

**BYLAWS OF  
OKOTOKS RAIDERS LACROSSE ASSOCIATION  
(formerly Okotoks Mustangs Lacrosse Association)**

**Name**

1. The name of the Society is Okotoks Raiders Lacrosse Association (formerly Okotoks Mustangs Lacrosse Association) and shall be referred to in these bylaws as Raiders. The society shall represent the minor lacrosse program.

**Membership**

2. All members of the Raiders must be residents within the current Raiders boundaries or be granted membership by the Board.
  - (a) Family. A maximum of 2 parents or legal guardians in a family of 1 or more registered players shall be members. If there is only 1 child/registered player in that family, the parents/guardians shall have only 1 vote between them and shall elect 1 person to cast the vote.
  - (b) Volunteers or Coaches: Any volunteers or coaches who are granted membership by the Board shall become a member of the Raiders.
3. All members will pay the prescribed fees set by the Board for their child to be eligible to play in the annual Raiders lacrosse program. Failure to pay within the prescribed time will provide grounds for temporary suspension of membership and of their child's eligibility to participate in the program effective upon notice of the arrears. If the arrears are not paid promptly following notice from the Board, the Board may by resolution make the suspension indefinite.
4. The Directors may expel or suspend any members from membership and/or their children from participating in the annual Raiders lacrosse program if:
  - (a) the conduct of the member or the member's child, is determined by the Directors, in their sole discretion, to be improper, unbecoming or contrary to the interests or reputation of the Raiders; or
  - (b) the member or the member's child willfully commits a breach of the bylaws or the policies, rules or regulations of the Raiders that are in effect at the time.

No member or the member's child will be expelled or indefinitely suspended without being notified of the charge or complaint against them and without having first been given an opportunity to be heard by the Directors at a meeting of the Directors called for that purpose.

5. Members may resign by written notice to the Directors. The effective date of registration will be the date on which the notice is received by the Directors
6. A member will remain liable for payment of any dues, fees or amounts levied or which become payable by it to the Raiders prior to the effective date of their resignation. Any member who resigns or is expelled from the Raiders will forfeit all right, claim and interest arising from or associated with membership. Unless specifically approved by the Directors, the member who has been expelled or suspended or whose child has been expelled or suspended will not be entitled to a refund of any fees that have been paid up to that time.
7. Membership in Raiders shall be from year to year, or such further period as may be directed by the Board.
8. The Directors will maintain a list of current members together with a postal address, telephone number and email address (where provided) for communication notices to members.

9. Any member in good standing and over the age of 18 years shall be eligible to hold office as a Director, shall be entitled to nominate persons for any elective office, and is entitled to one vote at any general meeting of the Raiders. A member shall be permitted to attend all Board meetings, but shall have no voting privileges.

### **Meetings**

10. The Board of Directors shall convene regularly for a minimum of 10 meetings during the period between the date of the last election of Directors and the next proposed annual general meeting of members. A meeting of the Directors may be convened by the President. A special meeting may be called on the instructions of any two Directors provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Notice of any such meeting shall be communicated by email and phone to each Director not less than three (3) days before the meeting is to take place; provided that meetings of the Directors may be held at any time without formal notice if all the Directors are present.
11. Annual General Meeting: The members of the Raiders shall hold an annual meeting on or before November 30<sup>th</sup> of each year for the purposes of electing the Board of Directors of the Raiders; presenting the financial statements to the members; and presenting the reports of the Board of Directors.
  - (a) Quorum: 5% of the membership who have a vote, shall constitute a quorum at any meeting. In the event that the number of members are not present at the hour given in the notice of meeting, the meeting shall stand adjourned for 15 minutes and at the expiration of the said 15 minutes the members then present will constitute a quorum.
  - (b) Proxy: No proxy votes shall be allowed.
  - (c) Notification: Members will be notified by email thirty (30) days or more in advance of the general meeting.
12. Special Meeting: The members may meet at any other time, if a meeting of members is called by the President, the Directors or by written request of any 25 members, addressed to the President. A written request of the members to hold a meeting will contain the reasons for calling such a meeting. The members may consider and vote on any matters that properly come before them at any meeting of members.
  - (a) Quorum: 5% of the membership, who have a vote shall constitute a quorum at any meeting. In the event that the number of members are not present at the hour given in the notice of meeting, the meeting shall stand adjourned for 15 minutes and at the expiration of the said 15 minutes the members then present will constitute a quorum.
  - (b) Proxy: No proxy votes shall be allowed.
  - (c) Notification: Members will be notified by email fifteen (15) days or more in advance of the special meeting.
13. All decisions of the members will be made by resolution passed at a meeting of members. Voting will be by a show of hands unless in the circumstances of the Chairman of the meeting determines that it is appropriate to use secret ballots or if any of the members' present request that the vote be by secret ballot in which case the vote will be conducted by secret ballot.

### **Board of Directors**

14. The Board shall, subject to the bylaws or directions given by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Raiders. The total number of Directors will be determined by resolution of the members.

15. At any time up to the time of the commencement of the Annual General Meeting, any member may nominate any other members, with that member's consent, to stand for election to the Board of Directors. Nominations may also be made at the meeting.
16. A person appointed or elected a Director becomes a Director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a Director if they were not present at the meeting but consented in writing to act as Director before the appointment or election, or within ten (10) days after the appointment or election, or if they acted as a Director pursuant to the appointment or election.
17. A quorum for any meeting of Directors will be a majority of Directors.
18. Any Director will fully disclose any conflict of interest and will not be eligible to vote on any resolution of the Directors that is related to the conflict of interest. For the purpose of this provision, the President may determine whether a conflict of interest exists, and if the matter involves a conflict for the President, then the matter may be determined by a majority vote of the remaining Directors. Any decision involving an immediate family member of a Director will be deemed to be a conflict of interest.
19. Any Director may participate in meetings of the Directors by telephone.
20. Any Director or Officer, upon majority vote of all members in good standing, or upon a majority vote of all Directors, may be removed if:
  - (a) The conduct of the Director or Officer is improper, unbecoming or contrary to the best interest or reputation of the Raiders; or
  - (b) The Director or Officer willfully or negligently commits a breach of the Bylaws or the policies, rules or regulations of the Raiders that are in effect at the time.

### **Directors and Officers**

21.
  - (a) The Board, or nominating committee appointed by them, will submit a full slate of candidates. The Executive Board will include the positions of President, Treasurer, Director of Administration, Director of Registration, Director of Operations, Director of Programming, Director of Technical Development and Director of Organizational Development. All Director positions will be two (2) year terms. The slate of nominated Directors and board members will be given to the members with notice of the Annual General Meeting. All members whose names appear on the slate must have provided their consent to stand for election. For the positions of President the candidates must have previously served in a director position for a minimum of a one (1) year term.
  - (b) Each year one half of the Board of Directors will be elected to serve a two year term and will be eligible for re-election for successive or subsequent years, provided they remain a member in good standing.
  - (c) Up to 15 additional Committee members will be elected. The Committee members can be elected at any meeting of the Board of Directors, Annual General Meeting or Special Meeting of the members. These positions will be Committee positions as follows: age division coordinators, equipment manager, media representative, and evaluation committee chair. These positions will be for a one (1) year term.

### **Authority**

22.
  - (a) The President shall be the chief executive officer of the Club. The President shall act as the ex-officio member of all committees and shall have the right to vote in such committees. He shall be responsible for the coordination of the efforts of the Club, acting as chairman at all meetings of Raiders Lacrosse and the Board. In the absence of the President, a chairman may be selected by a majority of those present. The President or the boards designate will represent the club at the CDLA and ALA level on appropriate

committees and meetings. The President shall submit a report of the year's activities on behalf of the Board at the AGM.

- (b) The Director of Programming may undertake other than routine duties, which would otherwise be the responsibility of the President. The Director of Programming shall in the absence of the president, assume the President's responsibilities and duties and will have overall responsibility for member/player registrations and program execution.
  - (c) The Director of Administration will keep accurate minutes of meetings of the members and the Directors; be responsible for the records of all members of Raiders Lacrosse; send notices of meetings unless otherwise directed by the President or the Directors; and have such other duties as may from time to time be delegated by the Directors. The Director of Administration will also have overall responsibility for Club Bylaws and Corporate and/or Society filings.
  - (d) The Director of Technical Development will have overall responsibility for player and coaching development for Raiders Lacrosse. The Director Technical Development is responsible for developing and implementing a club development plan each year.
  - (e) The Director of Operations will have overall responsibility for facilities and equipment management.
  - (f) The Director of Registration (ORLA Registrar) will be responsible to maintain the registration system and provide accurate recording and reporting for the member's registration for Box and Field lacrosse. The ORLA Registrar is also responsible for picking up, recording and distribution of the mail. The ORLA Registrar shall keep a record of all the members of the society and their addresses, phone numbers, and email addresses (where provided) and shall collect and receive the annual registration fees and promptly turn over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.
  - (g) The Treasurer will be responsible to collect and receive all fees and assessments and other monies to which Raiders Lacrosse may from time to time be entitled and deposit such money into the bank account or accounts established for the use of Raiders Lacrosse. The Treasurer will be responsible for seeing that proper books and records of all of Raiders Lacrosse accounts and transactions are maintained. The Treasurer will have responsibility for the Associations insurance and investment(s). The Treasurer will present a full detailed account of receipts and disbursements to the Directors whenever requested and will prepare for submission to the Annual General Meeting a statement duly reviewed by a duly qualified member; and have such other duties as may from time to time be delegated by the Directors.
23. The Board of Directors may from time to time be referred to as the 'Executive' and together shall supervise and control the affairs of the Raiders lacrosse association between meetings of the Board pursuant to the guidelines established by the Board and shall deal with emergency matter when it is impractical or impossible to a call a meeting of the Board for such purposes. The Executive shall prepare the agenda for the Board meetings and have the necessary information presented to the Board on matters brought before it.
24. The Directors may appoint an individual to a Director position, until the next upcoming AGM, if a Director is unable to fulfill their term
25. The Directors may delegate any of their authority to a committee or individual except its authority to:
- (a) borrow money;
  - (b) expel or indefinitely suspend a member or a member's child; or
  - (c) fill a vacancy on the Board of Directors.

### **Fiscal Year**

26. The fiscal year end of Raiders shall be August 31st of each year.

## **Auditing**

27. The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Raiders appointed by the Board of Directors. A complete and proper statement of the standings of the books for the previous year shall be submitted at the Annual General Meeting of the Raiders.
28. The books and records of the Raiders may be inspected by any member of the Raiders at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer. Each member of the Board shall at all times have reasonable access to such books and records.

## **Borrowing Powers**

29. For the purposes of carrying out its objects, the society may borrow or raise or secure the 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 society, and in no case shall debentures be issued without the sanctions of a 'Special Resolution'.

## **Remuneration**

30. Unless authorized at any meeting and after notice for same shall have been given, no Director, or Officer, or member of the association shall receive any remuneration for his/her services. With prior approval of the Board, any Director or Officer will be reimbursed for any reasonable out-of-pocket costs incurred by him/her in carrying out their authorized duties.

## **Liability**

31. It is understood that Directors & Officers assume their positions on the conditions that the Director or Officer, his/her executors, administrators and assigns will be reimbursed for any monetary loss incurred by him/her as a result of any action, suit or proceedings brought, commenced or prosecuted against a Director or Officer in respect of the execution of their duties and obligations as Directors & Officers unless such loss is caused by the gross negligence or willful act of the Director or Officer.

## **Bylaws**

32. The Bylaws to be reviewed every other year.
33. The Bylaws may be rescinded, altered, or added to by a "Special Resolution".
34. "Special Resolution" for the purposes of the Raiders, shall mean a resolution passed by a no less than three-fourths (3/4) of such members entitled to vote as are present in person at a general meeting of which not less than twenty-one (21) days' notice has been duly given. Any amendment will have full force and effect at the time it has been registered with the Registrar of Corporations.

## **Dissolution**

35. In the event of dissolution or liquidation of the Raiders, all assets remaining after payment of liabilities will be distributed to one or more recognized Canadian charitable organizations as determined by the Board.