
1. Proposed by the Policy Committee**Amend - Part 1 – Definitions 1.1 (c), (f), (g) and add 1.3**

1.1. In these bylaws, unless the context otherwise requires:

- (a) “**Annual General Meeting**” (AGM) means the required annual meeting of the members of the Society;
- (b) “**Association**” is the Juan de Fuca Lacrosse Association (JDF);
- (c) “**Appointed positions directors**” – are individuals appointed by the elected Directors to fulfill an operational duty of the Association and do not have voting rights.
- (d) “**BCLA**” is the British Columbia Lacrosse Association;
- (e) “**Box Lacrosse**” refers to the game of lacrosse played within an indoor or outdoor arena box setting;
- (f) “**Directors**” means the elected officers and appointed directors of the Association;
- (g) “~~Executive Committee~~” refers to the Executive of the Juan de Fuca Lacrosse Association and is comprised of both the elected Directors and appointed positions;
- (h) “**Elected Directors**” are individuals elected at the AGM and have voting rights.
- (i) “**Extraordinary General Meeting**” refers to any meeting of the membership, outside of the AGM
- (j) “**Field Lacrosse**” refers to the game of lacrosse played within a field setting;
- (k) “**JDF**” is the Juan de Fuca Lacrosse Association;
- (l) “**Lacrosse**” refers to the game of lacrosse either played in the box or field setting, unless specifically referenced;
- (m) “**Society**” refers to the Juan de Fuca Lacrosse Association;
- (n) “**Societies Act**” means the *Societies Act* of the Province of British Columbia;
- (o) “**Registered address**” of a member means their address as recorded in the register of members;
- (p) “**VIFLL**” refers to the Vancouver Island Field Lacrosse League, responsible for minor field lacrosse;
- (q) “**VIMLC**” refers to the Vancouver Island Minor Lacrosse Commission, with responsibility for minor box lacrosse.

1.2. The definitions of the *Societies Act* on the date these bylaws became effective apply to these bylaws.

1.3. If there is a conflict between these bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, will prevail.

RATIONALE

Amending the definitions to be in alignment with the Societies Act, and to accurately define the appointed and elected directors of our organization.

2. Proposed by the Policy Committee

Amend entire document – Wherever in these Bylaws it references “Executive or Executive Committee” it will be replaced with “Director or Board of Directors”

RATIONALE

Housekeeping - Amending the wording throughout to be in alignment with the Societies Act and our newly updated definitions.

3. Proposed by the Policy Committee

Amend entire document – Upon completion of all amendments, the numbering and sequencing of each section, and subsection will be adjusted as necessary to ensure proper order and consistency throughout the document.

RATIONALE

Housekeeping – Correcting the numbering after adding and removing Bylaws.

4. Proposed by the Policy Committee

Amend – Membership 3.6 a) iii, iv, b)i

- iii. During box season, reside within the ~~areas known as View Royal, Highlands, Colwood, Langford, Metchosin, and Sooke~~ **catchment as defined by BCLA or VIMLC** or outlying areas ~~or not residing in the aforementioned districts but if~~ wishing to register with the Association **through the release process** and being eligible to play in any Lacrosse Division as determined by the BCLA; ~~and registered with the Association.~~
- iv. During field season, reside within the ~~areas known as View Royal, Highlands, Colwood, Langford, Metchosin, and Sooke~~ **catchment as defined by BCLA or VIFLL** or outlying areas ~~or not residing in the aforementioned districts but if~~ wishing to register with the Association **through the release process** and being eligible to play in any Lacrosse Division as determined by the BCLA; ~~and registered with the Association.~~
- b) **Voting Member** in good standing (must be 18 years of age or over):
 - i. Parent or Guardian of at least one registered **playing** member. Only one member per playing member(s) family may be a voting member at any given meeting. Playing member(s) family is defined as Mother, Father, and all guardians;

RATIONALE

- Housekeeping – cleaning up the wording around catchment to avoid having to update Bylaws if catchments change in the future. We will follow BCLA and the Island League or Commission definitions. Adding the word “playing” to be clear and avoid confusion.

5. Proposed by the Policy Committee

Update – 6.0 Meetings of the Members – Extraordinary General Meetings 6.4 & 6.9(c)

6.4 The President of the Association, ~~General Manager~~, a vice-president or in the absence of all, one of the other Director's present, shall preside as chair of a General Meeting.

6.9 c) Quorum at a General Meeting is 3 elected Directors, 4 appointed ~~positions~~ **directors** and 10 from the general membership.

RATIONALE

6.4 Housekeeping, removing the GM position from the list as we do not have this position. 6.9 c) Updating the word positions to directors, to be in line with our updated definitions.

6. Proposed by the Policy Committee

Update – Annual General Meetings & Election of Directors 7.1 b) iii, 7.3 d), 7.4 e), 7.5, 7.8, 7.9

7.1 Annual General Meetings:

- a) An Annual General Meeting of the Society shall be held at least once in every calendar year and within fifteen months of the last Annual General Meeting.
- b) At an Annual General Meeting, the following business is ordinary business:
 - i. Adoption of rules of order;
 - ii. Consideration of any financial statements of the society presented to the meeting;
 - iii. Consideration of the reports, if any, of the ~~executive or auditor;~~ **directors**.
 - iv. Election of executive members and appointment of board members; and
 - v. Business arising out of a report of the board not requiring the passing of a special resolution.

~~7.3 d) The President's position can only be filled by an individual that has served at least one term as a Director on the JDF Executive Committee~~

~~7.4 b) Further nominees may be made from the floor. The nominees if not present at the meeting must have previously provided written assurance that they will stand for office.~~

7.5 Terms of office for the Elected Directors of the Association:

- a) Each Elected Director shall serve 2 years;
- b) President, ~~Vice-President Field 1~~ Field VP Programs & Development, ~~Vice-President Box 2~~, Registrar, Vice-President Female Programs & Development, to be elected on odd number years (starting 2023 for a two-year term); and
- c) ~~Vice-President Box 1~~ Box VP Programs & Development, ~~Vice-President Box 3~~, Treasurer VP Finance, Secretary, VP Operations, ~~Vice-President Field 2~~ to be elected on even number years. (starting 2022 for a two-year term)

7.8 Any Director may resign at any time by delivering a written resignation to the President or the Secretary. In the event of a resignation of position, and if deemed necessary by the President, a replacement for the remainder of the term shall be selected by clear majority vote of the Executive Committee.

7.9 Whenever, in the judgment of the Directors of the Executive Elected Directors, the best interests of the organization will be served, any ~~Executive member~~ Board of Directors may be removed from office by the affirmative vote of two-thirds of the Elected Directors. ~~of the Executive. Any Director may resign at any time by delivering a written resignation to the President or the Secretary.~~

RATIONALE

1.1 b) iii - Housekeeping - Removing the words executive or auditor and changing directors to be in line with our updated definitions.

7.3 d) - Removing this paragraph as the qualifications for all director positions will be part of job descriptions and the Nominations Committee will be responsible for determining if the applicants for Director roles meet the criteria.

7.4 b) - Removing Nominations from the floor as we will require applications to be received prior to the AGM and the Nominations Committee will be responsible for determining if the applicants for Director roles meet the criteria.

7.5 a) - Housekeeping – Adding the word elected to be clear which directors we are referring to.

7.5 b) & c) - Updating the positions under their voting years based on the new ORG Chart.

7.8 & 7.9 - Rewording these 2 paragraphs to be clear and updating the positions to align with the new changes to our definitions.

5. Proposed by the Policy Committee

Amend – 8. Executive Committee

8. ~~Executive Committee~~ Board of Director Positions

CURRENTLY READS:

8.1. The Executive Committee is comprised of:

Elected Directors:

- a) President
- b) Vice-President Box 1
- c) Vice-President Box 2
- d) Vice-President Box 3
- e) Vice-President Field 1
- f) Vice-President Field 2
- g) Vice-President Field Female
- h) Secretary
- i) Treasurer
- j) Registrar

Appointed Positions

- k) Head Coach
- l) Head Referee
- m) Equipment Manager
- n) Floor Allocator
- o) Tournament Coordinator
- p) Whaler Wear Coordinator
- q) Marketing Manager
- r) Referee Allocator
- s) Risk Manager
- t) Gaming Manager
- u) Head Manager
- v) Jersey/Uniforms Manager
- w) Webmaster
- x) Past President
- y) Additional Appointed Positions, as required.

AMEND TO READ:

8.1. The Board of Directors is comprised of:

Elected Directors (voting positions):

- a) President

- b) Vice President Box - Programs & Development
- c) Vice President Field - Programs & Development
- d) Vice President - Operations
- e) Vice-President Female - Programs & Development
- f) Secretary
- g) Vice President - Finance
- h) Registrar

Appointed Positions (non-voting positions):

- a) Division Director (box)
- b) Division Director (box)
- c) Division Director (box)
- d) Division Director (field)
- e) Division Director (field)
- f) Coaching Director
- g) Officials Director
- h) Equipment Manager
- i) Floor/Field Allocator
- j) Events Coordinator
- k) Whaler Wear Coordinator
- l) Marketing Manager
- m) Referee Allocator
- n) Risk Manager
- o) Assistant Treasurer
- p) Head Manager
- q) Jersey/Uniforms Manager
- r) Past President
- s) Additional Appointed Positions, as required.

RATIONALE

Updating the elected and appointed positions to align with the new ORG chart. Updating some of the wording to align with our updated definitions and to clear up the confusion on which positions can vote.

6. Proposed by the Policy Committee

Amend – 9. Duties of Elected Directors ALL

9. Duties of Elected and Appointed Directors

Elected Directors **Primary Role of the Elected Directors**

9.1 ~~The President shall:~~

- ~~a) At any time convene a meeting of the Executive Committee;~~
- ~~b) Preside at all meetings of the Association and its Executive Committee;~~
- ~~c) Provide "political" leadership to the Association;~~
- ~~d) Provide vision to the Association;~~
- ~~e) Is the head of the Association and shall supervise the other officers in the execution of their duties;~~
- ~~f) Be an ex officio member of all committees;~~
- ~~g) Be responsible for the administration of the Association;~~
- ~~h) Liaise with other Associations;~~
- ~~i) Ensure that all Executive Committee members are made aware of their duties; and~~
- ~~j) Must attend all VIMLC and VIFLL meetings, if unable to attend, a Vice President or General Manager must be delegated.~~

9.1 The President is the Chair of the Board and is responsible for supervising the other directors in the execution of their duties.

1.1. ~~The VP 1 Box shall:~~ **Renamed Vice President Box - Programs & Development**

- ~~a) Oversee box lacrosse activities in the divisions assigned by the executive.~~
- ~~b) Carry out the duties of the President during their absence;~~
- ~~c) Serve on any committee of the Association at the discretion of the President and General Manager; and~~
- ~~d) Attend meetings scheduled by the Vancouver Island Minor Lacrosse Association and along with the president and 2nd vice president, represent the association in all discussions and votes at the VIMLC.~~
- ~~e) Attend meetings of the Juan De Fuca Lacrosse Executive~~
- ~~f) Attend and support JDF events such as tryouts, assessments, tournaments and league games along with other JDF executive.~~
- ~~g) Serve on the JDF Minor Lacrosse Disciplinary Committee~~
- ~~h) Serve on any committee of the Association at the discretion of the President; and~~
- ~~i) Perform other related duties as required;~~
- ~~j) If the President shall resign or not be able to carry on for any reason, VP Box shall assume the duties of the President for the remainder of the term~~
- ~~k) Act in the capacity of mediator or trouble shoot potential issues with teams, parents and coaches in the divisions assigned by the executive.~~
- ~~l) Actively participate in the organization of the divisions assigned by the executive.~~
 - ~~• Arranging (with the assistance of the Head Coach) certification of Coaches in his/her division~~
 - ~~• Coordinating evaluation sessions and tryouts for their divisions as part of the tryout committee~~
 - ~~• Coordinating the team selection process in their divisions~~
- ~~m) Overseeing day to day problems in their divisions~~
- ~~n) Report to the President~~

9.2 Vice President Box/Field - Programs & Development shall:

a) During the active discipline, is the vice chair of the board and is responsible for carrying out the duties of the president in their absence. Aids in the strategic planning of the operation of the association.

b) Reports to the President

The **Vice President Box #2** shall: **Renamed Division Director (box)**

- a) ~~Oversee box lacrosse activities in the divisions assigned by the executive.~~
- b) ~~Carry out the duties of the Box VP1 during their absence;~~
- c) ~~Serve on any committee of the Association at the discretion of the President; and~~
- d) ~~In the absence of VP1 the VP2 shall attend meetings scheduled by the Vancouver Island Minor Lacrosse Association and along with the President and other Vice Presidents, represent the association in all discussions and votes at the VIMLC~~
- e) ~~Attend meetings of the Juan De Fuca Lacrosse Executive~~
- f) ~~Attend and support JDF events such as tryouts, assessments, tournaments, and league games along with other JDF executives.~~
- g) ~~Serve on the JDF Minor Lacrosse Disciplinary Committee when needed~~
- h) ~~Serve on any committee of the Association at the discretion of the President; and~~
- i) ~~Perform other related duties as required.~~
- j) ~~Act in the capacity of mediator or troubleshoot potential issues with teams, parents and coaches in the divisions assigned by the executive.~~
- k) ~~Actively participate in the organization of the divisions assigned by the executive.~~
 - ~~Arranging (with the assistance of the Head Coach) certification of Coaches in his/her division~~
 - ~~Coordinating evaluation sessions for their divisions~~
 - ~~Coordinating the team selection process in their divisions~~
 - ~~Overseeing day to day problems in their divisions~~
- l) ~~Report to the President~~

9.4 The **Vice President Box #3** shall: **Renamed Division Director (box)**

- a) ~~Oversee box lacrosse activities in the divisions assigned by the executive.~~
- b) ~~Carry out the duties of the Box VP2 during their absence;~~

- ~~c) — Serve on any committee of the Association at the discretion of the President; and~~
- ~~d) — In the absence of VP1 and VP2, the VP3 shall attend meetings scheduled by the Vancouver Island Minor Lacrosse Association and along with the President and other Vice Presidents, represent the association in all discussions and votes at the VIMLC.~~
- ~~e) — Attend meetings of the Juan De Fuca Lacrosse Executive~~
- ~~f) — Attend and support JDF events such as tryouts, assessments, tournaments and league games along with other JDF executives.~~
- ~~g) — Serve on the JDF Minor Lacrosse Disciplinary Committee when needed~~
- ~~h) — Serve on any committee of the Association at the discretion of the President; and~~
- ~~i) — Perform other related duties as required;~~
- ~~j) — Act in the capacity of mediator or troubleshoot potential issues with teams, parents and coaches in the divisions assigned by the executive;~~
- ~~k) — Actively participate in the organization of the divisions assigned by the executive.~~
 - ~~• — Arranging (with the assistance of the Head Coach) certification of Coaches in his/her division~~
 - ~~• — Coordinating evaluation sessions for their divisions (if applicable)~~
 - ~~• — Coordinating the team selection process in their divisions~~
 - ~~• — Overseeing day to day problems in their divisions~~
- ~~l) — Report to the President~~

9.5 — The ~~Vice President Field #1~~ shall: **Renamed Vice President Field - Programs & Development.**

- a) — ~~Oversee field lacrosse activities in the divisions assigned by the executive.~~
- b) — ~~Carry out the duties of the President during their absence.~~
- c) — ~~Serve on any committee of the Association at the discretion of the President;~~
~~and~~
- d) — ~~Perform other related duties as required pertaining to Field Lacrosse;~~
- e) — ~~If the President shall resign or not be able to carry on for any reason during field season, Field VP1 shall assume the duties of the President until the next AGM.~~
- f) — ~~Actively participate in the organization of the divisions assigned by the executive.~~
 - — ~~Arranging (with the assistance of the Head Coach) certification of coaches in his/her division~~
 - — ~~Coordinating evaluation sessions for their divisions (if applicable)~~
 - — ~~Coordinating the team selection process in their divisions~~
 - — ~~Overseeing day to day problems in their division~~

9.6 — The ~~Vice President Field #2~~ shall: **Renamed Division Director (field)**

- a) — ~~Oversee field lacrosse activities in the divisions assigned by the executive;~~
- b) — ~~Carry out the duties of the Field VP1 during their absence;~~
- c) — ~~Serve on any committee of the Association at the discretion of the President; and~~
- d) — ~~Perform other related duties as required pertaining to Field Lacrosse;~~
- e) — ~~Actively participate in the organization of the divisions assigned by the executive.~~
 - — ~~Arranging (with the assistance of the Head Coach) certification of Coaches in his/her division~~
 - — ~~Coordinating evaluation sessions for their divisions (if applicable)~~
 - — ~~Coordinating the team selection process in their divisions~~
 - — ~~Overseeing day to day problems in their divisions~~
- e) — ~~Report to the President~~

9.7 The **Vice President Female** shall:

- a) — ~~Oversee female box and field lacrosse activities;~~
- b) — ~~Carry out the duties of the Vice President Field during their absence;~~

- ~~c) Serve on any committee of the Association at the discretion of the President and General Manager; and~~
- ~~d) Perform other related duties as required.~~
- ~~e) Report to the President~~

The VP Female Programs & Development is responsible for doing, or making the necessary arrangements for the following:

- a) Aids in the strategic planning of the operation of the association.
- b) Oversees lacrosse teams and activities in all female divisions
- c) Completes other tasks as required
- d) Reports to President

9.8 Division Director 1, 2, 3 (box) shall:

- A) Oversees box lacrosse teams and activities in the divisions assigned by the Board.
- B) Completes other tasks as required
- C) Reports to VP Box - Programs & Development

9.9 Division Director 1, 2 (field) shall:

- A) Oversees field lacrosse teams and activities in the divisions assigned by the Board.
- B) Completes other tasks as required
- C) Reports to VP Box - Programs & Development

9.10 The **Secretary** shall:

- ~~a) Conduct the correspondence of the Association which is to be promptly and properly actioned and file copies made readily available to the Executive Committee;~~
- ~~b) Issue notices of meetings of the Association and Executive Committee;~~
- ~~c) Keep minutes of all meetings of the Association and the Executive Committee. Minutes will be kept in accordance with the Societies Act guidelines;~~
- ~~d) Send minutes to be posted on the website;~~
- ~~e) Have custody of all records and documents of the Association except those required to be kept by the Treasurer;~~
- ~~f) On completion of the term of office turn over all files, communication and documents pertaining to the affairs of the Association to a successor;~~
- ~~g) Perform other related duties as required; and~~
- ~~h) In the absence of the Secretary from a meeting, the Executive Committee shall appoint another person to act as secretary at the meeting;~~
- ~~i) Attend all Executive Committee Meetings;~~

- ~~j) — Maintain correspondence chains and access the mailbox;~~
- ~~k) — Report to the President.~~

The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) Issuing notices of general meetings and directors' meetings;
- (b) Taking minutes of general meetings and directors' meetings;
- (c) Keeping the records of the Society in accordance with the Act;
- (d) Conducting the correspondence of the Board;
- (e) Filing the annual report of the Society and making any other filings with the registrar under the Act.
- (f) Reports to the president

9.11 Absence of secretary from meeting

In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

9.9 The ~~Treasurer~~ shall: **Renamed Vice President of Finance**

- ~~a) — Keep financial records, including books of account, necessary to comply with the Societies Act. These books shall be kept accurately up to date and readily available for audit when necessary;~~
- ~~b) — Render financial statements to the Executive Committee, members, and others monthly;~~
- ~~c) — Ensure that all funds received in the name of the Association are deposited into accounts held at a financial institution;~~
- ~~d) — Ensure that all bills owed by the Association are paid. Outstanding accounts shall be paid by cheque, signed by the Treasurer and President or in absence, the General Manager. Management of non-general revenue accounts may be delegated to other Executive Committee members at the discretion of the Treasurer with the approval of the President;~~
- ~~e) — Maintain signing authority;~~
- ~~f) — Present financial statements to the JDFLA Association Members at monthly Association meetings;~~
- ~~g) — Provide suggestions to the Board on financial matters associated with the current budget and comparisons to budget;~~

- ~~h) — Chair the Budget Committee which prepares the annual budget;~~
- ~~i) — Assist the Director of gaming to ensure gaming compliant accounting, spending and any documentation as required;~~
- ~~j) — Chair a team treasurer meeting at the beginning of the season and assist team treasurers in their duties as required;~~
- ~~k) — Present a detailed statement of the finances of the Association at the AGM; and~~
- ~~l) — Perform other related duties as required;~~
- ~~m) — Report to President.~~

9.12 The Vice President of Finance shall:

The VP of Finance is responsible for doing, or making the necessary arrangements for, the following:

- (a) Receiving and banking monies collected from the members or other sources;
- (b) Keeping accounting records in respect of the Society's financial transactions and all assets;
- (c) Preparing the associations financial statements
- (d) Reports to the president

9.13 The Registrar shall:

- a) Maintain a record of all playing members;
- b) Be responsible for the annual registration of all playing members, teams and team officials with the BCLA;
- c) Advise the Treasurer of any refunds to be made;
- d) Process late registrations and withdrawals/refunds
- e) Report to the president

9.14 The Vice President of Operations shall:

The VP of Operations is responsible for doing, or making the necessary arrangements for, the following:

- (a) Aids in the strategic planning of the logistical and operational functions of the association. Includes scheduling, facilities management, equipment oversight and event support.
- (b) Reports to the president

9.11 DUTIES OF APPOINTED POSITIONS

AMEND TO READ: 9.15 Primary Role of the Appointed Directors

1) Duties ~~Role~~ of the ~~Head Coach(s)~~ **DIRECTOR OF COACHING (box/field)**

- ~~Develop and present on floor programs and establish team play guidelines;~~
- ~~Attend all Executive Committee meetings;~~
- ~~Ensure coaches are aware of upcoming coaching clinics and register accordingly;~~
- ~~Hold Coaches meetings;~~
- ~~Prepare a list of persons recommended to coach teams in the Association and submit this list to the Executive Committee for ratification prior to commencement of league play for all teams;~~
- ~~Assist with player evaluations;~~
- ~~Liaise with the Executive Committee on behalf of coaches;~~
- ~~Prepare report for Annual General Meeting;~~
- ~~Report to the President.~~

- Leads the selection of coaching staff and provides guidance on player development for all teams within their active discipline. Works with the Board members as required for the successful guidance and support of all coaches.

2) Duties ~~Role~~ Of ~~Head Referee~~ **Director of Officials**

- ~~Attend Executive Committee meetings and advise of referee issues;~~
- ~~Institute and supervise referee's clinics and continuous training program to ensure a high caliber of refereeing for the Association;~~
- ~~Ensure frequent supervision and instruction of officials in game situations;~~
- ~~Communicate with Referee Allocator on an ongoing basis;~~
- ~~Conduct training programs to meet the time keeping and score keeping requirements of all home games of the Association;~~
- ~~Support officials both on and off the floor;~~
- ~~Report to the President.~~

- Oversees referee training, development and operations for all JDFLA referees.

3) Duties ~~Role~~ Of **Equipment Manager**

- ~~Inventory equipment and maintain ledger;~~
- ~~Ensure appropriate storage during winter months;~~
- ~~Distribute goalie gear to individuals and obtain rental charge;~~
- ~~Distribute and collect balls and goalie gear pre and post season;~~
- ~~Ensure equipment is cleaned, repaired and/or replaced as necessary;~~
- ~~Ensure arenas/playing surfaces are ready for start of season, i.e. shot clocks set up, remotes working, goalie nets are in good working condition;~~
- ~~Report to the President.~~

- Procure, distribute and manage all equipment for box and field program delivery.

4) **Duties Role Of Floor/Field Allocator**

- Plan and organize all practice floor times in The Q, the JDF Arena, JDF Box and the Belmont Box and any other facilities required as and when needed;
- Sit as a member of the Vancouver Island Minor Lacrosse Commission Scheduling Committee;
- Ensure that Head Coach(s), Head Referee & Head Manager receive copies of league schedules;
- Allocate practice times on an equitable basis;
- Standardize practice times to ensure maximum use of facilities;
- Schedule all meetings and floor times with the facilitator of Westshore Parks and Recreation, as required; “selling back” unused floor time;
- Coordinate with Treasurer the forwarding of any invoices or credits in a timely manner;
- Coordinate with the Tournament Coordinator all facilities required for tournaments; and
- Perform other related duties as required;
- Report to President.

- Contract for services related to the use of facilities required for program delivery.

- Sit as a member of the Vancouver Island Minor Lacrosse Commission Scheduling Committee.

5) **Duties Role Of Tournament Coordinator Events Coordinator**

- Act as liaison between division tournaments and the Executive Committee;
- Schedule meetings with division representatives (Team Manager or Designate);
- Ensure that Committee members and division representatives are aware of their duties and responsibilities;
- Chair tournament meetings and remain active committee member;
- Maintain presence at all tournaments (including minor Provincials) either in person or by appointed designate; monitor and report to the Executive Committee;
- Ensure any fundraising activities taking place during the tournament are approved by the Executive Committee to ensure that appropriate application and gaming requirements are met;
- Be available to offer advice on behalf of the Executive Committee;
- Ensure documentation of monies raised through gaming permits and coordinate with Gaming Manager in relation to Gaming Licenses.

- Responsible for executing events that promote community engagement, fundraising, and participation in the organization's

programs including Tournaments and other events as determined by the Board.

6) ~~Duties~~ **Role Of Whaler Wear Coordinator**

- ~~• Procure Association souvenirs in the promotion of the sport of Lacrosse;~~
- ~~• Obtain Association wearing apparel for re-sale; and~~
- ~~• Perform other related duties, as required;~~
- ~~• Coordinate with Treasurer the forwarding of any invoices or credits in a timely manner;~~
- ~~• Keep a running inventory of merchandise and approximate value;~~
- ~~• Report to President.~~

- Manage the design, procurement and sales of association-branded apparel and merchandise.

7) ~~Duties~~ **Role Of Marketing Manager**

- ~~• Promote JDF Lacrosse and the sport of lacrosse via social media (Facebook, Twitter and the JDF Website etc.) both during the on and off season (12 months of the year);~~
- ~~• Promote all three tournaments—Debbie Cooper, Travis Bateman and Captain Cook;~~
- ~~• JDF Lacrosse in the community—register for parades and community events, advertising (JDF Board, Westhills wall etc.);~~
- ~~• Perform other related duties as required.~~

- Responsible for the marketing and communications activities of the association.

8) ~~Duties~~ **Role Of Referee Allocator**

- Ensure that referees are allocated for all the Association's playing commitments
- ~~• Ensure that officials are paid for games and travel as required; and;~~
- ~~• Perform other related duties as required.~~

9) ~~Duties~~ **Role Of Risk Manager**

- ~~• Ensure that all coaches, managers or other volunteers of the JDFLA who occasionally may have to have unsupervised contact with players have a current Criminal Record Check on file;~~
- ~~• Ensures the facilities being used by the JDFLA are in good work order, communicates with the Westshore Recreation;~~
- ~~• Ensure all injury reports have been filed to BCLA in a timely fashion;~~
- ~~• Report to the President.~~

- Ensure all players and members are in compliance with the BCLA Risk management policy.

10) ~~Duties~~ **Role Of Gaming Manager Assistant Treasurer**

- ~~Assist with the Treasurer's duties under the direction of the treasurer with respect to the gaming account;~~
- ~~Apply for Gaming monies on behalf of Juan de Fuca Lacrosse;~~
- ~~Complete all relevant summary event reports and year end summary reports;~~
- ~~Apply for all association event gaming licenses;~~
- ~~Ensure all teams are adhering to Gaming guidelines;~~
- ~~Assist team applications for various licenses, including 50/50 draws, raffles, etc., and maintain association policies on these matters.~~

- Supports the VP – Finance with financial operations as required.

11) ~~Duties~~ **Role Of Head Manager**

- ~~Attend all Association meetings;~~
- ~~Coordinate a meeting with all team managers at the beginning of the season to communicate policies and guidelines;~~
- ~~Update managers handbook and maintain information for submission to the JDF website;~~
- ~~Coordinate team photos;~~
- ~~Communicate via emails and meetings throughout the season with managers for updates and changes;~~
- ~~Communicate and prepare team awards for the Annual General Meeting;~~
- ~~Collect the form 100B and submit with payment to BCLA;~~
- ~~Collect declaration forms for teams declaring for provincials and submit to BCLA;~~
- ~~To council all managers on policies and guidelines;~~
- ~~Report to the President.~~

- Oversees the selection of team managers and provides information, leadership, and direction throughout the season
- Works with the Board members as required for the successful guidance and support of all managers.

12) ~~Duties~~ **Role Of Jersey/Uniform Manager**

- ~~Co-ordinate between team managers and Association to ensure all teams have correct amount of jerseys that are in good condition handed out at the beginning of the season and returned by July 31st;~~
- ~~Ensure storage for all team jerseys are antique during and end of the season;~~
- ~~Ensure that all jerseys are clear of holes, snags and stains;~~
- ~~Attend all Executive Committee meetings;~~
- ~~Maintain a working inventory of all jerseys in storage and with teams;~~
- ~~Assist with future planning and ordering of jerseys, pinnies and shorts;~~

- ~~Bring to the attention of the Executive Committee any players who damaged or did not return their jerseys;~~
- ~~Report to the President.~~
- Maintain an accurate inventory of all association game jerseys. Responsible for the procurement, distribution and maintenance of game jerseys and design approval for all custom jersey orders.
- Responsible for organizing, ordering, and distributing pre-ordered game shorts.

13) ~~Duties Of~~ **Webmaster**

- ~~Assume a lead role in maintaining the JDFLA website;~~
- ~~Manage the domain www.jdfacrosse.com and keep current;~~
- ~~Receive information from board members and post it to website in timely manner;~~
- ~~Keep web calendar of activities current and relevant;~~
- ~~Maintain hosting agreement for web pages and manage bandwidth usage;~~
- ~~Backup content of web pages on a regular schedule;~~
- ~~Provide graphic support materials for board members where applicable.~~3

14) ~~Duties~~ **Role Of the Past President**

- The immediate past president may be appointed to perform duties and carry out responsibilities allocated or set by the current president or any **the** board of directors as required in an advisory role.

9.12 **9.16** Terms of office for the appointed positions of the ~~Executive Committee~~ **Board of Directors** shall be for a period of one year. The term of the year is from the initial AGM to the following AGM.

9.13 **9.17** Appointed positions should be selected by the **Elected** Directors within three months of the Annual General Meeting.

9.14 **9.18** The duties of the appointed positions of the ~~Executive Committee~~ **Board of Directors** will cover the span of both box and field seasons. The specific duties of each ~~Executive Committee~~ appointed position are outlined in the JDF Policy Manual. **Job Descriptions.**

9.15 **9.19** Each member of the ~~Executive Committee~~ **Board of Directors** is responsible to the President. The ~~President~~ **Board of Directors** shall be responsible to the general membership of the Association.

9.16 **9.20** An **elected** Director may serve only in one **elected** Director position at any one time.

9.17 **9.21** Any rule superseding a current decision by the ~~Executive Committee~~ **Board of Directors**, shall not be overturned or deemed invalid.

~~9.18~~ **9.22** In addition to various powers, duties and authorities herein conferred upon them, the ~~Executive Committee~~ **Elected Directors** shall have the following powers and authority:

- a) to deal with protests and complaints;
- b) to suspend or expel members for willful violation of the Association's objectives;
- c) to cancel certificates of registration for cause; and
- d) to deal with every application of transfer.

~~9.19~~ **9.23** No ~~Executive Committee~~ **Director** member shall be remunerated for being or acting as an ~~Executive Committee member~~ **Director**. A ~~n Executive Committee~~ **Director** member or Association representative shall be reimbursed for expenses necessarily and reasonably incurred while engaged in the affairs of the Association, with the approval of the ~~Executive Committee~~ **VP of Finance and in accordance with the budget**.

RATIONALE

Removing the long list of duties and adding a role description allows us to create job descriptions for each role and manage and adapt them as required. This is in line with leading practices for non-profit governance.

9 Proposed by the Policy Committee

Amend – 10. Executive Committee Board Meetings ALL

10. ~~Executive Committee~~ Board Meetings

- 10.1 The ~~Executive Committee~~ **Board of Directors**, which includes both elected Directors and appointed positions, may meet together, either in-person or virtually, at the place they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- a) The ~~Executive Committee~~ **Board** may from time to time fix the quorum necessary to transact business, unless so fixed the quorum shall be 3 voting elected Directors and 4 appointed position **Directors**.
 - b) The President, or designate, shall chair all meetings of the ~~Executive Committee~~ **Board of Directors**, but if at a meeting the President is not present within 30 minutes after the time appointed to hold the meeting, the **Vice President Programs & Development of the active discipline General Manager** shall act as chair; but if neither is present the ~~Executive Committee~~ **Elected Directors** present may choose one of their number to be chair at that meeting.
 - c) ~~Executive Committee~~ **Board of Directors** will meet on a monthly basis or at the call of 3 directors or the President. Quorum must be present for the meeting to proceed.
 - d) Only ~~Executive Committee~~ **Board of Director** members present shall be entitled

to vote. Voting by proxy is not permitted.

10.2 Association members may attend ~~Executive Committee~~ **Board of Director** meetings. If confidential issues need to be discussed at an ~~Executive Committee~~ **Board of Director** meeting, an in-camera session will be called and members asked to leave the meeting.

10.3 The ~~Executive Committee~~ **Board** may delegate issues or decisions to committees consisting of ~~executive members~~ **Board of Directors** or members as they see fit.

a) A committee so formed in the exercise of the powers so delegated and shall conform to any rules imposed on it by the ~~Executive Committee~~ **Board**. The Committee shall report every act or thing done in exercise of those powers to the **Board of Directors**.

b) The members of the committee may meet and adjourn as they think proper.

10.4 The **Board** shall establish the following standing committees comprised of members of the board:

- **Nominations Committee**
- **Finance/Audit Committee**
- **Governance/Ethics Committee**

10.5 The **Board** may establish the following, and other ad hoc committees as required:

- **Assessment/Tryout Committee**
- **Discipline Committee**
- **Events Committees**

10.6 The **Board** may at any time amend the mandate, composition, or duration of any committee or dissolve any ad hoc committee.

RATIONALE

Removing all references to “Executive Committee” and replace with “Director” or “Board of Director” to be in alignment with the recent changes to our descriptions. Addition of committee bylaw to ensure leading governance practices for Societies.

- **Proposed by the Policy Committee**

Amend – 11. Bylaws 14.4

Bylaws

- 14.4 Notice of any proposed amendment or alteration shall be given in writing to the Secretary at least 45 days prior to the date of the meeting at which such amendment is to be submitted and the Secretary shall cause such changes to be emailed to all members ~~30~~ **14** days prior to the meeting.

RATIONALE

To align with the Societies Act on number of days given for notice to the membership.

Kyla Pedlow
Interim JDF Lacrosse
President

Date

Jessica Lejeune
JDF Lacrosse Secretary

Date

