

WINNIPEG BOX LACROSSE COMMISSION
BY-LAWS

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1.0 NAME AND PURPOSE

- 1.01 The organization shall be known as Winnipeg Box Lacrosse Commission, (WBLC) or the “Commission” herein.
- 1.02 The WBLC shall provide names to different divisions as required, and at their discretion, with the main league being the ‘Greater Winnipeg Lacrosse League’ (GWLL)
- 1.03 The purposes of the Commission are:
 - a. To promote, organize, and oversee box lacrosse activities in leagues operated by the Commission,
 - b. To develop and enforce rules and regulations for the conduct of lacrosse games and events, with a focus on fair play and sportsmanship, subject to the rules and regulations of Lacrosse Canada and the MLA
 - c. To foster positive relationships between players, coaches, parents, and other members of the lacrosse community within the Commissions jurisdiction and surrounding areas
 - d. To work with other lacrosse organizations in Manitoba and across Canada to promote the growth and development of the sport
 - e. To provide development opportunities for coaches, officials and players to grow and advance in box lacrosse.

2.0 DEFINITIONS

“Affiliate Club” refers to a lacrosse club that operates outside of Winnipeg, but wishes to have their teams participate in the GWLL.

“Annual General Meeting” refers to a mandatory, yearly gathering of Members, where the Commission Executive presents an annual report of the organization's performance, financial statements, and other important information to the Members.

“Bad Standing” refers to a status assigned to members, teams, or clubs that have violated the organization's rules, codes of conduct, or policies and have had their rights revoked or suspended.

“Board Member” refers to the individuals who hold positions on the Commission. Comprised of the Board of Directors and Member Clubs.

“Box Sector” refers to the type of lacrosse being played (e.g. “box” or “field”).

“Chair” refers to the person responsible for leading and facilitating meetings of the Commission.

“Club Representative” refers to a board member of the Commission of which has been appointed to a position on the Board by virtue of their position on the administrative board of their Club.

“Commission Board of Directors” refers to the individuals occupying positions on the Commission who are not representing a Member Club

“Commission Executive” refers to the sub-group within Board of Directors, tasked with handling day to day decisions. The Executive reports to the Board of Directors and is comprised of the Commissioner, Treasurer and a Founding Club Representative.

“Commission Voting Procedure” refers to the procedure the Commission must use when voting on matters at Commission Meetings. A simple majority will win. In case of a tie, the Commissioner will have the final vote. For information on who can vote, refer to Section 6.0 VOTING.

“Commissioner” see under job descriptions.

“Committee” refers to a group of individuals, typically selected from the organization's membership or board, who are tasked with specific responsibilities or objective.

“Committee Member” refers to a member of a Committee.

“Founding Club” refers to all clubs that operate within the city of Winnipeg and belong to the Commission by virtue of location.

“Fully Registered” refers to all requirements being satisfied in order to participate. This may include individual registration, club registration, team registration, along with all required fees being paid.

“General Meeting” refers to a formal assembly of the Board of Directors of the organization. Can also be called a Commission Meeting or Regular Meeting

“Good Standing” refers to the state of not being in Bad Standing.

“GWLL” refers to the Greater Winnipeg Lacrosse League that is run by the Commission.

“League” refers to an organized structure within which Teams compete against each other, which is hosted by the Commission.

“Member” refers to an individual or entity that has met the conditions required and agreed to abide by the rules, regulations, and policies of the Commission and, accordingly, has been issued membership in the Commission.

“MLA” refers to the Manitoba Lacrosse Association, which is recognized as the Provincial Sport Organization by Sport Manitoba and Lacrosse Canada.

“MLA Member” refers to an individual or entity that has been formally accepted into the Manitoba Lacrosse Association and has agreed to abide by its rules, regulations, and policies.

“Officer Position” refers to officerial positions of the Commission.

“Scrutineer” refers to a person appointed to oversee the fairness and accuracy of the voting process.

“Special Meeting” refers to a gathering of Members, convened for a specific purpose, outside the regular schedule of meetings.

“Special Resolution” refers to a formal decision or motion that requires a higher level of consensus than ordinary resolutions, that being a two-thirds (2/3) majority vote.

“Team” refers to a group of players assigned to play in a League by their respective Club.

“Temporary Chair” refers to an individual who has taken on the responsibilities of the Chair on a temporary basis.

“Unexcused Absence” refers to an individual who misses a meeting without a valid reason, and who does not inform the Commissioner of their absence prior to the meeting.

3.0 MEMBERSHIP

- 3.01 The membership of the Commission shall consist of all Clubs participating in the Commission.
- 3.02 In order to participate in events administered by the Commission, Clubs must be sanctioned and be in Good Standing with the MLA.
 - a. Fully registered clubs are permitted one vote at Meetings during their membership term.
- 3.03 Clubs are responsible for registering Teams within a Division, using an approved registration system.
- 3.04 Members must also be registered with the MLA in order to participate in any competition within the GWLL.
- 3.05 Members shall be required to abide by the code of conduct and ethics established by the Commission, as well as any rules, regulations, and policies established by the MLA. Members agree to comply with the Bylaws and Operating Policy of the Commission as amended from time to time, and with any regulations and rulings made by or on behalf of the Commission.
- 3.06 Members are subject to discipline in accordance with Commission, MLA, and Lacrosse Canada policies, rules, and procedures.
- 3.07 Members are subject to the MLA’s Bad Standing Policy and their membership may be terminated for cause by the MLA.
- 3.08 Membership Terms
 - a. Membership is accorded on a term basis from the regular season until the conclusion of the AGM that year. Except for Founding Clubs, Members will re-apply for membership each year.
 - b. Early membership for a club can be applied for by submitting a non-refundable deposit of \$400. If said club fails to register a team in the upcoming season, the money shall be kept by the Commission and allocated at the Commissions discretion. If the Club registers a team, the deposit will be applied to the team fees due.
 - c. Once an Affiliate Club has been approved, their membership will automatically be approved again once the security deposit has been paid, or they register a team in the upcoming season.
 - d. Founding Club – Their membership is in effect year-round, provided they are not in bad standing.

- e. Affiliate Club – Their membership is in effect once they have properly registered a team, and paid the associated team fees, for at least one team playing in a Commission league. Their membership ends at the end of the AGM the same year, unless they are registered in other Commission run programs that operate after the AGM and before the next season.
- 3.09 Members may withdraw from membership by providing written notice to the Commissioner. Upon the Commissioner’s receipt of such notice, the applicant shall cease to be a Member. Members who have withdrawn shall remain liable for payment of any assessment, dues, or any other sums levied by the Commission, or their subsidiaries and related groups. No refund of fees shall be issued.
- 3.10 The Commission has the authority to place a Member in Bad Standing or expel a Member who fails to pay membership dues by the deadline date prescribed herein.
- 3.11 Termination of Membership does not extinguish a Member’s Bad Standing.

4.0 GOVERNANCE

- 4.01 Any individual interested in the objectives of the Commission and who agrees to abide by these Bylaws is eligible to become a board member of the Commission (“Board Member”).
- 4.02 The Commission shall maintain a register of Commission Board Members, which shall contain the names, addresses, and contact information of the Commission Board Members.
- 4.03 A Commission Board Member may occupy more than one officer position at a time, except for the Commissioner.
- 4.04 The Board of Directors includes the following positions:
 - a. Commissioner
 - b. Vice-Commissioner
 - c. Secretary
 - d. Treasurer
 - e. Registrar
 - f. Official In Charge
 - g. Founding Club Representative(s)
 - h. Affiliate Club Representative(s) that meets requirements.
- 4.05 Commission Executive includes the Commissioner, Treasurer and one Founding Club Representative, tasked with handling day-to-day operations without requiring a formal meeting. The Executive answers to the Board of Directors.
- 4.06 The Commission may appoint such committees as it deems necessary to fulfill its mandate and achieve the objectives of the Commission. The Commission shall prescribe terms of reference for each Committee that is appointed.
 - a. Committees shall generally be comprised of not less than three (3) Members in Good Standing, one of whom shall be named Chairperson. A Commission Board Member may be named to any Committee.

- b. Unless the terms of reference state otherwise, the Commission may appoint a qualified individual to fill any vacancy on a Committee, and the Commission may remove any Member of any Committee.
- c. Committees will report to the Commission, either by written report or by attending a meeting of the Commission as an invited guest.
- d. Committees can be dissolved by the Commission at any meeting of the Commission.

4.07 Responsibilities of Commission Board Members

5.0 ELECTIONS AND APPOINTMENTS

5.01 Every elected Commission Board Member will serve in said position for two (2) years, once elected. After the expiry of their term, the Officer Position that they occupied will become available. Members can be re-elected to the same Officer Position they previously occupied.

5.02 Every appointed position on the Board will be a one (1) year term.

5.03 Elected Positions are:

- a. Commissioner – Elected Even Years
- b. Secretary – Elected Even Years
- c. Treasurer – Elected Odd Years
- d. Registrar – Elected Odd Years

5.04 Elected positions will take effect after the Adjournment of the AGM when the election(s) took place.

5.05 Appointed Positions are:

- a. Vice-Commissioner
- b. Official In Charge

5.05.b.1 Should a Referee Association be formed, the OIC shall be a member of the Referee Association, in Good Standing, at the recommendation of the Referee Association

- c. Scheduler – Games
- d. Scheduler – Officials
- e. Scheduler – Timekeepers

5.06 Should any elected position not be filled during the election process, the Commission can appoint a replacement. Any such appointment will only be in effect until the next AGM. If, at the next AGM, the position is filled, it will only be for the remaining term and NOT start a new two (2) year term.

5.07 Should any position be vacated prior to the completion of the term, the Commission may appoint a replacement until the end of the vacated term.

5.08 The election of Commission Board Members will be conducted as follows:

- a. The Commissioner, or their delegate, will appoint two (2) Scrutineers for the election process.
- b. Scrutineers should be Members or guests who are not up for election.
- c. The Chairperson will outline the voting process to all Members, including:

- 5.08.c.1 whether nominations will be taken from the floor;
 - 5.08.c.2 the order of the elections;
 - 5.08.c.3 how the votes will be counted; and
 - 5.08.c.4 how to fill out their ballots.
 - d. The Chairperson will direct the voting process by calling the position, naming the candidates, and calling the vote.
 - e. The Scrutineers will collect the vote after each position vote.
 - f. The Scrutineers will leave the room to count votes and prepare a tally sheet.
 - g. The Scrutineers will return to the room and provide the results to the Chairperson.
 - h. The Chairperson will announce the results.
 - i. The Chairperson will accept a motion to destroy the ballots.
- 5.09 Elections to the Commission will take place in tiers, with the following order (if applicable):
- a. Commissioner;
 - b. Treasurer;
 - c. Secretary;
 - d. Registrar

6.0 VOTING

- 6.01 At General Meetings, the following positions will have one (1) vote when it comes to making decisions:
- a. Treasurer
 - b. Secretary
 - c. Registrar
 - d. Official In Charge
 - e. Founding Club Representative(s)
 - f. Affiliate Club Representative(s) that meets requirements.
- 6.02 The Commissioner shall have one (1) vote, only if a tie breaker is required.
- 6.03 Should a person hold more than one position, they will only be entitled to one vote.

7.0 MEETINGS

- 7.01 The Commission will hold three types of meetings:
- a. Regular Meetings;
 - b. Special Meetings; and
 - c. Annual General Meetings (AGM)
- 7.02 Unless otherwise specified in these Bylaws, meetings of Members and meetings of the Commission will be conducted according to Roberts Rules of Order (12th Edition unless otherwise decided by the Commission).
- 7.03 The Commissioner is charged with the task of facilitating all meetings.
- 7.04 The Secretary is responsible for saving and keeping record of all Meeting Minutes to a digital database, as prescribed by the Commission.

- 7.05 Commission Meetings shall take place at the call of the Commissioner.
- 7.06 The Commission will meet quarterly at a minimum.
- 7.07 To establish quorum for Regular Meetings, no fewer than one half (1/2) of the Commission Board of Directors must be present. If a quorum is not established, no voting may take place.
- 7.08 The only persons entitled to be present at a Regular Meeting shall be the Commission Board of Directors. Any other person may be admitted only on the invitation of the Commissioner (or their delegate)
- 7.09 Notice of Commission Meetings will be given to all Commission Board Members at least seven (7) days prior to the scheduled meeting via e-mail, along with the agenda for the meeting. No notice is required if all Commission Board Members waive notice, or if those absent consent to the meeting being held in their absence.
- 7.10 In the event that the Commissioner is absent from a General Meeting:
- a. The Vice-Commissioner shall preside over the meeting.
 - b. If both the Commissioner and Vice-Commissioner are absent, the Secretary shall call the meeting to order and a Temporary Chair shall be appointed by the members present.
 - c. The Temporary Chair shall preside over the meeting and perform all duties of the Commissioner in regard to the facilitation of General Meetings until the Commissioner or Vice-Commissioner arrives or until the end of the meeting, whichever comes first.
 - d. If the Commissioner or Vice-Commissioner arrives during the meeting, the Temporary Chair shall immediately relinquish the chair to the Commissioner or Vice-Commissioner.
 - e. The individual occupying the seat of the Commissioner for the purposes of facilitating the meeting is still entitled to cast their vote to which they are entitled, if any.
 - f. The minutes of the meeting shall record the name of the person who presided over the meeting in the absence of the Commissioner or Vice Commissioner.
- 7.11 All Board Members are expected to attend all meetings. Unexcused absences will incur the following:
- a. Member club reps will incur a fine of \$50, billable to the club for each missed meeting. Fines are due immediately.
 - 7.11.a.1 After three (3) consecutive missed meetings, the member club will be placed in bad standing and will be subject to any further disciplinary action as determined by the Commission, including, but not limited to having voting privileges revoked for the current year.
 - b. Board of Directors that are absent for three consecutive meetings will have someone appointed in their stead by the remaining Board Members.

8.0 SPECIAL MEETINGS

- 8.01 The Commissioner may call a Special Meeting of the Commission at any time and shall do so upon the request of three (3) Board Members.
- 8.02 Notice of a Special Meeting shall be given in writing or by electronic means to all Members and must be posted on the Commission's website a minimum of ten (10) days prior to the date of such meeting.
- 8.03 The notice of the Special Meeting shall specify the date, time, and place of the meeting, as well as the purpose of the meeting. Only business related to the purpose stated in the notice may be transacted at the meeting.
- 8.04 The Commissioner shall preside over the Special Meeting. In the absence of the Commissioner, the procedure regarding the absence of the Commissioner as outlined in section 7 of these Bylaws shall be implemented.
- 8.05 A quorum of Board Members must be present to conduct a Special Meeting, and shall consist of at least fifty percent plus one of membership.
- 8.06 Voting at Special Meetings shall require two thirds (2/3) majority to pass.
- 8.07 Voting on matters other than elections will adhere to the following rules:
- 8.08 Every question will be decided in the first instance by a show of hands unless a poll is demanded by any Board Member.
- 8.09 No person will cast more than one vote on any question notwithstanding the fact that more than one office may be held by that Board Member.
- 8.10 The Commissioner will only have a vote in the event of a tie.
- 8.11 Except for Special Resolutions, an affirmative vote will be indicated by a simple majority of delegates present.
- 8.12 The only persons entitled to be present at a Special Meeting shall be those entitled to vote at the meeting, and the Commission Board of Directors. Any other person may be admitted only on the invitation of the Commissioner (or their delegate)
- 8.13 Minutes shall be taken at the Special Meeting and shall record the name of the person who presided over the meeting, the names of the Members present, the business conducted, and the actions taken.
- 8.14 No business other than the adjournment or termination of the meeting will be conducted at the Special Meeting at a time when a quorum is not present. If at any time during the Special Meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

9.0 ANNUAL GENERAL MEETING

- 9.01 The Annual General Meeting of the Commission shall be at the call of the Commissioner. The Commission AGM must be held every calendar year.
- 9.02 The AGM shall be held between September 1st and October 31st.
- 9.03 Notice of the time and place of the AGM shall be posted on the Commission's website and shall be sent to each Member via e-mail addressed to the Member's last e-mail address as recorded with the Commission. Such notice must be posted and

distributed at least thirty (30) days prior to the AGM. No accidental error or omission in giving or receiving notice of any meeting or any such adjourned meeting shall invalidate such meeting or make void any proceedings taken at any meeting. This notice will include:

- a. The upcoming vacant positions on the Commission;
 - b. The place of the meeting;
 - c. The date of the meeting; and
 - d. The agenda for the meeting.
- 9.04 A quorum of Board Members must be present to conduct a meeting at the AGM. A quorum shall consist of at least fifty percent plus one Members in Good Standing.
- 9.05 Voting will be done by a simple majority.
- 9.06 The only persons entitled to be present at a Commission AGM shall be Board Members, Nominees, the MLA Staff, the MLA Board of Directors, and such other persons who are entitled or required under any provision of the Bylaws to be present at the meeting. Any other person may be admitted only on the invitation of the Commissioner (or their delegate).
- 9.07 The agenda at all meetings shall adhere to the following template:
- a. Call to Order
 - b. Establishment of Quorum
 - c. Approval of Agenda
 - d. Declaration of any Conflicts of Interest
 - e. Adoption of Minutes of Previous Meeting
 - f. Officer reports
 - g. Committee reports
 - h. Amendments to Constitution and By-Laws
 - i. Elections
 - j. Other Business
 - k. Adjournment
- 9.08 Any Member who wishes to have new business placed on the agenda of an Annual General Meeting will give written notice to the Commissioner at least seven (7) days prior to the meeting date or upon the sole discretion of the Commissioner or designate.
- 9.09 At all Annual General Meeting, all Members in Good Standing will be entitled to one vote. Members must have reached the age of eighteen (18) years of age by the day of the meeting in question. If a Member has not reached 18 years of age, one (1) legal guardian of said Member as declared on their application for membership shall be entitled to the vote of said Member by proxy at an Annual General Meeting.
- 9.10 Voting on matters other than elections will adhere to the following rules:
- a. Every question will be decided in the first instance by a show of hands unless a poll is demanded by any Member.
 - b. No person will cast more than one vote on any question notwithstanding the fact that more than one office may be held by that Member.

- c. The Commissioner will only have a vote in the event of a tie.
- d. Except for Special Resolutions, an affirmative vote will be indicated by a simple majority of delegates present.

10.0 FINANCIAL MANAGEMENT

- 10.01 The fiscal year of the Commission will be January 1st to December 31st or such other period as the Commission may determine from time to time.
- 10.02 The accounts of the Commission will be reviewed each year immediately following the end of the current fiscal period.
- 10.03 A financial report will be published as an appendix to the Annual General Meeting report and can also be available for pick up by the membership from the MLA office, if so desired.
- 10.04 The authorized signatures on agreements and cheques will be any two (2) of the following three (3) people:
 - a. Commissioner;
 - b. Vice-Commissioner;
 - c. Treasurer;
 - d. Or a designate as determined by the Commission.
- 10.05 The banking business of the Commission will be conducted at such financial institution as the Commission may designate.
- 10.06 The necessary books and records of the Commission required by these Bylaws or by applicable law will be necessarily and properly kept in accordance with relevant accounting standards as set out by Sport Manitoba and Chartered Professional Accountants of Canada.
- 10.07 The Commission may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Commission may determine.

11.0 HEAD OFFICE

- 11.01 The head office of the Commission shall be located in the City of Winnipeg, at such place as the Commission may from time to time determine.

12.0 DISCIPLINE AND CONDUCT

- 12.01 All participants, spectators and attendees are required to follow Commission, MLA, and Lacrosse Canada policies, rules, and procedures, and as such, are subject to disciplinary action for violations.
- 12.02 The Commission has the right to create and publish on their website, policies on code of conduct that will be expected at all Commission events.
- 12.03 Failure to comply with Commission, MLA, Lacrosse Canada, Sport Manitoba or other policies may result in disciplinary action by the Commission.

- 12.04 Disciplinary action taken by the Commission, may be reported to the MLA for information, investigation or further action as the MLA sees fit.
- 12.05 Complaints to the Commission must be in writing, include relevant details to effect action, along with contact information for the person filing the complaint before it will be investigated.

13.0 DISPUTE RESOLUTION

- 13.01 Should a dispute arise that cannot be settled between parties, and has an impact on the Commission or any of its leagues, the Commission has the right to make a ruling on the matter.
 - a. Some examples of disputes include boundaries and player registration but are not exclusive to those.
 - b. Parties include parents, players, clubs, officials and other relevant participants.
- 13.02 Once a dispute has been brought to the Commission, the parties shall have 10 days to resolve the matter and inform the Commission of such. Said communication shall include all parties involved.
 - a. Only parties that are involved in the dispute are eligible to bring it to the Commission.
- 13.03 If, after the 10-day period has expired there is no resolution, the Commissioner will review the matter and determine how quickly the Commission needs to meet to resolve the matter.
- 13.04 The 10-day period may be disregarded only if a decision is required forthwith to comply with operational timelines.

14.0 AMENDMENTS

- 14.01 Amendments or alterations to the Bylaws of the Commission may be made at any Annual General Meetings or Special Meetings of the Commission, but only by a Special Resolution.
- 14.02 Notice of any proposed amendment or alteration to be brought to a vote before the voting membership must be submitted in writing to the Commissioner at least ten (10) days prior to the date of the meeting at which such amendment is to be submitted. Proposed amendments or alterations will be circulated to all Members seven (7) days prior to the meeting.
- 14.03 The notice of any proposed amendment or alteration must be submitted on the Annual General Meeting–Resolution Form. All sections of this form must be completed and submitted as per the time frame outlined.
- 14.04 When a notice of proposed amendment or alteration has not been served as provided for herein, the notice of proposed amendment or alteration may be brought to the floor at any Annual General Meeting of the Commission by a unanimous vote of the Members present.

15.0 INTERPRETATION

15.01 The Commission will have the authority to interpret any provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Commission.

16.0 DISSOLUTION

16.01 The Commission will assign possession and control of its assets to the Member Clubs upon dissolution, on a percentage basis, as calculated by the number of teams registered in the previous three (3) years.

17.0 ADOPTION OF BYLAWS

17.01 These Bylaws are adopted by a two-thirds affirmative vote of the current clubs operating box lacrosse in Winnipeg, present and entitled to vote at such a meeting, duly called and held on January 28, 2026.

17.02 These Bylaws are adopted by a two-thirds affirmative vote of the Commission at a meeting duly called and held on January 28, 2026.

17.03 In ratifying these Bylaws, the Commission and the MLA repeal all prior Bylaws of the Commission provided that such repeals does not impair the validity of any action done pursuant to the repealed Bylaws.

18.0 ARTICLE 1 - JOB DESCRIPTIONS

COMMISSIONER

- Act as the Chair at all Commission meetings.
- Call meetings as required.
- Guide the Commission in the development and implementation of a strategic plan, policies, and programs.
- Represent the Commission at meetings, conferences, and events as required.

- Provide support and guidance to Members to promote the development of the sport in their Region.
- Act as a signing authority for the Commission.
- Make day-to-day decisions to keep the Commission progressing towards its goals.
- Ensure other members of the Board are able to complete their responsibilities.

VICE-COMMISSIONER

- Assist the Commissioner in the development and implementation of the Commission's strategic plan, policies, and programs.
- Work collaboratively with the Commission Members and Committees to achieve the objectives of the Commission.
- Assume the duties and responsibilities of the Commissioner in the Commissioner's absence or disability, in accordance with the provisions herein.
- Represent the Commission at meetings, conferences, and events as required.
- Provide leadership and guidance to the Commission and its Committees.
- Provide support and guidance to Members to promote the development of the sport in their Region.
- Assist in fundraising and sponsorship activities to support the operations and programs of the Commission.
- Perform other duties as assigned by the Commissioner or the Commission.

TREASURER

- Maintain accurate financial records of the Commission, including accounting for all revenues, expenses, assets, and liabilities.
- Prepare and present financial statements to the Commission and Members.
- Develop and monitor budgets for the Commission and its programs and League.
- Oversee the receipt and disbursement of funds, ensuring that appropriate financial controls are in place.
- Ensure that all financial transactions are recorded accurately and in a timely manner.
- Prepare and file all required financial reports and tax returns in accordance with applicable laws and regulations.
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- Work collaboratively with the Commission and MLA to develop financial policies and procedures.
- Provide financial guidance and support to volunteers of the Commission.
- Liaise with auditors and other financial professionals as required.
- Establish and maintain a bank account in the name of the Commission.
- Secure all bonds and fees from Members and deposit into the Commission bank account.

- Act as a signing authority for the Commission.
- Make best efforts to attend all meetings of the Commission.
- Work with the Commissioner to ensure all budgeted expenses and revenue have been processed.
- Deliver the Financial Report at the Annual General Meeting of the Commission.
- Perform other duties as assigned by the Commissioner or the Commission.

SECRETARY

- Organize and prepare agendas, notices, and minutes for all meetings of the Commission and Members.
- Maintain accurate records of all proceedings, including minutes, resolutions, and decisions.
- Prepare and distribute reports and other documents as required by the Commission.
- Ensure that all records are maintained in accordance with applicable laws, regulations, as well as MLA policies and procedures.
- Manage the Commission's correspondence and other administrative tasks as required.
- Provide support and guidance to the Commission on matters of governance.
- Liaise with Members, volunteers, and other stakeholders to ensure effective communication and engagement.
- Perform other duties as assigned by the Commission.

REGISTRAR

- Administer the registration process for players, coaches, and Clubs who wish to participate in the League.
- Collect and maintain accurate records of player and coach information, including contact details and eligibility requirements.
- Process registration fees and issue receipts to registrants.
- Coordinate with Clubs and Teams to ensure that player and coach registration requirements are met.
- Ensure compliance with applicable rules and regulations governing the registration of players and coaches.
- Work in cooperation with the Clubs and the MLA to ensure all registrations are submitted as per Commission and MLA policies.
- Developing policies and procedures regarding registration and keeping track of same for future use.
- Meeting deadlines established by the Commission for registration purposes.
- Maintain confidentiality and security of all registration information and records.
- Perform other duties as assigned by the Commission.