

**PENTICTON  
MINOR LACROSSE ASSOCIATION  
CONSTITUTION AND BY-LAWS**

## **CONSTITUTION**

1. The name of the Society is **“PENTICTON MINOR LACROSSE ASSOCIATION”**.
2. The purposes of this Society shall be:
  - a) To encourage and foster amongst its members and all citizens in general, sportsmanship and good citizenship.
  - b) To maintain, increase and perpetuate the interests of Amateur Lacrosse.
  - c) To manage, operate and promote Minor Lacrosse in the South Okanagan primarily Summerland through to Osoyoos in British Columbia.
  - d) To encourage and promote competition for its members in Inter-Association league play.
  - e) The Association shall be carried on without purpose of gain for its members, and any profits or other accretions to the Association shall be used for promoting its purposes.
3. That it be an unalterable provision of the Constitution that upon dissolution of Penticton Minor Lacrosse Association, all remaining assets after payment of all debts and liabilities shall be turned over to an organization in the Province of British Columbia promoting the same purposes of this Association.
4. That it also be an unalterable provision of this Constitution, that this Association shall be affiliated with the British Columbia Lacrosse Association.

# **BY-LAWS**

## **ARTICLE 1 - INTREPRETATION**

- A. In these bylaws, unless the context otherwise requires:
- i) **“Officers”** refers to Executive members of the Penticton Minor Lacrosse Association.
  - ii) **“Directors”** refers to the Executive and the Committee Heads.
  - iii) **“Society Act”** means the Society Act of British Columbia from time to time in force and all amendments to it;
  - iv) **“Registered Address”** of a member means the member’s address as recorded in the register of members.
- B. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws. Words importing the singular include the plural and vice versa, and words importing a male person include female person and a corporation.

## **ARTICLE 2 - AFFILIATION**

- A. The Association ( Penticton Minor Lacrosse 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) Canadian Lacrosse Association (hereinafter referred to as CLA”),
  - ii) British Columbia Lacrosse Association (hereinafter referred to as “BCLA”),
  - iii) The Thompson / Okanagan Minor Box Lacrosse Commission (hereinafter referred to as “TOMBLC”).
  - iv) Interior Field Lacrosse Commission (hereinafter referred to as IFLC)
- B. The Association shall comply with all applicable by-laws, rules and regulations by which the Associations are governed.

## **ARTICLE 3 - MEMBERSHIP**

- A. All members shall agree to comply with the Constitution and By-Laws of the Association as amended from time to time, and with any regulations and rulings made by or on behalf of the Association.
- B. **REGULAR MEMBERSHIP** shall be open upon application accepted by the Association 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 who can fulfill the following- requirements. The priorities are as follows and shall be confined to:
- i) a player residing with his parent, or legal guardian, within the geographical boundaries of the Association.
  - ii) player duly transferred according to regulations as set by the Associations.

One Regular Membership per registered player.

- C. **ASSOCIATE MEMBERSHIP** shall be granted by the Association each year
- i) to those persons, firms or corporations who are nominated by the Executive Committee 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 Executive Committee, 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. Life Members, and individuals nominated as Life Members by the Executive and subsequently elected by a unanimous vote of the members present at any Annual General Meeting.
- E. With the exception of Life Members, Membership in the Association shall be for a period of one (1) year commencing on the first day in the month of January and terminating on the thirty-first day in the month of December subject only to the following provisions regarding Regular Members deemed or determined not to be in good standing with 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 written notice of resignation to the secretary of the Association, and the Executive Committee approves the resignation;
  - ii) failing to register or re-register a player with the Association within the time allotted each year for registrations;
  - iii) on his/her death or in the case of a corporation on dissolution
  - iv) being expelled from membership by the Association.
- G. All members are in good standing except a member who has failed to pay their current annual membership fee or any other subscription or debt due and owing by them to the society and they are not in good standing so long as the debt remains unpaid.
- H. **SUSPENSION AND EXPULSION FROM MEMBERSHIP:**
- i) Members or players can be expelled from the Association at any Annual Meeting or Extraordinary meeting of the Association, provided that notice of the calling of any such meeting and the fact the proposed expulsion is on the agenda is given to the member proposed to be expelled, and to all other members of the Association, in accordance with Article 3; and that the grounds on which such expulsion is being asked for are made known in the notice of such meeting; and the member concerned is given the opportunity if he so desires, to speak to the meeting in answer to such motion for expulsion.
  - ii) Motion for expulsion shall require a vote of at least (75%) of the members voting at an Annual General or Extraordinary meeting, the expelled member or player may place the matter on the agenda of the next Annual General meeting following the expulsion, and shall have an opportunity to speak to the motion which shall be made at the time to re-admit the expelled member or player. Re-instatement of the suspended member or player, as the case may be, to be determined by majority vote of the members in attendance provided that such motion is duly moved and seconded by the Membership in attendance.



## **ARTICLE 4 – MEETINGS**

- A. The Annual General Meeting of the Association shall be held within six months of the fiscal year end at such place as prescribed by the Executive Committee. The fiscal year of the Society shall end on the last day of July in each year.
- B. The General Meeting mentioned as Article 4 A., shall be called the Annual General Meeting. All other general meetings shall be called Extraordinary General Meetings.
- C. The Executive Committee may, whenever they think fit, convene an Extraordinary General Meeting
- D. Twenty-eight (28) clear days' notice of all general meetings shall be given by written notice addressed to each member of the Association, who is entitled to vote at such meetings and who have supplied the Association with an address. Notice of a general meeting shall specify the place, the day and the hour of the meeting, and, in case of special business, the general nature of that business.
- E. The accidental omission to give 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 at any general meeting of the Membership shall be fifty one percent of the Executive but never less than three members; unless otherwise prescribed by the Societies Act, a simple majority vote shall be sufficient to pass any resolutions properly proposed for consideration of the Membership;
- G. Executive Committee meetings shall be held as required and it 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 Executive Committee. A quorum for an Executive Committee meeting shall be a simple majority of the Executive Committee.
- H. Subject to the By-laws 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 5 - EXECUTIVE**

- A. Subject to the provisions hereinafter, the Executive Committee 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 Executive Committee shall comprise
  - i) Those Members who were entitled to be elected for the following seven (7) named positions as Officers of the Association:
    - Past President (whose election by the Membership shall not be required)
    - President
    - Female Director
    - Registrar
    - Vice-President
    - Secretary
    - Treasurer and
  - ii) Eight (8) directors each of whom will assume one of the following positions while serving on the Executive Committee and perform the duties ascribed, at the direction of the President:
    - Fundraising Coordinator
    - Referee-in-chief
    - Head Coach
    - Tournament Coordinator
    - Development Coordinator
    - Equipment Manager
    - Scheduler
    - Webmaster





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 Executive Committee of the Association.

**B. PRESIDENT:**

- i) The President shall preside at all meetings of the Association;
- ii) The President shall represent the Association at meetings of the TOMBLC and IFLC;
- iii) The President shall generally supervise all the affairs of the Association and shall be primarily responsible for the development and maintenance of the programme of the Association;
- iv) The President shall be one of three signing officers of the executive.

**C. VICE-PRESIDENT:**

- i) The Vice-President shall assist the President in the performance of the President's duties;
- ii) The Vice-President shall, in the absence of the President, perform the duties of the President;
- iii) The Vice-President shall attend regular and other duly called meetings;
- iv) The Vice-President shall coordinate recruiting of members for the Association;
- v) The Vice-President shall arrange for all awards including any gifts to be presented by the Association;
- vi) The Vice-President shall assume the responsibilities of Equipment Manager if the Equipment Manager is unable to do so;
- vii) The Vice-President may be one of three signing officers of the executive; and
- viii) Without limiting the foregoing, the 4<sup>th</sup> Vice-President shall perform such other duties as may be assigned to the 4<sup>th</sup> Vice-President, by the President.

**D. FEMALE DIRECTOR:**

- i) Female Director shall attend regular and other duly called meetings;
- ii) The Female Director shall represent the Association, as required, at the meetings of the TOMBLC and IFLC;
- iii) The Female Director shall act as the primary liaison between the Female team's players and parents, and the Executive Committee;
- iv) The Female Director shall foster, promote and grow all levels of female box and field lacrosse;
- v) The Female Director shall help to grow new membership in general and also foster the desire in each association to grow the female side;
- vi) The Female Director may be one of three signing officers of the executive; and
- vii) Without limiting the foregoing, the Female Director shall perform such other duties as may be assigned to the Female Director, 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;
- ii) The Registrar shall organize the registration drive each year;
- iii) The Registrar shall register all players with BCLA and provide the Head Coach with a list of registered players;
- iv) The Registrar may be one of three signing officers of the executive; and
- v) 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 present an operating budget to the Executive prior to December 31 of each year, for the immediate and upcoming season;
- ii) The Treasurer shall provide the Executive Committee with a verbal or written financial report at each regularly scheduled Executive Committee meeting;
- iii) The Treasurer shall receive all monies paid into the Association and to deposit the same in a bank designated by the Executive; to present all bills or claims against the Association to the Executive and see the same are promptly paid; to collect all dues, fees or monies owing to the Association and to give receipts therfore;
- iv) The Treasurer shall keep an accurate record of all monies received and disbursed; to have the books of the Association audited by; an auditor appointed by;the Executive; and to make a report at every AGM of the Association;
- v) The Treasurer shall keep such financial records, including books of account, as are necessary to comply with the Society Act;
- vi) The Treasurer shall render financial statements to the Executive, members and others when required;
- vii) The Treasurer shall be one of three signing officers of the executive; and
- viii) 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;
- iii) The Secretary shall ensure all statements, lists or other reports are filed as required;
- iv) The Secretary shall maintain the Association in good standing with the Registrar of Companies;
- v) The Secretary shall maintain register of members;
- vi) The Secretary may be one of three signing officers of the Executive; and
- vii) Without limiting the foregoing, the Secretary shall perform such other duties as may be assigned to the Secretary, by the President.

**ARTICLE 7 – DUTIES OF DIRECTORS**

**A. 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 Executive Committee for budget purposes, at any time so requested by the President and at least once no later than February 28, of each year;
- iv) Shall purchase equipment and supplies as approved and directed by the Executive Committee who shall be bound to restrict such purchases up to the amount budgeted;
- v) Shall perform such other duties as may be assigned by the President, from time to time.



**B. HEAD COACH:**

- i) Shall maintain effective lines of communication between the Coaches for the Association and the Coaches Association for BCLA (BCLCA), including the National Coaches Certification Program (NCCP);
- ii) Shall recommend to the Executive Committee the appointment of coaches and team officials;
- iii) Shall coordinate training programs and regular meetings for all-coaches and team officials;
- iv) Shall assume the duties of chairperson of clinics sponsored and promoted by BCLA;
- v) Coordinate tryouts for representative teams for the Association for each division within the time prescribed by the Executive Committee;
- vi) Conduct a fair and equitable player draft where and when required within each division;
- vii) Supervise and administrate the activities of all teams in their divisions;
- viii) Shall be responsible to provide, collect and maintain criminal record checks.
- ix) Shall perform all other duties as may be assigned by the President, from time to time.

**C. REFEREE-IN-CHIEF (Head Referee):**

- i) Shall maintain effective lines of communication between the Association Referees, the Association, BCLA and BCLOA;
- ii) Shall coordinate training programs and regular meetings for all referees;
- iii) Shall be responsible for scheduling and attendance of referees for all games authorized by the Association;
- iv) Shall coordinate referees arbitration, infractions, discipline and evaluations;
- v) Shall assist in training and guiding time-keepers 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;
- vi) Shall perform all other duties as may be assigned by the President from time to time.

**D. FUNDRAISING COORDINATOR:**

- i) Shall recruit sponsorships for teams, tournaments and special functions being held by the Association;
- ii) Shall organize the publicity sponsors of team games and tournaments;
- iii) Shall coordinate special events, and without limiting the foregoing, shall coordinate the annual Pub Night social event for the Association and such other events as may be decided upon by Executive Committee, from time to time;
- iv) Shall maintain a social calendar for the Association and report on all team fund raising activities within the boundaries of the Association;
- v) Shall perform all other duties as may be assigned by the President, from time to time.

**E. DEVELOPMENT COORDINATOR:**

- i) Shall act as a liaison with local school districts, as well as the City of Penticton Recreation Department and all other South Okanagan recreation programs;
- ii) Shall coordinate Fun Lacrosse and Skill Camp Programs;
- iii) Shall coordinate training programs and meetings for volunteers for these programs;
- iv) Shall maintain close contact and assist Head Coach and Female Director;
- v) Shall maintain a liaison with local media representatives;
- vi) Shall be responsible to promote and publicize the game of lacrosse in our area;
- vii) Shall perform all other duties as may be assigned by the President, from time to time.

**F. SCHEDULER:**

- i) Shall attend the annual TOMBLC Schedulers meeting;
- ii) Shall liaise with appropriate arena and field facilitators;
- iii) Shall negotiate, schedule and allocate floor and field time for practices, games and tournaments for the Association as approved and directed by the Executive Committee;
- iv) Shall perform such other duties as may be assigned by the President from time to time.

**G. TOURNAMENT COORDINATOR:**

- i) Shall coordinate PMLA tournamets with BCLA, Minor Directorate, and TOMBLC;
- ii) Shall create a tournament budget to submit to the Executive Committee for approval;
- iii) Shall recruit and oversee divisional Tournament Committees;
- iv) Shall act as the liaison between the division teams and Executive Committee, as it relates to tournaments;
- v) Shall be responsible for communication with all applying associations in regard to registrations and payments;
- vi) Responsible for collecting divisional balance sheets;
- vii) Ensure gaming liscences are applied for and closed in compliance with gaming regulations;
- viii) Coordinate and schedule arena/ field times with Scheduler and IFLC;
- ix) Coordinate and schedule officials with the Referee-in-Chief;
- x) Attempt to secure partnerships with hotels.
- xi) Shall perform such other duties as may be assigned by the President from time to time.

**H. WEBMASTER:**

- i) Shall maintain the webpage, any app or other internet presence the Assosiation may have.
- ii) Shall be responsible for updating tournament scores;
- iii) Shall perform such other duties as may be assigned by the President from time to time;

**ARTICLE 8 - FINANCES OF THE ASSOCIATION**

- A. The Executive has the authority to carry out its responsibilities within the allotted budget, and with due consideration to all requests for action passed at the Annual meeting or any Extraordinary meeting, and any recommendations passed to it.
- B. The Executive from time to time authorize the employment of such persons as they deem necessary to carry out objects of the Association; and such employee(s) shall have the authority and shall perform such duties from time to time as may be prescribed by the Executive.
- C. No Executive member shall be remunerated for being or acting as a officer or director but an officer or director shall be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of the Association.
- D. The fiscal year shall be August 1 to July 31 in the following year.
- E. A budget and tentative plan of expenditures, drawn up by the Executive, shall be presented for approval at the Annual General Meeting.
- F. All funds of the organization will be deposited in a Chartered Bank or Credit Union of any Financial Establishment registered under the Bank Act.



- G. The Executive shall name three of its members as signing officers, two of whom will be President and Treasurer, the third will be assigned from the remaining officers, for banking and legal documents. Any two signatures, of assigned signing authority, will be required for these documents.
- H. The Executive shall set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.

### **ARTICLE 9 - 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 only 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. No proxies shall be allowed or permitted at any meeting of the Membership of the Association.
- D. At all meetings of the Association, voting shall be by a show of hands unless a poll is demanded and the Membership in attendance decides upon a ballot.
- E. Resolutions duly proposed need only a simple majority of votes in favour either by a show of 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 Bylaws shall require a two thirds (2/3) majority vote.

### **ARTICLE 10 - APPEALS PROCEDURE**

- A. Appeals may be submitted to the Executive, which for the purpose of this section will consist of the remainder of the Executive as laid out in Article - 4 (1), and chaired by the Past President. Appeals must be in writing not more than fourteen days after receipt of the decision of the above committees.

### **ARTICLE 11 - DIRECTORATES**

- A. The responsibilities of the Executive shall be to set and determine all league policy, and without limiting the generality of the foregoing, this shall include discipline, league jurisdiction, referees, player movement, publicity, promotional programs and league scheduling throughout the area.

### **ARTICLE 12 – AUDITORS**

- A. This part applies only where the Association is required or has resolved an auditor.
- B. The first auditor shall be appointed by the Executive who shall also fill all vacancies occurring in the office of auditor.
- C. At each Annual General meeting the Association shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next Annual General meeting.
- D. An auditor may be removed by ordinary resolution.
- E. An auditor shall be informed forthwith in writing of appointment or removal.
- F. No executive member and no employee of the Association shall be auditor.



- G. The auditor may attend any meeting of the members of the Association at which any accounts that have been examined or reported on by them are to be laid before the members, for the purpose of making any statement or explanation they desire with respect to the accounts.

### **ARTICLE 13 - OPERATING POLICY**

- A. The Association shall ensure that an Operating Policy, the same policy as utilized by the B.C.L.A., is available to all members of the Association.

### **ARTICLE 14 – BORROWING**

- A. The Association does not have the power to borrow money.

### **ARTICLE 15 - AMENDMENTS TO THE CONSTITUTION & BY-LAWS**

- A. Resolutions to amend or alter the Constitution or By-Laws shall only be made at the Annual General Meeting or, an Extraordinary General Meeting of the Association, but only by a special resolution .
- B. No such amendments shall be made to the Constitution and By-laws unless carried by a vote of two thirds (2/3) majority vote of the members voting at an Annual General Meeting or Extraordinary General Meeting.
- C. Notice of any proposed amendment or alteration shall be given in writing to the Secretary at least forty-five days prior to the date of the meeting at which such amendment is to be submitted and the Secretary shall cause such changes to be printed and circulated to all members thirty days prior to the meeting; provided that such notice may be waived by unanimous consent in writing by the members, to which any amendments are submitted.

### **ARTICLE 16 - PROCLAMATION**

- A. Amendments to the Constitution and By-Laws shall become effective 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.

**SIGNATURES OF THE OFFICERS AND DIRECTORS**

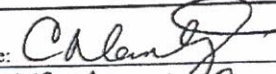
Dated :

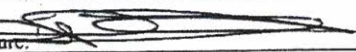
Signed by the following subscribing members:


Witnesses
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Signature: _____
Address: _____
Print Name: _____
Occupation: _____
(Witness to all Signatures)

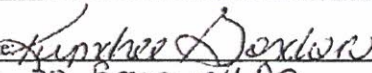
Officers and Directors
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1. Signature:   
 Address: 143 Acacia Crescent  
 Penticton, BC V2A 8B8  
 Print Name: CHRIS DANIEL  
 Occupation: RESPIRATORY THERAPIST

2. Signature:   
 Address: 137 Sandalwood Dr  
 Kelowna B.C. V0H-1K0  
 Print Name: Bruce Ramage  
 Occupation: contractor

3. Signature:   
 Address: PO BOX 215  
 141 CYPRESS AVE KAJIEN BC  
 Print Name: PENNI KING  
 Occupation: OFFICE MANAGER. UOHLK

4. Signature:   
 Address: 117 Greenwood Court  
 Penticton BC V2A 8H1  
 Print Name: Lisa Morris  
 Occupation: Trust Compliance Officer.

5. Signature:   
 Address: 33 Bracewell Dr  
 Penticton BC V2A 6S8  
 Print Name: Kyndree Gordon  
 Occupation: Certified Education Assistant

**SIGNATURES OF THE OFFICERS AND DIRECTORS**

Dated :

Signed by the following subscribing members:

**Witnesses**

Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 (Witness to all Signatures)

**Officers and Directors**

6. Signature: K. Turpin  
 Address: 290 Ponderosa Ave  
Kaleden BC V0H 1K0  
 Print Name: Kelly Turpin  
 Occupation: Office Admin

7. Signature: [Signature]  
 Address: 154 Lawrence Place  
Penticton BC V2A 3W7  
 Print Name: Kimberly Pereira  
 Occupation: Licensed Practical Nurse

8. Signature: [Signature]  
 Address: 1253 DEBECK RD, PENTICTON  
V2A 3Z3  
 Print Name: MICHAEL BRAR.  
 Occupation: SALES MANAGER

9. Signature: [Signature]  
 Address: 1023 Ross Ave  
Penticton V2A 3A9  
 Print Name: Staci McGill  
 Occupation: Sales

10. Signature: Ryan Ward  
 Address: 112 Highland Pl  
Penticton V2A 6M6  
 Print Name: Ryan Ward  
 Occupation: Lagger / Operator



## SIGNATURES OF THE OFFICERS AND DIRECTORS

Dated :

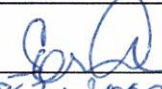
Signed by the following subscribing members:

<b>Witnesses</b>
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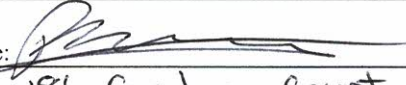
Signature: _____
Address: _____
Print Name: _____
Occupation: _____
(Witness to all Signatures)

<b>Officers and Directors</b>
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11.

Signature: 
Address: 182 Woodlands Pl Penticton BC V2A 3B3
Print Name: Chrisoula Kirk
Occupation: Book Keeper

12.

Signature: 
Address: 186 Gardner Court Penticton, BC V2A 8N6
Print Name: Philip Koldyk
Occupation: Corrections Supervisor

13.

Signature: 
Address: 1023 Ross Ave Penticton
Print Name: Fabian McGill
Occupation: Electrical Inspector

14.

Signature: _____
Address: _____
Print Name: _____
Occupation: _____

15.

Signature: _____
Address: _____
Print Name: _____
Occupation: _____