

The Bylaws of the



Fort McMurray Ravens Competitive Football League

As amended by the General Meeting Of the F.M.R.C.F.L, in Fort McMurray.....2025

Chapter 1 – General

Chapter 1 – Name, Jurisdiction, Headquarters, and Resources

Section 1. Name

The name of the League in the English language is Fort McMurray Ravens Competitive Football League.

The name of the League in the French language is: Ligue de Football Compétitif Fort McMurray Ravens.

Section 2. Jurisdiction

The jurisdiction of the League shall extend to Canada.

Section 3. Headquarters

The headquarters of the League (F.M.R.C.F.L.) shall be located in the City of Fort McMurray, Province of Alberta.

The League may, by resolution of the General Meeting, designate an alternative location within the Province of Alberta to serve as the headquarters for a specific period of time.

Section 4. Resources of the League

The resources necessary to achieve the goals and objectives of the League shall include, but are not limited to:

- (a) Player membership fees;
 - (b) Donations and sponsorships from individuals, businesses, or corporations;
 - (c) Collections, fundraising campaigns, and special events conducted on behalf of the League;
- and
- (d) All assets of the League, whether tangible or intangible.

CHAPTER 2 – MEMBERSHIP

2.1 Classes of Membership

- 2.1.1 The League shall consist of Non-Voting Members and Voting Members, as defined herein.
- 2.1.2 Membership alone does not confer any right to participate in governance, management, or decision-making, except as explicitly stated.
- 2.1.3 All authority and voting rights are vested solely in the Executive Board or Voting Members at the General Meeting.

2.2 Eligibility

- 2.2.1 Membership shall be open to individuals satisfying all eligibility criteria established by the Executive Board, including:
 - (a) Athletes – Minor participants who have completed registration and paid all fees. Athletes are not eligible to vote at any time.
 - (b) Parents or Legal Guardians – Parent(s) or legal guardian(s) of a registered athlete in good standing.
 - (c) Coaches, Trainers, and Volunteers – Individuals aged 18 or older, approved by the Executive Board. Coaches under 18 must be supervised by a Mentor (a Head Coach or Coach over 18) responsible for oversight, liability, and legal compliance.
 - (d) Team Managers – Individuals appointed by the Executive Board for administrative or organizational duties.

2.3 Registration

- 2.3.1 All Members must register through the League’s official system before participating in any League activity.
- 2.3.2 Failure to maintain registration or comply with League requirements may result in suspension or termination.
- 2.3.3 All personal information collected shall comply with the Personal Information Protection Act (Alberta) and other applicable privacy legislation.

2.4 Voting Rights

- 2.4.1 Voting at the General Meeting is limited to Members who are 18 years or older, excluding active athletes.
- 2.4.2 All governance and management powers of the League reside with the Executive Board or Voting Members as defined by these Bylaws.

2.5 Good Standing

- 2.5.1 A Member is in good standing when all financial obligations are met and compliance with League policies is maintained.
- 2.5.2 Loss of good standing results in suspension of privileges until remedied and approved by the Executive Board.

2.6 Responsibilities of Members

All Members shall:

- (a) Uphold and promote the League’s mission, vision, and values.
- (b) Comply with these Bylaws, policies, and the League’s Code of Conduct.
- (c) Conduct themselves respectfully at all League activities and events.

- (d) Attend General Meetings as observers without disrupting proceedings.
- (e) Support youth development, teamwork, and community engagement.

2.7 Termination, Suspension, and Resignation

- 2.7.1 Membership may be suspended or terminated for financial default, policy violations, misconduct, or actions detrimental to the League.
- 2.7.2 Automatic termination occurs if a Member becomes associated with a direct competitor of the League.
- 2.7.3 Suspension/termination requires a majority vote of the Executive Board, with written notice and a 14-day opportunity to respond.
- 2.7.4 Suspension may be lifted only by majority Executive Board approval.
- 2.7.5 Members may resign in writing; obligations owed to the League remain enforceable.
- 2.7.6 Membership terminates upon dissolution of the League.

Chapter 3 – Authorities of the League

3.1 Authorities of the League

3.1.1 The governing authorities of the League shall consist of the following:

- (a) The General Meeting;
- (b) The Head Executive Board; and
- (c) The League Members.

3.1.2 Term of office

The term of office for the President shall be two (2) years, and the term of office for the Vice President shall also be two (2) years, with their terms staggered, only one of these positions is up for election in any given year. The term of office for all other Executive Officers, including the Secretary-Treasurer, Funds Officer, Registrar Officer, and other Executive Members, shall be one (1) year.

3.1.3 Eligibility for Election

Only individuals who are Members in good standing of the League, as defined in these Bylaws, shall be eligible for election or appointment to any office or position within the League. Eligible individuals must:

- (a) Be Canadian citizens and residents of the City of Fort McMurray, Alberta, Canada;
- (b) Be at least eighteen (18) years of age;
- (c) Be in full compliance with all financial, conduct, and policy requirements of the League;
- (d) Not be a member, employee, or representative of any organization that presents a direct conflict of interest with the League;
- (e) Have a direct intention for the positive growth of the League; and
- (f) Not be an active current athlete of the League

3.2 The General Meeting

3.2.1 The General Meeting shall constitute the highest authority of the Fort McMurray Ravens Competitive Football League.

3.2.2 Members shall receive notice of the General Meeting or Annual General Meeting at least **7 days** in advance, delivered by email and/or the League's official communication platforms.

3.2.3 The Annual

General Meeting (AGM) of the League shall be held annually on or before the first weekend of February of each calendar year.

3.2.4 The General Meeting shall be convened by the Head Executive Board in accordance with these Bylaws.

3.2.5 If the Head Executive Board fails to convene the General Meeting within the designated time, the decision regarding the calling and manner of such meeting shall rest with the League Members.

3.2.6 An Extraordinary General Meeting shall be called by the Head Executive Board upon written request by at least one-half (½) of the Members of the League, including Executive and League Members.

3.2.7 The Head Executive Board may, at its discretion, call an Extraordinary General Meeting on its own initiative when circumstances warrant.

3.2.8 Voting Methods

Voting at General Meetings and Annual General Meetings shall be conducted by:

- Show of hands;
- Secret ballot, if requested by any voting member; or
- Proxy, submitted in a form approved by the League.

3.3 Powers and Responsibilities of the General Meeting

3.3.1 The General Meeting shall exercise authority over all matters of the League, including but not limited to the following:

- (a) The establishment and adoption of the ideological basis, mission, and principles of the Fort McMurray Football League, consistent with these Bylaws;
- (b) The approval of Executive and financial reports, and the granting of discharge (absolution) to the Head Executive Board;
- (c) The election of the Head Executive Board;
- (d) The approval of the annual budget, registration fees, and other financial obligations of membership;
- (e) The authorization to the Head Executive Board to borrow funds, and to purchase, lease, or dispose of real or personal property;
- (f) The withdrawal or suspension of membership rights;
- (g) The amendment of these Bylaws;
- (h) The dissolution or liquidation of the Fort McMurray Football League; and
- (i) The rendering of final decisions in all matters not otherwise delegated under these Bylaws.

3.3.2 Resolutions of the General Meeting shall require a three-fourths (¾) majority of votes cast to be adopted. In the absence of such majority, the previous resolution shall remain in force.

3.3.3 A General Meeting shall be considered validly constituted when delegates representing at least one-fifth (1/5) of the total mandates of the League are in attendance.

3.3.4 Except where otherwise specified, all resolutions shall be adopted by a simple majority (50% + 1) of votes cast.

3.3.5

Resolutions concerning amendments to the Bylaws, withdrawal of membership rights, or ideological changes shall require a Special Resolution, passed in accordance with Section 1(d) of the Societies Act, including:

- at least 21 days' notice stating intention to propose the resolution, and
- approval by 75% of eligible voting members present in person or by proxy.

3.3.6 A resolution to dissolve or liquidate the League shall require a three-fourths ($\frac{3}{4}$) majority vote, representing at least three-fourths ($\frac{3}{4}$) of all valid votes of the League.

3.3.7 At the discretion of the Head Executive Board, voting on routine or day-to-day matters may be conducted through a secure online platform (such as Zoom, Microsoft Teams, or Messenger), provided that the integrity and confidentiality of the vote are maintained.

3.4 Minutes of General Meetings

3.4.1 The Secretary-Treasurer, or an appointed alternate, shall be responsible for recording the minutes of all General Meetings of the League.

3.4.2 If the Secretary-Treasurer is unavailable, they shall appoint a replacement to take minutes for the meeting.

3.4.3 The minutes shall include:

- (a) The date, time, and location of the meeting;
- (b) A record of attendees;
- (c) All motions, resolutions, and votes, including the outcome of each; and
- (d) Any other matters required by these Bylaws or deemed necessary by the Executive Board.

3.4.4 The minutes shall be prepared in a timely manner, reviewed, and approved by the Executive Board before being filed in the League's official records.

3.5 The Head Executive Board

3.5.1 The Head Executive Board shall constitute the chief executive authority of the League and shall be responsible for the direction, management, and representation of all League affairs before external authorities and third parties.

3.5.2 The Officers of the League shall consist of the following:

- (a) President;
- (b) Vice President;
- (c) Secretary-Treasurer;
- (d) Funds Officer (Sponsorship & Fundraising);
- (e) Registrar Officer; and
- (f) At least five (5) additional Executive Members as determined by the League.

3.5.3 All functions of the Head Executive Board shall be non-remunerated. No Officer, Executive Member, or other member of the Head Executive Board shall receive any salary, profit, or financial compensation from the League for their service.

3.5.4 The President shall represent the League, ensure that Executive and General Meeting resolutions are carried out, open and chair meetings, and ensure other Officers fulfill their duties.

3.5.5 The Vice President shall assume the President's responsibilities in their absence and assist with Executive duties as required.

3.5.6 The Secretary-Treasurer shall be responsible for:

- (a) Recording and maintaining all minutes and documentation;
- (b) Maintaining accurate financial records and ensuring transparency;
- (c) Providing financial records and supporting documentation to any Executive Board member upon request; and
- (d) Appointing a replacement to take minutes if unavailable.

3.5.7 The Funds Officer shall oversee corporate sponsorships, ensure sponsorship commitments are fulfilled, organize fundraising events, seek new sponsorship opportunities, and develop revenue-generating initiatives outside of member registration fees.

3.5.8 The Registrar Officer shall maintain accurate records of League membership, registration, and compliance with eligibility requirements.

3.5.9 All Executive Board meetings shall be scheduled and communicated through email, text, or the Board's group chat.

3.5.10 Executive Board Attendance

- (a) Executive Board members are expected to attend all scheduled meetings. Meetings shall be scheduled and communicated via email, text, or Board group chat.
- (b) If a member fails to attend three (3) consecutive meetings without a valid reason, the remaining members of the Executive Board may vote to terminate that member and appoint an interim member to assume their responsibilities until the next General Meeting.
- (c) Valid reasons for absence include:
 - (i) Death in the family;
 - (ii) Medical emergency; or
 - (iii) Detainment

3.5.11 The Head Executive Board may call committees or advisors from outside the Executive to assist on a permanent or temporary basis, defining objectives and scope of activity.

3.5.12 The Head Executive Board is responsible to the General Meeting for all actions, including administration of property, assets, and funds.

3.5.13 Modifications to Executive Board Responsibilities and Positions

- (a) Any addition, removal, or amendment of the responsibilities or positions of the Executive Board shall only be made at a General Meeting of the League.
- (b) Any changes to Executive Board positions must be documented in accordance with legal requirements for Alberta non-profit registrations.
- (c) Non-voting positions may be created or removed by the Executive Board at any time throughout the year to ensure the efficient operation of the League.
- (d) Non-voting members must be active Members of the League.
- (e) Non-voting members are not required to attend Executive Board meetings.
- (f) All tasks, directions, or assignments given to non-voting members shall come exclusively from the Executive Board.

3.6 Financial Authority and Borrowing

3.6.1 The League may apply to borrow money to advance, expand, or improve its operations, programs, or infrastructure.

3.6.2 Borrowing requires majority approval of the Head Executive Board.

3.6.3 All borrowing proposals must include:

- (a) A detailed plan for the use of funds;
- (b) A repayment plan; and
- (c) Evidence of a positive impact on the League, including growth, expansion, or enhanced sustainability.

3.6.4 Loans shall only be granted when they clearly benefit the League and further its non-profit objectives.

3.7 Annual Audit

3.7.1 The League's financial records, books, and accounts shall be audited annually by an independent external accountant.

3.7.2 The audit shall be conducted in accordance with generally accepted accounting principles and form part of the League's year-end filing.

3.7.3 The Head Executive Board shall review the audit results and present a summary to the General Meeting.

3.8 Access to Books and Records

3.8.1 All members of the Head Executive Board shall have the right to inspect the League's books, records, and supporting documentation at any reasonable time.

3.8.2 The Secretary-Treasurer shall ensure that all financial records are transparent, complete, and readily available to any Executive Board member upon request.

3.8.3 The Head Executive Board may request explanations or supporting documentation for any financial transaction, and the Secretary-Treasurer shall provide the requested information in a timely and accurate manner.

Chapter 4 – Branches of the League

4.1 Establishment of Branches

4.1.1 Organizations wishing to become a Branch of the League must submit a written application including a copy of their constitution or governing document.

4.1.2 The Executive Board has the authority to approve or reject applications for Branch status. Approval must be recorded in official minutes.

4.1.3 Branches report directly to the Executive Board. Any action taken in the name of the League requires Board approval.

4.1.4 Branches do not automatically have voting rights at the General Meeting; any voting authority must be explicitly granted by the Executive Board.

4.2 Supervision and Accountability

4.2.1 Branches must operate within the policies, standards, and Code of Conduct of the League.

4.2.2 Branches submit regular reports to the Executive Board detailing activities, financials, and compliance with League directives.

4.2.3 The Executive Board may suspend or revoke Branch privileges for failure to comply with these rules or actions detrimental to the League.

4.3 Branch Rights and Duties

Branch Rights	Branch Duties
Operate in the name of the League with Executive Board approval	Report activities and financials to the Executive Board regularly
Receive guidance and support from the Executive Board	Comply with League Bylaws, Code of Conduct, and policies
Participate in training and development programs	Seek prior approval for events or programs representing the League
Access to League resources as authorized by the Executive Board	Ensure all participants meet League eligibility and registration requirements
Provide recommendations or feedback to the Executive Board	Maintain good standing and reputation consistent with League objectives

Chapter 5 – Affiliation

5.1 Eligibility and Application

5.1.1 Organizations wishing to affiliate may submit a written application including their Constitution.

5.1.2 Financial or operational cooperation is governed by a Special Agreement approved by the Executive Board.

5.2 Rights of Affiliated Organizations

5.2.1 May participate in an advisory capacity at General Meetings through a representative.

5.2.2 Voting rights are only granted by explicit Executive Board approval. Active athletes may never vote.

5.2.3 May receive guidance, resources, and support from the League.

5.3 Obligations of Affiliated Organizations

5.3.1 Must:

- (a) Keep the Executive Board informed of activities.
- (b) Submit reports as required.
- (c) Act in compliance with Bylaws, policies, and resolutions.

Chapter 6 – Final Provisions

6.1 Amendments to Bylaws

6.1.1

The Bylaws of the society shall not be rescinded, altered, or added to except by Special Resolution, as defined in Section 1(d) of the Societies Act.

6.1.2 Definition of Special Resolution

A Special Resolution has the meaning set out in Section 1(d) of the Societies Act and includes:

1. A resolution passed:
 - (A) at a general meeting or Special Meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and
 - (B) by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy;
2. A resolution proposed and passed as a Special Resolution at a general meeting or Special Meeting of which less than 21 days' notice has been given, if all members entitled to attend and vote agree;
3. A resolution consented to in writing by all members entitled to vote on the resolution in person or by proxy.

6.2 Special Meetings

6.2.1 Definition

A Special Meeting is any meeting of the members, other than the Annual General Meeting, called to deal with special or urgent business of the society.

6.3 Notification of Special Meetings

6.3.1 Method of Notification

Members shall be notified of a Special Meeting by email, and/or a posted notice on the society's official communication platforms (website, team app, or other designated system).

6.3.2 Time Frame for Notification

Notice of a Special Meeting must be provided to all members not less than 21 days prior to the date of the meeting, unless unanimous consent is obtained as permitted under the Societies Act.

6.4 Quorum for Special Meetings

6.4.1

A quorum for a Special Meeting shall consist of 25% of the members in good standing, present in person or represented by valid proxy.

No business may be conducted in the absence of quorum.

6.5 Voting at Special Meetings

6.5.1 Voting Rights

Only members in good standing shall be entitled to vote at Special Meetings.

6.5.2 Voting Methods

Voting at Special Meetings may occur by the following methods:

- Show of hands
- Secret ballot, if requested by any voting member
- Proxy, provided the proxy authorization is submitted in the form approved by the society

6.6 Minutes of Meetings

6.6.1

Minutes shall be recorded for all meetings, including:

- Annual General Meetings
- Special Meetings

6.6.2

Minutes must include(written by the secretary treasurer):

- Date, time, and location of the meeting
- Names of members in attendance
- Confirmation of quorum
- Summary of reports, motions, votes, and resolutions

Minutes shall be kept in the official records of the society.

6.7 Removal of Directors and Officers

6.7.1

Directors or Officers may be removed from office by one of the following:

1. Special Resolution passed at a Special Meeting or General Meeting;
2. A motion of removal due to misconduct, neglect of duties, or failure to meet the expectations of the role, provided the Director or Officer:
 - is given written notice of the proposed removal;
 - has the opportunity to speak in their own defense at the meeting.

6.7.2

A removed Director or Officer may not continue in any capacity until re-elected or reinstated by Special Resolution.

6.8 Dissolution

6.8.1 The League may be dissolved by a 3/4 majority vote of eligible voting members.

6.8.2 The General Meeting shall determine asset disposal and appoint a Liquidation Committee.

6.8.3 Assets shall be used solely for recreational or charitable objectives benefiting Canadians of any origin.

6.9 Language

6.9.1 These Bylaws, including all amendments and addenda, are issued in one language: English.

6.9.2 The English version shall be the binding and official version for all legal, administrative, and operational purposes.

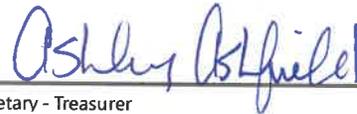
SIGNATURE PAGE

We, the undersigned, being the duly elected members of the Executive Board of the Fort McMurray Ravens Competitive Football Team, acknowledge that we have read, understood, and agreed to abide by the terms and provisions outlined in these Bylaws. By signing below, we affirm that these Bylaws represent the official rules and governance of the League, and that we commit to uphold and enforce them in our respective roles.

Executive Board Signatures

X  X WAYNE KAVANAGH
President Print Name

X  X AUSTIN ASHFIELD
Vice President print name

X  X Ashley Ashfield
Secretary - Treasurer print name

X  X Patricia McCombs
Funds Officer print name

X  X monique Gauthier
Registrar Officer print name

X  X Travis Boyko
witness print name