



OBJECTIVES

1. The name of the society shall be:
CALGARY LADIES FIELD HOCKEY ASSOCIATION hereafter referred to as "**CLFHA**".
2. The objectives of the society shall be:
 - a) To promote and develop field hockey and indoor hockey at all levels in the City of Calgary.
 - b) To encourage a high standard of play and sportsmanship.
 - c) To cooperate with all other organizations having a similar aim.
 - d) To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.
3. The operations of the CLFHA, through its own organization or through such affiliated groups or societies, as it may decide are to be chiefly carried on in the City of Calgary, Province of Alberta.



BY-LAWS OF THE CLFHA

BY-LAW 1: TERMS OF ADMISSION OF MEMBERS – THEIR RIGHTS AND OBLIGATIONS

Membership in the CLFHA shall be divided into the following categories:



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1.1 Voting Membership

- 1.1.1 **Members:** Members shall be those members of recognized women's field or indoor hockey teams, which have paid the team fee as determined by the "**Board of the CLFHA**" ("**Board**"). The limit of members per team is twenty-five (25). Voting at an Annual or Special General Meeting shall be one (1) vote per member.
- 1.1.2 **Associate Members:** Associate members shall be any person who wishes to be involved in the affairs of the CLFHA or who wish to remain connected with the CLFHA and its activities and who are not otherwise eligible for membership. They shall be admitted to membership subject to the approval of the Board, upon payment of the Associate Membership fee as determined by the Board. Voting at an Annual or Special General Meeting shall be one (1) vote per Associate Member.

1.2 Non-Voting Memberships

- 1.2.1 **Affiliated Members:** Affiliated Members shall be such members of recognized societies, corporations and community associations which have paid the Affiliated Membership fee as determined by the Board.
- 1.3 No individual may belong to the CLFHA in more than one category, voting or non-voting.
- 1.4 All voting members of the CLFHA shall be members of the "**Alberta Women's Field Hockey Association**" ("**AWFHA**") and "**Alberta Field Hockey Association**" ("**AFHA**" or "**FHA**").
- 1.5 No membership in any class is transferable.
- 1.6 The teams shall forward the names, complete addresses, telephone numbers, and other required information of all Members and all Associate members to the CLFHA League Coordinator(s). Any changes to the teams or team information shall also be forwarded to the CLFHA League Coordinator(s)
- 1.7 The teams shall forward the team fee to register all Members and all Associate Members to the CLFHA Treasurer.

BY-LAW 2: SUSPENSION AND TERMINATION OF MEMBERSHIP

- 2.1 Members may resign from the CLFHA by notice in writing, which shall be effective on receipt of same by the CLFHA, but such resignation shall not absolve such member from any liability for fees or otherwise to the CLFHA.
- 2.2 The Board shall have the power to expel any member who willfully infringes any of the rules of the CLFHA or who is guilty of conduct detrimental or injurious to the CLFHA, as a whole, but such member shall have the right to appear before and be heard by the Board.



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- 2.3 **Disputes:** Disputes may be settled by the rules outlined in the *Arbitration Act*.

BY-LAW 3: GENERAL AND SPECIAL MEETINGS

- 3.1 Members are responsible for advising the Secretary or an appropriate Board Member of their postal or E-mail addresses. Any notice mailed or E-mailed to that address shall be considered to be delivered after seven (7) days has passed from the mailing of any such notice.
- 3.2 The CLFHA shall hold the Annual General Meeting prior to the end of the month of November in each year at such time and place as may be designated by the Board. The Board shall provide at least fourteen (14) days notice to all members in good standing, together with an agenda for such meeting.
- 3.3 A Special General Meeting may be called by the Board or by one-third (1/3) of the Voting Membership by giving the Board written notice of their wish to hold such a meeting and the proposed agenda. The Board shall provide at least fourteen (14) days notice to all members in good standing, together with an agenda, and shall hold such a Special General Meeting as expeditiously as possible.
- 3.4 A quorum at any Annual General Meeting or any Special General Meeting shall be one-third (1/3) of the members eligible to vote present in person or represented by proxy.
- 3.5 Only Members and Associate Members in good standing have the right to vote at meetings of the CLFHA or to hold office in the CLFHA.
- 3.6 The non-receipt of any notice by any member shall not invalidate the proceedings of any meeting, provided it is held in conformity with the Rules of the CLFHA and all Resolutions passed shall be binding on the membership.
- 3.7 All matters in question at meetings of the CLFHA shall be determined by a majority vote of members present in person or represented by proxy. Any votes shall be taken verbally, by show of hands or by open or secret ballot at the discretion of the Board, by scrutinizers appointed by the Board from the membership.
- 3.8 For determination of quorum, proxy votes must be submitted to the Secretary for tabulation prior to the meeting. When voting, members with proxy votes must visually indicate number of votes they represent.
- 3.9 **Voting at General or Special Meetings**
- 3.9.1 Voting by proxy shall be permitted at Annual and Special General Meetings of the CLFHA. Any proxy shall be a voting member of the CLFHA and before entitled to vote, shall deposit with the Secretary sufficient appointment in writing from the constituent or constituents.
- 3.9.2 At all meetings of the CLFHA, every motion shall be decided by a majority vote.
- 3.9.3 A special vote may be conducted via mail or E-mail at the request of the Board or by the written notice of at least fifteen percent (15%) of the voting membership. In such cases, at least thirty (30) days notice shall be given. The result of such a vote will be determined by a numerical majority of votes received, unless otherwise indicated by the By-laws.



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- 3.9.4 The Chairperson shall vote only in the case of a tie at all General or Special Meetings.
- 3.9.5 The team, which has one vote represented by the Chairperson of the Board, has the right to assign this vote to a designated representative.
- 3.10 **Adjournment of Meetings**
- 3.10.1 Any meeting of the CLFHA at which quorum is not present within thirty (30) minutes from the time stipulated for such meeting may be adjourned by those eligible members present to such time as they think fit.

BY-LAW 4: APPOINTMENT AND REMOVAL OF CLFHA BOARD MEMBERS – THEIR DUTIES, POWERS, AND REMUNERATION

4.1 Preamble

- 4.1.1 The business and affairs of the CLFHA shall be under the management of the Board. In particular and without derogating from its general powers, it shall have authority to dispense with, increase, decrease or otherwise change the membership fees to be paid in each category, as it deems fit.
- 4.1.2 The Board may appoint such agents and engage such employees, as it deems necessary from time to time. Such persons shall have such authority and shall perform such duties as shall be set out by the Board at the time of their appointment. The remuneration of such agents and employees shall be set by resolution of the Board.
- 4.1.3 The Board may prescribe such rules and regulations to govern the management and operation of the CLFHA as it thinks fit, provided such rules and regulations are not inconsistent with those By-laws and may by resolution change such rules and regulations so prescribed.

4.2 Board Members

- 4.2.1 The Board of Directors of the CLFHA shall be comprised of **one (1) member from each team**.
- 4.2.2 The Board Members hold office for **terms of two (2) years** or until their successors are appointed in their place or they are reappointed.
- 4.2.3 **In any given year only one half (1/2) of the Board will be replaced or reappointed.** In the event that a Board member cannot fulfill her term of office, another member from her team will be appointed to the Board for the remainder of that term.
- 4.2.4 It is the responsibility of each team to appoint or elect one member from their team who is willing to serve on the Board for a two (2) year term of office.
- 4.2.5 Within thirty (30) days after the Annual General Meeting, the Board will meet to elect the officers of the Board who shall be as outlined below. The current Chairperson of the Board will chair this meeting. Board members will fill officer positions by their own request. In event of more than one applicant, the remaining Board members will conduct a vote.
- 4.2.6 The immediate Past Chairperson, by resolution of the Board, may be appointed an Ex-Officio Member of the Board.
- 4.2.7 Board members of the CLFHA may resign by written notice delivered to the Secretary. An appointed member must fill any Board vacancy occurring as a result of resignation, or by reason of the death or expulsion of a member from the club, which the vacancy represents.



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- 4.2.8 In the case where a Board member does not fulfill the duties of the position, a motion may be made to remove the member from that position. The vote will pass with three-quarters (3/4) affirmative.
- 4.2.9 In addition and without limiting the foregoing in any manner, it is agreed by all Officers of the CLFHA that, upon termination of their term of office for whatever reason, they will return to the Board all property and any confidential documentation belonging to the CLFHA in their possession.
- 4.2.10 Board officers shall not receive remuneration for their services but by resolution of the Board may be reimbursed or assisted financially with the costs of their attendance at meetings or other out-of-pocket expenses incurred upon the business of the CLFHA from that position and passed with three-quarters (3/4) affirmative votes.
- 4.3 The **Officers of the Board** are as follows:
- 4.3.1 **Chairperson** – The Chairperson shall:
- Preside, when possible, at all meetings of the CLFHA and the Board.
 - Prepare the agenda for all meetings of the CLFHA and the Board.
 - Exercise a general supervision and control over the officers and business of the CLFHA.
 - Delegate supervision of staff to an appropriate Board member or Officer, as required.
 - Assume all such responsibilities and duties customarily assumed by a Chairperson.
 - *Represent the CLFHA at meetings of the AWFHA/AFHA. The Chairperson may appoint an Officer to serve as the CLFHA representative at such meetings, until such time as the appointment has been rescinded.
 - Be a signing officer of the CLFHA.
 - Be an ex-officio member of all committees of the CLFHA of which she is not an official member.
- 4.3.2 **Vice-Chairperson** – The Vice-Chairperson shall:
- Assume all responsibilities and perform all duties of the Chairperson during her absence or in the event of her resignation.
 - Assist the Chairperson in the duties of her office.
 - Perform such duties as may be determined by the Board.
 - Be responsible for ensuring appointments from each team to fulfill the Board for the coming year.
- 4.3.3 **Secretary** – The Secretary shall:
- Record the minutes of all meetings of the CLFHA and its Board and distribute said minutes to all members of the Board prior to each Board meeting.
 - Issue notices of all meetings of the CLFHA and its Board at least one (1) week in advance.
 - Distribute the agenda of all meetings of the CLFHA and its Board at least one (1) week in advance.
 - Conduct all correspondence of the CLFHA.
 - Keep an accurate file of all minutes, correspondence, and reports pertaining to the business of the CLFHA.
 - Work with the League Coordinator(s) to maintain an accurate and up to date list of names and addresses of members in good standing.
 - Work with the Treasurer to ensure current registration with the Societies Act by filing copies of the CLFHA audited financial statement, assets and liabilities, changes to the Objectives, By-



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laws, and list of officers.

- h) On request, and on receipt of proper payment, issue a current copy of the Objectives and By-laws of the CLFHA to any member in good standing.
- i) Work with the Promotions Coordinator to ensure that the current Objectives and By-laws are on the CLFHA website.

4.3.4 **Treasurer** – The Treasurer shall:

- a) Collect the dues as set from time to time by the Board and any fines levied.
- b) Deposit all monies with a chartered bank approved by the Board.
- c) Disburse funds in payment of bills as authorized by the Board, obtaining receipts for all money spent.
- d) Keep an account of and be responsible for all monies received and disbursed and file all bills, receipts, and vouchers.
- e) Present a financial statement at the Annual General Meeting and at Board Meetings as may be required from time to time.
- f) Submit all accounts and statements to the Auditor of the CLFHA.
- g) Prepare and submit to the Board, the operating budget for the CLFHA.
- h) Work with the Secretary to ensure current registration with the Societies Act by filing copies of the CLFHA audited financial statement, assets and liabilities, changes to the Objectives, By-laws, and list of officers.

4.3.5 **League Coordinator(s)** – The League Coordinator(s) shall:

- a) Chair the League Committee, which shall organize facilities, league schedules, umpiring, and tournaments and is comprised of the coordinator and at least three other board members.

The League Committee shall coordinate:

- b) Facilities
 - i. Arrange and book the necessary facilities as required by the CLFHA for the sport of field hockey and indoor hockey.
 - ii. Act as a liaison between the CLFHA and management of these facilities.
 - iii. Be responsible for ensuring the adequacy of the facilities.
- c) League
 - i) Prepare and distribute the league schedule and be responsible for all matters pertaining thereto.
 - ii) Coordinate all local CLFHA tournaments and games and be responsible for all matters pertaining thereto.
 - iii) Work with Umpiring Coordinator to coordinate all policy related to league rules and regulations at a local level.
- d) Team Lists
 - i) Work with the team representatives and Secretary to maintain an accurate and up to date list of names and addresses of members in good standing.
 - ii) Submit the team lists to AFHA for registration with AFHA and Field Hockey Canada ("FHC").

4.3.6 **Umpiring Coordinator** – The Umpiring Coordinator shall:

- a. Coordinate all policy related to rules and umpiring at a local level.
- b. Work with the League Coordinator(s) to coordinate all policy related to league regulations at a local level.



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- c. Promote and arrange for the coaching of umpires.
- d. Arrange for all umpiring clinics and programs.
- e. Arrange for rating of local umpires.
- f. Be responsible for the distribution of current rulebooks.

4.3.7 **Promotions Coordinator** – The Promotions Coordinator shall:

- a. Promote and develop field hockey and indoor hockey.
- b. Be responsible for public relations of the CLFHA.
- c. Coordinate promotional plans with the publication and distribution of field hockey and indoor hockey information.

4.3.8 **Development Coordinator** – The Development Coordinator shall:

- a. Chair the Development Committee, which is comprised of the coordinator and at least two other members of the Board (one for Junior Development and one for Adult Development).\

The Development Committee shall:

- b. Promote field hockey and indoor hockey in schools and communities.
- c. Organize CLFHA junior tournaments.
- d. Organize and implement CLFHA development programs.



BY-LAW 5: BOARD MEETINGS

- 5.1 Board meetings shall be held at any time or place as called by the Chairperson or any three other members of the Board.
- 5.2 The Secretary shall issue notice of Board meetings in writing at least seven (7) days prior to the date of such meeting. An agenda will also accompany the notice.
- 5.3 Exceptions to clause 5.2) above may be made – every Board member may waive the notice and provide confirmation to the Secretary that they are waiving such before or at the holding of the meeting.
- 5.4 A quorum for transaction of business shall consist of not less than two-thirds (2/3) of the Board members and not less than four (4) of such members must be officers of the Board.
- 5.5 **Voting at Board Meetings**
 - 5.5.1 CLFHA Board members shall have one (1) vote at Board meetings.
 - 5.5.2 At all meetings of the Board every question shall be decided by a majority vote.
 - 5.5.3 The Chairperson shall vote only in the case of a tie at all Board Meetings.
 - 5.5.4 The team, which has one vote represented by the Chairperson of the Board, has the right to assign this vote to a designated representative.
 - 5.5.5 Proxy voting is not permitted at Board meetings. However, team appointed designates can vote in place of absent Board members.
- 5.6 **Adjournment of Meetings**
 - 5.6.1 Any meeting of the Board at which quorum is not present within thirty (30) minutes from the time stipulated for such meeting may be adjourned by those eligible members present to such time as they think fit.

BY-LAW 6: EXERCISE OF BORROWING AND OTHER POWERS

For the purpose of carrying out the objects of the CLFHA, the Board may:



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- 6.1 Borrow or raise or secure the payment of money in such manner as it thinks fit and in particular, by the issue of debentures, provided that such an issue is confirmed by Special Resolution of the membership.
- 6.2 Subject to these By-Laws, draw, make, accept, endorse, discount, execute, and issue promissory notes, bills of exchange, and other negotiable or transferable instruments.
- 6.3 Acquire and take by purchase, donation, devise or otherwise, all kinds of real estate and personal property and may sell, exchange, mortgage, lease, let improve and develop the same and may erect, and maintain any necessary buildings in the City of Calgary as a headquarters or as it may deem necessary, provided in all instances that the funds of the Association shall be used and dealt with for its legitimate objectives only and in accordance with the Societies Act and its By-laws.

BY-LAW 7: AFFILIATIONS

PROVIDED in each instance that no member of the CLFHA is, in her individual capacity, liable for a debt or liability of the CLFHA.

- 7.1 The Board may, in its discretion, affiliate, join or enter into agreement with any other group, society, or organization whose purposes and objects are in accord with those of the Association but whose activities need not necessarily be confined to within the City of Calgary or the Province of Alberta. Likewise the Board shall have authority to remove the CLFHA from or rescind any such affiliations or agreements so made.

BY-LAW 8: FINANCIAL YEAR

The financial year for the CLFHA shall commence on the first day of November and end on the 31st day of October of the following year.

BY-LAW 9: AUDIT OF ACCOUNTS

- 9.1 The books, accounts, and records of the CLFHA shall be audited annually by a duly qualified accountant or by two officers of that CLFHA appointed by the Board for that purpose.
- 9.2 The Treasurer shall present such audited statement, in the form of a balance sheet, to the Membership at the Annual General Meeting, two copies of which shall be furnished to the Secretary for registration under the Societies Act.

BY-LAW 10: CUSTODY AND USE OF THE SEAL OF THE CLFHA

10.1 Use of the CLFHA Seal

- 10.1.1 The Seal of the Association shall be in such form as the Board shall by resolution decide, but shall



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carry the words 'Calgary Ladies Field Hockey Association'.

10.2 Approved and Signed Contracts

- 10.2.1 Contracts documents or any instruments requiring the signature of the CLFHA shall be approved by the Board and then signed by the person or persons as the Board shall authorize.
- 10.2.2 All such contracts, documents, and instruments so signed shall be binding upon the CLFHA without any further authorization or formality.
- 10.2.3 The CLFHA seal, which shall be in the custody of the Secretary, may also be affixed to contracts, documents and instruments signed on behalf of the CLFHA as specified above.

BY-LAW 11: MANNER OF MAKING, ALTERING, AND RESCINDING BY-LAWS

- 11.1 The By-laws of the CLFHA shall not be rescinded, altered, or added to, except by Special Resolution of general membership entitled to vote thereon.
- 11.2 Special Resolution requires responses received from at least three-quarters (3/4) of the eligible general membership.
- 11.3 Rescissions of, alterations to, or additions to the By-laws shall be passed by a majority vote, provided that at least three-quarters (3/4) of the eligible member votes have been received.
- 11.4 Voting by proxy shall be permitted for rescissions of, alterations to, or additions to the By-laws.
- 11.5 The rescission of, alteration of, or addition to the By-laws shall have not effect until it has been submitted to the Registrar by the Secretary, in duplicate, and registered under the *Societies Act*.

BY-LAW 12: SIGNING AUTHORITY FOR CLFHA AND CLFHA BOARD

- 12.1 The signing officers of the CLFHA shall be the Chairperson, the Vice-Chairperson, and the Treasurer
- 12.2 Cheques may be authorized on any CLFHA account by any two (2) of these three (3).
- 12.3 In addition, special accounts may be established by the voting membership at the Annual General Meeting with other specified signing officers, but with the provision that the CLFHA Treasurer shall have signing authority on all accounts.

BY-LAW 13: PARLIAMENTARY AUTHORITY

- 13.1 Any matters of order or procedure respecting meetings of the CLFHA or Board for which express provision has not been made in the By-laws, or for which only partial provision has



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been made, shall be determined, whenever possible, in accordance with the latest edition of Robert's Rules of Order (please refer to website for details of Robert's Rules of Order – <http://unseelie.org/rror/>).

BY-LAW 14: AVAILABILITY OF BOOKS AND RECORDS

14.1 The books and records of the CLFHA may be inspected by any member in good standing by request at the Annual General Meeting or any other General Meeting or at any reasonable time agreed upon which is satisfactory to that member and the Board and shall be available at all times upon request to the members of the Board.

BY-LAW 15: INDEMNITY OF DIRECTORS AND OFFICERS

15.1 Every director or officer of the CLFHA, and her heirs, executors and administrators and estate and effects respectively, shall, from time to time, and at all times, be indemnified and saved harmless out of the funds of the CLFHA from and against:

15.1.1 All costs, charges and expenses whatsoever which such director or officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by her in or about the execution of the duties of her office and;

15.1.2 All other costs, charges and expenses which she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges and expenses as are occasioned by her own willful neglect or default.

BY-LAW 16: DISTRIBUTION OF PROPERTY

1.1 Upon the dissolution of the CLFHA and after payment of all the debts and liabilities, the remaining property of the CLFHA shall be distributed to the individual women's field hockey teams in the City of Calgary and failing that, to the Alberta Women's Field Hockey Association and failing that to the Alberta Field Hockey Association and failing that to Field Hockey Canada and failing that to charitable institutions.