



Huntsville Jr C Lacrosse Association

Procedural Policy

Updated November 2016

Profile of the Association

Huntsville Jr C Lacrosse will provide learning and mentoring program in which young adults will benefit with team environment, fair play, leadership skills, physical fitness and most of all fun. Our intent is to provide the future leaders of our community an experience that will enrich their lives.

Association Name - Huntsville Hawks

Association Colours - Gold (Yellow) and Green

Association Logo – see attached

Incorporated Status – we are incorporated as a not for profit organization NFP Inc # 005500107

HUNTSVILLE HAWK LOGO



PLAYING VENUE

We will be playing home games in the Summit Centre located on 20 Park Drive in Huntsville, Ontario



Our newly renovated and expanded Canada Summit Centre has two playing services. We will be playing primarily in the Jack Bionda Arena however we have the option of also playing on the Don Lough Pad.



Introduction

This manual has been produced to provide the Board of Directors, Staff, Members and other interested parties with the basic operating principles of the Huntsville Jr C Lacrosse Association.

There are three distinct components of this document, which includes the Procedural Policy, Bylaws and Constitution.

Interpretation of the Procedural Policy/Bylaws/Constitution

In the Procedural Policy, By-Laws and Constitution of the Association, unless the context otherwise specified or requires:

1. the singular shall include the plural and the plural the singular
2. the masculine shall include the feminine and the neuter
3. 'person' shall include individuals, bodies incorporated, partnerships, syndicates, trusts, unincorporated organizations and any number of aggregate of persons.

Procedural Policy:

The operating policies are rules of conduct laid down by the Board and members that govern the day to day operations of the Association.

Amendments to the operating policies shall be made at any general meeting of the Board of Directors but may not be in contradiction of either document.

Amendments to the operating policies are governed by regulations which state that the Board of Directors may prescribe such policies relating to the management and operation of the Huntsville Jr C Lacrosse as they deem expedient. Such policies shall remain in effect only until the next Annual General Meeting when they shall be confirmed by a majority vote of members, or shall from that time cease to be in effect.

Bylaws:

The Bylaws lay out the basic fee structure, purpose and management guidelines of the Association and its elected officers.

The Bylaws will be passed each year prior to February 28th.

Amendments to the Bylaws can be made through submission of the proposed change to the Huntsville Jr C Board of Directors at least 3 days prior to the date of change.
The Bylaws will be reviewed for comment at the Annual Meeting.

Constitution:

This is the original document which binds the Huntsville Jr C Association. It lays out the objects and basic operation of the Huntsville Jr C Association.

Amendments may only be proposed at the Annual General Meeting in the form of a written notice of motion. The written notice of motion must be received 30 days before the annual meeting. Voting on any such amendment shall be done by a show of hands unless a secret ballot is requested. A Fifty percent plus one (50%+1) majority vote of members present will be necessary to pass any amendments.

Section 1: IDENTIFICATION

1.1 Mission Statement

Huntsville Jr C Lacrosse will provide learning and mentoring program in which young adults will benefit with team environment, fair play, leadership skills, physical fitness and most of all fun. Our intent is to provide the future leaders of our community an experience that will enrich their lives.

1.2 Name

The Name of the Association shall be the "Huntsville Jr C Lacrosse" hereinafter referred to as the Association and that the official logo be the "Huntsville Hawk".

1.3 Definition

The Association shall be a non-profit organization, which is a sport governing body for Jr C lacrosse in the area known as the Huntsville and District and operate as a branch of Jr C of the Ontario Lacrosse Association.

1.4 Objectives

The objectives of the Association are to promote, develop and govern Jr C lacrosse within the Huntsville District.

1.5 Organization

The Association shall be composed of members as hereinafter set out that shall be managed by a Board of Directors and sub-committees as outlined in this Procedural Policy.

1.6 Mailing Address

The Association shall at all times maintain a civic address and/or post office box in the Huntsville District. Either shall serve as its mailing address.

Huntsville Jr C Lacrosse Association
20 Park Drive
Huntsville, ON

1.7 Affiliation

The association shall seek membership and affiliate itself with the Ontario Lacrosse Association.

1.8 Incorporation

The Association has become a Corporation (Huntsville Jr C Lacrosse) to create financial security to its Members and Board of Directors; as well as creating the ability to apply, and therefore be considered, for possible Corporate Sponsorships. Annual reports, and payments requested by the Province of Ontario, must be continued. Any changes to the Association's Board of Directors must be reported to the Province.

1.9 Website

The Association may maintain a website. www.huntsvillejrlacrosse.com

1.10 Appendix

The Association will maintain an Appendix of contact names and numbers. The appendix will be supplied in full to the Board of Directors, Jr C Council and OLA.

The Appendix will be held in strict confidence, protecting all personal information due to Freedom of Information.

Section 2: MEMBERS

2.1 Classes of Members

The Association shall have two classes of membership, namely: Playing Members and Adult members:

- (a) Playing Members shall be all members who have properly registered to participate in the activities of the Association.
- (b) An Adult Member shall be: minimum sixteen years of age and a parent or guardian of a playing member(s) or bench personnel or elected to the Board of Directors with the Association.

2.2 Cessation of Membership

Any member who shall resign or be suspended as a member of the Association shall immediately return to the Association all books or other property of the Association, which he may have in his care.

2.3 Suspended Members

Before a suspended Member, or anyone that has previously resigned, may become a Member in the following year (or season) the newly elected Board of Directors must approve his renewed Registration. An open vote of 50% plus one at the Association's Annual General Meeting that supports his renewed registration would also be accepted

2.4 Insurance

All of the Association playing members shall be insured through the Ontario Lacrosse Association insurance plan. All Coaches, Assistant Coaches, Bench Personnel, Board of Directors, Trainers, and Managers will be insured through the Ontario Lacrosse Association insurance plan.

2.5 Directors & Officers Liability Insurance

In order to protect the financial status of any and all Board of Directors who have volunteered their services, and been elected by the Association's Members, a Directors & Officers Liability Insurance Policy must be renewed annually. The Board of Directors must review and determine the policy's limits annually. Section 5.05 is referenced.

Section 3: GOVERNING STRUCTURE

3.1 Board of Directors

- (a) The Affairs of the Association shall be conducted by the Board of Directors.
- (b) All Association decisions must be ratified by the Board of directors prior to any action or amendment concerning such decision.
- (c) The Board will meet once every month or as directed by the President through the Secretary.
- (d) One-half of the total number of the Board plus one constitutes a quorum at a Board Meeting. In the event that a Board member holds more than one position, that member shall be counted as one.
- (e) Except for the President, every Board member shall have one vote in all decisions. In the event that a Board member holds more than one position, that member shall have one vote in all decisions.
- (f) The President shall have a casting vote only in the event of a tie on motions.
- (g) Other duties of the Board members shall be outlined in the Procedural Policy.

3.2 Election of the Board of Directors

- (a) The Association's Board of Directors shall be nominated and elected at the Annual Meeting by a show of hands or a secret ballot if requested, shall rule for the given fiscal year.
- (b) A non-Board member shall chair the elections at the Annual Meeting.
- (c) Two members-at-large shall act as scrutinizers for the elections.
- (d) To be elected as the President and Vice President, a member must have been on the Board at least one of the immediately preceding two years.
- (e) To be elected to a Board position, a member must obtain a minimum of 50% plus one (1) of the votes cast and are at least eighteen years of age.
- (f) All Board of Director positions, except for Past-President, shall be elected at the Annual Meeting in the following order:
 - 1) President
 - 2) Vice-President
 - 3) Treasurer
 - 4) Registrar
 - 5) Secretary
 - 6) Past President

3.3 Vacancies on the Board of Directors

The Board of Directors may appoint any adult member to fill a vacancy until the next Annual Meeting. In the event of a vacancy within the Board of Directors, a majority vote may elect to hold a General Meeting for the purpose of replacement of said vacancy.

3.4 Suspension

The Board of Directors may suspend, cancel the affiliation of, or accept the resignation of any member at any time for what it deems as a "just cause". Any such suspension will require a fifty percent plus one (50%+1) majority vote of the Board of Directors in attendance at the meeting where the action is proposed.

3.5 Appeals

A suspended member shall have seven (7) days from receiving by Registered mail written notice of his suspension to advise the President of his intention to appeal the Suspension. Such notice of appeal shall also be in writing with a copy sent to the Associations Secretary. Upon an appeal of a suspension, the President shall call a meeting of the Grievance Committee to review the action taken. The Grievance Committee shall make a recommendation of its findings to the Board of Directors within fourteen (14) days after the member's appeal. After having considered the recommendation of the Grievance Committee, the Board of Director shall render a final decision on the appeal within seven (7) days of receiving the recommendation. All decisions of the Board of Directors shall then be final and binding.

3.6 Functions

(These are to be set out by the newly elected Board at their first meeting)

3.7 Duties of the Board of Directors

President

The President shall:

- 1) select the chair for all Association, Executive, Board, Annual and Special Meetings
- 2) oversee all the Association's business to see that it is conducted as directed by the Board,
- 3) represent the Association at the annual Meeting of the Ontario Lacrosse Association,
- 4) be the main contact person for all matters dealing with the Ontario Lacrosse Association
- 5) be a signing officer of the association
- 6) act as a member of all committees of the Board
- 7) in conjunction with the Secretary, devise and prepare an agenda for circulation to the Board of Directors in advance of the next meeting,
- 8) maintain the Procedural By Laws

Vice President

The Vice President shall:

- 1) assist the President as needed
- 2) act as liaison for sub committees and community groups

Treasurer

The Treasurer shall:

- 1) be responsible for all the financial accounting of the association
- 2) sign all financial documents of the association
- 3) be responsible for the budget,
- 4) be responsible for providing a detailed financial statement minimum of every 30 days as well as at each and every monthly executive meeting. If unable to attend meeting, detailed statement is to be provided to President for meeting.

Registrar

The Registrar shall:

- 1) be responsible for organizing and completing the registration of all players, board members and bench personnel
- 2) maintain records for reference of their payment to take part

- 3) maintain all personal information required of each player

Secretary

The Secretary shall:

- 1) receive and disperse all correspondence,
- 3) record attendance – drawing attention to section 4.06 if required
- 4) record and distribute minutes of all Executive, Board, Annual and Special Meetings of the association
- 5) assist other Board members with correspondence
- 6) schedule and advise all Board members of meetings dates, times & locations.
- 7) in conjunction with the President, devise, prepare and distribute an agenda in advance of the meeting.

Past President

The Past President shall:

- 1) be responsible for all matters requiring clarification from previous years.
- 2) assist President and Vice President with duties.

Section 4: MEETINGS

4.1 General Assembly

On all questions of procedure not dealt with by the Procedural Policy and/or By-Laws, the latest edition of Robert's Rules of Order shall apply.

4.2 Board of Directors Meeting

- (a) The Association shall conduct a Board of Directors Meeting on or before the last Tuesday of each month.
- (b) The current President shall select the chair in all aspects of the Board of Directors meeting.
- (c) 50% plus 1 voting adult members shall form a quorum
- (d) All current Board Members are entitled to attend the closed meeting. All other adult members of the association are entitled to attend a meeting but must be put on the agenda by contacting the Secretary 5 days in advance of the meeting providing a brief outline of issue or concern to be addressed.. The non voting member's issue or concern will be dealt with at the top of the agenda and they will then exit the meeting room.
- (c) All personal information will be conducted in a closed Board of Directors Meetings.

4.3 Annual Meeting

- (a) The Association shall conduct an Annual Meeting on or before the third Sunday in October.

(b) Notice of the annual Meeting shall be advertised in the Lacrosse Community by way of Social Media and website advertisement. It will also be emailed to all members of the Association at least three (3) weeks prior to the meeting.

(c) The current President shall select the chair in all aspects of the Annual Meeting except for the elections.

(d) 50% plus 1 attending voting adult members shall form a quorum

(e) All current Board Members and adult members of the Association are entitled to vote as are playing members who are 18 years of age or older. Any past member of the Association may petition the Grievance Committee for a special dispensation for voting privileges. There shall be no proxy votes.

(f) Any previous fines or fees not paid will automatically disqualify that individual from voting at the annual meeting or participating in any subsequent games as a player or bench personnel. The individual fined will be permitted to proceed through the existing grievance procedure with the full understanding that the decision of the Board of Directors is final.

4.4 Special Meetings

A Special Meeting of the Association must be called within fourteen (14) days by the Board upon its own motion or by a petition which is submitted to the Secretary with the signatures of 25% or minimum of 3 adult members of the Association. Only the business for which a Special Meeting has been called will be dealt with, except with the unanimous consent of those present.

4.5 Executive Meeting Attendance

Any Board member that does not attend 3 consecutive Monthly meetings may lose their position by way of Suspension unless a vote held during that 3rd Board meeting (which must hold a quorum) supports the standing of the Board Member. Sections 3.04, 3.05 and 3.03 - in sequence - are applicable thereafter. A Special Meeting does not apply to the Monthly meeting requirements.

4.6 Communications of Meetings

(a) All minutes will be forwarded to the Board of Directors within 21 days

(b) All minutes made available to a non executive member or non board member upon written request to Secretary. **At no time will confidential information involving another member be released**

Section 5: FINANCES

5.1 Banking

(a) The funds of the Association shall be deposited at the discretion of the Board in an appropriate legal financial institution for the best benefit of the Association in the name of the Association.

(b) All cheques shall be signed by the Treasurer and one of the President or designate of the President.

(c) The Association has the power to accept donations, gifts, legacies and bequests.

5.2 Fiscal Year

The fiscal year of the Association shall end on November 30 of each year.

5.3 Financial Report

(a) The financial statement of the Association shall be presented to each member present at the Association's Annual General Meeting.

(b) All the financial records of the Association shall be audited in December of each year if directed by a majority vote of the membership at the Annual Meeting.

5.4 Expenditures

All of the Association's expenditures must be approved by the Board of Directors.

5.5 Protection of Members

The Board members and their heirs shall at all times be completely indemnified out of the funds of the Association, for all costs, charges, and expenses which such Board member sustains or incurs as a result of any proceeding which is brought against him for any act or omission by him relating to the execution of the duties of his office, and all costs charges and expenses which such Board member sustains or incurs in relation to the affairs of the Association except such costs, charges and expenses occasioned by his own willful neglect or default.

5.6 Fines or fees to Members

(a) If a Playing Member is fined by the CLA, OLA or Jr C council the player will pay to the fining body; the Association may reimburse the player pending an executive board review.

(b) If an Adult Member is fined by the CLA, OLA or Jr C council the adult member will pay to the fining body, the Association may reimburse the adult member pending an executive board review.

(c) Any previous fines or fees not paid will automatically disqualify that individual from voting at the annual meeting or participating in any subsequent games as a player or bench personnel.

The individual fined will be permitted to proceed through the existing grievance procedure with the full understanding that the decision of the Board of Directors is final.

5.7 Dissolution

The Association shall not be dissolved unless all liabilities have been discharged and a motion has been passed by the majority of votes recorded at a special meeting convened for the purpose of dissolving the Association. Upon dissolution, surplus money shall be donated to Huntsville Minor Lacrosse Association or another charitable organization, decided by the majority at the Special Meeting.

Section 6: OTHER REGULATIONS

6.1 Playing Rules

(a) The Association shall at all times abide by the Rules and Regulations of:
Canadian Lacrosse Association,
Ontario Lacrosse Association
& OJCLL

6.2 Other Rules and Regulations

- (a) The Association may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of Lacrosse in the Huntsville District.
- (b) The Association may impose such other regulatory measures, as it deems necessary for the efficient administration of the competitive structure of the sport within its jurisdiction.
- (c) No such regulation may violate the individual's rights or freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of the sport.

6.3 Use of Association Logo

(a) The "Huntsville Hawk" shall be used on Association letterhead, official documents, newsletters, notices, and clothing (including player shirts) as required by the Board.



Huntsville and District Minor Lacrosse
OFFICIAL LOGO

Section 7: CODE OF ETHICS/CONDUCT

7.1 Code of Ethics of the Board of Directors

All members of the Huntsville Jr C Lacrosse Association Board of Directors will represent the association in a professional and dignified manner in all Lacrosse related areas whether as a recognized delegate of the association or in any other unofficial capacity such as Coach Assistant Coach, Manager, or even as a fan!

It is recognized that the association is a relatively small organization and that many of our members will represent our organization at more than one level. It is imperative that the primary responsibility of a Board Member is to the Board. While it is recognized and encouraged that our Board Members may also be involved in areas such as coaching or officiating, etc., it is of paramount importance that all Board Members recognize that their responsibility is the long and broad view.

Discussions and difference of opinion at Board and Committee meetings will be inevitable but all Board Members must commit to association's policy once it is passed. If a policy is passed with which a Board Member does not agree the Board Member has the following options: support the policy, disagree with it in silence, or resign!

While all Board and Committee meetings are closed to the general membership, it is imperative in order to encourage open discussion and participation, that such discussions remain privy to those in attendance. DISCUSSIONS OF POLICY OUTSIDE THESE ENVIRONMENTS WILL TAKE PLACE BUT SPECIFIC POSITIONS OR QUOTES FROM OTHER BOARD MEMBERS SHOULD NOT BE DISCUSSED.

Violation of the principles of these guidelines may result in suspension of the offending Board Member in accordance with Sections 3.04 and 3.05 of the association's Procedural Policy.

7.2 Code of Ethics of the Huntsville Jr C Lacrosse Members

The association members are committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. The association members will foster a sport environment free of harassment on the basis or race, ancestry, place or origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation disability, age, marital/family status or an offence for which a pardon has been granted.

Harassment means any behaviour by a person engaged in any paid or volunteer capacity, role or function with the sport of lacrosse that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.

Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful,

demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.

Huntsville Jr C Lacrosse will not tolerate any of the following:

- Profane language or swearing at but not limited to: spectators, players, coaches or minor officials.
- Discriminatory or derogatory remarks to anyone.
- Gestures which could be perceived as gross or disrespectful to players, team officials or spectators.

7.3 Code of conduct of the Huntsville Jr C Lacrosse Members

Huntsville Jr C Lacrosse will not tolerate any of the following:

Profane language or swearing at but not limited to: spectators, players, Coaches or minor officials

Discriminatory or derogatory remarks to anyone

Gestures which could be perceived as gross or disrespectful to players, bench personnel, officials, or spectators.

Harassment of game officials

Intoxication in the stands or lobby during any minor lacrosse game.

Any violation may/will result in being called before a disciplinary committee and a possible ban from all future association activities.

Section 8: LIST OF SUPPORTING DOCUMENTATION

Ontario Lacrosse Association Bylaws

Ontario Lacrosse Association Rules & Regulations

Canadian Lacrosse Association Manual

Ontario Lacrosse Association Code of Conduct

Ontario Jr C Lacrosse League Policy Papers