



SAULT STE MARIE LACROSSE ASSOCIATION

BY-LAWS

2015

A1 - Annual General Meeting (AGM)

1. The Annual General Meeting will be held no later than the 30th day of October of each year.
2. The President will ensure that:
 - 2.1. A notice of meeting is posted on the Association website no less than 30-days prior to the AGM.
 - 2.2. The meeting agenda is posted on the Association website no less than 7 days prior to the AGM.
3. Members may propose agenda items by submitting written requests to any Board member or by sending email requests to the SAULT STE MARIE LACROSSE ASSOCIATION email address no less than 15 days prior to the AGM.

A2 - Communications

1. The SAULT STE MARIE LACROSSE ASSOCIATION shall maintain 1 telephone number, 1 email address and 1 postal address as determined by the Board of Directors.
2. The Secretary shall ensure that all correspondence is properly distributed and dealt with in a timely manner.
3. The President or Vice-President must approve all media communications.

A3 - Complaints/Appeals (Review Board)

1. Three (3) members of the Board of Directors (Review Board) will review all complaints or breaches of the Constitution, By-laws and Code of Conduct within 7 days of receipt of a complaint.
2. Unless named in the complaint, the President will appoint the three members of the Review Board.
3. Within 7 days of rendering a decision, the Review Board will advise the individuals concerned including the full Board of Directors of their decision and will ensure that their decision is enforced in a timely manner.
4. The Review Board's decision will be final and not subject to appeal except by resolution of the Board of Directors with a $\frac{3}{4}$ majority vote of members present.

A4 - Financials

1. The SAULT STE MARIE LACROSSE ASSOCIATION fiscal year shall end on the 31th day of December in each year.

2. The SAULT STE MARIE LACROSSE ASSOCIATION shall maintain one (1) Operational (checking) bank account and one (1) Reserve (savings) bank account.
3. The SAULT STE MARIE LACROSSE ASSOCIATION shall pay for administrative expenses through fundraisers, member fees and/or team fees.
4. The Director of Finance shall oversee the financial operations of all teams, including but not limited to:
 - 4.1. Approving "Preliminary budgets",
 - 4.2. Approving "Final budgets",
 - 4.3. Approving Expenditures,
5. The Director of Finance shall receive reports on the financial activities of all teams and shall amalgamate the receipts and expenditures identified on these reports with those of SAULT STE MARIE LACROSSE ASSOCIATION to create an Association financial report.
6. The SAULT STE MARIE LACROSSE ASSOCIATION financial report will be completed by September 30th of each year,
7. The SAULT STE MARIE LACROSSE ASSOCIATION financial report will be submitted for review to all coaches and directors by October 7th of each year.
8. The Director of Finance shall present a current financial statement at the AGM as well as a yearend financial statement to the Board of Directors at the end of the fiscal year.
9. The Director of Finance shall prepare and submit all required Federal corporation tax returns.
10. The SAULT STE MARIE LACROSSE ASSOCIATION shall maintain electronic records of all past years' financials.
11. The SAULT STE MARIE LACROSSE ASSOCIATION's bank account activities shall be available to all Board members at all times.
12. All Fundraising activities must be approved by the Sponsorship/Fundraiser Coordinator.

A5 - Constitution, By-laws and Code of Conduct Changes

1. Changes to the Constitution may only be made by a motion at the AGM, and by a 2/3-majority vote of members present.
2. Changes to the By-laws may be made at any meeting by a 2/3-majority vote of the members of the Board of Directors present.
3. Changes to the Code of Conduct may be made at any meeting by a 2/3-majority vote the members of the Board of Directors present.

A6 - Records

1. The Director of Administration shall maintain:
 - 1.1. Electronic lists of past and current membership,
 - 1.2. Past and current ONTARIO LACROSSE ASSOCIATION registration documents,
 - 1.3. The Association copies of registration forms,
 - 1.4. A copy of all birth certificates,
 - 1.5. Copies of coaches and trainers certifications.
2. The Director of Administration shall make membership lists available to SAULT STE MARIE LACROSSE ASSOCIATION members within 7 days of a written request.
3. The SAULT STE MARIE LACROSSE ASSOCIATION shall maintain an Association website.
 - 3.1. Any director can submit changes.
4. The Director of Administration shall publish on the website:
 - 4.1. General SAULT STE MARIE LACROSSE ASSOCIATION contact information,
 - 4.2. The Constitution,
 - 4.3. The By-laws,

- 4.4. The Code of conduct.
5. The Director of Operations shall keep a copy all game sheets.
6. All administrative, operational and financial documents (paper or electronic) shall be placed with the Secretary no later than December 15 of each year. Such documents will be archived for use by future SAULT STE MARIE LACROSSE ASSOCIATION Board of Directors.

B1 - Ontario Lacrosse Association (OLA)

The SAULT STE MARIE LACROSSE ASSOCIATION shall:

- i. Be a member of the ONTARIO LACROSSE ASSOCIATION.
- ii. Ensure that all members are registered with the ONTARIO LACROSSE ASSOCIATION and follow their rules and procedures.
- iii. Insure all members through the ONTARIO LACROSSE ASSOCIATION.

C1 - Appointment of Rep Team Head Coaches

1. The Director of Operations shall:
 - 1.1. Ensure that coaching application notices for Head Coaching positions for the up-coming Rep lacrosse season be posted on the Association's website, sent by email to Association members and to any other local lacrosse group no later than November 30 of the year preceding the lacrosse season for which the positions must be filled,
 - 1.2. Only entertain and evaluate Head Coaching position applications for the up-coming Rep Lacrosse season that are submitted and received by the Director of Operations or the SSMLA offices no later than December 31 at midnight of the year preceding the lacrosse season for which the positions must be filled,
 - 1.3. Provide to the elected members of the Board of Directors copies of all Head Coaching applications no later than January 15 of the current Rep lacrosse season, and call and chair a meeting of these same elected members no later than January 30 of the current Rep lacrosse season to choose successful candidates for each of the Head Coaching positions for the following Rep lacrosse season.
 - 1.4. Notify all candidates of the approved appointments no later than February 15 of the current Rep lacrosse season.
 - 1.5. Ensure that any elected member of the Board of Directors for either the current or next lacrosse season be barred from any discussions or decisions regarding the selection of Head Coaching positions for any team for which they have applied.

C2 - Coaches/Teams

1. Members of the coaching staff shall be identified but not limited to the following: Head Coach, Assistant Coaches, Trainers, Manager.
2. Each member of the coaching staff will be required to obtain and provide to the Board of Directors a Canadian Police Record Check prior to the commencement of any activities with a SSMLA Rep team.

3. All members of the coaching staff for any and all Sault Ste Marie Lacrosse Association Rep teams must be approved by the Board of Directors prior to engaging in any activity with a SSMLA Rep team.
4. Each Rep team must provide the Director of Operations with:
 - 4.1. A preliminary report on team activities and proposed budget no later than March 31. This report may be subject to review by the Board of Directors;
 - 4.2. A written description of any and all supplementary activities or events not previously identified on the preliminary report 48 hours prior to the staging of the activity;
 - 4.3. All moneys required to cover all projected costs for their team. These monies must be received by the Director of Finance as stipulated by the Board of Directors and no later than July 31 of the current Rep lacrosse season;
 - 4.4. A written recap report of all team activities and financials by September 15 of each year.
 - 4.5. A written description of any budget modifications or changes to those proposed in the preliminary report.
5. Each Rep team must:
 - 5.1. Collect and document all moneys received from players and fundraisers and remit such amounts to the Director of Finance.
 - 5.2. Facilitate the ONTARIO LACROSSE ASSOCIATION registrations and certifications of all team members.
 - 5.3. Ensure all team activities:
 - 5.3.1. are safe for the participants,
 - 5.3.2. are well supervised,
 - 5.3.3. have a certified trainer present at all times,
 - 5.3.4. follow the By-laws and Code of conduct of the SAULT STE MARIE LACROSSE ASSOCIATION,
 - 5.3.5. follow the By-laws and Code of conduct of the ONTARIO LACROSSE ASSOCIATION.
 - 5.4. Act as good ambassadors of the SAULT STE MARIE LACROSSE ASSOCIATION, the ONTARIO LACROSSE ASSOCIATION and lacrosse.

C3 - Facilities and Assets

1. The Director of Operations shall book and schedule all facilities for all teams.
2. The SAULT STE MARIE LACROSSE ASSOCIATION shall ensure the purchase and maintenance of all necessary equipment and also ensure that such equipment is made available to the teams.

C4 - Releases

1. Players must request releases in writing to the SAULT STE MARIE LACROSSE ASSOCIATION email address.
2. The Director of Operations will:
 - 2.1. Discuss the release with all relevant coaches within 7 days of receipt of the request.
 - 2.2. Bring the request to the Board of Directors within 10 days of receipt of the request for their approval or denial.
 - 2.3. Ensure all required documentation is forwarded to the appropriate individuals within 13 days of receipt of the request.