

  
CAROL PREST

**SAANICH LACROSSE ASSOCIATION**  
**INCORPORATED UNDER THE SOCIETIES ACT**  
**OF THE PROVINCE OF BRITISH COLUMBIA S 9170**

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**BY-LAWS**

**By-Law 1: Membership**

The following shall be eligible to be members of the Society:

- a) Any person who is interested in the general work of the Association
- b) To become a member, an individual shall sign a register of members
- c) Every member shall be obliged to support the Constitution of the Society

**By-Law 2: Cessation of Membership**

A person shall cease to be a member of this Society:

- a) By delivering written resignation to either the President or the Secretary of the Society by either electronic or other means
- b) Upon death or in the case of a corporation, upon dissolution
- c) By being expelled (By-Law3)
- d) Upon failure to pay outstanding fees for six consecutive months

**By-Law 3: Expulsion**

- a) A member may be expelled by a special resolution of the members passed at a general meeting
- b) The notice of the special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the expulsion
- c) The person who is subject of the proposed expulsion shall be given an opportunity to be heard at the general meeting prior to the special resolution vote

**By-Law 4: Good Standing**

All members are in good standing except a member who has failed to pay their current annual membership fee, if any, or other subscription or debt due and owing by the Society.

### **By-Law 5: Meetings**

- a) The annual meeting of the Society shall be held during the months of August, September or October, with at least fourteen (14) days notice by either electronic or other means.
- b) General meetings and special meetings of the Society may be called by the President at any time during the year, or by a majority vote of the Executive Members with at least fourteen (14 ) days notice by either electronic of other means.
- c) Executive meetings shall be held monthly unless otherwise directed by the President of the Society or designate. Executive Members shall be given at least two (2) days notice by either electronic or other means.
- d) QUORUMS: Quorums at an Annual, General, of Special meeting of the Society shall be fifteen (15) members. A Quorum at all Executive meetings shall be fifty percent (50%) of the Executive Members of the Society.
- e) VOTING: Every member present at an Annual, General or Special meeting of the Society shall be entitled to one vote on each resolution.

### **By-Law 6: General Executive of the Society**

The General Executive of the Society shall consist of the following: (see general duties following)

- a) **President** – Shall preside at all meetings of the Society or designate a sitting Executive member as a substitute. Shall set dates and advise the Executive of regularly scheduled, annual and special meetings and shall prepare the agendas for same. Shall have final say in regards to disciplinary matters relating to Society business. ELECTED
- b) **1<sup>st</sup> Vice-President** – Shall fulfill the duties as one of two Vice-Presidents in charge of the competitive divisions (ie Novice, PeeWee, Bantam and Midget – both male and female where appropriate) ELECTED
- c) **2<sup>nd</sup> Vice-President** - Shall fulfill the duties as one of two Vice-Presidents in charge of the competitive divisions (ie Novice, PeeWee, Bantam and Midget – both male and female where appropriate) ELECTED
- d) **3<sup>rd</sup> Vice-President** - Shall fulfill the duties as Vice-President in charge of the non-competitive divisions (ie Tyke and Mini-Tyke) ELECTED
- e) **Secretary** – Shall take minutes at all meetings or designate a sitting Executive Member to complete same in their absence. ELECTED
- f) **Treasurer** – Shall keep accurate account of the financial affairs of the Society and report annually same. Shall be the author of BC Government Gaming applications related to the Society. ELECTED
- g) **Registrar** – Shall maintain and track registration related data and ensure that all members are in good standing or advise the Executive of those who are not. ELECTED

- h) **Sponsorship Coordinator** – Shall coordinate and explore potential sponsorship opportunities as related to the Society. APPOINTED
- i) **Evaluation Coordinator** – Shall coordinate and ensure the implementation and execution of the Executive agreed upon evaluation process. APPOINTED
- j) **Equipment Manager** – Shall oversee all equipment related matters in regards to that which is the property of the Saanich Lacrosse Association. APPOINTED
- k) **Floor Allocator** – Shall liaise with the appropriate community contacts and book the required floor time (box or arena) as needed by the Saanich Lacrosse Association. Shall allocate floor times for evaluation, practice and game play. APPOINTED
- l) **Referee Allocator** - Shall oversee the scheduling of referees as required and act as the primary point of contact for requests for same. APPOINTED
- m) **Head Referee** – Shall be a qualified British Columbia Lacrosse Association official. Shall coordinate and manage referee related training and education. APPOINTED
- n) **Head Coach** – Shall be a qualified British Columbia Lacrosse Association coach. Shall coordinate and manage coach related training and education. Shall ensure that all participating coaches meet the required qualification and certification standards. APPOINTED
- o) **Clothing Coordinator** - Shall coordinate and manage the ordering and distribution of branded and non-branded Saanich Lacrosse related clothing and accessory items. APPOINTED
- p) **Webmaster** – Shall coordinate and be responsible for the maintenance of the Society website. Shall be responsible for the dissemination of information using the Society website as approved by the Executive. APPOINTED
- q) **3 on 3 Tournament Chair** – Shall be responsible for the coordination and execution of the annual 3 on 3 tournament. APPOINTED
- r) **Past President** (not mandatory to be filled)- Shall advise the sitting Executive on matters related to the Society's operation. APPOINTED
- s) **Female Coordinator** – Shall fulfill the duties of the female lacrosse coordinator. APPOINTED
- t) **Head Manager** – Shall coordinate and manage manger related training and education. APPOINTED
- u) **Members at Large** (2) positions- Shall attend all board meetings and assist the executive in any duties that come up. APPOINTED

Elections shall be elected at the Annual General Meeting of the Society. The non-elected positions shall be appointed by the elected Executive on an annual basis.

### **Election**

The elected positions shall be for a term of one year. The President shall be elected for a term of two years.

The position of Past President shall be held by the retiring President if said retiring President wishes to remain on the active Executive.

In regards to the elected positions, those wishing to be considered shall be invited to attend the Annual General Meeting and be added to a secret ballot to be scrutinized by two sitting Executive Members.

In the case where only one nominee is listed for a given position, that position shall be awarded by acclamation.

**By-Law 7: Association Colours:**

The uniform colours of the Association shall be a combination of black, orange and white.

**By-Law 8: Association Funds:**

1) All Association funds shall be deposited in a Chartered Bank or Credit Union selected by the Executive.

2) a) One current account shall be used for the normal operating expenses of the Association from which all expenditures shall be approved by the Executive.

b) A second current account – often referred to as, “The Gaming Account” - shall be used for special operating expensed of the Association from which all expenditures shall be approved by the Executive.

c) Signing authorities shall include the Association Treasurer, President and Vice-President(s) as approved by the Executive.

**By-Law 9: Borrowing Powers:**

The Association shall only have the power to borrow money from the Municipality of Saanich, at no interest and only if determined by special resolution.

**By-Law 10: Presentation of Financial Statements:**

A presentation of the Association Financial Statements shall be made by the Treasurer annually at the General Meeting of same.

**By-Law 11: Fiscal Year:**

The fiscal year of the Association shall be September 1<sup>st</sup> of every year to August 31<sup>st</sup> of the next year.

**By-Law 12: Player Registration Fees:**

The Executive each year shall set registration fees for all players.

**By-Law 13: Seal:**

The Corporation Seal of the Association shall be a circular disc inscribed therein the words "Saanich Lacrosse Association". The Seal shall be under the control of the Executive of the Association and shall not be affixed to any instrument or document of any description except by resolution of the Executive and in the presence of the President, Vice-Presidents and Treasurer, or any two of them shall testify by their signatures that the Seal was duly affixed in their presence.

**By-Law 14: Alteration of By-Laws:**

The by-laws of the Association shall not be altered except by special resolution passed by a two thirds majority of such members entitled to vote who are present at an Annual or General Meeting of which notice specifying the intention of proposing the resolution as a special resolution has been duly given.

**By-Law 15: Books of the Association:**

The books and records of the Association may be inspected by a member of the Association at the Annual General Meeting.

**By-Law 16: Executive Remuneration / Other Expenses:**

1. Saanich Lacrosse Association Executive members shall receive one complimentary Minor player registration (excluding BCLA fees) in any year that they serve as an Executive member.
2. The President of the Saanich Lacrosse Association may receive a \$500 honorarium to cover miscellaneous expenses, payable at the June Executive meeting in each year served in said position.
3. A vehicle expense reimbursement per km travelled shall be paid to Saanich Lacrosse Association Executive members who attend Island Commission meetings and or BCLA meetings held outside the Greater Victoria area using their personal vehicle. Said reimbursement shall be determined by the President of the Association.
4. In extenuating circumstances, judged on an individual basis by the Executive, an honorarium up to a maximum of \$500 shall be paid to and divided equally among the entire official coaching staff of a team if said coaches do not have a child on the related team.

**By-Law 17: Code Of Conduct:**

A Code of Conduct shall be followed as provided by the British Columbia Lacrosse Association.

**By-Law 18: Area of Operation**

The operation of the Society is to be chiefly carried on within the Municipality of Saanich.

**By-Law 19: Affiliation**

As a provision of the Constitution of this Society the said Society shall be affiliated with the British Columbia Lacrosse Association. This provision was previously unalterable.

**By-Law 20: Funds and Assets**

All funds the assets received by the Society in excess of its liabilities and expenditures shall be used for the furtherance of the purpose of the Society.

**By-Law 21: Liquidation**

In the event that the Society shall be would up or liquidated in accordance with the provisions of the “Society Act” of British Columbia, all the assets and property, real or personal, held by the Society, or any future interest that after liquidation would vest in the Society, shall be transferred or conveyed to another recognized Canadian charitable organization having purposes altogether or in part, similar to the purposes of the Society. Such other organization shall be selected by the members of the Society upon liquidation, subject to the provision that all funds and/or property of the Society shall be administered for the benefit of a charitable organization, a charitable cooperation, or a charitable trust recognized by the Department of National Revenue, Canada, as being qualified as such under the provisions of the Income Tax Act of Canada, from time to time in effect. This provision was previously unalterable.