

BROOKS LACROSSE ASSOCIATION 2017 – BYLAWS

BYLAW DEFINITIONS

ASSOCIATION:	Refers to the Brooks Lacrosse Association 2017 (BLAX)
EXECUTIVE:	Refers to the Executive of the Brooks Lacrosse Association 2017
EXECUTIVE COMMITTEE:	Refers to the Board of Directors of the Brooks Lacrosse Association 2017 and shall consist of elected officials including the President, Past-President, Vice President, Secretary, Treasurer, Registrar, Equipment Director, Junior Director and officials as appointed by the President.
LEAGUE GAMES:	Are games played between teams in a league, and shall include league playoffs.
MINORS:	Are players and teams of players in Midget and younger age groups.
MINOR DIVISIONS:	Midget and younger age groups.
SENIORS:	Are players and teams of players in the Intermediate and older divisions.
SENIOR DIVISIONS:	Intermediate and older divisions, and teams of players in Senior Divisions.

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MEMBERSHIP

1. All members shall agree to adopt By-Laws of the Association as amended from time to time, and with any regulations and rulings made by or on behalf of the Association.
2. The following shall be members:
 - i) Any family registered with the Brooks Lacrosse Association 2017 (BLAX)
 - ii) Any executive member, non-parent coach, assistant coach, or manager officially registered with the BROOKS LACROSSE ASSOCIATION 2017.
 - iii) Executive Committee means the Board of Directors of the Association and shall consist of elected officials including President, Past President, Vice President, Treasurer, Secretary, Registrar, Equipment Director, Junior Director and officials as appointed by the President.
3. Bi-Annual Elections for various board positions shall be as follows:

President
Vice President
Secretary
Treasurer
4. Annual elections for the various Executive positions shall be as follows:

Registrar
Equipment Director
Junior Director
5. To qualify for election for President, a candidate must have, at some time previously served on the Executive Committee.
6. Members of the Executive Committee shall be elected from the general membership at the Annual General Meeting, with the exception of the appointed members and shall hold office until their successors are duly elected, re-elected, or appointed.
7. The Executive Committee shall have the power to fill by appointment any office or vacancy which may occur between Annual General Meetings or as a result of the failure of the Annual General Meeting to elect a full slate.
8. The annual membership fees shall be determined by the BROOKS LACROSSE ASSOCIATION 2017 (BLAX) Executive Committee before each new lacrosse season.

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MEMBERSHIP CONTINUED...

9. Any person, or group may withdraw from the Association upon notice in writing to that effect, and upon receipt of such notice by the Executive, the member shall cease to be a member.
10. Any member who fails to abide by the By-Laws or any rules or regulations made pursuant thereto, may be suspended by a two-thirds vote at an Executive meeting, as long as there is a quorum in attendance.
11. While under suspension, a member or any of its registered teams will not be allowed to participate in the activities of the Association.

MEETINGS

1. Meetings of the Executive committee shall be held as often as may be required but at least five times per year and shall be called by the President.
2. The Annual General Meeting (AGM) shall be held on or before the 31st of January of each year. The membership shall be provided with a minimum of 14 days notice of the AGM. The membership will be notified of AGM via email and social media advertising.
 - a. Motions, proposed bylaw changes, or topics to the AGM must be submitted in writing with the author's signature at least 7 days before the meeting. No new topics will be taken from the floor during the AGM.
3. Special Meetings of the society may be called at any time by the Secretary upon the instructions of the President or Executive Committee, by duly given notice at least two weeks prior to the meeting. A Special Meeting shall be called by the President or the Secretary upon notice by him or her of a petition signed by a one third majority of members in good standing, setting forth the reasons for calling such a meeting, which shall be by notice in the community newspaper at least two weeks prior to the meeting.
4. Quorum – Ten members in good standing shall constitute a quorum at Annual General Meetings and Special Meetings.
5. Procedure at meetings – Procedural disputes not covered in these Bylaws shall be governed by Robert's Rules of Order, current edition, and shall apply at all meetings.
6. Function of Meetings – to adopt or amend policy, guidelines, procedures, or regulations at a regular or special meeting by motion, which shall be binding on all Association members. Such a motion shall be adopted by not less than a 60% majority vote of those in attendance upon achievement of quorum.

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MEETINGS CONTINUED...

7. Voting – at all meetings of the Association, members in good standing will have the following voting rights:
 - i. All members in good standing will have one vote each.
 - ii. The election of officers shall be by secret ballot unless a motion is passed otherwise. All other motions shall be decided in the first instance by a show of hands unless a poll is demanded by any member.
 - iii. No person shall cast more than one vote on any questions notwithstanding the fact that more than one office in this Association may be held.
 - iv. In the case of family membership of minor(s), voting rights are restricted to parents or guardians with only one vote per family.
 - v. In case of non-parent members as per Membership Article 2(ii), shall have one vote each.

REMUNERATION

1. Remuneration of Directors and Officers – Unless authorized at any meeting and after notice for same shall be given, no officer, director, or member of the society shall receive any remuneration for his/her services.

BOARD OF DIRECTORS

1. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meetings, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice in writing mailed to each member or by three days notice by email or telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.
2. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
3. Any director or officer, upon a majority vote of all members in good standing in attendance at a Special Meeting that meets quorum requirements, may be removed from office or any cause which the society may deem reasonable.

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BOARD OF DIRECTORS CONTINUED...

4. **The President** – shall preside at all general meetings and Executive meetings of the Association. The President shall generally supervise all the affairs of the Association and shall be primarily responsible for the development and maintenance of the program of the Association. This role will serve a two year term
5. **The Vice President** – shall report to the President and will chair meetings in the President's absence. This role will serve a two year term.
6. **The Treasurer** – it shall be the duty of the Treasurer to receive all monies paid into the Association and to deposit the same in a bank designated by the Executive; to present all bills or claims against the Association to the Executive and see the same are promptly paid; to collect all dues, fees or monies owing to the Association and to give receipts therefore; to keep an accurate record of all monies received and disbursed; to have the books of the Association audited by an auditor or two members of the Executive Committee as appointed by the Executive; and to make a report, which includes a budget for the coming year, at every Annual Meeting of the Association; and to perform such other duties as may be designated by the Executive. This role will serve a two year term.
7. **The Secretary** – responsible to attend and record minutes of all Executive meetings and the Annual General Meeting, preparing and distributing all proposed changes to the By-Laws and minutes of all meetings, and shall submit all required reports, documents and changes to the By-Laws as required. This role will serve a two year term.
8. **Director at Large** – responsible for special projects as assigned by the President or the Executive.
9. **The Registrar** – responsible for registration process for all members as well as liaison between BROOKS LACROSSE ASSOCIATION 2017 and Alberta Lacrosse Association.
10. **The Equipment Director** – be authorized to purchase equipment under \$250.00 without the approval of the executive and purchase equipment over \$250.00 with the approval of the executive. The Equipment Director will control and keep inventory of all equipment whether it is being used by a team or is in storage, will have all teams sign for the equipment loaned to them, recommend and arrange for handling, storage, repair, and cleaning of equipment, have all equipment returned to storage at the end of the current playing year and report any shortages or damage to the executive immediately.

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BOARD OF DIRECTORS CONTINUED...

11. **The Junior Director** – will promote and grow the Junior team for the Brooks Lacrosse Association and facilitate the ongoing viability of the Junior Team. The Junior Director will oversee the operations for the Junior team, will assist with player registration for the division, will represent Brooks Lacrosse Association in the Rocky Mountain Lacrosse League or the League that the Junior Team will be participating in, including attending the League's Annual General Meeting. The Junior Director will ensure that the Junior team follows guidelines and rules set out by governing bodies, call group meetings if necessary and submit minutes to the executive for approval, attend all Executive meetings with a prepared interim report, work with the Treasurer to prepare a budget and oversee the financial obligations and requirements of the Junior team. If a Junior Team is not produced for the playing year, the Junior Director may act as a Director at Large and will continue to try and grow the Junior program for the following year.

12. **Past President** – will assist the executive with the affairs of the association. This role will be filled by the outgoing president.

AUDITING

1. The books, accounts, and records of the Secretary and the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Executive Committee as appointed by the President. Complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor(s) at the Annual General Meeting of the society to be held on or before the 31st of January each year.

2. The books and records of the Association may be inspected by any member at the Annual General Meeting provided herein or at any time upon giving reasonable notice (at least one week) and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Executive Committee shall at all times have access to such books and records.

3. There is no seal for the Association.

BORROWING POWERS

1. For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such a manner as it sees fit and in particular by the issue of debentures but this power shall be exercised only under the authority of the Association and in no case shall debentures be issued without the sanction of a special resolution of the Association.

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PROTECTION AND INDEMNITY OF DIRECTORS

1. BROOKS LACROSSE ASSOCIATION 2017 indemnifies each Director against all claims or losses of any nature whatsoever; that result from any act done in his or her role for BLAX.
2. BLAX does not protect any Director for any acts of fraud, dishonesty, or bad faith.
3. No Director is liable for the acts of any other Director or employee.
4. No Director is responsible for any loss or damage due to the insolvency, bankruptcy, or wrongful act of any person, firm, or corporation dealing with the BLAX.
5. Directors can rely on the accuracy of any statement or report prepared by the BLAX's executives or designated auditor. Directors are not held liable for any loss or damage as a result of acting on that statement or report, unless they have knowledge of any errors or omissions.

BYLAWS

1. The Bylaws may be rescinded, altered or added to by a "Special Resolution". A Special Resolution can only be passed at a General Meeting of the members. Members will be given 21 days or more notice of this meeting; and, at this meeting a minimum of 75% of the members must vote in favour of the special resolution.
2. The Association may be dissolved by a Special Resolution of the membership at a special meeting. Upon dissolution of the Association, the assets, after payment of all liabilities, shall be distributed amongst such charitable organizations as shall be determined by the Board of Directors.

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