistant to the President;
- Be a member of the disciplinary committee;
- Fulfill all duties of the President in his/her absence or incapacity;
- Shall assist in recruiting additional members for the Executive;
- Shall attend all SALA/ALA meetings (if possible) to ensure MHLC representation;
- Shall be a member of the coaching selection committee;

- Assist in duties as directed by the in-term President;
- Shall have voting rights;

iii. Secretary

- Will attend all Executive meetings;
- Record minutes of all Executive meetings and distribute to Executive within 1 week of the meeting. All minutes must be made available to Members.
- Will maintain and update By-Laws as required;
- Be responsible for all Executive Committee correspondence;
- Assist in duties as directed by the in-term President;
- Shall prepare and distribute an agenda for Executive meetings (if necessary);
- May be a signing authority (if necessary);
- Shall have voting rights;

IV. Treasurer

- Keep an accurate record of all receipts and disbursements;
- Be responsible for all MHLC banking;
- Shall be bondable and provide proof of such upon request of the Executive Committee;
- Provide a fiscal year report to the Membership at the AGM;
- Provide an financial report at each Executive Meeting and AGM that details MHLC balance, YTD expenditures and anticipated expenses remaining in the fiscal year;
- Prepare and distribute (at the AGM) an itemized budget for upcoming year;
- Shall ensure Referees are paid throughout the season;
- There shall be 3 signing officers-2 signatures per cheque, as stipulated by the Executive Committee;
- Shall write cheques for all approved payments;
- Receive all cheques and cash and deposit to MHLC account;
- Receive all registration fees for deposit to MHLC account;
- Shall prepare the annual financial statement and assist in the yearly audit of the MHLC books;
- Shall prepare and submit yearly Societies Report;
- Will report to the President;
- Shall have voting rights;

- iv. Registrar/Scheduler
 - Ensure that all prospective players complete a registration form;
 - Ensure all registration forms are forwarded to the SALA office in accordance to ALA procedures;
 - Ensure team lists are forwarded to the Director of Coaching and the President;
 - Ensure all player insurance forms are processed;
 - Be the MHLC liaison to the City of Medicine Hat for booking floor time;
 - Coordinate with Junior Director on the booking of their floor times with City as needed;
 - Shall have voting rights;

- v. Coaching Director
 - Act as the primary liaison for all coaches;
 - Set up and arrange player assessments;
 - Assist in team selection to ensure equal division of players;
 - Distribute coaches packages;
 - Facilitate coaches meetings (minimum 1 per season);
 - Maintain a complete list of all coaches and their current certification levels;
 - Review Letter of Intent for coaching;
 - Assist President in coaching selections;
 - Ensure each division has adequate amount of coaches and assistants;
 - Contact all coaches to ensure they have the tools and knowledge necessary to run practices and games;
 - Attend meetings to advise the Executive Committee of any new coaching changes to regulations;
 - Arrange coaching clinics as needed for certification;
 - Work with coaches and managers to help better player development skills;
 - Arrange and facilitate Community Development with local schools;
 - Shall have voting rights;

- vi. Sponsorship Director
 - Report to Executive Committee in regards to fundraising activities;
 - Oversee the fundraising and sponsorship program for MHLC;
 - Is the primary contact for sponsorship between sponsors and MHLC;
 - Coordinate fundraising events;
 - Oversee the collection and proper documentation of funds raised and ensure funds are transferred to the Treasurer for deposit into the MHLC account;
 - Maintain a complete list of all sponsors who contribute to MHLC, including amount and date of contribution;

- Will coordinate with the Equipment Manager and Tournament Chair to ensure all sponsors receive appropriate recognition (jersey badges, programs, sponsor board etc.);
 - Shall be responsible for applying and maintaining copies of any/all funding licenses, applications or grants for MHLC;
 - Shall have voting rights;
- vii. Tournament Coordinator;
- Be responsible for coordinating all aspects for LAX to the Max;
 - Secure venues for tournament with assistance of Registrar/Scheduler;
 - Prepare tournament schedule and distribute to all teams;
 - Keep records of game results;
 - Will be one of 2 signing authorities on tournament bank account;
 - Prepare and submit to the Treasurer a financial report of the tournament;
 - Will report results of the tournament to the Executive Committee;
 - Shall have voting rights;
- viii. Equipment Director
- Shall coordinate, with approval of the Executive Committee, the repair, replacement or new purchase of equipment;
 - Shall have a current inventory of all MHLC equipment;
 - Ensure that proper equipment is assigned to team coaches at the beginning of the season;
 - Shall procure 3 dozen balls, fully stocked medical kits for all teams at the beginning of each season;
 - Coordinate with coaches the return of all equipment at the end of each season and ensure all received equipment is properly stored;
 - Assess equipment condition and advise Executive Committee of equipment requiring replacement or where new equipment is required;
 - Maintain a minimum stock of miscellaneous equipment such as balls, goalie sticks, goalie jerseys;
 - Shall have voting rights;
- ix. Manager Director
- Be the primary liaison with coaches and team managers in the Tyke, U10, U12, U14, U16, and Junior divisions;
 - Attend Executive meetings and report progress or problems in this division;
 - Shall have voting rights;
- x. Junior Director

- Be the primary liaison with coaches and team managers in the Junior division;
- Attend Executive meetings and report progress or problems in this division;
- Be in contact with RMLL for scheduling, regulations and policies pertaining to the junior division;
- Will attend RMLL meetings with Junior coaching staff and report back to the Executive and Junior parents;
- Appointed by the Junior Team
- Shall have voting rights;

V. Committees

The Executive Committee may create committees or subcommittees including a nominating committee or such committees may consist of member or non-members of the Executive Committee.

VI. Vacancies on the Executive Committee

The Executive Committee, with the exception of President, shall have the power to fill by appointment any office or vacancy which may occur between Annual General Meetings or as a result of the failure of the Annual General Meeting to elect a full slate.

In the event of the President not being able to perform his or her duties, the Past or Vice-President will assume the position for the balance of the term or until the next annual meeting, whichever occurs first. In the event the Past-President or Vice cannot assume the position, the Executive Committee may fill the position.

VII. Termination

Any elected or appointed member of the Executive Committee who does not attend three (3) consecutive meetings may be relieved of his or her duties.

Any elected or appointed member of the Executive Committee, who by a vote of the Executive Committee is deemed to be doing an unsatisfactory job, shall by a two-thirds (2/3) majority vote of the Executive Committee be relieved of his or her duties.

VIII. Suspension

The Executive Committee may suspend, cancel affiliation of, or accept the resignation of any member at any time for it deems as a 'just cause'. Any such suspension shall require two-thirds (2/3) majority vote of the Executive Committee in attendance at the meeting where the action is proposed.

Any member of the Executive Committee that is removed with 'just cause' shall be unable to hold any position on the Executive Committee for a period of two (2) years beginning the season after their suspension.

Section 4: Meetings

- MHLC meetings may be called by the President when it is deemed to be in the best interest of the club. Notices of such meetings shall be communicated to the members via email or the MHLC website.
- The current President shall chair all aspects of the AGM except for elections.
- The MHLC shall hold an AGM on or before the 31st of January each year, of which meeting, due notice of not less than two weeks will be given to all members. The AGM shall be conducted under **Roberts Rule of Order** and fifteen members shall constitute a quorum. At this meeting there shall be an election of officers as described herein. The elected officers should then form part of the Executive Committee until the successors are elected and installed.
- Any member of the MHLC may call a special meeting provided they place their request in writing to the President. The President shall call said meeting within seven (7) days of receiving the written request.
- All members of MHLC shall be entitled to attend any of the general meetings.
- No subject shall be discussed or considered at any special meeting, except that specified by the notice. All meetings shall be conducted under the **Roberts Rules of Order** and four members shall constitute a quorum. Notices of meeting may be sent via e-mail and conference calls may be accepted as duly called meetings as long as the President duly calls the 'conference call meeting' and the requisite four members duly constitute a quorum.
- Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the Medicine Hat Lacrosse Club shall receive any remuneration for their services.
- In the event that fifteen members are not present to satisfy the requirements of the above mention guidelines for quorum members of the Executive Committee present at such a meeting, will first vote either for or against continuing with the vote; however a minimum of five eligible voters must be present.
- Order of Business at all meetings is as follows:
 - i. Call Meeting to Order
 - ii. Attendance
 - iii. Approval of Agenda
 - iv. Read and adopt previous meeting minutes
 - v. Reports of Committees
 - vi. Correspondence
 - vii. Unfinished Business

- viii. New Business
- ix. Adjournment

- The Secretary shall be present at all meetings to record minutes.

Section 5: Finances

I. Banking

The funds of MHLC are to be deposited at the discretion of the Executive Committee into an appropriate, legal financial institution for the best benefit of MHLC in that name.

All MHLC checks shall be signed by the Treasurer and one of the President, Vice President or Secretary. The persons holding such positions shall be granted signing authority at the bank holding MHLC funds within 30 days of their election to the Executive Committee

MHLC has the power to accept any donations, gifts or legacies.

II. Fiscal Year

The fiscal year of MHLC shall begin on the 1st day of January and end the 31st day of December.

III. Auditing

The books, accounts and records of the Secretary and the Treasurer shall be audited at least once each year by two members of the Executive Committee. Such auditor at the Annual General Meeting of the society shall submit complete and proper statement of the standing of the books for the previous year.

The books and records of the Club may be inspected by any member at the Annual General Meeting provided giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Executive Committee shall at all times have access to such books and records.

There is no seal for the Medicine Hat Lacrosse Club.

IV. Expenditures

All expenditures of the MHLC outside of normal operating expenses such as SALA fees, floor rentals and referee costs will be voted upon by the Executive Committee. No director or member shall make financial decisions on behalf of the MHLC unilaterally

Any cheques, larger than \$8000.00 shall be approved by the Executive Committee prior to being issued by the Treasurer.

No equipment may be purchased or directed to the club other than by full approval of the Executive Committee. Purchases will be made through the Equipment Director, who will have authorization of the Executive Committee.

MHLC will pay for two (2) of the Executive Committee members to attend the ALA AGM each year. This cost covers the tickets for the event; however, hotel accommodations are the responsibility of the Executive Committee member. The Executive Committee may vote to send additional Board members if funds are available, by a 2/3 approval of a proper quorum of members.

V. Borrowing Powers

No Executive Member has the right to borrow money for MHLC.

Section 6: Constitution and By-Laws

This Constitution and these By-Laws may only be amended by an affirmative vote of not less than two-thirds (2/3) of the eligible members present at the AGM. 2/3 refers to those present at the time of the vote, regardless of who has come or gone.

Any proposed amendments should be submitted/presented at the regular Executive Committee meeting immediately prior to the AGM. All proposed amendments should be included in the notice of meeting sent to all members in good standing at least three (3) weeks prior to the AGM.

Any amendment, once approved, shall take immediate effect unless otherwise specified in the motion to adopt.

Section 7: Other Regulations

I. Playing Rules

MHLC shall, at all times abide by the Rules and Regulations of the Alberta Lacrosse Association and the Southern Alberta Lacrosse Association.

Insurance is mandatory for all teams from the beginning of the playing season, and such charge is included in the player registration fees.

All players must have adequate lacrosse equipment, according to ALA rules. Players not attired properly will not be allowed on the floor.

II. Coach Selection

Interested coaches shall declare their interest in coaching for the upcoming MHLC season to the Coaching Director prior to the February meeting. The Coaching Director shall provide a list of interested coaches, including one page interest letter for each coaching candidate, to MHLC board prior to the February Executive meeting.

Executive Committee and the Coaching Director will vote to confirm Head Coaches and Assistant Coaches at each age group at the February MHLC executive meeting.

Head coaches will select a team manager.

All interested coaches may participate in player evaluation/team selection at age group of their coaching interest.

All coaching applicants must agree to a Criminal Record Check with Vulnerable Sector Search by the Medicine Hat Police Service or RCMP. Failure to comply with this request or positive result will disqualify the applicant.

Team coaches are responsible for the conduct of their team on and off the floor.

Any team requesting the use of a player from a lower age division must first receive approval from the Coaching Director, all coaches involved and the player's parents.

III. Disciplinary Actions

The MHLC, through its elected or appointed officials, has the authority to discipline any coaches, assistants, managers, players, team officials, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect the application of discipline that ensures that each disciplinary incident is:

- dealt with by an appointed committee of not less than three people, consisting of the President and/or Referee in Chief, and/or Executive Committee members.
- fairness and consistency is maintained.
- that the right of appeal is extended to every individual.
- that the integrity and stature of the game officials is respected.

IV. Disciplinary Committee

Such committee will be comprised of three (3) Executive Committee members that will be appointed by the President, who then shall chair the committee.

V. Conflict of Interest

A conflict of interest must be declared in any situation in which an Executive Member has a private or personal interest sufficient to appear to influence the objective or outcome, whether with a coach, player, parent or Executive Committee member.

Section 8: Code of Ethics

All members of Medicine Hat Lacrosse Club Executive Committee shall represent the MHLC in a professional and dignified manner in all lacrosse related areas, whether as recognized representative or in any other unofficial capacity such as coach, assistant, manager, referee or fan.

It is recognized that MHLC is a smaller organization and that many of the members represent the organization on more than one level. It is imperative that the primary responsibility of the Executive Committee is the MHLC. While it is recognized and encouraged that all Executive Committee members may also be involved in areas such as coaching and officiating, it is of paramount importance that all Executive Committee members recognize their responsibilities in the long and broad view. Your allegiance shall cover the complete MHLC organization, Tyke through to Junior.

Section 9: Revisions

Entire By-Laws Revised December 10, 2015

Section 10: Amendments

September 20th, 2016

MHLC will increase and retain earnings in the Lax to Max account from \$3,000.00 to \$5,000.00.

If a team in any division forfeits playoffs the team will be fined \$1,000.00 which is payable to Medicine Hat Lacrosse Club.

January 17, 2017

All By-Laws to include junior division of MHLC.

January 29, 2017

New and amended By-Laws presented and accepted at 2016 AGM

November 27, 2018

Any Sun Devils team (minor or junior) who fail to fulfill their commitment to any tournament, including Provincials shall be held responsible for the entire amount of the fine(s) that are incurred on behalf of their default.

Medicine Hat Lacrosse Club Executive has the ability to create and/or amend club policies as necessary upon having quorum approval from the board.

January 30, 2019

New and amended By-Laws presented and accepted at 2018 AGM

January 26, 2020

New and amended By-Laws presented and accepted at 2019 AGM