

Lacoka Lacrosse Association
Bylaws
As Revised February 8, 2012

Definitions

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

- “ALA” shall mean the Alberta Lacrosse Association;
- “ALRA” shall mean the Alberta Lacrosse Referees Association;
- “Amateur” shall have that meaning as defined by the CLA from time to time;
- “AGM” means the general meeting of the Members as provided for in bylaw 27;
- “Appeal” means an appeal pursuant to Bylaws;
- “Board” means Board of Directors of the LLA;
- “Bylaws” means the Bylaws of the LLA as amended from time to time;
- “CALL” shall mean the Central Alberta Lacrosse League;
- “CLA” means the Canadian Lacrosse Association;
- “Coach” means a person registered with the LLA as a coach of a lacrosse team;
- “Director(s)” means a director of the LLA;
- “Discipline” means correction, chastisement, punishment, penalty, and without limiting the generality of the foregoing, shall include suspension, fine, expulsion and posting of a bond;
- “Financial Statement” means the financial statement of the LLA;
- “Fiscal Year” shall have the meaning as defined in bylaw 25;
- “LLA” shall mean the Lacoka Lacrosse Association;
- “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 LLA;
- “League” shall have that meaning defined by the CLA from time to time;
- “Manager” means a person registered with the LLA as a manager of a Lacrosse Team;
- “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;
- “Past President” means the immediately former President of the LLA;
- “Player” means a person registered with the LLA as a player on a lacrosse team;
- “President” means that person elected as the president of the LLA;
- “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;
- “Regulations” means those regulations of the LLA for the administration and advancement of Lacrosse;
- “RMLL” shall mean the Rocky Mountain Lacrosse League;
- “Rules” means those rules of the game of Lacrosse as made from time to time by the LLA, CALL, ALA and CLA;
- “Special Resolution” shall mean a resolution passed by a majority of not less than three-quarters (3/4) 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;
- “Suspension” means a temporary debarring of a person from the privileges of playing Lacrosse games or association with a Lacrosse Team or Member provided that a 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 debarring;
 - “Vice-President” means that person elected as the vice-president of the LLA.

Membership

- 1) A member shall be:
 - i) Any family with the L.L.A. The membership fee shall be the registration fee for a lacrosse player; such a fee being determined by the L.L.A. executive committee before each new box lacrosse year 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.
- 2) Each prospective member, as a condition precedent to membership in the LLA shall agree that:
 - a. All members recognize the LLA as the supreme authority concerning lacrosse in the bounds of the LLA 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 LLA, CALL, ALA and CLA and any amendments thereto;
 - c. It is desirable that the LLA be a fully governing organization and that it is an express agreement that all Members and persons registering with the LLA agree to be bound by the Objectives, Bylaws, Regulations, Rules and Policies that application of the same, subject only to the rights of appeal as provided by the bylaws of the LLA, CALL, the ALA and CLA;
 - d. In order for the LLA to function efficiently, properly and to the best advantage of all Members, Lacrosse Teams, Players, Coaches, Managers, Trainers, Referees, and Officials as well as the sport and game of Lacrosse, the Board shall be the sole and final interpreter of the Objectives, Bylaws, Regulations, Rules and Policies the application of the same, subject only to the rights of appeal as provided by the bylaws of the LLA, CALL, the ALA and CLA.
- 3) 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, Lacoka Lacrosse Association, may have their membership

suspended. Upon a two thirds majority vote of the Executive Committee, the membership could be withdrawn.

- 4) The Lacoka Lacrosse Association was formed to administer the lacrosse programs in the City of Lacombe, Town of Ponoka and surrounding communities. The boundaries of the LLA will include all addresses within the City of Lacombe and Town of Ponoka. 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 LLA and other associations may be registered with CALL and the ALA.

Executive Committee:

- 5) The Executive Committee which means the Board of Directors of the Association shall consist of elected officials including the President, Past President, Vice President, Treasurer, Secretary, Registrar and Directors (Equipment, Coach/Referee, Volunteer, Public Relations/Website, and Junior Program).
- 6) 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 L.L.A. 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. 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. 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 five members shall constitute a quorum. Notices of meeting may be sent by e-mail or facsimile transmission 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 five members duly constitute a quorum.
- 7) Elections for the various Executive positions shall be as follows:

Elected every Two years alternating four positions

- a) President (even)
- b) Vice President (odd)
- c) Secretary (odd)
- d) Registrar (odd)
- e) Treasurer (even)
- f) Coach Director (even)
- g) Equipment Director (odd)
- h) Volunteer Director (even)
- i) Public Relations/Website Director (even)

- j) Junior Program Director (odd)
- 8) Notwithstanding, that no President may serve more than two consecutive terms. In the event of the President not being able to perform his or her duties, the Vice President will assume the position for the balance of the term or until the next annual meeting, whichever occurs first. In the event the Vice President cannot assume the position, the Executive Committee may fill the position in accordance with Article 11 (below).
- 9) 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.
- 10) 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.
- 11) The executive committee shall have the power to fill by appointment any office or vacancy which may occur between Annual General Meeting to elect a full slate.
- 12) The Executive Committee shall have the power to adopt or amend policy, guidelines, procedures or regulations at a regular or special meeting by motion, which shall be binding on all Association members. Such a motion shall be adopted by not less than a two thirds majority vote of those in attendance.
- 13) 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.

Discipline

- 14) 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 is:
 - i) dealt with by a committee of not less than three people
 - ii) fairness and consistency is maintained
 - iii) that the right of appeal is extended to every individual
 - iv) that the integrity and stature of the game officials is respected
- 15) The executive committee or a committee therefore may create committees or sub committees including a nominating committee or such committees may consist of member or non member of the Executive Committee.

- 16) Members of the executive committee or appointed officials are eligible to coach or manage association teams while holding office.
- 17) 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.

Duties of the Executive Committee:

18) President

- a) responsible for general administration of the club operations
- b) sign as a signing officer
- c) preside at all meetings
- d) exercise the powers of the Executive Committee in case of emergency
- e) suspend teams, players, coaches, managers or any other team official subject to ratification at the next duly called Executive meeting
- f) serve on all committees as an ex-office voting member
- g) will liaise directly with the community organizations
- h) will attend or appoint a designate to all ALA and CALL meetings

19) Past President

- a) act in an advisory capacity and assist President as requested

20) Vice President

- a) will report to the President
- b) chair meetings in the President's absence
- c) Co-ordinate fund raising efforts for the association

21) Secretary

- a) will attend all Executive committee meetings and shall maintain accurate minutes of same
- b) will have charge of all Executive records
- c) will maintain and update the Bylaws as required
- d) will be responsible for all Executive Committee correspondence
- e) will perform such other duties as designated by the President
- f) will report to the President

22) 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 report to the president

23) Registrar

- a) will be responsible for registration of players, coaches, managers and other team personnel
- b) will chair the registration committee
- c) will report to the President

24) Directors:

- a) Equipment
 - i) Purchase equipment as needed to run the lacrosse program.
 - ii) Maintain a record of all equipment purchased and assigned each season.
- b) Coach / Referee
 - i) Maintain a record of all coaches along with their qualifications.
 - 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.
- c) Volunteer
 - i) Recruit volunteers as needed for various roles within the association
 - ii) Maintain a record of volunteer hours for the purpose of volunteer fee reimbursement.
- d) Website/Public Relations
 - i) Maintain, update and manage the LLA website as required.
 - ii) Promote all LLA activities, programs and special events through the use of various media as required.
- e) Junior Program
 - i) Sit as a member of the Junior Program Executive as registered with the RMLL.
 - ii) Act as a liaison between the Lacoka Junior Lacrosse program and the LLA Executive.

Auditing

25) 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.

26) 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. There is no seal for the association.

Meetings

- 27) The L.L.A. shall hold an A.G.M. on or before the 31st of March each year, of which meeting, due notice will be given to all members. At this meeting there shall be an election of officers as described herein. The elected officers should then form part of the Executive Committee until the successors are elected and installed. Members will be notified by e-mail, facsimile or public notice one month prior to the date of the AGM. A quorum of 20 people is required to carry on business at the AGM.
- 28) Special meeting 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. 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 in the community newsletter at least two weeks prior to the meeting. A quorum of 20 people is needed to carry on business at a special meeting.

Voting

- 29) a) At all meetings of the Members of the LLA, every question shall be decided by a majority of the votes of these 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 (having regard to the right of multiple votes of the members) unless a poll is demanded by a Member, or Member of the Executive committee. 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 LLA shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favor of or against such a resolution.
- b) 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 such manner as the Chairperson shall direct and the result of such poll shall be deemed the decision of the LLA in a meeting of Members, upon the matter in question.
- c) Members must be present to cast a vote, proxy votes will not be accepted.

Fundraising

- 30) a) At various times throughout the course of a season the executive committee may approve various fundraising efforts. Teams within the LLA must apply to the executive committee for approval prior to conducting any fundraising. All funds raised must be reported to the executive committee and be for the sole purpose of conducting the business of lacrosse for its members.
- b) The LLA executive committee may borrow, raise or secure the repayment of money in such manner, and upon such terms and conditions as the Board deems fit, and in particular by the issue of bonds, debentures, security agreements, mortgage, charge or other security on the whole or any part of the present and future property (both real and personal) of the LLA, provided, however, that none of these powers shall be exercised in accordance with the sanction of a resolution passed by a Special Resolution of the Members.

Amending the Bylaws

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

Dissolving of Association:

- 32) 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. 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.

Dated: _____

<p>_____ Print Name Title: _____ — _____ Signature</p>	<p>_____ Address _____ _____ City Prov. Postal Code</p>
<p>_____ Print Name Title: _____ — _____ Signature</p>	<p>_____ Address _____ _____ City Prov. Postal Code</p>
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<p>_____ Print Name Title: _____ — _____ Signature</p>	<p>_____ Address _____ _____ City Prov. Postal Code</p>
<p>_____ Print Name Title: _____ — _____ Signature</p>	<p>_____ Address _____ _____ City Prov. Postal Code</p>

Witness by: _____ Date: _____