

RED RIVER LACROSSE ASSOCIATION**BY-LAWS****ARTICLE 1: MEMBERSHIP**

- 1.1 The Association will consist of one representative in good standing from each zone. All representatives must be in good standing with their zone, the MLA and the CLA. Each zone will name an alternate. It shall be the responsibility of each zone to ensure that he or she or his or her representative be present at all Association meetings.
- 1.2 Expansion
- 1.2.1 The Executive Board of the R.R.L.A. will establish all rules for expansion.
- 1.2.2 Applications for new zones/areas wishing to enter the R.R.L.A. must be submitted prior to **February 1st** of each playing season.
- 1.2.3 Applications will be voted on by the Executive Board.
- 1.2.4 The application must be accompanied by a \$500.00 fee.
- 1.3 Fees
- 1.3.1 The Treasurer of the Association will submit a financial statement from the previous year for approval at the Annual General Meeting.

ARTICLE 2: MEETINGS

- 2.1 Meetings of members will include Annual General Meetings and Special Meetings. A member is defined as a player or official who has reached the age of majority. Players who have not reached the age of majority are not entitled to vote, however, each family with one or more children or charges registered will be entitled to one vote. All members must be in good standing.
- 2.2 **The Annual Meeting** of the Association must be held prior to the MLA AGM and will be held between the fifteenth day of September and the first day of November in each and every year. The AGM shall be at the call of the President.
- 2.3 Notice of such meeting must be forwarded by mail a **minimum of twenty-one (21)** days prior to the date of said meeting to each member in good standing of the Association. This notice will include:
- a) the place of the meeting
 - b) the date of the meeting
 - c) the agenda for the meeting
 - d) the proposed amendments to the Constitution or By-Laws
- 2.4 **Special Meeting** – The President may call a Special Meeting of the Association at any time, either himself or upon request of the majority of the Executive Board. Notice of any Special Meeting must be forwarded by mail a **minimum of twenty-one (21)** days prior to the date of said meeting to each member in good standing of the Association

2.5 **Quorum** – At Annual and Special meetings of the Association, a minimum of seven (7) members in good standing with the R.R.L.A will constitute a quorum.

2.6 **Procedures at Annual and Special Meetings:**

Agenda

- a) Opening Remarks
- b) Minutes of Previous Meeting
- c) Treasurer's Report
- d) Reports
- e) Resolutions, General or New Business
- f) Elections
- g) Annual Membership Deadlines
- h) Adjournment

2.7 **Voting** – At all Annual and Special meetings of the Association, all members in good standing are entitled to one vote. The member must have achieved the age of 18 years by the day of Annual General or Special Meeting. Parents or Guardians of registered participants shall be entitled to one vote on behalf of any registered minor participants who have not reached the age of majority. No voting by proxy will be allowed.

ARTICLE 3: GOVERNANCE

3.1 The Executive Board of the Association consists of:

- a) President
- b) Past President
- c) Vice President
- d) Secretary
- e) Treasurer
- f) Registrar
- g) Referee-in-Chief
- h) One representative per zone

3.2 The officers as elected by the Association, shall be vested with the powers to conduct the affairs of the Association. Once a year at the Annual General Meeting, the Association elects its Executive officers. The election of Executive officers positions shall be alternated as follows, to ensure continuity (i.e.: all officers do not vacate office at one time):

- a) The President, Secretary, Registrar and Director-at-Large will be elected by the membership at the Annual General Meeting held in even numbered years.
- b) The Vice President, Treasurer, Referee-in-Chief and Director-at-Large will be elected by the membership at the Annual General Meeting held in odd numbered years.

3.3 Terms of office for all positions will be two (2) years. An officer can hold a maximum of two, 2 year terms unless their position cannot be filled by an election.

3.4 The position of Immediate Past President is not an elected position; the length of term will be two (2) years maximum. The Past President is defined as the immediate last person

- to occupy the position of President who completed their full term and was not re-elected as an officer, removed or resigned. If there is no Immediate Past President, as defined herein, the position of Immediate Past President will remain vacant.
- 3.5 A position on the Executive not filled by election at the Annual General Meeting and any vacancy occurring in any such office shall be filled by appointment by the Executive Board.
 - 3.6 Elected zone representatives will be appointed annually.
 - 3.7 The Executive Board shall insure that the business and affairs of the Red River Lacrosse Association (R.R.L.A.) are conducted in accordance with the Association By-Laws and Operating Policies that may be enacted by the Executive Board from time to time. In general, the Executive Board supports a position of open access of its members and shall give full consideration to the affairs brought to its attention by any officer or member in good standing.
 - 3.8 The Executive Board will determine the general operating policies with respect to the organization, administration and operation of the Association.
 - 3.9 The Executive Board will operate the Box Lacrosse program at all levels. The Board will provide for the development of players, coaches and officials.
 - 3.10 The Executive Board will make rules respecting the enrollment of players and their access to programs operated by the Association.
 - 3.11 The Executive Board will consider questions brought before it, with dispatch, and with due consideration of the opinion of petitioners.
 - 3.12 The Executive Board will serve to promote the game of Box Lacrosse in all its endeavours and determine registration fees for each age category for the current playing year.
 - 3.13 **Meetings of the Executive Board** at the call of the President will be held on a monthly basis from January to December.
 - 3.14 Notice of all meetings of the Executive Board shall be given in writing and sent via electronic mail to all members of the Executive Board not later than **seven (7) days** prior to the meeting. The notice will include the date, time, location and tentative agenda.
 - 3.15 The R.R.L.A. Executive Board will meet a minimum of nine times per year.
 - 3.16 At any meeting of the Executive Board, quorum will consist of a majority of the Board.
 - 3.17 Each Executive officer must be a member in good standing and will be entitled to one vote. A "pass" vote will be fifty percent plus one vote. In the case of equality of votes, the Chairperson will shall then cast his/her vote in order to break the tie. An Executive Board member may request his/her vote to be recorded in the minutes.
 - 3.18 **Zone Associations** - Each zone will provide a representative to the Executive Board of the R.R.L.A. and will have one (1) vote. Each zone representative must be elected at their Zone Association's AGM. Failure of the Zone Association to follow their operating policies may result in suspension.

- 3.19 No absentee voting shall be allowed.
- 3.20 All minutes of the R.R.L.A. Executive Board meetings must be forwarded by the Secretary to Executive Board members no later than **fourteen (14) days** after the meeting date.
- 3.21 **Attendance at Executive Board meetings:**
- a) All members of the Executive Board are expected to attend all meetings. Failure of Zone representatives to attend will result in a fine of **\$25.00**. The zone will be contacted prior to the fine sheet being sent. Each Zone will be allowed one (1) missed meeting pass per year.
 - b) If an Elected officer misses three (3) meetings in a row they will be removed from their position and replaced by appointment of the Executive Board.
 - c) If three (3) meetings in a row are missed by a recognized zone, that zone will be suspended from the R.R.L.A. resulting in loss of voting privileges as well as suspended play between the suspended zone and other zone organizations. If there is a suspension of a zone, teams within the zone will be able to participate in the remainder of games for the playing year.

ARTICLE 4: DUTIES OF THE EXECUTIVE BOARD

- 4.1 **The President** – shall exercise the powers and perform the duties assigned to him/her by the Executive Board of the Association. The President will be an unbiased representative of all clubs equally. He/she will call all Executive Board meetings and will be chairperson at each Executive Board meeting. The President will set the agenda for all Executive Board meetings he/she shall be an ex officio member of all committees of the Executive Board. He/she must have served one (1) year of the past two (2) years on the Executive Board prior to election as President. The term of office will be for two (2) years. The President will vote only in the event of a tie vote. In the event the President resigns from this position they forfeit their right to the position of Past President. The President will be a signing authority for the R.R.L.A.
- 4.2 **The Vice President** – will have the same authority and responsibilities as the President in his/her absence. The Vice President will review the Operating Policies at the end of the year and will recommend any needed changes. The term of office will be for two (2) years. The Vice President will be entitled to one vote and will be a signing authority for the R.R.L.A.
- 4.3 **The Past President** – the term of office will be for two (2) years. Should the current President be elected to a second two year term, the Past President shall be entitled to hold that position until the end of the current Presidents' second term. The Past President will be entitled to one vote and will act in an advisory capacity to the Association.
- 4.4 **The Secretary** – will be responsible for recording minutes of Executive Board meetings and distributing minutes to Executive Board members no later than **fourteen (14) days** after the meeting date. An agenda for the next scheduled meeting will be distributed at the same time as the minutes as set by the President. Any correspondence to the Association will be distributed as necessary by the Secretary and sent out by the

Secretary as directed by the Executive Board. The term of office will be for two (2) years. The Secretary will be entitled to one vote.

- 4.5 **The Treasurer** – will establish and maintain a bank account in the name of the R.R.L.A. He/she will secure all bonds and fees from Zone Associations and deposit them into the R.R.L.A. bank account. The Treasurer will conduct financial business on behalf of the Association and follow standard accounting procedures which include monthly financial statements and financial tracking. In addition when issuing cheques the Treasurer is required to use cheque requisitions accompanied by the applicable invoices. The authorized signatures on cheques will be any two (2) of the following four (4) persons: President, Vice President, Treasurer and the MLA Executive Director. All mailings of bank statements for the R.R.L.A. must be sent to the attention of the Executive Director of the MLA. The Treasurer's term of office will be for two (2) years. The Treasurer will be entitled to one vote and will be a signing authority for the R.R.L.A.
- 4.6 **The Registrar** - will be responsible for registering all players, coaching staff and Association Executive members of the R.R.L.A. He/she will work in cooperation with the Zones and the MLA office to ensure all registrations are submitted as per the R.R.L.A. and MLA timelines. The Registrar's term of office will be for two (2) years and they will be entitled to one vote.
- 4.7 **The Scheduler** – will be responsible for scheduling all R.R.L.A. games – regular season, play-offs and championships (as applicable). The Scheduler will ensure all zones have up-to-date copies of schedules. The Scheduler's term of office will be **selected** for a one (1) year term. This is a non-voting position. He/she will provide a fee schedule to be approved by the R.R.L.A. Executive Board at their budget meeting.
- 4.8 **The Referee in Chief** – will be responsible for ensuring all referees are evaluated. He/she will work with the MLA's Director, Officials and will work in conjunction with the R.R.L.A.'s Scheduler and zone RIC's when assigning officials to R.R.L.A. league and play-off games. The Referee in Chief will provide accurate records to the R.R.L.A. Treasurer for payment of officials. He/she will provide a fee schedule to be approved by the R.R.L.A. Executive Board at their budget meeting. They will also be required to maintain proper records of game sheets, game reports and discipline reports. The Referee in Chief's term of office will be for two (2) years and they will be entitled to one vote.
- 4.9 **Zone Representatives** – are responsible for the formation of a committee within their zone, comprised of a six (6) person committee. This committee will be comprised of a President, Vice President, Secretary/Treasurer, Registrar, Equipment and Facility Convenor. Four (4) of six (6) positions will form a committee. Each zone will be represented at the R.R.L.A. Executive Board meetings and the AGM and will be entitled to one (1) vote. The zone representatives will be responsible for ensuring that teams, players and coaches are properly registered with the R.R.L.A. Registrar and will coordinate the administration of lacrosse within the Zone.

ARTICLE 5: COMMITTEES

- 5.1 The R.R.L.A. will have the following standing committees:
- (a) **The Disciplinary Committee**

- i) The President will appoint all members of the Disciplinary Committee annually.
 - ii) The Disciplinary Committee will consist of three (3) neutral R.R.L.A. members who shall establish a chairperson for the committee.
 - iii) The Committee is authorized to deal with players, coaches and zone discipline issues.
 - iv) The Committee will be empowered with the ability to make decisions regarding discipline on behalf of the R.R.L.A. and will meet as necessary, and as soon as possible upon notification of necessity of a hearing.
 - v) The Chairperson will notify subject of hearing, the President of the R.R.L.A., the Zone representative and the MLA of the results of the hearing in writing immediately. (confirmed fax or e-mail acceptable)
 - vi) The Chairperson shall ensure proper process and notification is provided to all parties.
 - vi) The Disciplinary Committee will convene to review all discipline issues once a week during the months of May, June and July. Thereafter the committee will meet as necessary.
- (b) **The Player Movement Committee**
- i) The President will appoint all members of the Player Movement Committee yearly.
 - ii) The Player Movement Committee will consist of three (3) neutral R.R.L.A. members who shall establish a Chairperson for the committee.
 - iii) The Committee will deal with player movement requests.
 - iv) The Committee will bring forward recommendations from the hearing to the Executive Board and notify the Zone representative of the results of the decision by the committee within twenty-four (24) hours.
 - v) This committee will meet as required.
 - vi) Requests for player movement will only be accepted between January 1st. and April 30th. of each year.
 - vii) The Chairperson will notify subject of hearing, the President of the R.R.L.A., the Zone representative and the MLA of the results of the hearing in writing immediately. (confirmed fax or e-mail acceptable)
- (c) **The Marketing and Promotions Committee**
- i) The Marketing and Promotions Committee will consist of a minimum of two (2) Zone representatives who will report regularly to the R.R.L.A. Executive Board.
 - ii) This committee will work with the R.R.L.A. and the MLA to help promote the game of lacrosse.
 - iii) The committee will be responsible for ordering awards (i.e. medallions and trophies) for the R.R.L.A. play-offs.
 - iv) The committee will assist the MLA in the promotion and organization of the MLA's annual Lacrosse weekend.
- (d) **Major Lacrosse Directorate**
- i) The Major Lacrosse Directorate will consist of a representative from each zone as appointed by the Zone Board. The purpose of the Directorate is help guide the RRLA Executive with respect to the operation of the Major Lacrosse Leagues (Intermediate, Junior and Senior age groups)

- ii) The Directorate will appoint a Chairman who will attend all RRLA meetings. The Chairman or their designate will report to the RRLA Executive on the activities of the Directorate and present recommendations. The Chairman will be entitled to one vote.
- iii) The RRLA Executive will consider these recommendations and if warranted and required vote to implement the recommendations.

ARTICLE 6: FINANCE AND MANAGEMENT

- 6.1 The fiscal year of the Association will be October 1st. to September 30th or such other period as the Executive Board may from time to time determine.
- 6.2 Interim financial statements are to be distributed monthly to the Executive Board.
- 6.3 The authorized signatures on cheques will be any two (2) of the following four (4) persons: President, Vice President, Treasurer or MLA Executive Director.
- 6.4 The Treasurer will establish and maintain a bank account in the name of the R.R.L.A.
- 6.5 All members of the Executive Board shall be entitled to reimbursement for reasonable expenses incurred while engaged in business approved by the Executive Board. Any two (2) of the following four (4) persons: President, Vice President, Treasurer and MLA Executive Director may countersign all expense claims and ensure their validity.

ARTICLE 7: COMPLIANCE

- 7.1 Failure of the R.R.L.A. Executive Board or Zone Associations to follow the guidelines as laid out in the R.R.L.A. Operating Policy may result in suspension.

ARTICLE 8: APPLICATION OF THE MLA CONSTITUTION AND BY-LAWS

- 8.1 The Constitution and By-Laws of the MLA are part of these By-Laws and shall apply to all matters not herein provided for.

ARTICLE 9: AMENDMENTS TO THE CONSTITUTION, BY-LAWS, ARTICLES AND OPERATING POLICY

- 9.1 Amendments or alterations to the Constitution, By-Laws, Articles and Operating Policy may be made at any Annual Meeting or Special Meeting of the Association.
- 9.2 No such amendments will be made unless carried by a vote of two-thirds (2/3) majority of the votes cast at the meeting. A motion to amend the By-Laws may itself be amended at the meeting by the same majority vote.

- 9.3 Notice of any proposed amendment to be brought to a vote before the voting membership must be in writing to the Secretary of the R.R.L.A. at least thirty (30) days prior to the date of the meeting and provided further that twenty-one (21) days notice of said meeting has been given in accordance with Article 2 – 2.3.
- 9.4 All changes implemented by the R.R.L.A. of the Constitution, By-Laws, Articles and Operating Policies must be approved by the Manitoba Lacrosse Association Board of Directors.