

Fort Saskatchewan Minor Football Association (FSMFA)

By-Laws

MISSION - To provide an environment where youth are motivated to develop their physical and mental attributes by playing a sport that emphasizes commitment, respect and becoming great members of the community.

VISION - To see Fort Saskatchewan and surrounding area become a community that is fully supportive of minor football in the Canadian tradition; being supported by huge attendance at home and away games. To have a field(s) and structures dedicated to football for daytime and night time play.

MOTTO - "Falcon Soar" and "Beat Yesterday"

By-Laws of the

Fort Saskatchewan Minor Football Association

Article I -- General Provisions

Section 1: Name

The name of the Association shall be the Fort Saskatchewan Minor Football Association and shall be registered under the Societies Act of Alberta.

Section 2: Definitions

- a) The term "Association" shall mean the Fort Saskatchewan Minor Football Association.
- b) The acronym "FSMFA" shall mean the Fort Saskatchewan Minor Football Association.
- c) The term "Executive" shall mean those positions as identified in Article III - Organizational Structure, Section 5 Part I: Executives' Positions.
- d) The term "Directors" shall mean those positions as identified in Article III -- Organizational Structure, Section 5 Part II: Directors' Positions.
- e) The term "Executive Committee" shall mean both the Executive and Directors combined.
- f) The acronym "CDMFA" shall mean the Capital District Minor Football Association.
- g) The word "family" shall mean one parent who is the legal guardian of one or more players participating in the FSMFA program, or two parents (whether married or common-law), at least one of which is the legal guardian of one or more players participating in the FSMFA program.
- h) The word "football" shall mean the game of Canadian football, played under the rules of Football Alberta as modified by the CDMFA.
- i) The word "By-Laws" shall mean the rules, regulations, guidelines and objectives as set forth in this document.
- j) The word "RPP's." shall mean Regulations, Policies and Procedures as set forth as guidelines to govern this Association in the everyday operations.
- k) The word "member" shall mean a member of the Association as defined in Article V, Section 1, a) and b).
- l) The word "policy" shall mean an objective that the Association is resolved to carry out to the maximum of its ability.

Section 3: Objectives

The objectives of the Association shall include the following:

- a) To operate as a non-profit community organization.
- b) To provide the youth under its jurisdiction with the opportunity to play football in a spirit of sportsmanship and fair play.
- c) To promote the highest standards of safety on the football field.
- d) To promote the highest standard of skill and personal conduct amongst all the participants under its jurisdiction.
- e) To establish a sound financial policy, levy fees, and secure benefits that are necessary to the welfare of the participants of the Associations programs.
- f) To ensure that adequate insurance is carried by the league to protect it from liability, in the case of the injury or death of a participant.

Article II -- Participation

Section 1: Eligibility

- a) Any child, who has reached the age of 5 years as of December 31st of the year of registration, shall be deemed eligible.
- b) Any child who has reached the age of 5 years, but not more than 8 years, as of December 31st of the year of registration, shall be classified as a "Flag" player and will play in the Flag Division.
- c) Any child who has reached the age of 8 years, but not more than 10 years, as of December 31st of the year of registration, shall be classified as an "Atom" player and will play in the Atom Division.
- d) Any child who has reached the age of 11 years, but not more than 12 years, as of December 31st of the year of registration, shall be classified as a "PeeWee" player and will play in the PeeWee Division.
- e) Any child who has reached the age of 13 years, but not more than 15 years, as of December 31st of the year of registration, and not attending high school (Grade 10), shall be classified as a "Bantam" player and will play in the Bantam Division.

Section 2: Fees

- a) Fees shall be levied upon each player as a condition of participation. An applicable discount of fees will be applied according to a position held within the Executive or Directors of the Association that were voted in during the Annual General Meeting due to the above and beyond of volunteer hours that are put in by Executive or Directors of the Association.
- b) The fee structure for all divisions is under the sole jurisdiction of the Executive.
- c) Should a fee be dishonoured through insufficient funds or other cause, the Executive retains the right to prohibit the offending player from participating in their team's practices or games until such time as the fees are paid in full, and including any penalties levied. NSF charges will be applied in the amount of \$50.00 and future payments will then need to be paid by either cash, credit card or e-transfer.
- d) Should a fee be dishonoured more than once by a family, the Executive retains the right to require payment in advance, in cash or other similar vehicle, of that family's registration fees in subsequent seasons at the Executive's discretion.
- e) FSMFA Refund Policy:
In order to cancel a registration/withdraw from the registered program an email MUST be sent to registrar.fsmfa@gmail.com and include the Parent and Child's full name and Level of Enrollment. A \$75.00 Non-Refundable Administration Fee will be deducted from all completed registrations as follows:
 - 1. Cancellation within five (5) days of the first practice attended (inclusive of Spring Camp Practices/Training Camp) will receive a full refund (of total amount paid) less the \$75.00 Administration Fee.
 - 2. Cancellation prior to August 1st will receive a 50% less the \$75.00 Administration Fee.
 - 3. Cancellation after August 1st - No refunds {except under term (1.)}

No withdrawal from the program will be considered 'FINAL' until all the equipment is returned to FSMFA

Article III -- Organizational Structure

Section 1: General

The Executive shall be the governing body of the Association and it shall include the President, Vice-President, Past President, Secretary and Treasurer.

- a) The President, Vice-President, Past President, Secretary, Treasurer and Directors shall function as the Executive to administer the affairs of the Association in accordance with and for the furtherance of FSMFA By-Laws.
- b) The members of the Executive and Directors shall be nominated and appointed at the Annual General Meeting. Where more than one individual is nominated to fulfill the same position on the Executive Committee, an election by secret ballot will decide which candidate is awarded the position. A secret ballot may be called at the discretion of the President.
- c) The Executive Committee positions shall be for a term of not less than one year. Each position can be re-elected at the next Annual General Meeting.
- d) The term of office for members of the Executive Committee shall be from January 1st to December 31st of subsequent years.
- e) Where, due to unforeseen circumstances, a member of the Executive Committee must be replaced at some point after the Annual General Meeting, the other members of the Executive Committee may appoint a person to this position by consensus.
- f) Any member of the Executive Committee may resign for any reason at any time by submitting their written resignation by email or letter to the Executive Committee.
- g) No person shall occupy more than one position on the Executive, but can also hold a Director's position if it is empty.
- h) A new Director position may be created by either of the following two methods:
 - 1) by a vote of a two-thirds (2/3) majority at any Executive Meeting.
 - 2) by a simple majority of those present and eligible to vote at the Annual General Meeting.
- i) A current Director position that has become redundant may be either eliminated or consolidated with another position by either of the following two methods:
 - 1) by a vote of a two-thirds (2/3) majority at any Executive Meeting.
 - 2) by a simple majority of those present and eligible to vote at the Annual General Meeting.
- j) A Directors position that is eliminated or consolidated with another position as in Paragraph (i) or (j) above may only be eliminated or consolidated if it is vacant.
- k) No member of the Executive Committee receives remuneration for their services.

Section 2: The Annual General Meeting

- a) The Annual General Meeting shall be held once per season, on or before December 31st of the current year. The meeting shall be open to the public, and all parents having children who participated in the season will be actively encouraged to attend. Additional guests may be invited at the Executive Committees' discretion as non-voting members.
- b) The purpose of the Annual General Meeting is to keep the members of the Association apprised of the state of affairs of the Association, and to seek guidance and direction as to the future affairs of the

Association. All members of the Executive Committee shall give, or cause to be given, a report on their particular area of jurisdiction during the meeting.

- c) New and returning members of the Executive Committee shall be elected by the members of the Association at the Annual General Meeting.
- d) The Executive Committee shall nominate the potential President during an Executive Meeting and the final vote will be held at the Annual General Meeting. If no one from the current or previous Executive Committee is willing to accept the role of President, then nominations from the membership at large will be accepted.
- e) Only members in good standing shall be eligible to vote at the Annual General Meeting.
- f) Only members in good standing may run for a position on the Executive Committee at the Annual General Meeting.
- g) All members eligible to vote at the Annual General Meeting must register upon arriving at the meeting. A registration sheet shall be provided for this purpose. This sheet shall be configured in such a way as to enable the Secretary to ensure that the names of those members who are in good standing and are eligible to vote are cross-referenced with the voter when they sign in.
- h) Voting privileges at the Annual General Meeting shall be allocated in the following manner:
 - 1) When a secret ballot is called, one (1) vote per registered player shall be allowed, regardless of the number of parents attending the meeting.
 - 2) A minimum number of members from each team in the Association (50% plus 1) must be present at the Annual General Meeting for voting purposes (quorum).
- i) Votes at the Annual General Meeting can be by simple majority vote, or secret ballot when requested.
- j) A non-member can be elected for an Executive Committee position pending no member of the Association is willing to take said position.
- k) A summarized Financial Statement for the Association shall be provided by the Treasurer at the Annual General Meeting based on the transaction for the current year up until the date of the meeting. The complete Financials will be audited by a qualified Accountant and the end of the financial term which is set from February 1st until January 31st.

Section 3: Executive Meetings

- a) Executive Meetings shall be held once per calendar month. These meetings shall occur on a regular schedule. At the Executive Committees'-discretion, the December Executive Meeting may be cancelled and need not be re-scheduled.
- b) Executive Meetings are restricted to members of Executive Committee only and are not open to the general public. The Executive Committee may, at their discretion, invite any person to the meeting if it is in the best interest of the Association.
- c) The Executive Committee may call a special or emergency meeting at their discretion, or email vote should they feel that a given situation warrants this subject to quorum standards. In event of an emergency situation, the above can pass a vote with two (2) out of the three (3) in agreement and inform the Executive at the next scheduled meeting.
- d) A quorum is required before any vote may be taken at an Executive Meeting. This quorum shall consist 50% + 1 members of the Executive Committee, not including the President or their designate. Should a quorum not be in attendance, a meeting may take place; however no votes may be taken.
- e) Each member of the Executive Committee shall have one vote, except for the President who shall have none. In the event of a tie, the President shall have the power to vote to break the tie or postpone the vote to next Executive Meeting.
- f) Except where otherwise provided for in these By-Laws, all votes shall be decided by a simple majority.

Section 4: Responsibilities and Functions of the Executive Committee - General

- a) All Executive Committee members are expected to work together in a team spirit to protect and promote the interests of the Association to the best of their individual and collective abilities. All members of the Executive Committee are expected to cooperate fully with the decisions made by the Executive Committee.
- b) The purpose of the Executive Committee is to represent the parents in making and in executing the decisions and in conducting the affairs of the Association.
- c) It is recognized that members of the Executive Committee are parents who have duties towards their children. However, when a member of the Executive Committee is acting in their capacity, the interests of the Association shall be first and foremost in their mind.
- d) The preferred method of conducting business is to issue resolution rather than conflict, defense of position or shift of responsibility and are all to be driven by goodwill. The Executive Committee recognizes their responsibilities while representing the Association and expects good sportsmanship to be the conduct demonstrated by them while attending Executive Meetings, events, at the playing field and in their relationships with others.
- e) All Executive Committee members are expected to attend regular Executive Meetings in order to conduct the business of the Association. The President may request at their discretion from a member of the Executive Committee to attend or to submit a written report. The Executive may request, at their discretion, the resignation of a non-attending member of the Executive Committee. This request shall be submitted as a motion at an Executive Meeting. Such a motion shall not be considered unless at least two (2) Executive Meetings have not been attended by the Executive Committee member in question without good cause. The voting upon of such motion shall then be carried out in accordance with **Article IV - Section 2** of this Document.
- f) The President shall have the authority to request the resignation of any Executive Committee member not meeting their agreed upon responsibilities based on the By-laws.
- g) The Executive Committee shall be able to remove the President for not performing their duties with a vote of two-thirds (2/3) of the Executive Committee.

Section 5: Duties of the Executive Committee

Part I: Executives' Positions

1) Duties of the President

The President shall:

- a) Chair the Executive Meetings.
- b) Function as the figurehead of the Association with the responsibility of managing the affairs of the Association and its strategic direction.
- c) Ensure that all Executive Committee members have read, understand, and agree upon their job descriptions, duties, and responsibilities as herein contained and in the RPP's.
- d) Represent Association policy and direction to the Executive Committee.
- e) Delegate responsibility at their discretion.
- f) Represent the Association at major events.
- g) Conduct the affairs of the Association with external organizations.
- h) Request formation of committees.
- i) Be an *ex-officio* member of all committees.

- j) Monitor the performance of all members of the Executive Committee.
- k) Ensure that all members of the Executive Committee follow the By-Laws and observe ethical and moral conduct.
- l) Chair the Annual General Meeting.
- m) Ensure that actions resulting from motions are assigned, executed and reported to the Executive Committee in a timely manner.
- n) Receive reports from all Executive Committee members in their areas of responsibility, if required.
- o) Not be the Head Coach any team.

2) Duties of the Vice President

The Vice President shall:

- a) Serve as Vice-Chairman of the Executive Committee.
- b) Assist the President in their duties, and act as the President in their absence.
- c) Work diligently with the President in executing Association policy and directives.
- d) Work with all members of the Executive Committee in resolving issues and in business planning.
- e) Represent the Association with external organizations as delegated by the President.
- f) Ensure the existence of a schedule of all major events/activities and monitors their progress.
- g) Report to the President and to the Executive Committee.

3) Duties of the Past President

The Past President shall:

- a) Shall act as mentor to the Current President and Executive Committee.
- b) Work diligently with the President in executing Association policy and directives, if required.
- c) Understand that the Past President is a non-voting member of the Executive Committee.

4) Duties of the Secretary

The Secretary shall:

- a) Serve as a member of the Executive Committee and attend and contribute to FSMFA meetings.
- b) Have the primary responsibility for administrative support of the Association.
- c) Record and distribute the Executive Meeting minutes.
- d) Work with the Executive Committee in preparing meeting agendas.
- e) Receive and file correspondence.
- f) Coordinate meeting facilities, dates, and ensure that all Executive Committee members are aware of Executive Meetings in order to ensure their attendance.

5) Duties of the Treasurer

The Treasurer shall:

- a) Serve as a member of the Executive Committee and attend and contribute to FSMFA meetings.
- b) Have the responsibility for managing the financial, accounting, and other monetary affairs of the Association, with the direction and guidance of the Executive Committee.
- c) Provide written summary of balances of all Association accounts at regular Executive Committee meetings and on demand of the President; ensures the General Ledger Binder is available for review at all Executive Committee Meetings.
- d) Administrate all Association bank accounts.
- e) Reconcile bank statements from all Association accounts monthly.
- f) Collect individual executive budgets and consolidate into the Association budget.
- g) Project revenue (monthly forecast to year-end).
- h) Sign cheques in conjunction with the other signing officers of the Association.
- i) Submit the Association's annual return to Corporate Registries.
- j) Ensure that monies collected from fundraising activities are spent for the purposes specified in the licenses.
- k) Issue refunds based on the Executive Committees' directive.

Part II: Directors' Positions

1) Duties of the Equipment Director/Field Director

The Equipment Director/Field Director shall:

- a) Serve as a member of the Executive Committee and attend and contribute to the Executive Meetings.
- b) Have the primary responsibility for managing equipment and on-field.
- c) Inspect equipment and recommend repair and/or recertification to the Executive Committee.
- d) Coordinate the repair of the equipment.
- e) Verify that invoiced equipment has been received at the price and condition expected.
- f) Ensure that all equipment suppliers have up-to-date billing information so that equipment is shipped to the Association and is then invoiced accordingly.
- g) Control public access to the equipment room so as to ensure the integrity of the inventory of the Association's equipment and to meet repair, handout and hand-in requirements.
- h) Propose and represents the equipment budget to the Executive and forwards this budget to the Treasurer upon approval.
- i) Provide a general plan and guidelines for equipment replacement.
- j) Purchase new equipment in accordance with the approved budget.
- k) Ensure that equipment is returned at the end of the season in good condition, and then authorizes the return of equipment deposit cheques.
- l) Organize and maintain the equipment room.
- m) Record or cause to be recorded all equipment given out or issued, and ensure that all players receiving equipment are registered players with the FSMFA.
- n) Provide an assets report upon request from the Executive Committee.

2) Duties of the Registrar Director

The Registrar Director shall:

- a) Serve as a member of the Executive Committee and attend and contribute to the Executive Meetings.
- b) Shall be responsible for coordinating registration of all players participating under the jurisdiction of the Association.
- c) Shall establish the rules of registration as aligned by the Executive Committee.
- d) Shall keep records of all the Association's registrants.
- e) Shall make available a complete list of all registered players, Coaches, Managers, Trainers and team representatives.
- f) Submit insurance and subsequent updates to insurance as required.
- g) Coordinate the data collection required for Football Alberta.
- h) Shall be a voting member of the Executive Committee.

3) **Duties of the Public Relations/Advertising Director**

The PR Director shall:

- a) Serve as a member of the Executive Committee and attend and contribute to the Executive Meetings.
- b) Shall promote the programs and events of the Association as directed by the Executive Committee.
- c) Shall attend functions as a representative of the Association.
- d) Shall be responsible for all Public Relations for the Association.
- e) Shall be responsible for the social media for the Association.
- f) Responsible for managing all digital access for all our Executive Committee members.
- g) Maintain the Association website.

4) **Duties of the Ways and Means Director**

The Ways and Means Director shall:

- a) Serve as a member of the Executive Committee and attend and contribute to the Executive Meetings.
- b) Shall be responsible for initiating new fundraising ideas and providing support to enable their success
- c) Shall coordinate all concession operations. Shall be responsible to organizing, maintaining and purchasing supplies for the concession for home games.
- d) Verify that invoiced product has been received at the price and condition expected.
- e) Shall enable the success of other fundraising initiatives as directed by the Executive Committee.
- f) Shall apply for any fundraising Licenses that are required by the Alberta Gaming, Liquor & Cannabis (AGLC).
- g) Shall submit applications for casinos, as directed by the Executive Committee.
 - 1) Shall coordinate workers for all casinos.
 - 2) Shall keep records of all casino transactions.
 - 3) Shall establish casino regulations in concert with the Executive Committee.

5) **Duties of the Coaching Director**

The Coaching Director shall:

- a) Serve as a member of the Executive Committee and attend and contribute to the Executive Meetings.
- b) Shall investigate any issues involving coaches that are brought forward to FSMFA.
- c) Shall co-ordinate recruitment plans to attract/retain quality Coaches that fit the FSMFA Coaching Philosophy/Expectations.
- d) Shall arrange for resources/resource materials as needed for all Coaches.
- e) Shall co-ordinate Junior Coaches for all teams
- f) Shall design and implement Coaching Philosophy that allows for all Coaches to be engaged and contributing to the overall goals and mission of the FSMFA
- g) Shall attend functions as a representative of the Association when needed.
- h) Ensure that all Coaches have the required training required to be a coach.

6) **Duties of the Manager/Trainer Director**

The Coaching Director shall:

- a) Serve as a member of the Executive Committee and attend and contribute to FSMFA meetings.
- b) Have the primary responsibility for managing the Association's Team Managers and Trainers.
- c) Shall establish rules and procedures for the Associations Team Managers and Head Trainers.
- d) Shall bring forward any issues involving Team Managers and/or Trainers that are brought forward to FSMFA.
- e) Shall Co-ordinate any training required by FSMFA, and any other extra training.
- f) Shall keep a list of all Managers and Trainers; as well as keep a record of their training certification.
- g) Shall create, revise, and maintain a Manager binder and a Trainer binder for each level in FSMFA.
- h) Shall ensure that all personal documents of any player/volunteer are disposed of properly by means of shredding.
- i) Shall ensure the medical carts of fully stocked at all times and order medical supplies as needed.
- j) Shall distribute and collect all the binders and email passwords and return to the Executive Committee at the end of season.

Article IV -- Disciplinary Actions

Section 1: Disciplinary Actions -- General

- a) The Executive shall appoint at minimum one (1) member of the Executive and two (2) members of the Executive Committee to a panel, to serve on a Disciplinary Committee at the beginning of each season.
- b) The Executive requires any and all complaints presented through a written submission. When complaints are received the following will be in place:
 - Complaints will initially be reviewed by the Disciplinary Committee, who will conduct an initial review of the complaint.

- The Disciplinary Committee will ensure all Executive Committee members are aware of the complaint received. In some cases a special meeting of the Executive Committee may need to be called.
 - Meetings of this Disciplinary Committee shall not take place concurrently with a regularly scheduled meeting of the Executive Committee, but may take place immediately before or after such regularly scheduled meeting.
 - If the complaint does not require an interview process, it will be dealt with by a review of the Executive Committee, followed by a simple majority vote.
 - If the complaint requires interviews, the Disciplinary Committee will investigate the complaint; interview all parties involved or deemed required, and decide on a course of action on behalf of the Executive Committee.
 - The Disciplinary Committee will report back to the Executive Committee.
- c) The Association may take disciplinary actions against any Coach, player, member of the Executive, or parent for just cause.
 - d) The Head Coach of a team may take minor disciplinary actions against a player for just cause. Such action shall not exceed causing the player to be suspended for one game.
 - e) Should a Coach find it necessary to discipline a player to the extent that a one-game suspension is enacted under Subsection (d) above, the Coach shall notify the Coaching Director in writing within seven (7) calendar days, and verbally within two (2) calendar days.
 - f) In the case of a suspension under Subsection (d) above, the Coaching Director and Coach are required to notify the player's parents in writing of the reason for the suspension within two (2) calendar days.
 - g) If a Coach feels that a more severe penalty than a one-game suspension may be warranted, they may enact this suspension with the concurrence of the Coaching Director.
 - h) A Coach may request that the Executive Committee require a parent to appear before them, where the Coach feels that the parent has demonstrated conduct requiring disciplinary action. This request shall be made in writing, and shall be delivered to the Executive Committee within five (5) days of the incident.
 - i) A member of the Executive Committee may request a parent to appear before them, where the member of the Executive Committee feels that the parent has demonstrated conduct requiring disciplinary action. This request shall be made in writing, and shall be delivered to the Executive Committee within five (5) days of the incident.
 - j) Where, after a parent has been requested to appear before the Executive Committee under Subsections (h) or (i) above, and the parent declines to appear, another request shall be made. If the parent has not responded to this second request within seven (7) days, the Executive Committee may then take whatever disciplinary action it sees fit. The decision of the Disciplinary Committee shall be arrived at by a simple majority vote. Such disciplinary action shall not be subject to the Appeal Process in **Section 3: Appeals to Suspensions and Expulsions**.
 - k) Only player suspensions of more than a single game shall be subject to the Appeal process in **Section 3: Appeals to Suspensions and Expulsions**.
 - l) Except for sections (j) and (k) above, all suspensions or expulsions are subject to the Appeal Process in **Section 3: Appeals to Suspensions and Expulsions**.

Section 2: Suspensions and Expulsions of Members of the Executive Committee and Coaches

- a) Any member of the Executive Committee or any Coach may be expelled or suspended from their position for any reason deemed to be in the best interests of the Association.
- b) A simple majority of the members of the Executive Committee is required in order to convene an Expulsion Meeting. Such meeting shall then be called by the President or their designate, unless the

President is the person considered for expulsion; in this case the meeting shall be called by the Vice-President or their designate.

- c) A seventy-five per cent (75%) majority vote of all members of the Executive Committee who are present is required to suspend or expel a member of the Executive Committee or a Coach. The Executive Committee member or Coach in question may be present. However, in the case of a member of the Executive Committee, they shall not be permitted to vote.
- d) When determining whether an Expulsion Meeting shall be convened, where the member considered for expulsion is a member of the Executive Committee, another member of the Executive Committee shall be appointed by consensus of the balance of the Executive Committee to take their place.
- e) For the purposes of the majority vote, a quorum of seventy-five per cent (75%) of the members of the Executive Committee must be present in order for the vote to take place.

Section 3: Appeals to Suspensions and Expulsions

- a) Except where otherwise provided for in this document, any player, parent, member of the Executive Committee, or Coach that has been suspended or expelled shall have the right of appeal of the suspension or expulsion.
- b) Any player suspended for more than one game or expelled shall have the right of appeal of the suspension or expulsion.
- c) Application of appeal must be submitted to the Disciplinary Committee in writing within seven (7) days of receipt of notice of suspension or expulsion.
- d) Within seven (7) days of receipt of application of appeal, the Executive shall convene an Appellate Committee of three members of the Association.
- e) The Appellate Committee shall consist of one member chosen by the Executive, one member chosen by the Appellate, and one member mutually agreed to by the Executive and the Appellate.
- f) The decision of the Appellate Committee shall be by simple majority, and shall be final and binding.
- g) In the event that the expulsion or appeal cannot be heard within fourteen (14) days, the Executive shall lift the suspension or expulsion for a further seven days.
- h) In the interests of fairness to all, the Executive shall in all cases attempt to convene the Appellate Committee, and shall attempt to cause the Appellate Committee to hear the appeal, with all possible dispatch. It is intended that the times in Paragraphs (c) and (d) above be maximum times, and that an Appellate has a reasonable expectation of having their appeal heard within the minimum reasonable amount of time.

Article V -- Membership

Section 1: General

- a) A parent or guardian of a player(s) registered to participate in the current football season with FSMFA shall automatically become a single voting member of the Association upon acceptance of the registration, with voting privileges at the Annual General Meeting as provided for under **Article III, Section 2**, Paragraph (h) of this Document.
- b) Any person, with the exception of active Executive Committee members or Coaches may apply for and be granted membership in the Association. At the discretion of the Executive Committee, they shall

be assessed a nominal fee of \$1.00 (one dollar) upon acceptance of their registration. The Membership Association Application Form is available upon request.

- c) Only voting members of the Association shall be eligible to participate in the activities of the Association, such activities including but not being limited to coaching, managing or serving on the Executive Committee.
- d) Upon acceptance of their registration, any player registered to participate in the current football season shall become a non-voting member of the Association.
- e) Membership shall cease when the child or legal ward of a member withdraws or becomes ineligible for participation in the Association's program.
- f) Membership in the Association can be cancelled at any time through written notice to the Executive Committee.

Article VI -- Amendment To The Constitution And By-Laws

Section 1: General

The By-Laws may be added to, amended, repealed or re-enacted by either of the following two methods:

- 1) At the Annual General Meeting, by a two-thirds (2/3) majority of the votes of all members of the Association in attendance, provided that the proposed addition, amendment, or notice of repeal or re-enactment is given to the Executive Committee at least 30 (thirty) days before the Annual General Meeting in writing, and provided that a quorum is present at the Annual General Meeting.
- 2) At any Executive Meeting, by a majority vote of all members of the Executive Committee in attendance provided that the proposed addition, amendment, or notice of repeal or re-enactment is given to the Executive Committee at least 30 (thirty) days before the Executive Meeting in writing, and provided that a quorum is present at the Executive Meeting.

Article VII -- Interpretation

Section 1: General

- a) In the event of any difficulty arising out of the interpretation of these By-Laws, the Executive shall have the power to interpret the said By-Laws and such interpretation shall govern the Association in the conduct of its business and affairs.
- b) When interpreting these By-Laws, wherever the meaning of a particular section is unclear, effect should be given to the intent of the words and mission statement.

Article VIII -- Duration and Dissolution of the Association

Section 1: Duration

The duration of the Association shall be perpetual or until it is dissolved as provided for in these By-Laws.

Section 2: Dissolution

- a) The Association may be dissolved at any time by the vote of a simple majority of the members of the Association who are in good standing, such vote being conducted by the Executive in accordance with these By-Laws.
- b) The Executive shall promptly call a special general meeting to address a petition to the President of thirty percent (30%) of the members in good standing of the Association or on the written request, addressed to the President, of a two-thirds (2/3) majority of the members from the Executive. Such vote shall take place no later than fifteen (15) days from the receipt of the above-mentioned petition or request.
- c) In the event of dissolution of the Association, all its remaining assets after payment of liabilities and 5 full term years shall be distributed at the discretion of the remaining members of the Executive Committee.

These By-Laws having been duly Voted Upon and Approved, is hereby Ratified by the Executive Committee of the Fort Saskatchewan Minor Football Association.

Witness, therefore, our Hands and Seal on this 21 Day of Sept, in the Year of Our Lord 2020 in Fort Saskatchewan, Alberta, Canada.



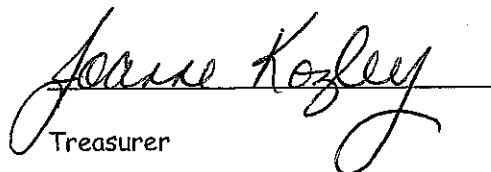
President



Vice President



Secretary



Treasurer