



***british  
columbia  
lacrosse  
association***

**2021-2022**

**CONSTITUTION and BY-LAWS**

*Revised October 2021*





**BC LACROSSE ASSOCIATION  
2021-2022 Constitution and By-Laws**

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# THE BRITISH COLUMBIA LACROSSE ASSOCIATION

## CONSTITUTION

1. The name of the Society is  
**"BRITISH COLUMBIA LACROSSE ASSOCIATION"**
2. The purposes of the Society are to improve and foster the game of Lacrosse generally, and in particular:
  - (a) To conduct activities to perpetuate the game of lacrosse as the National Game of Canada.
  - (b) To carry out the competitions for the British Columbia Championships.
  - (c) To make, maintain and enforce rules and regulations for the control and governance of the game of lacrosse in British Columbia.
  - (d) To improve, encourage and advance box and field amateur lacrosse in all its divisions and levels.
  - (e) To promote, foster and develop the playing of lacrosse throughout the province.
  - (f) To encourage the growth of lacrosse as a sport, and in doing so, provide an opportunity for improved physical health and welfare.
  - (g) In order to benefit the growth and development of lacrosse in British Columbia by entering into mutual agreements with other inter-provincial bodies.

***The British Columbia Lacrosse Association acknowledges, with thanks, the support of:***

*The Government of Canada  
The Province of British Columbia  
BC Gaming Policy & Enforcement Branch  
viaSport British Columbia  
The BC Games Society  
Indigenous Sport, Physical Activity and Recreation Council  
Sport BC and KidSport BC*

# THE BRITISH COLUMBIA LACROSSE ASSOCIATION

## BY-LAWS

### BY-LAW NUMBER I: DEFINITIONS

1. **Area** – The municipal boundaries of a city, town, municipality, etc. An area may also be a school district or other entity with defined boundaries. An area may also have boundaries other than noted above when agreed to by two (or more) neighbouring minor/youth box/field associations or senior box/field clubs/teams. The appropriate directorate will be responsible for determining boundaries if necessary.
2. **Association** – Refers to the British Columbia Lacrosse Association.
3. **British Columbia Lacrosse Officials Technical Support Group (BCLOTSG)** – is the Technical Support Group responsible for all registered referees for all associations and leagues under British Columbia Lacrosse Association jurisdiction. No other association, other than the BC Lacrosse Association shall have jurisdiction of lacrosse officials within BC.
4. **British Columbia Lacrosse Coaches Technical Support Group (BCLCTSG)** – is the Technical Support Group responsible for all registered coaches for all associations and leagues under British Columbia Lacrosse Association jurisdiction. No other association, other than the BC Lacrosse Association shall have jurisdiction of lacrosse coaches within BC.
5. **Executive** – Refers to the Executive of the British Columbia Lacrosse Association.
6. **League** – A league is defined as a minimum of 3 teams.
7. **League Games** – are scheduled games played between teams in a league prior to league playoffs.
8. **League Playoff Games** – are games played between teams in a league at the conclusion of their scheduled league games and may be used to determine the League Champion.
9. **Inter-Provincial League** – is a league that consists of teams headquartered in BC and other provinces.
10. **Minors** – are players and teams of players in Midget and younger age groups, Field Lacrosse players and teams of players in Junior U19 and younger divisions.
11. **Minor Divisions** – Midget and younger age groups; Junior U19 and younger divisions in Field Lacrosse.
12. **Provincial Championship Playoffs** – Shall include any series of games between the winners of leagues played to determine the champion of the Province; and may consist of finals, the winner of which shall be Provincial Champion; semi-finals, the winner of which shall enter the finals; and if necessary, quarter-finals, the winner of which shall enter the semi-finals.
13. **Recreation Player** – Any player of any age who is participating as a member of a team/league/program that is not governed by the Senior, Minor or Field Directorates, as defined by the By-Laws and Operating Policies of those Directorates.
14. **Seniors** – are players and teams of players in the Junior and older divisions, and Field Lacrosse players and teams of players in Senior divisions.
15. **Senior Divisions** – Junior and older divisions, and Field Lacrosse players and teams of players in Senior Divisions.
16. **Sanctioned Event** – An event (tournament, program, promotion, etc.) approved by the respective Governing Body (i.e., BC Lacrosse Association Directorates, Technical Support Groups, BCA Executive) within the auspices of the BC Lacrosse Association organizational structure.

## BY-LAW NUMBER II: THE ASSOCIATION

1. The operations of the Society are to be carried on throughout the Province of British Columbia.
2. In the event that the Association should at any time be wound up or dissolved, the remaining assets after payment of all debts and liabilities shall, within one year, be split equally between the Wayne Goss Scholarship Fund and Dorothy Robertson Memorial Bursary, be turned over to the Canadian Lacrosse Hall of Fame for execution and distribution of scholarships, allocated as laid out in the Scholarship and Bursary Fund criteria, and as directed by the members. This provision was previously unalterable.
3. The purposes of the Association shall be carried out without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes. This provision was previously unalterable.

## BY-LAW NUMBER III: MEMBERSHIP

1. 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.
2. **(a) The following may apply for membership:**
  - (i) Minor Box and Youth Field lacrosse associations
  - (ii) Individual Senior lacrosse clubs or teams
  - (iii) Individuals who are interested in the general work of the Association and who are not members of any other lacrosse club, team or association. Such individuals shall be Associate Members and shall not have voting privileges unless elected or appointed to recognized positions.
  - (iv) Individuals who are part of a school program. Such individuals shall be Affiliate Members and shall not have voting privileges unless elected or appointed to recognized positions.
  - (v) Schools and recreation centres that provide Inter-Crosse development programs may apply as affiliate members, and shall not have voting privileges.
- (b) The following shall be members and shall not be subject to membership fees:**
  - (i) The Executive, the Operations Committee, and Chairs of Commissions with more than two associations.
  - (ii) Individuals elected to Directorate or Technical Support Group positions and the eight (8) Zone Directors of the Minor Directorate who are appointed and/or elected.
  - (iii) Individuals appointed by the Executive to recognized positions. Such individuals shall be Associate Members, and shall not have voting privileges unless filling one of the above voting positions.
- (c) Life Membership.** The honour of Life Member of the BC Lacrosse Association may be bestowed upon a member for outstanding and meritorious service to the sport of lacrosse in British Columbia.
  - (i) A nominee for Life Membership must have a minimum of twenty-five (25) years of service to the sport of lacrosse. These twenty-five (25) years of service do not have to be consecutive, but fifteen (15) of those years must have been in British Columbia and with an association, directorate, or technical support group registered with the BC Lacrosse Association.
  - (ii) A nominee for Life Membership may still be active with the BC Lacrosse Association or an association, directorate, or technical support group registered with the BC Lacrosse Association.
  - (iii) Potential Life Members must be nominated by the member association, directorate, or technical support group.

- (iv) A nomination for Life Membership must be sent to the Directorate or Technical Support Group responsible for their Association for approval/decline.
  - (v) Nominations for Life Membership must be submitted by the Directorate or Technical Support Group to the BC Lacrosse Association Executive prior to June 1 in the year of nomination.
  - (vi) The BC Lacrosse Association Executive must approve/decline nominations by July 31 in the year of nomination.
  - (vii) Life Members will be non-voting members of the BC Lacrosse Association.
  - (viii) Life Members shall not be subject to membership fees.
  - (ix) New Life Members will be presented with a BC Lacrosse Association plaque commemorating their service to the sport of lacrosse.
3. Minor Box Associations, Youth Field Associations and individual Senior teams (Box or Field) must be registered as a Society in good standing under the BC Societies Act. A copy of the most current Certificate of Good Standing shall be submitted with the application for membership for Minor Box and Youth Field associations or with the Team Application Form for Senior teams. Newly formed associations or Senior teams must be registered as a society before the end of their first year of membership.
  4. All applications for membership shall be made upon a form supplied by the Association and shall be accompanied by the fee for the current year. A Minor Box or Youth Field association must submit with its application for membership, a copy of its Constitution, a copy of its By-Laws, and a list of officers for the current year. A new minor/youth association or senior box/field club/team must submit its proposed boundaries with the membership and also submit the impact of those proposed boundaries on existing associations or clubs/teams. The appropriate directorate will be responsible for determining boundaries if necessary.
  5. Applications for new membership must be in the BCLA Office no later than the first day of November, and membership shall run to the following Annual Meeting. The right to approve applications for membership rests with the Executive. Membership is not automatically renewed, but must be reapplied for annually. Membership automatically expires at the aforementioned Annual Meeting if an application for renewal is not received by the deadline.
  6. Annual membership fees shall be set at the Annual Meeting, per the Association's General Operating Policy. Annual fees paid within thirty days following the Annual Meeting shall be subject to a reduction as set at the Annual Meeting. Membership shall run for twelve months from the date of the Annual Meeting.
  7. The following shall be considered members holding a vote at their respective Special Sessions:
    - (a) Officials – upon submission of the yearly certification exam to the BCLA Office.
    - (b) Coaches – upon submission of the yearly Form 100 coach registration form.
  8. Only members in good standing may vote at meetings of the Association. A member in good standing is one whose accounts have been paid for not less than thirty days, and who is not suspended or expelled.
  9. Membership fees must be paid before player registrations will be accepted.
  10. Any person, group or association may withdraw from the Association upon notice in writing to that effect, and upon receipt of such notice by the Executive, the member shall cease to be a member.
  11. Any member who fails to abide by the Constitution and By-Laws or any rules or regulations made pursuant thereto, may be suspended by a two-thirds vote at an Executive meeting, or at a meeting of the responsible Directorate or Technical Support Group at which a majority of the members authorized to attend are present, or by a unanimous vote at any other meeting, so long as there be a quorum in attendance.

12. While under suspension, a member or any of its registered teams will not be allowed to play in any league games or playoffs with other members of the Association.

#### BY-LAW NUMBER IV: EXPULSION OF MEMBERS

1. Members can be expelled from the Association at any Annual Meeting or Special 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 By-Law Number IV; 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 the individual so desires, to speak to the meeting in answer to such motion for expulsion.
2. Motion for expulsion shall require a vote of at least three-fourths of the members voting at an Annual or Special Meeting, and in the event of expulsion at a Special Meeting, the expelled member may place the matter on the agenda of the next Annual Meeting following expulsion, and shall have an opportunity to speak to the motion which shall be made at that time to re-admit the expelled member.

#### BY-LAW NUMBER V: MEETINGS

1. **The Annual Meeting** of the Association shall be held during the month of **October** in each and every year; such date to be set by the Executive, and in the event of their failure to act, by the President.

Notice of such meeting must be forwarded by mail or e-mail a **minimum of thirty days** prior to the date of said meeting to each member of the Association for the time being, stating:

- (a) the place of the meeting
  - (b) the date of the meeting
  - (c) the agenda for the meeting
  - (d) the proposed amendments to the Constitution or By-Laws.
2. **Special Meeting** -- any meeting other than the Annual Meeting shall be a Special Meeting. The President may call a Special Meeting of the Association at any time, either the President or upon request of not less than ten percent of the members of the Association in good standing. Notice of such Special Meeting must be forwarded by mail or e-mail a minimum of fourteen days prior to the date of such meeting, to all members of the Association, and such notice shall set forth the nature of the business to be transacted at the meeting.
  3. **Quorum** -- At Annual and Special meetings of the Association, twenty-five members shall be constituted a quorum.
  4. **Procedure at Meetings** -- procedural disputes not covered in these By-Laws shall be governed by Robert's Rules of Order, current edition, and shall apply at all meetings. If electronic meetings or electronic votes are held, the procedures laid out in APPENDIX G: RULES FOR HOLDING ELECTRONIC VOTES or E-MAIL VOTES of the BCLA General Operating Policy must be followed and adhered to.
  5. **Voting** -- at all Annual and Special meetings of the Association, members in good standing will have the following voting rights:
    - (a) District lacrosse associations (box and field) may seat one accredited delegate with one vote for every one hundred Minor players, or portion thereof, registered in the previous playing season; plus one accredited delegate with one vote for every Senior team (box and field) registered in the previous playing season.



- (b) Each accredited delegate of the BCLOTSG, BCLVLA, and the BCLCTSG Technical Support Groups, as defined in By-Law X, Section 4(g), By-Law X, Section 6(c), and By-Law X, Section 5(b) shall have one vote.
  - (c) Each elected or appointed member of a Directorate (Senior, Minor, Recreation and Field) as described in By-Law X, Section 1(b), Section 2(b), Section 3(b), Section 4(a) and the eight (8) Zone Directors as appointed and/or elected by the Minor Directorate, shall have one (1) vote each.
  - (d) All other members in good standing, other than Associate Members and Affiliate Members, will have one vote each.
  - (e) Individuals holding a vote must attend the BC Lacrosse Association Annual General Meeting (AGM) and/or Special Sessions in person. There will be no electronic communication or electronic votes during the BCLA's AGM and/or Special Sessions.
6. Any Club or Organization more than two hundred (200) miles/three hundred and twenty-two (322) kilometers from the location of the Annual General Meeting shall be allowed votes carried by a representative of that Organization. In cases where ferry travel is involved, such as from Zone 6, the number of miles shall be 150 and the number of kilometres shall be 242.
  7. Every question, except on the election of officers, shall be decided in the first instance by a show of hands unless a poll is demanded by any member.
  8. No person shall cast more than one vote on any question notwithstanding the fact that more than one office in this Association may be held.
  9. The President shall only have a vote in the event of a tie.

## **BY-LAW NUMBER VI: OFFICERS**

1. The officers of the Association shall be:
  - President
  - Immediate Past President
  - Vice President Performance Programs
  - Vice President Development
  - Vice President Operations
  - Vice President Administration and Finance
  - Vice President Technical Programs
  - Secretary
  - Director at Large
2. (a) All officers, other than the Immediate Past President, shall be elected by secret ballot at the Annual Meeting.  
 (b) In the event that there is but a single nominee for an office, the secretary shall cast one vote for such nominee.
3. The President, Vice President Development, Vice President Technical Programs and the Vice President Administration and Finance shall be elected for two-year terms in even-numbered years. The Vice President Operations, Vice President Performance Programs, the Secretary and the Director at Large shall be elected to two-year terms in odd-numbered years. The term of the Immediate Past President will be limited to two years.

The Executive shall appoint a Nominating Committee to present to the Annual Meeting at least one name for each office. In even-numbered years, the Committee members shall be the Secretary, Vice President Operations, Vice President Performance Programs, and the Director at Large, and the Chair shall be the Secretary. In odd-numbered years, Committee members shall be the President, Vice President Development, Vice President Technical Programs and the Vice President Administration and Finance, and the Chair shall be the President.

4. In the event of a vacancy occurring on the Executive, the remainder of the Executive, providing a quorum exists, may appoint a replacement to fill the vacancy until the next Annual Meeting. If more than a year remains in the term, an election shall take place at the next Annual Meeting to elect a replacement to the end of the position's term.
5. Terms of office for the Executive members will start on November 1<sup>st</sup> following the election and expire on October 31<sup>st</sup> at the end of the position's two-year or one-year term.
6. Board Members of the BC Lacrosse Association shall not receive remuneration for their services as Board Members

## **BY-LAW NUMBER VII: DUTIES OF OFFICERS**

1. **The President** -- shall preside at all general meetings and Executive meetings of the Association. The President shall generally supervise all the affairs of the Association and shall be primarily responsible for the development and maintenance of the program of the Association. If the President is unable to carry out the duties, the President shall appoint a Vice President to do so.
2. **The Immediate Past President** -- shall act as a liaison person between the previous and current Executive, maintaining the continuity of the Executive. The Past President shall also carry out other duties as assigned by the President and/or Executive.
3. **The Vice President Performance Programs** -- Working collaboratively with the respective BCLA Executive Members, Committees, Directorates and Technical Support Groups, and BCLA Staff, responsible to oversee the BCLA's performance programs including the Team BC – Box and Field Programs, the Volunteer Leadership Program, and any other performance programs as designated by the BCLA Executive.
4. **The Vice President Development** – responsible for Development Committee and responsible for athlete and regional development, human resource development and education.
5. **The Vice President Technical Programs** – responsible for the oversight of the BC Lacrosse Coaches and Officials Technical Support Groups and development of those programs including certification, human resources and education.
6. **The Vice President Administration and Finance** – responsible for overseeing office, membership services, maintaining Operating Policy and Constitution, and short and long term planning. Also responsible for providing oversight and counsel for all of the financial practices of the organization; to ensure that the financial records of the Association are audited by an auditor appointed by the Executive; and to ensure that a report, which includes a budget for the coming year, is provided at every Annual Meeting of the Association.
7. **The Vice President Operations** – responsible for Operations Committee and functions pertaining to inter-Directorate and inter-provincial operational matters; jurisdiction, appeals, discipline, et cetera, and main communication link between planning/policy and operations.
8. **The Secretary** – responsible to attend and record minutes of all Executive meetings and the Annual General Meeting, preparing and distributing all proposed changes to the Constitution and By-Laws and Operating Policies as per By-Law IV: Meetings, and shall submit all required reports, documents and changes to the Constitution and By-Laws as required under the Societies Act.
9. **The Director at Large** – responsible for special projects as assigned by the President or the Executive.

## **BY-LAW NUMBER VIII: THE BCLA REGISTRAR**

The BCLA Registrars shall consist of a Senior Box, Minor Box, Recreation and Field Registrar – responsible to oversee the administration and filing of all player registration forms for their respective sectors and divisions of the British Columbia Lacrosse Association. Responsible to ensure that the members of the British Columbia Lacrosse Association adhere to the policies set in the British Columbia Lacrosse Association Operating Policies. The Registrars will each hold a position on the Operations Committee, and will be entitled to a vote at the British Columbia Lacrosse Association Annual General Meeting General Session. All Registrars will be appointed positions, done so by their respective directorates. The BCLA Registrars will be appointed annually at the Directorate Special Session. The BCLA Registrars, with the approval of the respective Directorate, shall appoint assistants as needed.

## **BY-LAW NUMBER IX: THE EXECUTIVE**

1. The officers of the Association, as set out in By-Law V, Section 1, shall comprise the Executive of the Association.
2. The Executive shall ratify the appointments to the following recognized positions; and may rescind any such appointment on a two-thirds vote of the Executive:
  - (a) Commissioner for each Senior league in the Province
  - (b) Commissioner for each Junior league in the Province
  - (c) Director for each Zone in the Province
  - (d) Commissioners for Field Lacrosse
  - (e) Any other Commissioners as required may be appointed
  - (f) Four regional Officiating Co-ordinators for Senior officials representing the Lower Mainland, Vancouver Island, Northern Interior and Southern Interior
  - (g) Officiating Co-ordinators for Minor officials representing the eight designated Zones of the Province
  - (h) Any other regional Officiating Coordinator as required may be appointed
  - (i) Provincial Teams' staffs
  - (j) Four regional Coaching Co-ordinators for Senior coaches representing the Lower Mainland, Vancouver Island, Northern Interior and Southern Interior
  - (k) Coaching Co-ordinators for Minor coaches representing the eight designated Zones of the Province
  - (l) Any other regional Coaching Coordinator as required may be appointed.
  - (m) The Regional Development Directors (one for each zone or region), the Athlete, Schools, Women's and Inter-Lacrosse representative.

The Commissioners shall be appointed on the recommendation of all teams within a Senior and Junior category, and all the member associations within a Commission or Zone. A Commissioner should not be a member of a local association within the Commission.

The right to rescind the appointment, as set out in the first paragraph of this section, shall not apply to the Western Lacrosse Association.

The Master Course Conductor, Minor, Senior and Field Zone Co-ordinators, and the Minor, Senior and Field Clinicians shall all be appointed by the BCLOTSG Executive Committee.

The Provincial Team coaches and staffs shall be ratified by the Executive on the recommendation of the Directorate and Technical Support Group involved.

The Senior regional Coaching Co-ordinators shall be appointed on the recommendation of all Senior coaches within the respective regions as outlined above. The Minor Coaching Co-ordinators shall be appointed on the recommendation of all Minor Commissions within their Zones.

3. The responsibilities of the Executive shall be to:
  - (a) ensure that the Minor, Senior and Field Directorates conduct Provincial Championships
  - (b) provide educational services to lacrosse in British Columbia
  - (c) provide promotional services to lacrosse in British Columbia
  - (d) provide financial assistance to lacrosse in British Columbia
  - (e) engage in limited publicity programs
  - (f) register all players, officials and coaches within the Province of British Columbia
  - (g) provide extended insurance coverage for all members.
  - (h) develop tools (plan, package, training and qualified assistance) to assist in local recruitment of Minor lacrosse players.
  - (i) implement Inter-Lacrosse in elementary schools
  - (j) implement Field Lacrosse in Junior and Senior high schools
4. 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 Special meeting, any recommendations passed to it from any Commission, Directorate, Technical Support Group or Committee.
5. The Executive may from time to time authorize the employment of such other persons as they deem necessary to carry out the objects of the Association; and such employee(s) shall have the authority and shall perform such duties as from time to time may be prescribed by the Executive.
6. In the event of sickness or inability to act of any member of the Executive, or persons appointed by them; or in the event of neglect of duties by any such person, the person so affected can be removed from office upon a two-thirds vote of the persons voting at an Executive meeting for that purpose.  
 The person so affected shall be given reasonable notice, unless conditions make it impracticable, of the Executive's intention to so act or deal with the question; and the member so concerned shall have the right to speak to the Executive meeting. The matter shall be placed on the agenda of the next Special or Annual Meeting for ratification, or otherwise, by the Association.
7. The Executive shall meet at least once every two months. A quorum for any Executive meeting shall be a clear majority of the Executive.
8. Decisions shall be by a majority vote of the members present, unless otherwise set out in these By-Laws.

## **BY-LAW NUMBER X: COMMITTEES**

1. The Executive may establish standing committees and committees for special purposes, as required.
2. The Association shall have the following Standing Committees:
  - (a) The Jurisdictional Committee**
    - (i) The Jurisdictional Committee shall consist of the Vice President Operations, the Chair of the Minor, Senior and Field Lacrosse Directorates, the Chair of the BCLOTSG, the Chair of the BCLCTSG, a nominee of the Canadian Lacrosse Association, and a mutually agreed-upon Chairman.
    - (ii) The responsibility of the Jurisdictional Committee shall be to settle disputes of jurisdiction between leagues and groups which cannot be satisfactorily resolved in either the Minor, Senior or Field Lacrosse Directorates. It is authorized to sit in judgment of any disputes concerning BCLOTSG game fees, transfers, eligibility and jurisdiction of players, coaches or team officials.

**(b) The Disciplinary Committee (Applies to Code of Conduct Only)**

- (i) The Disciplinary Committee shall consist of the Vice President - Operations or a designate, the Chair of the Minor, Senior, Recreation and Field Lacrosse Directorates or their designates, the Chairs of the BC Lacrosse Officials Technical Support Group, the BC Lacrosse Volunteer Leadership Technical Support Group and the BC Lacrosse Coaches Technical Support Group or their designates.
- (ii) It shall have one member, in addition, who will sit from each league only on matters involving that particular league.
- (iii) The Vice President Operations or a designate shall be the Chair. It shall have a quorum of three.
- (iv) The Committee is authorized to sit in judgment on appeals of any disciplinary action involving suspensions of players, coaches, leagues, referees, or team officials for all divisions under jurisdiction of the British Columbia Lacrosse Association. It is authorized to sit in judgment on matters of reinstatement.
- (v) An individual or club appealing or protesting, must send to the Association, along with a written appeal or protest, a bond in the form of cash, certified cheque or money order payable to the Association, for five hundred dollars (\$500). In the event of a successful appeal, the bond will be returned.
- (vi) In the case that a referral happens from another governing body in the BCLA that requires disciplinary action to be considered, normal timelines may not work as time from the incident occurrence may have been partially or fully expired by the first governing body. In this case, the timeline for the Discipline Committee will start from the date when the hearing results are published from the original governing body and not from the original date of the incident.
- (vii) In the case that the decision of the governing body has referred issues to the Discipline Committee but that decision is being appealed, the BCLA President, BCLA Vice President – Administration and Finance and the BCLA Vice President of Operations will decide if the actions of the BCLA Appeal Committee would impact any decision made by the Discipline Committee.
  - a) If it is decided that the appeal could impact the decision of the Disciplinary Committee, then the appeal will take precedence and will be heard first. The BCLA Appeal Committee timeline is in effect and the Disciplinary Committee timeline, if it is deemed necessary after the appeal, would start at the date that the Appeal Committee decision is published.
  - b) If it is decided that the Disciplinary Committee hearing would not have any impact on the appeal, then the Disciplinary Committee hearing will go forward using the timeline as specified in Section (vi) (i.e., from the date that the governing body published its decision referring the incident to the Discipline Committee). The BCLA Vice President - Operations will confer with the BCLA Vice President – Administration and Finance to ensure that there are at least three (3) days between the two hearings.

**(c) Appeals - Please refer to the **British Columbia Lacrosse Association's General Operating Policy**.**

**(d) The Promotion Committee**

- (i) The Promotion Committee shall consist of a Promotion Director and such other members as are required to carry out the duties and responsibilities of the Promotion Committee.
- (ii) The special concern of the Promotion Committee shall be the administration of funds designated or allocated by the Association to foster and perpetuate lacrosse in pursuance of the Constitution, and to extend its vogue within the Province of British Columbia by assisting in the provision of essential equipment and instruction to Minor age groups and to new districts.

- (iii) The Promotion Committee shall make a complete report of its activities during the preceding year at every Annual Meeting.

**(e) The Officiating-Coaching Liaison Committee**

- (i) The Officiating-Coaching Liaison Committee shall consist of the Chair of the BCLOTSG or a designate, the Chair of the BCLCTSG or a designate, the Chair of the Minor, Senior and Field Lacrosse Directorates or their designates, and the BCLA Vice President – Technical Programs or a designate.
- (ii) The BCLA Vice President – Technical Programs or a designate shall act as Chair. The BCLA Vice President – Technical Programs shall appoint additional members as required.
- (iii) The purpose of this committee is to consider interjurisdictional problems relating to officiating and coaching and to make decisions for their resolution. The decisions of this committee shall be implemented by the Directorates. The main areas of common concern should be recruiting, education, allocation and evaluation of officials and coaches and ensuring that the philosophy of the Association is adhered to. This committee should also discuss, collate and recommend proposed rule changes to the Canadian Lacrosse Association.

**(f) The Development Committee**

- (i) The Development Committee shall be chaired by the Vice President - Development or designate, and in such cases when there is not a Vice President – Development, the Chair shall be appointed by the President. The committee will then report directly to the President after every session.
- (ii) The purpose of the committee shall primarily be to create, coordinate and implement strategies and programs for all facets of lacrosse development throughout the province of British Columbia.
- (iii) The Development Committee shall consist of members of the Executive, Vice President Development; Vice President Technical Programs; Chair of the Minor Directorate, or designate; Chair of the Senior Directorate, or designate; Chair of the Field Directorate or designate; Chair of the Recreation Directorate or designate; Chair of the BCLOTSG or designate; Chair of the BCLCTSG or designate; Chair of the BCLVLA or designate; Regional Development Directors (representing each zone or region), a Schools, Athlete, Women's and Inter-Lacrosse representative. If delegates are not appointed, the Chair of the Development Committee can appoint any member to fill the vacancy.
- (iv) Regional Development Directors will oversee the planning and development of lacrosse in the zone or region. Without limiting the generality of the foregoing, this shall include promotion, recruitment and retention and education of coaches and officials, recruitment and retention of volunteers and athletes, and assisting local associations, clubs and schools in all aspects of development.
- (v) The Schools, Women's, Athlete and Inter-Lacrosse representatives are responsible for developing strategies and programs in their areas, working with the members of the Development Committee.
- (vi) Up to eight Regional Development Directors, and a representative for each of Schools, Women's, Athlete and Inter-Lacrosse shall be appointed by the Executive, upon recommendation of the Vice President Development, for a two year term.

**(g) Legal Committee**

- (i) The Legal Committee will be a committee of one or more individuals with a professional or strong legal background.
- (ii) The Committee will be responsible to the British Columbia Lacrosse Association Executive.

**(h) Operations Committee**

- (i) The members of the Operations Committee shall be the Vice President Operations, the Vice President Development, the Vice President Technical Programs, the Field Registrar, the Minor Box Registrar, the Recreation Registrar, the Senior Box Registrar, Chair of the Minor Directorate or a designate, Chair of the Senior Directorate or a designate, Chair of the Field Lacrosse Directorate or a designate, Chair of the Recreation Directorate or a designate, Chair of the BCLOTSG or a designate, and Chair of the BCLCTSG or a designate.
- (ii) The Vice President Operations shall preside over all meetings of the Operations Committee.
- (iii) The Operations Committee shall be responsible for operational matters: to set and determine all inter-Directorate and inter-provincial (including BCLOTSG and BCLCTSG) policy, and without limiting the generality of the foregoing, this shall include discipline, jurisdiction, player movement and league scheduling throughout the province.
- (iv) The Operations Committee will be responsible for making recommendations for Canadian Lacrosse Association operational committee appointments to the Executive.
- (v) In the event that a vacancy exists during the term of Operations Committee members, the Executive, on the recommendation of the Vice President Operations, shall appoint a replacement for the remainder of the term.
- (vi) The Operations Committee shall meet at least twice per year. A quorum for any meeting shall be a clear majority of the Operations Committee.
- (vii) Decisions shall be made by a majority vote of the members present, unless otherwise set out in these By-Laws.
- (viii) The President of the Association, or designate, will be allowed to attend all meetings of the Operations Committee, and shall be allowed to vote.

**(i) Team BC Committee**

- (i) The members of the Team BC Committee shall be the BCLA Vice President – Performance Programs, BCLA Vice President – Operations, the BCLCTSG Chair, the BCLCTSG Vice Chair – Minor, the BCLCTSG Vice Chair – Men’s Field, the BCLOTSG Vice Chair - Minor, the BCLOTSG Vice Chair – Field, the Minor Directorate Chair, the Field Directorate Chair, the BCLA Technical Director and the BCLA Regional Coaches.
- (ii) This committee is responsible for ensuring that all administrative and technical requirements are met by published deadlines in order to provide the applicable Provincial Teams for all those divisions in Minor Box and Youth Field Lacrosse in which the CLA deems a National event shall be held and/or in any age group that the Team BC Committee approves a Team BC to operate.
- (iii) Is responsible to set and administer the Team BC Directive on an ongoing basis.

**BY-LAW NUMBER XI: DIRECTORATES/TECHNICAL SUPPORT GROUPS**

**1. THE SENIOR DIRECTORATE**

- (a) The Voting Members of the Senior Directorate shall consist of the Chair, Vice Chair and Secretary of the Senior Directorate; the Commissioners of all Masters, Senior, and Junior leagues or their designates; Vice President Operations and the Vice President Development; Chair of the BCLOTSG or designate; the Chair of the BCLCTSG or designate. All of the above members have a vote. The Chair of the Minor Directorate or designate and the Chair of the Field Directorate or designate may request to attend a Senior Directorate meeting or send written reports as deemed necessary.

- (b) The Chair, Vice Chair and Secretary of the Senior Directorate shall be elected, by secret ballot, at a special session of the Directorate to be held during the Annual Meeting. In the event that there is but a single nominee for office, the Secretary shall cast one vote for such nominee. All accredited Senior delegates, the Vice President – Operations and the Vice President – Development, the Chairs of the BCLOTSG and BCLCTSG shall have a vote during this special session.
- (c) The Chair shall be elected for a two-year term in the even years. The Vice Chair and the Secretary shall be elected for a two-year term in the odd year.
- (d) The responsibilities of the Senior Directorate shall be to set and determine all inter-league policy, and without limiting the generality of the foregoing, this shall include discipline, inter-league jurisdiction, player movement, publicity, promotional programs and league scheduling throughout the province.
- (e) The Senior Directorate is responsible to the Executive but has the authority to carry out its responsibilities within its allotted budget.
- (f) A League Commissioner, or designate, must attend all scheduled meetings of the Senior Directorate. Leagues will be fined for non- attendance of their representatives at any scheduled Senior Directorate meeting. In special circumstances, prior notification of inability to attend such meetings may result in exception to the fine. In the case of two or more leagues in any one category, only the appointed Commissioner, or a designate, shall be required to attend all Senior Directorate meetings from April to August.
- (g) The Senior Directorate shall govern, promote and supervise competition for League play and the Provincial Finals.
- (h) The Chair of the Senior Directorate – shall preside at all meetings of the Senior Directorate. The Chair shall generally supervise all the affairs of the Senior Directorate and shall be primarily responsible to the Executive for the development and maintenance of the program of the Senior Directorate throughout the province.

## **2. THE MINOR DIRECTORATE**

- (a) The Minor Directorate shall consist of the Chair, Immediate Past Chair, Vice Chair and Secretary of the Minor Directorate; the Chair of the Senior Directorate or designate; the Chair of the Field Directorate or designate; the Zone Directors or designate; the Female Box Lacrosse Chair or designate; Chairs of Commissions with more than two associations and the Vice Presidents of Development and Operations, and the Chairs of the BCLOTSG and BCLCTSG or designates.
- (b) The Chair, Vice Chair and Secretary of the Minor Directorate shall be elected, by secret ballot, at a special session of the Directorate to be held during the Annual Meeting. In the event that there is but a single nominee for the office, the Secretary shall cast one vote for such nominee. The Chair, the Vice Chair, the Secretary and the Female Box Lacrosse Chair shall be elected for a two-year term. The Chair and the Secretary will be elected in even years and the Vice Chair and the Female Box Lacrosse Chair will be elected in odd years. The Immediate Past Chair shall hold a voting position on the Minor Directorate for the first year of the newly elected Chair. The Chair and Vice Chair shall normally be elected from geographically separated districts. All accredited Minor delegates, BCLOTSG Vice Chair Minor and Minor Zone Delegates (as specified in By-Law X, Section 5(b)), BCLCTSG Vice Chair Minor and appointed Minor Zone Delegates (as specified in By-Law X, Section 6(b)), and the Vice Presidents of Development and Operations will have a vote during this special session.
- (c) All associations shall belong to a Minor Commission. The Minor Commission will govern play within BC. Inter-provincial play shall be governed by the Inter-Provincial League Agreement.



- (d) The responsibilities of the Minor Directorate shall be to set and determine all inter-league policy, and without limiting the generality of the foregoing, this shall include discipline, inter-league jurisdiction, player movement, publicity, promotional programs and league scheduling throughout the province. The British Columbia Lacrosse Association Minor Directorate is responsible to the British Columbia Lacrosse Association Executive to ensure that the British Columbia Lacrosse Association Minor Provincial Championships are conducted each year.
- (e) The Minor Directorate is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.
- (f) A quorum for all Minor Directorate meetings shall be a simple majority of all registered voting delegates.

A majority vote by the members in attendance will carry for all scheduled Minor Directorate meetings. Three weeks written notice shall be given for these meetings.

- (g) All interlocking play involving teams from the Lower Mainland region and regions outside this area will be governed by the Minor Directorate.
- (h) The Chair of the Minor Directorate – shall attend the VP – Operations meetings, ensure the affairs of the Minor Directorate are carried out, ensure the procedures set out in the Constitution and By-Laws are being followed, work with all members of the Directorate to ensure the game is of a high calibre and standard, is responsible to all members of the Directorate, not a Commission or an individual, call meetings of the Directorate and preside at these meetings.

### **3. THE FIELD LACROSSE DIRECTORATE**

- (a) The Field Lacrosse Directorate shall consist of the Chair, Vice Chair Youth, Vice Chair Men's, Vice Chair Women's and Secretary of the Field Directorate, League Chair or designate of each League. The voting members shall consist of the above-listed and the BCLOTSG Vice Chair – Men's Field, the BCLOTSG Vice Chair – Women's Field, the BCLCTSG Vice Chair – Men's Field and the BCLCTSG Vice Chair - Women's Field. The Minor Directorate Chair and the Senior Directorate Chairs, or designates, may request to attend a Field Directorate Meeting or send a written report as deemed necessary.
- (b) The Chair, Vice Chair Youth, Vice Chair Men's, Vice Chair Women's, and Secretary shall be elected, by secret ballot, at a special session of the Directorate. In the event that there is but a single nominee for the office, the Secretary shall cast one vote for such nominee. The Chair, Vice Chair – Women's Field and the Secretary shall be elected for a two-year term in even years. The Vice Chair – Youth, and the Vice Chair – Men's Field shall be elected for a two-year term in odd-numbered years. All accredited delegates shall have a vote during this special session.
- (c) Voting on Field Operating Policy changes will be as described in the Field Operating Policy REGULATION 1. The Field Directorate Executive and BC Lacrosse Association representatives shall be allowed a vote on all Field Operating Policy changes.
- (d) The responsibilities of the Field Lacrosse Directorate shall be to set and determine all inter-league policy, and without limiting the generality of the foregoing, this shall include discipline, inter-league jurisdiction, referees, player movement, publicity, promotional programs and league scheduling throughout the province.
- (e) The Field Lacrosse Directorate is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.

- (f) The Chair of the Field Directorate – shall preside at all meetings of the Field Directorate. The Chair shall generally supervise all the affairs of the Field Directorate and shall be primarily responsible to the Executive for the development and maintenance of the program of the Field Directorate throughout the province.

#### **4. THE RECREATION DIRECTORATE**

- (a) The Recreation Directorate shall consist of a Chair, Vice-Chair and Secretary. The Chair of the Senior, Minor and Field Directorate and the Chairs of the BCLCTSG and BCLOTSG, or designates, may request to attend a Recreation Directorate meeting or send written reports as deemed necessary.
- (b) The Chair, Vice-Chair and Secretary of the Recreation Directorate shall be appointed by the BCLA Executive for one year terms expiring on the last day of October each year.
- (c) Recreational team/leagues/programs are all those not governed by the Senior Directorate, the Minor Directorate or the Field Directorate as defined by the By-Laws and Operating Policies of those Directorates. This includes, but is not limited to, Senior Masters, Field Masters, Senior Female Box, School Affiliates, drop in leagues/programs, etc.
- (d) All recreational teams/leagues/programs shall be non-voting members of the Recreation Directorate.
- (e) The responsibilities of the Recreation Directorate shall be to monitor and collect the league agreements/policies/methods of operation of the individual recreational leagues/groups and to provide assistance as necessary to those leagues/groups.
- (f) The Recreation Directorate is responsible to the Executive, through the BCLA VP Development, but has the authority to carry out its responsibilities within its allotted budget.

#### **5. THE BRITISH COLUMBIA LACROSSE OFFICIALS TECHNICAL SUPPORT GROUP (BCLOTSG)**

- (a) The BCLOTSG executive shall consist of the Chair, the Secretary, Immediate Past Chair, Director at Large, and four vice chairpersons representing Minor Box lacrosse, Senior Box lacrosse, Women's lacrosse and Men's Field lacrosse.
- (b) The BCLOTSG Chair shall be elected by secret ballot at the Special Session for a two-year term in odd numbered years. In the event that there is but a single nominee for the office, the Secretary shall cast one vote for such nominee. The Chair of the BCLOTSG shall preside at all meetings of the BCLOTSG. The Chair, in conjunction with the Vice President Development, shall be responsible to the Executive for the recruitment, provision, education and certification of all referees for all lacrosse, both Minor and Senior Box lacrosse, Women's and Men's Field lacrosse, throughout the province; and for ensuring that the philosophy of the Association is adhered to. Deputies may be appointed to assist in carrying out these responsibilities.
- (c) The responsibility of the BCLOTSG will be to provide competent referees for all lacrosse in the province of British Columbia. To this end, the BCLOTSG in conjunction with the Vice President Development, is charged with implementing and administering effective recruiting, education and evaluation programs throughout the province, and ensuring that the philosophy of the Association is adhered to.
- (d) The BCLOTSG is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.
- (e) All officials in the province shall be registered with the BCLOTSG. All officials within a region shall form a regional association under the jurisdiction of the BCLOTSG, for the local operation and administration of officials.

- (f) The BCLOTSG Immediate Past Chair, upon election of a new Chair, shall be appointed for a term of two (2) years.
- (g) The BCLOTSG Vice Chair and Secretary positions shall be elected by secret ballot at the Special Session, for two-year terms. The Director at Large shall be elected for a one-year term. The Vice Chairs for Minor, Senior and Field will be elected in even numbered years. The Vice Chair Women's Field and Secretary will be elected in odd numbered years. In the event that there is but a single nominee for the office, the Secretary shall cast one vote for such nominee. Should the positions not be filled at the Special Session, it will be the duty of the BCLOTSG Chair to recruit and appoint a member to the open Vice Chair positions.
- (h) The voting delegates selected to attend the Association's Annual General Meeting shall be appointed by the BC Lacrosse Officials Technical Support Group Executive (consisting of the Chair, Secretary, Vice Chairs, Immediate Past Chair and Director at Large). At the Association's Annual General Meeting, referees may seat an accredited delegate for every Minor District Commission, plus accredited delegates for Senior referees as follows:
  - Up to 8 delegates for the BCLOTSG Executive Committee
  - 1 delegate for each active minor zone (i.e., up to 8 delegates)
  - 2 delegates for Lower Mainland Senior
  - 1 delegate for Island Senior
  - 1 delegate for Southern Interior Senior
  - 1 delegate for Northern Interior Senior
  - 1 delegate for Island Field
  - 1 delegate for Lower Mainland Field
 All members must be in good standing.
- (i) The Chair of the BCLOTSG – shall preside at all meetings of the BCLOTSG. The Chair shall be responsible to the Executive for recruiting, provision, education and certification of all referees for all lacrosse, both Minor and Senior Box Lacrosse, Women's and Men's Field Lacrosse, throughout the province; and for ensuring that the philosophy of the Association is adhered to. Deputies may be appointed to assist in carrying out these responsibilities.
- (j) The Chair or the respective Vice Chair of the BCLOTSG will ensure that officiating standards are maintained for all inter-provincial leagues.

## **6. THE BRITISH COLUMBIA LACROSSE COACHES TECHNICAL SUPPORT GROUP (BCLCTSG)**

- (a) The BCLCTSG executive shall consist of the Chair, Past Chair, four vice Chairs - one each for the Minor Directorate, Senior Directorate, Women's lacrosse and Men's Field lacrosse; a Secretary, eight Zone Co-ordinators, a Master Course Conductor, and a Head Clinician.
- (b) The BCLCTSG Immediate Past Chairperson, upon election of a new Chairperson, shall be appointed for a term of two (2) years.
- (c) The Executive of the BCLCTSG will be elected at a Special Session. The BCLCTSG Chairperson, Vice Chairperson for Minor Box Lacrosse and Vice Chairperson for Women's Field Lacrosse shall be elected by secret ballot at the Special Session for a two-year term in even numbered years. The BCLCTSG Secretary, Vice Chairperson for Senior Box Lacrosse and Vice Chairperson for Men's Field Lacrosse positions shall be elected by secret ballot at the Special Session for two-year terms in odd numbered years. In the event that there is but a single nominee for an office, the Secretary shall cast one vote for such a nominee. The eight Zone Co-ordinators, Master Learning Facilitator and Head Facilitator shall be appointed by the Chairperson annually. Should any positions not be filled at the Special Session, it will be the duty of the BCLCTSG Chairperson to recruit and appoint a member to the open position(s).

- (d) The delegates for the BCLCTSG representation at the Associations' Annual General meeting will be the Chair, four Vice Chairs (representing the Minor Directorate, Senior Directorate, Men's Field and Women's Field), and eight Zone Co-ordinators.
- (e) The responsibility of the BCLCTSG, in conjunction with the Vice President Development, will be to provide competent coaches for all lacrosse in the Province of British Columbia. To this end, the BCLCTSG is charged with implementing and administering effective recruiting, education, discipline and evaluation programs throughout the province, and ensuring that the philosophy of the Association is adhered to.
- (f) The BCLCTSG is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.
- (g) All coaches in the province shall be registered with the BCLCTSG. All coaches within a region shall be under the jurisdiction of the BCLCTSG, for the local operation and administration of coaches.
- (h) The Chair of the BCLCTSG – shall preside at all meetings of the BCLCTSG and be responsible to the Executive for the discipline, education and certification of all coaches of all aspects of lacrosse in the province, and for ensuring that the philosophy of the Association is adhered to.

**7. THE BRITISH COLUMBIA LACROSSE VOLUNTEER LEADERSHIP TECHNICAL SUPPORT GROUP (BCLVTSG)**

- (a) The BCLVLG executive shall consist of:
  - The Chair
  - Vice Chair
  - Secretary
  - Regional Representatives – minimum of 4; maximum of 8
- (b) The Executive of the BCLVLA will be elected at a Special Session.
- (c) The delegates for the BCLVLG representation at the Association's Annual General Meeting will be the association executive.
- (d) The Chair of the BCLVLA shall preside at all meetings of the BCLVLA.
- (e) The responsibility of the BCLVLA, in conjunction with the Vice President Administration and Finance, will be to provide competent volunteer leaders for all lacrosse in the Province of British Columbia. To this end, the BCLVLA is charged with implementing and administering effective recruiting, education, discipline and evaluation programs throughout the province, and ensuring that the philosophy of the Association is adhered to.
- (f) The BCLVLA is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.
- (g) All officers shall be elected by secret ballot at the BCLVLG Special Sessions.
- (h) In the event that there is but a single nominee for an office, the secretary shall cast one vote for such nominee.
- (i) The Chair and the Secretary shall be elected for two-year terms in odd-numbered years. The Vice Chair shall be elected in two-year terms in even-numbered years. The Regional Representatives shall be appointed by the BCVLA Executive and sanctioned by the BCVA Executive for two-year terms from the date of the appointment.

- (j) In the event that a member of the executive of the BCLVLA is not able to complete the duties or is compelled to resign, the remaining members of the executive will appoint a replacement who will serve until an election can be held at the next Special Session of the BCLVLA.

## **8. VOTING PRIVILEGES**

The President or designate and the Vice President – Operations and the Vice President - Development of the Association will be allowed to attend all meetings of all Directorates and Technical Support Groups, and shall be allowed one vote.

## **9. VACANCIES**

In the event a Chair of any of these Directorates, BCLCTSG, BCLVLA or BCLOTSG not be elected at the Special Session of these Directorates or Technical Support Groups, the Executive, on the recommendation of the Vice President Operations, shall appoint a Chair within sixty (60) days of the Special Session, for the remainder of the term.

## **BY-LAW NUMBER XII: COMMISSIONS**

1. Local associations, which are members of this Association, shall work together to form a league, leagues or district; and a Commission shall be set up to govern play within such leagues or districts.

Commissions for Senior and Junior Leagues shall be one-person commissions appointed as set out in By-Law VIII, Section 2.

District Commissions shall be established as set out in By-Law X, Section 2(c).

2. The Commission shall have the authority to govern and control the operation of its league, leagues or District, under the policies and rules as set out by the Association.
3. In the event of any disagreement in the interpretation of rules governing operation within a league, the Commission shall determine and rule; and where the Commission is undecided or an immediate ruling is required and the Commission is unable to meet, the Commissioner shall decide and the ruling shall be as binding as if made by the Commission.
4. The decision and ruling of a Commission is final on all matters within its jurisdiction, subject only to appeal to the Directorate involved, and subject to a further appeal to the Association Executive as final authority.

## **BY-LAW NUMBER XIII: EXERCISE OF BORROWING POWERS**

1. The Executive may borrow, raise or secure the repayment of such sum or sums in such manner and upon such terms and conditions in all respects as they see fit, and in particular, by the issue of bonds, perpetual or redeemable, debentures or debenture stock, or any mortgage, charge, or other security on the undertaking of the whole or any part of the present and future property, both real and personal of the Association; provided however, that none of these powers shall be exercised except in accordance with the sanction of a resolution passed by a three-fourths vote of the members of the Association present and entitled to vote at a regular or Special meeting; and provided each member of the Association shall be given fourteen days' notice of the meeting and of the proposed scheme to raise or secure monies to be voted on at the meeting.

## **BY-LAW NUMBER XIV: AUDITS OF ACCOUNTS**

1. The Executive shall each year appoint an auditor or auditors.

2. The auditor or auditors shall make a report to the members and Executive giving their opinion on the accounts examined by them and on every balance sheet and statement of receipts and disbursements laid before the Association at any Annual Meeting during their tenure of office.
3. The auditor or auditors of the Association are entitled to 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.

#### **BY-LAW NUMBER XV: CUSTODY AND USE OF THE SEAL OF THE ASSOCIATION**

1. The Executive may adopt a Seal which shall be the common Seal of the Association.
2. The common Seal of the Association shall be under the control of the Executive, and the responsibility for its custody and use from time to time shall be determined by the Executive.
3. The Seal of the Association shall not be affixed to any instrument except by authority of a resolution of the Executive and in the presence of such officer or officers of the Association as may be prescribed in and by such resolution; or (if no officer or officers are prescribed by the resolution), in the presence of either the President, or a Vice President, and in the presence of the Secretary.
4. Deeds, transfers, licenses, contracts and engagements on behalf of the Association shall be signed by either the Secretary or the Vice President – Administration and Finance, and the Seal of the Association shall be affixed to such documents as require the same in the presence of either the President or a Vice President, and by either the Secretary or the Vice President – Administration and Finance.

Notwithstanding any provisions to the contrary contained in the By-Laws of the Association, the Executive may at any time by resolution, direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Association shall or may be executed.

#### **BY-LAW NUMBER XVI: PREPARATION AND CUSTODY OF MINUTES OF PROCEEDINGS OF MEETINGS OF THE ASSOCIATION AND OF THE EXECUTIVE AND OTHER BOOKS AND RECORDS OF THE ASSOCIATION**

1. The Executive shall see that all necessary books and records of the Association required by the By-Laws of the Association or by any applicable statute or law are regularly and properly kept.
2. The books of account shall be kept at such place in the Province of British Columbia as the Executive think fit, and shall at all times be open to inspection by the Executive.
3. Unless otherwise ordered by the Executive, the fiscal year of the Association shall terminate on the thirty-first day of August in each year.
4. The Executive shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Association or any of them, shall be open to the inspection of members not being officers; and no member (not being an officer) shall have any right of inspecting any account or book or document of the Association except as conferred by law or authorized by the Executive or by resolution of the members, whether previous notice thereof has been given or not.

#### **BY-LAW NUMBER XVII: OPERATING POLICY**

1. The Association shall ensure that an Operating Policy is prepared and available to all members of the Association. Such a Policy will be consistent with the Constitution and By-Laws, the official

playing rules as they exist from time to time, Commission, Directorate and Technical Support Group rulings on all matters within the authority and responsibility of any committee, Commission, Directorate or Technical Support Group.

2. Separate, different and distinct Policy can be made and applied to each division, league or District within the Association and shall be applicable to only those teams and players playing under the jurisdiction of the committee, Commission, Directorate or Technical Support Group which has made the policy or for which the policy was made.
3. A policy, to be applicable, must be approved by a majority vote of the members, eligible to vote as set out in these By-Laws, in attendance at an Annual General Meeting. Such policy once made is applicable to all teams and players under jurisdiction of the ruling body, and shall remain in effect until such a policy has been amended or rescinded by the ruling body, or unless changed by the appeal procedure outlined in By-Law XI, Section 4.
4. A ruling by a one-man Commission, on matters which are within the authority and responsibility of said Commission, shall be as binding as if made by any other committee, Commission or Directorate having authority, and shall be subject only to the appeal procedure set out in By-Law XI, Section 4.

#### **BY-LAW NUMBER XVIII: EXECUTIVE DIRECTOR**

1. The prime employee of the Association in accordance with By-Law VIII, Section 5, shall be the Executive Director. The Executive Director shall be a full time employee of the Association who will be responsible to the Vice President - Administration and Finance for the routine, day to day business of the Association, in accordance with a contract drawn up by the Executive of the Association.

#### **BY-LAW NUMBER XIX: HONOURARY BOARD OF DIRECTORS**

1. An Honourary Board of Directors shall act as a supportive body to special projects undertaken by the Association.
2. The Honourary Board shall be a non-voting body made up of individuals deemed by the Executive to have contributed significantly to the advancement of lacrosse or philosophy of the Association.
3. Up to two individuals can be added to the Honourary Board by special appointment of the Association Executive each year.

#### **BY-LAW NUMBER XX: LEADERSHIP MEETING**

1. The Vice President Development shall convene a meeting of the Development Committee, to be called the Leadership Meeting, in the fall of each year after the British Columbia Lacrosse Association Annual General Meeting, to facilitate the Association's development and planning, and to provide leadership development opportunities for members.

#### **BY-LAW NUMBER XXI: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

1. Amendments or alterations to the Constitution or any of the By-Laws of this Association may be made at any Annual Meeting or Special meeting of the Association, but only by a Special resolution.

2. No such amendments shall be made unless carried by a vote of three-fourths of the members voting at an Annual Meeting or Special Meeting.
3. Notice of any proposed amendment or alteration shall be given in writing to the British Columbia Lacrosse Association Office at least forty-five days prior to the date of the meeting at which such amendment is to be submitted and the proposed amendments or alterations shall be circulated to all members thirty days prior to the meeting; provided that such notice may be waived or reduced by those members by unanimous consent in writing.

*Revision 10/2021*