

# VANCOUVER ISLAND MINOR LACROSSE COMMISSION

## BY-LAWS

### **BY-LAW 1 MEMBERSHIP**

Membership in the commission shall be open to any minor lacrosse association and its members, affiliated with the British Columbia Lacrosse Association and within the boundaries of the zone. Any resident within the boundaries of the commission may apply to the Commission Executive for membership and on their acceptance become a Commission member.

- 1.1 All Association members shall file a copy of the minutes of their AGM within thirty (30) days to the commission.
- 1.2 Each active member association should provide two voting representatives at each VIMLC meeting (shall be known as REPRESENTATIVES).
- 1.3 Each member association should be represented on the executive or provide a commission volunteer that is willing to fill any vacant positions.

Each Member Association shall designate at least one of their members as a “Commissioner Volunteer” by February 1<sup>st</sup> of each year. The VIMLC Elected Executive may change the duties of these volunteers as necessary through the year.

Each Member Association which does not supply a “Commissioner Volunteer” by February 1<sup>st</sup> of each fiscal year shall be fined \$500. If the Member Association does supply a “Commissioner Volunteer” by March 1<sup>st</sup> the said Member Association will receive a refund of \$175. If a commissioner volunteer, refuses the position or has to be removed the home association would be fined \$250. VIMLC commissioners will be appointed by the VIMLC Elected Executive from names supplied by the Members Associations or from names submitted to the Executive prior to March 1<sup>st</sup>.

### **BY-LAW 2 THE EXECUTIVE**

- 2.1 The executive shall consist of the following officers:

The Elected Executive

- a. The Chairperson
- b. The Vice-Chairperson
- c. Secretary (may be combined with Treasurer position)
- d. Treasurer (may be combined with Secretary position)
- e. Zone Director

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- f. League Scheduler liaison/webmaster
- g. Female Box Coordinator

Appointed Executive

- h. League Commissioners as appointed by The Elected Executive
- i. BCLOTSG Representative as appointed by the BCLOTSG
- j. BCLCTSG Representative as appointed by the BCLCTSG
- k. The Past Chairperson may continue to serve on the executive during a transition year

The Chairperson, Secretary, League Scheduler liaison/webmaster and Female Box Coordinator are to be elected on odd years (AGM date) and the Vice Chairperson, Treasurer and Zone 6 Representative are elected on even years.

Any vacant positions may be filled through appointment by the remaining VIMLC Executive.

**BY-LAW 3 CESSATION OF MEMBERSHIP**

- 3. An association or individual shall cease to be a member of the society by a majority vote of the members at an Annual, General or Special Meeting of the Commission based on violation of the code of conduct, and/or constitutional violations.

**BY-LAW 4 DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE**

**4.1 CHAIRPERSON**

- a. Shall be elected by a majority of the membership at the Annual General or Special meeting.
- b. Shall call and chair all meetings.
- c. Shall supervise the operation of the commission.
- d. Shall be a member of all committees and shall be notified of the time and place of each meeting.
- e. Shall be a voting member of the executive only in the event of a tie vote.
- f. Shall appoint committees for various projects as required.
- g. Shall attend meetings of the B.C.L.A. Minor Directorate.

**4.2 VICE-CHAIRPERSON**

- a. Shall be elected by a majority of membership at the Annual General or Special Meeting
- b. Shall carry out the duties of the Chairperson whenever the Chairperson is unable to do so.
- c. Shall be a voting member of the Executive.

#### 4.3 **SECRETARY**

- a. Shall be elected by a majority of the membership at the Annual General or Special Meeting.
- b. Shall be responsible for scheduling meetings conferences and travel; keeping adequate and accurate minutes of meetings of the Commission; preserving books, papers, documents and archives of the Commission; conducting necessary correspondence; generally performing all duties incidental to the office.
- c. Shall be a voting member of the Executive.

#### 4.4 **TREASURER**

- a. Shall be elected by a majority of the membership at the Annual General or Special Meeting.
- b. Shall be responsible for maintaining a set of books approved by the Commission to record financial transactions of the Commission. The Treasurer to receive all monies payable to the Commission and will ensure they are all properly deposited to a Commission-approved account. The Treasurer will be responsible for the payment of all debts approved by the Commission. The Treasurer shall prepare a statement of accounts for each Commission meeting. The Treasurer will, on or about September 1<sup>st</sup>, make available the set of books for audit by the Commission –appointed auditors, as well as have copies of these audited books available for inspection at the Annual General Meeting. The Treasurer shall perform any other related duties as may be required.
- c. Shall be a voting member of the Executive.

#### 4.5 **ZONE DIRECTOR**

- a. Shall be every 2 years (even years) and will represent the Commission at the B.C.L.A. Minor Directorate Meetings.
- b. Shall deal with matters pertinent to the Zone Director's position.
- c. Shall be a voting member of the Executive.

#### 4.6 **COMMISSIONERS**

- a. They shall be responsible for all initial disciplinary, protest, appeal and jurisdictional matters within their respective Division.
- b. Shall be responsible for keeping statistics of their respective Divisions.
- c. Shall be responsible for determining teams for Commission Playoffs, as required, as well as organizing and running Commission Playoffs for their division.
- d. Shall have no family relations in that division that they commission unless in extenuating circumstances. This is not limited to, however includes players

(son/daughter/grandchildren), coaches or managers. Any other persons (s) added to this list will be done through the Island executive.

#### **4.7 BCLOTSG Representative**

This person is responsible for the recruitment and certification of Officials. This person will be responsible for the ongoing evaluation of Officials at league games and tournaments.

#### **4.8 BCLCTSG Representative**

BCLCTSG Representative will be:

- a. Responsible for the liaison between the BCLA and the respective Association or Club Coaching Co-ordinators/Technical Co-ordinators.
- b. Responsible to forward all coaching requirements and or problems to the BCLA.
- c. Responsible to participate in selection of zone coaches for zone "All Star" teams when required.
- d. Responsible to ensure all deadlines are adhered to by the Association or Club Coaching Co-ordinators/Technical Co-ordinators.
- e. To act as a member of the Discipline Committee when required.
- f. To attend all meetings of the BCLCA.
- g. To assist in projects and tasks on behalf of the BCLA when mutually acceptable by both parties.

#### **4.9 League Scheduler Liaison/Webmaster**

- a. To set deadlines and requirements for the annual league scheduling process.
- b. To provide at least one draft schedule to associations for review
- c. To maintain the commission website
- d. To provide feedback on issues regarding the scheduling process
- e. Shall be a voting member of the Executive.

#### **4.10 FEMALE BOX COORDINATOR**

- a. Shall act as a Liaison between the BCLA Female Box Chair and the Commission
- b. Shall work with other Female Box Leagues to promote interleague playing opportunities
- c. Shall promote the development/promotion of Female Box Lacrosse within the Commission
- d. Shall oversee all aspects of female box lacrosse in the Commission
- e. Shall act as Female Commissioner when no Commissioner is available
- f. Shall be a voting member of the Executive.

#### **4.11 Past Chairperson**

- a. Shall act as a resource to the current Chairperson as needed

b. is not a voting member of the executive

4.12 Each person may only carry one vote

#### **BY-LAW 5 POWER OF THE EXECUTIVE**

5.1 The executive shall control the affairs of the commission.

5.2 Each member of the executive is accountable to the Commission.

5.3 In addition to various powers, duties and responsibilities, the executive shall have the following specific powers and responsibilities:

- a. To deal with protest, complaints, appeals and disciplinary matters.
- b. To report violations of the constitutions of the British Columbia Lacrosse Associations or the Vancouver Island Minor Lacrosse Commission and recommend further action.
- c. To recommend suspension of member associations or individuals for willful constitutional violations pending a decision by the B.C.L.A.
- d. To equally assess each member association for financial assistance as required to meet operational expenses.
- e. To appoint a jurisdictional committee from its membership as required.

5.4 The Commission shall have the authority to govern and control the operation of its league, leagues or Zone, under the policies and rules as set out by its Constitution and By-Laws.

5.5 In the event of any disagreement in the interpretation of rules governing operation within a zone, the commission shall have final authority.

#### **BY-LAW 6 MEETINGS AND VOTING**

6.1 All Executives and Representatives shall attend meetings unless the Chairperson has been previously notified at least 24 hours in advance. Failure to do so will result in fines as per Operating Policy.

6.2 A quorum shall consist of at least 51% of the voting members.

6.3 No proxy votes will be allowed.

6.4 Decisions shall be by a majority vote.

#### **6.5 VIMLC COMMISSION MEETINGS**

- a. Shall be called by the Chairperson, the dates to be set by the executive. A meeting shall be called monthly during the lacrosse season and as required at other times during the year.
- b. All members will be given at least seven (7) days notice.
- c. The Executive (Both Elected and Appointed Executive as defined in 2.1) and the Representatives (as defined in 1.2) shall have voting rights at these meetings.

#### **6.6 VIMLC EXECUTIVE MEETINGS**

- a. Shall be called by the Chairperson as required. A meeting shall be called to deal with a decision that only requires Executive approval as per policy.
- b. All executive will be given at least forty-eight (48) hours notice.
- c. Only the Elected Executive (as defined in 2.1) shall have voting rights at these meetings.

#### **6.7 VIMLC ANNUAL GENERAL MEETINGS**

- a. Shall be held at least once in every calendar year and not more than 15 months after the adjournment of the previous Annual General Meeting.
- b. The Annual General Meeting will be held by the 30th of November.
- c. Shall be called by the Chairperson, or by a majority vote of the members at a meeting.
- d. All members will be given at least fourteen (14) days notice.
- e. The Executive (Elected Executive and Appointed Executive as defined in 2.1) and the Representatives (as defined in 1.2) shall have voting rights at these meetings.
- f. Anyone wishing to nominate someone for a position on the elected executive as set out under BYLAW 4 The Executive, must send nominee's name to the chair and secretary of the VIMLC seven(7) days prior to the scheduled Annual General Meeting, so it can be added to the distribution of the annual General Meeting to all members. No nominations from the floor will be allowed.

#### **6.8 VIMLC SPECIAL SESSION OR EXTRAORDINARY GENERAL MEETING**

- a. A Special Session or Extraordinary General Meeting will be called as and when needed.
- b. May be called by the Chairperson, or by a majority vote of the members at a meeting.
- c. All members will be given at least fourteen (14) days notice.
- d. The Executive (Elected Executive and Appointed Executive as defined in 2.1) and the Representatives (as defined in 1.2) shall have voting rights at these meetings.

### **BY-LAW 7 COMMITTEES**

Committees other than the Disciplinary, Appeals, Jurisdictional and Protest, shall be formed at the direction of the Chairperson and shall be composed of representatives of the member associations.

**BY-LAW 8 APPEALS**

Refer to Regulation 21: Protests of the BCLA Operating Policy

**BY-LAW 9 COMMISSION FUNDS**

- 9.1 All Commission funds shall be deposited in the commission name in a Chartered Bank or a Credit Union, selected by the Executive. A current account shall be used for the normal operating expenses of the Commission from which all expenditures shall be approved by the Executive. Cash not immediately required for normal operating expenditures may be invested in Bank Savings deposits, short term deposit receipts or Government Bonds which are not subject to market fluctuation.
- 9.2 The signing authority for all financial transactions shall be any two of the Chairperson, Vice-Chair, Zone Rep, Secretary or Treasurer.
- 9.3 All associations shall post a performance bond with the Commission prior to March 1<sup>st</sup> of the playing year. Dollar amount to be determined each year at the Commission Annual General or Special Meeting.
- 9.4 All fund raising on behalf of Commission sponsored events must be approved by the Commission. A financial statement shall be filed with the Commission within forty-five (45) days of event completion and all funds shall accompany the financial statement.

**BY-LAW 10 BORROWING POWERS**

The Commission shall have no borrowing powers.

#### **BY-LAW 11 AUDITING ACCOUNTS**

On or before September 1<sup>st</sup> of each year, the Executive shall appoint two (2) auditors from the membership, other than the treasurer, to audit the financial accounts and approve an operational statement and balance sheet for presentation at the Annual General Meeting of the Commission.

#### **BY-LAW 12 FISCAL YEAR**

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

#### **BY-LAW 13 PLAYER REGISTRATION FEES**

Individual Associations shall set player registration fees.

#### **BY-LAW 14 ALTERATION OF BY-LAWS**

The By-Laws of the Commission shall not be altered except by Special resolution. Special resolution shall be a resolution passed by a majority of such members entitled to vote who are present at annual or special meeting of which notice specifying the intention of proposing the resolution as a special resolution has been duly given. Proposals may come from associations or the commission. Due notice shall consist of informing the secretary in writing thirty (30) days in advance of the meeting and the secretary shall inform all members fourteen (14) days in advance of the meeting.

#### **BY-LAW 15 BOOKS OF THE COMMISSION**

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

#### **BY-LAW 16 OFFICE BOOKS AND RECORDS OF THE COMMISSION**

The office of the Commission shall be at such place in the Province of British Columbia as the executive shall determine. The books of account and records shall be kept at such place within the zone as the Executive may determine and shall be open to inspection by the Executive at any time. The executive shall see that all books and records of the Commission required by the By-laws of the Commission or any statute or law are regularly and properly kept.

#### **BY-LAW 17 BOUNDARIES**



17.1 The Commission shall administer boundaries for all Associations on Vancouver Island

#### 17.2 New Associations

New Associations registering teams must submit a written application, including an anticipated team roster(s), a list of club executive, description of home facilities prior to January 15th, of the current playing season.

#### 17.3 Procedure for Encompassing New Associations in One Boundary Area Where an Association Already Exists

- In the event of an area within a set residency boundary, expanding to more than one Association, where the existing Association operates, the following ground rules shall apply:
- The new Association shall meet the criteria of 17.2 and,
- Submissions for proposed boundary changes are to be made to the VIMLC. The VIMLC will determine if the request is reasonable and pass decision.
- The players who reside within the new boundary will belong to the respective Association.
- Players who live in the new Association boundary have a one time option of staying “grandfathered” with the original Association.

**Victoria Esquimalt Lacrosse Association**-The municipalities of Oak Bay, Victoria, Esquimalt in their entirety as well as a portion of View Royal defined as:

Following along / around the Saanich municipal boundary west from the point at which the Esquimalt, Saanich and Esquimalt boundaries intersect; leaving the Saanich boundary just NORTH of Ridgeview Rise in a NORTH WEST direction until it hits Highland Road; heading South along the WEST side of Highland road as far as Highway 1; heading EAST along highway one until the intersection with the Old Island Highway; heading SOUTH along the WESTERN edge of the Old Island Highway as far as the intersection with Price Rd and extending down the EASTERN side of Price Bay Lane such that Price Rd and Price Bay Lane fall within JDF's catchment; extending down to the NORTH tip of the Colwood Municipality where it intersects with the Esquimalt municipal boundary; following the View Royal municipal boundary back to the point at which the Esquimalt, Saanich and Esquimalt boundaries intersect.

**Peninsula Lacrosse Association** -The municipalities of Sidney, Central Saanich and North Saanich in their entirety PLUS a portion at the NORTH end the Saanich municipality and The District of The Highlands defined respectively as:

**Section of Municipality of Saanich** - The area of Saanich, starting at EAST end of Noble Rd continuing on the Southern side of a line described as follows -> Hunt Rd -> Sayward Rd -> Pat Bay Highway -> Junction of Bat bay & Cordova Bay Rd -> across elk Lane to the Northern end of Forest Hill Rd -> Elkwood Rd -> South On Oldfield Rd -> Sparton Rd -> Prospect Lake Rd -> Meadow Brook Rd -> from the end of Meadow Brook Rd running West as far as the Highlands / Saanich Municipal boundary -> North and then East along Saanich Municipal boundary until it extends back around to Noble Rd.

**Section of the District of the Highlands** - The District of the Highlands shall first be split into a NORTH and SOUTH area via a single EAST / WEST line, the Eastern end of which starts at

the SOUTH WEST tip of Peninsula's section of Saanich Municipality and extends WEST all the way to the District of The Highlands Boundary.

**Saanich Lacrosse Association**-The municipality of Saanich (LESS a section at the NORTH end of the Saanich Municipality that is defined as part of the Peninsula catchment (see above)), PLUS the EASTERN side of the SOUTHERN half of the of the District of the Highlands defined respectively as:

Section of the District of Highlands - as defined by a line that cuts through the middle of Frizzle Lake as far as NORTH as Peninsula's section of the Highlands and as far SOUTH as View Royal municipal boundary.

**Juan de Fuca Lacrosse Association** - The municipalities of Sooke, Colwood, Metchosin, Langford PLUS sections of View Royal and The District of the Highlands defined respectively as:

Section of View Royal - The area of the View Royal Municipality not defined as part of the Victoria Esquimalt Lacrosse Association catchment (see above)

Section of the District of the Highlands - The area of The District of the Highlands not defined as part of the Peninsula or the Saanich catchment areas (see above)

The border on the Malahat is and includes Aspen Rd.

**Cowichan Valley Lacrosse Association**- north to Cedar Rd/Yellowpoint Rd and south to but not including Aspen Rd on the Malahat. The boundary includes the following: Saltair, Chemainus, Crofton, Duncan (including Maple Bay, Genoa Bay area), Lake Cowichan, Cobble Hill, Cowichan Bay, Mill Bay, Shawnigan Lake and part of the Malahat and Ladysmith.

**Nanaimo District Lacrosse Association**-Cedar Rd/Yellowpoint Rd in the south to Nanoose Flats in the north. This includes Lantzville and Nanaimo. It also includes part of Ladysmith and Cassidy

**Oceanside Minor Lacrosse** - Nanoose Flats in the south to Curran Road in the north. This area includes Bowser, Qualicum Beach, Parksville and part of Nanoose Bay, Fanny Bay and Errington.

**Alberni Valley Minor Lacrosse Association** - Cameron Lake north to Alberni Valley including the west coast. This includes Port Alberni, Tofino, Ucluelet

**Comox Valley Lacrosse Association**-The boundary includes Courtenay, Cumberland, Comox, Black Creek, Union Bay and part of Fanny Bay. The border is from and includes Curran Rd in the south and goes north to Oyster River bridges

**Campbell River Minor Lacrosse Association**-The boundary is north of the Oyster River bridges and includes Campbell River, Quadra Island, Blind Channel

## **BY-LAW 18 OPERATION**

The Commission will operate in accordance with the British Columbia Lacrosse Association Constitution By-Law 10.

## **BY-LAW 19 DISSOLUTION**

In the event of disbanding the Vancouver Island Minor Lacrosse Commission, all assets shall be distributed equally among the member Associations in good standing of the Commission. This clause is unalterable.