



BYLAWS 2024

OLA BYLAWS 2024 EDITION

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ONTARIO LACROSSE ASSOCIATION - BYLAWS**ARTICLE B-I: NAME****B1.01**

The name of this organization shall be the Ontario Lacrosse Association.

ARTICLE B-II: OBJECT**B2.01**

To govern, promote, develop and foster the game of lacrosse at all levels and in all forms, to all residents regardless of race, sex, creed, age or economic status throughout the Province of Ontario.

B2.02

The Corporation shall be the sole governing body for lacrosse within the Province of Ontario and shall govern, regulate and promote lacrosse within the Province and such other territory as shall from time to time be desirable.

B2.03

To emphasize fair play at all times between competitors, to encourage them to play the game for the sake of the game, with proper respect to competitors, officials and spectators.

ARTICLE B-III: MEMBERS**Clubs or Associations****B3.01(a)**

Any Major, Senior, Junior clubs or Minor Associations may become a voting member of the Corporation by making application in the form of a written proposal to the Executive Director of the Corporation and the Commissioner of the league in which the team wishes to compete. To qualify, the completed application must be signed by the officers of the club and accompanied by the annual entry fee and performance bond as set out for the category in which the team wishes to compete. The Zone/League will make a recommendation on membership status to the OLA, which is subject to approval by the Board of Directors.

B3.01(b)

The completed application form submitted by the officers of the minor associations must include the following:

- List of Association Executive Officers
- Profile of the Association
- Scope of Lacrosse Operation
- Constitution & Bylaws
- Detailed Operating Budget
- Partnership Support
- Not for Profit Status

B3.01(c)

Any new minor association that has been accepted by the Board of Governors will be subject to a probation period which will be reviewed annually as necessary by the Minor Council.

B3.02

Membership may be renewed annually on payment of the entry fees and any outstanding bonds or assessments incurred and on submission of a completed membership form(s).

B3.03

The Corporation may accept for membership, Club(s), Minor Associations(s), or players whose base of residence is outside the Province of Ontario subject to compliance with the regulation of the Canadian Lacrosse Association, the Corporation, and all government laws.

B3.04

As a condition of membership any league, zone, club, minor association, officer, player or any combination of same shall agree to abide by the regulations of the Corporation and the rulings of the Board of Directors and its committees. A breach of this condition of membership shall be subject to a review by the Board of Governors who will determine appropriate action.

B3.04(b)

Regulations of the Corporation as they apply to Minor Associations would include all items referenced in B3.01(b) and ALL minor associations must hold an Annual General Meeting, which would be publicly communicated to its members at least 30 days in advance and would include a reviewed financial reporting on operations to all its members. The AGM Minutes, attendance record and financial statement will be provided to the OLA office.

NOTE: ALL current minor associations will have until January 1st to comply with B3.01(b) and B3.04(b).

B3.04(c)

Failure of a minor association to comply with B3.01(b) and B3.04(b) will result in a fine and/or suspension. Fines will be applied as follows: to January 31- \$500, to February 28 - \$1000, to March 31 - \$1000 (fines to be cumulative). After March 31st the Minor Association will be declared 'not in good standing' until in full compliance with B3.01(b) and B3.04(b) and will be required to pay the cumulative fine of \$2500.

Individual Members**B3.05**

Any person eighteen years of age or over who is a resident of the Province of Ontario and who has been nominated by a Director, Member Club or a Minor Association is eligible for election to the Board of Directors. The nomination must include the written consent of the nominee and must be submitted to the registered office of the Corporation by September 15th. Nominations will be circulated to the members 30 days prior to the Annual General Meeting.

In the event that there are no nominations for a position for which an election is scheduled to occur submitted by the deadline, an individual may be nominated from the floor of the Annual General Meeting.

B3.06

Any person who has been elected or appointed an officer of the Corporation shall become a member of the Corporation.

Life Members**B3.07**

The objectives, criteria and life member entitlements shall be those approved by the Board of Governors as part of the OLA Life Membership Policy. (See OR5.01)

ARTICLE B-IV: OFFICERS

B4.01(a)

The Board of Governors of the Corporation shall consist of a President, Immediate Past President, Zone Directors, League Commissioners, one O.L.R.A. Representative and eight (8) Vice Presidents for the following positions:

- First (1st) V.P. Administration (Major)
- Second (2nd) V.P. Administration (Minor)
- Third (3rd) V.P. Finance (Operations)
- Fourth (4th) V.P. Administration (Field)
- Fifth (5th) V.P. Technical (Coaching)
- Sixth (6th) V.P. Technical (Officiating)
- Seventh (7th) V.P. Development
- Eighth (8th) V.P. Promotion

B4.02

The Board of Directors of the Corporation shall consist of the President, Immediate Past President and eight (8) Vice Presidents.

ARTICLE B-V: ANNUAL & SEMI-ANNUAL MEETINGS

Annual Meeting

B5.01

The annual meeting of the Corporation shall be held on any weekend in November at any place within their jurisdiction as selected by the Board of Directors.

B5.02

The following shall be eligible to vote at the annual meeting, Life Members, Governors of the Corporation and two delegates from each Major, Senior, Junior team and Minor Association in good standing. Any member who is in two or more of the foregoing categories shall only be allowed one vote.

Semi-Annual Meeting

B5.03

The Promotion and Development Meeting of the Corporation (known as the Semi-Annual Meeting) shall be held on any weekend in March at any place within their jurisdiction as selected by the Board of Directors.

B5.04

The Corporation shall, 120 days prior to the Semi Annual Meeting, send a questionnaire and proposed agenda to each member association to make suggestions regarding the format for the meeting.

B5.05

The meeting shall focus on promotion and development.

- 1.- Promotion of Lacrosse
- 2.- Box (minor, junior, senior)
- 3.- Field (men's, women's, high school)

B5.06

The Corporation shall, 30 days prior to the Promotion and Development Meeting, send to each member association the agenda/program for the meeting.

ARTICLE B-VI: BOARD MEMBERS

Board of Governors**B6.01**

The affairs of the Corporation shall fall under the realm of a board known as the Board of Governors. A quorum shall be a majority of these governors.

Any person eighteen years of age or over who is a residence of the Province of Ontario and who has been duly elected by an approved Member Council is eligible to sit on the Board of Governors.

B6.02

The Board of Governors will meet quarterly. A special meeting of the Board of Governors may be called by the President or at the request of three or more Governors. The President shall preside at all meetings of the Board of Governors. The Board of Governors meetings will be held in conjunction with the Semi Annual meeting, in May, in September and in conjunction with the OLA A.G.M. Dates for all Board of Governors meeting will be published by January 15th annually.

B6.03

The role of the Board of Governors will be to:

1. Approve the annual operating budget.
2. Provide direction and approval for major policy and program adoptions or changes.
3. Sit as participants in the first and/or final levels of appeal within the Corporation as required.
4. Deal with any other matters that may come before it if so desired by three or more Governors.

B6.04

Any Board member may be removed from office for failure to attend three (3) consecutive meetings.

Board of Directors**B6.05**

The affairs of the Corporation shall be managed by a board, known as the Board of Directors. A quorum shall be a majority of these directors.

B6.06

The Board of Directors will meet regularly throughout the year a minimum of ten (10) times, in addition to any special meetings called by the President. The President shall preside at all meetings of the Board of Directors.

B6.07

All directors must be notified in writing of the place, date, time and agenda of meetings seven (7) days prior to the date set for the meeting.

B6.08

Voting procedure of the Board of Directors shall be on a roll call basis, if so requested by at least one (1) member of the Board of Directors, for that vote. The results of such a vote shall be recorded in the minutes of the meeting.

B6.09

When a matter concerning any member association, including zones and councils is on the agenda of the Board of Directors or sub-committee meeting, the concerned parties must be notified seven (7) days prior to the date set for the meeting so that they may have the opportunity of being represented.

B6.10

All members shall have the right to attend any meeting(s) of the Board of Directors/Governors, except those being held in camera by giving 48 hours notice to the office, although only voting members shall be allowed to speak.

B6.11

The Board of Directors may call a general meeting of the corporation anytime and must do so if requested by 3 or more Directors or by fifteen member clubs or Minor Associations. At all general meetings, one quarter of the current year's eligible voting delegates shall constitute a quorum. Voting privileges at a general meeting shall be the same as at the Annual General Meeting.

B6.12

The Board of Directors shall hire employees as required; however no employee shall have voting privileges.

B6.13

In the event that the President is unable to fulfill his/her duties for the remainder of their term, the Board of Directors may appoint a currently-serving Vice President to fill his/her position until the next Annual General Meeting. If the vacancy occurs in the first half of the President's two-year term, a special election for the vacant position shall take place at the next Annual General Meeting, and the person elected to serve in the position shall serve a one-year term.

In the event that any Vice President is unable to fulfill his/her duties for the remainder of his/her term, the Board of Directors may appoint a person to fill his/her position until the next Annual General Meeting.

Election of Officers**B6.14**

The office of President shall be open to candidates who have served on the Board of Directors/Governors in either the current or previous season. Any individual voted in as President may only be elected to serve 4 consecutive terms. They would be ineligible to fill the role of President on an interim or an elected basis for a minimum of 23 months after the conclusion of their term.

B6.15

All positions on the Board of Governors excluding the Immediate Past President, Zone Directors, League Commissioners and OLRA Representative shall be voted on every other year at the Annual General Meeting in a staggered manner as follows:

At the Annual General Meeting held during odd-numbered years, the following positions will be voted on, in the following order:

- (a) First (1st) V.P. Administration (Major)
- (b) Third (3rd) V.P. Finance (Operations)
- (c) Fifth (5th) V.P. Technical (Coaching)
- (d) Seventh (7th) V.P. Development

Each elected officer above [(a)-(d)] shall serve a two-year term.

At the Annual General Meeting held during even-numbered years, the following will be voted on, in the following order:

- (a) President

- (b) Second (2nd) V.P. Administration (Minor)
- (c) Fourth (4th) V.P. Administration (Field)
- (d) Sixth (6th) V.P. Technical (Officiating)
- (e) Eighth (8th) V.P. Promotion

Each elected officer above [(a)-(e)] shall serve a two-year term. The outgoing President shall become the Immediate Past President and will also serve a two-year term.

Candidates will run for a specific position. No officer shall serve two or more Board positions at the same time.

The Zone Directors, League Commissioners and OLRA appointees shall be members' in good standing.

All elected or appointed Board members shall take office immediately upon conclusion of the Annual General Meeting.

ARTICLE B-VII: COMMITTEES

OLA Appeals Committee

B7.01

The OLA Appeals Committee of minimum three (3) people will be formed each year by the Board of Directors to deal with any appeals of decisions rendered by any other OLA committee or sub-committee.

Audit Committee

B7.02(a)

Annually the Corporation shall establish an Audit Committee: the members of the Audit Committee shall be three (3) members selected by the general Membership at the Annual General Meeting.

The Audit Committee will be appointed for a three-year term at the Annual General Meeting of the Ontario Lacrosse Association. After a Committee member has served their three-year term, that person may be re-elected again for another three-year term.

Elections for the three-person Audit Committee will be as follows:

- three-year term: 2021 to 2024
- three-year term: 2024 to 2025
- three-year term: 2024 to 2026

After the first three-year term, there will be an election each year and each elected committee member will sit for a three-year term. This program will give the Audit Committee continued continuity going forward.

B7.02(b)

The duties of the Audit Committee shall be:

- i) to review and report on the annual audited financial statement to the general membership
- ii) to review the audit results, financial procedures and policies of the Corporation with the external auditor:
- iii) to make recommendations on the appointment of external auditors

Credentials Committee

B7.02(c)

The President shall appoint a Credentials Committee, the first named to act as Chairman of the Committee. The Committee will check the credentials submitted, report on the number of accredited delegates, distribute, collect and count ballots and the Chairman shall announce the results at the Annual General Meeting.

Discipline Committee

B7.03

Sector-specific Discipline Committees of a minimum three (3) people will be formed each year by the Board of Directors to deal with disciplinary matters as required.

Screening Committee

B7.04(a)

A Screening Committee shall be struck to review Candidates submitted for consideration for Life Membership.

B7.04(b)

The screening committee will consist of three members who are elected at the Annual General Meeting of the Association to serve a term of six years (initially there will be shorter terms to allow for the transitional rotation of committee members over the initial six year period). There shall be one seat elected every odd numbered year (e.g., 2005, 2007)

B7.05 (a) Human Resources Committee

The OLA Human Resources Committee will consist of three (3) members, one of whom will be OLA Executive Director, one of whom will be a current Vice-President of the OLA Board of Directors, one of whom will be a current member of the OLA Board of Governors. This committee will be appointed by the OLA Board of Directors, and the members shall serve a 3 year term.

B7.05 (b)

The duties of the Human Resources Committee shall be to ensure:

- Recruitment and hiring practices are transparent, thorough, published, fair and based on merit.
 1. Ensure that the position to be filled is posted on all of the appropriate platforms.
 2. The posting must include a complete job description including salary range.
 3. List closing date and conditions for a response to the applicant.
 4. Request education and relevant skill sets plus any additional experience relative to the position.
 5. References and employment history.
 6. Interview applicants and provide a recommendation to the Board of Directors of the preferred candidate (for the OLA Staff position to be filled), for final approval and selection (Refer to B6.12).
- All relevant employment acts are followed.
- All employees have written job descriptions that are reviewed and approved on an annual basis by the OLA Board of Directors.
- Personnel records are treated as confidential and that appropriate restrictions are in place regarding their access.
- Human resource policies and procedures are established and written copies are provided to all staff.

- Every employee receives a formal (written) evaluation annually by two (2) representatives of the HR Committee, and that the evaluation criteria are in line with best practices in other similar organizations, and that they are known by all employees. Evaluation of the Executive Director will be held annually by a minimum of 3 members of the OLA Board of Directors
- HR Committee to develop a policy, approved by, and reviewed annually by, the OLA Board of Directors, describing amount of personal days, sick days and vacation days (including blackout periods if any) each employee is entitled to.

Sub-Committees

B7.06(a)

The President, when he deems it necessary, may appoint a sub-committee of not less than five (5) members in good standing of the Ontario Lacrosse Association. The Committee must include the President or a Vice President. The sub-committee shall report to the Board of Directors.

B7.06(b)

All proposed committee and/or Board appointments must be submitted to the Board of Directors for ratification.

B7.06(c)

A simple majority of the sub-committee shall constitute a quorum.

B7.06(d)

If the President is a member of a team, club or minor association having a question before the sub-committee, or if there appears to be a conflict of interest, then the appointing of the sub-committee shall be the responsibility of the next Board member not having or appearing to have a conflict of interest. Any duly appointed member of a sub-committee, having or appearing to have a conflict of interest must refrain from participating in discussion or voting on the particular matter where the conflict exists.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

B8.01

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE IX: AMENDMENT OF BYLAWS

B9.01(a)

These By-laws may be amended only by a two-thirds majority of the members present and voting at the Annual General Meeting, provided that the proposed amendment has been previously submitted in writing to the Association as described below.

B9.01(b)

The Bylaws can only be changed at an Annual General Meeting, and Rules and Regulations can be changed at a Board of Director and or Governors Meeting by a majority vote and becomes effective immediately following approval but they have to be ratified by the membership at the next Annual General Meeting.

B9.02

Amendments to the Bylaws can be proposed by any members who participated in the previous year and are in good standing. Notice of the proposed amendment shall be given in the proper format typed and complete on forms provided, to the OLA Office not later than September 15th

prior to the annual meeting and the proposed amendments shall be communicated to the required persons, at least 30 days prior to the day of the annual meeting.

B9.02(a)

Omnibus Amendments of Rules & Regulations. All proposed amendments of Rules & Regulations considered "housekeeping", in that they do not change the spirit of the regulation, shall be voted on collectively. Such amendments shall be identified and group based on the judgment of the Executive Director.

B9.03

When notice of such amendment(s) has been given, the amendment proposed or any amendment thereto shall be voted on at the Annual General Meeting and required a two-thirds majority vote to pass.

B9.04

Any amendment(s) having been approved at the Annual General Meeting shall come into force upon adjournment of the meeting unless the meeting by majority vote shall direct otherwise.