



BYLAWS OF THE MOOSE JAW LACROSSE ASSOCIATION INC.

Adopted: September 2025

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General Information

1. Mission Statement

The mission of the Moose Jaw Lacrosse Association Inc. (MJLAX) is to promote, develop, and govern the sport of lacrosse within the community of Moose Jaw, SK and surrounding area for all ages and skill levels in a safe, inclusive, and community-driven environment. MJLAX is committed to fostering sportsmanship, respect, and fair play through house league programming and collaborative partnerships within the Saskatchewan provincial lacrosse framework.

2. Name

The name of the Association is Moose Jaw Lacrosse Association Inc. (hereafter referred to in these bylaws as MJLAX).

3. Membership

a) Member:

Refers to any person who has become eligible for admission pursuant MJLAX eligibility requirements (3. (b) hereof) and has been accepted by the Board.

b) Eligibility:

All members of the Association must:

- (i) Either reside within the MJLAX boundaries as designated by the Saskatchewan Lacrosse Association (SLA); or be granted membership by approval of the MJLAX Board.

c) Classification of MJLAX Members:

(i) Family Membership:

- a. A maximum of two (2) parents or legal guardians in a family with one or more registered players will be recognized as members.
- b. Each family shall receive only one (1) vote, regardless of how many parents/guardians are involved.
- c. Each family shall select one (1) person to vote on behalf of the family at meetings.

(ii) Individual Membership:

- a. Any volunteer or coach who is not already part of a family membership may be granted membership status by the MJLAX Board as an individual.

(iii) Associated teams or individual members:

- a. Participants from outside associations who have been granted approval by the MJLAX board to participate in MJLAX programming (e.g., joint initiatives, shared tournaments, or guest play) shall have no voting rights and will be subject to all MJLAX rules and codes of conduct.

d) Duration of Membership:

- (i) Membership is valid from the time of registration or appointment until the conclusion of that fiscal year unless terminated earlier.

e) Good Standing:

- (i) Members must pay all applicable fees and comply with all MJLAX and SLA rules to remain in good standing.
- (ii) Only members in good standing may cast votes or stand for election at AMGs.

f) Voting Rights:

The following voting rights apply to eligible MJLAX members at Annual General Meetings (AGM) and Special General Meetings only:

- (i) Each membership type (Family or Individual) receives one vote total.
- (ii) Members must be in good standing to be eligible to vote.
- (iii) Votes must be cast in person; proxy voting is not permitted.
- (iv) No member may hold more than one vote, even if serving in multiple roles.

g) Termination of Membership:

- (i) Membership may be revoked by the Board for just cause, including but not limited to conduct unbecoming of a member or breach of MJLAX policies.
- (ii) Members shall be notified in writing and given an opportunity to respond before any vote of revocation.

h) Resignation:

- (i) A member may resign by submitting written notice to the MJLAX Secretary or President. No refund of registration, rental, or any other fees shall be issued upon resignation.

4. Meeting Types

a) Annual General Meeting (AGM):

- (i) The AGM shall be held no later than December 15th each calendar year.
- (ii) Written notice of the date, time, and location of the AGM shall be provided to all members at least fifteen (15) days in advance of the meeting.
- (iii) Quorum for the AGM shall consist of 20 voting members.
- (iv) If quorum is not met within thirty (30) minutes of the scheduled start, the meeting shall be adjourned and rescheduled with at least seven (7) days' notice.
- (v) The agenda for the AGM shall include:
 - a. Minutes of the previous AGM

- b. President's report
- c. Financial statements
- d. Election of vacant board positions
- e. Amendments to Bylaws (if any)
- f. Other business as determined by the Board

b) Special General Meetings:

- (i) A Special General Meeting may be called either at the discretion of the Board, or upon receipt of a written request signed by at least twenty-five percent (25%) of the eligible members (family or individual) of the MJLAX organization.
- (ii) Notice of a Special General Meeting must be provided fifteen (15) days in advance, stating the business to be transacted.
- (iii) No other business may be conducted at a Special General Meeting.

c) Board Meetings:

- (i) The Board of Directors shall meet at least eight (8) times annually.
- (ii) The President may call a Board meeting at any time with seven (7) days' notice.
- (iii) A meeting may be called with less than seven (7) days' notice if agreed to by a majority of the voting board members.
- (iv) Quorum for Board meetings shall be fifty percent (50%) plus one of the occupied Board positions.
- (v) Members may attend regular Board meetings by submitting a written request to either the Secretary or the President at least seven (7) days prior to the scheduled meeting date.
- (vi) The Board reserves the right to move into an in-camera session to discuss confidential matters.

d) Voting at Meetings:

- (i) One (1) vote will be counted per eligible family membership, individual membership, or Board member
- (ii) All decisions shall be made by majority vote of those present, unless otherwise specified by these bylaws.
- (iii) Voting shall be by show of hand unless a secret ballot is requested.
- (iv) No proxy votes are permitted.

The MJLAX Board of Directors

5. Board Structure

a) The Board of Directors shall consist of:

- (i) Executive Officers (elected to 2-year staggered terms):

- President
- Vice President
- Treasurer
- Secretary
- Past President (this is a non-elected position)

(ii) Voting Board Members (elected to 1-year terms):

- Field Director
- Female Director
- Grassroots Coordinator
- U11/U13 Combined Division Director
- U15/U17 Combined Division Director
- Equipment Director
- Coaching Director
- Communications Director
- Junior Liaison
- Senior Liaison

- b) All above-listed positions represent voting members of the Board except for the Past president who has no voting rights and the President who will only be eligible to cast a vote to break a tie.
- c) The Board may appoint additional non-voting members or committees as required.
- d) All decisions of the association shall be brought before the board except for those specific matters expressly delegated to the Executive Officers. Such delegated matters shall be defined in the Policy Manual, which is approved and may be amended by the board.

7. Duties of the Board

- a) The Board members' titles and corresponding duties are as follows:

President	Oversees operations, represents MJLAX, prepares AGM report
Vice President	Supports the President and acts in lieu during the president's absence
Treasurer	Manages finances, prepares budgets and financial statements for the board
Secretary	Records meeting minutes, manages notices, and facilitates document production, registrations, and scheduling (practices, games, meetings)
Past President	Supports continuity
Field Director	Manages field logistics and facilitates programming for the field lacrosse season
Female Director	Represents and promotes female athletes within the association, ensuring equity, representation, and development opportunities

Grassroots Coordinator	Oversees the U5–U9 divisions and program development
U11/U13 Director and U15/U17 Director	Manages team formation and communication within their divisions
Equipment Director	Manages inventory, equipment distribution, and field setup
Coaching Director	Ensures all coaches meet all necessary certification and criminal record check requirements.
Communications Director	Oversees external communication and public relations. Updates the MJLAX website and Facebook Page.
Junior Liaison	Serves as the communication bridge between MJLAX and PGLL for Junior programming
Senior Liaison	Supports the development and coordination of Senior-level programs and acts as liaison with PGLL.

- b) Board members are required to fulfill their responsibilities and attend board meetings.

8. Elections

- a) Executive Officers shall be elected for staggered two (2) year terms at the Annual General Meeting (AGM).
- i. The President and Treasurer shall be elected in odd-numbered years.
 - ii. The Vice President and Secretary shall be elected in even-numbered years.
 - iii. The Past President shall be a non-elected position filled by the outgoing President.
- b) All other Board Members shall be elected for one (1) year terms. Elections will take place at the AGM.
- c) Nominations:
- i. Nominations for elected positions may be submitted either in writing to the Secretary prior to the AGM or may be accepted from the floor during the AGM.
 - ii. All nominees must be members in good standing and must accept the nomination either virtually or in person prior to the election taking place.
- d) Voting:
- i. Elections shall be conducted by secret ballot unless a motion is passed to elect by acclamation.
 - ii. A majority vote from those present and eligible to vote is required to elect any board member.
- e) Vacancies:
- i. The Board may appoint an eligible replacement member (see 3.b) for eligibility) to fill a vacancy on the board outside of the election window.
 - ii. Any board member appointed to a vacant position shall serve only until the next AGM, at which time the role will be filled via election.

f) Removal:

- i. A board member may be removed from office by a two-third (2/3) majority vote of the occupied Board positions, for just cause, including failure to fulfill duties or breach of conduct.

MJLAX Board Operations

9. Finances

a) Fiscal Year:

- i. The fiscal year of MJLAX shall be from January 1st to December 31st annually.

b) Banking and Signing Authority:

- i. All funds of the Association shall be deposited in a financial institution that has been approved by the Board.
- ii. All cheques, withdrawals, or financial instruments must be signed by two (2) authorized signatories.
 - a. One of the signatories must be either the President or the Treasurer.

c) Budget:

- i. The Treasurer shall prepare a proposed annual budget for each fiscal year and present it to the board for approval.
- ii. The approved budget shall govern spending
- iii. All unbudgeted expenditures must receive prior Board approval before the expenditure may proceed.

d) Financial Review and Audit:

- i. The financial records of the Association shall be reviewed annually by a third-party accountant who has been approved by the Board.
- ii. An audit may be conducted if required by the Board or another regulatory body.
- iii. The results of the review/audit shall be presented to the membership at the AGM.

e) Use of Funds:

- i. No member shall receive remuneration or benefit from the Association's funds, except for approved reimbursements or honoraria.
- ii. All disbursements must be made in accordance with the approved budget or by specific Board resolution.

10. Policies

a) League Structure:

- i. MJLAX operates as a house league in accordance with the guidelines of the South Saskatchewan Lacrosse League (SSLL).
 - ii. Participation in higher-level competition (e.g., double carding) is permitted under specific conditions.
- b) Double Carding:
 - i. House players who are double carded to a higher-level team shall not be designated as healthy scratches for any MJLAX house league game.
 - ii. MJLAX shall be in accordance with SSLL rules related to the number of A-level players permitted during house league games.
 - iii. Approval for double carding must be obtained from the MJLAX Board prior to registration.
- c) Governing Rules:
 - i. MJLAX adheres to all regulations established by the Saskatchewan Lacrosse Association (SLA), SSLL, and Prairie Gold Lacrosse League (PGLL), as applicable.
 - ii. Where conflicts exist between the SLA, SSLL, and PGLL regulations, SLA rules shall take precedence.
- d) Additional Policies:
 - i. The Board may establish additional internal policies, guidelines, or handbooks to support operations.
 - ii. All such documents must be consistent with these bylaws and are subject to Board approval.
 - iii. These policies shall be reviewed annually and may be revised by majority vote of the Board.

11. Policy Manual Authority

- a) The MJLAX Board shall maintain a Policy Manual to outline detailed operational procedures, expectations, and responsibilities not otherwise specified in these Bylaws.
- b) The Policy Manual shall be a binding document that supports the application of these Bylaws and provides directions to the Board, members, and volunteers.
- c) In the event of a conflict between the Bylaws and the Policy Manual, the Bylaws shall prevail.
- d) The Policy Manual may be amended by a majority vote of the Board at any regular meeting.
- e) All amendments to the Policy Manual must be documented and distributed to Board members within seven (7) days of approval.
- f) The most current version of the Policy Manual shall be made available to members upon request or via the MJLAX website.

12. Code of Conduct

- a) All members, players, coaches, officials, and volunteers of MJLAX shall adhere to the Association's Code of Conduct.
- b) The Code of Conduct shall outline expectations regarding:
 - i. Respectful behaviour towards all participants and officials.
 - ii. Commitment to sportsmanship and ethical conduct.
 - iii. Compliance with the rules and policies of MJLAX and its governing bodies.
- c) The Code of Conduct shall be reviewed and approved by the Board annually and may be amended by majority vote.
- d) Any violation of the Code of Conduct shall be addressed under the disciplinary procedures outlined in Section 14 of these bylaws.
- e) The current Code of Conduct shall be made available to all members via the MJLAX website or upon request.

13. Conflict of Interest

- a) Definition:
 - i. A conflict of interest arises when a Director, Officer, or member's personal or financial interests interfere with their duty to act in the best interests of MJLAX.
- b) Declaration of Conflict:
 - i. Any Director or member must immediately disclose any potential or actual conflict of interest to the Board.
 - ii. The declaration must be recorded in the meeting minutes.
- c) Participation:
 - i. A Director or member with a declared conflict shall not participate in any discussion or vote related to the matter in question.
- d) Failure to Disclose:
 - i. Any Director who fails to disclose a conflict of interest may be subject to disciplinary action, including removal from office, by a two-thirds (2/3) majority vote of the occupied Board positions.
- e) Transparency:
 - i. The Board shall maintain transparency in all decision-making processes and ensure that all actions are taken in the best interests of the Association.

14. Discipline

- a) Authority:

- i. MJLAX shall follow the disciplinary policies and procedures of its governing leagues:
 - SLL for Minor divisions
 - PGLL for Junior and Senior divisions
 - SLA for all overarching jurisdiction
- b) Local Oversight:
 - i. MJLAX reserves the right to impose additional sanctions for misconduct that violates the Association's Code of Conduct or Bylaws.
 - ii. Such action may be initiated by the Board when deemed in the best interest of the Association.
- c) Disciplinary Action:
 - i. Disciplinary measures may include verbal or written warnings, game suspensions, removal from participation, or revocation of membership.
 - ii. All disciplinary action shall be approved by a majority vote of the Board.
- d) Procedure:
 - i. The accused member shall be informed in writing of the complaint and be given an opportunity to respond.
 - ii. A hearing may be held if necessary, and all parties shall be treated fairly and with due process.
- e) Appeals:
 - i. Appeals may be submitted in writing to the MJLAX President within seven (7) days of the decision.
 - ii. Appeals will be reviewed by the Board or referred to the appropriate governing body if jurisdiction applies.

15. Amendments

- a) Proposed amendments to these Bylaws must be submitted in writing to the Secretary at least fifteen (15) days prior to the Annual General Meeting (AGM) or Special Meeting where they will be voted on.
- b) The Secretary shall provide notice of proposed amendments to all voting members no less than seven (7) days before the AGM or special meeting where they will be voted on.
- c) Amendments may only be made by special resolution passed by two-thirds (2/3) of the votes cast by members in attendance at the AGM or a Special General Meeting called for that purpose.
- d) All approved amendments shall take effect immediately unless otherwise specified in the motion.
- e) Amendments must not conflict with the Constitution or Bylaws of the SLA, SLL, or PGLL.

16. Dissolution

- a) MJLAX may be dissolved by special resolution passed by no less than two-thirds (2/3) of the votes cast at a Special General Meeting called for that purpose.
- b) Notice of the meeting and proposed dissolution must be provided to all voting members at least thirty (30) days in advance of the Special General Meeting.
- c) Upon dissolution, any assets remaining after payment of liabilities shall be transferred to a non-profit organization with similar objectives, as determined by the membership at the dissolution meeting.
- d) No assets shall be distributed to any member, Director, or Officer of MJLAX.
- e) All financial statements and legal filings must be finalized and submitted in accordance with The Non-Profit Corporations Act, 1995 (Saskatchewan).

17. Liability

- a) Indemnity:
 - i. Every Director, Officer, employee, and volunteer of MJLAX shall be indemnified by the Association against all costs, charges, and expenses incurred in connection with any legal proceedings related to the execution of their duties, provided they acted in good faith and in the best interests of the Association.
- b) Limitation of Liability:
 - i. No member, Director, or Officer shall be held personally liable for debts, liabilities, or obligations of MJLAX, provided actions were taken in good faith under the authority of the Board.
- c) Insurance:
 - i. SLA maintains appropriate insurance coverage, including liability insurance, to protect MJLAX's Directors, Officers, players, and volunteers.
- d) Legal Compliance:
 - i. All actions taken by MJLAX shall comply with The Non-Profit Corporations Act, 1995 (Saskatchewan), and applicable laws governing youth sport associations.

18. Adoption of the Bylaws

These bylaws are hereby adopted and approved by the MJLAX Board of Directors.

Effective Date:

(Date)

Signed by:

(Signature of MJLAX President)