

# **BYLAWS**

The name of the Association is “Alberta Lacrosse Referees Association”, and is known as the ALRA and referred to as such within this document.

## **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”, “here of”, “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 that particular Bylaw as 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**

1. **ALA** – the Alberta Lacrosse Association
2. **ALRA** – the Alberta Lacrosse Referees Association
3. **Annual General Meeting (AGM)** – means the general meeting of the Members
4. **Appeal** – an appeal pursuant to these Bylaws
5. **Appellant** – the person initiating an Appeal by filing a Notice of Appeal
6. **Board of Directors** – shall consist of the persons identified in Bylaw 5.01
7. **Bylaws** – the Bylaws of the ALRA as amended from time to time
8. **CLA** – the Canadian Lacrosse Association
9. **Director(s)** – shall mean a Member of the Board of Directors of the ALRA
10. **Discipline** – shall mean correction, chastisement, punishment, penalty, and without limiting the generality of the foregoing, may include but not limited to suspension, fine, expulsion, or posting of a bond
11. **Discipline Committee** – appointed by the ALRA Executive and as defined Bylaw 11
12. **Executive** – the Executive shall consist of the persons identified in Bylaw 6.02
13. **Financial Statements** – shall mean the financial statements of the ALRA

14. **In Writing/Written** – includes 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 or email.
15. **Local Governing Body (LGB)** – shall mean the governing authority recognized by the ALA above the Club level and below the ALA level, for example, the Greater Edmonton Lacrosse Council, the Central Alberta Lacrosse Association, the Calgary District Lacrosse Association and the Rocky Mountain Lacrosse League
16. **League** – shall have that meaning defined by the ALA from time to time
17. **Member** – a membership in the ALRA shall be open to all persons refereeing Lacrosse in the Province of Alberta
18. **Member in Good Standing** – shall mean a Member who is not in arrears in any payments owing to the ALRA, and whose rights have not been suspended
19. **National Officiating Certification Program (NOCP)** – a comprehensive system of theoretical, technical and practical information used to train and certify officials
20. **Officers** – shall be the President, Vice President Member Services, Vice President Finance, Vice President Development and Vice President Technical
21. **Officials** – shall mean individuals who work as referees, time-keepers, goal judges, penalty-box attendants and other persons who may be required off the floor, or field, from time to time for the organized conduct of a Game of Lacrosse overseeing the game and ensuring the rules are followed
22. **Parties to the Appeal** – shall mean the Appellant, Respondent and such other persons as the Chair of the Discipline/Appeals Committee, acting reasonably shall direct and name.
23. **Past President** – shall mean the immediately former President of the ALRA
24. **Person** – and other references to persons, includes any individual, firm, company, corporation, unincorporated body of persons, or association
25. **Player** – shall mean a person registered with the ALA and on a Lacrosse Team
26. **Referee** – shall mean a person registered as a referee with the Alberta Lacrosse Referees Association and the ALA and qualified to officiate Lacrosse in Alberta as determined from time to time by the ALRA
27. **Respondent** – shall mean an authority that has made a decision, or ruling, that the Appellant has appealed
28. **Rules** – shall mean those rules of the Game of Lacrosse as made from time to time by the CLA and ALA
29. **Simple Majority** – shall mean one more than half of those voting
30. **Special Resolution** – shall mean a resolution passed by a majority of not less than three-fourths (3/4) of those entitled to vote as are present at a meeting of Members of which notice specifying the intention to propose a resolution as a special resolution has been duly given. A resolution consented to, in writing, by every member of the ALRA who would have been entitled to vote on it in person or by proxy at a general meeting of the ALRA, and a resolution so consented to, shall be deemed to be a special resolution passed at a general meeting of the ALRA
31. **Suspension** – shall mean a temporary removal of a Member from the privileges of playing Lacrosse or association with a Lacrosse Team or Club or Member or officiating lacrosse or from any other activities relating to the Game of Lacrosse under ALA sanctioned activities provided that the suspension must stipulate a length of time or number of Lacrosse games, or type of Lacrosse game or any combination thereof. Expulsion means a permanent removal of a Member's privileges

## **BYLAW 2 – MEMBERSHIP**

### **2.01 REGULAR MEMBERSHIP**

- 2.01.1 The members of the ALRA are the subscribers to the Bylaws and shall include all persons who agrees to become a member.
- 2.01.2 Membership shall imply acceptance of ALRA Bylaws.
- 2.01.3 Persons under the age of 18 years may be admitted as members of the ALRA, but cannot hold an Officer's position. They shall be liable for the payment of the membership fee as if they were of full age of majority.
- 2.01.4 Persons desiring to become members of the ALRA shall register for a clinic using the approved registration software and pay the prescribed annual membership fee. Upon acceptance by the Executive, the applicant will become a member of the ALRA. Applicants may be denied membership by the Executive and shall have the right of appeal to a general membership meeting.
- 2.01.5 A member shall be deemed to be in good standing when they have paid their current annual membership fee and any other dues or fees then payable, completed the registration procedures as prescribed by the Executive and not be serving any discipline within the ALRA.
- 2.01.6 The Executive of the ALRA may make rules and from time to time amend any such rules for maintenance or continuation of membership on an inactive basis in the event of interruption of officiating in Alberta.

### **2.02 RESIGNATION**

Any Member may resign from membership in the ALRA by submitting his/her resignation in writing to the Vice President Member Services. Upon submission, such member shall forfeit his/her rights and privileges in the ALRA.

### **2.03 LIFE MEMBERSHIP**

Life Membership is the highest honour, which may be bestowed by the ALRA. It is to be awarded to individuals only for very distinctive services to officiating lacrosse in Alberta. Nominations for Life Membership must be forwarded to the Board, in writing, twenty-one (21) days prior to the AGM, with the endorsement of at least two (2) Members for each proposed Life Member. Individual Executive Members may also nominate candidates. Life Members shall act in an advisory capacity to the Board, exercising all of the privileges of a Board Member (except where otherwise restricted in the Bylaws and Rules and Regulations) but shall not be eligible to vote on any issue. The Executive shall appoint Life Members by majority vote on any nomination for Life Membership. The award of Life Membership shall be announced at the Annual General Meeting.

## **BYLAW 3 – MEMBERSHIP FEES**

- 3.01 Each Member shall pay a membership fee which shall be determined annually by the Executive and approved by the Board of Directors. The membership fees so determined shall become the Annual Membership fees.
- 3.02 Assessments to meet extraordinary expenses shall be the subject of a special resolution.
- 3.03 If any Member fails to pay his/her membership fees or assessment provided herein within thirty days (30) of notification that such payment is in arrears, he/she shall be subject to suspension or cancellation of membership as determined by the Executive.

**3.04** Life Members shall not be required to pay annual membership fees or assessments.

## **BYLAW 4 – MEETINGS OF MEMBERS AND VOTING**

### **4.01 ANNUAL GENERAL MEETING**

4.01.1 The Annual General Meeting shall be held within 120 days after the fiscal year end, at such time and place in the Province of Alberta as the Executive shall determine. At the Executive's choice, the Annual General Meeting can be held in person or via Web Conference. The Executive shall present an Annual Report and the Financial Statements covering the preceding fiscal year. This shall be the only required General Meeting for the Association.

4.01.2 Members shall be given at least twenty-one (21) days' notice of the annual general meeting. Notice of the annual general meeting shall indicate the nature of the business to be transacted, including the election and nominees for the ensuing year.

4.01.3 Members will be notified of General and Special Meetings by way of email as indicated in the registration system and website announcement.

### **4.02 ORDER OF BUSINESS**

At every Annual General Meeting, an order business shall be presented, and accepted, by those in attendance.

### **4.03 SPECIAL MEETING**

4.03.1 A General Meeting may be called by the President or the Vice President Finance at any time. A Special Meeting shall forthwith be called by the President or the Vice President Finance on the written request of at least 20% of the Members. If the President or Vice President Finance fails to send out notice for such Special Meeting within five days of receipt of such request, any two of the Members desiring to call such meeting may themselves send out a notice calling such meeting for such time and place as they may decide.

4.03.2 Except as herein expressly provided to the contrary, Members shall be given at least twenty-one (21) days notice for all Special Meetings. Notices of all such meetings shall indicate the nature of the business to be transacted.

### **4.04 QUORUM**

A majority of 51% of the Board of Directors shall form a quorum at any meeting. Should the meeting be held via Web Conference Proxy Votes will not be allowed.

### **4.05 RIGHTS AND OBLIGATIONS TO VOTE AT MEMBERS MEETINGS**

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

- a) Each Member in good standing, shall have one vote; and
- b) All votes eligible to be cast by those in attendance shall be cast on every motion unless excused by resolution of the Meeting or, unless disqualified by reason of conflict of interest, in which case that person shall not vote.

#### **4.05.1 QUALIFICATIONS**

In order for a Member to qualify for voting privileges at meetings of Members, the Member must be registered with the ALRA, in good standing, and present at the meeting.

#### **4.06 VOTING PROCESS**

- 4.06.1 All questions coming before a meeting of the ALRA shall be decided by a simple majority vote. The Chairperson of the meeting shall not vote on any resolution or motion except in the case of a tie, in which event they shall have one vote. Every question shall be decided in the first instance by a show of hands (having regard to the right of multiple votes of the Members) unless a poll is demanded by a Member, or a person who is a Member of the Board of Directors. Unless a poll is 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 ALRA shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution.
- 4.06.2 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 ALRA in a meeting of Members, upon the matter in question.
- 4.06.3 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 cast the deciding vote.
- 4.06.4 Should the Annual General Meeting be held via Web Conference all voting shall take place during the Annual General Meeting using electronic ballots. As per bylaw 4.07 all votes eligible to be cast shall be cast on each motion, unless a disqualifying reason or conflict of interest exists.

#### **4.07 VOTING PROCEDURES (BOARD OF DIRECTORS)**

- 4.07.1 At the discretion of the President, an electronic vote may be held between Annual General Meetings. Any action may reflect provisional changes to the regulations and shall be resolved in the following manner:

The President will prepare an E-mail/Fax Ballot proposal to be circulated to the Board with all supporting documentation. The E-mail/Fax Ballot Process will consist of the following:

- a) First Reading: the ballot is to be circulated electronically or by fax to all Board Members as per the contact information provided to the ALRA. Any questions, comments or concerns regarding the proposal are to be submitted to the Executive Director within five (5) business days;
- b) Second Reading: all questions, comments or concerns received (if any) are to be circulated with the appropriate answers or responses to the Board. Any suggested improvements to the proposal to be incorporated at the discretion of the President. Responses to the second reading are due to the Executive Director within five (5) business days; and

- c) Final Reading/Vote: the proposal is circulated to the Board including all questions, comments or concerns with the appropriate responses calling for a final vote. Responses are due in the Executive Director within five (5) business days.

E-mail votes/responses will be accepted, however, only votes received from the Board Members e-mail address according to what is on file with the ALRA will be accepted. Otherwise, a faxed vote must be sent.

A non-response to a ballot shall be deemed to be a vote in favor of the ballot.

## **BYLAW 5 – EXECUTIVE AND BOARD OF DIRECTORS**

- 5.01** The Association shall be governed and represented by its Board of Directors (herein referred to as the “Board”) and shall consist of the following:
1. President
  2. Past President
  3. Vice President Member Services
  4. Vice President Finance
  5. Vice President Development
  6. Vice President Technical
  7. Appointed Local Governing Body Referee-In-Chiefs (RIC’s)
- 5.01.1 The Executive Director
- This non-voting position may be appointed by the Executive. The Executive Director shall report to the VP of Operations. The duties of the Executive Director will be determined by the Executive.
- 5.01.2 The Executive to be elected is as follows: President, Vice President Member Service, Vice Present Finance, Vice President Development, and Vice President Technical
- 5.01.3 No Executive member may hold an elected or appointed ALA Board Position, LGB board position or a Club board position, other than the ALRA President on the ALA Board, as per the ALA Bylaws. In the event a member is elected to the ALRA Board who holds an ALA Board Position, LGB board position or a Club board position, they will have 48 hours to resign their ALRA Executive or ALA Board Position, LGB board position or a Club board position. This notice must be signed and given to the ALRA President by way of facsimile or email 48 hours following the results of election or appointment. Failure to provide this documentation will be considered as a resignation of the ALRA office held. The elected Executive shall not serve more than (3) three consecutive full (2) two-year terms. After an Executive member is off the Executive for one year, he/she would again be eligible to seek election.
- 5.01.4 The RIC(s) shall be selected by the Executive of the ALRA, in consultation with the respective LGB(s). An RIC shall not hold an ALA Board Position, LGB board position or a Club board position. In extenuating circumstances, the ALRA Executive may temporarily select an RIC outside of these parameters, but shall not proceed with an exception past the next ALRAAGM.
- 5.01.5 All elected terms shall be two (2) years. The President and Vice President Finance being elected on even numbered years and the remainder of the Executive on odd numbered years. In the event that an executive position was appointed, as per regulation 5.01.11, the appointed executive position will stand for election at the next AGM.
- 5.01.6 The Past President’s term shall be until the expiration of term of their successor's in the office of President.

- 5.01.7 The Executive shall meet from time to time, by way of conference call or in person, as may be determined by the President, or as agreed on by its Members. The presence of a majority of 51% or more shall constitute a quorum at any Executive meeting.
- 5.01.8 The Executive may make any regulations dealing with the activities of the Association and its Members, not inconsistent with the Bylaws, but all regulations passed by the Executive shall be provisional until they are presented to the Board of Directors or the general membership and may be passed by simple majority vote.
- 5.01.9 The Executive may appoint committees to deal with such matters as may be assigned to them by the Executive. All committees will be required to report proceedings to the Executive.
- 5.01.10 Any Member of the Executive may call a meeting of the Executive to deal with emergency business and the Executive Director, on behalf of the Executive shall issue proper notice to the Members of the Executive unless such notice is waived by each Member of the Executive.
- 5.01.11 A vacancy in the Executive shall be filled by an appointment by the Executive and shall serve until the next AGM.
- 5.01.12 Any member of the Executive, or Board of Directors, who fails to attend Board Meetings (either in person or via teleconference) on two (2) consecutive occasions, without just cause (which shall be determined by the Board of Directors), on a motion passed by a majority of the Board of Directors, may be removed from the Executive or Board of Directors.

## **5.02 POWERS AND DUTIES OF OFFICERS**

### **5.02.01 President**

The President shall preside at all meetings of the Association. He/she shall exercise a general supervision over all of the affairs of the Executive, and perform such duties as maybe assigned to him/her by the Executive. The President shall also be responsible as the primary liaison to the ALA and ALA Manager of Officiating. After each meeting or formal conversation with the ALA and/or Manager of Officiating, the President must submit a written report to the ALRA Board of Directors within seven (7) days.

In his/her absence or inability to act, the Vice President of Member Services shall perform his/her duties. In their absence or inability to act, a Chairman may be elected by vote of those of the Executive present. The President shall have the ability to approve expenditures, for the betterment of the club up to and including \$500 (five hundred), without the requirement of approval from the Executive with the board notified at the next meeting.

### **5.02.02 Past President**

The Past President shall act in any capacity as may be required by the President. The Past President shall be a non-voting member of the Executive, whose term extends as long as the President whole followed them holds office.

### **5.02.03 Vice President of Member Services**

The Vice President of Member Services:

- shall be responsible for the quality of service the ALRA gives to its membership. This includes all complaints, concerns, and discipline of Members. Where required, they shall set up and work with appropriate discipline committees. In the event the Vice President of Member Services is directly involved in the complaint, concern, or discipline, the Vice President of Technical shall chair the committee.
- shall be responsible for fielding all requests from an LGB RIC to have an official nominated for the RMLL.

- shall be entrusted with the overseeing of all formal ALRA Communications, including, but not limited to: clinic date circulation, changes in Executive and/or Board of Director personnel changes, as well as Social Media posting (Facebook, Twitter, Instagram, etc.) and maintaining the content of the ALRA Website.
- shall be responsible for taking minutes of all meetings and circulate as required. The Vice President of Member Services shall be responsible for keeping all Bylaws and Regulations Current, with the assistance of the ALA Manager of Officiating.
- may have additional duties as prescribed in the ALRA Regulations

#### **5.02.04 Vice President of Finance**

The Vice President of Finance:

- shall be the custodian and responsible for all books and records of finances required to document the activities of the ALRA pursuant to the requirements of the Societies Act.
- shall collect and have custody of all funds of the ALRA and disburse monies after he/she secures appropriate approval
- shall have the duty to ensure that all monies received are deposited in an account with a Canadian Financial Institution.
- shall ensure no monies are withdrawn from any account except with the signature of the duly authorized officers with signing authority.
- has the duty to ensure that all expenditures are supported by receipts or vouchers, as may be reasonably required. The Vice President of Finance will prepare the annual budget.
- must seek and retain the services of an accountant or bookkeeper, with the approval of the ALRA Board of Directors, for any and all financial activities that are in best interest of the ALRA.
- may have additional duties as prescribed in the ALRA Regulations

#### **5.02.05 Vice President of Development**

The Vice President of Development:

- shall be responsible for the development opportunities available to ALRA members. This include the selection of officials to attend Provincials, Summer Games, Minor & Female Nationals, and Major Nationals.
- shall be responsible for chairing the committees for selection of officials to Provincials, Summer Games, Minor & Female Nationals. The Vice President of Development shall work in conjunction with the RMLL Executive, through the RMLL RIC to select officials to attend Major Nationals and FIL Competitions;
- shall work with the RMLL RIC to develop a roster of officials eligible to officiate each level of the RMLL prior to the start of each year. This list shall have input from the LGB RIC's and ALRA Executive.
- may have additional duties as prescribed in the ALRA Regulations

#### **5.02.06 Vice President of Technical**

The Vice President of Technical:

- shall be the liaison with the NOPC in an effort to clarify rules and interpretations of the CLA Box Rule Book, and shall attend all meetings and full-fill all duties of the NOCP



- shall be the de facto representative for the ALRA to represent the ALRA at the CLA level, but may send a designate from the Executive in their place to attend the meetings
- shall ensure that all required material for the referee's clinic including, but not limited to, CLA rule books, handbooks, PowerPoints, clinician binders, and clinic handouts, are updated for distribution at the clinic.
- shall be responsible for the assigning of facilitators to deliver ALRA clinics
- is responsible for all continuing education and training as required, including maintaining a list of new, and prospective, "fast track" referees
- may have additional duties as prescribed in the ALRA Regulations

#### **5.02.07 Local Governing Body Referee-In-Chief**

The Local Governing Body Referee-In-Chief shall be responsible for:

- review discipline for referees (i.e. late, no show, misconduct)
- Upon receipt of regular season schedule, arranging for scheduling of referees; dealing with any complaints regarding officials within the region;
- representing the ALRA at Member Association meetings (i.e. GELC, CDLA, etc.);
- other duties as outlined in the Rules and Regulations.

#### **5.03 EXPENSES**

All Members of the Board, or Committees, may be reimbursed for any reasonable expenses incurred while engaged in business approved by the Board. An Officer, Director or Member may be reimbursed for any reasonable out-of-pocket expenditure incurred on behalf of the ALRA. Two Members of the Executive shall approve all expense claims to ensure their validity.

### **BYLAW 6 – ELECTION OF EXECUTIVE**

#### **6.01 NOMINATIONS**

All potential candidates must be nominated by a Member in good standing, and be a Member in good standing themselves.

All nominations must be forwarded to the Vice President Member Services fourteen (14) days prior to the Annual General Meeting.

The VP Member Services, will by way of email, fax or letter, confirm back to the candidate eligibility for election and acceptance of such nomination. The qualified nominees will be announced at the Annual General Meeting.

#### **6.02 QUALIFICATIONS**

Each of the Executive Members or Board Members shall be at least 18 years of age and must reside in the Province of Alberta.

##### **6.02.01 President**

The candidate for President must have been a Member of the ALRA for a minimum of 3 years and have been actively involved in officiating at any level during that time. The candidate should be a minimum of a Level IV Referee and have served on an ALRA Board of Directors within the previous 5 years.

**6.02.02 Vice President of Member Services**

The candidate for Vice President of Member Services must be a minimum Level III Referee and have officiated for at least 5 years.

**6.02.03 Vice President of Finance**

The candidate for Vice President of Finance must have officiated for at least 5 years and have a strong financial and accounting background.

**6.02.04 Vice President of Development**

The candidate for Vice President of Development must be minimum Level IV Referee, with at least 5 years experience, and has officiated both minor and major lacrosse.

**6.02.05 Vice President of Technical**

The candidate for Vice President of Technical must be a minimum Level IV Referee, with at least 5 years experience, and has officiated both minor and major lacrosse.

**6.03 ELECTIONS**

An election shall be held at the AGM, as required.

The President shall manage and control the elections, with the exception of the election for President, which will be managed and controlled by the Vice President Member Services.

Nominations from the floor will not be accepted, unless there have been no nominations for a position. The nomination in this case may be made by a Member, may be oral and shall be seconded by one other Member. The nominee must be present or in writing accept the nomination.

Elections shall be conducted by secret ballot and the nominee polling the highest number of votes, being elected. In case of a tie, a new ballot shall be taken between the nominees that are tied.

The duties of the Executive shall commence upon completion of the AGM.

**BYLAW 7 – BOOKS AND RECORDS**

**7.01** The ALRA's books, and records, shall be available for inspection. Members may request, in writing, to inspect the books and records with twenty-one (21) days notice to the Vice President Finance.

**7.02** The Vice President Member Services shall prepare and keep minutes for all society meetings.

**BYLAW 8 – FINANCIAL AUDIT**

**8.01** The ALRA's fiscal year will be 1<sup>st</sup> day of October to 30<sup>th</sup> day of September.

**8.02** The Vice President Finance shall provide a detailed financial report to the Executive within forty-five (45) days of the year end.

**8.03** The Executive shall select either a review committee of not less than three Members of the ALRA, who must be in good standing with the association, an external third party, or hire an accounting practice to audit the financial statement. The audit committee shall be comprised of

at least one Member from the Executive and at least one member from the general ALRA Membership.

- 8.04** The audit team shall select a chairperson to report back to the Executive.
- 8.05** This audit shall be completed within ninety-nine (99) days of the fiscal year end, or twenty-one(21) days prior to the AGM.
- 8.06** Should the Executive feel it is required, a complete external financial audit may be requested.
- 8.07** A copy of the year-end financial reports shall be provided to the ALA for their files.

## **BYLAW 9 – CUSTODY AND USE OF THE SEAL**

- 9.01** The Board may adopt a seal, which shall be the common seal of the ALRA.
- 9.02** The common seal of the ALRA shall be under the control of the Board and the person(s) responsible for its custody and use from time to time shall be determined by the Board.

## **BYLAW 10 – REFEREES’ PRIVILEGES**

- 10.01** No Member shall referee in a league that is not sanctioned by the ALRA.
- 10.02** No Member shall referee with a non-member of the ALRA.
- 10.03** No Member of the ALRA shall knowingly referee with a suspended Member
- 10.04** Where a Member violates any regulations of the ALRA, a fine, or suspension, or both, may be imposed by the Executive.

## **BYLAW 11– VIOLATIONS OF BYLAWS, RULES AND REGULATIONS**

### **11.01.1 VIOLATION AND DISCIPLINE**

Any referee who violates or breaches a Bylaw, Rule and/or a Regulation is subject to discipline as set out herein.

### **11.01.2 CODE OF CONDUCT**

All Officials shall:

- (a) at all times, attempt to work toward the goals and objectives of the ALRA, the game of Lacrosse, and towards the betterment of its members;
- (b) strive to heighten the image and dignity of the ALRA and the sport of Lacrosse as a whole, while refraining from behavior which may discredit, or embarrass, the ALRA 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.

### **11.01.3 NATURAL JUSTICE**

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

### **11.01.4 SUSPENSIONS**

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

### **11.01.5 JURISDICTION OF DISCIPLINE/APEALS 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) appeal from the decision or ruling of a Member under Bylaw 11.03; or

### **11.01.6 HEARING PROCESS**

- (a) Upon receipt of the notice or information referred to in 11.01.5, the Chair of Discipline/Appeals Committee shall, if the matter is pursuant to 11.01.5 (a) or (b) 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 Vice President Member Services 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) 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.

**11.01.7** 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.

**11.01.8** The Committee may call witnesses and require any relevant information.

**11.01.9** 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.

**11.01.10** 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 Official. The responsibility for delivering the copies of the decision is the Committee's.

**11.01.11** 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;

**11.01.12** If the matter is pursuant to 11.01.5(c):

- (i) There shall be no hearing unless the Chair of the Committee so directs, in which case the procedure set out in 11.01.6 to 11.01.11 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 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 RIC of the disciplined person's 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.

**11.02** 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.

**11.03** **APPEAL FROM DECISION OF MEMBER**

In the event that an Official 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 Official may appeal the aforesaid decision or ruling to the Discipline/Appeals Committee.

#### **11.04 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.

#### **11.05 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 ALRA President 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.

#### **11.06 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.

#### **11.07 APPEAL FEES**

Appellants shall be required to pay the ALRA 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.

- 11.08** The time deadlines in Bylaw 11.01.6, 11.01.10, and 11.01.12 (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 12 – AMENDMENTS TO BYLAWS**

- 12.01** Subject to compliance with the requirements of the laws of the Province of Alberta, the Bylaws has been given at least Twenty one (21) 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.

- 12.02** 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.

### **BYLAW 13 – DISSOLUTION AND DISTRIBUTION OF ASSETS**

**13.01** The Association shall be dissolved upon special resolution of Members. Any net assets of the ALRA shall go to the ALA.