

# RIDGE MEADOWS MINOR LACROSSE ASSOCIATION (RMMLA)

## CONSTITUTION & BYLAWS



*Updated – September 2020*

# **RIDGE MEADOWS MINOR LACROSSE ASSOCIATION CONSTITUTION**

1. The name of the society is:

## **Ridge Meadows Minor Lacrosse Association**

2. The objectives of the society are as follows:
  - a. To foster and promote the game of lacrosse, subject to the rules, and regulations of the British Columbia Lacrosse Association.
  - b. To organize and administer teams consisting of youth primarily residing in the Pitt Meadows or Maple Ridge communities.
3. In the event that the association should at any time be wound up or dissolved, the remaining assets after payment of all debts and liabilities shall be turned over to a recognized charitable in the Province or elsewhere in Canada. This provision is unalterable.
4. The society shall be carried on without purpose of gain for its Members. Any profits or other accretions to the Ridge Meadows Minor Lacrosse Association shall be used for promoting its objectives. This provision is unalterable.

# **RIDGE MEADOWS MINOR LACROSSE ASSOCIATION** **BY-LAWS**

## **1. ARTICLE 1 – INTERPRETATION**

In these bylaws, unless the context otherwise requires:

- 1.1 “RMMLA” means Ridge Meadows Minor Lacrosse Association;
- 1.2 “Board” means the Board of Directors of RMMLA;
- 1.3 “Director” means a person elected or appointed to serve on the Board of Directors pursuant to these bylaws;
- 1.4 “Society Act” means the Society Act of the Province of British Columbia from time-to-time force and all amendments to it;
- 1.5 “Lacrosse season” means from August to February for field lacrosse and March to August for box lacrosse;
- 1.6 The definitions in the *Society Act* on the date of these bylaws become effective apply to these bylaws.
- 1.7 In these bylaws, words importing a male person include a female person and a female person include a male person, and either word includes a corporation; words importing the singular include the plural and vice versa.
- 1.8 This Association is a non-reporting Society.

## **2. ARTICLE 2 – AFFILIATION**

- 2.1 The RMMLA is affiliated with the following governing boards (“affiliated governing boards”):
  - 2.1.1. The Canadian Lacrosse Association (hereafter referred to as the “CLA”);
  - 2.1.2. The British Columbia Lacrosse Association (hereafter referred to as the “BCLA”);
  - 2.1.3. The Lower Mainland Minor Lacrosse Commission (hereafter referred to as the “LMMLC”); and
  - 2.1.4. The Pacific Coast Field Lacrosse League (hereafter referred to as the “PCFLL”).
- 2.2 The RMMLA Board shall make its best efforts to comply with all applicable bylaws, rules, and regulations by which the above bodies are governed.
- 2.3 Upon receiving proper notice, the RMMLA shall arrange representation by one or more Directors, at all Regular, Special, and Annual General Meetings of the above associations.

### **3. ARTICLE 3 – MEMBERSHIP**

- 3.1 There shall be two classes of members, namely, Regular Members, and Lifetime Members. The following conditions of membership shall apply:
- 3.2 **Regular Membership (Voting)**
- 3.2.1 Regular Members include any parent or legal guardian who enters their contact information on their child's registration form for the current lacrosse season. In cases of a player of legal age who plays, the player shall be deemed the sole member. There shall be a maximum of two voting memberships available per family.
  - 3.2.2 The term of Regular Membership shall be annual, commencing upon the payment of the annual membership fee which is included in the child's registration fee for the current lacrosse season.
  - 3.2.3 Regular Members can renew their membership for the following lacrosse season upon the payment of the child's registration fee for that season.
- 3.3 **Lifetime Membership (Non-Voting)**
- 3.3.1 Lifetime Membership may be bestowed as an honour upon any current or past Regular Member of the RMMLA who has served RMMLA for a minimum of ten (10) years;
  - 3.3.2 Prospective Lifetime Members must be nominated by a Regular Member prior to a general meeting of RMMLA. Only those nominees who are confirmed by a majority vote of the Membership who vote become Lifetime Members;
  - 3.3.3 Lifetime members may attend and participate in all RMMLA meetings.
  - 3.3.4 Lifetime members are not entitled to vote at RMMLA meetings.
  - 3.3.5 Lifetime members who remain in good standing may remain members until their death.
- 3.4 All members are in good standing until their membership ceases, except a member who has failed to pay any subscriptions or debt due and owing by him to the RMMLA and he is not in good standing so long as the debt remains unpaid.
- 3.5 Every member must consistently abide by the RMMLA's Constitution & By-Laws, as well as the RMMLA Policy Manual (if any). When informed of a potential breach of the above, the President shall review the complaint and may charge a Discipline Committee with handling the complaint.
- 3.6 A member may be expelled by a special resolution of the members passed at a general meeting, provided the notice of the meeting specifies that such a matter is to be placed before the members.
- 3.7 The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 3.8 A person shall cease to be a member of the RMMLA:
- 3.8.1 by delivering his resignation in writing to the secretary of RMMLA or by mailing or delivering it to the address of RMMLA; or
  - 3.8.2 on his or her death or, in case of a corporation, society or association, upon its dissolution, bankruptcy or receivership;

- 3.8.3 on being expelled; or
- 3.8.4 on failing to renew his membership according to the membership conditions set out above.

#### **4. ARTICLE 4 – GENERAL MEETINGS OF MEMBERS**

- 4.1 General Meetings include the Annual General Meeting (AGM) or any Extraordinary General Meeting (EGM). All Regular Members are entitled to receive notice of and participate. General Meetings do not include Regular or Special Meetings of the Board of Directors.
- 4.2 Every meeting, other than an Annual General Meeting is an Extraordinary General Meeting.
- 4.3 Quorum at any General Meeting shall be twelve (12) Regular Members who are in good standing and present at the meeting.
- 4.4 Subject to the BC Society Act, and the Constitution & By-Laws of the RMMLA, Robert's Rules of Order shall be used at every RMMLA General Meeting.
- 4.5 Each Regular Member in good standing is entitled to receive notice of, attend and vote at all General Meetings and each such voting member shall be entitled to one (1) vote at such meetings.
- 4.6 Minutes shall be recorded at each RMMLA General Meeting. Once approved by the Board of Directors, these minutes shall be made available to Regular Members on the RMMLA website.
- 4.7 **Notice of General Meeting:**
  - 4.7.1 RMMLA must give not less than 14 days' written notice of a General Meeting to those members entitled to receive notice of a General Meeting.
  - 4.7.2 Notice of General Meeting shall be delivered by email intended to bring to the notice of the recipient a true copy of the notice. The notice shall also be posted on RMMLA website and via social media outlets.
  - 4.7.3 Notice of a General Meeting must specify the place, day and hour of the meeting, and the business to be transacted.
  - 4.7.4 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice or the accidental omission of notice via email, website, or social media outlets does not invalidate proceedings at that meeting.
- 4.8 **RMMLA Annual General Meeting (AGM)**
  - 4.8.1 The Annual General Meeting shall take place once per year at a time deemed appropriate by the Directors.
  - 4.8.2 The RMMLA Secretary shall deliver first notice of AGM, including a call for proposed amendments to this Constitution & By-Laws, prior to any AGM. Regular Members shall submit any proposed amendments to this Constitution & By-Laws to the Secretary by date specified in aforementioned notice.
  - 4.8.3 The RMMLA Secretary shall deliver second notice of AGM, including any proposed amendments to this Constitution & By-Laws, a minimum of two weeks prior to any AGM.

- 4.8.4 (a) Nominations for Elected positions must be received by the Secretary 14 days prior to the Annual General Meeting (AGM). Nominations will not be received from the floor during the AGM or any Special Meeting.
- (b) The Board of Directors may appoint further Board Members as deemed necessary to carry out the functions of the Society and such officers, agents and employee shall have authority and shall perform such duties as prescribed by the Board.
- (c) The Directors shall hold a meeting within seven days of the date fixed for the holding of the annual general meeting to consider the appointment of officers, as noted above in Article 4.8.3 (a).
- 4.8.5 The AGM shall be chaired by the President, or in his absence, by the First Vice-President. If both are absent, the members shall elect a person from the Board of Directors to be the chairman of the meeting.
- 4.8.5.1 If no chair has been determined from the previous clause, a regular member of the society in attendance and good standing can be nominated and elected to chair the meeting.
- 4.8.6 The business to be transacted includes:
- 4.8.6.1 approval of the minutes of the prior AGM
- 4.8.6.2 presentation of the financial statements as approved by the Directors;
- 4.8.6.3 report of the Directors;
- 4.8.6.4 proposed amendments to this Constitution & By-Laws
- 4.8.6.5 election of Directors;
- 4.8.6.6 appointment of auditor (if required); and
- 4.8.6.7 any other business that ought to be conducted at an Annual General Meeting, or business that is brought under consideration by the report of the Directors issued with the notice convening the meeting.
- 4.9 **RMMLA Extraordinary General Meeting (EGM)**
- 4.9.1 EGM may be called at any time by:
- 4.9.1.1 a Director of RMMLA; or
- 4.9.1.2 a member, the "requisitionist", representing 10% or more of the Regular Members of the RMMLA, which must be evidenced by document containing the signatures of the represented members, which document must accompany the written request to call a general meeting of the Society, stating the purpose of the meeting and such a meeting shall be convened by either the President or the Secretary within twenty-one days.
- 4.9.1.2.1 The requisition shall be mailed or delivered to the office of the Secretary and the date on which it is received shall be deemed to be the date on which it was received by the Board of Directors.
- 4.9.1.2.2 If the requisition indicates the intention to require the expulsion of a Regular or Lifetime Member or the removal of a Director, reference to such matters shall be included in the notice of meeting.
- 4.9.1.2.3 If the requisition indicates the intention to propose an amendment to these Constitution & By-Laws, reference to such matters shall be included in the notice of meeting.
- 4.9.1.2.4 When EGM has been requested in writing in accordance with clause 4.9.1.2 and such meeting has not been held within the prescribed time, the Regular Members or Directors who originated the requests may themselves convene an

Emergency General Meeting, in accordance with the provisions of the *Society Act*.

- 4.9.2 An EGM shall be chaired by the President or Vice-President. If unavailable or in cases of conflict, an EGM shall be chaired by an individual on the Board of Directors as voted by the Regular Members present.
- 4.10 Each Regular Member in good standing shall have one vote at any meeting of members.
  - 4.10.1 Voting shall be by show of hands.
  - 4.10.2 Any Regular Member can request a vote by ballot. In this case, the Chair can accept the request or, if not in agreement, can put it to a vote of the Regular Membership in attendance.
  - 4.10.3 In the case of electing Directors, a paper ballot is required unless the number of persons standing for election is the same as the number of vacant positions. Proxies will not be accepted in any case.
  - 4.10.4 Prior to election of directors, two scrutinizers shall be nominated and elected from the regular membership to count all ballots if required. Scrutinizers shall count ballots together to ensure accuracy of the count.
  - 4.10.5 Voting on amendments to these Constitution & By-Laws shall only be done by Special Resolution at an Extraordinary General Meeting called for such a purpose, or the Annual General Meeting. Special Resolution meaning members must reasonably be given minimum two weeks' written notice. Amendments require 75% vote of those members who vote at General Meeting.
  - 4.10.6 A Regular Member must be a member in good standing for thirty days prior to any AGM or EGM in order to be entitled to a vote.
- 4.11 Meetings held Electronically - In the event that an in-person meeting cannot be held, due to a state of emergency or public health notice where public gatherings are prohibited, meetings may be conducted through use of Internet meeting services designated by the Board that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions and showing the results of votes. These electronic meetings shall be subject to the same rules as an in-person meeting, which may include any reasonable limitations on, and requirements for, participation. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot. Invitations to electronic meetings will be emailed to eligible member by the Secretary, using the email address(es) supplied during the registration process.

## **5. ARTICLE 5 - BOARD OF DIRECTORS**

### **5.1 Authority**

- 5.1.1 The property and affairs of RMMLA shall be managed by a Board of Directors in which shall be vested full control of the assets, liabilities, revenues, and expenditures of RMMLA.
- 5.1.2 The Board shall be responsible to pass a budget for RMMLA by October 15th in each year.
- 5.1.3 The Board may make rules or regulations governing its operations which are not inconsistent with policies of the Provincial Government, the provisions of these Constitution & Bylaws or of any statute or the regulations passed thereunder.

- 5.1.4 The Board is not authorized to mortgage, sell, lease, transfer or change the use of the real and personal property including naming and branding operated by the RMMLA without first having obtained the approval of the Regular Members by Special Resolution.
- 5.2 The number of Directors shall be 12 plus any Past President.
- 5.3 **Elected Directors**
  - 5.3.1 Elections will be held for Directors who shall hold the following officer positions:
    - 5.3.1.1 President;
    - 5.3.1.2 **First Vice-President;**
    - 5.3.1.3 Second Vice-President;
    - 5.3.1.4 **Third Vice-President;**
    - 5.3.1.5 Fourth Vice-President;
    - 5.3.1.6 **Treasurer;**
    - 5.3.1.7 Registrar;
    - 5.3.1.8 **Secretary;**
    - 5.3.1.9 Female Director;
    - 5.3.1.10 **First Director-at-Large;**
    - 5.3.1.11 Second Director-at- Large;
    - 5.3.1.12 **Third Director-at-Large;**
  - 5.3.2 Any Regular Member shall have the right to run for any position on the Board of Directors as long as their child's home association is the RMMLA or they have been grandfathered in to the RMMLA. However, there shall be no two Directors from the same immediate family. Members shall have the right to resign from one Director position in order to run for a different Director position.
- 5.4 **Term of Elected Directors**
  - 5.4.1 Terms of office for the Elected Directors shall begin immediately after any RMMLA Annual General Meeting (AGM) at which that position is up for vote.
  - 5.4.2 The President, Second Vice-President, Fourth Vice-President, Registrar, Female Director, and First Director at Large shall serve for two-year terms to be elected in even-numbered years.
  - 5.4.3 The First Vice President, Third Vice President, Treasurer, Secretary, Second Director at Large, and Third Director at Large shall serve for two-year terms to be elected in odd- numbered years.
- 5.5 If no successor is elected for a Director position, the position shall remain vacant until such time as the Board of Directors appoints a Regular Member to the position.
- 5.6 **Appointed Director**
  - 5.6.1 In the years when there is an Immediate Past President who qualifies as a Regular Member, the Board shall appoint the Past President, if he or she consents to the appointment, a Director for the term of one year. The Past President shall assist and advise the current President in the performance of his or her duties. The Past President shall have a vote in meetings of the Board of Directors.
- 5.7 Where within his or her term a person ceases to be a Director for any cause:



- 5.7.1 A Nomination Committee, comprised of Directors, shall go through proper steps to nominate a Regular Member for that position, which shall become official by a majority vote of the remaining Board of Directors. Any individual filling such vacancy shall serve only until the next AGM, regardless of even or odd year.
- 5.7.2 No act or proceeding of the Directors shall be invalid only by reason of there being less than the prescribed number of Directors in office.
- 5.7.3 Removal of Directors - The **Members** may by Special Resolution remove a Director before the expiration of his or her term of office and may by Ordinary Resolution elect or appoint an individual who is qualified under Bylaw 3.2 to serve as Director for the balance of the term of office of the removed Director.
- 5.7.4 An individual will cease to be a Director upon:
  - (a) ceasing to meet any of the qualifications for being a Director set out in the Societies Act or these Bylaws;
  - (b) the resignation of such individual as a Director, the effective date of which will be the later to occur of (i) the receipt by the Society of the written resignation; and (ii) the effective date, if any, specified in the resignation;
  - (c) his or her death;
  - (d) the expiry of his or her term of office as Director, unless re-elected;
  - (e) being absent without reasonable excuse from three (3) successive meetings of the Board in a Membership Year; or
  - (f) his or her removal from office as Director.

## **6. ARTICLE 6 – DUTIES OF THE BOARD**

- 6.1 Each Director shall have only one vote regardless of the number of Board positions held. Provided that the President shall not have a vote unless to break a tie.
- 6.2 The **President (elected)** shall have the responsibility to conduct the day-to-day business of the RMMLA within the guidelines of the RMMLA Constitution, these By-Laws and the RMMLA's Policy Manual (if any), and always within the By-Laws and guidelines of our Affiliated Associations as listed above. The President shall;
  - 6.2.1 Supervise officers in the execution of their duties.
  - 6.2.2 Attend or appoint someone to attend all meetings of its governing bodies.
  - 6.2.3 Work with other Directors to produce a yearly budget, including needs for saving and expenditures, as well as contingency funds.
  - 6.2.4 Work with the Treasurer to ensure funds are allocated properly for gaming purposes.
  - 6.2.5 Chair any RMMLA Discipline Committee.
- 6.3 The **First Vice President (elected)** shall be responsible for **Club Operations** of the RMMLA. This position reports to the President and shall;
  - 6.3.1 Assume the role of President if the position is vacant or if the President is unable to carry-out duties.
  - 6.3.2 Attend meetings of governing bodies when assigned by President.
  - 6.3.3 Chair a meeting at the start of each field lacrosse and box lacrosse season reviewing responsibilities for RMMLA Directors and other officials as involved.
  - 6.3.4 Work with other Directors to prepare for and plan for upcoming box and field seasons.
- 6.4 The **Second Vice President (elected)** shall be responsible for **Development**. This position reports to the 1<sup>st</sup> Vice President and shall;

- 6.4.1 Be responsible for organizing RMMLA development opportunities, including opportunities to enlist and develop new players.
  - 6.4.2 Work with the Head Coach to maintain a player development matrix to be shared with all RMMLA coaches and kept on file for yearly distribution.
  - 6.4.3 Report any external camps or development opportunities to members.
  - 6.4.4 Complete a yearly report outlining team and player successes as well as areas of improvement.
  - 6.4.5 Be responsible for overseeing activities of the Head Coach, and Head Referee.
  - 6.4.6 Be responsible for submission for BCLA award nominations, and in the event of no recognition coordinator, be responsible for RMMLA awards and recognition.
  - 6.4.7 Provide the 1<sup>st</sup> VP with regular briefings on his or her association functions.
- 6.5 The **Third Vice President (elected)** shall be responsible for **Facilities and Equipment**. This position reports to the 1<sup>st</sup> Vice President and shall;
- 6.5.1 Be the liaison with governing boards in issues concerning use of facilities and amenities, communicate with the municipalities in a professional manner to better the position of the RMMLA, negotiate rates, refunds, and source facilities suited for the RMMLA.
  - 6.5.2 In company with any Facilities Allocator, attend any user group meetings concerning arena bookings, lacrosse box bookings, gymnasium bookings, or field bookings.
  - 6.5.3 Be responsible for overseeing activities of the Equipment Manager and any Facilities Allocators.
  - 6.5.4 When deemed necessary, make presentations to the City or other affiliated associations based on needs of the RMMLA concerning facilities or equipment.
  - 6.5.5 Provide the 1<sup>st</sup> VP with regular briefings on his or her association functions.
- 6.6 The **Fourth Vice President (elected)** shall be responsible for **Team Operations**. This position reports to the 1<sup>st</sup> Vice President and shall;
- 6.6.1 Chair a meeting at the start of each field lacrosse and box lacrosse season reviewing responsibilities for RMMLA Operational personnel, including Division Managers and Team Managers.
  - 6.6.2 Be responsible for overseeing activities of RMMLA Operational personnel or other officials involved in the operation of box and field lacrosse seasons, including tournaments.
  - 6.6.3 Be responsible for delivering members information on Team BC (box and field lacrosse) and Summer Games (box and field lacrosse).
  - 6.6.4 Provide the 1<sup>st</sup> VP with regular briefings on his or her association functions.
- 6.7 The **Treasurer (elected)** shall be responsible for duties as outlined below. This position reports to the President and shall;
- 6.7.1 Be required to submit a satisfactory Criminal Record Check to the President.
  - 6.7.2 Have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the RMMLA in its chosen financial institution.
  - 6.7.3 Keep an accurate account of all money received and paid out in appropriate books. Records should go back a minimum of seven years.
  - 6.7.4 Provide the Board of Directors with a financial report at each Regular Meeting of the Board of Directors.
  - 6.7.5 Render a complete set of financial statements including a balance sheet and a statement of receipts and disbursements of the RMMLA annually for the general membership.

- 6.7.6 Seek the assistance of a professional auditor when necessary.
- 6.8 The **Registrar (elected)** shall be responsible for the proper registration of all players in the RMMLA. This position reports to the President and shall;
  - 6.8.1 Be responsible for the records of all registered players, and for providing proper registration information to BCLA, LMMLC, PCFLL, and any RMMLA Directors or officials.
  - 6.8.2 Work with the Treasurer and turn over all registration fees collected.
  - 6.8.3 Maintain updated membership lists and provide contact information for any communication.
- 6.9 The **Secretary (elected)** shall take minutes at all meetings of the Board of Directors and at any General Meeting. This position reports to the President and shall;
  - 6.9.1 Prepare and distribute all general correspondence and notices on behalf of the RMMLA, including sending out notices of meetings and keeping members informed of the activities of the RMMLA.
  - 6.9.2 Maintain a full and complete record of all meetings. Once the minutes have been accepted, the Secretary shall make the minutes available for members to read.
  - 6.9.3 Ensure all statements, lists or other reports required by Affiliated Associations or other are filed as required.
  - 6.9.4 Maintain and manage the RMMLA website, in the event of no Webmaster.
- 6.10 The **Female Director (elected)** is responsible for all duties concerning female lacrosse. This position reports to the President and shall;
  - 6.10.1 Attend all female meetings of the LMMLC & PCFLL and disseminate information from the meetings to all female lacrosse coaches, and managers.
  - 6.10.2 Disseminate any information regarding female lacrosse camps or tournaments to RMMLA coaches, managers, members, and players. This includes any Team BC programs.
  - 6.10.3 Act as female division manager to ensure all female box and field lacrosse teams are selected, organized properly, and run smoothly.
- 6.11 The **First Director-at-Large (elected)** is responsible for grassroots recruitment. Programs this director is responsible for include: Fun Lacrosse, Shooting Stars Division Manager, School outreach programs, community promotional events. This position reports to the 2<sup>nd</sup> Vice President.
- 6.12 The **Second Director-at-Large (elected)** is responsible for facilities support and government lobbying on the RMMLA's behalf, responsible for apparel in the event of no apparel coordinator, sponsorship options for local businesses. This position reports to the 1<sup>st</sup> Vice President.
- 6.13 The **Third Director-at-Large (elected)** is responsible for tryout coordination for Box and Field Lacrosse, Assisting with the 2<sup>nd</sup> Vice President in Development opportunities for Box and Field Lacrosse. This position reports to the 2<sup>nd</sup> Vice President.
- 6.14 The **Immediate Past President** (non-elected) shall perform the duties and carry out the responsibilities allocated or set by the President, if required by the President and in an advisory capacity when requested by the President, or any Director for a period of one year only.

## **7. ARTICLE 7 – MEETINGS OF THE BOARD**

- 7.1 **Regular Meetings of the Board of Directors** shall be held approximately once a month and at a regularly scheduled time and place to be chaired by the RMMLA President. There may be no Regular Meeting of the Board of Directors in August of any year.
- 7.2 The Agenda may include in-camera matters which shall remain confidential to the Board. Discretion shall be used at all time in moving discussion to in-camera and shall be reserved for purposes of protecting the anonymity of a minor, disciplinary items, or when discussing details sensitive to a member. The minutes shall provide general details of what was discussed in-camera.
- 7.3 Attendance shall include all Elected Directors; any Regular, or Lifetime Member is welcome to attend.
- 7.4 The time and place of any Regular Meetings of the Board of Directors shall be posted on the RMMLA website. Time and place are subject to change upon majority agreement by the Board of Directors with a minimum seven (7) days' notice posted on the RMMLA website.
- 7.5 Minutes shall be recorded at each Regular Meeting of the Board of Directors. These minutes, once approved, shall be made available to members on the RMMLA website.
- 7.6 **Special Meetings of the Board of Directors** may be called from time to time as deemed necessary by the Board of Directors to be chaired by the RMMLA President.
- 7.7 The time and place of any Special Meetings of the Board of Directors shall be posted on the RMMLA website with a minimum seven (7) days' notice including details of specific business unless the matter fall within the in-camera business of the Board.
- 7.8 Minutes shall be recorded at each Special Meetings of the Board of Directors. These minutes, once approved, shall be made available to members on the RMMLA website. The Agenda may include in camera matters which shall remain confidential to the Board and the minutes of which will not be made available to anyone other than Board members.
- 7.9 Any Director missing three or more consecutive meetings may be subject to removal by majority vote of the Board of Directors.
- 7.10 Each member of the Board of Directors shall have one vote on all Policy Manual items. The exception is the President, who votes only in the case of a tie.
- 7.11 In the case of Policy Manual items, any Board of Director who may be in a conflict of interest must report such potential conflict to the President (or, if the President, to the First Vice-President) who shall review such potential conflict and rule on voting privileges for Policy Manual items.
- 7.12 Meetings held electronically – In the event that an in-person meeting cannot be held, due to a state of emergency or public health notice where public gatherings are prohibited, meetings may be conducted through use of Internet meeting services designated by the Board that support visible displays identifying those participating,

identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to the same rules as an in-person meeting, which may include any reasonable limitations on, and requirements for, participation. A vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot. Invitations to electronic meetings will be emailed to eligible member by the Secretary, using the email address(es) supplied during the registration process.

## **8. ARTICLE 8 – MEETINGS OF COMMITTEES**

- 8.1 The Board of Directors shall have power to appoint Committees and Committee Chairs from time to time as may be required. Members of any Committee shall be approved by the Board. Members may be drawn from the Regular Membership.
- 8.2 Committee Meetings shall be conducted when necessary to attend to business as needed and shall be chaired by the appropriate Committee Chair. The purpose shall be to conduct any necessary business of an official RMMLA Committee.
- 8.3 Attendance shall include only the Chair of the Committee meeting, as well as Committee Members and such other persons as may be invited by the Committee.
- 8.4 The Committees shall take minutes of the Committee meetings. Once approved the Committee minutes shall be provided at the next Regular Meeting of the Board of Directors and shall be recorded in the minutes. Provisions outlined above for in camera aspects shall be followed.

## **9. ARTICLE 9 - FINANCES OF THE ASSOCIATION**

- 9.1 The Society may raise or secure payment of monies in such manner and amount as shall be sanctioned by a resolution of the Board of Directors.
- 9.2 No borrowing shall be done without sanction of a Special Resolution.
- 9.3 The RMMLA shall maintain two separate bank accounts and a PayPal account. A “General Operating” account shall be maintained to be used for general expenses. A “Gaming Account” shall be maintained and be used for special expenses eligible for payment by the terms of the Government Gaming Grants received by the Society. A PayPal account will be maintained primarily to receive registration funds from the BCLA central online registration system. Secondly the PayPal account may be used for limited electronic funds transfer transactions.
  - 9.3.1 The RMMLA Treasurer, upon commencement of term, will establish or maintain the existing “General Operating Account”. The general operating account will have four signing officers: The President, the First Vice-President, the Treasurer, and another Elected Director. Signing Officers may be changed due to conflict of interest but should always be Elected Directors. Each bank transaction must require two signatures.
  - 9.3.2 The RMMLA Treasurer, upon commencement of term, will establish or maintain the existing “Gaming Account”. The gaming account will have four signing officers: The President, the First Vice-President, the Treasurer, and another

- Elected Director. Signing Officers may be changed due to conflict of interest but should always be Elected Directors. Each bank transaction must require two signatures. Disbursements from the Gaming Account must be in accordance with the terms and conditions for Charitable Gaming and Access to Gaming Revenue.
- 9.3.3 The RMMLA Treasurer, upon commencement of term, will establish or maintain the existing "PayPal Account". The primary use of the PayPal account is used to receive registration funds from the BCLA operated player registration website. The PayPal account balance shall not exceed 10% of the RMMLA annual operating budget for longer than 30 days. Secondly, the PayPal account may be used for electronic funds transfer to members and vendors. Each electronic funds transfer must be approved by the Treasurer and one of the authorized signors of the General Operating Account. All electronic fund transfer transactions shall be included in the Treasurer's report each month at the board meeting.
- 9.4 The Association shall apply for a Gaming Grant on a yearly basis. The President and Treasurer shall complete the Gaming Grant, with input from the Finance Committee if any.
- 9.5 All extraordinary expenses over \$1000 shall require approval, prior or post, through a majority vote by the Board of Directors at a Regular or Special meeting or through email. Ordinary operating expenses included in the annual budget shall be reviewed as part of the Treasurer's monthly board of directors' report.
- 9.6 All excess revenues generated for the RMMLA will be deposited into the "General Operating Account."
- 9.7 Within reason, the RMMLA shall bear the cost of any office supplies used for official RMMLA business. Such expenses may include toner costs and/or paper costs.
- 9.8 No Director shall be remunerated for being or acting as a Director, but a Director shall be reimbursed for all necessary and verifiable expenses reasonably incurred by him while engaged in the affairs of the RMMLA.
- 9.9 The RMMLA shall maintain a contingency fund for large purchases such as jerseys, equipment, or future facilities.
- 9.10 Tournament Financials - All RMMLA hosted tournaments will run revenue and expenses centrally through the RMMLA Treasurer and bank accounts. Tournament budgets and team registration fees shall be submitted to the association. Within reason expenses shall be paid directly from the association to vendors.

## **10. ARTICLE 10 - ASSOCIATION COLOURS AND TEAM NAME**

- 10.1 The recognized official colours of the RMMLA shall be predominantly royal blue, with red and white trim or highlight.
- 10.1 All teams in the RMMLA shall be named and known as the "BURRARDS".
- 10.2 Official name, colours, and/or logos shall only be changed in accordance with Clause 4.10.5

- 10.3 Purchases of team apparel including, but not limited to, practice jerseys, hoodies, jackets, t-shirts, hats, etc. should be done so only through our official supplier(s). This is to maintain consistency and quality when representing the "BURRARDS" brand name. The RMMLA shall tender bids for apparel providers at least every two years.