

## Red Deer Lacrosse Association Bylaws – 2014

### 1. Name

The name of the Society is the “Red Deer Lacrosse Association” (hereinafter called the “RDLA”).

### 2. Membership

a) A member shall be:

Any family registered with RDLA or any non-parent coach, assistant coach, manager or executive member officially registered with the association. The membership fee shall be the registration fee for a lacrosse player, such a fee being determined by the RDLA executive committee before each new box lacrosse year.

b) Any member wishing to withdraw may do so upon written notice to the Registrar or the RDLA Executive Committee. Any member who does not conduct himself or herself in accordance with the rules or regulations of the **Canadian Lacrosse Association (CLA)**, the **Alberta Lacrosse Association (ALA)**, the **Central Alberta Lacrosse League (CALL)**, or the **Red Deer Lacrosse Association (RDLA)**, may have their membership suspended. The President will call a special meeting of the Executive Committee to discuss the issue at hand, which must be supplied in writing and signed. If a quorum is present the membership could be withdrawn at such time.

c) Any member who began their lacrosse experience with the Red Deer Lacrosse Association **prior to 2006 Box season** but who lives in another club’s jurisdiction within the CALL shall be grandfathered into our club.

d) Any new members **beginning in 2006 and beyond** that live outside of Red Deer boundaries will be reviewed on a yearly basis. If a club is formed in their jurisdiction they must play within their own community.

e) Each member shall have the privilege of nominating a representative for each office open for election at the AGM.

f) Any member who has outstanding debts to the RDLA, whether incurred as a consequence of registration or accrued during the season as a player, volunteer, or coach, shall be declared “Not in Good Standing”. A player, coach or volunteer who is no longer in good standing shall not be permitted to register for the next year of lacrosse. If the debt is unpaid during the playing season 30 days after notice has been given to the member by the treasurer or president; playing, coaching or volunteering privileges will be withdrawn immediately. The player, coach, or volunteer will be reinstated immediately upon receipt by the treasurer of cash or certified cheque in the amount of the debt.

### 3. Executive Committee

- a) The Executive Committee, which means Board of Directors of the Association shall consist of officials including the President, Past Present, Vice President, Treasurer, Secretary, Equipment Manager, Registrar, Discipline Chair, Parent Liaison, Coaching Coordinator, Orangemen Field Lacrosse Chair, Scheduler and Tournament Chair. As well, other representatives may be appointed by the voting Executive Committee which consists of the \*President, Vice President, Coaching Coordinator, Secretary, Treasurer, Equipment Manager, Registrar, Discipline Chair, Parent Liaison , Orangemen Field Lacrosse Chair, Scheduler and Tournament Chair.\* It is to be known that the President only carries a vote in the case of a tie during the decision making process or to constitute a quorum.
- b) The Executive Committee shall, subject to the bylaws or direction given by majority of voting members, make decisions and manage affairs of the RDLA. Regular meetings of the voting committee shall be held a minimum of six per year and shall be called by the President. Any three members of the voting executive, in writing may a request to the President to call a special meeting. Should such a meeting be required the President shall call said meeting within seven days. No subject shall be discussed or considered at any special meeting, except that specified by the notice. All meetings shall be conducted under the **Roberts Rules of Order** and six voting members shall constitute a quorum. Notices of meeting may be sent by email or phone message, conference calls may be accepted under extenuating circumstances.
- c) Elections for the various Executive positions shall be as follows:
- |                                   | Elected for                                                                             |
|-----------------------------------|-----------------------------------------------------------------------------------------|
| i. President                      | Two year term (even yr.)                                                                |
| ii. Vice President                | Two year term (odd yr.)                                                                 |
| iii. Secretary                    | Two year term (odd yr.)                                                                 |
| iv. Treasurer                     | Two year term (even yr.)                                                                |
| v. Equipment                      | Two year term (odd yr.)                                                                 |
| vi. Registrar                     | Two year term (even yr.)                                                                |
| vii. Discipline Chair             | Two year term (odd yr.)                                                                 |
| viii. Parent Liaison              | Two year term (odd yr.)                                                                 |
| ix. Coaching Coordinator          | Two year term (even yr.)                                                                |
| x. Tournament Chair               | One year term                                                                           |
|                                   | (One year served as Tournament Chair voting positions and one as out going chairperson) |
| xi.Orangemen Field Lacrosse Chair | Two year term (even yr.)                                                                |
| xii.Scheduler                     | Two year term ( even yr. )                                                              |
- d) Notwithstanding the above, no President may serve more than two consecutive terms. In the event of the President not being able to perform his or her duties, the Vice President will assume the position for the balance of the term or until the next annual meeting, whichever occurs first. In the event the Vice President

cannot assume the position, the Executive Committee may fill the position in accordance with Article f (below).

- e) 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.
- f) 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.
- g) The Executive Committee shall have the power 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 two-thirds majority vote of those in attendance. Regulations adopted by the RDLA shall be kept separate from the Bylaws, shall be kept current as is reasonably possible, and shall be published on the Website or otherwise made available to the membership.
- h) Any elected or appointed member of the Executive Committee who does not attend three consecutive meetings, as required by the Presidents may be relieved of his or her duties. Non-voting Executive Committee members shall only be required to a **minimum of three** called by the President. The President will notify members as of the required attendance meeting dates.
- i) Voting and non-voting executive members shall be required to sign and adhere to an Oath of Confidentiality.
- j) Non-voting members may include but not limit the following:
  - Media Representative
  - Merchandising
  - Statistician
  - Sponsorship
  - Division Representatives
  - Casino Representative
  - Website Manager
- k) The Association, through its' elected or appointed officials, have the Authority to discipline any players, team officials, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect the application of discipline, which ensures that each disciplinary incident is:
  - i) Dealt with by a committee of not less than three people **chaired by the Discipline Chair.**
  - ii) Fairness and consistency is maintained
  - iii) That the right of appeal is extended to every individual
  - iv) That the integrity and stature of the game officials is respected
- l) Members of the executive committee or appointed officials are eligible to coach or manage Association teams while holding office.
- m) Any elected or appointed member of the Executive committee, who by a vote of the Executive is deemed to be doing an unsatisfactory job, shall by a two-thirds majority vote be relieved of his or her duties.
- n) All concerns are to be directed to the RDLA Liaison or Discipline Chairperson with copies sent to the President. Forms are available on the website as well as

from the Liaison, Discipline Chairperson and President. All concerns must be in writing, dated and signed.

#### **4. Duties of the Executive Committee**

##### **A. President**

- Responsible for the general administration of the club operations.
- Sign as a signing officer.
- Prepare agenda..
- Exercise the powers of the Executive Committee in case of emergency.
- Suspend teams, player, managers or any other team official subject to ratification at the next duly called Executive meeting.
- Serve on all committees as an ex-officio voting member.
- Will liaise directly with the community organizations.
- Will attend or appoint a designate to all applicable ALA and CALL (Central Alberta Lacrosse League) meetings.
- Maintain timeline.

##### **B. Vice President**

- Will report to the President.
- Will Chair meeting in the President's absence.
- In the event that the President is not able to fulfill his/her duties, the Vice President will be required to fulfill this position.
- Will oversee all promotions for RDLA, including social, print and radio media
- Will help to maintain and update web site

##### **C. Secretary**

- Will report to the President.
- Will attend all Executive Committee meetings and shall maintain accurate minutes of each meeting.
- Will have charge of all Executive records.
- Will maintain and update the Bylaws as required.
- Will be responsible for all Executive Committee correspondence.
- Will perform such other duties as designated by the President.
- Order game sheets, receipt books, thank you cards.
- Will be a signing authority along with the President and Treasurer.

##### **D. Treasurer**

- Will report to the President
- Will be a signing authority along with the President
- Will have charge of all Executive Committee financial records
- Will present an annual budget statement of all operations
- Will oversee all operations involving Gaming Commission Regulations.
- Will be in charge of any provincial monies if Red Deer hosts.

##### **E. Equipment Manager**

- Will report to the President.
- Will monitor, record, and maintain club equipment.
- Will report to the Treasurer with inventory at the beginning and end of

each season.

- Will ensure club teams have equipment by their first floor time.
- Will provide the Executive Committee with a forecasted equipment expense for upcoming season.
- Will purchase Canadian Safety Approved Equipment.
- If equipment is no longer needed for RDLA, but still meets safety standards; equipment manager has the authority to sell or donate it to members or other clubs at a fair, agreed upon price upon notification of the Treasurer.

#### **F. Registrar**

- Will report to the President.
- Will be responsible for registration of all players, coaches, managers, and other team personnel and forwarding it to ALA.
- Will maintain and update the RDLA web site
- Will be the recipient of the email going to [info@reddeerlacrosse.com](mailto:info@reddeerlacrosse.com)

#### **G. Discipline Chair**

- Will report to the President
- Will oversee all matters regarding discipline issues within the RDLA.
- Will designate to the discipline committee of any league within which the RDLA is participating (e.g. CALL, GELC, CDLA and Field Lacrosse)
- Will review and revise Tradition Lives Tournament rules as needed.
- Will oversee all matters regarding discipline issues during provincials when hosted by Red Deer and the annual Tradition Lives Tournament.

If he /she choose to attend a referee clinic (recommended), the fee will be paid by the RDLA

#### **H. Parent Liaison**

- Will report to the President.
- Will be responsible for applying due process into complaints filed in writing by a player, parent, or coach in good standing
- Will be responsible for applying into complaints filed in writing by a team parent liaison.
- Will work with the Division Reps on any issues arising with coaches, parents or players.

#### **I. Coaching Coordinator**

- Will report to the President.
- Will work with the President and Vice President to ensure a fair process exists and is utilized for coach selection, tryouts, and team selection.
- Will coordinate coaching training, evaluations and team drafts.
- Will aid in assessment of coaches during the season and will work with the executive on any matter related to coaching.
- Will administer and follow up on police record checks for coaches.
- Will provide ongoing mentorship to coaches relative to their development.

#### **J. Tournament Chair**

- Will report to the President
- Will be responsible for organizing the "Tradition Lives" tournament.
- Will plan, assign and oversee all jobs relating to the tournament.

- Will be responsible for the Tradition Lives Tournament Schedule
- h. Orangemen Field Lacrosse Chair**
- Will report to the President
  - Will be responsible for organizing field lacrosse in Red Deer.
  - Will plan, assign and oversee all jobs that pertain to Field lacrosse.
  - Will be responsible for the RDLA Orangemen field day schedule
- i. Scheduler**
- Will report to the President
  - Will be responsible for scheduling practices and evaluation with the coaching coordinator for field and box lacrosse
  - Will provide assistants to the Tradition Lives tournament scheduler and the Field day scheduler
  - Will attend all city meetings and be the RDLA contact for the City of Red Deer to book floor for the year for all lacrosse disciplines in RDLA
  - Will book any extra practices, and exhibition games for RDLA, and contact the ALRA rep scheduler for CALL if needed
  - Will liaise with the Central Alberta Lacrosse League scheduler

## **5. Auditing**

- a) The books, accounts and records of the Secretary and the Treasurer shall be audited at least once a year by a duly qualified accountant or by two members of the Executive Committee. A complete and proper statement of the standing of the books for the previous year reviewed shall be submitted at the Annual General Meeting of the Association. July 31<sup>st</sup> of each year shall be the end of the fiscal year of the Association.
- b) The books and records of the Association may be inspected by any member at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of it. Each member of the Executive Committee shall at all times have access to such books and records. There is no seal for the association.

## **6. Annual General Meeting**

- a) The RDLA shall hold an AGM on or before September 30<sup>th</sup> of each Year, of which meeting, due notice will be given to all members. At this meeting there shall be an election of officers as described herein. The elected officers should then form part of the Executive.
- b) All members of the Association shall be notified of the AGM meeting by letter or email as well as placing an ad in the local newspapers at least two weeks prior to the meeting.
- c) The following items of business shall be dealt with at each Annual General Meeting:
- Consideration and approval of the financial statements
  - reports of the President and other Officers of the RDLA

- the election of Directors

## **7. Voting Rights**

- a) In the case of family membership, as specified in Article 1a, voting rights are restricted to parents or guardians with only one vote per family membership.
- b) Executive Meeting: As mentioned 6 voting Board members shall constitute quorum for the transaction of business of any meeting of the Board.

## **8. Borrowing Powers**

- a) 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

## **9. Bylaws**

Subject to compliance with the requirements of the laws of the Province of Alberta, the Bylaws may be rescinded, altered or added to by a Special Resolution provided that notice of such resolution has been given at least thirty (30) days prior to the meeting at which it is intended to present such resolution to the Members and such Special Resolution, if passed by the Members, shall not take effect until it has been registered in accordance with the laws of the Province of Alberta.

## **10. Dissolution**

In the event of dissolution or liquidation of RDLA, all assets remaining after payment of any and all liabilities will be distributed to one or more recognized Canadian Charitable Organizations as determined by the Executive Committee.