

Alberta Field Lacrosse Association (AFLA)

Bylaws

BYLAW 1 - INTERPRETATION

1.01 INDEX AND HEADINGS

The insertion of headings and the provision of an index are for the convenience of reference only and shall not affect the construction or interpretation hereof.

1.02 TERMS

The terms %Bylaws+, %hereof+, %herein+, %hereunder+and similar expressions refer to these Bylaws taken as a whole and not to any particular Bylaw or section and include any document or instrument which amends or is supplementary to these Bylaws. The word %Bylaw+followed by a number shall mean the particular Bylaw being part of these Bylaws.

1.03 SINGULAR, PLURAL, GENDER

Words importing the singular number only include the plural and vice versa, and words importing the use of any gender include both genders.

1.04 NOTICE

Whenever a period of notice is required under these Bylaws, the day on which notice is given shall not be counted as part of the notice period, but the day appointed by the notice for the event to which the notice relates shall be counted as part of the notice period.

1.05 DEFINITIONS

Unless the subject matter or context requires a different interpretation, the following words and phrases shall, in these Bylaws, have the following meanings:

1. %AFLA+shall mean the Alberta Field Lacrosse Association;
2. %ALA+shall mean the Alberta Lacrosse Association;
3. %ALRA+Shall mean the Alberta Lacrosse Referees Association;
4. %Amateur+shall have that meaning as defined by the CLA from time to time;
5. %Annual Meeting+means the general meeting of the Members as per Bylaw 3.01;
6. %Appeal+means an appeal pursuant to Bylaws;
7. %Appeal Fee+means the fee as defined and set out in Bylaw 8;
8. %Appellant+means the person initiating an Appeal by filing a Notice of Appeal;
9. %Board+means the Board of Directors as per Bylaw 4.02;

10. ~~%~~Bylaws+mean the Bylaws of the AFLA as amended from time to time;
11. ~~%~~CLA+means the Canadian Lacrosse Association;
12. ~~%~~Coach+means a person registered with the ALA as a coach of a Field Lacrosse Team;
13. ~~%~~Director(s)+means a Member of the Board of Director as per Bylaw 4.02;
14. ~~%~~Discipline+means correction, chastisement, punishment, penalty, and without limiting the generality of the foregoing, shall include suspension, fine, expulsion and posting of a bond;
15. ~~%~~Dues+means the cost of a Member to belong to the AFLA
16. ~~%~~Executive Committee+shall mean all elected officers of the AFLA;
17. "Field Lacrosse Team+means a group of persons as per the ALA Registration regulations who is responsible for operating a field lacrosse team, that has been admitted as Member in Good Standing of the AFLA in accordance with Bylaw 2.01;
18. ~~%~~Financial Statement+means the financial statement of the AFLA;
19. ~~%~~Fiscal Year+shall have that meaning as defined in Bylaw 10.01;
20. ~~%~~In Writing+or ~~%~~Written+include printing, typewriting, or any electronic means of communication by which words are capable of being visibly reproduced at a distant point of reception, including fax and email;
21. ~~%~~Lacrosse Club+means an association, registered as a body corporate in the Province of Alberta, which has adopted Bylaws and Regulations that are consistent with the Bylaws, Objectives, Regulations, Rules and Policies of the AFLA and are approved by the Board and operates a program in Field Lacrosse with one or more Field Lacrosse Teams in accordance with Bylaw 2.01;
22. ~~%~~Manager+means a person registered with the ALA as a manager of a Lacrosse Team;
23. ~~%~~Member Club+ or ~~%~~Member+means those persons or organizations who become Members pursuant to Bylaw 2.01;
24. ~~%~~Members of Members+means an Executive, Player, Coach, Manager, Trainer or Official who belongs to a Member;
25. Member in Good Standing+shall mean a Member who is not in arrears in any payments owing to the ALA or the CLA or whose rights have not been suspended;
26. ~~%~~Notice of Appeal+means that notice as provided for in Bylaw 8.06.2;
27. ~~%~~Officials+ means those persons who work as referees, time-keepers, goal judges, penalty-box attendants and other persons which may be required off the field from time to time for the organized conduct of a game of Lacrosse;
28. ~~%~~Parties to the Appeal+means the Appellant, Respondent, and such other persons as the Chair of the Discipline/Appeals Committee, acting reasonably, shall direct

and name;

29. **%Past President+**means the immediately former President of the AFLA;
30. **%Player+**means a person registered with the ALA as a player on a Lacrosse Team;
31. **%President+**means that person elected as the president of the AFLA;
32. **%Referee+**shall mean a person registered as a referee with the ALA qualified to officiate a Lacrosse game as determined from time to time by the ALA;
33. **%Regulations+**means those regulations of the AFLA for the administration and advancement of Field Lacrosse;
34. **%Respondent+**means that authority that has made a decision or ruling that the Appellant has appealed;
35. **%Rules+**means those rules of the game of Lacrosse as made from time to time by the AFLA, ALA and CLA;
36. **%Simple Majority+**shall mean one more than half of those voting;
37. **%Special Resolution+**shall mean a resolution passed by a majority of not less than two thirds of such Members entitled to vote as are present in person at a meeting of Members of which notice specifying the intention to propose a resolution as a special resolution has duly been given;
38. **%Voting Member+-** Any member club as defined in Bylaw 2.01;

BYLAW 2 - MEMBERSHIP

2.01 REGULAR MEMBERSHIP

2.01.1 Regular Membership to the AFLA is open to the following:

- a) Any Field Lacrosse Club (hereinafter referred to as **%Lacrosse Club+**) whose offering field lacrosse programing in Alberta and which satisfies the requirements of 1.05(21);
- b) Any Member of the Alberta Lacrosse Association that had a registered field lacrosse team with the ALA.

2.01.2 Membership may be acquired by an application in writing to the Board expressing compliance with and adherence to the Objectives, Bylaws, Regulations, Rules and Policies of the AFLA. Accompanying each application shall be the following:

- a) A copy of the applicant's constitution, objectives, bylaws and regulations;
- b) A complete list of the names, addresses and phone numbers of the applicant's officers, which shall consist of at least a president and secretary.

2.01.3 Any Member club that is acquiring membership in accordance with Bylaw 2.01.1 must provide a current list of their clubs board of directors at the AGM.

2.01.4 The Board shall have the sole and absolute right to accept or refuse an application for membership in Bylaw 2.01.6. Membership in the AFLA shall take effect upon the acceptance of the application for membership in AFLA.

2.01.5 Each Member shall notify the Secretary of the Board immediately of any amendments to its objectives, bylaws and regulations and of any changes of its officers.

2.01.6 **RESIGNATION**

Any Member may resign from membership in the AFLA by submitting its resignation in writing to the Secretary of the Board. Upon submission, such member shall forfeit its rights and privileges in the AFLA and the Board may consider applications to replace the Member so resigning from AFLA.

2.01.7 **EXPULSION AND SUSPENSION**

- a) A Member may be expelled or suspended from membership in the AFLA by a resolution passed by two-thirds (2/3) of the Members in a meeting of Members called for that purpose. No Member shall be expelled without being notified of the complaint against it or without having first been given a fair hearing, in accordance with the rules of natural justice by the Members at the aforesaid meeting.
- b) The Board may, by a vote of two-thirds (2/3) of the Directors, expel or suspend any Member who has failed to pay membership dues to the AFLA membership duties.

2.01.8 **LOSS OF MEMBERSHIP**

- a) A Member shall cease to become a Member of the AFLA only by resignation or expulsion.
- b) A Member who is suspended continues to be a Member but has no rights or privileges of Membership.

2.02 **ASSOCIATE MEMBERSHIPS**

2.02.1 An Associate Membership may be acquired by application in writing to the Board and such Membership shall take effect upon approval by the Board.

2.02.2 The Board shall have the sole and absolute right to accept or refuse an application for Associate Membership in the AFLA

2.02.3 Associate Members shall not be voting members, but shall be entitled to attend and take part in meetings of the Members.

2.02.4 Associate Members shall be entitled to the usual services provided to other Members, including the right to send representatives to clinics and schools conducted by the AFLA.

BYLAW 3 - MEETINGS OF MEMBERS AND VOTING

3.01 **ANNUAL MEETING**

The Annual general meeting shall be held each year before February 1st.

3.02 ORDER OF BUSINESS

At every Annual Meeting an Order of Business shall be presented and accepted by those in attendance.

3.03 SPECIAL MEETINGS

Other meetings of the Members (hereinafter called "Special Meetings") shall be convened for any time by a majority vote of the Board. The Board, upon receipt of a written request of a Special Meeting signed by four (4) Members in good standing, shall convene a Special Meeting within sixty (60) days of the receipt of the request. The order of business in Bylaw 3.02 shall apply, with the necessary changes in points of detail.

3.04 NOTICE

Notice of the time and place of all meetings of Members and the general nature of the business to be transacted shall be communicated to each Member on seven days prior notice. The notice of the meeting shall be deemed to be good and effective if sent to the last known email address of the Member fourteen (14) days prior to the date of the meeting.

3.05 QUORUM

A majority (51%) of the Members in good standing and Board of Directors and present in person or by proxy shall form a quorum at the Annual Meeting or Special Meeting. In the event that a majority of the Members are not present within one (1) hour of the hour given in the Notice of the said meeting, the chairperson of the meeting shall adjourn the meeting to date and time not less than twenty-one (21) days from the date of the original meeting. The Secretary shall give seven (7) days written notice to the Members of the date and place to which the meeting has been adjourned. A quorum for the adjourned meeting shall be one less than a majority.

3.06 RIGHT AND OBLIGATION TO VOTE AT MEMBERS' MEETINGS

3.06.1 At each meeting of the Members (Annual Meeting or Special Meeting) the following have the right to vote:

- a) Each Member of the Executive Committee, excluding the president shall have one (1) vote; The president will only cast a vote in the event of a tie;
- b) Each Member club has one vote;
- c) Each such person shall vote on every motion unless excused by resolution of the Meeting or, unless disqualified by reason of conflict of interest as defined in Bylaw 4.14 in which case that person shall not vote.

3.06.2 QUALIFICATIONS

In order for a Member to qualify for voting privileges at meetings of Members, the Member must be a current member in good standing with the ALA and AFLA.

3.07 VOTING

- a) At all meetings of the Members of the AFLA, every question shall be decided by a majority of the votes of those entitled to vote who are present in person unless otherwise required by the Bylaws or by law. Every question shall be decided in the first instance by a show of hands, unless a poll be demanded by a Member, or Member of the Executive Committee. Unless a poll be demanded, a declaration by the Chairperson that a resolution has been carried or not carried and an entry to that effect in the minutes of the AFLA shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favor of or against such resolution.
- b) The demand for a poll may be withdrawn, but if a poll is demanded and not withdrawn, the question shall be decided by a majority of votes cast, and such poll shall be taken in such manner as the Chairperson shall direct and the result of such poll shall be deemed the decision of the AFLA in a meeting of Members, upon the matter in question.

3.07.1 CASTING VOTE

In case of an equality of votes at any meeting of the Members, whether upon such a show of hands or at a poll, the Chairperson shall be entitled to a casting vote.

BYLAW 4 - DIRECTORS AND DIRECTORS' MEETINGS

4.01 AFFAIRS AND BUSINESS

The affairs and business of the AFLA shall be managed or supervised by a Board of Directors who shall serve without remuneration and who may exercise all such powers and do all such acts and things as may be exercised or done by the AFLA and are not by the Bylaws or by Statute expressly directed or required to be done by the AFLA at meetings of the Members.

4.02 BOARD

The Board of Directors (herein referred to as the ~~Board~~) shall consist of the following:

1. President
2. Vice President Men's Field
3. Vice President Women's Field
4. Treasurer
5. Secretary
6. Presidents of the Members

4.03 QUALIFICATIONS

Each of the Directors shall be eighteen (18) years of age or over and shall reside in the Province of Alberta.

- a) he or she acted honestly and in good faith with a view to the best interests of AFLA;
- b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he had reasonable grounds for believing that his conduct was lawful.

4.04 POWERS OF THE BOARD

For the purpose of carrying out the objects of the AFLA, the Board shall manage the affairs of the AFLA, and shall implement all of the resolutions, exercise all of the powers and do all such acts and things as may be exercised or done by the AFLA and are not by these Bylaws expressly directed or required to be done at a meeting of the Members or otherwise. The powers and duties of the Board includes, without limiting the generality of the foregoing, the following:

- a) supervision of the expenditure of funds of the AFLA;
- b) to establish and define the Rules and Regulations of Lacrosse in the AFLA, solely, finally, absolutely and exclusively, to the exclusion of any interference from any other body, subject always to the constitution, bylaws and rules and regulations of the ALA and the CLA;
- c) to interpret and enforce the Bylaws, Policies, Rules and Regulations of the AFLA, ALA, CLA and for the betterment of field lacrosse in the AFLA;
- d) to recommend, draft and prepare changes to the Bylaws, for approval of the Members at the Annual Meeting;
- e) to impose and enforce appropriate penalties upon the Members, Lacrosse Teams, Players, Coaches, Officials or other persons for violations or breaches of the Bylaws, Policies, Rules and Regulations of the AFLA, ALA and/or the CLA, or for any violation or breach of a decision or ruling of the Board;
- f) to appoint those Directors or Officers who are not elected pursuant to the Bylaws, and from time to time, define the duties of Officers, and the Agents and employees of the AFLA
- g) to approve or disapprove, in its sole discretion, applications for Membership.

4.05 BOARD'S AUTHORITY – FINAL AND BINDING

Subject only to those rights of appeal as provided for herein and in the constitution and bylaws of the ALA and the CLA, all decisions, rulings and interpretations of the Board are final and binding upon the Members, Lacrosse Teams, Players, Officers, and Officials.

BYLAW 5 – EXECUTIVE COMMITTEE, DIRECTORS AND STANDING COMMITTEES

5.01 EXECUTIVE COMMITTEE

- a) The Executive Committee, with the Exception of Past President, shall be elected by the Members at the Annual Meeting and shall consist of the following positions with the following terms of office:
 1. President
 2. Vice-President Men's Field
 3. Vice President Women's Field
 4. Secretary
 5. Treasurer
- b) The terms of the office of President and Vice President of Women's Field and Treasurer shall start in the same even year and the terms of office of the Vice

President Men's Field and Secretary shall start in the same odd year for the other terms of office.

- c) No Member of the Executive Committee may hold a second position on the Board of Directors

5.01.1 The Executive Committee shall generally assist in the general operations of the AFLA, including, without limiting the generality of the foregoing, the following:

- a) perform specific operations and duties as directed by the Board from time to time;
- b) act as a steering committee for the Board making recommendations to the Board regarding policies and direction of the AFLA;
- c) assist in the preparation of the AFLA Annual Budgets and have the proposed budget delivered to the Board no later than ten (10) days prior to the date of the Board meeting convened to approve the budget;
- d) The Executive Committee may invite to its meetings such persons as the Executive Committee believes is necessary to properly conduct its business;
- e) exercise such other powers as may be conferred by these Bylaws.

5.01.2 DUTIES AND POWERS

The duties and powers of the members of the Executive Committee are as follows:

5.01.3 PRESIDENT

The President, subject to the overall management and supervision of the Board, shall be charged with the general management and supervision of the Board, and the affairs and operations of the AFLA including, without limiting the generality of the foregoing, the following:

- a) shall preside at and chair all meetings of the Members and the Board;
- b) shall represent the AFLA at all ALA as required;
- c) shall be an ex-officio member of all Committees;
- d) shall call all meetings of the Board at such time and place as may be required from time to time to transact the business of the AFLA;
- e) shall have the power, on an emergent basis, to discipline any Player, Coach, Manager, Trainer or Lacrosse Team for unseemly conduct on or off the playing surface or for a breach of the Bylaws, Policies, Rules and Regulations, subject always to the right of Appeal to the Discipline/Appeals Committee as hereinafter provided.

The President shall not have a vote at meetings of Members, the Board or Executive Committee, but in the case of an equality of votes on any question, the President shall have the casting vote.

5.01.4 VICE-PRESIDENT MEN'S FIELD

The Vice-President Men's Field shall, in the absence or inability of the President, assume the duties of the President and shall, in that event, have all the powers, authority and restrictions of the President. They will also oversee Men's Field lacrosse in Alberta.

5.01.5 VICE-PRESIDENT WOMEN'S FIELD

The Vice-President Women's Field shall, be responsible for overseeing Women's Field lacrosse in Alberta.

5.01.6 **SECRETARY**

The Secretary shall be the custodian of and responsible for preparing and recording all official AFLA correspondence as well as the minutes of all AFLA meetings . (Members, Directors and Executive Committee). Will perform such other duties as designated by the President. Will maintain and update the Bylaws, Policies, Rules and Regulations as required.

5.01.7 **TREASURER**

The Treasurer shall be the custodian of and responsible for all books and records of finances required to document the activities of the AFLA pursuant to the requirements of the Societies Act. Will be a signing authority along with the President.

5.01.8 **STANDING COMMITTEES**

The members of the Standing Committees, and the Chairs of the Standing Committees shall be appointed by the Board of Directors annually.

- a) The Standing Committees of the AFLA are as follows:
 - i) Discipline and Appeals
- b) All new committees to be responsible for future projects can be chosen by any one of the following three methods:
 - i) Committee Chairperson and Members are appointed at the Executive meeting; or
 - ii) Committee Chairperson and Members are appointed by the President; or
 - iii) The President appoints the Committee Chairperson with powers to select his/her own members; or
 - iv) The Membership appoints Committee Chairperson and members at a Meeting of the Members.
- c) The mandates of the Standing Committee is:
 - (i) **Discipline and Appeals**
Composed of the Chair of the committee and appointees drawn from a pool of the Members and the Executive. This committee will rule on disciplinary issues submitted to the Committee pursuant to AFLA or ALA rules or complaints against any member of the AFLA. The chair or his or her delegate, when requested, shall also interpret AFLA or ALA policies and rules when the issue relates to disciplinary action. The Committee shall also act as an Appeals Committee to hear appeals from Members or Members of Members who; complain of a decision affecting him/her, made by a member and to hear appeals pursuant to Bylaw 8.05 or to hear appeals where provided elsewhere in the Bylaws or Regulations.

5.01.9 **CHAIRS**

Chair of Standing Committee are responsible to preside over the Standing Committee, to ensure they fulfill their mandate and duties and to report to and take direction from the

Board of Directors and the Executive through the Vice-President who is responsible for his/her committee.

BYLAW 6 – OPERATIONAL PROCEDURES

6.01 RESIGNATION

A Director may resign from office upon giving notice thereof in writing to the Secretary of the AFLA and such resignation becomes effective in accordance with its terms or upon acceptance by the Board, whichever may be the earlier date.

6.02 REMOVAL

6.02.1 The Members may, by resolution passed by a majority of the votes cast at a special general meeting of Members duly called for that purpose, remove any Director before the expiration of his term of office and may, by a majority of votes cast at the meeting, elect any person in his stead for the remainder of the term of the Director so removed.

6.02.2 The Board may, by a two-thirds (2/3) vote, remove a Director who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct which impairs his/her performance as a Director.

6.02.3 Any Director who fails to attend Board Meetings on two (2) consecutive occasions, without just cause, which shall be determined by the Board, on motion passed by a majority of the Directors, may be removed as a Director.

6.03 VACATION OF OFFICE

The office of a Director is vacated if he resigns his office, if he is removed from office by the Members or Directors, as herein provided, or if he ceases to have the necessary qualifications.

6.04 VACANCIES

Where a vacancy occurs in the Board, or in the event that the Director is not elected, and a quorum of Directors then exists, the Directors then in office may appoint a person to fill the vacancy for the remainder of the term. If there is not then a quorum of Directors in office, the Director or Directors then in office shall forthwith call a meeting of the Members to fill the vacancies, and, in default or if there are no Directors then in office, the meeting may be called by any Member.

6.05 PLACE OF MEETINGS

Meetings of the Board may be held in Alberta at a place decided by the board

6.06 MEETINGS BY TELEPHONE

Where all the Directors have consented thereto, any Director may participate in a meeting of the Board by; means of conference call or other communications equipment by means of which all persons participating in the meeting can hear each other, and a Director participating in a meeting pursuant to this subsection shall be deemed for the purposes of these Bylaws to be present in person at the meeting.

6.07 CALLING OF MEETINGS

Meetings of the Board shall be held at least 3 times per year, at such place, at such time and on such day as the President or any four (4) Directors may determine, and the President shall call meetings when directed or authorized by any four (4) Directors, who shall state the business which is to be conducted at the said meeting. Notice of every meeting so called shall be given to each Director not less than eight working days (excluding any part of a Sunday and of a holiday as defined by the Interpretation Act) before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if all the Directors are present or if those absent have waived notice or otherwise signified their consent.

6.08 CONDUCT OF MEETINGS

The AFLA will follow Roberts Rules of Order when conducting all regular meeting.

6.09 AGENDA ITEMS

If there are agenda items which require specific Directors or Committee Members to be present, and they are not present, the Chairperson shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those Directors or Committee Members are still not present, those items shall be tabled until the next meeting.

6.10 MINUTES

The minutes of the Board and Committees meetings shall include motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to Members as soon as possible and at the latest prior to the start of the next meeting.

6.11 VOTING

6.11.1 Directors and executive committee shall vote on every motion unless excused by resolution of the Meeting from voting on a specific motion, or unless is qualified from voting by reason of a conflict of interest as contemplated pursuant to subsection Bylaw 6.11.2.

6.11.2 Directors and executive committee shall not vote on any question:

- a) Affecting a private company of which they are shareholders;
- b) Affecting a public company in which they hold more than one percent of the number of shares;
- c) Affecting a partnership or firm of which they are members;
- d) A contract for the sale of goods, merchandise, or services to which they are a party;
- e) On any question in which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which they are, by statute, necessarily members; or
- f) Any question directly effecting the placement or discipline of any player or personnel to whom they are directly related.

Any Director excluded because of the above shall so declare before discussion of the question and shall not participate in the debate, and shall be deemed absent for that

specific question.

6.12 FIRST MEETING OF NEW BOARD

Provided that a quorum of Directors is present, each newly elected Director shall, without notice, hold its first meeting for the purpose of organization and the appointment of Directors immediately following the Annual Meeting. In the event that there is not a quorum present, the first meeting shall be held at a place, date and time to be specified by those Directors present at the Annual Meeting which in any event shall be within one (1) month from the date of the Annual Meeting.

6.13 QUORUM

A majority (51%) of the Directors and executive committee who have been elected shall constitute a quorum for the transaction of business at any meeting of the Board.

6.14 DISCLOSURE OF INTERESTS IN CONTRACTS

Every Director who has, directly or indirectly, any interest in any contract or transaction to which the AFLA is or is to be a party, other than a contract or transaction limited solely to his remuneration as a Director, officer or employee of the AFLA, shall declare his interest in such contract or transaction at a meeting of the Directors and shall at that time disclose the nature and extent of such interest.

6.15 INDEMNITY OF DIRECTORS AND OFFICERS

Except in respect of an action on behalf of the AFLA to procure a judgment in its favor, the AFLA shall indemnify a Director or Officer, and his heirs and legal representatives against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgement, reasonably incurred by him in respect of being or having been a Director or Officer of AFLA, if: and;

BYLAW 7 – RULES AND REGULATIONS

- 7.01** The Board may, from time to time, pass rules and regulations for the betterment of field Lacrosse in the AFLA, including, without limiting the foregoing, the better government, organization and administration of Lacrosse as the Board, in its sole and absolute opinion and discretion may consider desirable.
- 7.02** Each Member club, Field Lacrosse Team, Player, Coach, Manager and Official shall be entitled to a copy of the Rules and Regulations of the AFLA as published by the AFLA from time to time.
- 7.03** Upon the Board approving and adopting a Rule and/or Regulation, the Secretary shall forthwith give notice in writing of the said rule and/or regulation to the Members.
- 7.04** All Members, Players, Coaches, Managers and Officials as a condition precedent to registration with the AFLA, unconditionally agree to obey and abide by the Bylaws and Regulations of the AFLA, ALA and CLA as the same may be amended or added to from time to time.

BYLAW 8 – VIOLATIONS OF BYLAWS, RULES, AND REGULATIONS

8.01 VIOLATION AND DISCIPLINE

Any Member, Member of Members, Lacrosse Team, Player, Coach, Manager, Trainer, or Official who violates or breaches a Bylaw, Rule and/or a Regulation is subject to discipline as set out herein.

8.02 CODE OF CONDUCT

All Members, Members of Members, Lacrosse Teams, Players, Coaches, Managers, Trainers, and Officials shall:

- a) attempt at all times to work toward the goals and objectives of the AFLA and the game of Lacrosse, and towards the betterment of its members;
- b) strive to heighten the image and dignity of AFLA and the sport of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass AFLA or the Game;
- c) always be courteous and objective in dealings with others;
- d) except when made through proper channels, refrain from unfavorable criticism of others;
- e) strive to achieve excellence in the sport while supporting the concepts of Fair Play and a Drug-Free sport;
- f) show respect for the cultural, social and political values of all participants in the sport; and
- g) as a guest in a foreign country or other province abide by the laws of the host and adhere to any social customs concerning conduct.

8.03 NATURAL JUSTICE

The rules of Natural Justice apply to AFLA Discipline and Appeal process and shall apply to the discipline process of the Members and Clubs.

8.04 SUSPENSIONS

The AFLA may establish standard suspensions which accompany infractions committed during a Lacrosse game. There is no appeal from such standard suspension.

8.05 JURISDICTION OF DISCIPLINE/APPEALS COMMITTEE

A discipline or appeal matter may come within the jurisdiction of the Discipline/Appeals Committee in the following ways:

- a) receipt of a written complaint;
- b) referral by the President or a Vice-President of an alleged violation;
- c) Provincial Championship Tournament game infractions which are subject to automatic referral to the committee;
- d) appeal from the decision or ruling of a Member under Bylaw 8.03; or
- e) appeal from the decision of the President pursuant to 5.01.3 (e).

8.05.1 HEARING PROCESS

- a) Upon receipt of the notice or information referred to in 8.05, the Chair of Discipline/Appeals Committee shall, if the matter is pursuant to 8.05 (a), (b), (d) or (e) within three (3) days of receipt of the information, appoint a hearing

committee of three, which may include the Chair, and a date, time and place for a Hearing which shall be within four (4) days from the date the appointment was made.

- b) If the Chair is unable to act, the Chair's appointee shall act as Chair. If the Chair is unavailable to do that, the VP Administration shall appoint the Chair.
- c) Should appointees not be available, the Chair has the discretion to appoint individuals who may not be members of Members or Executive members in order to form a committee to hear a complaint or an appeal.
- d) Unless the hearing relates to matters affecting a player's right to play, the Chair of the Discipline/Appeals Committee may, after giving an opportunity for the parties to make submissions, decline to hear a complaint or appeal or part thereof which, the Chair decides has no merit or is moot or is of insufficient significance.
- e) The Chair of the discipline committee shall have the authority, if all parties agree, to deal with complaints on a binding and summary basis, without holding a hearing with a full panel.
- f) The Chair will advise of the procedure to be followed at the hearing. It is solely within the discretion of the Discipline/Appeals Committee to allow the hearing of witnesses or the admission of evidence at the hearing. On an appeal, it is solely within the discretion of the Appeals Committee to consider only the evidence or record that was in front of the tribunal appealed from.

8.05.2 All known interested parties shall be given reasonable notice by ordinary mail, courier, email, or fax of the hearing and are entitled to attend at their own expense. Notice must include the particulars of the complaint or allegation or Appeal.

8.05.3 The Committee may call witnesses and require any relevant information.

8.05.4 The parties to the matter have the right to read all written material presented to the Committee, hear all witnesses who attend the Hearing and be informed of all relevant information of which the Committee is aware. The parties have the right to present evidence, to be heard, and to cross-examine witnesses called by the Committee or by other parties. In the case of written material or information received other than by way of the witness being present at the hearing, either personally or by telephone, any party may apply to the Committee to have the opportunity to cross-examine the witness either at the Hearing or by telephone.

8.05.5 The decision of the Committee shall be rendered within two (2) days of the completion of the Hearing with written reasons to follow within 14 days of the decision unless an extension is granted from the Chair of the Committee and copies shall be provided within that time to all interested parties who participated in the Hearing. The decision shall also be copied, within that time, to any interested Member. The responsibility for delivering the copies of the decision is the Committee's.

8.05.6 The Committee may:

- a) dismiss the complaint or alleged violation, or appeal;
- b) fine, suspend, expel or impose probation with terms;
- c) in the case of an Appeal, allow the Appeal and quash the decision appealed from and impose in its place any decision that the authority appealed from could have imposed;
- d) in the case of an appeal, quash the decision appealed from;
- e) in the case of an appeal, award costs to the appellant or respondent against the other, if the Committee is of the opinion that the conduct of either party was grossly unreasonable or in bad faith, but in such case, no award of costs may be made without giving the parties an opportunity to be heard on the issue of costs;

8.05.7 If the matter is pursuant to 8.05 c):

- (i) There shall be no hearing unless the Chair of the Committee so directs, in which case the procedure set out in 8.05.1 to 8.05.6 shall apply. Otherwise, the matter shall be decided solely on information provided to the Committee, which, in the discretion of the Committee, the Committee considers relevant and proper to receive. The person who committed the game infraction which led to the automatic referral to the Committee shall be deemed to know of the automatic referral and may make a written submission to the Committee. Such a person may also, upon request, receive a copy of any written material which was submitted to the Committee and have the Committee provide him or her with a verbal summary of any other information that was provided to the Committee;
- (ii) Automatic referrals to the Committee shall be decided within seven (7) days of the referral;
- (iii) Further disciplinary action arising out of an automatic referral shall be forthwith communicated by the Committee to the President of the disciplined person or Member or, in the case of the President of the Member being the person disciplined, to the Member's Vice-President who, shall be responsible for forthwith advising the person being disciplined; and
- (iv) In the case of an automatic referral, the person subject to the automatic suspension may be further disciplined, including suspension, notwithstanding the expiration of the automatic suspension.

8.05.8 A quorum of the Discipline/Appeals Committee shall be three (3), provided that the three members are non-interested parties to the matter being described.

8.06 APPEAL FROM DECISION OF MEMBER

In the event that a Members, Members of Members, Lacrosse Teams, Players, Coaches, Managers, Trainers, and Officials is dissatisfied with a decision or ruling made by a Member and provided that:

- a) the decision or ruling relates to the subject matter of the Bylaws, Policies, Rules and Regulations; and;
- b) all Appeal avenues as provided by the Member have been exhausted; the said Lacrosse Team, Player, Coach, Manager, Trainer or Official may appeal the aforesaid decision or ruling to the Discipline/Appeals Committee.

8.06.1 EFFECT OF APPEAL

- a) An Appeal to the Discipline/Appeals Committee does not operate as a stay of the decision or ruling appealed from, except so far as the President, as the case may be, may direct upon written application of the Appellant, after providing the Respondent an opportunity to be heard;
- b) The Chair of the Appeals committee may, upon application, grant a stay of the decision appealed from upon such terms as the Chair may determine.

8.06.2 NOTICE OF APPEAL

All Appeals shall be initiated by notice in writing (~~Notice of Appeal~~) addressed to the Chairperson of the Discipline/Appeals Committee via the ALA office in the case of an Appeal to the Discipline/Appeals Committee and filed within seven (7) days of the date of the written decision being appealed. The Notice of Appeal may be filed by ordinary

mail, courier, email, or facsimile.

8.06.3 CONTENTS OF NOTICE OF APPEAL

The Notice of Appeal shall contain the following:

- a) a statement of the decision which is being appealed, including a copy of the written decision, if any;
- b) concise statements of the grounds for appeal in numbered paragraphs;
- c) concise statements of the facts, in numbered paragraphs, alleged by the Applicant;
- d) if an Appeal Hearing is provided for in these Bylaws, a summary of the evidence which the Appellant intends to produce at the Appeal Hearing, whether by document or viva voce (with the living voice) evidence; and
- e) a concise statement of desired outcome.

8.06.4 APPEAL FEES

Appellants shall be required to pay the ALA a fee for an Appeal, which fee shall be payable with the filing of the Notice of Appeal of Three Hundred Dollars (\$300.00). The Appeal Fee is refundable in the event of success of the Appeal.

8.06.5 The time deadlines in Bylaw 8.05.1, 8.05.5, and 8.05.7 (ii) may be extended by the Chairperson of the Discipline/Appeals Committee, or, in the event of the absence of the Chair, by the President, but no longer than 30 days from the receipt of the complaint to appoint a date, time and place for the hearing and no longer than 90 days from the receipt of the complaint to conduct a hearing.

BYLAW 9 - EXCLUSIVE JURISDICTION

9.01 BOARD DECISIONS – FINAL AND BINDING

All Members, Lacrosse Teams, Players, Coaches, Managers, Trainers and Officials, by virtue and because of their status as such, shall accept as final and binding the decisions of the Board, including, without limiting the generality of the foregoing, the Board's interpretation or construction of the Objectives, Policies, Rules, Regulations and Bylaws subject only to a right of Appeal to the ALA and CLA as provided for in the Bylaws of the ALA and CLA.

9.02 COURT ACTIONS

All Members, Lacrosse Teams, Players, Coaches, Managers, Trainers and Officials, by virtue and because of their status as such, agree that any recourse to the law courts of any jurisdiction before all rights and remedies as provided by these Bylaws, Policies, Regulations and Rules and the Bylaws of the ALA and the CLA have been exhausted, shall be prohibited. Further, any such recourse to the law courts as aforesaid shall be deemed by the AFLA to be unsportspersonlike conduct enabling the President to suspend and/or disqualify the said persons pursuant to 5.01.3 (e).

BYLAW 10 – MANAGEMENT & FINANCES

10.01 FISCAL YEAR

The fiscal year of the AFLA shall commence on the 1st day of November of every year to and including the 31st day of October the following year.

10.02 ANNUAL FINANCIAL REVIEW

10.02.1 The books and financial records of AFLA shall be compiled annually by an external accountant and those books and financial records shall be audited annually as defined and required by the Government of Alberta by the person or persons appointed by the Members.

10.02.2 The person or persons shall make such examination of the books, records and affairs of the ALA as will enable him or her to report to the Members as to the financial condition of the ALA.

10.02.3 The person or persons shall have access at all times to all records, documents, books, accounts and vouchers of the ALA and is entitled to require from the Directors and Officers such information and explanations as may be necessary for the performance of his or her duties.

10.04 EXPENSES

All members of the Board or Committees shall be entitled to reimbursement for the reasonable expenses incurred while engaged in business approved by the Board. Any two of the President and/or Vice-President of Administration and/or Executive Director, shall approve all expense claims to ensure their validity and conformity to the Regulations and approved budget.

10.05 AMENDMENTS TO BYLAWS

10.05.1 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 provide 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.

10.05.2 Any amendment in the Bylaws, Rules and Regulations which may have been adopted in the manner provided for in the Bylaws, shall not be negated by reason of any error or omission which may occur in the periodic printing of the Bylaws, Rules and Regulations.

10.06 ALA MEMBERSHIP

AFLA is a member of the ALA and subject to the Constitution, Bylaws, Rules and Regulations of the ALA.

10.07 DISSOLUTION

The AFLA shall be dissolved upon special resolution of Members.

10.08 DISTRIBUTION OF ASSETS

After payment of all debts and liabilities of the AFLA, the remaining assets shall be transferred to such organizations with the same or similar objectives of the AFLA as determined by the dissolving special resolution or as may be otherwise required by law.