

## **Parkland Posse Lacrosse Association**

**50151 99044**

# **Association/Society Bylaws**

## **1. Preamble**

The Bylaws of the Parkland Posse Lacrosse Association hereafter known as PPLA are subject to terms and conditions imposed by the Greater Edmonton Lacrosse Association (“GELC”), the Alberta Lacrosse Association (“ALA”), the Canadian Lacrosse Association (“CLA”), and the Rocky Mountain Lacrosse League (“RMLL”). Where a conflict arises between these Bylaws and the Bylaws of GELC, ALA, CLA or RMLL, the Bylaws of GELC, ALA, CLA or RMLL, will govern.

## **2. Membership**

- A. Any individuals who are residents within the current PPLA boundaries (as defined and amended from time to time in consultation with the GELC), or those residing outside those boundaries but granted membership by the Executive of the PPLA may become Members of the PPLA:
  - i. Each Parent or Legal Guardian of each registered Player within the PPLA, or;
  - ii. Any lacrosse Player registered with the PPLA who is at least eighteen (18) years old, or;
  - iii. Any non-Parent Coach, Assistant Coach, Manager, Executive member, or Volunteer granted membership by the Executive.
- B. The Executive may expel or suspend any Member(s) from membership and/or their child(ren) from participating in the PPLA program if:
  - i. The conduct of the Member(s) or Member’s child(ren), is determined by the Executive, in their sole discretion, to be improper, unbecoming or contrary to the interests or reputation of the PPLA; or
  - ii. The Member(s) or Member’s child(ren) willfully commits a breach of the Bylaws, policies, Code of Conduct, Rules or Regulations of PPLA in effect at that time.
  - iii. No Member or 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 Executive at a meeting of the Executive called for this purpose.
- C. Members may withdraw with written notice to the Executive. The effective date of withdrawal will be the date on which the notice is received by the Executive. For the purposes of these Bylaws, “Withdrawal” may include where the Member or child of the Member is injured and is unable to participate in the lacrosse program of PPLA for the balance of the lacrosse season.
- D. Member will remain liable for payment of any dues, fees or amounts levied or which become payable by the Member to the PPLA prior to the effective date of their withdrawal. Any Member who withdraws, is expelled or suspended from the PPLA will forfeit all right, claim or interest arising from or associated with membership as they are no longer a Member in good standing. Unless specifically approved by the Executive, the Member who has been expelled, suspended or withdraws, or whose child has been expelled, suspended or withdraws will not be entitled to a refund of

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any fees that have been paid up to that time. A suspended Member shall return to a Member status upon completion of suspension or payment of any outstanding dues, fees or levies.

#### 3. Executive

- A. The Executive shall consist of the President, Past President, Vice President, Secretary, Treasurer, Coaching & Mentorship Administrator, Registrar, Scheduler, Communications/Marketing Administrator. The Past President will not have voting rights but will serve in an advisory role.
- B. The Executive shall 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. They may become an executive if they were not present at the meeting but consented in writing to let their name stand for election.
- C. The Executive shall, subject to the bylaws or polices given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the PPLA, and meetings of the executive shall be held as often as may be required.
- D. The Executive members shall attend any meetings of the Executive, the Board and the PPLA.

#### President

The President shall have general knowledge of all activities of the PPLA. He/she will be an ex-officio member of all Committees as defined by Robert's Rules of Order. The President shall be copied on all PPLA communications and will review any communications to the Executive, Board and Membership or public prior to distribution and shall include the Vice President in same. The President will carry out other duties assigned by the PPLA. He/she shall, when present, preside at all meetings of the PPLA and of the Executive and Board. The President will be the chief spokesperson for the PPLA, unless otherwise delegated. The President shall have a vote at any meeting. In the case of a tie, the motion is defeated. In his/her absence, the Vice-President shall preside at any such meetings. If both the President and the Vice-President are unavailable the Past President may chair the meeting.

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### Vice President

The Vice President shall assist the President in all PPLA activities. He/she will preside at meetings in the President's absence and will replace the President at various functions when asked to do so by the President. He/she will be copied on all PPLA communications and will review any communications to the public prior to distribution and shall include the President in same. The Vice President will carry out other duties assigned by the PPLA, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President's responsibilities.

### Secretary

It shall be the duty of the Secretary to attend all meetings of the Executive, the Board and the PPLA and to keep accurate minutes of the same based on Robert's Rules of Order. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence and/or documentation of the PPLA and be under the direction of the President and Executive.

The Secretary shall also keep a Record of Members of the PPLA and their contact information and shall send all PPLA correspondence/notices as required.

### Treasurer

The Treasurer shall receive all monies paid to the PPLA and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Executive may order. He/she shall properly account for the funds of the PPLA and keep such books as may be directed and disburse funds as required. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited of the financial position of the PPLA and submit a copy of same to the Secretary for the records of the PPLA. The signing authorities of the financial accounts will be any two of the following: President, Vice President and Treasurer.

### Registrar

The Registrar is responsible for facilitating and arranging all registration activities for PPLA as well as ensuring compliance with the registration rules and policies of the Alberta Lacrosse Association and the Greater Edmonton Lacrosse Council or their successors; the Registrar shall keep a record of all members of PPLA and their addresses, and if available and requested by Directors, phone numbers, fax numbers and e-mail addresses.

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### Coaching & Mentorship Administrator

Shall recommend and set up courses of training, and/or conduct such training for coaches to ensure a sufficient number of qualified persons are available to act as coaches. Shall act as a Coaches advocate. Shall act as a resource for any special coaching needs and be responsible for distribution, collection, and maintenance of coaching manuals. Also responsible for the development and oversight of a Club Mentorship program.

### Scheduler

Shall be responsible for the scheduling of all practices and tournament activities. He/She will be the first point of contact for matters of game scheduling with the GELC.

### Communications/Marketing Administrator

Shall be responsible for executing an annual communications plan and ensuring continuity and clarity of all communications from the PPLA to its membership. Additional duties would include oversight of the Sponsorship Program.

### Past President

The Past President of the PPLA will:

- Serve in an advisory capacity to the Executive
- Act in the absence of both the President and Vice-President

## **4. Board Members**

A. The Board shall consist of all members of the Executive as well as the following positions:

### Volunteer Director

The Volunteer Director provides volunteer opportunities for PPLA members to complete their required volunteer commitment. This involves creating volunteer opportunities, emailing membership with opportunities, signing members up and creating a list of completed hours which is then forwarded to the Treasurer to collect any outstanding fees from members who have uncompleted volunteer hours.

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Equipment Director

Shall be responsible for the procurement and inventory of equipment required by the PPLA including but not limited to: jerseys, goalie equipment, balls, etc. He/She will be responsible to disperse equipment to each team at the beginning of the season and provide no less than two dates for equipment return at the conclusion of the season.

Division Director(s)

Shall be responsible for the organization and oversight of the evaluation process in their respective divisions and assist with securing qualified individuals to coach. He/She will be the first point of contact in resolving concerns within their divisions and be responsible for growing the game by maintaining regular communication with membership through their divisional webpages.

Girls Director

Shall attend all GELC meetings as required for female lacrosse. Shall be responsible for the organization and oversight of the evaluation process in their respective divisions. He/She will be the first point of contact in resolving concerns within their divisions and be responsible for growing the game by maintaining regular communication with membership through their divisional webpages.

Player Development Director

Shall recommend and assist in setting up courses of training, and/or conduct such training for Players in conjunction with PPLA coaches. Shall act as a player advocate.

Discipline Director

Shall attend any meetings required by the GELC and PPLA in matters where disciplinary situations come before either board for review. He/She will also fill the role of Discipline Chair at the Annual PPLA tournament.

Webmaster / Social Media Director

Shall be responsible for maintaining the PPLA website and all updates to keep communication current. He/She will also maintain digital activity on all PPLA social media platforms as outlined in the annual communications plan.

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Fundraising Director

Shall be responsible for meeting the fundraising goals as outlined in the annual budget. He/she will organize and oversee any initiative in which fundraising is done on the behalf of the PPLA.

Tournament Director

Shall be responsible for the organization and oversight of the Parkland Spring Classic Tournament committee. He/She will be expected to have several meetings leading up to the tournament and be available on site during the weekend the tournament is held.

Apparel & Photography Director

Shall be responsible for the coordination of our apparel line and suppliers. He/She shall also secure a photographer each year for team & individual photos.

- B. Any Director or Officer may resign his/her position by providing written notice to any two Board Members.
- C. Any Director or Officer may be removed from the Board at any time with cause by a majority vote of the Board whenever, in its judgment, the best interest of the PPLA will be served.
- D. Board Members are elected for a period of two year.
- E. A person may not hold more than one elected position on the Executive and/or Board. The President in their discretion may appoint an Executive or Board member to a second position if it is left vacant or vacated mid-term.
- F. Only one (1) member of a family (including spouse, sibling or child) may serve on the Executive at the same time.

Director At Large

Shall be elected in the event all positions are filled. This individual would fulfill a vacated role on the Board should a member withdraw prior to the completion of their elected term.

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**5. Auditing**

A. The books, accounts and records of the Secretary and Treasurer shall be reviewed at least once each year by a duly qualified accountant or by two members of the PPLA without signing authority, elected or appointed for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such reviewer(s) at the Annual General Meeting of the PPLA. The fiscal year of the PPLA in each year shall be August 1 to July 31.

**6. Standing and Ad Hoc Committees**

A. Standing and Ad Hoc Committees will be formed as necessary by the Board and will operate on an ongoing basis with specified lengths of terms for members. All Committees shall report back to the Executive with written reports. The Executive shall have final say and approval over all decisions or recommendations of the Committees.

**7. Meetings**

A **Regular Meeting of the Executive** shall be called at the frequency determined by the Executive which will permit their duties to be accomplished. Regular Meetings of the Executive will be announced to all Executive Members by providing no less than ten (10) days notice in writing or three (3) days notice by telephone or email. Five (5) Executive Members, one (1) of whom must be the President, Vice President or Past President of the PPLA shall constitute a quorum at any Regular Meeting of the Executive. Regular Meetings of the Executive may be held without notice if a quorum of the Executive is present provided, however, that any business transactions shall be ratified at the next Regular Meeting of the Executive; otherwise they shall be null and void. A topic to be discussed at a Regular Meeting of the Executive may be deemed to be "in camera" or closed to all but elected Officers/Directors if the Executive determines, by a majority vote of those present, the topic to be of a personal, sensitive or confidential nature.

A **Regular Meeting of the Board** shall be called at the frequency determined by the Executive which will permit duties to be accomplished. Regular Meetings of the Board will be announced to all Board Members by providing no less than ten (10) days notice in writing or three (3) days notice by telephone or email. Six (6) Executive and Board Members, one (1) of whom must be the President, Vice President or Past President of the PPLA shall constitute a quorum at any Regular Meeting of the Board. Regular Meetings of the Board may be held without notice if a quorum of the Board is present provided, however, that any business transactions shall be ratified at the next Regular Meeting of the Board; otherwise they shall be null and void. A topic to be discussed at a Regular Meeting of the Board may be deemed to be "in camera", or closed to all but elected Officers/Directors if the Board determines, by a majority vote of those present, the topic to be of a personal, sensitive or confidential nature.

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A **Special Meeting of the Executive** shall be called by the Secretary upon the instructions of any two (2) Executive Members, by providing no less than ten (10) days notice in writing or three (3) days notice, by telephone or email, to all Executive Members setting forth the reasons for calling such meeting. Any four (4) Executive Members, one (1) of whom must be the President, Vice President or Past President of the PPLA shall constitute a quorum at a Special Meeting of the Executive. A Special Meeting of the Executive may be deemed to be "in camera", or closed to all but elected Officers/Directors if the Executive determines, by a majority vote of those present, the content of the meeting to be of a personal, sensitive or confidential nature.

There will be an **Annual General Meeting of the PPLA (AGM)** on or before October 31<sup>st</sup> in each year, by providing fourteen (14) days notice in writing in the local media, website, by telephone or email. If a Special Resolution will be proposed, twenty-one (21) days notice will be required. Only the matters set out in the notice for the AGM are considered at the AGM. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, Players Director, Coach Director, Girls Director, Registrar, Volunteer Coordinator, Discipline Director, Equipment Director, Scheduler, Webmaster and The Officers and Directors so elected shall form an Executive and Board, and shall serve until their successors are elected and installed. Fifteen (15) members, all of whom must be voting members, shall constitute a quorum at an Annual General Meeting. If quorum cannot be attained at the meeting, whoever attends the next regularly scheduled meeting of the PPLA, will constitute quorum for the purposes of conducting Annual General Meeting business such as election of officers and approval of financial statements.

A **Special General Meeting of the PPLA (SGM)** shall be called if a Special Resolution is proposed at a time other than the Annual General Meeting (AGM). Special General Meetings of the PPLA may be called at any time by the Secretary upon the instructions of the President or Executive by providing twenty-one (21) days notice in writing in the local media or website, or, by telephone or email, specifying the intention of the Special Resolution. Only the matters set out in the notice for the SGM are considered at the SGM. Fifteen (15) members, all of whom must be voting members and two (2) of whom must be elected Officers of the PPLA, shall constitute quorum at a Special General Meeting of the PPLA.

A **Regular Meeting of the PPLA** may be called at the discretion of the executive. Regular Meetings of the PPLA shall be announced to all members in good standing by providing ten (10) days notice in writing in the local media, website, or by telephone or email. Seven (7) members, all of whom must be voting members, one (1) of whom must be the President, Vice President or Past President of the PPLA shall constitute a quorum at a Regular Meeting of the PPLA.



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A **Special Meeting of the PPLA** shall be called by the Secretary upon the instructions of the President or Executive, by providing ten (10) days notice in writing in the local media, website, by telephone or email, setting forth the reasons for calling such meeting. Any seven (7) members, all of whom must be voting members, shall constitute a quorum at a Special Meeting of the PPLA.

Irregularities or errors done in good faith do not invalidate acts done by any meeting of the PPLA or Board. No action taken at a meeting is invalid due to accidental omission to give notice to any member, any member not receiving any notice, or any error in any notice that does not affect the meeting.

### 8. Election Process

- A. Executive and Board members are elected by the voting members at an AGM held annually on or before October 31<sup>st</sup>. Candidates must be voting members in good standing. Notification of the nomination procedure will be included with the notice of the election.

#### SCHEDULE OF ELECTIONS (EXECUTIVE)

- i. Even years (2-year Terms)
  - President
  - Vice President
  - Scheduler
  - Communications and Marketing
- ii. Odd years (2-year Terms)
  - Treasurer
  - Coaching & Mentorship
  - Secretary
  - Registrar

#### SCHEDULE OF ELECTIONS (BOARD)

- iii. Even Years (2-year Terms)
  - Mini Tyke/Tyke/Novice Director
  - Player Development Director
  - Webmaster / Social Media Director
  - Volunteer Director
  - Tournament Director
  - Fundraising Director

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- iv. Odd years (2-year Terms)
  - Midget/Bantam/Peewee Director
  - Girls Director
  - Equipment Director
  - Discipline Director
  - Apparel/Photography Director

B. The term of office shall be from time of election to the end of the specified term one (1) or two (2) years, at the next AGM, unless written notice of resignation is submitted to the Executive. The maximum number of consecutive terms, in the same Officer or Director Position on the Board, shall be three (3) consecutive terms. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting.

**9. Voting**

A. Any voting member who has not withdrawn from membership nor has been neither suspended nor expelled shall have the right to vote at any regular, general or special meeting of the PPLA. Such votes must be made in person and not by proxy or otherwise. Members will vote by show of hands or by secret ballot where fifty-one percent (51%) and greater than, will be considered the majority, except in the case of a Special Resolution where not less than seventy-five percent (75%) vote in favour is required.

**10. General Management**

A. The mailing address for all communication or correspondence shall be the current postal box rented by the PPLA.

B. To maintain integrity, minute books and financial records will be securely stored with the Treasurer and may be inspected by any member in good standing of the PPLA upon request. Such inspection may only take place at a mutually agreed location, in the presence of an Executive member, and dual control (two people present, one of whom is an Executive member) will be maintained at all times.

**11. Remuneration**

A. Unless authorized at any meeting and after notice for same shall have been given, no Officer, Director or member of the PPLA shall receive any remuneration for his/her services.

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**12. Borrowing Powers**

- A. For the purpose of carrying out its objectives, the PPLA 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 PPLA, and in no case shall debentures be issued without the sanction of a Special Resolution of the PPLA.

**13. PPLA Seal**

- A. The PPLA has not adopted a PPLA Seal.

**14. Insurance**

- A. For the purpose of carrying out its objectives, the PPLA will annually review and carry liability insurance as deemed necessary by the Executive.

**15. Privacy**

- A. The PPLA shall not collect, use, share or store personal information for purposes other than those of PPLA business, and shall destroy it appropriately once it is no longer needed.

**16. Special Resolution**

- A. Special Resolution will mean a resolution passed at a General Meeting of which not less than twenty-one (21) days notice in the local media, on the website, by telephone or email specifying the intention to propose the resolution has been duly given, and by the approval of not less than seventy-five percent (75%) of those members, entitled to vote, in attendance.

**17. Conflict Resolution**

- A. If at any time, ten (10) members, or greater than fifty per cent (50%) of the Executive and Board members of the PPLA are of the opinion that the PPLA is in a state of conflict such that its operation is significantly impaired, they may deliver a written "Special Meeting of the PPLA" request signed by them to all Executive members. The President will call a Special Meeting of the PPLA, providing due notice as stated, and members in attendance will have an opportunity to hear and discuss the issues causing conflict. On motion, seconded by any PPLA member in attendance at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict, and if a majority of voting members present vote in favour of the resolution proposed, the PPLA will immediately act upon the resolution, as directed by the assembly.

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**18. Bylaws**

- A. The PPLA Bylaws and Operations will be in accordance with the laws of Alberta, the *Societies Act* and any other governmental legislation relating to its operation and objectives.
- B. The Bylaws may be rescinded, altered or added to by a "Special Resolution" of the members. Changes to the bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registries. A Special Resolution(s) sent to the Corporate Registries shall be dated and verified by a person authorized by the PPLA. All Members are responsible for behaving in accordance with the bylaws and objectives of the PPLA.
- C. Any question regarding the proper application and interpretation of these bylaws shall be determined by the Chair of any PPLA meeting. The Chair's decision may be appealed by a voting Member and can be overturned by not less than seventy-five (75) percent majority vote at any Special Meeting called in accordance with the Conflict Resolution clause in these bylaws.

**19. Policies and Procedures**

- A. A policy and procedures manual may be created, maintained and reviewed annually by the Board and approved by vote at a meeting of the Executive.

**20. Dissolution of the PPLA**

- A. In the event of the dissolution (closing) of the PPLA, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to the Greater Edmonton Lacrosse Council to be held in trust with the exception of gaming proceeds. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups or purposes as per Alberta Gaming and Liquor Commission regulations.