

GENERAL Organization Name:	
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1 MEMBERSHIP

<i>Subsection</i>	<i>Example</i>
Number of Membership Classes	
Names of Membership Classes	Players Over 18, Coaches, Parents of Players Under 18, Board of Directors, Life Members, etc.
Description(s) of Membership Classes	
Voting Rights and Number of Votes for each Membership Class	One Vote per Member, One "Parent Vote" per Player Under 18, etc.
Qualifications of Membership	In Good Standing, Dues Paid, etc.
Membership End Date	Annually on December 31, At the Annual General Meeting, etc.
Is Membership Transferrable?	No
Who has the Authority to Discipline Members?	Level 1: Board of Directors Level 2: Ontario Lacrosse Association
Who Determines Membership Fees?	Determined by Board of Directors

2 MEETINGS OF THE MEMBERS

<i>Subsection</i>	<i>Example</i>
Date and Location of your Annual Meeting:	Within 15 months of your last AGM, within 6 months of your club's year end, etc.
Who can call a Special Meeting of the Members?	
What is the minimum number of members to call a Special Meeting?	10% of Total Eligible Membership
How is Quorum Decided?	Minimum of 10 for an AGM
Does Quorum Need to be Maintained Throughout the Meeting?	No
Who Chairs Members' meetings?	A Chair can be nominated, or the Chairperson of the Board can preside
Can members meetings be held electronically?	Yes, however the number should be defined (suggested that half of the meetings are virtual and half are in-person)
Is Proxy Voting Allowed?	Proxies are no longer required to be allowed (suggested that proxies are not allowed)
If Yes, Who Can Hold a Proxy?	If proxies are allowed, they should be restricted to one per person, with written confirmation
Who Can Attend Meetings?	Invitation Only
How Are Meeting Notices Circulated?	Electronic, Social Media, Club Website, Canada Post
Minimum Notice Requirement	30 days prior
How Do Members Bring Matters to the Board of Directors?	In writing to the Chairperson, at least seven days prior

3 BOARD OF DIRECTORS

<i>Subsection</i>	<i>Example</i>
Size of Board	10–12 maximum (suggested that additional club volunteers form the basis for subcommittees with specific roles)
Elibility Requirements for Directors	Minimum 18 Years Old, Members In Good Standing, Not Bankrupt, etc.
Titles of Directors	Specific roles should be defined, as opposed to having “Director At Large” positions
Who Elects Members to the Board?	Membership elects annually at the AGM
What are the Term of the Directors?	Two years for each term; half are elected in even years, while the other half are elected in odd years
Is There a Nominating Committee?	
How are Vacancies Filled?	Vacancies may be appointed by the Board, or left vacant
Will Directors be paid?	Suggested that “approved expenses only” be used
Could Directors be Paid for Other Services?	Yes
Quorum for Board Meetings	50%, Plus One
Who can call a Board Meeting?	President only, or Board as a collective
Format for Virtual Board Meetings?	What percentage must be present? Is a Hybrid Format allowed?
How many days notice for a Board Meeting?	Suggested minimum of 7 days, unless an emergency arises, which should be defined as urgent and important
Who chairs a Board Meeting?	President
What is the threshold for voting majority at a Board Meeting?	50%, Plus One

4 OFFICERS	
<i>Subsection</i>	<i>Example</i>
Who are the Officers?	President, Treasurer, Registrar, Privacy Officer, Secretary
How are the Officers Selected?	By vote at AGM
What is the term of an Officer?	2 years
Who can remove an Officer?	Board of Directors

5 BYLAWS	
<i>Subsection</i>	<i>Example</i>
Who can amend the By-laws?	The Board? The Members? Both?
Can the Board Amend the By-laws Prior to the Next Members Meeting?	No

6 OTHER	
<i>Subsection</i>	<i>Example</i>
Include Financial Regulations?	Yes
Describe Signing Authority	2 of 3 Board Members (suggested combination of President, Treasurer, Secretary or Registrar)
Are there Standing Committees?	Suggested Tournament Committee, TRY/Development Committee, Community Outreach Committee, etc.
Define Fiscal Year End	Should be prior to the OLA AGM (recommended September 30th annually)