

Rocky View Lacrosse Association PO Box 10583

Airdrie, Alberta T4A 0H8

Rocky View Lacrosse Association ByLaws

1.0 General

1.1 The name of the Organization is the Rocky View Lacrosse Association (hereinafter referred to as RVLA).

2.0 Membership

2.1 A member shall be any player, parent or guardian registered with the RVLA. The membership fee shall be the registration fee for a lacrosse player, such fee being determined by the Board of Directors before each new lacrosse year.

2.2 Membership shall imply acceptance of the RVLA Constitution and By-Laws as well as the Calgary and District Lacrosse Association (CDLA) Constitution and By-Laws.

2.3 Affiliate members are any non-player or non-parent, coach, manager or other official, officially registered with the RVLA and who are willing to support the promotion and development of lacrosse in the Rocky View area, the City of Calgary, in Alberta or elsewhere in Canada.

2.4 A member shall be deemed to be in good standing when:

2.4.1 They have paid their annual membership fee and any other dues or fees payable; and

2.4.2 They abide by and comply with these By-Laws; and

2.4.3 They abide by and comply with the Lacrosse Canada (LC), Calgary District Lacrosse Association (CDLA) and Alberta Lacrosse Association (ALA) By-Laws; and

2.4.4 They observe faithfully the rules and regulations made from time to time by the Executive Committee.

2.5 RVLA may make, and from time to time amend, policies and procedures for the maintenance and/or continuation of membership on an inactive basis.

2.7 Members in good standing may attend AGM, and all general and special meetings of the RVLA.

2.8 Members must be personally in attendance, either physically or via video conference (when provided as an acceptable means of attending by the Board) in order to vote during meetings. Proxies are not acceptable for the purpose of voting at meetings of the membership.

3.0 Board of Directors and Executive Committee

3.1 Board of Directors

Board of Directors consists of all duly elected directors of the RVLA. Hereinafter, Board of Directors will be referred to as the Board.

3.2 Executive Committee

Executive Committee shall consist of the following members of the Board of Directors:

- President
- Vice President Admin
- Vice President Development
- Treasurer
- Discipline Director

The Board of Directors may appoint additional Board members to the Executive Committee from time to time where it is deemed necessary.

Hereinafter, the Executive Committee shall be referred to as the Executive.

3.3 Qualification of Directors

Members in good standing who have reached the age of majority may be elected as a director.

To be elected for a director position that is considered a member of the Executive Committee, members must have held another director position on the Board for a period of 1 year in the past 5 years.

3.4 Number of Directors

The Board of Directors, including the Executive Committee (not including the Executive Director or Past President) shall consist of no less than 11 and not more than 17 directors. Within these limits, the number of directors, and their position titles, to be elected at each Annual General Meeting shall be determined and announced by the Board of Directors prior to the announcement of each Annual General Meeting. If, after an election, the minimum number of directors has not been met, the current members of the Board of Directors will endeavour to appoint directors until at least the minimum number of directors is met.

3.5 Election

The Board shall be elected at the Annual General Meeting.

An election may also be held at a Special Meeting. Such Special Meetings may only include motions for removal and election of directors. No other business may be part of a Special Meeting called for the purpose of election.

Current Directors are normally eligible to run for re-election. The duties of the Board shall commence upon their election.

3.6 Term of Directors

Directors who are members of the Executive as in 3.2 shall have a minimum term of 2 years.

Duly elected directors of the Board shall have a term of 1 year or the next Annual General Meeting.

Directors appointed by the Board will have a term that does not exceed the date of the next Annual General Meeting.

3.7 Removal or Suspension of a Director or Executive Committee Member

Board members, including members of the executive committee, may be suspended or removed by the Board, if they are deemed by the Board to be derelict in their duties as a Board member or deemed to be in violation of any of the Bylaws of the Association. Board members indicted or arrested for any criminal activity or considered to have taken actions harmful to a minor may also be suspended or removed.

Board members may be removed or suspended through a motion to the Board of Directors that receives approval by 75% of votes received at a properly called meeting of the Board.

The Board member in question must have been provided no less than 7 days notice of the intention for such motion to be considered. This notice may be provided by email to their personal email address on file.

Directors may also be removed at a Special Meeting. Special Meetings where removals are considered may only include motions for removal of directors and election of directors. No other business should be considered at a Special Meeting called for this purpose. In the case of a Special Meeting, a motion for removal must be approved by 50% plus 1 of the members in attendance.

3.8 Vacancies

If any member of the board of directors shall resign their office, or have been removed through actions available in 3.7, the Board shall declare their office vacated and may appoint a successor in their place to hold office until the next annual general meeting. g. Suspension. Any director of the Board may be suspended by the Board from their office or have their tenure of office terminated if, in the opinion of the Board, he is grossly negligent in the performance of their duties. Any director so suspended or whose tenure of office has been terminated shall be at liberty to appeal the decision of the Board directly to the membership at the next general meeting following such a decision, provided notice of such appeal, shall be given in writing to the President at least one week prior to such meeting.

3.9 Non-Voting Board Members

The Executive Director will act as Secretary at Board and Executive Meetings. They are responsible for recording and storing minutes of all meetings of the Board and Executive. The Executive Director does not have voting status on the Board or Executive.

The Past President, if position is fulfilled, will act as an advisor to both the Board and the Executive.

The Past President does not have voting status.

4.0 Powers and Responsibilities

4.1 Board of Directors

The Board will act as the representative of RVLA in all business matters that do not require a meeting of the membership.

The Board shall meet a minimum of 7 times per year outside of the AGM.

The President shall normally decide the schedule for Board meetings. However, a Board meeting may also be called with the signature of any 3 members of the Board. Finally, a meeting without notice may be held if no less than 75% of Board members and no less than 50% of the Executive are in attendance.

The Executive Director will notify Board members by email to their board email address no less than 48 hours prior to any meeting. Such notice shall include the proposed meeting agenda.

Quorum for a Board meeting shall be 50%. If quorum is not present within 15 minutes of scheduled start time, the meeting must be adjourned immediately.

Board members, including Executive Committee members, are not eligible for remuneration for acting as such. However, they shall be entitled to reimbursement for reasonable out of pocket expenses as may be approved by the Board.

Borrowing Power: The Board may only borrow money through a motion at an AGM or Special Meeting. Such motion must receive approval of 65% of those in attendance. The intent to borrow money must have been specifically relayed to membership in the meeting notice sent to membership.

The Board may create and appoint special or standing committees to assist with the completion of club duties or special projects. The Chair and Members of these committees are selected and appointed by the Board. These committees operate within guidelines provided by the Board and are accountable to the Board.

4.2 Executive Committee

4.2.1 The Executive Committee shall attend to the business of the Association between Board meetings. The Executive must adhere to all guidelines, policies and procedures of the Association. The Executive is accountable to the Board and must receive Board approval for decisions that may be considered outside the course of normal business for the association. When in doubt, the Executive should seek the approval of the Board before proceeding.

4.2.2 The Executive Committee shall share the duties of the association as directed by the President, maintaining a reasonably fair division of duties amongst the Executive.

4.2.3 Meetings of the Executive are at the discretion of the President but may also be called by any 2 members of the Executive. All meetings can be held immediately once quorum has been achieved.

4.2.4 Quorum for meetings of the Executive will be 3 members or 50% of the current Executive, whichever is greater. If quorum is not achieved within 15 minutes of expected start time, the meeting must be adjourned until quorum can be reached.

4.2.5 Minutes for meetings of the Executive shall be forwarded to the Executive Director and/or Secretary as soon as possible but not later than 15 days after the meeting. Responsibilities for recording minutes will be with the Discipline Director, or, in their absence, such Executive member selected by the President.

4.3 Duties of the Directors

President

The president shall be an ex officio member of all committees. They shall, when present, preside over all meetings of the Society, the Board and the Executive Committee. In their absence, the Vice president Admin shall preside at any such meetings. In the absence of both, a chair may be elected at the meeting to preside.

Treasurer

The Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in the appropriate accounts of the society. The treasurer shall properly account for all funds and ensure that records and books are properly maintained. They will provide financial updates at the annual AGM and to the Board and Executive Committee upon request.

Vice President Admin

The Vice President Admin will be responsible for ensuring that all administrative task required for the society are completed. These duties may be delegated to other directors as required and approved by the Board.

Vice President Development

The Vice President Development will be responsible for evaluations, coach and player development. These duties will be completed with the assistance of other directors as delegated and approved by the Board.

Discipline Director

The Discipline Director is responsible for ensuring that the Association and its members act within the Code of Conduct of Rockyview Lacrosse, CDLA, ALA and Lacrosse Canada. They will chair any disciplinary committees that may be required.

Secretary

This role is fulfilled by the non-voting position of Executive Director. The duty is to attend all meetings of the society and Board and record accurate minutes of said meetings. In case of absence of the Secretary, a board member will be appointed to record minutes in their absence.

All Other Directors

All other directors of the Association shall be assigned appropriate duties by the Board and/or Executive Committee to assist in administrative and operational facets of the Association.

5.0 Membership Meetings

5.0.1 All meetings of the RVLA shall be chaired by the President, or in their absence, another member of the Executive Committee as selected by the Executive Committee. In the absence of all members of the Executive Committee,

5.0.2 Any disagreements regarding meeting procedures shall be settled through reference to RVLA Bylaws, policies and procedures, and the most current version of Roberts Rules of Order, Newly Revised.

5.1 Annual General Meeting (AGM)

5.1.1 The RVLA holds its Annual General Meeting no later than November 30th of each calendar year at such time and place in the Province of Alberta as the Board of Directors shall determine.

5.1.2 The RVLA must give twenty-one (21) days' notice of the Annual General Meeting to all registered members via email address(es) on file with the RVLA,

5.1.3 Quorum for AGM - Attendance of at least fifty percent (50%) of the Board and any number of general members.

5.1.4 Minutes will be recorded by the Executive Director or, in their absence, a member selected by the Board.

5.1.5 In order to vote on all matters during the AGM, members must be in good standing with RVLA as per 2.5 and all its parts.

5.2 Special Meetings

5.2.1 RVLA must call a special meeting of the membership upon receipt of either:

- a petition signed by at least 30% of the current registered membership.
- A request signed by at least 40% of the current Board of Directors

5.2.2 Notice of a Special Meeting will be provided via email to all registered members via email address(es) on file with the RVLA.

5.2.3 Notice for a Special Meeting must be provided no less than 14 days prior to the scheduled meeting.

5.2.4 In order to vote during a Special Meeting, members must be in good standing with RVLA as per 2.5 and all its parts

5.2.5 Quorum for a Special Meeting will be 70% of the Board or 40% of the current registered membership

5.2.6 Minutes must be recorded by the Executive Director or, in their absence, a member selected by the attendees.

6.0 Restriction of Players

6.1 No player may play or participate in box lacrosse outside the jurisdiction of the RVLA without first securing permission from the RVLA.

7.0 Discipline. Suspension or withdrawal of Members

7.1 Disciplined or suspended members have the right of appeal to a committee appointed by the Board

7.2 Any member of the RVLA may withdraw from the RVLA at any time by sending written notice of his/her withdrawal to the Executive Director

7.3 Any member who is deemed not in good standing may have their membership suspended and, upon a majority vote of the Executive Committee, withdrawn.

8.0 Signing Officers

8.1 Except as herein otherwise provided, all documents, including deeds, transfers, licenses, contracts and engagements, requiring execution on behalf of the RVLA shall be counter-signed by two of either the President, Vice President of Admin, or the Treasurer

9.0 Audit and Financial

9.1 The books, accounts and records of the Secretary (Executive Director) and the Treasurer shall be audited at least once each year by two members of the Board. Complete and proper financial statements shall be submitted by such auditors at the Annual Meeting of the Club, August 31, in each year shall be the fiscal year end of the Club.

9.2 All the financial books, accounts and records of the RVLA may be inspected by any Member at the AGM or at any time upon giving reasonable notice and arranging a time and place satisfactory to the Board. Each Director shall at all times have access to such books and records.

10.0 Special Resolution

10.1 Neither the Constitution nor By-Laws of the RVLA shall be altered or added to except by Special Resolution of the members of the RVLA. 10.2 These By-Laws may be amended by a Special Resolution at any Annual General Meeting, or special meeting where the bylaws are the only agenda item, by the affirmative vote of not less than seventy-five (75%) percent of those Members, if entitled to do so, who vote at said meeting, and such Special Resolution shall become valid upon the approval of and registration by Alberta Registries, Corporate Registry. Notice of all proposed amendments to these By-Laws shall be signed by two (2) members of the Board of Directors if the amendment is proposed by the Board of Directors or by two (2) Members in good standing if proposed by the Members. The proposed amendments must be received by the EXECUTIVE DIRECTOR forty-five (45) days in advance of the Annual General Meeting and shall be included in the notice of the Annual General Meeting, of which not less than twenty-one (21) days' notice specifying the

intention to propose the Special Resolution has been duly given, otherwise the said meeting shall have no power to deal with the same.

Dated at the City of Airdrie in the Province of Alberta, this the 17th of November, 2024.

WITNESS NAME Rene Reutlinger President

WITNESS NAME Gerald Warriner Vice President Admin