

North Edmonton Wizards Lacrosse Club Notice of Annual General Meeting

Date: Monday, October 26, 2026

Time: Registration starting at 6:00pm, Meeting Commencement 6:30pm

Location: Servus Credit Union Place 400 Campbell Rd, St Albert

The Annual General Meeting for the North Edmonton Wizards Lacrosse Club (the Club) will be held for the purpose of informing the membership of the past year's activities, electing new Board Directors, and general discussion about current and future concerns and ideas.

Enclosed in this package you will find:

1. The meeting agenda
2. Proxy Form
3. Minutes from the last AGM
4. Proposed new bylaws and motion

Proxies

If you cannot attend the meeting, please consider signing over your proxy to another member of the club or a member of the Board of Directors.

The Wizards Board and GELC representatives met to discuss a transparent, trustworthy proxy process and have agreed that only proxies submitted to secretary@wizardslacrosse.ca and vpadmin@gelc.ab.ca and using the form provided in this package will be accepted.

Only one proxy form per family/member is necessary but please make sure you've provided complete information. The email address provided must match the Club's membership records and the proxy must be sent from that same email. If you are not sure what email address is associated with your membership please email registrar@wizardslacrosse.ca to confirm. Note: each family gets two votes.

Proxy Verification

In accordance with our bylaws, all proxy submissions will be verified by a committee consisting of the Secretary, Registrar, and two additional club members. **We are currently seeking two members to serve on this Proxy Verification Committee.** Proxy verification will be completed on the October 22-24, 2026. Committee members must be available during this period to review and verify all proxies received.

To ensure transparency and fairness, additional member volunteers must meet the following requirements:

- Be a member in good standing with the club (no outstanding fees or disciplinary issues).
- Not be seeking election for a Board position at this AGM.
- Be available from October 22-24, 2026 to participate in the proxy verification process.
Could take a few hours over 2 sessions during that time period.
- Ideally be able to attend the AGM on Monday, October 26, 2026.
- Be able to remain impartial and unbiased throughout the verification process.

- Maintain complete confidentiality, as all information reviewed by the committee is confidential.

If you meet the above requirements and are interested in serving on this committee, please email Secretary@wizardslacrosse.ca as soon as possible. Chosen members will be notified.

Board Elections

The Board Directors are elected for two-year terms. This year the following positions are up for election this year:

- President
- Vice President
- Treasurer
- Facilities
- Coaching
- Merchandising
- Fundraising
- Communications
- Equipment

If you have any questions or need any clarity about any aspects of this AGM please email president@wizardslacrosse.ca

We look forward to seeing you at this year's AGM!

Respectfully,

The Wizards Board of Directors

Agenda

Annual General Meeting October 26, 2026

1. Call to order
2. Confirmation of Quorum
3. Approval of Agenda
4. Approval of previous AGM minutes
5. President's Report
6. Treasurer's Report
7. Registrar's Report
8. Audited Financial Statements 2025-2026
9. Election of Board of Directors
10. Unfinished Business
11. New Business
 - a. Bylaw revisions
12. Adjournment

Minutes

Annual General Meeting

July 3, 2025

(These minutes can also be found [here.](#))

In Attendance: Craig Montgomery(President), Whitney Montgomery(Vice President), Andrew Westervelt(Treasurer) , Barb Smyth(Past President), Christina Wiwihar(Communications), Brian Sorenson(Equipment), Andre Bourne(Coaching Director), Rachel Batchelor(Merchandising), Leanne Rempel(Fundraising), Clia Augustin(Secretary)

General Attendance Robin Whiteley, Tiffany Panas, Kevin Buffalo

Call to Order 5:34pm

Approval of Agenda Andrew, Leanne, All

Approval of Minutes Rachel, Brian, All

Presidents Remarks

- Thanks to all who have attended and helped with the season
- Challenges we faced this season: team formation was delayed, scheduling was a challenge, no rink, no ref, no chance to tier, short on senior officials, parents and coaches yelling at refs did not help
- We co-hosted the Ice Breaker Tournament. Thanks to all the volunteers, notably Christina and Leanne who ran point for the club
- We would like to run our own tournament

~We look forward to more player development

Registrar

- We had 9 teams this season, 1 more than last year
- 141 players, up from last year

Treasurer

- Last August we got back in good standing with corporate registries
- Next casino is not until next season
- because of the loss of casino money we needed to cut expenses
- We still have 98000 in our operating budget and a small amount in the casino account
- we need 2 people to take a look at the financials and sign off on them, Kevin Buffalo and Robin have agreed
- Question: Are the fees we charge sufficient for next year?
 - Answer: Yes we are able to run without raising fees
- Andrew was brought on board to help straighten things out during a difficult time; he will be resigning when a replacement can be found

- We still need to finalize and fill out the corporate registries paperwork to keep us in good standing
- Question: plan to replace jerseys and goalie gear?
 - Answer: We have replaced 1 or 2 sets a year, we paused this year due to constraints. Goalie equipment we will be trying to replace

Elections

- Facilities: Danielle Keller had her name stand, no nominations from the floor, she was acclaimed
- Coaching Director: Andre Bourne let his name stand, there were no nominations from the floor, he was acclaimed
- Secretary: Clia Augustin let her name stand, there were no nominations from the floor, she was acclaimed
- Communication: Christina Wiwihar let her name stand, Tiffany Panas was nominated from the floor. A vote was had, Christina 5 votes, Tiffany 7, Tiffany was acclaimed
- Fundraising: Leanne Rempel declined to return to the role, there were no nominations from the floor. The position is vacant
- Merchandising: was skipped at this time and will be returned to
- Registrar: Both Leanne Rempel and Rachel Batchelor have stepped forward for this role. Leanne and Rachel spoke and Rachel withdrew her name. No other nominations from the floor, Leanne was acclaimed
- Vice President: Whitney Montgomery let her name stand, there were no nominations from the floor, Whitney was acclaimed
- Treasurer: Rachel Batchelor and Christina Wiwihar stepped forward, a vote was had, Rachel 9 votes, Christina 3, Rachel was acclaimed
- Christina volunteered to do Fundraising, then decided she would do merchandising, there was no objections from the floor
- Fundraising is currently vacant

The FitSet Ninja gift card was awarded to David Batchelor after an electronic number pull was performed

Adjourned 6:10pm

Proxy Form

For the North Edmonton Wizards Lacrosse Club (the “Club”)

Annual General Meeting

to be held on

October 26, 2026

The undersigned Member of the Club hereby appoints:

as proxy of the undersigned to represent the undersigned at the Annual General Meeting of Members to be held at Servus Credit Union Place 400 Campbell Rd, St Albert on Monday, October 26, 2026, to vote for the undersigned upon any and all matters which may come before the meeting, and to do any and all acts and things which the undersigned might or could do if personally present.

IN WITNESS WHEREOF the undersigned has executed this Proxy

the _____ day of _____, 2026.

Name: (please print clearly) _____

Email: _____

(must be the email address associated with your Club registration)

Phone: _____

Signature: _____

Please print, sign, and send a picture or pdf scan of the completed form to:

Secretary@wizardslacrosse.ca

vpadmin@gelc.ab.ca

Proposed Bylaw Amendment

Members will also be asked to consider and vote on a new set of bylaws for the North Edmonton Wizards Lacrosse Club (below).

Proposed Motion: We move that these new bylaws, and any changes recommended or required by Service Alberta that do not change the intent of the bylaws, and accepted by the Board of Directors, be accepted as the North Edmonton Wizards Lacrosse Club's new bylaws effective two months after it has been officially accepted by Service Alberta.

Proposed new bylaws

1. BYLAW 1 – NAME

The name of the society is the "North Edmonton Wizards Lacrosse Club" (NEWLC), referred to hereafter as the "Wizards" or the "Club".

2. BYLAW 2 – BYLAWS

These are the general Bylaws of the North Edmonton Wizards Lacrosse Club and replace all previous Bylaws. Any modifications or updates to these Bylaws must be done by a Special Resolution or at a Wizards Annual General Meeting (AGM).

3. BYLAW 3 – INTERPRETATION

3.01 DEFINITIONS

3.01.01 The following are words, terms, and phrases used in these Bylaws, which applicable lacrosse governing bodies set the definitions of:

1. "ALA" means the Alberta Lacrosse Association, the governing body of lacrosse in Alberta;

2. "ALRA" means the Alberta Lacrosse Referees Association;

3. "Board" means the Board of Directors of the North Edmonton Wizards Lacrosse Club as defined in Section 5.02 of these Bylaws;

4. "Club" means an association which has adopted Bylaws and Regulations that are consistent with the Bylaws, Mission, Values, Regulations, Rules, and Policies of the Greater Edmonton Lacrosse Council (GELC), Alberta Lacrosse Association (ALA), and Lacrosse Canada (LC) and is approved by the Alberta Lacrosse Association to operate a

lacrosse program with one or more Lacrosse Teams and for these Bylaws refers specifically to the North Edmonton Wizards Lacrosse Club;

5. “Coach” means a person registered with the North Edmonton Wizards Lacrosse Club as a coach of a Lacrosse Team;

6. “Director” means a Member of the Board of Directors of the North Edmonton Wizards Lacrosse Club;

7. “Division” means an age category in minor lacrosse as defined by Lacrosse Canada (LC); North Edmonton Wizards Lacrosse Club

8. “Executive” means the Executive Committee of the North Edmonton Wizards Lacrosse Club as defined within Section 5.04 of these Bylaws;

9. “GELC” means the Greater Edmonton Lacrosse Council, the Local Governing Body (LGB) of the North Edmonton Wizards Lacrosse Club;

10. “In Good Standing” means having paid the necessary fees and abided with all other requirements as set out in these Bylaws;

11. “In Writing” or “Written” means communication by which words are capable of being visibly reproduced at a distant point of reception, including print, typewritten, or any electronic means;

12. “LC” means Lacrosse Canada, the governing body of lacrosse in Canada; formally the Canadian Lacrosse Association (CLA);

13. “Lacrosse Team” means a group of lacrosse Players with at least one Coach, all of whom are registered with the North Edmonton Wizards Lacrosse Club;

14. “Local Governing Body (LGB)” means the governing authority recognized by Lacrosse Canada (LC) and the Alberta Lacrosse Association (ALA), which operates above the Club level and below the Provincial level and is registered as a body corporate in the Province of Alberta;

15. “Manager” means a person registered with the North Edmonton Wizards Lacrosse Club as a manager of a Lacrosse Team;

16. “Minor Officials” means those individuals who perform the duties of timekeepers, goal judges, penalty-box attendants or other individuals who may be required off the floor for the organized conduct of a game of lacrosse;

17. "Not In Good Standing" means having failed to pay the necessary fees or has not abided with all other requirements as set out in these Bylaws;

18. "Officials" means those individuals who perform the duties of Referees or Minor Officials;

19. "Player" means a person registered with the North Edmonton Wizards Lacrosse Club as a player on a Lacrosse Team;

20. "Referee" means a person registered as a referee with the Alberta Lacrosse Referee Association (ALRA) and the Alberta Lacrosse Association (ALA) and qualified to officiate lacrosse; North Edmonton Wizards Lacrosse Club;

21. "Registration Fees" means the seasonal fees required to register in a lacrosse program with the North Edmonton Wizards Lacrosse Club;

22. "Rules" means those rules of the game of lacrosse as established by Lacrosse Canada (LC) and

23. "Special Resolution" means: a. A resolution passed: (1) At a General Meeting or a Special Meeting of which not less than twenty-one (21) calendar days notice specifying the intention to propose the resolution has been duly given, and (2) By the vote of not less than 75% of those Members who, if entitled to do so, vote in person or, where proxies are permitted, by proxy: b. A resolution proposed and passed as a Special Resolution at a General Meeting or a Special Meeting of which less than twenty-one (21) calendar days notice has been given if all the Members entitled to attend and vote at the General Meeting or Special Meeting so agree; or c. A resolution consented to In Writing by all the Members who would have been entitled at a General Meeting or Special Meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

24. "Trainer" means a person registered with the North Edmonton Wizards Lacrosse Club as a trainer on a Lacrosse Team.

4. BYLAW 4 - MEMBERSHIP

4.01 MEMBERSHIP

4.01.01 A Member of the Wizards is a person who has registered with the Wizards and paid applicable Registration Fees within the current registration year as a:

1. Player, including parents or legal guardians of the Player; whom are named on the players registration
2. Coach;

3. Manager;
4. Trainer; or
5. Member of the Board of Directors.

4.01.02 Membership may be terminated upon the Member submitting a written request to the Board to terminate their Membership or, in the case of a Player, to withdraw their registration. Any refund of Registration Fees, in whole or in part, shall be determined by the Board at its sole discretion on a case-by-case basis.

4.01.03 Members in Good Standing are entitled to:

- Vote at General and Special Meetings.

4.01.04 A Member will be considered Not In Good Standing if:

- They have failed to pay applicable Registration Fees, or
- The Board determines they have intentionally harmed the Club or acted inappropriately.

Members Not In Good Standing:

- Are not permitted to vote at General or Special Meetings.
- May not participate in any Club or Team activities, on or off the floor.

4.02 **MEMBERSHIP FEES**

4.02.01 Membership Fees are the Registration Fees due annually upon registration through the applicable registration software or registration processes.

If Registration Fees are subsidized — in whole or in part — through volunteer credits, a third party, or any other agreed-upon method — the adjusted Registration Fees may be temporarily waived until the subsidy has been confirmed and the final amended Registration Fee amount has been determined.

4.02.02 The Wizards' Registration Fees are determined annually by the Board.

4.03 **EXPULSION**

4.03.01 A Member of the Wizards may be expelled from Membership by a vote of no less than seventy-five percent (75%) of the Board.

4.03.02 Members of the Wizards who are being considered for expulsion will be provided:

- Notice of Vote — A minimum of twenty-four (24) hours' notice before the Board conducts the vote.

- Opportunity to Speak — A chance to address the Board regarding the circumstances prior to the vote.
- Result Notification — The outcome of the vote within forty-eight (48) hours after the vote is held.

4.03.03 Expulsion from the Club's Membership is effective immediately once the result of the vote has been provided to the Member in question.

4.04 WIZARDS STAFF

4.04.01 Employees or contracted parties of the Wizards must not serve as Members, Board Members, or Executive Members.

4.05 DISCLOSURE OF CONFLICT OF INTEREST

4.05.01 A Member of the Wizards who has, directly or indirectly, any interest in a contract or transaction to which the Wizards are, or will be, a party must declare their interest at a meeting of the Club and disclose the nature and extent of that interest.

4.05.02 Directors shall act honestly, in good faith, and in the best interests of the Club at all times.

1. A Director shall not use their position to obtain a personal financial benefit for themselves or for any business, corporation, partnership, or other entity in which they, their spouse or common-law partner, an immediate family member, or a household member has an ownership interest, financial interest, or controlling interest.
2. Where the Club is considering a contract, purchase, or other financial transaction involving a business in which a Director or a related person has an interest, the Director must:
 - a. Immediately disclose the nature and extent of the conflict of interest to the Board;
 - b. Leave the meeting during all discussions and deliberations relating to the matter, except when requested to provide factual information;
 - c. Abstain from voting on the matter; and
 - d. Not attempt to influence the decision of any Director.
3. The remaining Directors may approve the transaction only if they determine, by majority vote, that:
 - a. The transaction is fair, reasonable, and in the best interests of the Club;
 - b. Comparable goods or services have been considered, where reasonably practicable; and
 - c. The decision is made without the participation or influence of the conflicted Director.
4. The Director's disclosure, withdrawal from discussion, abstention from voting, and the Board's decision shall be recorded in the minutes of the meeting.

5. Any Director who fails to disclose a conflict of interest or who contravenes this Section may be subject to disciplinary action, including removal from the Board in accordance with these Bylaws.

5. BYLAW 5 – GOVERNANCE

5.01 GENERAL

5.01.01 The Wizards must adhere to the Bylaws, Policies, Regulations, and Rules — in order of hierarchy — of the following governing bodies:

1. GELC
2. ALA
3. LC

5.01.02 The operation of the Wizards is further defined by the Club's current Regulations, Policies, and Procedures.

5.01.03 The Wizards are governed by a Board of Directors. Membership elects the Board at the Annual General Meeting (AGM). To be elected, a candidate must receive a majority vote of Members present.

A Director elected at the AGM assumes office at the first Board meeting following the AGM.

5.01.04 Nominations may only be submitted by Members In Good Standing and must:

- Be made from the floor at the AGM.
- Be accepted by the nominee at the AGM.
- Have the nominee present at the AGM, unless the Board grants approval for the nominee to be absent.

5.01.05 The President must be nominated from existing Board Members who are currently serving and have served for at least two (2) consecutive years. The Vice President must be nominated from existing Board Members who are currently serving and have served at least one (1) year.

5.01.06 If the AGM results in vacant Board positions, the Board may appoint interim Directors at any time.

- Appointments require 60% support from existing Directors.
- Interim Directors must have their appointment ratified at the next AGM.
- An interim Director assumes office immediately upon appointment.

5.01.07 Directors shall serve terms of no less than one (1) year and no more than two (2) years, commencing at the Annual General Meeting (AGM) at which they are elected or ratified.

Director terms shall be staggered so that, where reasonably practicable, approximately one-half of the Board is elected each year to promote continuity and organizational stability.

5.01.08 A Director may resign by submitting a letter of resignation.

The resignation becomes effective:

- 30 calendar days after the Secretary receives the letter, or
- Immediately, if requested in the letter.

5.01.09 Any Director who voluntarily resigns from the Board before the completion of their elected or appointed term shall be ineligible to be appointed or elected to any Board position for a period of two (2) years from the effective date of their resignation, unless the Board determines by a two-thirds (2/3) vote that exceptional circumstances justify waiving this restriction.

5.01.10 A board member who is absent from three (3) scheduled Board meetings between one Annual General Meeting (AGM) and the next may be subject to removal. Any decision regarding removal will take into consideration the member's contributions and work completed on behalf of the Board and must be approved by a two-thirds (2/3) vote of the Board.

They may be reinstated by a vote of 75% of all serving Board Members.

5.01.11 Directors may be removed for:

- Unsatisfactory performance
- Behaviour violating the Codes of Conduct of the Club, GELC, ALA, or LC

Removal requires a Special Resolution with a vote by board members in favour of removal.

A Board Member may not vote on a motion concerning their own removal.

5.01.12 A Director who is removed from the Board of Directors in accordance with these Bylaws shall be ineligible to be nominated for, appointed to, or elected to any position on the Board of Directors for a period of two (2) years from the effective date of their removal. Upon completion of the two (2) year ineligibility period, the individual shall again be eligible to seek election or appointment to the Board, provided they otherwise meet all eligibility requirements set out in these Bylaws. Notwithstanding the above, the Board of Directors may, by a two-thirds (2/3) majority vote of the Directors then in office, extend the period of ineligibility or determine that the individual remains ineligible to serve on the Board where there are exceptional circumstances and such action is determined to be in the best interests of the Club. The reasons for such a decision shall be recorded in the meeting minutes.

5.02 BOARD OF DIRECTOR POSITIONS

5.02.01 The Board will consist of the following positions:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Registrar
6. Equipment Director
7. Merchandising Director
8. Communications Director
9. Fundraising Director
10. Coaching Director
11. Facilities and Scheduling Director
12. Directors at Large as defined by the Wizards Regulations, Policies and Procedures

5.02.02 The terms of office will follow an alternating (2 year) cycle:

- The President, Treasurer, Registrar, and Facilities begin their terms in the same even-numbered year.
- The Vice-President, Secretary, and Equipment begin their terms in the same odd-numbered year.

This structure ensures continuity and stability within the Board's leadership.

5.03 DUTIES OF THE BOARD OF DIRECTORS

5.03.01 President:

The President is responsible for the overall leadership, administration, and supervision of the Wizards and will:

- General Administration — Oversee Club operations, Board activities, and organizational management.
- Meeting Leadership — Call, prepare agendas for, and chair all meetings of the Membership, Board, and Executive.
- Emergency Authority — Exercise Board powers in emergencies, including temporary suspension of teams, players, coaches, managers, or officials (subject to Discipline Committee review).

- Representation — Attend or appoint a designate to attend GELC, ALA, LC, or RMLL meetings.
- Community Liaison — Liaise with the City of Edmonton and local sports organizations.
- Committee Participation — Serve as an ex-officio member of all committees, including the Discipline Committee.
- Signing Authority — Act as a signing authority for the Club.
- Tie-Breaking Vote — Cast the deciding vote in the event of a tie.

5.03.02 Vice President:

The Vice President will:

- Support to President — Assist the President in managing Board operations.
- Meeting Leadership — Chair meetings in the President's absence.
- Assigned Duties — Perform duties designated by the President.
- Signing Authority — Hold signing authority for the Club.
- Junior Program Oversight — Oversee the Junior Program.

5.03.03 Secretary:

The Secretary will:

- Record Keeping — Attend Executive meetings and maintain accurate minutes.
- Document Management — Maintain all Executive records, including emails, letters, minutes, certifications.
- Bylaw Maintenance — Update bylaws as required.
- Correspondence — Manage all Board correspondence.
- Meeting Notices — Provide notice for all meetings according to bylaws and distribute agendas.
- Membership Records — Maintain Board Member contact records as required by governing bodies.
- Proxy Verification — Work with the Registrar to verify proxy votes.
- Postal Duties — Collect mail from the Club's postal box.
- Reporting — Report to the President.

5.03.04 Treasurer:

The Treasurer will:

- Financial Oversight — Maintain financial records and oversee bookkeeping.
- Banking & Payments — Manage bank accounts and ensure timely payment of invoices.
- Financial Reporting — Present regular financial summaries to the Board and an annual statement at the AGM.
- Committee Participation — Serve on the purchasing and budgeting committees.
- Mail Collection — Pick up mail from the Club's registered office.
- Assigned Duties — Perform duties designated by the President.

- Signing Authority — Hold signing authority; all cheques require two signatures.
- Reporting — Report to the President.

5.03.05 Equipment Director:

The Equipment Director will:

- Purchasing Oversight — Chair the purchasing committee.
- Equipment Management — Monitor, record, maintain, repair, sanitize, and distribute Club equipment.
- Budget Participation — Serve on the budgeting committee.
- Seasonal Coordination — Organize equipment pickup and drop-off dates.
- Reporting — Report to the Treasurer.

5.03.06 Registrar:

The Registrar will:

- Registration Oversight — Manage registration for players, coaches, managers, and team personnel.
- Committee Leadership — Chair the registration committee.
- Venue Booking — Book venues for registration events.
- Payment Coordination — Work with the Treasurer to ensure payments are applied correctly.
- Team Assignment Support — Work with Coaching Director, Evaluators, and Age Category Directors to determine team assignments and coaching staff.
- Reporting — Report to the President.

5.03.07 Merchandising Director:

The Merchandising Director will:

- Merchandise Sales — Coordinate Club merchandise sales at events.
- Online Store Management — Manage and update the Club's online store.
- Ordering & Budgeting — Seek approval for new merchandise and submit items for budgeting.
- Distribution — Arrange distribution of game shorts, merchandise, and team pictures.

5.03.08 Communications Director:

The Communications Director will:

- Promotion — Promote Club activities and meetings.
- Website Management — Maintain the Club website.
- Member Communication — Distribute bulletins and updates via email.
- Social Media — Maintain and update social media accounts.

- Budgeting — Submit items for the annual budget.
- Communication Approval Workflow — All major communications—including emails, newsletters, and social media posts—should be reviewed by at least two other board members before being submitted to the President for final approval.

5.03.09 Fundraising Director:

The Fundraising Director will:

- Event Coordination — Organize fundraising events.
- Activity Approval — Seek approval for new fundraising initiatives.
- Budgeting — Submit items for the annual budget.
- Volunteer Coordination — Chair the volunteer committee and coordinate volunteers.

5.03.10 Coaching Director:

The Coaching Director will:

- Coach Recruitment — Coordinate coaching volunteers and ensure certification.
- Certification Management — Register coaches for certification upon Board approval.
- Evaluator Coordination — Organize evaluators for player evaluations.
- Selection Committee — Chair the selection committee and provide results to the Registrar.
- Coach Records — Provide certified coach lists to the Registrar.
- Coach Coverage for on floor events — Help facilitate and ensure coaches are available for all on-floor events, including Come Try sessions.

5.03.11 Facilities & Scheduling Director:

The Facilities & Scheduling Director will:

- League Liaison — Liaise with GELC regarding floor times and league games.
- Practice Scheduling — Prepare practice schedules and distribute through Directors.
- Facility Waivers — Ensure waiver forms are distributed to teams.
- Venue Booking — Book venues for off-season clinics.
- AGM Coordination — Coordinate floor time for the AGM if required.
- Budgeting — Submit items for the annual budget.
- Team Pictures — Arrange and coordinate team pictures.

5.03.12 Age Group Directors (Non-Voting)

Age Group Directors for:

- U7
- U9
- U11(Co-Ed and Female)

- U13 (Co-Ed and Female)
- U15 (Co-Ed and Female)
- U17 (Co-Ed and Female)

Will:

- Team Selection Support — Work with Coaching Director and Evaluators to pick teams.
- Team List Distribution — Send team lists to coaches.
- Evaluation Check-In — Check players in and out during evaluations.
- Meeting Attendance — Attend Board meetings (non-voting).
- Seasonal Appointment — Serve one-year terms, appointed prior to the season.
- Member Liaison — Act as liaison between Membership and the Executive Committee.

5.04 EXECUTIVE COMMITTEE

5.04.01 The Executive Committee is responsible for the operational activities, long-term strategic planning, and achievement of the Wizards' goals. The Executive Committee may invite any individuals it considers necessary to attend its meetings to assist in conducting its business.

5.04.02 The duties of the Executive Committee include:

1. Performing specific duties as directed by the Board;
2. Acting as a steering committee for the Board by making recommendations regarding the policies, strategic direction, and governance of the Wizards; and
3. Making decisions and taking action on behalf of the Board when it is not reasonably practicable or necessary to convene a meeting of the Board, except with respect to expenditures exceeding five thousand dollars (\$5,000).

5.04.03 Any decisions made by the Executive Committee under Section 5.04.02(3) shall be reported to the Board at its next regular meeting.

5.04.04 The Executive Committee shall consist of the following Board Members:

1. President;
2. Vice President;
3. Secretary; and
4. Treasurer.

5.04.05 A Member who has served three (3) consecutive terms as President must remain off the Executive Committee for a minimum of one (1) year before being eligible to seek election as President again.

5.04.06 In the event that the President is unable to perform the duties of the office or vacates the position before the end of the term, the Vice President shall assume the office of President for the remainder of the term.

If the Vice President is unable or unwilling to assume the office, the Board of Directors may appoint a Director to fill the vacancy for the remainder of the term.

If, at the conclusion of the President's term, no qualified candidate is nominated or elected, the incumbent President may be granted one (1) additional two-year term, subject to approval by the Board of Directors.

5.05 OTHER COMMITTEES

5.05.01 The Wizards Evaluation Committee shall be responsible for overseeing the player evaluation process and ensuring that evaluations are conducted in a fair, consistent, and impartial manner.

The Committee shall normally be chaired by the appropriate Section Head and include individuals appointed by the Board as required.

In the absence of a Section Head, the Coaching Director and one (1) additional Board member appointed by the Board shall assume responsibility for the Evaluation Committee and oversee the evaluation process.

All committee members are expected to act in the best interests of the Wizards organization and maintain confidentiality throughout the evaluation process.

5.05.02 The Wizards Disciplinary Committee may address issues that arise from time to time concerning disciplinary situations involving members of any Wizards program or the Board of Directors of the Wizards.

Board members may be subject to disciplinary action, including removal from their position, for conduct unbecoming of or detrimental to the Wizards; including but not limited to disruptive behaviour; criminal offences; verbal, physical, or emotional abuse; harassment; discrimination; breach of confidentiality; or other actions that are not in the best interests of the Wizards. Members may be subject to disciplinary action or conduct unbecoming of or detrimental to the Wizards; including but not limited to disruptive behaviour; criminal offences; verbal, physical, or emotional abuse; harassment; discrimination; breach of confidentiality; or other actions that are not in the best interests of the Wizards. Complaints regarding any party will be investigated.

The Wizards Board of Directors will appoint a discipline committee of 3-5 board members and will act as the Disciplinary Committee on an as needed basis. A meeting will be held to gather all relevant information prior to a decision being made.

The Disciplinary Committee may, based on its findings and recommendations, recommend that a member be placed in **bad standing with the Wizards, expulsion, and/or other measures**.

A member placed in bad standing may be subject to restrictions on participation, volunteering, holding an executive or other position, or other activities with the Wizards, as determined by the Board of Directors.

Wizards programs or applicable provincial sport governing bodies shall be responsible for disciplinary situations involving players, coaches, managers, officials, or parents whose actions are disruptive to a sporting event or otherwise fall within the jurisdiction of the applicable program or governing body.

6. BYLAW 6 – MEETINGS OF MEMBERS AND VOTING

6.01 GENERAL MEETINGS

6.01.01 General Meetings of the Wizards may be conducted in person or virtually.

6.01.02 The Quorum at a General Meeting of the Wizards Board is fifty percent (50%) plus one (+1) of the Board at the time of the meeting.

6.01.03 Any motion at a General Meeting will be decided by a majority vote of Members present, subject to the following:

Dissolution of the Club

1. The dissolution process is governed by Bylaw 7.

Bylaw Modifications

2. Changes to the Club's Bylaws may only be decided at an Annual General Meeting (AGM) and require a Special Resolution of Members present.

6.02 ANNUAL GENERAL MEETING

6.02.01 Annual General Meetings (AGMs) of the Wizards may be conducted in person.

The AGM must be held by November 30th of each year, on a date set by the Board, unless otherwise arranged according to these Bylaws.

6.02.02 Quorum at an AGM is 10 members

6.02.03 Any matter at an AGM will be decided by a majority vote of Members present.

6.02.04 Notice of the AGM must be provided twenty-one (21) calendar days in advance through:

- A meeting notification email sent to the Club's Membership
- A notice posted on the Wizards' webpage and social media accounts

6.02.05 The Board will prepare the AGM agenda and distribute it to the Membership via email at least fourteen (14) calendar days prior to the meeting.

AGMs will only address matters required by the Alberta Societies Act, and must include, at minimum:

1. Adopting the agenda;
2. Adopting the minutes of the last Annual General Meeting;
3. Considering the President's report;
4. Reviewing the financial statements setting out the Club's income, disbursements, assets and liabilities and the auditor's report thereon;
5. Election of Board Members to fill vacant positions;
6. Special Resolutions:
 - a. Special Resolutions set by the Board must be included in the AGM notice.
 - b. Special Resolutions brought forward by the Membership must be submitted to the Secretary twenty-one (21) calendar days before the AGM.

6.03 SPECIAL MEETINGS

6.03.01 Special Meetings of the Wizards may be conducted in person or virtually.

A Special Meeting may be called in any of the following ways:

1. At the discretion of the Board President
2. By written request from at least three (3) Board Members

6.03.02 Quorum at a Special Meeting is 10 members

6.03.03 Any motion at a Special Meeting will be decided by a two-thirds (2/3) majority vote of Members present, except in the case of a Special Resolution.

6.03.04 Notice of a Special Meeting must be provided twenty-one (21) calendar days in advance through:

- A meeting notification email sent to the Club's Membership
- A notice posted on the Wizards' webpage and social media accounts

The notice must include:

- The purpose of the Special Meeting
- An agenda

If the matter is deemed urgent, the notice period may be shortened, provided that a minimum of seven (7) calendar days' notice is given. The determination of whether a matter is urgent shall be at the sole discretion of the President.

6.04 VOTING MEMBERS

6.04.01 All Members are entitled to vote on matters at General and Special Meetings, provided they are present in person or through previously established virtual means.

Voting rules:

- Families receive two votes total, whether represented by a parent, or a guardian
- Voting may only occur for a parent or a guardian on the current year's registration
- Each family only receives up to 2 votes

6.04.02 Votes will normally be taken by a show of hands. If the President determines that a secret ballot is appropriate, voting may instead be conducted by written ballot. Proxy voting is not permitted.

6.05 BOARD MEETINGS

6.05.01 Board Meetings of the Wizards may be conducted in person or virtually.

Meetings will be scheduled once per calendar month on a set day and time, and the Board will meet at least ten (10) times per year.

6.05.02 Quorum for a Board Meeting is fifty percent (50%) plus one (1) of the current Board Members.

6.05.03 The Board may determine the rules of order governing its meetings.

6.05.04 Each Board Member is entitled to one vote at Board Meetings.

- Motions are adopted by a majority vote of Board Members in attendance.
- The President votes only in the case of a tie.

6.05.05 Directors may abstain from voting on a motion.

- Abstaining Directors count toward quorum.
- Abstentions do not count toward the percentage of support for or against a motion.
- The Secretary will record all abstentions in the meeting minutes.

6.06 MINUTES OF MEETINGS

6.06.01 Minutes will be captured for all meetings and signed off by the applicable Board authorities.

Ensure meeting minutes are distributed to board members and securely maintained in the organization's records, and AGM minutes will be distributed to the appropriate governing and financial agencies by February of following year

7. BYLAW 7 - RECORDS AND FINANCIAL MATTERS

7.01 GENERAL

7.01.01 The Treasurer or designate will oversee all financial records and books of account of the Wizards, and the Bookkeeper will retain them in electronic form.

Audited financial statements will be made available upon request.

Any individual requesting access to inspect the Club's financial records will be granted access at one (1) of the three (3) subsequent Board meetings after the Board receives the request in writing.

7.01.02 The Board will ensure that the books and records are audited annually.

The audit must be conducted by at least two (2) individuals who:

- Do not have signing authority on any Wizards bank accounts, and
- Have not had signing authority within the previous two (2) calendar years.

The audit must be completed in time to be presented at the AGM.

7.01.03 A financial report must be presented each year by the Treasurer or delegate at the AGM.

The report will include, at minimum, a summary of the Club's:

1. Income
2. Disbursements
3. Assets
4. Liabilities

7.01.04 A Chartered Professional Accountant (CPA) may audit the Wizards' financial accounts when:

- The Board determines it is necessary, or

- The inspection outlined in Subsection 7.01.02 produces results requiring a formal audit.

The CPA's audit report will be presented at the AGM.

7.01.05 The Board may not incur any debt without authorization from the Membership through a Special Resolution.

The notice for the Special Resolution must explicitly state:

- The amount of debt to be incurred
- The intended use of the capital
- Conditions and considerations attached to the capital
- The proposed method of repayment

7.01.06 Any contract or legal document relating to the Wizards' business may be signed by any person appointed by the Board to sign on its behalf, as detailed in Section 5.03.

7.01.07 The Wizards may borrow money only to sustain their mandate of delivering a minor lacrosse program.

The Board may not borrow money without authorization from the Membership through a Special Resolution.

The notice for the Special Resolution must explicitly state:

- The amount of funds being borrowed
- The intended use of the borrowed funds
- Conditions and considerations attached to the borrowed funds
- The proposed method of repayment

7.02 FISCAL YEAR

7.02.01 The Wizards' fiscal year begins on December 1 of each year and concludes on November 30 of the following year.

7.03 SEAL

7.03.01 The Wizards do not possess a corporate seal.

8. BYLAW 8 - DISPUTE RESOLUTION

8.01 DISPUTE RESOLUTION

8.01.01 This section applies to any dispute arising out of the affairs of the Wizards or the application of its Bylaws.

8.01.02 A dispute may occur between:

1. Members
2. The Club and its Directors
3. The Club and either:
 - a. A Member, or
 - b. A former Member who was a Member within the previous twelve (12) months

8.01.03 Any dispute covered under 8.01.01 and 8.01.02 will be resolved through the following escalating steps:

1. Direct negotiation between the parties, with or without assistance or facilitation.

If unresolved, then:
2. Written appeal to the Board for a decision.

If unresolved, then:
3. Mediation under the National Mediation Rules of the Alternate Dispute Resolution Institute of Canada (ADRIC), or mediation practices mutually agreed upon by the parties.

If unresolved, then:
4. Arbitration under the National Arbitration Rules of ADRIC, or arbitration practices mutually agreed upon by the parties.

8.01.04 The final decision resulting from arbitration or mediation will bind all parties.

8.01.05 The selection process for facilitators, mediators, or arbitrators will follow the Wizards' Regulations, Policies, and Procedures.

8.01.06 Members must comply with the Wizards' complaint resolution bylaws, policies, and procedures as a condition of Membership.

Failure to cooperate with the Club's complaint, dispute resolution, or discipline processes will be considered Member misconduct and may result in disciplinary action.

8.01.07 If all parties cannot mutually agree on a language for the dispute resolution process, the process will be conducted in English.

9. BYLAW 9 – DISSOLUTION

9.01 DISSOLUTION

9.01.01 The Wizards may be dissolved only by a vote of not less than eighty percent (80%) of the Members present at a Special Meeting called expressly for the purpose of considering dissolution.

9.01.02 A meeting to dissolve the Wizards must:

- Have a quorum of fifty percent (50%) of Members
- Provide thirty (30) calendar days' notice

9.01.03 Upon dissolution, the Wizards' property will be distributed to charitable local organizations whose objectives are similar to those of the Wizards.