



## **Edmonton Masters Lacrosse Club Bylaws**

October 2017

### **Membership**

1. A member shall be:
  - a. Any person registered with the Edmonton Master Lacrosse Club (“the Club”). The membership fee shall be included in the registration fee for a lacrosse player, such a fee being determined by the Edmonton Masters Lacrosse Club Executive Committee before each new lacrosse year.
2. Any member wishing to withdraw, prior to the current year in question, may do so upon written notice to the Executive Committee. Any member who does not conduct themselves in accordance with the rules and regulations of the Canadian Lacrosse Association, the Alberta Lacrosse Association, the Greater Edmonton Lacrosse Council, or the Club may have their membership suspended and, upon two-thirds majority vote of the Executive Committee, revoked.

### **Board of Directors**

3. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
4. The Board of Directors shall consist of the following: the President, Past President, Vice President, Treasurer, Secretary, and Registrar.
5. The Board shall, subject to the bylaws or directions given by majority vote at any meeting of the members properly called and constituted, have full control and management of the affairs of the Club. Meetings of the Board shall be held as often as may be required, but at least once every six months, with a minimum of two (2) per fiscal year and shall be called by the President.
6. All board positions will be held for a two-year term. No more than three positions will be elected at an AGM. Elections for the President and Vice President positions must be held on alternating years.
7. In the event of the President being unable to perform his/her duties, the Past President will assume the position for the balance of the term. In the event a Past President cannot assume the position, the Board may fill the position in accordance with Article 7 and Article 8.
8. Members of the Board shall be elected from the General Membership at the Annual General Meeting.

9. The Board shall have the power to fill by appointment any office or vacancy which may occur between the Annual General Meetings or as a result of the failure of an Annual General Meeting to elect a full Executive Committee.
10. The Board 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 Club members.

### **Rules of the Game**

11. Rules can be separate or together between Mens and Ladies divisions
12. In the case of changes to “Rules of Play” for the game of lacrosse with the exception of safety or CLA/ALA mandate, a rule review may be called by the membership in writing, signed by 10 members in good standing delivered to the President along with the proposed changes in writing denoting the division affected. The President must call a meeting within 7 days, providing 21 days’ notice delivered to the membership by email. This meeting must be attended by not less than 20% of the club membership and motions passed by a 75% vote of those in attendance. Proxy votes are not permitted.

### **Discipline**

13. The Club has the authority to discipline any player, team official, team follower or member. The Executive shall ensure that written policy or regulations exist with respect to the discipline process which ensures that each disciplinary incident is:
  - a. Dealt with by a committee of not less than three members of the Executive
  - b. Fair and consistency is maintained

### **Committees**

14. The Board or a Committee thereof may create committees or subcommittees including nominating committee and such committees may consist of members or non-members of the Executive Committee.
15. Members of the Board and other committee members are eligible to coach or manage Club teams while holding office
16. Any member of the Board, who by a vote of the Board, is found by a seventy-five percent majority vote of the Board to be doing an unsatisfactory job, shall be dismissed from the Board.

### **Duties of the Board Members**

17. **President**
  - a. Responsible for general administration of the club operations
  - b. Act as a Club signing authority
  - c. Preside at all meetings
  - d. Exercise the powers of the Executive Committee in case of emergency
  - e. In an emergency, suspend teams, players, coaches, managers, or any team official, subject to review by a discipline committee
  - f. Serve on all committees as an ex-officio voting member
  - g. Will liaise directly with community organizations
  - h. Will serve on the Discipline Committee
  - i. Will attend or appoint a designate to attend at the ALA or GELC meetings as required

## **18. Past President**

- a. Will assume the position of President for the balance of the term, should the current President be unable to continue the role of the duration of the term
- b. Shall be requested by the President to complete items that the current Executive Committee does not have capacity to complete

## **19. Vice President**

- a. Will chair meetings in the President's absence
- b. Will perform other duties as designated by the President
- c. Will report to the President

## **20. Secretary**

- a. Will maintain accurate minutes of all Executive Committee Meetings
- b. Will have charge of all Executive records
- c. Will maintain and update Bylaws as required
- d. Will be responsible for all Executive Committee correspondence
- e. Will perform other duties as designated by the President
- f. Will report to the President

## **21. Treasurer**

- a. Will be a signing authority along with the President
- b. Will have charge of all Executive Committee financial records
- c. Will present an annual statement of all operations
- d. Will perform other duties as designated by the President
- e. Will report to the President

## **22. Registrar (Director of Operations)**

- a. Will be responsible for registration of players, coaches, managers, and other team personnel
- b. Will perform other duties as assigned by the President
- c. Will report to the President

## **Auditing**

**23.** The books, accounts and records of the Secretary and the Treasurer shall be audited once each year by a duly qualified accountant and/or by two members of the Executive Committee. A complete and proper statement of the standing of the books for the previous year shall be submitted by such reviewer at the Annual General Meeting of the Club. December 31 shall be the end of the fiscal year of the Club.

**24.** The books and records of the Club may be inspected by any member at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of Executive Committee shall at all times have access to such books and records.

## **Meetings**

**25.** The Club shall hold an Annual General Meeting of the members on or before the 30 of November of each year, for which at least 14 days notice shall be given to all members. Notice will be in the form of an email sent to the email address provided with registration. At this meeting, there shall be an election of the Executive Committee. Any four members shall constitute a quorum at the Annual General Meeting.

26. At every Annual General Meeting, in addition to any other business that may be transacted, the following shall be in the order of business:
- a. Call to order;
  - b. Roll call of members;
  - c. Reading and Approval of the Agenda;
  - d. Adoption of the minutes from the Previous Annual General Meeting;
  - e. Business arising from minutes;
  - f. Executive Committee Reports, including Annual Financial Review and Budget;
  - g. Notices of Motion;
  - h. Election, in the following order, President, Vice President, Secretary, Treasurer, and Registrar provided that the respective term of office is ending;
  - i. New Business; and
  - j. Adjournment
27. Special Meetings of the Club may be called at any time by the Secretary upon the instructions of the President of the Executive Committee, by notice twice to the members at least 7 days prior to the meeting date. A special meeting shall also be called by the President or Secretary upon receipt of a petition signed by at least 75% of members in good standing setting forth the reasons for calling such a meeting. Notices for special meetings will be in the form of an email sent to the email address provided with registration. Any four (4) members shall constitute a quorum for a special meeting.
28. For Executive Committee Meetings, four (4) Executive Committee members shall constitute a quorum. Although open to the general membership, general members do not have the ability to make motions, nor do they have voting rights at Executive Committee Meetings.

### **Voting Rights**

29. In the case membership, as specified in Article 1 a., voting rights are restricted to one vote per member at the Annual General Meeting.
30. At the Annual General Meeting of the members of the Club, every question shall be decided by a simple majority of votes of those entitled to vote who are present in person or through a Proxy. All Proxies must be submitted/sent to the Secretary at least 24 hours prior to the Annual General Meeting. 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).
31. No member of the Executive Committee shall be entitled to send a person to represent them or vote on their behalf at an Executive Meeting or the Annual General Meeting. Any other Director, shall be entitled to appoint, in writing, a person to attend a meeting of the Executive Committee to represent them and cast a vote on their behalf provided that such representative shall be a member in good standing of the Club.
32. The President shall not vote at meetings of members or the Executive Committee, except in the case of an equality of votes on any question, the President should have the deciding vote.

### **Borrowing Powers**

33. For the purpose of carrying out its objectives, the Club may borrow or raise or secure payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be

exercised only under the authority of the Club, and in no case shall debentures be issued without the sanction of a special resolution of the Club.

### **Bylaws**

34. These bylaws may be rescinded, altered or added to by a Special Resolution passed by majority of not less than 75% of such members entitled to as are present in person, at a General Meeting, providing that a notice of a Special Resolution is received by the President in writing and served on the members at least 21 days prior to the day of the meeting.

### **Remuneration:**

35. Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the society shall receive any remuneration for his/her services.