

**TOWN of NEW TECUMSETH  
RENEGADE LACROSSE ASSOCIATION (TNTRLA)  
CONSTITUTION & BY-LAWS**



**RENEGADES**

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## **ARTICLE 1. NAME**

The name of the Club shall be the “Town of New Tecumseth Renegades Lacrosse Association” hereinafter referred to as “TNTRLA”. The head office of the TNTRLA is located in the New Tecumseth Recreation Complex located at 7300 Industrial Parkway in the Town of Alliston.

## **ARTICLE 2. OBJECTIVES**

The objective of the TNTRLA shall be:

- A. To manage and operate a lacrosse league consisting of teams playing at, but not limited to, the following levels:
  - a. Under 18 House League
  - b. Men’s League
  - c. Women’s League
  
- B. To foster and promote the game of lacrosse as a tool to develop character and sportsmanship for all participants by providing opportunities through the game of lacrosse, for their mental, physical, social and leadership development, in accordance with the rules and policies set forth by the Ontario Lacrosse Association.

## **ARTICLE 3. AFFILIATIONS**

The TNTRLA shall be a member of the Ontario Lacrosse Association and follow the published rules of the Ontario Lacrosse Association, hereinafter referred to as The OLA. The TNTRLA is subject to the published rules in declining order of authority of the following governing organization:

- The Canadian Lacrosse Association
- The OLA
- The TNTRLA

## **ARTICLE 4. MEMBERSHIP**

Eligibility for membership in the TNTRLA shall be in accordance with The OLA’s published rules governing leagues.

### **Acceptance Into Membership**

An individual must apply for membership and pay Membership Fees to the TNTRLA.

### **Membership Fees and Bonds**

The annual Membership Fees shall be set by the Board of Directors and ratified

by the Membership at a general meeting of the TNTRLA.

### **Refund Policy**

1. Members shall allow 15 calendar days for processing of a refund
2. Members shall submit refund requests in writing to the TNTRLA
3. Members shall acknowledge that a \$25 administration fee will be deducted from all refunds received a minimum of 7 calendar days or more prior to the start of a program
4. Members shall acknowledge that a \$50 administration fee will be deducted from all refunds received less than 7 calendar days before the start of the program
5. Members acknowledge that no refunds will be available once the program has started
6. No administration fee will apply for medical reasons confirmed with a doctor's note.
7. No administration fee will be charged for cancellation made by the TNTRLA.

### **Approval of New Members**

An individual shall become eligible to be a new Member based on The OLA's published rules.

### **Membership Renewal**

An individual will renew their Membership by completing the required forms for Membership renewal, provided that they are still eligible to play in their chosen league based on The OLA's published rules.

### **Rights of Members**

Members shall be accorded the following rights:

- To be governed in accordance with The OLA's and the TNTRLA's published rules,
- To participate in TNTRLA/League sanctioned competitions,
- To attend and vote at all general meetings called by the TNTRLA.

### **Code of Conduct**

All members are to sign a TNTRLA Code of Conduct. TNTRLA Board of Directors reserves the right to determine if a breach of the code will be dealt with at club level or OLA level. Serious violations will be dealt with at the OLA level following the OLA Code of Conduct Policy. All registered members agree to the rules of the TNTRLA and OLA Code of Conduct.

### **Discipline of a Member**

A Member of the TNTRLA may be fined, censured, suspended, or expelled from Membership for just cause as determined by the Board of Directors. Upon receiving a written complaint, the Board of Directors shall determine the merit of the complaint and determine if action is necessary. If necessary, the Board of

Directors will appoint a Discipline committee. The complaint will be dealt with under normal Discipline and Appeals procedures.

A Member whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

### **Termination of Membership**

Membership in the TNTRLA shall be deemed to have been terminated:

- If the Member submits a signed letter of withdrawal from the TNTRLA.
- If the Member is expelled from the league.
- If the Member fails to renew membership in accordance with the League rules.

## **ARTICLE 5. BOARD OF DIRECTORS**

The TNTRLA shall be governed by an elected Board of Directors hereafter known as the "Board of Directors" which shall consist of four (4) individuals, or such number not less than four (4), as may be amended from time to time. These individuals shall hold the Director positions of:

President

Vice-President

Treasurer

Secretary

Other Director positions:

League Convenor

Referee-In-Chief

Director of Coaches

Fundraising & Sponsorship

Registrar

Director of Risk Management

Time-Keeper Chief

Director of Discipline

Equipment Director

Director(s) at Large

Past President

A Director may hold more than one position.

A Director shall be 18 years of age or older.

A Director shall be elected at the Annual General Meeting of the TNTRLA or at the

discretion of the majority of the Board and shall hold the position for a 2-year term or until their successor is elected or appointed.

After an initial Board of Directors has been appointed, the positions of President and Secretary shall be elected in alternate years.

The Board of Directors shall elect a disciplinary committee as required, consisting of the Director of Discipline and two (2) disciplinary representatives as required in order to officiate at disciplinary meetings.

In addition, the Referee-In-Chief will be elected (as required) to liaison with the various leagues, participating teams and members and shall provide support with scheduling of game officials, as required.

### **Nomination of Directors**

Nominations for the positions on the Board of Directors may be made by any Member at the Annual General Meeting or at a Special General Meeting called for that purpose. Nominations and elections for positions open shall be held in the order of the positions listed in the Constitution.

Elections shall be decided by a show of hands unless a written ballot to be counted is required by the Chair or requested by any member. In the event only one candidate is nominated, no vote is required and the nominated candidate shall be declared elected by acclamation. A majority of the votes cast shall be required to elect Directors. In the event no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote shall be held.

- A. Any individual or group member designate in good standing for at least 30 days in advance of a general meeting called in part to elect a member of the Board of Directors can submit nominations for election to office
- B. A nomination shall be registered in writing to the President of the TNTRLA and shall include the following;
  - a. Name of the eligible nominated individual
  - b. Date upon which the nomination is submitted
  - c. Written consent of the eligible nominated individual
  - d. Signature of two other eligible voting members of the Board of Directors
- C. Nominations will be accepted anytime prior to the AGM as well as from the floor at the AGM.

### **Director Vacancy**

A Director has the right to resign their position by submitting a letter of resignation to the Board of Directors. A vacancy on the Board of Directors and their respective position(s) held, caused by death, or resignation which has been accepted by the Board of Directors, shall be filled by a majority vote from a ballot completed by those of the membership in good standing with the TNTRLA. The successor Director shall hold their position(s) for the balance of the term being

filled.

### **Removal of Director**

No Member of the Board of Directors shall be removed for arbitrary reason but may be removed if:

1. The Director becomes incapable of performing the duties of the position due to, but not limited to, any of the following reasons
  - a. if he/she becomes incapable of performing the business of the TNTRLA;
  - b. if he/she is absent from two(2) or more meetings of the Board of Directors without satisfactory reason
  - c. if he/she no longer resides within a reasonable proximity to the TNTRLA;
  - d. if he/she becomes, or is discovered to be an undischarged bankrupt; or
  - e. if the Director has compromised the integrity of the TNTRLA due to, but not limited to, any of the following reasons:
    - i. if he/she has been found guilty of an offence under the Harassment Policy of The OLA;
    - ii. if he/she has been found guilty of an offence involving violence under the Discipline Policy of The OLA;
    - iii. if he/she has failed to properly account for monies or other property which belongs to the TNTRLA; or
    - iv. if he/she has been found guilty of a criminal offence, regardless of whether or not the offence directly affected the TNTRLA.
2. A member of the Board of Directors holding his or her respective position(s), as Director or other position(s) may be removed from office by the Board of Directors for good and sufficient cause by a two-thirds vote of the Board of Directors present, provided notice to remove the Director has been given to all Directors of the TNTRLA. If a Director is removed by the Board of Directors, the Board of Directors may appoint a successor to the incumbent's position(s) for the remainder of the term being filled.
3. The involvement of the Town of New Tecumseth's staff, representatives or agents in the TNTRLA and its Board of Directors will be reviewed on an annual basis.

### **Conflict of Interest and Standards of Conduct**

The Directors shall be subject to the 'Conflict of Interest and Standards of Conduct Policy' in The OLA's published rules.

### **Duties of Board of Directors**

The Board of Directors shall conduct the business of the TNTRLA during the periods between general meetings of the TNTRLA and in accordance with the

authority granted to it in the rules and regulations of the TNTRLA.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within the TNTRLA except for those positions elected by the Membership of the TNTRLA.

This shall include the appointment of volunteer and paid positions for coach and administrator positions within the TNTRLA's operations. The selection process and the appointments shall be based on procedures outlined in the TNTRLA's rules and regulations.

The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures revoking an appointment as outlined in the TNTRLA's rules and regulations.

### **Duties of Directors**

President - Except as provided for in the Dispute Resolution Policy of The OLA, and where the President delegates the responsibility to another person, the President shall preside at all general meetings of the TNTRLA and of the Board of Directors. The President shall be ex officio a member of all committees, except any nomination's committee; shall appoint a chairs of standing and special committees subject to ratification by the Board; coordinate all duties of the Board, committees, staff; and shall be the spokesperson for the TNTRLA.

Vice-President - The Vice-President shall act in the absence of the President and shall have other powers as assigned by the Board.

Treasurer - The Treasurer will ensure that full and accurate records are kept of the accounts of the TNTRLA; shall report to the Board of Directors at least once per quarter; and shall submit an Annual Report to the Annual General Meeting.

Secretary - The Secretary shall keep a record of all minutes of the organization; keep on file all committee reports; notify officers and committee members of their election or appointment; furnish committees with those documents required to perform their duties; sign all certified copies of acts of the TNTRLA, unless otherwise specified in the TNTRLA's rules and regulations; maintain record books in which the constitution, rules and regulations and minutes are entered and to have the current records available at each meeting; to send out to the Membership a notice of each general meeting; to send out to the Board notice of each meeting; conduct the general correspondence of the organization that is not the proper function of another office or committee; prepare, prior to each meeting in consultation with the presiding officer an order of business; and in the absence of the President and Vice-President to preside until immediate election or appointment of a Chair.

Other Director Positions - The duties of Other Director Positions noted below may, if so required, have other duties as assigned by the Board of Directors.

- League Convenor



- Shall schedule games, practice schedules and communications with the Referee-in-Chief;
  - Shall make sure teams have necessary equipment;
  - Shall track and record team standings; and
  - Shall oversee on floor activities.
- Referee-in-Chief
  - Shall ensure there are enough referees to supervise all scheduled games;
  - Shall be responsible for all of the training and clinics pertaining to referees;
  - Shall communicate with the league convenor; and
  - Shall oversee all referee duties.
- Director of Coaches
  - Shall co-ordinate coaching clinics and recruit coaches for all league levels; and
  - Shall oversee coaching activities throughout the season.
- Fundraising & Sponsorship
  - Shall co-ordinate all fundraising & sponsorship activities for the TNTRLA;
  - Shall chair all fundraising committees and ensure that all fundraising activities have been approved by the Board of Directors;
  - Shall chair all sponsorship committees and ensure that all fundraising activities have been approved by the Board of Directors;
  - Shall provide financial statements from time to time to the Board of Directors; and
  - Shall communicate with financial matters with the Treasurer.
- Registrar
  - Shall collect all league registrations, including monies received from members;
  - Shall keep detailed records of all registrations dates, monies received, plus other relevant information; and
  - Shall maintain contact with Treasurer and Town representatives.
- Director of Risk Management
  - Shall deal with health and safety issues as they arise;
  - Shall establish and maintain procedures with respect to clearance of all volunteers required to complete a police check; and
  - Shall implement all OLA Risk Management procedures.
- Time Keeper Chief
  - Shall recruit time keepers for league games;
  - Shall coordinate, train and schedule time keepers for league games; and
  - Shall work closely with the League Convenor.
- Director of Discipline

- Shall deal with issues of discipline in accordance with the TNTRLA's rules;
- Shall report to the Board of Directors in a timely fashion; and
- Shall record and enforce the TNTRLA's Code of Conduct.
- Equipment Director
  - Shall maintain an inventory of all equipment;
  - Shall solicit bids and purchase equipment, as required;
  - Shall maintain and repair (where possible) all equipment; and
  - Shall ensure purchases of equipment are approved by the Board of Directors.
- Director(s) at Large
  - Shall support and promote the league to all sports groups and organizations.
- Past President
  - Shall advise and assist with league procedures and to actively participate in the league

## **ARTICLE 6. MEETINGS**

### **Board Meetings**

An official notice of all meeting shall be in writing to all Members. at least 14 days before a meeting is to be held, at such place, and at such dates as the Board of Directors may determine.

Quorum for the transaction of business at any meeting of the board or members shall consist of a majority of board members. Any question shall be decided by a majority of votes unless otherwise required by this By-Law or other law.

### **Voting Procedures**

1. Questions shall be decided by a show of hands unless a written ballot to be counted is required by the Chair or requested by any member;
2. Upon a show of hands, every Director present in person shall have one vote;
3. A declaration by the Chair that a resolution has been carried or lost by a majority, and an entry to that effect exists in the minutes of the TNTRLA is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion; and The Chair does not vote unless a tied vote occurs.

### **Annual General Meeting**

The TNTRLA shall hold it's Annual General Meeting (AGM) not later than. 90 days from end of the operating year. The agenda of the Annual General Meeting shall include:

1. Roll call
2. Minutes of previous AGM
3. TNTRLA Executive Address
4. Treasurer's report

5. Report(s) from Board of Directors
6. Unfinished business and correspondence
7. Constitution amendments and ratification of rules
8. Election of officers
9. New business
10. Adjournment

The Board of Directors shall notify all members in writing of the TNTRLA of the upcoming AGM meeting 30 days in advance.

#### **ARTICLE 7. COMMITTEES**

The Membership at any General Meeting, or the Board of Directors at any meeting of the Board, may establish a standing committee or special committee to carry out specific business or programs of the TNTRLA.

#### **ARTICLE 8. PROCEDURES GOVERNING MEETINGS**

All meetings of the TNTRLA shall be conducted in accordance with the TNTRLA's Constitution except as may be otherwise stipulated in this By-Law or other Rules and Regulations of the TNTRLA.

#### **ARTICLE 9. BY-LAWS AND AMENDMENTS**

1. By-Law amendments to:
  - 1.1. *Article 1.* - the Club's name.
  - 1.2. *Article 3.* - the Association with which the TNTRLA is affiliated.
  - 1.3. *Article 5.*- the number of individuals on its Board of Directors; the additional positions a Director may hold and the election year for the additional positions, and the description of "Other Director Position".
  - 1.4. *Article 6.* - the method of notification of a General Meeting;
  - 1.5. *Article 9.* - the method of notification about proposed amendments to the By- Laws.
  - 1.6. *Article 12.* - the financial year end of the TNTRLA.

may be proposed by the Board of Directors, or submitted by a Member to the TNTRLA in writing at least twenty-one (21) days prior to a General Meeting of the TNTRLA; and must be approved by a majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person or by proxy at a meeting of the TNTRLA duly called for that purpose.

2. Subject to the foregoing, all By-Laws of the TNTRLA shall be adopted or amended, as the case may be, by a majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person or by proxy at a meeting of the TNTRLA duly called for that purpose, provided such By-Laws or amendments

- conform to The OLA.
3. By-Laws or amendments thereof required by changes to The OLA published rules shall be considered at the next Members' meeting of the TNTRLA following at least forty-five (45) days after notification of the required change has been published by The OLA.
  4. All Members entitled to vote shall be notified with the TNTRLA's notice of the said Member's meeting about By-Law amendments referred to in sub-paragraph (a) and proposed By-Laws or amendments referred to in sub-paragraph (c).
  5. 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 President.

Such notification shall be provided as indicated in Article 6: MEETINGS.

## **ARTICLE 10. RULES AND REGULATIONS**

The TNTRLA shall have Rules and Regulations which shall include, but is not limited to, the following:

- A. Discipline of a Member - Summary of charges regarding misconduct
- B. Discipline of a Member - Procedure for discipline hearing
- C. Duties of Board of Directors - Authority granted Board regarding the business being conducted
- D. Duties of Board of Directors - Selection process and appointment process for the appointment and renewal of appointments to the TNTRLA's paid and volunteer positions
- E. Duties of Board of Directors - Process for revoking appointments
- F. Voting at General Meeting
  - a. Format for the proxy, and the issue, or issues for which the proxy may be cast The Board of Directors may approve and publish Rules and Regulations which are not inconsistent with this By-Law and not inconsistent with the Rules and Regulations of a higher level governing organization.
  - b. Amendments to the Rules and Regulations of the TNTRLA shall be adopted or amended, as the case may be, by a majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person or by proxy at a meeting of the TNTRLA duly called for that purpose, provided such By-Laws or amendments conform to The OLA
  - c. If the Rules and Regulations are amended by the Board of Directors the amendment shall be presented for ratification at the next Annual General Meeting or a Special General Meeting called for that purpose.
  - d. If the amendment is not ratified, it is of no effect and the previous Rules and Regulations remain in effect.

## **ARTICLE 11. INDEMNITY**

Members of the Board of Directors or other servants to the TNTRLA, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the TNTRLA against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglect or default.

## **ARTICLE 12. FINANCE**

The accounts of the TNTRLA shall:

- A. be audited annually if gross annual revenues higher are than \$500,000; or,
- B. be reviewed annually through a Financial Review Engagement if gross annual revenue is less than \$500,000; or,
- C. be exempt from any audit or review if the gross annual revenue is less than \$500,000 with the consent of all its Members

The Audit or the Financial Review Engagement shall be presented to the Annual General Meeting for adoption.

At the Annual General Meeting of the TNTRLA, a Chartered Accountant firm shall be appointed to perform the Audit or the Financial Review Engagement.

The fiscal year of the TNTRLA shall end on October 31st of each year, unless otherwise ordered by the Board of Directors.

## **ARTICLE 13. DISPUTE RESOLUTION**

The TNTRLA shall adhere to the Dispute Resolution process as published and approved by The OLA from time to time.

Any Member of the TNTRLA may initiate the Dispute Resolution process by communicating in writing to the Club, the nature and facts of the dispute. The TNTRLA, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons.

The Dispute Resolution process shall not be used for game discipline, which follows the normal

discipline and appeals process.

The TNTRLA shall make available to any Member the Dispute Resolution process when requested.

## **ARTICLE 14. HARASSMENT**

The TNTRLA shall adhere to the Harassment Policy as published and approved by The OLA from timeto time.

The Harassment Policy shall apply to all employees, directors, officers, volunteers,

coaches, game officials, administrators, players, Members, and registrants of the TNTRLA.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, malicious, degrading, or offensive. It includes, but is not limited to, sexual harassment.

The TNTRLA shall make available to any Member the Harassment Policy when requested.

#### **ARTICLE 15. APPEALS**

- A. Any registrant or registered organization directly affected by a decision of the TNTRLA may appeal such decision. The denial or termination of Membership in the TNTRLA may not be appealed by a non-Member.
- B. A decision of the TNTRLA may be appealed to the TNTRLA and/or with the League with which the TNTRLA is affiliated. The appeal shall be conducted in accordance with The OLA's published rules.
- C. An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administration position within the TNTRLA's operation, except where the selection, appointment and revocation process outlined in the TNTRLA's rules and regulations has not been followed.

#### **ARTICLE 16. DISSOLUTION**

In the event of dissolution of the TNTRLA, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Board of Directors to one or more not-for-profit lacrosse related organizations, which is (are) registered with The OLA.

#### **ARTICLE 17. DEFINITIONS/TERMINOLOGY**

Terminology used in this By-Law shall have the same meaning as used by The OLA in its letters patent, By-Laws and published rules.