Filed Date and Time: October 30, 2026 02:26 PM Pacific Time
Society Incorporation Number: S0024927

CERTIFIED COPY
Of a document filed with the
Province of British Columbia
KATHLEEN ASSAF

# ***BY-LAWS***

## *ARTICLE 1 - THE ASSOCIATION*

1. In the event of the winding up or dissolution of the Society, all the funds and assets of the Society remaining after the payment or satisfaction of all costs, charges, expenses, debts and liabilities of the Society, including the remuneration (if any) of the liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after the payment of any debts of the Society, shall be given, transferred and distributed to such organizations that are registered charities pursuant to the provisions of the Income Tax Act that shall be designated by the members of the Society at the time of the winding up or dissolution of the Society, and if effect cannot be given to the aforesaid provisions, such funds shall be given, transferred and distributed to such organizations that are determined by the members of the Society to be registered charities pursuant to the provisions of the Income Tax Act which have purposes similar to those of the Society. This provision was previously unalterable.

2. In the event of the winding up or dissolution of the Society pursuant to, and subject to, the above paragraph, if at the time of such winding up or dissolution, Pacific Sport BC, Kelowna is a registered charity pursuant to the provisions of the Income Tax and is determined to be so by the members of the Society then all the funds and assets of the Society remaining after the payment or satisfaction of all costs, charges, expenses, debts and liabilities of the Society, including the remuneration (if any) of the liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after the payment of any debts of the Society, shall be given, transferred and distributed to Pacific Sport BC, Kelowna, or failing that, to the British Columbia Lacrosse Association ("BCLA") if BCLA is a registered charity pursuant to the provisions of the Income Tax Act and is determined to be so by the members of the Society. This provision was previously unalterable.

## *ARTICLE 2 - AFFILIATION*

A. The Society (hereinafter in these by-laws called the "Association") shall maintain in good standing its Membership or affiliation, as the case may be, with each of the following named Associations (hereinafter referred to collectively as "the associations"):

   i. Lacrosse Canada (hereinafter referred to as "LC"),

   ii. British Columbia Lacrosse Association (hereinafter referred to as "BCLA"),

   iii. a) Thompson-Okanagan Minor Box Lacrosse Commission (hereinafter referred to as "TOMBLC");
   b) Interior Field Lacrosse Commission (hereinafter referred to as "IFLC").
   c) TOMBLC and IFLC shall hereinafter be collectively referred to as "Applicable Governing Commission".

B. The associations shall comply with all applicable bylaws, rules and regulations by which the Associations are governed and upon receiving proper notice, the Association shall arrange that it will be represented by one or more persons, at all Special, Regular and Annual General Meetings of the Associations.

## *ARTICLE 3 - MEMBERSHIP*

A. The Membership of the Association shall be limited to those who have hereunto subscribed their names to the within Constitution and By-laws and to those persons who apply as Regular Members, are appointed as Associate Members, or who are voted by the Membership as Life Members, as outlined below, subsequent to the incorporation of the Association.

B. **REGULAR MEMBERSHIP** shall be open to any parent or legal guardian of a child who can play lacrosse or wishes to learn to play lacrosse (such child shall hereinafter be referred to as "a player") and can fulfill the following requirements. The priorities are as follows and shall be confined to:

   i. a player residing with their parent, or legal guardian, within the geographical boundaries established by the Applicable Governing Commission.

   ii. a player duly transferred according to regulations as set by the Applicable Governing Commission

C. **ASSOCIATE MEMBERSHIP** shall be granted by the Association each year
   i. to those persons, firms or corporations who are nominated by the *Board of Directors* and who have accepted such nomination as a sponsor of a Team (hereinafter referred to as a "Team Sponsor"); and

   ii. to those persons who are nineteen (19) years of age or older and who, in the opinion of the *Board of Directors*, have demonstrated a sincere interest and taken an active part in promoting the purposes of the Association.

D. **LIFE MEMBERSHIP** may be bestowed as an honour, upon any Member of the Association who has rendered distinctive or meritorious service to the Association, for a period of at least ten (10) years prior to nomination.

   i. Nomination of such person for Life Membership may be posed in writing by any Regular Member of the Association provided that such nomination is delivered to the Chairperson of the Life Membership Committee, at least forty-five (45) days prior to an Annual General Meeting. The nomination shall refer in detail to the particulars of the distinctive or meritorious service of such Member for which the honour of a Life Membership is recommended. After receiving the nomination particulars the Chairperson shall convene a meeting of the Life Membership Committee at a time and place convenient for the Committee Members to review the particulars.

   ii. If the majority of the Members of the Life Membership Committee after putting the nomination to a vote deem the nomination acceptable, the Chairperson shall notify the Secretary for the *Board of Directors* of the Association, for the approval of the *Board of Directors* and if approved the Chairperson of the *Board of Directors* shall instruct the

Secretary to include the written nomination containing the particulars of the nominees service record to add, as further business and to be considered at the Annual General Meeting of the Association, a motion to approve the granting of a Life Membership to the nominee by simple majority vote of those present and entitled to vote.

iii. If the nomination is approved by the Membership attending the Annual General Meeting following the vote the name of the nominee shall be attached to and become part of the minutes of the Annual General Meeting and a certificate of such resolution shall be delivered to the nominee as proof of having received the honour of Life Membership in the Association.

E. With the exception of Life Members, Membership in the Association shall be for a period of one (1) year commencing on the first (1st) day in the month of January and terminating on the thirty-first (31st) day in the month of December subject only to the following provisions regarding Regular Members deemed or determined not to be in good standing of the Association.

F. Except for the period of time of suspension, Membership by a Member in the Association shall immediately cease upon such Member being determined to be "not in good standing" with the Association, or upon:

i. giving twenty (20) days written notice of resignation to the Secretary of the Association and the *Board of Directors* approves the resignation;

ii. giving ten(10) days verbal notice of resignation to the President of the Association and the *Board of Directors* approves the resignation;

iii. failing to register or re-register a player with the Association within the time allotted each year for registrations;

iv. being expelled from Membership of the Association (see section G below).

G. **SUSPENSION AND EXPULSION FROM MEMBERSHIP:**

i. The President of the Association is authorized and obliged to suspend any Member, Coach, team official or any Player for a fixed or indefinite period of time, which shall be at the discretion of the President, if in the opinion of the President, the Member or the Player, as the case may be from time to time, has conducted himself or herself in a manner which is adverse to purposes stated in the Constitution of the Association or to the good government of the Association. The President shall give written notice to either the Member, or the Player, as the case may be, of the suspension and shall convene the Discipline Committee to receive a copy of the notice of suspension and the written report of the President's action to suspend the Member or the Player.

**a. The written notice will include two additional KMLA officer signatures, in addition to the one required from the president.**

ii. The Discipline Committee shall convene a meeting solely for the purposes of hearing the evidence and learning of the circumstances of the suspension. The hearing shall take place at the meeting within seven (7) days following notice to the Member or to the parents of

the Player, advising of the meeting and giving the Member or the parents of the Player an opportunity to attend the meeting and make submissions to the Discipline Committee.

iii. The Discipline Committee shall determine whether the member or the player has acted improperly, has acted in a manner unbecoming or endangering the interest or reputation of the Association, has committed a breach of the aims or purposes as stated in the Constitution of the Association, or has committed a breach of the provisions by the Bylaws or Operating Policy of the Association or its affiliated bodies (i.e., LC, BCLA, TOMBLC, and IFLC).

iv. Following the hearing, the Discipline Committee shall determine whether or not to continue the suspension for a definite period of time, or expel the Member or Player permanently from Membership in the Association. Such determination shall be delivered to the resident address of the suspended Member or Player, as the case may be, within seventy-two (72) hours following the conclusion of the hearing.

v. In the event the suspended Member or parent of a suspended Player wishes to appeal the decision of the Discipline Committee, upon payment of the sum of FIFTY ($50) DOLLARS as a deposit and delivery of the same together with written particulars confirming the basis of the appeal to the Secretary of the Association, the Secretary shall convene a meeting of the Appeals Committee to be held not later than seven (7) days following notice to the suspended or expelled Member or Player. The Discipline Committee shall provide a written report to the Appeals Committee giving reasons for suspension or expulsion of the Member or Player. Following the appeal the Appeals Committee shall provide its decision on the appeal within seven (7) days following the last day of the hearing. The decision of the Appeals Committee shall be delivered to the resident address of the suspended or expelled Member or Player, as the case may be, within forty-eight (48) hours following the conclusion of the hearing. If the decision of the Discipline Committee is upheld the deposit shall be retained by the Association and treated as income from a donor. If the decision is reversed the deposit will be refunded forthwith to the Member or parent of the Player.

vi. If the suspended or expelled Member or parent of a Player is dissatisfied with the decision of the Appeals Committee, the suspended or expelled Member of the parent of the Player may appeal to the *Board of Directors* upon payment of the sum of ONE HUNDRED ($100) DOLLARS as a deposit and delivery of the same and together with written particulars confirming the basis of the appeal, to the President of the Association, and the President shall convene a meeting of the *Board of Directors* to be held not later than seven (7) days following written notice from the suspended or expelled Member or Player. Following the appeal the *Board of Directors* shall provide their decision on the appeal within seven (7) days following the last day of the hearing. The decision of the *Board of Directors* shall be delivered to the resident address of the suspended or expelled Member or parent of the Player within forty-eight(48) hours following the conclusion of the hearing. If the decision of the Appeals Committee is upheld the deposit shall be retained by the Association and treated as income from a donor. If the decision is reversed the deposit will be refunded together with the previous deposit of ONE HUNDRED ($100) DOLLARS forthwith to the Member or the parent of the Player as the case may be.

vii. A suspended or expelled Member or parent of the Player shall have the privilege of attending the next Annual General Meeting of the Association or extraordinary general meeting of the Membership and address those present with a view of seeking reinstatement as a Member or a Player in good standing upon giving written notice to the Secretary of the Association to place in the agenda of business to transact at the meeting the issue of reinstatement of the suspended or expelled Member or Player, as the case may be, to be determined by majority vote of the Membership in attendance provided that such motion is duly moved and seconded by the Membership in attendance. Notwithstanding, if the motion to reinstate is passed by a majority vote the deposits will be returned by the Association, to the suspended or expelled Member, or the Player, as the case may be.

## *ARTICLE 4 – BOARD OF DIRECTORS*

A. Subject to the provisions hereinafter, the *Board of Directors* shall be elected at each Annual General Meeting of the Membership of the Association from those Members who are not less than 19 years of age and who are Members in good standing in the Association.

B. The *Board of Directors* shall comprise

i. Those Members who were entitled to be elected for the following seven (7) named positions as **Officers of the Association**:

a) the Past President (whose election by the Membership shall not be required),
b) the President,
c) the First Vice-President,
d) the Second Vice-President,
e) the Secretary,
f) the Registrar, and
g) the Treasurer.

Officers of the Association may not occupy more than one Officer role at any given time

ii. Sixteen (16) **Directors** each of whom will assume one of the following positions while serving on the *Board of Directors* and perform the duties ascribed, at the direction of the President:

a) Head Coach
b) Official-in-Charge (OIC)
c) Scheduler
d) Player Recruitment, Public Relations/Publicity
e) Sponsorship
f) Special Events/Tournament Coordinator
g) Field Lacrosse Coordinator
h) Officials Allocator
i) Equipment Manager
j) Apparel Coordinator
k) Female Coordinator
l) Division Manager … one for each Division (U7/U9, U11, U13, U15, U17/U18).

Based on volunteer recruitment realized at the Annual General Meeting or

Extraordinary General Meeting, some Director positions may be combined with one or more other roles (e.g., merging Official-in-Charge (OIC) with Officials Allocator or having the Director of Player Recruitment, Public Relations/Publicity also serving as a Division Manager). Where Director positions are merged, that person is entitled only one vote on the *Board of Directors*.

C. Term of the Officers and Executive:

i. Past President shall serve until a successor Past President shall be determined.

ii. Each Officer of the Association shall serve a 2-year term which expires at the second AGM from their election with positions reaching end of term on alternating years. The President, 1st Vice President and Registrar shall end their term on odd years. The 2nd Vice President, Secretary, and Treasurer shall end their terms on even years.

iii. Each director shall serve a 1-year term which expires at the following AGM from their election.

D. Any Officer or Director may be permanently removed from office upon a vote of the Membership of the Association at an Annual General Meeting or at an Extraordinary General Meeting of the Membership, called for that purpose being cast and seventy-five percent (75%) of the membership present voting in favour of removal.

E. Those Members of the *Board of Directors* who are not being considered for removal from office may remove any Member or Members of the Board upon a unanimous vote in favour of removal; the Member or Members being considered for removal shall not be entitled to vote.

F. Upon a vacancy occurring at any time and from time to time in the *Board of Directors*, the President shall appoint a Regular Member of the Association to hold office until the next Annual General Meeting or until a successor shall be duly elected or appointed. Upon a position vacancy a Member duly elected shall serve only the balance, or the remainder of the term.

G. No member may hold more than one position as an Officer on the Board of Directors. The President, at their discretion, may appoint a Director to serve in more than one Director role. The President, at their discretion, may appoint an Officer to serve in a Director role. Where a person occupies both an Officer and one or more Director roles, that person shall be entitled to one (1) vote only on the Board of Directors.

H. The Board of Directors shall constitute, amend and publish the 'Operating Policy' relating to the day-to-day operation of the Association. The policies are to be made readily available to the membership on the website of the Association. The Board of Directors may approve amendments to the 'Operating Policy' at any regularly scheduled meeting of the Board of Directors by a majority vote

I. Each Member of the Board of Directors shall commence serving the Association immediately following their election at the Annual General Meeting or upon appointment to fill a vacancy. Officers and Directors shall serve for the term prescribed in Article 4(C) or until their successor is elected or appointed, unless they resign, are removed, or otherwise cease to hold office in accordance with these Bylaws.

J. Remuneration of Board of Directors:
   i. These Bylaws do not permit the Association to pay to a director remuneration for being a director.
   ii. The Association may, subject to the Act, pay remuneration for services provided by the director to the Association in another capacity or for approved expenses paid by the director on behalf of the Association.

K. DIRECTORS AND OFFICERS NOMINATION PROCESS:
   i. **Call for Nominations:** A 'Call for Nominations' shall be issued to the general membership concurrently with the official Notice of the Annual General Meeting, at least fourteen (14) days prior to the meeting.

   ii. **Dual Nomination Paths:** Eligible candidates may be nominated either in advance of the meeting or directly from the floor on the night of the Annual General Meeting.
      a) **Advance Nominations:** Written nominations may be submitted via email to the Secretary of the Association at any time following the Notice of Meeting up until the start of the Annual General Meeting.
      b) **Floor Nominations:** Nominations shall be openly accepted from the floor by the Membership during the election portion of the Annual General Meeting.

   iii. **No Self-Nominations:** An eligible candidate must be formally nominated by another Regular Member in good standing of the Association. Self-nominations, whether submitted in advance or made from the floor, are invalid. For clarity, nothing in this Bylaw prevents a member from expressing their interest in running for office or requesting that another Regular Member nominate them.

   iv. **Mandatory Consent and Acceptance:** A nominated candidate must formally accept their nomination to be eligible for election. • If the nominee is present at the meeting, they must accept their nomination verbally. • If the nominee is absent from the meeting, their nomination will only be valid if a signed, written statement of consent from the candidate is delivered to the Secretary prior to the call to order of the Annual General Meeting.

## *ARTICLE 5 - FINANCES OF THE ASSOCIATION*

A. The *Board of Directors* shall have the power to raise money by whatever means lawfully available to the *Board of Directors* from time to time and shall have the discretion to apply all money or any part of the money so acquired in any manner the *Board of Directors* deems appropriate to further the objectives and purposes of the Association as recited in the Constitution of the Association and without limiting the foregoing the *Board of Directors* may purchase, lease or otherwise acquire and dispose of any or all of the same for reward for the Association and the account and property of the Association.

B. The *Board of Directors* shall not cause the Association to issue any mortgage, bond or debenture without first obtaining the approval of the Membership of the Association, by special resolution of the Membership, at a meeting called for that purpose.

C. The *Board of Directors* shall furnish un-audited financial statements to be available to each Member to inspect, or take copies of, for the approval of the Membership at the Annual General Meeting. The membership, with a majority vote, may request an Audit completed where the financial statements and audit findings would be presented for approval at an Extraordinary Meeting to be held within 90 days of the Annual General Meeting.

D. Signing Authority:
   i. A contract or other record to be signed by the Association must be signed on behalf of the Association:
      a) By the President, together with one other Officer;
      b) If the President is unable to provide signature, by one Vice-President together with one other Officer;
      c) If the President and both Vice-Presidents are unable to provide signatures, by any two (2) other Officers of the Association; or
      d) In any case, by one or more Directors authorized by the Board of Directors to sign the record on behalf of the Association.

   ii. All cheques must be signed by two of the signing authorities that have been designated at the banking institution.

   iii. All electric funds transfers must be approved by two of the signing authorities that have been designated at the banking institution.

   iv. Criteria for signing authorities to be outlined in the Financials section of the KMLA Operating Policy

## *ARTICLE 6 - OFFICERS OF THE ASSOCIATION*

A. **PAST PRESIDENT** :

   i. A Past President shall hold the office of Past President until their successor has been declared by the President, immediately following each Annual General Meeting, of the Association. The Past President so determined, shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President, or any member of the *Board of Directors* of the Association.

B. **PRESIDENT** :

   i. The President shall preside at all meetings of the Association and when attendance is not possible, direct either the 1st Vice President or 2nd Vice President as to the business priorities of the Association;
   ii. The President is responsible for providing vision, leadership and sound governance for all aspects of the Association in pursuit of its mission;

iii. The President will champion ethical behaviour, open communication, and fact-based decision-making, and work to sustain high morale within the *Board of Directors* and the Membership as a whole;
iv. The President shall represent the Association at meetings of both to the Applicable Governing Commission and Pacific Sport BC Kelowna;
v. The President shall have the power and discretion to suspend indefinitely any team of players, and a Regular Member, any Player, any Team Official, any Coach, any Parent, or any Officials for misconduct or conduct unbecoming a Regular Member of the Association, in the opinion of the President; for use of abusive language, or for breach of the rules or regulations set down by BCLA, the Applicable Governing Commission or by the *Board of Directors* from time to time, for breach of the spirit and intent of the Constitution of the Association, for breach of any bylaw of the Association, or for breach of any announced Operating Policy of the Association, until the event or incident has been reviewed and determined by the Discipline Committee;
vi. The President shall appoint Chairpersons for unfilled Committee roles (Discipline Committee, Appeals Committee, Coaches Selection Committee);
vii. The President shall be Chairperson of the Life Membership Committee.

C. **1ST VICE-PRESIDENT**:

i. The 1st Vice-President shall be the chair of the Finance Committee:
ii. The 1st Vice-President shall assist the President in the performance of the President's duties, per the directions given by the President;
iii. The 1st Vice-President shall, in the absence of the President, perform the duties of the President;
iv. The 1st Vice-President shall be a Member of the Discipline Committee;
v. The 1st Vice-President shall attend the Applicable Governing Commission regular and other duly called meetings;
vi. The 1st Vice-President shall attend Pacific Sport BC Kelowna meetings regular and other duly called meetings;
vii. Without limiting the foregoing, the 1st Vice-President shall perform such other duties as may be assigned to the 1st Vice-President by the President.

D. **2ND VICE-PRESIDENT**:

i. The 2nd Vice-President shall act as chair of all meetings of the Appeals Committee;
ii. The 2nd Vice-President shall be a member of the Finance Committee;
iii. The 2nd Vice-President shall, in the absence of the President and the 1st Vice-President perform the duties of the President;
iv. The 2nd Vice-President shall attend Pacific Sport BC Kelowna meetings regular and other duly called meetings;
v. The 2nd Vice-President shall attend the Applicable Governing Commission meetings, regular and other duly called meetings;
vi. Without limiting the foregoing, the 2nd Vice-President shall perform such other duties as may be assigned to the 2nd Vice-President, by the President;

E. **REGISTRAR**:

i. The Registrar shall maintain permanent records of all registered players of the Association and of all annual registrations of players, coaches and managers (i.e., maintain up-to-date and accurate team lists);
ii. The Registrar shall register all players with BCLA including filing paperwork related to player releases and played on approvals by the Applicable Governing Commission, and advise the *Board of Directors* of all key deadlines;
iii. Without limiting the foregoing, the Registrar shall perform such other duties as may be assigned to the Registrar, by the President.

F. **TREASURER** :

i. The Treasurer shall maintain the financial transactions and the records of the same for the Association;
ii. The Treasurer shall provide the *Board of Directors* with a verbal or written financial report at each regularly scheduled *Board of Directors* meeting, presented in person;
iii. The Treasurer shall present to the Membership of the Association at each Annual General Meeting a financial report representative of the accounts of the Association, as of August 31 and shall present to the Membership a financial statement as required by these By-laws;
iv. The Treasurer shall serve on the Finance Committee which will be chaired by the 1st Vice-President;
v. Without limiting the foregoing, the Treasurer shall perform such other duties as may be assigned to the Treasurer, by the President.

G. **SECRETARY** :

i. The Secretary shall maintain a full and complete record of all meetings, as required by the President;
ii. The Secretary shall be responsible for all correspondence and related duties;
iv. The Secretary shall ensure all statements, lists or other reports are filed as required;
v. The Secretary shall maintain the Association in good standing with the Registrar of Companies; and
vi. Without limiting the foregoing, the Secretary shall perform such other duties as may be assigned to the Secretary, by the President.

## *ARTICLE 7 - DIRECTORS*

**A. COACHING COORDINATOR (HEAD COACH):**

i. Shall maintain effective lines of communication between the Coaches of the Association and the Coaches Association for BCLA (BCLCA), including the National Coaches Certification Program (NCCP);
ii. Shall assume the duties of Chairperson of all meetings of the Coaches Selection Committee**;**
iii. Shall recommend to the *Board of Directors* the appointment of coaches (head and assistant) and team officials based upon the recommendations of the Coaches Selection Committee. The *Board of Directors* will vote on these recommendations and their decisions will be final;

iv. Shall coordinate and oversee the format and procedures used for player evaluations and player selection to different teams, and direct Division Directors as to the specific nature of their role in implementing these evaluations;
v. Shall coordinate with the Scheduler to plan floor times needed to support evaluations and pre-season practices;
vi. Shall coordinate training programs and regular meetings for all coaches and team officials;
vii. Shall work with coaches to coordinate their participation in coaching certification clinics sponsored and promoted by BCLA;
viii. Shall ensure all coaches have copies of BCLA and the Applicable Governing Commission disciplinary guidelines in advance of the start of the regular season;
ix. Shall perform all other duties as may be assigned by the President, from time to time.

**B. OFFICIAL-IN-CHARGE (OIC):**

i. Shall maintain effective lines of communication between the Association officials, the Association, BCLA, and BCLOA;
ii. Shall coordinate training programs and regular meetings for all officials;
iii. Shall ensure all officials have copies of BCLA and the Applicable Governing Commission disciplinary guidelines, and understand the role of the Applicable Governing Commission commissioners in ruling on suspensions;
iv. Shall ensure all officials have phone numbers for the Applicable Governing Commission and a list of examples of when it is appropriate contact the Applicable Governing Commission commissioners;
v. Shall ensure that Association officials understand how to complete online game reports and provide said reports with adequate detail to be of value to the Applicable Governing Commission commissioners;
vi. Shall be a member of the Discipline Committee;
vii. Shall periodically check in with the Applicable Governing Commission commissioners to determine what issues surround league officiating, and bring this information back to the Association officials, Head Coach and *Board of Directors*;
viii. Shall appoint assignors to assign officials for all games authorized by the Association;
ix. Shall assist in training and guiding timekeepers in the performance of their duties including arranging training programs if necessary to maintain a high degree of competence in the field of time-keeping;
x. Shall implement an efficient system that ensures game sheets reach the Applicable Governing Commission commissioners and the Zone Director within 72 hours of completion of any game. Where a major/match penalty is assessed, the Official-in-Charge (OIC) will ensure that a digital photo of the paper game sheet is taken, and delivered to the appropriate Applicable Governing Commission Commissioner, Association President and to all members of the Discipline Committee;
xi. Shall coordinate and oversee implementation of procedures that lead to timely payment of Association officials by the Treasurer; and
xii. Shall perform all other duties as may be assigned by the President from time to time.

**C. SCHEDULER:**

i. Shall maintain effective lines of communication between City of Kelowna, District of West Kelowna and surrounding district facility operators and schedulers;
ii. Shall work proactively with other schedulers in the Applicable Governing Commission to schedule league games, playoff games and tournament games for all divisions, including rescheduling;
iii. Shall coordinate Association practice schedule, including pre-season exhibition games, and other intra-Association games for all Divisions, including rescheduling;
iv. Shall work with the Head Coach to implement the pre-season evaluation schedule, and pre-season practice times for all Divisions;
v. Shall work with the Head Coach to prioritize and balance Division and team specific practice and game calendars to best minimize absentee rates and conflicts with tournament play, within reason;
vi. Shall perform all other duties as may be assigned by the President from time to time.

**D. PLAYER RECRUITMENT, PUBLIC RELATIONS/PUBLICITY:**

i. The Director of Player Recruitment, Public Relations/Publicity ("DPRP") shall lead the player recruitment and public relations and publicity efforts for the Association;
ii. The DPRP will coordinate closely with the Registrar on past player lists, and actively assist the Registrar in delivering information to the Membership on upcoming registration details and deadlines well in advance of the start of the pre-season;
iii. The DPRP will present a written Player Recruitment, Public Relations/Publicity plan to the *Board of Directors* by December 31 of each year, including a proposed budget. The *Board of Directors* will guide the scope and implementation of said plans;
iv. The DPRP shall maintain a liaison with local media representatives;
v. The DPRP shall maintain close contact with Coaches and Division Managers to support timely follow-up on recruiting potential new players that naturally fall inside the Association's boundaries;
vi. The DPRP shall maintain a social calendar for the Association and report on all team fundraising activities within the boundaries of the Association;
vii. The DPRP shall coordinate special events, and without limiting the foregoing, shall coordinate the annual dance-mixer social event for the Association and such other events as may be decided upon by the *Board of Directors*, from time to time;
viii. The DPRP shall arrange for all awards and scholarships and awards and scholarships ceremonies, including any gifts to be presented by the president on behalf of the Association, along with the relevant historical background for each award, scholarship, and gift to be presented;
ix. The DPRP shall obtain advance approval from the Treasurer before committing Association funds, subject to the normal Operating Policy governing use of Association funds (e.g., expenditures that require an authorizing vote by the *Board of Directors*); and
x. Without limiting the foregoing, the DPRP shall perform such other duties as may be assigned by the President.

**E. SPONSORSHIP:**

i. The Director of Sponsorship ("DOS") shall lead the sponsorship efforts for the Association
ii. The DOS will coordinate with the Treasurer to ascertain actual past sponsor financial and in-kind donations;

iii. The DOS will present a written Sponsorship plan to the *Board of Directors* by December 31 of each year, including an assessment of expected sponsors, sponsorship revenues, uncertainties, and timing of these revenues. The *Board of Directors* will guide the scope and implementation of said plans
iv. The DOS will work with the Director of Player Recruitment, Public Relations/Publicity to identify possible sponsorship for any major Player Recruitment events;
v. The DOS shall obtain advance approval from the Treasurer before committing Association funds, subject to the normal Operating Policy governing the use of Association funds (e.g., expenditures that require an authorizing vote by the *Board of Directors*); and
vi. Without limiting the foregoing, the DOS shall perform such other duties as may be assigned by the President.

F. **SPECIAL EVENTS/TOURNAMENT COORDINATOR**:

i. The Tournament Coordinator shall lead the special event and tournament planning efforts for the Association;
ii. The Tournament Coordinator will ensure that tournament calibre, format and entry fees are confirmed with the President and Head Coach, and the tournament advertising is posted in advance of BCLA deadlines in January;
iii. The Tournament Coordinator will coordinate with the Scheduler to secure facility time;
iv. The Tournament Coordinator shall form a Tournament Organizing Committee for each major tournament, and act as the Chair of each of these Committees;
v. The tournament Coordinator will present a written Tournament recommendation plan to the *Board of Directors* by December 31 of each year. The Board of Directors will guide the scope and implementation of said plan(s);
vi. The Tournament Coordinator will work with the Director of Sponsorship to identify possible sponsorship for Tournament events sanctioned by the Association;
vii. The Tournament Coordinator shall obtain advance approval from the Treasurer before committing Association funds, subject to the normal Operating Policy governing use of Association funds (e.g., expenditures that require an authorizing vote by the *Board of Directors*): and
viii. Without limiting the foregoing, the Tournament Coordinator shall perform such other duties as may be assigned by the President.

G. **FIELD LACROSSE COORDINATOR**:

i. The Field Lacrosse Coordinator shall be responsible to arrange the ongoings for field lacrosse inside Association boundaries;
ii. Shall attend all IFLC meetings; and
iii. Without limiting the foregoing the Scheduler, Official-in-Charge (OIC), Officials Allocator and Equipment Manager shall perform duties consistent with the role that support the game of Field Lacrosse, and perform other functions as may be requested by the President and the Field Lacrosse Coordinator.

H. **OFFICIALS ALLOCATOR**:

i. Shall maintain up-to-date, accurate lists of Association officials, and govern the equitable assignment of officials to home games and tournament games authorized by the Applicable

Governing Commission and the Association, pursuant guidelines provided by the Official-in-Charge (OIC), and other Operating Policy of the Association and its affiliates;

ii. Shall serve as the front-line point of contact to staff games, including finding a replacement officials when there are cancellations;

iii. Shall immediately inform the Official-in-Charge (OIC) of any complaints related to delays or unpaid officials' fees;

iv. Shall perform other duties as may be assigned by the Official-in-Charge (OIC) from time to time; and

v. Shall perform all other duties as may be assigned by the President from time to time.

I. **EQUIPMENT MANAGER**:

i. Shall efficiently distribute, maintain and collect all equipment and supplies owned by the Association;

ii. Shall present an accurate inventory of all equipment and supplies of the Association at any time so requested by the President and at least once no later than December 31, of each year;

iii. Shall prepare a proposal for purchase and repair of equipment and supplies to the Finance Committee for budget purposes, at any time so requested by the President and at least once no later than January 31, of each year;

iv. Shall purchase equipment and supplies as approved and directed by the *Board of Directors* shall be bound to restrict such purchases up to the amount budgeted by the Finance Committee;

v. Shall perform such other duties as may be assigned by the President, from time to time.

**J. APPAREL COORDINATOR :**

i. Shall efficiently manage and distribute all apparel orders and stock owned by or managed through the association;

ii. Shall serve as the front-line point of contact for team managers to use for distribution of player shorts and equipment;

iii. Shall perform such other duties as may be assigned by the President, from time to time.

**K. FEMALE LACROSSE COORDINATOR :**

i. The Female Lacrosse Coordinator shall be responsible to coordinate with the Interior BC Famale Lacrosse Coordinator for female only programs offered within the Zone;

ii. Shall coordinate with the Scheduler as required to support the Female Only offered programs;

iii. Shall be the main point of contact for other associations within the Zone for Female Lacrosse Programs;

iv. Shall perform such other duties as may be assigned by the President, from time to time.

**L. DIVISION MANAGERS: namely,**

i. of U7 and U9;

ii. of U11;

iii. of U13;
iv. of U15;
v. of U17/U18

Who shall each :

i. Coordinate with and assist the Head Coach in the implementation of tryouts for representative teams for the Association within the division within the time prescribed by the *Board of Directors*;
ii. Coordinate a fair and equitable player draft where and when required within their division;
iii. Supervise and administrate the activities of all teams in their divisions;
iv. Serve on the Coaches Selection Committee, for the respective division;
v. Serve on the Discipline Committee, for the respected division;
vi. Perform all other duties as may be assigned by the Head Coach, from time to time.
vii. Perform all other duties as may be assigned by the President, from time to time.

## *ARTICLE 8 - MEETINGS*

A. The Annual General Meeting of the Association shall be held within 60 days of the end of the fiscal year at such place as prescribed by the *Board of Directors*. The fiscal year of the Society shall end on the last day of August in each year.

B. The General Meeting mentioned as a By-law 8A., shall be called the Annual General Meeting. All other general meetings shall be called Extraordinary General Meetings.

C. The *Board of Directors* may, whenever they think fit, convene an Extraordinary General Meeting. An Extraordinary General Meeting may also be convened on the written requisition of ten percent (*10%* ) or more of the Membership of the Association, in good standing.

D. Written notice of a general meeting must be made at fourteen (14) days prior to the meeting and must specify place, day and hour of the meeting. Written notice must include the text of any special resolutions to be submitted to the meeting. As per Section 77(2) of the BC Societies Act, electronic notification may be used where membership meets the minimum requirements, as outlined within this section.

E. The accidental omission to give a notice of a meeting to, or the non-receipt of a notice by any of the membership entitled to receive notice, does not invalidate a proceeding at that meeting.

F. A quorum of any general meeting of the membership shall be twenty (20) Members who are in good standing and present at the meeting; unless otherwise prescribed by the Societies Act, a simple majority vote shall be sufficient to pass any resolution properly proposed for consideration of the Membership;

G. *Board of Directors* meetings shall be held as required with a minimum of one (1) each month and shall be obligatory for each Director to present at each meeting a written or oral report detailing their activities and performances from the time of the previous meeting. Further, each standing committee Chairperson, as appointed by the President shall present their written reports in a timely

manner to the *Board of Directors*. A quorum for a *Board of Directors* meeting shall be a simple majority of the *Board of Directors*.

H. Subject to the Bylaws and the Constitution of the Association and to the Societies Act of the Province of British Columbia, Robert's Rules of Order shall be applied at each general meeting of the Membership of the Association and all other committee meetings.

## *ARTICLE 9 - ORDER OF BUSINESS*

A. A "Call to Meeting" shall be presented to each Member at least Fourteen (14) days prior to the Annual General Meeting, or any General Meeting of the Membership of the Association. Items for the agenda must be received by the Secretary of the Association, twenty-one (21) days prior to the Meeting. No other items of business shall be raised or discussed at such meeting.

## *ARTICLE 10 - VOTING*

A. At any General Meeting of the Association, all Regular, Associate and Life Members of the Association shall have one (1) vote.

B. The President shall NOT have a casting vote in the event of a dead-lock or tie on any vote taken on any motion duly presented for consideration of the Membership.

C. Proxies shall be allowed at a General Meeting of the membership. Proxy forms must be signed and submitted to the Secretary a minimum of seven (7) days prior to the General Meeting.

D. At all meetings of the Association, voting shall be by a show of hands unless a poll is demanded by any one Officer or Director or any three Members and the Membership in attendance requests the use of a ballot.

E. During discussions, Members may raise their hands to propose Resolutions (or Motions). Upon acknowledgement by the Chair of the meeting, Officers/Directors/Members may propose any Resolution/Motion that is consistent with the Constitution, By-laws, Operating Policy of the Association. Such Resolutions/Motions must be seconded by another Member prior to a call for a vote. The Chair of the meeting will call for discussion directly related to the Motion. Resolutions duly proposed need only a simple majority of votes in favour either by a show hands or by votes cast by ballot subject only to such matters as are governed by the Societies Act of the Province of British Columbia.

F. Amendments to the Constitution and By-laws shall require a seventy-five (75%) majority vote.

## *ARTICLE 11 - DISCIPLINE COMMITTEE*

A. The Committee Discipline shall consist of the 1st Vice-President of the Association who shall be the Chairperson, the Official-in-Charge (OIC) and one other Board Member appointed by the President at the first Board Meeting following the Annual General Meeting. The relevant Division Manager will also form part of this committee as a pro temp and ad hoc Member who is involved in the hearing convened for the purpose of determining the issues and finding of fact and rendering a

determination of the issues. No member of the Discipline Committee is qualified to serve on the Appeals Committee.

B. The duties of the Discipline Committee shall be to review decisions of the President under Article 3-G-i), including reviewing misconduct penalties comprising “Ten Minute ”, “Game”, “Gross” and “Match” penalties assessed players and team officials of the Association and to suspend and/or take disciplinary action deemed necessary against such players or individuals involved. Penalties received under this article shall be reported to the President by the appropriate team official within forty-eight (48) hours.

## *ARTICLE 12 - APPEALS COMMITTEE*

A. The Appeal Committee shall consist of the 2nd Vice-President, which shall be the Chairperson and two other Directors, not serving on the Discipline Committee, who are appointed by the President.

B. The duties of the Appeal Committee shall be to hear appeals from decisions made by the Discipline Committee as made under Article 11, or from any Member felt to be aggrieved.

C. The Appeal Committee may re-admit any team, player, team official, parent or official or uphold or modify any decision made by the Discipline Committee, made under Article 11.

## *ARTICLE 13 - PROCLAMATION*

A. Amendments to the Constitution and By-laws shall become effective immediately upon acceptance and filing of the same with the Registrar of Companies of the Province of British Columbia pursuant to the Societies Act of the Province of British Columbia.