



# Sault Ste Marie Lacrosse Association

## CONSTITUTION 2016

Article 1.

### **NAME**

The name of the corporation shall be “Sault Ste. Marie Lacrosse Association”, also known as SSMLA. This not for profit corporation was incorporated on June 3, 2010 as a corporation “without share capital, in the Province of Ontario, # 1821505.

Article 2.

### **OBJECTS**

The objects for which the corporation is incorporated are the establishment and operation of an athletics club for the purposes of promoting organized athletics, games, and recreation, and in particular, lacrosse.

Article 3.

### **SPECIAL PROVISIONS**

The special provision is that the corporation shall be carried on without the purpose of gain for its members, and any profits or other accretions to the corporation shall be used in promoting its objects.

Article 4.

### **HEAD OFFICE**

The head office of the SSMLA shall be in the City of Sault Se. Marie, Ontario, and at such place therein as the directors may from time to time determine.

## Article 5.

### **MEETINGS**

- a) The Sault Ste Marie Lacrosse Association will hold on or about the month of October of each year an Annual General Meeting (AGM).
- b) Election of Board members shall occur at the AGM on years ending in even numbers.
- c) The Board of Directors shall hold no less than two Board meetings during the operational year.
- d) The Board of Directors may hold additional Board meetings as required.
- e) All members in good standing may attend the AGM and Meetings of the Board of Directors.
- f) Quorum at the AGM shall be a majority of the Board of Directors and two other members in good standing.
- g) Quorum at Board meetings shall be 50% of the current members plus 1.
- h) All members of the Board of Directors shall receive notification of meetings no later than 48 hours prior to the time and date of the meeting.

## Article 6.

### **MEMBERSHIP**

- a) The SSMLA shall grant membership within each calendar year to individuals who carry an Ontario Lacrosse Association card through the Sault Ste Marie Lacrosse Association or who are the parent or legal guardian of a player who carries an Ontario Lacrosse Association card through the Sault Ste Marie Lacrosse Association (limit one parent or legal guardian per carded player) and who pay the SSMLA annual membership fee as established by the Board of Directors.
- b) SSMLA membership allows members in good standing to participate in all leagues under the governance of the SSMLA, in the calendar year in which their membership fee is paid. Participation in any particular league may require additional fees as per that league's policies.
- c) Members in good standing shall be entitled to one (1) vote for each item at the SSMLA AGM. Members under the age of 18 on the day of the AGM must assign their vote to one parent or legal guardian.
- d) Membership may be cancelled by a majority vote of the Board of Directors, for any breach of the SSMLA "Code of Conduct" and/or "Bylaws".
- e) SSMLA membership fees are non-refundable.

Article 7.

## **CODE OF CONDUCT**

The SSMLA shall maintain a Code of Conduct for all members. This Code of Conduct shall not form part of the constitution herein.

Article 8.

## **BY-LAWS**

The SSMLA shall maintain By-laws under which the SSMLA shall operate. These By-laws shall not form part of the constitution herein.

Article 9.

## **OFFICERS/DIRECTORS**

The SSMLA shall have 3 Senior Officers. These Officers/Directors will hold signing authority for the SSMLA.

### **a) President**

- i. Direct the operation of the SSMLA,
- ii. Call all meetings of the Board of Directors,
- iii. Chair all meetings of the Board of Directors,
- iv. Act as liaison with the City of Sault Ste. Marie, agencies of the Provincial and Federal governments, the OLA and CLA on matters of importance,
- v. Delegate responsibilities as required or under the direction of the Board of Directors to members of the Board of Directors,
- vi. Act as overseer of all activities within the Sault Ste. Marie Lacrosse Association.

### **b) The Director of Finance shall:**

- i. Ensure accurate reporting of all revenues and expenses,
- ii. Ensure that all operations abide by all provincial and federal financial regulations,
- iii. Report the annual financial operations to the Board of Directors of the Sault Ste Marie Lacrosse Association and to Revenue Canada, on a timely basis.

### **c) The Director of Operations and Vice President shall:**

- i. Act as Vice President for the SSMLA. Should the President be unavailable, assume the roles and responsibilities in their place.
- ii. Ensure that all operations abide by all rules and contracts,

- iii. Ensure all operations abide by the all federal and provincial laws,
- iv. Report relevant activities to the Board of Directors.
- v. Manage operations such as floor booking and upkeep of the association website.

The SSMLA shall have 5 directors.

**a) The Director of Administration shall:**

- i. Ensure that all members are properly registered with the Sault Ste Marie Lacrosse Association,
- ii. Ensure all members have access to all information regarding the operations of the corporation,
- iii. Report relevant activities to the Board of Directors of the Sault Ste Marie Lacrosse Association and to the government of Ontario.

**b) Secretary**

- i. Ensure that all official and legal documents of the Sault Ste Marie Lacrosse Association are properly recorded, distributed and archived,
- ii. Record the minutes of the AGM and all Board of Directors' meetings,
- iii. Ensure that pertinent information is made available to the members of the Board of Directors and when required, to any and all members for the SSMLA as directed by the President or the Board of Directors.

**c) Registrar/Privacy Officer**

- i. Ensure thorough and timely communication with the Ontario Lacrosse Association, the SSMLA Board of Directors and the coaching staff of each SSMLA Rep teams on all matters relating to the registration of players, coaches, executive members and all other volunteer personnel requiring proper registration with the Ontario Lacrosse Association;
- ii. Ensure all documents are received from the OLA and are completed by the players, coaches, executive members and all other volunteer personnel requiring registration with the OLA;
- iii. Ensure that all fees required for registration with the OLA and SSMLA are collected and an account of these funds is duly registered and the funds provided to the Director of Finance in a timely fashion;
- iv. Ensure that all documents required by the OLA and SSMLA are provided in a timely manner and that copies of these documents are archived with the SSMLA. Act as Privacy Officer per OLA regulations.

**d) Equipment Manager**

- i. Ensure a complete and up-to-date inventory of all SSMLA equipment;
- ii. Ensure that, as required, all SSMLA Rep teams are provided with the equipment they need within the limits of what SSMLA has available and that all equipment is returned in good condition by the Rep teams in a timely manner;
- iii. Ensure that all equipment is maintained in good condition;
- iv. Advise the SSMLA Board of Directors on equipment needs and provide information on where and how to obtain such equipment.

**e) Sponsorship / Fundraiser Coordinator**

- i. Ensure that the SSMLA Sponsorship and Fundraising policy is adhered to by all concerned;
- ii. Ensure that each of the SSMLA Rep teams receives support in obtaining sponsorship for their team;
- iii. Ensure that all documents relating to sponsorship are properly completed, all financial and supporting activities are met and that all funds are turned over to the Director of Finance in a timely fashion;
- iv. Provide a mechanism for the SSMLA to raise money for the development of the SSMLA and all association requirements;
- v. Provide a mechanism for the SSMLA Rep teams to raise funds for seasonal expenses;
- vi. Ensure that all SSMLA Rep teams provide information regarding any planned fundraising activities;
- vii. Manage all SSMLA sponsored fundraising activities ensuring that a full report of these activities is provided to the Board of Directors and all funds raised are turned over to the Director of Finance in a timely fashion.

The SSMLA will also grant Board of Directors membership to:

**a) Head Coaches**

- i. these Board positions will be filled by the Head Coach of each of the SSMLA Rep teams as determined and approved by the Board of Directors;
- ii. Ensure the proper delivery of a Rep team lacrosse program at the age level assigned to them;
- iii. Manage their team and all members of their coaching staff for the betterment of the players on their team, the sport of lacrosse and development of good citizenship and fair play;
- iv. Ensure that all Rep team funds are properly managed and full accounting is

provided to the Director of Finance.

Article 10.

## **TERM OF OFFICE**

The Board of Directors shall be elected for a period of two years and their mandate shall commence on January 1 of the year following the Annual General Meeting in which they were elected and ending on December 31 of that second calendar year. The positions of President, Director of Administration, Registrar/Privacy Officer, and Sponsorship / Fundraiser Coordinator will hold election on odd numbered years. The positions of Director of Finance, Director of Operations, Secretary, and Equipment Manager will hold elections on even numbered years.

Immediately upon their election, any member elected to the Board of Directors for the next Rep lacrosse season shall have the authority to attend all Board of Directors meetings in the current year and have full voting privileges on any and all matters directly relating to the next Rep lacrosse season.

The Board of Directors will have the authority to fill any vacant position with any person they deem capable and willing to accept such a position and this at anytime a position becomes vacant during the current lacrosse season.

A lacrosse season will commence on January 1 of each year and terminate on December 31 of that same year.