



CONSTITUTION

Amended October 2016

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Article I: Name

C1.01

The name of the organization shall be Zone 7 Minor Lacrosse, using the below logo:



Article II: Objective

C2.01

To improve, foster and perpetuate the sport of Lacrosse.

C2.02

To carry out competition for Championships and area playoffs.

C2.03

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

Article III: Members

C3.01

Member Clubs of this Association shall be Minor Lacrosse Associations (Intermediate and under), sanctioned by the Ontario Lacrosse Association (O.L.A.) that fall within Zone 7's area.

C3.02

Any Member Association that knowingly admits or retains as a Member any person who has been expelled from this Association shall forfeit its Membership.

C3.03

If any Member Association agrees to pay expenses or give a definite sum to any other Association, for any scheduled or exhibition game or is required by this Association to pay any other Association or official any sum of money and neglect to do so, shall forfeit its Membership in this Association until the sum has been paid.

Article IV: Board Members

C4.01

The Zone Executive board shall consist of 11 officers (with power to add). The Zone Director, Secretary, Treasurer and Technical Director will be voted in on a 2 year term. The remaining positions will be appointed by the Zone Director each season. All positions will hold a vote. The Zone Director and Secretary will be voted in on odd seasons, with Technical Director and Treasurer being voted on in even seasons. (i.e. Technical Director and Treasurer will be voted on for the 2016 season, with the Zone Director and Secretary being voted in for the 2017 season.)

Zone Director
 Technical Director
 Secretary
 Treasurer
 Registrar
 Referee-In-Chief
 Scheduler
 Statistician
 Webmaster
 Awards Convenor
 Girls Director

C4.02

Responsibilities:

ZONE DIRECTOR

The Zone director derives their authority from the Zone 7 Executive. Their duties consist mainly of functions that are to be performed in the name of Zone 7 and under its direction.

The Zone Director must have a deep involvement in building the sport of Lacrosse within Zone 7. It is they, who by example must convince the Member Associations that the prime reason is to foster, perpetuate and improve the game of Lacrosse for the sportsmanlike development of the youth in their community.

The Zone Director should be regarded first as a leader, giving direction to the sport of Lacrosse and second as expeditor of the Zone process in a fair and unbiased manner.

RESPONSIBILITIES

1. Attend all regular Zone 7 meetings, any committee meetings as appointed and assure that all reports are prepared when required.
2. Attend and report on all Ontario Lacrosse Association meetings as required.
3. Serve as Chairperson of Zone 7 meetings.
4. Act as a neutral mediator in all Member Association and/or Zone 7 disputes when necessary.
5. Develop an organization within Zone 7 that encourages participation and quality decision making at all levels.

6. Act as Chairperson of Zone 7 Discipline Committee in the absence of the Technical Director.
7. Shall be one of the Zone 7 signing officers on all financial documentation.
8. Assist in the development and implementation of Zone 7 Guidelines.
9. Develop and maintain effective communication with all Zone 7 Member Associations
10. Develop and submit a set of objectives for Zone 7, to reflect the needed changes or annual goals when necessary.
11. Shall prepare an agenda for each regular Zone 7 meeting.
12. Receive all correspondence from within the Zone and from the O.L.A. and report on this at the next regularly scheduled Zone meeting.
13. Prepare all outgoing correspondence as required by the Zone.
14. Submit the name of the selected Zone 7 Coach-Of-The-Year to the O.L.A.

TECHNICAL DIRECTOR

The Technical Director has the same authority and responsibilities as the Zone Director in their absence unless an Assistant Zone Director has been previously appointed. Requirements will also include other duties as assigned by the Zone Director from time to time.

RESPONSIBILITIES

1. Attend all regular Zone 7 meetings.
2. Attend all Ontario Lacrosse Association meetings and conventions along with the Zone Director where required.
3. Advise all Member Associations of any new rule changes for the upcoming playing season.
4. Facilitate arrangements for all Coaches and Referees Clinics within the Zone.
5. Work with the Zone Referee-In-Chief to ensure that all Zone 7 referees are evaluated as required by the Zone and under the guidelines set out by the Ontario Lacrosse Referees Association (O.L.R.A.).
6. Make sure that all Member Associations advise their Minor Officials of all appropriate rules by which the game of Lacrosse is played.
7. Act as Chairperson of the Zone 7 Discipline Committee.

SECRETARY

Shall be responsible to the Zone Director for the performance as such duties that are assigned to with regards to the written records of the Zone.

RESPONSIBILITIES

1. Shall attend all regular Zone 7 Executive and Committee meetings.
2. Shall record the minutes of all Zone 7 meetings and distribute them to the Executive and all Member Associations within 2 weeks of the meeting.
3. Shall prepare and maintain a current list of all Zone 7 Executive Members and all Association representatives.
4. Attendance tracking and voting rights.
5. Write correspondence as required by executive.

6. Schedule and notify the Executive Board and other required attendees of upcoming meetings and events, including times and locations, etc...

TREASURER

Shall be responsible to the Zone Director for the performance of such duties that are assigned to with regards to the financial operation of Zone 7.

RESPONSIBILITIES

1. Attend all Zone 7 meetings.
2. Maintain a bank account or accounts in the name of Zone 7 Minor Lacrosse and file with the bank, the necessary signing authority documents.
3. Shall be one of the Zone 7's signing officers unless directed otherwise by the Zone 7 Executive.
4. Maintain all accounting and financial records in a permanent ledger.
5. Pay all bills and invoices as provided by the Zone 7 Executive.
6. Shall ensure that all Zone 7 Executive expenses (not accompanied by a receipt) are itemized on an Expense Voucher and properly endorsed.
7. Provide a year end financial statement and present said statement to all Zone 7 Executive at the Zone Annual General Meeting.
8. Assist in the transfer of all records and balances of accounts to the incoming Zone 7 Treasurer at years' end.

REGISTRAR

Shall be responsible to the Zone Director for the performance of such duties that are assigned with regards to the registration of all Zone 7 players, coaches and Member Association Executives and Minor Officials.

RESPONSIBILITIES

1. Attend all Zone 7 meetings to properly complete Zone 7 registrations.
2. To assist all Member Association Registrars in the proper method of completing the registration forms when necessary.
3. To assist the Zone Director to ensure that all Member Associations have their new registration forms and computer sheets for the current playing year.
4. Return all O.L.A. approved registration forms to the appropriate Associations.
5. To assist Member Association Registrars in the proper method of completing the registration forms when necessary.
6. To ensure that the zone registration procedures are in line with the aims and objectives with that of the O.L.A.
7. To provide association registration reports each month to the board, and weekly to the zone director.

SCHEDULER

The Zone Scheduler shall be responsible to the Zone Director for the performance of such duties that are assigned with regards to the scheduling of all Lacrosse games within Zone 7.

RESPONSIBILITIES

1. To attend all Zone 7 Executive meetings.
2. To make sure that all Member Associations submit their arena playing days and times on the date as set out by the Scheduler.
3. Have each Member Association hand in dates of all school class trips, graduation dates, exam weeks etc. (Local school boards will have these dates available) on the date as set out by the Scheduler.
4. To try, with as much rational as possible, to comply with the wishes and suggestions of each Member Association.
5. If there are tournaments that might interfere with the Zone Schedule, then the Zone Scheduler should request information as to which team might be attending these tournaments in order to prevent any disruption in the scheduling of games.
6. To have a compatible and as uniformed schedule as possible.
7. If a scheduled game has been cancelled through the proper procedures, then the Zone Scheduler will assist in the rescheduling of that particular game, in consultation with both Association Representatives.

REFEREE-IN-CHIEF

The Zone 7 Referee-In-Chief shall be responsible to the Zone Director for the performance of such duties that are assigned.

RESPONSIBILITIES

1. To attend all Zone 7 Executive meetings.
2. To over see the assigning of game referees.
3. To be responsible for the supervision and evaluation of all Zone 7 referees.
4. To supervise at the appropriate Zone 7 games and tournaments, in order that the Zone 7 referees might have their performance evaluated throughout the season.
5. To report monthly in writing as to which referees were evaluated, their level, the evaluator and the date of their evaluation.
6. To meet with individual referees to discuss any serious problems arising from their evaluation.
7. To deal with all complaints regarding any Zone 7 referee concerning their habits on and off the floor.
8. Receive and review all Special Incident Reports for possible Discipline Committee action, and to contact the Zone Director within twenty-four hours with a verbal report.
9. Establish a Discipline Program that is fair to all Zone 7 Referees, with fines and consequences. Provide a copy of this to all Zone 7 referees prior to the start of the playing season.

STATISTICIAN

The Zone 7 Statistician shall be responsible to the Zone Director for the

performance of such duties that are assigned with regards to the statistics of each division.

RESPONSIBILITIES

1. To attend all Zone 7 Executive meetings.
2. To notify the Zone Director of any problems or concerns that might require Member Association actions in a division.
3. Maintain the scores on the Zone 7 website.
4. Maintain a copy of the statistical records during the regular season and playoffs.
5. Report monthly May, June, July and August to the Zone and O.L.A Statisticians all available statistics for each division.
6. Finalize regular season results for playoff requirements, team statistics as well as individual statistics.
7. To work with the OLA Statistician in regards to expectations for Mylax reporting.

WEBMASTER

The Zone 7 Webmaster shall be responsible to the Zone Director for the performance of such duties that are assigned with regards to the website of Zone 7 Lacrosse.

1. To attend all Zone 7 Executive meetings.
2. To maintain the Zone 7 website with all current information and content.
3. Obtain a master copy of game schedule from the Zone Scheduler, updating the schedule as necessary to reflect any changes.
4. Create a facebook page for Zone 7 Lacrosse, and update with news, pictures, etc...

AWARDS CONVENOR

The Zone Awards Convenor shall be responsible to the Zone Director for the performance of such duties that are assigned with regards to the control and maintenance of all Zone 7 trophies.

RESPONSIBILITIES

1. To attend all Zone 7 Executive meetings.
2. To keep an updated list of all locations of all Zone 7 trophies.
3. To see that all Zone 7 trophies are returned to the Zone Executive by the May meeting.
4. Allocate costs to any Association who returns a trophy in a state of disrepair, or not returned at the proper time. Fines if trophies are failed to be returned as outlined in the attached "Fines and Suspension Guidelines".
5. Ensure that all awards are ready in time for Zone 7 Championship Games.

GIRLS CONVENOR

The Zone Girls Convenor shall be responsible to the Zone Director for the performance of such duties that are assigned with regards to the growth of girls lacrosse across the zone.

RESPONSIBILITIES

1. To attend all Zone 7 Executive meetings.
2. To work closely with all Zone 7 associations with their journey of girls lacrosse growth.
3. To communicate all OLA Girls information to the board and deliver all information back to the Zone meetings.
4. Work with the Zone scheduler to ensure we are scheduling games across the zone to promote girls lacrosse.

C4.03

Zone 7 Board to be elected annually/bi-annually at the Annual General Meeting by ballot.

C4.04

Each Member Association shall provide, where ever possible, at least one representative to a Board position.

C4.05

Nominations for Zone Director will be limited to those who have served on the Zone 7 Minor Lacrosse Executive during the previous year.

C4.06

The Zone Director shall preside at all meetings of Zone 7 Minor Lacrosse. In their absence, the Zone Director has the right to appoint another Executive member to act in their behalf. A member of the Executive may be appointed as Chairperson for the required meeting.

C4.07

Meetings shall be called by the Zone Director or at the request of three or more Executives.

C4.08

A quorum shall consist of nine members at a regular meeting. Special meetings called by the Executive shall consist of not less than three members. All meetings must include the Zone Director and/or the Technical Director and the Secretary/Treasurer.

C4.09

Nominations for Executive members will be accepted from the floor and/or by an acceptance letter of the intent person(s) being nominated.

Article V: Meetings

C5.01

No delegate shall speak more than twice on the same subject without permission of the Chair, unless in explanation, but the mover may only speak in reply.

C5.02

A delegate desiring to speak or submit a motion shall ask for acknowledgement and respectfully address the Chair. They shall confine their remarks to the question, while speaking he/she shall not be interrupted unless upon a point of order.

C5.03

Upon a point of order being raised while a delegate is speaking, or when called to order by the Presiding Officer, they shall at once take a seat. The delegate objecting shall then state the point. The Presiding Officer shall rule upon the objection without debate. The decision of the Presiding officer shall determine whether the delegate may continue.

C5.04

When a motion is under debate, no other motion may be entertained except a motion to lay the one under discussion on the table or to amend it and these motions shall take precedence in the order named.

C5.05

An amendment, which entirely changes the subject of the official motion, shall not be entered as an amendment or substituted for the motion under debate.

C5.06

No delegate, except one who has voted within the majority, shall be allowed to move for a reconsideration of a question or motion, and in this connection the word majority shall apply to the vote by which the question or motion was first decided.

C5.07

After the Presiding Officer has stated the motion, it becomes the property of the Association, but it may be withdrawn at any time previous to amendment unless a delegate objects to this.

C5.08

There shall be no debate upon any motion after the Presiding Officer has put it to the meeting.

C5.09

When a vote is called, it shall be taken with a vote of hands of those that are entitled to vote, unless two delegates desire a standing vote by ballot, which shall be taken in such a manner as the Presiding Officer directs.

C5.10

Any Member of the Board who is absent for more than three consecutive meetings for other than sickness or leave of absence, shall automatically forfeit their membership. Any member forfeiting their membership shall not be permitted to stand for office in the following year.

Article VI: Annual & Semi Annual Meetings

C6.01

The Annual General Meeting (AGM) shall be held prior to October 31st of the current Lacrosse playing season.

C6.02

Everyone interested in Minor Lacrosse is welcome to attend the AGM, but only those entitled to vote may cast a vote. Each Member of the Executive shall have only one vote and each Member Association shall have two votes, provide that each member Association has paid their registration fees for the current playing season. (Fees referred to mean O.L.A. and Zone)

C6.03

The order of business for the Zone 7 Annual General Meeting:

- Reading of the previous Zone 7 Annual General Meeting.
- Corrections to and acceptance of the previous meeting minutes
- Zone Directors Remarks
- Secretary Remarks
- Correspondence Received
- Treasurer Report
- Technical Director Report
- OLA Ratings Report
- Registrar Report
- Scheduler Report
- Statistician / Webmaster Report
- Referee-In-Chief Report.
- Constitutional Amendments.
- General Business.
- Election of Directors.
- Adjournment

C6.04

Amendments to the Constitution, By-Laws and Guidelines will be accepted in writing only, by the Zone Director and must be in his/her hands no later than forty days prior to the Zone 7 Annual General Meeting (AGM). A 2/3rd majority vote at the AGM will be required to place them into effect.

C6.05

The Executives, prior to the AGM, shall discuss the Constitution, By-Laws and Guidelines in detail for the purpose of recommending any changes.

C6.06

Member Associations should be requested, well in advance of the AGM to, submit any changes to the Executive for their consideration. Views of the Executive, to be made known at the Zone 7 Annual General Meeting.

Article VII: Finances

C7.01

The annual registration fee shall be as determined by the incoming Executive prior to the April 1 payment deadline to Zone 7.

C7.02

If any association fails to show for any scheduled Zone 7 game without seventy-two hour notification of cancellation, (in writing or electronically to the Zone scheduler and opposing team), then the offending team must pay for the floor time, referees and timekeeper costs, as well as a \$200 fine to Zone 7.

C7.03

Each Member Association must have at least one representative at each scheduled Zone 7 meeting. Failure to do so will result in a fine to that Association payable to Zone 7, at the discretion of the board.

Note: If there is a reason out of the control of the association for non-attendance, i.e. car accident, etc...the board can agree to not invoice the fine.

C7.04

Fine schedule as per O.L.A. and Zone 7 guidelines. All fines to be charged to the offending Association.

C7.05

The funds of the Association shall be deposited in a chartered Bank of Canada in the name of the Association. All account books must be available to the examiners one month prior to the AGM. The Treasurer shall within two weeks after the return of the audit, produce a statement of financial standing for the upcoming fiscal year of the Zone.

C7.06

All expenses must be approved by the board prior to the action taking place. All expenses will be submitted on the Zone Expense report within a timely fashion to the treasurer. For a Zone Member attending the OLA AGM, Minor Council, Board of Governors or SAGM, they will be reimbursed hotel costs, mileage costs and a meal per diem of \$60 per day.



PROPOSED CONSTITUTIONAL AMENDMENTS
(PLEASE PRINT CLEARLY)

Please return this form to the Zone 7 Secretary no later than September 1st of the current playing season.

PREPARED BY: _____ ASSOCIATION: _____

ARTICLE TO BE AMENDED

SECTION _____ SUB-SECTION: _____

PRESENTLY READS: (PLEASE GIVE EXACT WORDING AS PER CONSTITUTION)

PROPOSED CHANGES TO READ:

(PLEASE GIVE EXACT WORDING ON HOW ARTICLE SHOULD BE READ)

REASON FOR CHANGE:

Signature: _____ Date: / /