

Didsbury Lacrosse Association
BYLAWS
(Amended May 30th, 2019)

BYLAW 1.0 - STRUCTURE

1.1 DEFINITIONS

Unless the subject matter or context requires a different interpretation, the following words and phrases shall, have the following meaning:

1. "ALA" shall mean the Alberta Lacrosse Association;
2. "ALRA" shall mean the Alberta Lacrosse Referees Association;
3. "AGM" shall mean the Annual General Meeting of the Members as provided for in bylaw 27;
4. "Appeal" means an appeal pursuant to Bylaws;
5. "Board" means Board of Directors of the DLA;
6. "Bylaws" means the Bylaws of the DLA as amended from time to time;
7. "CALL" shall mean the Central Alberta Lacrosse League;
8. "CLA" shall refer to the Canadian Lacrosse Association;
9. "Coach" means a person registered with the DLA as a coach of a lacrosse team;
10. "Director(s)" means a director of the DLA;
11. "Discipline" means correction, chastisement, punishment, penalty, and without limiting the generality of the foregoing, shall include suspension, fine, expulsion and posting of a bond;
12. "Financial Statement" means the financial statement of the DLA;
13. "Fiscal Year" shall have the meaning as defined in bylaw 25;
14. "DLA" shall mean the Didsbury Lacrosse Association;
15. "Lacrosse Team" means a group of players as numbers are determined by standards set by the ALA, with at least one Coach, all of whom are registered with the DLA;
16. "League" shall have that meaning defined by the CLA from time to time;
17. "Manager" means a person registered with the DLA as a manager of a Lacrosse Team;
18. "Officials" means those persons who work as referees, time-keepers, goal judges, penalty-box attendants and other persons which may be required off the floor or field from time to time for the organized conduct of the game of lacrosse;
19. "Past President" means the immediately former President of the DLA;
20. "Player" means a person registered with the DLA as a player on a lacrosse team;
21. "President" means that person elected as the president of the DLA;
22. "Quorum" shall refer to the majority of Executive members;
23. "Referee" shall mean a person registered as a referee with the ALRA qualified to officiate a Lacrosse game as determined from time to time by the ALRA;
24. "Regulations" shall be a collection of information and Special Rules used by the DLA for the administration and advancement of Lacrosse within the confines of these bylaws.
25. "Rules" means those rules of the game of Lacrosse as made from time to time by the DLA, CALL, ALA and CLA;
26. "Special Resolution" shall mean a resolution adopted by a majority of the membership and/or Executive Committee that are present, and qualified to vote, at a meeting of which notice specifying the intention to propose a special resolution has duly been given;
27. "Suspension" means a temporary debarring of a person from the privileges of playing Lacrosse games, or association with a Lacrosse Team or Member. A suspension must stipulate a length of time or number of Lacrosse games, and may also refer to any member of the DLA;

1.2 AFFILIATION

1.2.1 The DLA is a member of the Central Alberta Lacrosse League, as defined by boarders outlined in the CALL Bylaws, and therefore must abide by the Bylaws, Rules and Regulations of CALL.

1.2.2 CALL is a member of the ALA,

1.2.3 The ALA is the governing body for amateur lacrosse in the province of Alberta.

2.0 MEMBERSHIP

2.1 A member shall be:

- i. Any parent or legal guardian of children registered to play within the DLA, and for whom all fees have been paid. The membership fee shall be the registration fee for a lacrosse player, or
- ii. Any non-parent coach, assistant coach, manager or executive member officially registered with the association, or
- iii. Any community member with an interest in the sport of lacrosse, and contributes their services voluntarily for the DLA.
- iv. Each prospective member, as a condition precedent to membership in the DLA shall agree that:
 - a. All members recognize the DLA as the supreme authority concerning lacrosse in the bounds of the DLA, subject to the right of appeal to the CALL, ALA and the CLA;
 - b. All members shall unconditionally commit to obey and abide by the objectives, bylaws, regulations, rules and policies of the DLA, CALL, ALA and CLA and any amendments thereto;
 - c. The DLA is a fully governing organization, and it is an express agreement that all Members, and persons registering with the DLA, agree to be bound by the Objectives, Bylaws, Regulations, Rules and Policies as provided by the bylaws of the DLA, CALL, the ALA and CLA;
 - d. In order for the DLA to function efficiently, properly and to the best advantage of all Members, the Board shall be the sole and final interpreter of the Objectives, Bylaws, Regulations, Rules and Policies, subject only to the rights of appeal as provided by the bylaws of the DLA, CALL, the ALA and CLA.
- v. Any member wishing to withdraw may do so upon written notice to the executive Committee. Any member who does not conduct himself or herself in accordance with the rules or regulations of the Canadian Lacrosse Association, the Alberta Lacrosse Association, and the Didsbury Lacrosse Association, may have their membership suspended.
 - i. Upon a two-thirds majority vote of the Executive Committee, the membership could be withdrawn.
- vi. The Didsbury Lacrosse Association was formed to administer the lacrosse programs in the Town of Didsbury, the Town of Carstairs, and surrounding communities. The boundaries of the DLA will include all addresses within the Town of Didsbury and Town of Carstairs. Any player living outside the Boundaries of these municipalities shall register in the nearest association providing a team at their division based on travel distance. Specific boundaries between DLA and other associations may be registered with CALL and the ALA.

3.0 EXECUTIVE COMMITTEE:

3.1 The Executive Committee, which means the Board of Directors of the Association shall consist of elected officials including the President, Vice President, Treasurer, Secretary, Registrar, Scheduler and Directors (Equipment, Coach/Referee, Volunteer, Public Relations/Website).

3.2 The Executive Committee shall, subject to the bylaws of directions given by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the DLA.

3.3 Meeting of the committee shall be held as often as may be required but at least once per month during the regular season, with a minimum of five per year and shall be called by the president.

3.4 A special meeting may be called on the instructions of any three members thereof provided they request of the President, in writing that such meeting be called and the President shall call said meeting within seven days.

- i. 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 three members shall constitute a quorum.
- ii. Notices of meeting may be sent by e-mail and conference calls may be accepted as duly called meetings; as long as the 'conference call meeting' is duly called by the President and the required three members duly constitute a quorum.

3.5 Elections for the various Executive positions shall be as follows,

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Registrar
- vi. Scheduler
- vii. Equipment Coordinator
- viii. Coach Director
- ix. Public Relations/Website Director (Media)
- x. Discipline Director
- xi. Fundraising Coordinator (member-at-large, non-voting)
- xii. Apparel Coordinator (member-at-large, non-voting)
- xiii. Vice President In-Training (VP-IT) (must hold an active board position while training)

3.5.1 If decided upon by the membership present at the AGM, all executive positions will be 2 Year terms.

The terms of the office of the President, Secretary, Scheduler, Coach Coordinator, Media,-Fundraising Coordinator, and VP IT shall start in the same even year; and the terms of the office of the Vice President, Registrar, Treasurer, Equipment Director, Discipline Director, and Apparel Coordinator shall start in the same odd year for the other terms of office.

- ii. The membership not present at the AGM agree that they will be represented by those voting members present, and understand the majority vote will stand.
- iii. 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.
- iv. In the event the Vice President cannot assume the position, the Executive Committee may fill the position in accordance with Article 3.5.

3.5.2 To qualify for election as President, a candidate must have, at some time previously, served on the Executive Committee, unless an existing or former executive member is unable to fill this role.

3.5.3 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.

3.5.4 The executive committee shall have the power to fill by appointment any office or vacancy which may occur between Annual General Meetings to elect a full slate.

3.5.5 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.

- i. Such a motion shall be adopted by not less than a two-thirds majority vote of those in attendance.

3.5.6 Members of the executive committee shall serve in an unpaid capacity but shall be entitled to reimbursement for the reasonable expenses incurred while engaged in business approved by the board. The President and Treasurer shall countersign all expense claims to ensure their validity.

3.5.7 The executive committee may create committees or sub committees, including a Nominating committee, Evaluation Committee & Discipline Committee.

i. Committees may consist of members or non-members of the Executive Committee.

3.5.8 Members of the executive committee or appointed officials are eligible to coach or manage association teams while holding office.

3.5.9 Any elected or appointed member of the Executive Committee who does not attend three consecutive meetings may be relieved of his or her duties.

i. Any elected or appointed member of the Executive Committee, who by a vote of the Executive committee is deemed to be doing an unsatisfactory job, shall by a two thirds majority vote will be relieved of his or her duties.

4.0 DUTIES OF THE EXECUTIVE COMMITTEE:

A. President

- i. Responsible for general administration of the club operations
- ii. Sign as a signing officer
- iii. Preside at all meetings
- iv. Exercise the powers of the Executive Committee in case of emergency
- v. Suspend teams, players, coaches, managers or any other team official subject to ratification at the next duly called Executive meeting
- vi. Serve on all committees as an ex-office voting member
- vii. Will liaise directly with the community organizations
- viii. Is not a voting member, unless as a tie-breaker
- ix. Will attend all ALA and CALL meetings, or email a report to notify if unable to attend.
 - i) If the president cannot attend, a Special Meeting will be held to discuss who will attend.
 - ii) Will discuss with the Executive Committee who will attend the ALA Development weekend and AGM.

B. Vice President

- i. Will report to the President
- ii. Chair meetings in the President's absence
- iii. Represent the DLA whenever formally dealing with outside agencies if the President is unable to do so.
- iv. Accept and assume all responsibilities as assigned by the President or Executive Committee

C. Secretary

- i. Attend all Executive committee meetings and shall maintain accurate minutes of same
- ii. Have charge of all Executive records
- iii. Maintain and update the Bylaws as required
- iv. Retain both digital and print up-to-date copies of the bylaws, rules and regulations and/or policies and procedures
- v. Be responsible for all Executive Committee correspondence
- vi. Perform such other duties as designated by the President
- vii. Report to the President
- viii. Accept and assume all responsibilities as assigned by the President or Executive Committee

D. Treasurer

- i. Is a signing authority along with the President
- ii. Have charge of all Executive committee financial records
- iii. Deposit and tracking of all registration fees

- iv. Payments & tracking of all DLA related invoices.
- v. Find an accountant/bookkeeper, or use financial software to prepare books, and have the books reviewed.
- vi. Obtain a financial statement for Corporate Registries by March 14 of each year
- vii. Present an annual statement of all operations
- viii. Create, maintain and document annual budgets as voted on by the Executive
- ix. Provide year-to-date income statements to all board members at executive meetings.
- x. Report to the president
- xi. Accept and assume all responsibilities as assigned by the President or Executive Committee

E. Registrar

- i. Responsible for registration of players, coaches, managers and other team personnel on the software & website, or other as decided upon by the CALL Executive.
- ii. Maintain a register of all players
- iii. Chair the registration committee
- iv. Ensure membership receives all communications and updates directed from the executive.
- v. Report to the President
- vi. Accept and assume all responsibilities as assigned by the President or Executive Committee

F. Scheduler

- i. Responsible for practice schedule with the town of Didsbury & all other locations.
 - i) In the instance of extra individual team practices, teams are responsible for scheduling and payment
- ii. Submit floor blackout dates to CALL
- iii. Maintain an accurate schedule of available floor time at the Didsbury arena
- iv. Update DLA website with practices/game and tournament schedules as needed
- v. Be the liaison between the town and managers to aid game changes
- vi. Report to the Scheduler of CALL
- vii. Report to the President
- viii. Accept and assume all responsibilities as assigned by the President or Executive Committee

G. Equipment Coordinator

- i. Purchase equipment as needed to run the lacrosse program.
- ii. Maintain a record of all equipment purchased and assigned each season.
- iii. Recommend new equipment purchases
- iv. Accept and assume all responsibilities as assigned by the President or Executive Committee
- v. Maintain goalie equipment/ball bags/coaches bags/first aid kits
- vi. Check all equipment mid-season for any repairs
- vii. Send all equipment to be washed at the end of the season

H. Coach Director

- i. Obtain qualified coaches for all teams within DLA.
- ii. Maintain a record of all officials and years of experience.
- iii. Recruit coaches and referees and set up appropriate clinics and training as needed.
- iv. Ensure all coaches have submitted criminal record checks before coaching each year
- v. Evaluate coaches
- vi. Accept and assume all responsibilities as assigned by the President or Executive Committee

I. Website/Public Relations/Media (Member at large, non-voting position)

- i. Maintain, update and manage the DLA website and social media as required.
- ii. Promote all DLA activities, programs and special events through the use of various media as required.
- iii. Accept and assume all responsibilities as assigned by the President or Executive Committee

J. Discipline Chair

- i. Sit on the CALL Discipline Committee & participate as required.
 - ii. Head the Discipline Committee
 - a. Discipline Committee will be made up of 1 representative per level
 - iii. Maintain an up-to-date discipline procedure as voted on by the Executive Committee, and published in the Rules & Regulations.
- K. Fundraising & Raffle licence Coordinator (Member at large, non-voting position)**
- i. Develop a fundraising committee of 3-5 representatives (one member per team)
 - ii. Responsible for collection, tracking & budgeting of all Club fundraising monies.
 - iii. Delegate to the fundraising representative, or manager, for each team the team's responsibilities.
 - iv. Arrange adequate fundraising opportunities for DLA
 - v. Arrange for the printing of any tickets, 50/50 boards and prizes
 - vi. Complete the draws, publish the winners and arrange for payment to the winners
 - vii. Ensure the annual license application and annual report are submitted to the AGLC
 - viii. Accept and assume all responsibilities as assigned by the President or Executive Committee
- L. Apparel Coordinator, Member-at-Large, non-voting**
- i. Report directly to the Executive committee, all apparel decisions must pass board approval.
 - ii. Review logo and apparel designs every 5 years.
 - iii. Put all apparel for purchase up on website for online ordering prior to registration opening.
 - iv. Have apparel store open first day of registration
 - v. Initial apparel order to be submitted no later than March 1 of current season.
 - vi. Pre-order shorts and pinnies included in registration to arrive for first day of practices.
 - vii. Arrange to have online store open after initial order is sent for additional sales.
 - viii. Compile, arrange and document all orders coming in from the website.
 - ix. Co-ordinate orders for teams/club
 - x. Maintain consistency, and quality in products, enabling the brand of the Didsbury Lacrosse Association to flourish.
 - xi. Any manager, or member, requesting the use of the logo must submit a proposal/permission form to the DLA Executive committee for approval at the next Executive Committee meeting; and as such, appropriate digital logo files will be delivered.
 - xii. No board approved designs can be copied, modified, or used without the expressed approval from the DLA Executive Committee.
 - xiii. Accept and assume all responsibilities as assigned by the President or Executive Committee
- N. Vice President In-Training (VP-IT)**
- i. Must hold an active board position while training
 - ii. Complete all duties of said board position in addition to duties of VP-IT
 - iii. Assist the President and Vice President in any duties they see fit.
 - iv. Attend monthly CALL meetings on behalf of DLA if so requested.
 - v. Represent the DLA whenever formally dealing with outside agencies if the President is unable to do so.
 - vi. Accept and assume all responsibilities as assigned by the President or Executive Committee

5.0 DISCIPLINE

5.1. Definition: The correction, chastisement, punishment, penalty, and without limiting the generality of the foregoing, shall include suspension, fine, expulsion and posting of a bond;

5.2 The Association, through its elected or appointed officials, has 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 to the application of discipline which ensures that each disciplinary incident:

- i) is dealt with by a committee of not less than three people
- ii) maintains fairness and consistency
- iii) extends the right of appeal to every individual
- iv) retains & respects the integrity and stature of the game officials

5.3 A discipline committee meeting can be called with less than 24 hours notice depending on circumstance.

6.0 AUDITING

6.1 The books, accounts and record of the Secretary and the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Executive Committee. Complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Society. December 31 of each year shall be the end of the fiscal year of the Association.

6.2 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 of officers having charge of same. Each member of the Executive Committee shall at all times have access to such books and records.

6.3 There is no seal for the association.

7.0 MEETINGS

7.1 The DLA shall hold an AGM on or before the 30th of June each year, of which meeting, due notice will be given to all members. At this meeting there shall be an election of officers for the upcoming season as described herein (Bylaw 3.5). The elected officers should then form part of the Executive Committee until the successors are elected and installed. The newly elected officers will shadow the outgoing committee for 6 weeks following the election date for training. The out-going officers will hold the vote until the in-coming officers assume posts 6 weeks immediately following election date. Any newly elected officer who does not participate in shadowing and training will forfeit the position to an alternate member.

7.1.1 Members will be notified by e-mail, or public notice 2 weeks prior to the date of the AGM.

7.1.2 A quorum of 10 voting members is required to carry on business at the AGM.

- i. see definition of voting member 8.0.

7.2.1 A **Special Meeting** may be called on the instructions of any three executive members thereof provided they request of the President, in writing that such meeting be called and the President shall call said meeting within seven days.

7.2.2 Special Meetings of the society may be called at any time by the Secretary upon the instructions of the President or Executive Committee, by duly given notice at least two weeks prior to said meeting.

7.2.3 A special meeting shall be called by the President or the Secretary upon notice by him or her of a petition signed by a one third majority of the members in good standing, seeing forth the reasons for calling such meeting, which shall be by notice through email, or other written media, at least two weeks prior to the meeting.

7.2.4 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 three members shall constitute a quorum. (

7.2.5 A quorum of 3 executive members is needed to carry on business at a special meeting.

8.0 VOTING

8.1 Each player member registered and in good standing with DLA will be represented by one vote.

8.1.1 Said vote will be assigned to a member, who will be either the parent or legal guardian of the player member, over the age of eighteen (18) years. If a player member is over the age of 18 years, said players may vote for themselves.

8.1.2 All members of DLA present and in good standing during Annual, General or Special meetings are eligible for one vote per decision, or election of each officer. These votes may be in the form of proxy votes.

8.1.3 Proxy votes for individual, specific issues will be honoured at the AGM and general meetings, provided that the issue has been advertised. Proxy votes specifying the issue to be voted upon, must be signed, dated and in writing. Only one proxy vote per absent player member, executive member (in the case of general meetings), per decision, will be accepted.

8.2 At all meetings of the Members of the DLA, every motion shall be decided by a majority of votes of members entitled to vote who are present in person, or represented by a proxy.

8.3 Every question/motion shall be decided: in the first instance by a show of hands (having regard to the right of multiple votes of the members), or secondly by a poll if demanded by a Member, or Member of the Executive committee.

8.4 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 DLA shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favour of or against such a resolution.

8.4.1 The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn, the question shall be decided by a majority of votes cast, and such poll shall be taken in the manner in which the Chairperson shall deem sufficient.

8.4.2 The result of such poll shall be deemed the decision of the DLA in a meeting of Members, upon the matter in question.

8.4.3 Members must be present to cast a vote in a poll, proxy votes will not be accepted.

9.0 FUNDRAISING

9.1 At various times throughout the course of a season the executive committee may approve various fundraising efforts. Teams within the DLA must apply to the executive committee for approval prior to conducting any fundraising.

9.2 All funds raised must be reported to the executive committee and be for the sole purpose of conducting the business of lacrosse for all its members.

10.0 AMENDING THE BYLAWS

These bylaws may only be changed or amended by a special resolution of the members at the AGM or Special Meeting.

11.0 DISSOLVING OF ASSOCIATION

11.1 In the event that the association decides to dissolve, a majority vote at the final general meeting will decide how the funds are to be disbursed.

11.2 After paying debts and liabilities any remaining assets, gaming proceeds and funds must be disbursed to community associations or organizations that are similar in nature; or transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable group or organization.

12.0 BORROWING POWERS

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.