

LEDUC AND DISTRICT MINOR FOOTBALL ASSOCIATION BY-LAWS
Updated at Annual General Meeting held on October 19, 2017

BY-LAW #1 PURPOSE

The Leduc and District Minor Football Association (herein called “Association”) is the governing body for all minor football in the City of Leduc.

BY-LAW #2 SOCIETY

The Association shall be registered as a society, under the Societies Act of Alberta.

BY-LAW #3 SEAL

The Society shall not have a seal.

BY-LAW #4 TEAM COLORS

Association primary colours will be black and gold.

BY-LAW #5 MEMBERSHIP

A member of the Association is defined as:

- a. A parent with a child registered with the Association.
- b. A person who has legal guardianship of a player registered with the Association.
- c. A coaching staff member.
- d. A past executive member re-elected to the executive, into a voting or non-voting position. This person does not have to have a child registered with the Association as per above. This person must have served a minimum of one (1) calendar year on the executive for the Association in the past. A maximum of one-third ($\frac{1}{3}$) of the executive members can be past executive members with no children registered with the association as per above.

BY-LAW #6 EXECUTIVE

- a. Executive members must be members of the Association.
- b. The executive shall consist of: President, Past-President, Vice-President, Treasurer, Secretary, Registrar, Registrar Assistant, Media and Communications Representative, Directors (one for each team: Novice, Atom, Peewee and Bantam, as well as an Executive Director if applicable), Events Coordinator, Events Assistant, Capital District Minor Football Association (herein called “CDMFA”)

Representative, Fundraising Coordinator, Fundraising Assistant, Volunteer Coordinator, Executive Member(s) at Large and Equipment Manager.

- c. Executive members must attend a minimum of ten (10) out of twelve (12) meetings per fiscal year and all other required executive events. Non-voting, corresponding members of the executive are not required to attend executive meetings, with the exception of the Executive Member(s) at Large.
- d. The executive may also consist of up to two (2) Executive Members at Large, once all other executive positions have been filled, if desired by the general membership or executive.
- e. The Past-President, Equipment Manager, Registrar Assistant, Events Assistant and Fundraising Assistant are all non-voting, corresponding members of the executive. The Executive Member(s) at Large are non-voting members.
- f. The executive positions (in b above) shall be filled by way of election at the Annual General Meeting (herein called "AGM") with the exception of the Directors and Equipment Manager, who are assigned by the executive after reviewing submitted applications.
- g. Any position not filled at the AGM shall be voted on at a subsequent executive meeting.
- h. More than one (1) person may be elected to share one (1) position, as deemed necessary by the general membership or the executive, however only one (1) may vote.
- i. Except for the Past-President and the Executive Director, no one can be elected to serve two (2) executive positions at the same time.
- j. Executive members must fulfill the specific duties of their position as outlined in the By-Laws and policies. Failure to do so may result in removal from the executive and he/she will be required to complete their remaining volunteer requirements through non-executive responsibilities, or have the corresponding volunteer deposit cheque(s) cashed. This will be voted on at an executive level. cf. By-Law #22)

BY-LAW #7 SPECIFIC DUTIES OF THE ELECTED EXECUTIVE

- a. **President:** Two (2) year position with elections held on **even** years
 - 1. The President shall preside at all general membership meetings and executive meetings of the Association.

2. Shall sit as a voting member of all Association subcommittees.
3. Shall be a voting member of the executive. However, shall only vote in the event of a tie.
4. Shall co-chair all subcommittees (Leduc Parade, Community Awareness events, Winter football gym nights and Spring Camps, June Jamboree, etc.).
5. Shall provide training and transitioning sessions for new members of the executive.
6. Shall ensure all awards are available in a timely manner for the year-end awards ceremony.
7. Shall liaise with The City of Leduc.
8. Shall ensure all equipment and property of the Association is adequately insured on an annual basis.
9. Must have a minimum one (1) year previous experience as a member of the Association's executive within the past two (2) fiscal years.

b. Past-President:

1. The immediate Past-President will continue to be a member of the executive for the first year of the new President's two (2) year term.
2. Shall be a non-voting, corresponding member of the executive.

c. Vice-President: Two (2) year position with elections held on **odd** years

1. In the absence of the President, the Vice-President shall have and exercise all powers of the President.
2. Shall perform duties as requested by the President.
3. Shall be a voting member of the executive.
4. Shall ensure the teams of the Association have adequate practice and home game fields on which to play.
5. Will consult with the appropriate parties for all facility rentals.
6. The Vice-President will be the liaison to the Association team level head coaches.
7. Shall be responsible for all of football operations.
8. Chair all meetings regarding disciplinary matters.
9. Chair the selection committee for coaches.

10. Co-chair all subcommittees (Leduc Parade, Community Awareness events, Winter football gym nights and Spring Camps, June Jamboree, etc.).
 11. Shall be a voting member of the executive.
 12. It is suggested, but not expected, that the Vice-President be a coach within the Association.
- d. **Treasurer:** Two (2) year position with elections held on **odd** years
1. The Treasurer shall keep record of all monies received and disbursed, shall deposit all monies into the Association's bank account(s), and shall ensure all disbursements are made by cheque or money order. They will maintain and keep complete, accurate records for all of the Association's accounts.
 2. Arrange for and aid the appointed reviewer in providing a duly audited statement. This financial statement will be readily available to all members of the Association, upon completion of the fiscal year.
 3. Prepare the annual budget before February 28th for approval by the executive.
 4. Shall prepare and present at the AGM, a report including the year to date operations and current financial statement, setting out the receipts and disbursements of the Association.
 5. Shall keep records of all Casino transactions.
 6. Shall be a voting member of the executive.
- e. **Secretary:** Two (2) year position with elections held on **even** years
1. Shall prepare and keep the minutes of the executive, AGM, and special meetings of the Association and will distribute the minutes of all meetings as directed by the President and executive within seventy-two (72) hours of the meeting.
 2. Shall conduct correspondence on behalf of the Association as directed.
 3. Shall be responsible for all books, reports, and required filing of paperwork for the Association to maintain the Association's society status and to keep the Association in good standing with all applicable registries.
 4. Distribution and collection of Criminal Record Checks, Confidentiality Agreements, waivers and Code of Conducts for the Association.
 5. Will pick up and distribute mail accordingly.

6. Shall be a voting member of the executive.
- f. **Registrar:** Two (2) year position with elections held on **odd** years
1. Shall be responsible for coordinating registration and applicable paperwork, for all players participating under the jurisdiction of the Association. This includes winter football gym nights, if applicable.
 2. Shall collect registration fees and keep record of payments received.
 3. Shall provide the treasurer with deposits and record of monies received.
 4. Shall establish the rules of registration in consult with the executive.
 5. Shall keep records of the Association's registrants.
 6. Shall make available a complete list of all registered players, coaches, managers, trainers, and team representatives. This list will be updated within twenty-four (24) hours.
 7. Shall liaise with respective team managers and/or representatives for the collection of all documentation required for registration, and shall ensure that all players, coaches, assistants, team managers, etc. are insured with Football Alberta.
 8. Shall submit an accurate list to the CDMFA of registered players as requested and will update their website accordingly.
 9. Shall be a voting member of the executive.
- g. **Registrar Assistant:** One (1) year position
1. Shall perform duties as requested by the Registrar and/or the executive.
 2. Shall be a non-voting, corresponding member of the executive.
- h. **Media and Communications Representative:** One (1) year position
1. Maintain updates on the Association's website including: sponsorship updates, general calendar updates, Association events.
 2. Maintain Association communication via Facebook account, Twitter, The Leduc Representative, and/or local radio announcement updates.

3. Shall be a voting member of the executive.
 4. Shall design and develop all print media required for community events (Leduc Parade, Community Awareness events, Winter football gym nights and Spring Camps, etc.).
 5. Shall ensure promotion and appreciation of Association sponsors via website, other media and communications channels, and offer email/and or written thank you notes.
- i. **Directors:** One (1) year position
1. One representative shall be assigned to each team within the Association. Anyone who wishes to be a Director must submit an application to the executive within one week of the AGM. The executive will then review the applications during the following executive meeting and will appoint a Director for each team level.
 2. Shall serve as a liaison between the executive, and their team level coaches and the players' families.
 3. Shall perform duties as requested by the President and/or executive.
 4. Shall be a voting member of the executive.
 5. The executive may appoint an Executive Director as they see fit, to oversee and guide all team Directors. It is recommended that the Executive Director have at least one year experience as a team Director with the Association and may or may not, also hold the position of team Director within the same year.
- i. The executive director would have responsibilities such as, but not limited to, trophy purchases for year-end ceremony, team apparel decisions, team pictures, organizing joint team bottle drives, etc.
- j. **Events Coordinator:** One (1) year position
1. Shall organize all Association executive planned events, jamborees, home games, camps, award ceremonies, and parades. Details may include ticket sales, arranging for location, food, concession, and other associated duties.
 2. Shall be a voting member of the executive.
 3. Shall promote programs and events of the Association as directed by the executive.
 4. Shall attend functions as a representative of the Association.

- k. **Events Assistant:** One (1) year position
 - 1. Shall perform duties as requested by the Events Coordinator and/or the executive.
 - 2. Shall be a non-voting, corresponding member of the executive.

- l. **CDMFA Representative:** One (1) year position
 - 1. Shall attend all monthly meetings and take minutes of the CDMFA.
 - 2. Shall report at all executive meetings.
 - 3. Shall serve as a liaison between the Association and the CDMFA, sharing any and all concerns or questions.
 - 4. Shall be a voting member of the executive.

- m. **Fundraising Coordinator:** One (1) year position
 - 1. Shall be responsible for initiating new fundraising ideas and providing support to enable their success.
 - 2. Shall enable the success of other fundraising initiatives as directed by the executive.
 - 3. Shall be a voting member of the executive.
 - 4. Shall ensure all licenses are Alberta Gaming and Liquor Commission compliant (50/50, raffle, casino etc.)

- n. **Fundraising Assistant:** One (1) year position
 - 1. Shall perform duties as requested by the Fundraising Coordinator and/or the executive.
 - 2. Shall write up all grant applications, as directed by the executive.
 - 3. Shall complete and submit Casino applications, as directed by the executive.
 - 4. Shall apply for the disbursement of Casino funds.
 - 5. Shall report to the Fundraising Coordinator.
 - 6. Shall be a non-voting, corresponding member of the executive.

- o. **Volunteer Coordinator:** One (1) year position
 - 1. Shall develop a list of volunteer duties needed to assist the programs of the Association and work with the executive to determine the obligation expected from each player's families.

2. Shall communicate with the Directors and/or manager on each team to advise members when volunteer opportunities are available.
 3. Shall keep a record of who has filled the volunteer obligations and inform the executive of anyone who does not meet the obligations.
 4. Shall coordinate workers for Casinos.
 5. Shall be a voting member of the executive.
- p. **Executive Member(s) at Large:** One (1) year position
1. Shall serve as a member of the executive without holding one of the positions listed above.
 2. Shall be able to provide continuity and/or advice that would better enable the work of the executive.
 3. Shall perform duties as requested by the President and/or the executive.
 4. Shall be a non-voting member of the executive. (cf. By-Law #6 d.)

BY-LAW #8 SPECIFIC DUTIES OF THE ASSOCIATION EQUIPMENT MANAGER

- a. Shall be responsible for purchasing and controlling inventory, at the approval of the executive, including non-football equipment such as BBQs for concession, etc.
- b. Shall establish and maintain records of equipment.
- c. Shall instruct and oversee team equipment managers under the direction of the executive.
- d. Shall be a non-voting, corresponding member of the executive.
- e. Shall be responsible for maintenance of equipment shack and the garage.
- f. Shall be responsible for all professional cleaning of all equipment.
- g. Shall ensure that blocking sled(s), goal post pads, first down sticks are at the field of play when needed.
- h. Shall provide treasurer with a list of equipment that is being removed from and added to inventory.
- i. Will report to the Vice-President.
- j. Will be responsible to oversee all athletic equipment distribution to and sizing for Association players.
- k. Anyone who wishes to be the Association Equipment Manager must submit an application to the executive within one week of the AGM. The executive will then review the applications during the

following executive meeting and will appoint an Association Equipment Manager.

BY-LAW #9 REGISTRATION

- a. The executive will set and advertise registration dates prior to each season.
- b. Player registration fees for each level are to be determined by the executive prior to setting of any registration dates for that level.
- c. All players must be registered with the Association before being permitted to tryout, practice, or play in an exhibition, regular season, or playoff game for any team under the jurisdiction of the Association.
- d. No refunds shall be forthcoming to a player after June 30th for Atom, Peewee, and Bantam. Novice will receive no refund. Special consideration for exceptional circumstances (e.g. medical reasons or moving to another community) can be requested in writing to the executive, who will deal with the request at the next executive meeting.
- e. Football winter gym nights are also operated under the Association with a separate fee schedule, registration date, and practice schedule/locations.

BY-LAW #10 CONFLICT OF INTEREST

- a. No members of the coaching staff or executive of the Association shall be a vendor of goods and/or service to the Association (e.g. equipment, merchandise, training, consulting, etc.)
- b. Notwithstanding the above, the executive may submit a proposal as long as the following preconditions exist:
 1. A total of three bids or tenders are received, one of which may be from a coach or executive member, and
 2. The coach or executive member does not take part in any discussion or decision and,
 3. The coach or executive member must leave the room when any discussion or decision is being made.

BY-LAW #11 REMUNERATION

Unless authorized at an AGM and after notice of the same shall be given, no executive member or member of the Association shall receive remuneration for his/her service.

BY-LAW #12 SELECTION OF COACHES

- a. A subcommittee consisting of the Vice-President and all team Directors, including Executive Director if applicable, shall select a team head coach for each team level, at a special meeting after the applicant has submitted a letter in writing based on these guidelines:
 1. Role of the team head coach as defined by the Association,
 2. Assess his/her experience.
 3. Assess his/her background
 4. Assess his/her qualification.
- b. The executive will serve as the dismissal committee and coach dismissal shall consist of a full accounting as to any alleged breach of coaching expectations.
- c. All team level coaches must have successfully completed the "Making Headway" course, "Safe Contact" course and "Making Ethical Decisions" course.
- d. All head coaches must also have National Coaching Certification Program Level 1 coaching certification.

BY-LAW #13 MEETINGS

- a. Annual General Meetings shall be open to any business from the floor, during the allotted time within the agenda. Special meetings shall only discuss the pre-determined business as noted in the notice of meeting.
- b. The AGM of the Association shall be held in the month of October each year. The executive shall be elected at the October AGM and shall shadow their respective position for the remainder of the calendar year, taking office January 1st of the next year.
- c. At least eight (8) days notice of the AGM shall be served through the general media.
- d. The Annual General Meeting shall be open to the public, non-members shall not be entitled to vote, take part in debates or address the meeting without the permission of the President.
- e. The executive shall present our By-Laws to the general membership for adoption at the AGM, for the forthcoming season.
- f. All meetings of the executive or general membership shall be at the call of the President, except as outlined under (g) below.
- g. At the request of fifteen (15) members or five (5) executive members, the President shall call a general or special meeting with fourteen (14) days notice through the general media upon receipt of the written request.

- h. Quorum for a general or special meeting of the general membership of the Association shall be eighteen (18) voting members.
- i. A quorum for an executive meeting shall consist of a minimum of fifty-one percent (51%) of voting members.
- j. All meetings shall be convened promptly at the appointed time or within fifteen (15) minutes of the time.
- k. Any member of the Association is eligible to attend executive meetings and may take part in discussions, although the executive has the discretion to exclude non-executive members for any specific item of business.
- l. If quorum is not present the AGM shall be adjourned to the first Monday of the next month and all other meetings shall be adjourned to one week from that date.

BY-LAW #14 VOTING

- a. Only members of the Association may vote.
- b. Non-voting members of the executive may vote at all general meetings or special meetings of the general membership.
- c. Only voting members of the executive are entitled to vote at an executive meeting.
- d. There shall be no proxy votes at the AGM or special meetings.
- e. No person shall have more than one vote.
- f. A maximum of two (2) votes per player's family.
- g. At the discretion of the President, voting at all meetings shall be by show of hands or by standing vote, or by secret ballot, but only those persons present and entitled to vote may demand a vote by secret ballot.
- h. All voting at elections, when an office or position is contested shall be by secret ballot.
- i. Except as per By-Law #18b, in all votes, majority shall be sufficient.

BY-LAW #15 NOMINATIONS

- a. Any member in good standing (dues are paid and abides by the code of conduct), may nominate others for an executive position, or sit on the executive of the Association.
- b. Registered players of the Association shall not be eligible to be nominated for any executive position.

BY-LAW #16 GRIEVANCE PROCEDURE

- a. A grievance is an appeal with-respect-to a decision or policy of the Association of the executive.
- b. Any grievance by any member of the Association shall be submitted in writing to the President.
- c. The President shall have a maximum of fourteen (14) days after the receipt of a grievance to present said letter to the other members of the executive at a special meeting. The President shall then choose one (1) member of the executive, one (1) non-partial member of the Association and the final member of the grievance committee shall be mutually decided upon by the President and appellant.
- d. The President shall then direct the three (3) members of the grievance committee to hold a hearing at the appointed time and notify the appellant and any other person who has interest in the same thereof.
- e. The grievance committee shall, at the conclusion of the hearing or within a two (2) week period in written form render its decision.

BY-LAW #17 COMPLAINT PROCEDURE

- a. Any complaint pertaining to minor football (from members or non-members) must be initiated by filling out and signing the Association Complaint form and submitting the Association Complaint form to the President.
- b. The complaint will be discussed at the next executive meeting or earliest convenience a quorum can be called.

BY-LAW #18 BY-LAWS AND POLICIES

- a. A By-law Committee shall be appointed by the executive annually to review the By-Laws and bring forth possible amendments for executive approval and presentation to the AGM. The By-Law Committee shall consist of three (3) members appointed by the executive.
- b. The By-Laws may be rescinded, altered or added to by a “special resolution” passed by majority of not less than three-fourths (3/4) of the members present and voting at an AGM of which membership has been duly notified.
- c. The executive has the power to set policies for the practical management of the Association, provided that they are consistent with the current By-Laws.

BY-LAW #19 FINANCIAL OPERATIONS

- a. The executive shall set dues and fees and refund amounts prior to opening registration for the year.
- b. All Association fundraising shall be coordinated and approved through the Association.
- c. The Association shall have three (3) signing officers on its bank accounts: the Treasurer, and two (2) executive members duly-appointed by the executive (the President is eligible to be named as a signing officer). Two signatures shall be needed on all cheque disbursements.
- d. All funds solicited by members in the name of the Association or member teams shall be controlled per By-Law #7d1.
- e. The annual budget shall be approved by the board by March 31st.
- f. All spending outside of the budget must be approved by the board after a review is completed by the Treasurer. The review will include:
 - 1. Current Budget amount,
 - 2. Current Budget Balance,
 - 3. Potential budget line to use,
 - 4. Current account balance,
 - 5. Current related revenue, and
 - 6. Requested amount.

BY-LAW #20 AUDITING

- a. The fiscal year end of the Association shall be December 31st of each year.
- b. The Treasurer of the Association shall have the books and records professionally reviewed annually by a certified bookkeeper, that is not associated with the Association's executive.
- c. The books and records of the Association may be inspected by any member of the Association at the AGM or within one (1) week upon receiving written notice and arranging a satisfactory time to meet. Each member of the executive shall at all reasonable times, have access to the books and records.

BY-LAW #21 REVOKING OR WITHDRAWING OF ASSOCIATION MEMBERSHIP

- a. Any complaints pertaining to conduct of members must be submitted to the President in writing and signed by the complainant as per By-Law #17.
- b. A member accused with contravening the By-Laws or behavior that demeans the good name of the Association shall be compelled to

appear before the executive prior to disciplinary action being imposed.

- c. If after discussion and review the executive determines that an Association member is guilty of contravening the By-Laws or exhibiting behaviors that demean the good name of the Association, the executive shall be empowered to suspend or revoke a person's membership in the Association (expulsion).
- d. A simple majority vote by the executive is necessary to suspend an Association member or expel him/her from the Association.
- e. A member may withdraw his/her membership by written request presented to the executive.

BY-LAW #22 REMOVAL FROM THE EXECUTIVE

- a. If an executive member, for whatever reason, decides that he/she cannot fulfill the duties of his/her position, he/she can communicate resignation through verbal intent, email, written letter, sign language or text message. Resignation is "at will" and any form of documentable resignation should it be written or verbal with witnesses, shall be accepted.
- b. If it is alleged that an executive member is not adequately fulfilling his/her position, the situation should be discussed and reviewed by the executive. After this review, the executive (by majority vote) can remove a person from an executive position. (cf. By-Law #6j.)
- c. If an executive member has had their Association membership suspended or revoked from his/her position under By-Law #21, he/she is also deemed to have been removed from his/her executive position (cf. By-Law #6a)
- d. If an executive position is vacated between Annual General Meetings, the executive can elect another member of the Association to complete the term.

BY-LAW #23 CRIMINAL RECORD CHECK

- a. Any volunteer returning criminal record checks with investigations or charges in the Vulnerable Sector will be removed from their position immediately and without appeal.