**Stony Plain Football Association Bylaws**

(Hereafter SPFA represents Stony Plain Football Association)

**Membership**

1. Membership consists of registered members with a paid registration; each parent will receive one vote as a member of SPFA per registered players. In the case of multi – registration family there will be a maximum of 2 votes.
2. Any member wishing to withdraw may do so upon a notice in writing to the executive through its Secretary. Any member of SPFA may be expelled from SPFA upon majority vote of the executive, due to in a breach as per any policies, as raise through the grievance process.

**Elected Executive**

1. The elected executive shall consist of the President, Vice – President, Secretary, Bingo/Fundraising Coordinator, Equipment Manager, Flag Manager(s), Atom Manager(s), Pee Wee Manager(s), Bantam(s), Website, Registrar, Facilities Coordinator and Public Relations Manager.
2. The executive shall, subject to the bylaws or policies given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the organization, and meetings of the executive shall be held as often as may be required.
3. A member elected to the executive becomes an executive if they were present at the meeting when being elected, and did not refuse the appointment.
4. Any executive member, upon majority vote of the executive, may be removed from the executive or any cause which the society may deem reasonable.
5. All elected officers must provide an RCMP criminal record check before assuming duties.
6. Any and all business conducted during Executive meetings is to be treated with the utmost confidentiality and only business decided upon by the Executive to be shared with the membership at large shall be communicated to the membership.
7. **President**

The president shall be the ex – officio a member of all committees. He/she shall, when present, preside all meetings of the society and the executive. In his/her absence, the Vice – President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

1. **Vice - President**

The vice – president shall preside at all the general and special meetings of SPFA and the executive of SPFA in the absence of the president. In the event of the temporary absence or resignation of the president the vice – president shall assume the duties of the president. It is the Vice – President’s responsibility to educate new executive members as to the responsibilities of their role on the executive.

1. **Secretary**

It shall be the duty of the Secretary to attend all meetings of the SPFA and the Executive of the SPFA, and all other committees as requested by the President. He/she shall keep accurate minutes of the same and ensure proper distribution of those minutes. In the case of the absence of the Secretary, the duties shall be delegated by the President. He/she is also in charge of maintaining the SPFA archives, and to bring forward any by law changes appropriate sources.

1. **Treasurer**

The treasurer shall receive all moneys collected or otherwise received on behalf of or in the name of SPFA, shall pay all accounts of the Association for properly approved expenses and issue receipts. He/she shall keep proper books of account, receipts and vouchers for the same and shall deposit funds of SPFA in the bank account for the elected term. The Treasurer shall be responsible for the pick-up and delivery of mail, preparation of all correspondence on behalf of the SPFA and the executive of the SPFA, under the direction of the President of the Executive. The Treasurer shall be responsible for the presentation to the Annual General Meeting of SPFA of an audited statement of the financial affairs of the SPFA for the preceding year. The treasurer shall be responsible for any documents pertaining to Revenue Canada.

1. **Bingo/Fundraising Coordinator**

The Bingo/Fundraising Coordinator shall coordinate and facilitate the operations of all bingos, casinos and fundraisers for SPFA. Specifically, he/she/they shall keep accurate records of all in attendance to members, and all money received, to turn all money over to the Treasurer with appropriate documentation. Acting on the direction of the Executive, he/she/they will report on the allocations of bingo, casino, and fundraising funds. The Bingo/Fundraising Coordinator is required to sit on the Parkland Bingo Board, attend all meetings and vote as a representative of SPFA. A Junior Bingo Coordinator may be appointed to assist the Bingo Coordinator as needed and will be a non-voting position.

1. **Registrar**

The Registrar shall be responsible for registering and insuring all players, coaches, teams and executive to appropriate league affiliations. He/she shall submit all full team lists to Football Alberta and Team Managers and must attend a pre – registration meeting at the CDMFA. All monies received shall be turned in to the Treasurer for deposit to the SPFA account.

1. **Equipment Manager**

The Equipment Manager shall order, organize, catalogue each piece of equipment, and supply equipment to all registered players of SPFA, on the approval of the Executive. He/she maintains equipment and ensures safety certifications as required, and shall issue a fitted set of equipment to every inventory registered player. The Equipment Manager shall maintain a current of all equipment in cooperation with the Team Managers and also keep a copy of all the signed out equipment.

1. **Flag, Atom, Pee Wee and Bantam Managers**

The Managers are responsible for managing and coordinating their team's activities. They act as liaison between player, parents, coaches, schools and the Executive of SPFA. Their duties include procuring necessary documentation for the registrar, maintaining current lists of players on their respective teams and keeping a flow of information open between all levels of football in the SPFA. It is the responsibility of the team Managers to notify voting members of General Meetings and Special Meetings. It is the responsibility of the Atom/Peewee Manger to provide a referee for each game the Atom/Peewee team plays as per CDMFA policies. It is the responsibility of all Managers to supervise players prior to and following practice within a reasonable period of time. It is the responsibility of the Managers to return income tax receipts to the members no later than the Annual General Meeting.

1. Facilities Coordinator

The Facilities Coordinator shall be responsible for the field/facility management and booking practice and game fields He/she shall be responsible to book meeting rooms for any and all Executive Meetings, Special Meetings and General Meetings. This includes ensuring preparation and take-down of game day fields, concession, washroom facilities and coordination of field/facility upgrades.

1. **Public Relations**

The Public Relations Director shall be responsible for advertising and promoting the SPFA within the community. These duties shall include planning and arranging for the Association's participation in community parades, planning and arranging for the awards ceremony, coordinating and planning the player trophies, ensuring all sponsors receive a thank you card from the Association and assisting the Registrar in planning and booking registration dates.

1. **Website**

Website shall be responsible to keep up all online websites and any additional modifications required to the website and its workings.

1. **Auditing**

The books and records of the SPFA's General Account and Bingo/Casino Accounts shall be audited once each year by two members of SPFA, elected for that purpose at the Annual General Meeting. November 30th shall be the end of the fiscal year. The books and records may be inspected by any member of SPFA, at the Annual General Meeting provided for herein, or at any time upon giving reasonable notice and arranging a time satisfactory to the President and/or Treasurer . Each registered member of the SPFA shall at all reasonable times have access to such books and records.

1. **Meetings**

The Annual General Meeting of SPFA shall be on or before November 30th of each year. Any items for New Business at an AGM must be sent to the Secretary a minimum of 3 business days in advance of the AGM to be put on the Agenda. General and Special Meetings may be called at any time by the President. A Special Meeting may be called upon receipt by the Secretary of SPFA of a written request signed by 10 registered members of SPFA, with regard to a team concern for consideration. At least 14 day notice of every General Meeting shall be given. A quorum for a General Meeting shall consist of at least 25 of the voting members. A quorum for a Special Meeting shall consist of at least 13 voting members. At least 3 day notice of every Special meeting shall be given. All General Meetings, including the Annual General Meeting shall be open to the public, but only members in good standing of SPFA shall be entitled to vote. All Executive Meetings shall be open to the registered members who must give 14 days’ notice to their Manager prior to attendance at an Executive meeting. All meetings shall be convened promptly at the appointed time or with fifteen (15) minutes of that time. In the event that a quorum

is not present, the Annual General Meeting shall be adjusted to the first Tuesday of the following month. Special Meetings or Executive Meetings that don't have a quorum shall be rescheduled at the earliest agreed convenience of the attendees.

1. **Voting**

Voting at Annual General Meetings, Special Meetings and Executive Meetings shall be done by way of show of hands. E-Voting will take place at times when the Executive deems it necessary. Any member who has not withdrawn from membership nor has been suspended or expelled shall have the right to vote at an annual general meeting.

1. **Amendments to the Bylaws**

Subject to the compliance with the requirements of the Societies Act, the bylaws may be altered, added or rescinded by way of a special resolution. Or they may be rescinded, altered, or added to upon review by the Executive. Upon Executive review and approval, they shall be presented to the membership for approval at a General Meeting.

1. **Confidentiality of Information**

All information gathered through the course of regular activities shall be considered and kept confidential. All past Board members and new Board members are required to keep this information confidential. As such it is understood that complete information must be passed from out-going Board members to new Board members and shall not be destroyed for no less than 7 years in accordance with standard business practice.

DATED is \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2014

Signature Printed Name Complete Mailing Address

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 President

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 Vice – President

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 Treasurer

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