



**FORT SASKATCHEWAN MINOR FOOTBALL
ASSOCIATION**

Governance Bylaw



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UPDATED: 2025





1. Article 1 - Preamble

- 1.1. The name of the association shall be the Fort Saskatchewan Minor Football Association, hereafter referred to as "the FSMFA or the Association".
- 1.2. FSMFA is the authorized self-governing body for all minor football in the City of Fort Saskatchewan as per operating authority granted by CDMFA, Football Alberta and Football Canada.
- 1.3. FSMFA is registered and in compliance with the Societies Act RSA 2000, Chapter S-14 as amended, or any statute substituted for it
- 1.4. The following articles outline the Bylaws of the FSMFA that governs and guides the operation of the Association.

2. Article 2 - Definitions

The following definitions will be applied unless an alternative meaning is clearly indicated by the context.

- 2.1 "Administrators" for the Association encompasses team managers, trainers, and coaches who contribute to football programming
- 2.2 "Act" means the Societies Act RSA 2000, Chapter S-14 as amended, or any statute substituted for it.
- 2.3 "AGM" shall refer to the Annual General Meeting which is held once per annum.
- 2.4 "Board" means the elected members of the Executive and the individual Directors participating on the Board of Directors of the Association.
- 2.5 "Bylaws" shall mean the Bylaws of the Association.
- 2.6 "CDMFA" shall refer to the Capital District Minor Football Association.
- 2.7 "Club" shall refer to the Association as defined by the CDMFA.
- 2.8 "Directors" shall mean the elected officers of the Association, as defined in the bylaws.
- 2.9 "Division" shall mean teams within a level that shall be placed in a group as defined by the CDMFA.





- 2.10 "Executive" shall mean the elected officers of the Association, as defined in the bylaws.
- 2.11 "Family" shall refer to the legal guardian(s) of one or more players participating in the Association.
- 2.12 "Football" shall mean the game of Canadian football, played under the rules established in the current versions of the Canadian Rule Book for Tackle Football, or the Canadian Rule Book for Flag Football, as modified by the CDMFA.
- 2.13 "Level" shall refer to the age category of competition as defined by the CDMFA.
- 2.14 "Member," shall mean a person that is a participant in the Association and has met the criteria in the Association Bylaws for membership.
- 2.15 "Quorum" means the amount of eligible voting Members required before an Association meeting shall proceed.
- 2.16 "RPP" shall mean the rules, policies, and procedures as defined in the RPP documents.
- 2.17 Special Resolution means:
- 2.17.1 A resolution at a General Meeting requires 21 days' notice and the notice must state the proposed resolution. Approval needs a vote of 75% of eligible voting members who are in attendance.
 - 2.17.2 A resolution at a General Meeting with less than the required 21 days' notice must state the proposed resolution. Approval requires all the eligible Voting Members to agree who are in attendance.
- 2.18 "Team" shall refer to the players, coaches, trainers, and managers of a single team which plays under the authority of the Association.
- 2.19 "Transferred Player" shall mean a player who has been permitted by a club in the CDMFA and by the CDMFA to transfer membership to a club which is outside of their zone which is closest to their primary residence.
- 2.20 "Zone" shall mean that area that is assigned to the association as defined by the CDMFA for purposes of player recruitment.



3. Article 3 - Objects of the Society

3.1 The objects of the society are detailed in the Article of Incorporation.

4. Article 4 – Membership

4.1 Association Members

4.1.1 Legal Guardian of a Player

4.1.1.1 Parents or Guardians of players who are registered to participate in the current football year shall become members of the Association following completed registration and payment of membership fees and insurance dues as specified by Association Policies & Procedures.

4.1.2 Coaches, Trainers, and Administrators

4.1.2.1 Coaches, Trainers, and Administrators who are registered to participate in the current football year shall become a member of the Association following registration and fulfillment of all requirements as specified by Association Policies & Procedures.

4.2 Members in Good Standing

4.2.1 A Member shall be in good standing provided that:

4.2.1.1 Membership has not ceased.

4.2.1.2 Membership has not been suspended, expelled, or had other restrictions or sanctions imposed.

4.2.1.3 Membership documentation has been completed as required by the Association.

4.2.1.4 Member is not subject to disciplinary action by the Association, or Member has fulfilled all the terms and conditions of any disciplinary action to the satisfaction of the Board

4.2.1.5 Member has paid all outstanding accounts including membership fees.

4.3 Withdrawal and Termination of Membership

4.3.1 Membership shall be terminated when:





- 4.3.1.1 The members have failed to submit the truthful information required for membership.
- 4.3.1.2 The member fails to maintain any of the qualifications or conditions of membership, as specified by Association Policies & Procedures.
- 4.3.1.3 The member resigns from the Association by giving written notice to the Board. The resignation will become effective on the specified date of the written notice. If no resignation date is given in the written notice, then it will be effective on the submitted date of the written notice. The member shall be responsible for all fees payable accrued until the resignation date.
- 4.3.1.4 The member fails to pay membership fees or monies owed to the association by the deadline dates.

5. Article 5 – Suspensions and Expulsions

- 5.1 A Resolution Committee shall be established by the Board as per Article 7.
- 5.2 The Resolution Committee has the full authority to rule on all suspensions, expulsions, and code of conduct violations.
- 5.3 Any Director, Executive, Coach, Player, Administrator, member or volunteer may be suspended or expelled for any grounds considered reasonable and in the best interest of the Association and its members.
- 5.4 Resolution Committee process shall be outlined further in the Association RPPs including but not limited to "Dispute Resolution and Reporting Policy", "Resolution Committee Procedure" and "Conflict Resolution Pathway".
- 5.5 Any Director, Executive, Coach, Player, Administrator, member or volunteer who is in violation of the Code of Conduct shall be subject to a disciplinary review and subject to disciplinary action at the discretion of the Resolution Committee.
- 5.6 Membership shall be suspended and a member expelled upon a vote approved by 75% of the Board, for any reason deemed reasonable and in the best interest of the Association and its members. Such suspension will not require a refund of the registration fee(s), or any other fees assessed.



- 5.7 Suspension and Expulsion will take effect immediately upon the decision of the Resolution Committee, subject to an appeal as described in Article 6.

6. Article 6 – Appeals:

6.1 Appeal of a Decision

- 6.1.1 Any Director, Executive, Coach, Player, Administrator, member, or volunteer who has been suspended as summarized in Article 5, shall have the right to appeal that decision to the Resolution Committee as identified in the Association RPPs including but not limited to “Dispute Resolution and Reporting Policy” and “Resolution Committee Procedure”.
- 6.1.2 If a penalty consists of a suspension or expulsion, then the penalty shall continue during the appeal, therefore the appeal is not used to stall the execution of the penalty and allowing the accused the benefit of attending games and practices.
- 6.1.3 Appeals shall be reviewed and ruled on by the Resolution Committee and Board together.

7 Article 7 – Governance

7.1 The Board

- 7.1.1 The Board has the powers of the association, except as stated in the Act.
- 7.1.2 The Board shall have full control and management of the affairs, operations, directives, rules, policies and procedures of the Association.
- 7.1.3 The Board shall make decisions in the best interests of the Association.
- 7.1.4 Board members shall be and shall remain members in good standings.
- 7.1.5 The responsibilities and authorities of the Board encompass:
 - 7.1.5.1 Promoting the entities of the association.
 - 7.1.5.2 Encouraging membership.
 - 7.1.5.3 Maintaining and protecting the assets and property of the association.
 - 7.1.5.4 Approving the annual budget.
 - 7.1.5.5 Covering all operating and management expenses for the association.





- 7.1.5.6 Compensating individuals for their services and safeguarding them from the association's liabilities.
- 7.1.5.7 Establishing policies for management and operation of the association.
- 7.1.5.8 Reviewing and approving all contracts for the association
- 7.1.5.9 Oversee and manage all accounts and financial records. Establish, modify, review and update policies, rules, and procedures for the operation of the association and the use of its facilities and assets.
- 7.1.5.10 Selling or disposing of any property of the association
- 7.1.5.11 Delegating its duties and powers to the Board members without restricting the general responsibility of the Board.

7.1.6 Composition: The Board shall comprise of:

- 7.1.6.1 Elected Executive Officers as defined in Article 7.2
- 7.1.6.2 Directors as defined in Article 7.3

7.2 Executive Officers

- 7.2.1 The Executive of the Association shall comprise of the President and three (3) elected individuals.
- 7.2.2 The Board may reassign titles and duties as needed for the Association's progression and advancement.
- 7.2.3 Elected Executive Positions would include:
 - 7.2.3.1 President
 - 7.2.3.2 Vice President
 - 7.2.3.3 Treasurer
 - 7.2.3.4 Secretary

7.2.4 Election of the President and Executives

- 7.2.4.1 Nominations for the election of Executive Officers will be presented and voted on at the Annual General Meeting of the Association, as identified in RPP.
 - 7.2.4.1.1 Nominations shall be members in good standings.
 - 7.2.4.1.2 Nominations shall be present at the AGM.
- 7.2.4.2 The President of the Association should not be the head coach of any team.





- 7.2.4.3 One person may not occupy more than one Elected Board of Directors position.

7.3 Directors

- 7.3.1 Director Positions shall include but are not limited to:

- 7.3.1.1 Registrar
- 7.3.1.2 Coaching
- 7.3.1.3 Managers & Trainers
- 7.3.1.4 Equipment & Field
- 7.3.1.5 Communications
- 7.3.1.6 Ways & Means
- 7.3.1.7 Special Events

- 7.3.2 Election of the Directors

- 7.3.2.1 Nominations for the election of Directors will be presented and voted on at the Annual General Meeting of the Association, as identified in RPP.

- 7.3.2.1.1 Nominations shall be members in good standings.
- 7.3.2.1.2 Nominations shall be present at the AGM.

- 7.3.2.2 One person may not occupy more than one Elected Board of Directors position.

7.4 Resignation, Death or Removal of a Board Member

- 7.4.1 Board members may resign from office by submitting a formal communication of 2-weeks' notice. The resignation shall be in effect either at the end of the 2-weeks' notice, or on the date the Board accepts the resignation.
- 7.4.2 Board members may remove any Executive or Director, before the end of their term. There must be a majority vote at a Special Meeting called for this purpose.
- 7.4.3 Vacant positions may be filled on an interim basis. The Board must approve the interim appointment by 75% vote and shall be in effect until the next AGM.

7.5 Board Committees

- 7.5.1 The Board may appoint committees to advise the Board.
- 7.5.2 The Board must appoint a Board member as Chair of any created committee.



7.5.3 The Chairperson holds responsibility to;

- 7.5.3.1 Schedule and call committee meetings to order,
- 7.5.3.2 Record the minutes of the committee meeting,
- 7.5.3.3 Distribute the minutes of committee meetings to committee members
- 7.5.3.4 Provides reports to the Board at the Board's request.

7.5.4 A majority of the appointed committee members present at a meeting is required for quorum.

7.5.5 Each member of a committee has one vote at the committee meeting.

7.6 Resolution Committee

7.6.1 The Resolution Committee shall be established as a Standing Committee of the Association.

7.6.2 The Resolution Committee shall consist of the President of the Association, and no less than 4 other members appointed by the Board.

7.6.3 The Resolution Committee holds the responsibility to:

- 7.6.3.1 Review all complaints, incidents, suspensions or expulsions.
- 7.6.3.2 Maintain an archive of all complaints, incidents, suspensions, or expulsions.
- 7.6.3.3 Conduct all appeal hearings as per Article 6.
- 7.6.3.4 Review and follow the resolution processes as outlined in the RPPs.

8. Article 8 – Finance and Other Management Matters

8.1. Auditing & Signatories

8.1.1. There must be an annual audit of the books, accounts, and records of the Society. Books shall be maintained by the Treasurer and audited by a qualified accountant appointed by the Board. If the books are maintained by a 3rd party bookkeeping service or accountant, then an annual audit may be completed as "Read and Review" by two Board members. At each AGM of the society, the treasurer shall submit a complete statement of the books for the previous year.

8.1.2. The Association's fiscal year shall be from January 1 to December 31.

8.1.3. The previous budget year shall guide spending from January to the first Board meeting in any year.





8.2. Seal of the Society

- 8.2.1. The Association shall not have an official seal.

8.3. Cheques and Contracts of the Society.

- 8.3.1. Designated by the Board, there shall be two Board members as well as the treasurer authorized to sign cheques and approve payables drawn on the monies of the Society.
- 8.3.2. Two signatures are required on all cheques.
- 8.3.3. Double verification by the treasurer and one of the two signing authorities on all account transactions by written communication.
- 8.3.4. No Board member may not sign a cheque addressed to themselves, or individuals, business, organizations that they have affiliation with.
- 8.3.5. All contracts of the Society shall be signed by Board members authorized to do so by decision of the Board.

8.4. The Keeping and Inspection of the Books and Records of the Society

- 8.4.1. The Secretary shall keep a copy of the Minutes Books and Records minutes of all meetings of the Board.
- 8.4.2. The Secretary shall ensure the original Minute Books are kept digitally and/or physically.
- 8.4.3. The Board keeps and files all necessary books and records of the Society as required by the Bylaws, the Societies Act, or any other statute of laws.
- 8.4.4. The books and records of the Association may be inspected by any member at the AGM provided herein.
- 8.4.5. Each member of the Board shall have access to the books and records at any Board meeting.
- 8.4.6. Protection and Guarantee of Directors and Executives
 - 8.4.6.1. Directors or Executives hold office with protection from the Society. The Society indemnifies each Director or Executive against all costs or



- 9.2.2. Notice of the AGM shall be given to all members of the Association via email and dated at least 29 days prior to the date of the meeting.
- 9.2.3. Each of the following shall be entitled to one vote:
 - 9.2.3.1. All Executives with no Registered Athletes.
 - 9.2.3.2. All Directors with no Registered Athletes.
 - 9.2.3.3. All Association Members as outlined in section 4.1.2
 - 9.2.3.3.1. Administrators with no Registered Athletes.
 - 9.2.3.3.2. Legal Guardians will be entitled to one vote per Registered Athlete.
- 9.2.4. AGM quorum shall require a minimum:
 - 9.2.4.1. One more member in good standing than the total of Directors and Executives in attendance.
 - 9.2.4.2. The voting power of members in good standing shall be one more than total voting power of Directors and Executives in attendance.
 - 9.2.4.3. Fifty percent (50%) of the Directors
 - 9.2.4.4. Fifty percent (50%) of the Executives
 - 9.2.4.5. Attendance of the President shall be mandatory.
- 9.2.5. The AGM is open to all members in good standing.
- 9.2.6. The board shall nominate the President during a Board Meeting held prior to the AGM. A final vote for the presidency shall be held at the AGM, if no one from the current board is willing to accept the role of the President, then nominations from the members at large will be accepted.
- 9.2.7. All votes shall be made in person and not by proxy.
- 9.2.8. Votes shall be cast by secret ballot.
- 9.2.9. The Agenda for the AGM shall be:
 - 9.2.9.1. Verification of Quorum
 - 9.2.9.2. Call to Order
 - 9.2.9.3. Approval of the Agenda
 - 9.2.9.4. Approval of the minutes of the previous AGM.
 - 9.2.9.5. President's Report
 - 9.2.9.6. Treasurers' Report
 - 9.2.9.7. Appointment of Auditor for the coming year.
 - 9.2.9.8. Proposed changes to the Bylaws
 - 9.2.9.9. Other Business
 - 9.2.9.10. Election of Executives



9.2.9.11. Election of Directors

9.2.9.12. Adjournment

10. Article 10 – Review and Termination of Articles

10.1. These Articles may be terminated, modified or added to by a Special Resolution at an AGM or a Special Meeting of the Society.

10.2. Notice of the AGM or Special Meetings of the Society shall include the proposed resolution to change the articles.

10.3. The revised articles shall take effect after approval of the Special Resolution at the AGM or Special Meeting and be accepted by the corporate Registry of Alberta.

10.4. Articles shall be reviewed every 3 years.

10.5. The Board will have the authority to interpret any bylaws that are contradictory, ambiguous, or unclear, unless already provided for in other sections of stated Bylaws and such an interpretation is consistent with the object, mission, vision and values of the Association.

10.6. These Bylaws are not governed by the Arbitration Act of Alberta.

11. Article 11 – Dissolution

11.1. A “Special Resolution” to dissolve the Association may be made at any AGM or Special Meeting providing notification of the dissolution is included in the notice.

11.2. If the Association is dissolved, all assets shall be distributed to CDMFA. The board shall appoint a liquidator for the purpose of selling or otherwise disposing of the assets of the society and distributing the proceeds to CDMFA.

Date: Oct 27, 2025

President:	
Print Name: Darryl Henderson	Address: [Redacted] Fort Saskatchewan
Signature: [Signature]	



Vice President:	
Print Name: Michael McAleer	Address: [REDACTED] Gibbons, AB [REDACTED]
Signature: 	

Secretary:	
Print Name: Nancy Oneschuk	Address: [REDACTED] Gibbons, AB [REDACTED]
Signature: 	

Treasurer:	
Print Name: Amanda Sapach	Address: [REDACTED] Fort Sask, [REDACTED]
Signature: 	