



Beaumont Minor Football Association By-Laws

The Beaumont Minor Football Association (BMFA), is the governing body for all minor football in the city of Beaumont, and the catchment area as defined the by Capital District Minor Football Association.

BY-LAW #2 SOCIETY

The Association shall be registered under the Societies Act of Alberta.

BY-LAW #3 SEAL

The Society shall not have a seal.

BY-LAW #4 TEAM COLORS

The Beaumont Minor Football Association's main colors shall be Navy, Orange, and White.

BY-LAW #5 MEMBERSHIP

A member of the Beaumont Minor Football Association ("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 member;
- d. Anyone over the age of 18 and is a resident of Alberta and interested in furthering the objectives of the society upon approval of the board executive.

BY-LAW #6 EXECUTIVE

- a. Executive members must be members of the association.
- b. The executive shall consist of: The President, the Vice President, the immediate Past President, the Treasurer, the Secretary, The Registrar, Equipment Director, Coaching Director, The Divisions Director (one for age each level: U9, and U11. One for U13, U16, Midget) {where applicable}
- c. The executive may also consist of up to two (2) Executive Members-At-large, if desired by the general membership or executive.
- d. The executive positions (b and c) shall be filled by way of election at the Annual General Meeting. The Equipment Manager will be appointed by the executive (reviewed annually)
- e. Any position not filled at the Annual General Meeting shall be voted on at a subsequent executive meeting.

BY-LAW #7 SPECIFIC DUTIES OF THE ELECTED EXECUTIVE

- a. President: 2-year position with elections held on **odd** years
 - 1. The president shall preside at all general membership meetings and executive meetings of the Association.
 - 2. May sit as a voting member of all Association sub committees.
 - 3. Shall be a voting member of the executive. However, while presiding, shall only vote in the case of a tie.
 - 4. Shall attend all monthly meeting of the Capital District Minor Football Association or appoint a substitute.
 - 5. Shall serve as a liaison between the Beaumont Minor Football Association and the Capital District Minor Football Association, sharing any and all concerns or questions.
 - 6. May co-chair all subcommittees.
 - 7. Shall write up grant applications or establish a committee to corroborate application.
 - 8. Provide training and transitioning sessions for onboarding new executive.
 - 9. Shall liaison with The City of Beaumont.
- b. Past-President:
 - 1. The immediate Past-President will continue to be a member of the executive until May of the new President's term with the intent of providing advice and continuity.
 - 2. Shall be a voting member of the executive.

- c. Vice-President: 2-year position with elections held on **even** 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. chair all meetings regarding disciplinary matters
 5. chair the selection committee for coaches and other staff members
 6. Co-chair all subcommittees (Winter/Spring Camp)
- d. Treasurer: 2-year position with elections held on **odd** years
1. The Treasurer shall keep a record of all monies received and disbursed, shall deposit all monies in the Association bank, and shall ensure all disbursements are made by cheque or bank transfer authorized in accordance with 19.c. They will keep complete records and accounts as may be needed or directed.
 2. Prepare the annual budget before March 1 for approval by the Board.
 3. Shall prepare and present at each Annual General Meeting a report of the year's operations and a financial statement setting out the receipts and disbursements of the Association.
 4. Shall ensure all equipment and property of the Association is adequately insured on a yearly basis.
 5. Shall be a voting member of the executive.
- e. Secretary: 2-year position with elections held on **even** years
1. Shall prepare and keep the minutes of the executive. Annual General, and special meetings of the Association and will distribute the minutes of all meetings as directed by the President and executive.
 2. Shall conduct correspondence on behalf of the Association as directed.
 3. Shall be responsible for all books, reports, and filing of the Association, that is maintain all association registration up to date (Registries and for Society Status)
 4. Distribution and collection of CRCs (board, coaching staff)
 5. Shall be a voting member of the executive.

f. Registrar/Communications: 2-year position with elections held on **odd** years

1. Shall be responsible for coordinating registration for all players participating under the jurisdiction of the Association.
2. Shall establish the rules of registration in concert with the executive.
3. Shall keep records of the Association's registrants.
4. Shall make available a complete list of all registered players, coaches, managers, trainers, and team representatives.
5. 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.
6. Shall liaise with CDMFA with a list of registered players as requested.
7. Shall be a voting member of the executive.

g. Directors: 1-year position

1. One representative shall be assigned to each level within the Association.
2. Shall serve as a liaison between the executive and the 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.

h. Executive Member(s) at Large: 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 to work of the executive.
3. Shall perform duties as requested by the President and/or the executive.
4. Shall be a voting member of the executive

i. Equipment Manager: 2-year position with elections held on **even** years 1.

- Shall be responsible for the acquisition, tracking and maintenance of Association owned player equipment and team training aids.
2. Shall maintain a database of equipment, including

- tracking necessary repair/replacement recommendations.
3. Shall coordinate with division directors for team game bags, player equipment issue, and practice training aids, and basic equipment repair toolkits.
 4. Shall coordinate with division directors for the issuance and upkeep of First Aid kits.
 5. Shall coordinate the purchase of items for bears player/coach packs.
 6. Shall be a voting member of the executive

BY-LAW #8 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 or have signed a waiver exempting BMFA of liability before being permitted to try out, practice, or play in an exhibition game. All players must be registered to play in a regular season, or playoff game for any team under the jurisdiction of the Association.

BY-LAW #9 CONFLICT OF INTEREST

- a. Members of the Association
 1. Requirement that those members with a conflict, or potential conflict disclose or declare the conflict/potential conflict
 2. Define the conflict – financial interest, personal activity, relationship, direct or indirect benefit etc. via email to the President and Vice President of the board
- b. Notwithstanding the above, the executive may submit a proposal if 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 #10 REMUNERATION

Unless authorized at a general meeting 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 #11 SELECTION OF COACHES

- a. The executive shall select a Team Head Coach once the applicant has submitted a letter in writing based on these guidelines:
 1. Role of the coach as defined by the BMFA from time to time,
 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 coaches shall have a Code of Ethics certification and "Making Headway" course, Safe Contact, Making Ethical Decisions.
- d. All head coaches are strongly encouraged to work toward and become trained and certified in NCCP Tackle Football Stream 2 (Competition Introduction to Head Coach).

BY-LAW #12 MEETINGS

- a. General Meetings shall be open to any business from the floor; Special meeting shall only discuss the pre determined business as noted in the notice of meeting.
- b. The executive shall be elected at the Annual General Meeting held annually in November or December and shall shadow their respective position, taking office January 1st of the next year.
- c. At least eight (8) days notice of the Annual General Meeting 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 to the general membership for adoption at the Annual General Meeting, a list of rules and regulations that the association shall be bound to govern in accordance with 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. A quorum for an executive meeting shall consist of a minimum of fifty-one percent (51%) of voting members.
- i. All meetings shall be convened promptly at the appointed time or within fifteen (15) minutes of the time.
- j. 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.
- k. If quorum is not present the Annual General Meeting shall be adjourned to the first Monday of the next month and so on from time to time, and all other meetings shall be adjourned to one week from that date.

BY-LAW #13 VOTING

- a. Only members of the Association may vote.
- b. There shall be no proxy votes.
- c. No person shall have more than one vote.
- d. 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.
- e. All voting at elections, when an office or position is contested shall be by secret ballot.
- f. Except as per by-law #17b, in all votes, majority shall be sufficient.

BY-LAW #14 NOMINATIONS

- a. Any two (2) eligible voters on the floor at the Annual General

Meeting may make nominations for any executive position.

BY-LAW #15 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 Beaumont Minor Football 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 #16 COMPLAINT PROCEDURE

- a. Any complaint pertaining to minor football (from members or non-members) must send an email or written and dated complaint and submit it to the President.
- b. The complaint will be discussed at the next executive meeting or earliest convenience a quorum can be called.

BY-LAW #17 BY-LAWS AND POLICIES

- a. A By-law Committee shall be appointed by the executive bi annually, or by request, to review the By-Laws and bring forth possible amendments for executive approval and presentation to the general meeting. 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 a general meeting of which membership has been dually notified.

- c. The executive or general membership has the power to set policies for the practical management of the BMFA, provided that, they are consistent with the current By-Laws.

BY-LAW #18 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 Beaumont Minor Football Association.
- c. For the purposes of carrying out its objectives, the Association may borrow, or raise or secure the payment of money in such a manner as it sees fit, and in particular by the issue of debentures or notes, but this power shall be exercised under the authority of the Association, and in no case shall debenture or notes be issued without the sanction of a special resolution of the Association.
- d. The Association shall have two (2) signing officers on its bank accounts: the Treasurer, and one (1) 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.
- e. All funds solicited by members in the name of the Association or member teams shall be controlled per by-law #7di.
- f. The yearly budget shall be approved by the board by March 31st.
- g. All spending outside of the budget must be approved by the board after a review is completed by the Treasurer. The review will include:
 - i. Current Budget amount,
 - ii. Current Budget Balance,
 - iii. Potential budget line to use,
 - iv. Current account balance,
 - v. Current related revenue, and
 - vi. Requested amount.
- h. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Association elected for that purpose at the Annual Meeting. A complete and proper

statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual meeting of the Association. The fiscal year end of the Association in each year shall be (December 31).

- i. The books and records of the Association may be inspected by any member of the Association at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers have charge of same. Each member of the Board shall at all times have access to such books and records.

BY-LAW #19 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 #16.
- b. A member accused with contravening the By-Laws or behavior that demeans the good name of the Beaumont Minor Football 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 Beaumont Minor Football 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 #20 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.
- c. If an executive member has had their Association membership suspended or revoked from his/her position under By-Law #20, he/she is also deemed to have been removed from his/her executive position.
 - 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 #21 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.

(End of By-Laws)