



LEDUC & DISTRICT
MINOR FOOTBALL ASSOCIATION

Leduc & District Minor Football Association

Bylaws

Approved November 27, 2022

1. Purpose

- a. The Leduc & District Minor Football Association (herein called "Association") is the governing body for all minor football in the City of Leduc.

2. Society

- a. The Association shall be registered as a society, under the Societies Act of Alberta.

3. Membership

A member of the 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 staff member.
- d. A past board member re-elected to the board, into a voting or non-voting position. This person does not have to have a child registered with the Association as per above. This person must have served a minimum of one (1) calendar year on the board for the Association in the past. A maximum of one-third ($\frac{1}{3}$) of the board members can be past board members with no children registered with the association as per above.
- e. A Chartered Professional Accountant (CPA) may be a temporary member of the association, if elected to serve as the Association's Treasurer

4. Board of Directors

- a. The board of directors (herein called "board") shall consist of the following voting members:

- President,
- Vice President,
- Treasurer,
- Secretary,
- Registrar,
- Director, Communications,
- Director, Events,
- Director, Fundraising,
- Director, Technology,
- Director, Volunteering.
- Team Directors, (one for each level),

And the following non-voting members:

- Past-President,
- Member(s) at Large,
- Board Assistant(s) for Registration, Treasury, Events, Fundraising, and Volunteering
- Director, Equipment,
- Assistant Equipment Manager(s) for each level (Bantam, Peewee, Atom)

- b. The following will apply to all board members except where noted:
 - i. Board members must be members of the Association.
 - ii. Voting Board members must attend a minimum of ten (10) out of twelve (12) board meetings per fiscal year and all other required board events.
 - iii. Non-voting members of the board are not required to attend board meetings.
 - iv. The board may consist of up to two (2) Members at Large, once all other board positions have been filled, if desired by the general membership or board.

- v. The voting board positions shall be filled by way of election at the Annual General Meeting (herein called "AGM") except for the Team Directors and Association Equipment Manager, who are appointed by the board after reviewing submitted applications.
- vi. Any position not filled at the AGM shall be voted on at a subsequent board meeting.
- vii. More than one (1) person may be elected to share one (1) position, as deemed necessary by the general membership or the board, however only one (1) may vote.
- viii. Except for the Past-President and the Executive Director, no one can be elected to serve two (2) board positions at the same time.
- ix. Board members must fulfill the specific duties of their position as outlined in the Bylaws and policies. Failure to do so may result in removal from the board and they will be required to complete their remaining volunteer requirements through non-board responsibilities or have the corresponding volunteer deposit cheque(s) cashed. This will be voted on at the board level. (cf. 22)

5. President

- a. The President shall preside at all general membership meetings and board meetings of the Association.
- b. Shall sit as a voting member of all Association subcommittees.
- c. Shall be a voting member of the board. However, shall only vote in the event of a tie.
- d. Shall co-chair all subcommittees
- e. Shall provide training and transitioning sessions for new members of the board.
- f. Shall ensure all awards are available in a timely manner for the year-end awards ceremony.
- g. Shall attend all monthly meetings and take minutes of the CDMFA.
- h. Shall serve as a liaison between the Association and the CDMFA, sharing any and all concerns or questions
- i. Shall liaise with The City of Leduc, County of Leduc, and other Municipalities within recruiting boundaries
- j. Shall ensure all equipment and property of the Association is adequately insured on an annual basis.
- k. Must have a minimum one (1) year previous experience as a member of the Association's Board of Directors within the past two (2) fiscal years.
- l. Shall be a two (2) year position with elections held on even years

6. Vice President

- a. In the absence of the President, the Vice-President shall have and exercise all powers of the President.
- b. Shall perform duties as requested by the President.
- c. Shall be a voting member of the board.
- d. Shall ensure the teams of the Association have adequate practice and home game fields on which to play.
- e. Will consult with the appropriate parties for all facility rentals.
- f. The Vice-President will be the liaison to the team level head coaches
- g. Ensuring that each team has properly certified coaching staffs.
- h. Shall be responsible for all football operations including ensuring the football program meets Football Canada, Football Alberta, and League Requirements
- i. Chair all meetings regarding disciplinary matters.
- j. Co-Chair coaching meetings.
- k. Chair the selection committee for coaches.
- l. Co-chair all subcommittees
- m. Shall be a voting member of the board.
- n. Shall be a two (2) year position with elections held on odd years

7. Treasurer

- a. The Treasurer shall keep record of all monies received and disbursed, shall deposit all monies into the Association's bank account(s), and shall ensure all disbursements are made by cheque, money order, or electronic funds transfer. They will maintain and keep complete, accurate records for all the Association's accounts.

- b. Compile year-end financial statements. This financial statement will be readily available to all members of the Association, upon completion of the fiscal year.
- c. Prepare the annual budget before February 28th for approval by the board.
- d. Shall prepare and present at the AGM, a report including the year to date operations and current financial statement, setting out the receipts and disbursements of the Association.
- e. Shall keep records of all Casino transactions.
- f. Shall be a voting member of the board
- g. Shall be a two (2) year position with elections held on odd years

8. Secretary

- a. Shall prepare and keep the minutes of the board, AGM, and special meetings of the Association and will distribute the minutes of all meetings as directed by the President and board within seventy-two (72) hours of the meeting.
- b. Shall conduct correspondence on behalf of the Association as directed.
- c. Shall be responsible for all books, reports, and required filing of paperwork for the Association to maintain the Association's society status and to keep the Association in good standing with all applicable registries.
- d. Distribution and collection of Criminal Record Checks, Confidentiality Agreements, waivers, and Code of Conducts for the Association.
- e. Will pick up and distribute mail accordingly.
- f. Shall be a voting member of the board.
- g. Shall be a two (2) year position with elections held on even years

9. Registrar

- a. Shall be responsible for coordinating registration and applicable paperwork, for all players participating under the jurisdiction of the Association.
- b. Shall collect registration fees and keep record of payments received.
- c. Shall provide the treasurer with deposits and record of monies received.
- d. Shall establish the rules of registration in consult with the board
- e. Shall keep records of the Association's registrants.
- f. Shall make available a complete list of all registered players, coaches, managers, trainers, and team representatives. This list will be updated within forty-eight (48) hours.
- g. 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.
- h. Shall submit an accurate list to the CDMFA of registered players as requested and will update their website accordingly.
- i. Shall be a voting member of the board.
- j. Shall be a two (2) year position with elections held on odd years

10. Director, Communications

- a. Maintain updates on the Association's website including sponsorship updates, general calendar updates, Association events.
- b. Maintain Association communication via social media, local newspapers, and local radio announcement updates.
- c. Shall be a voting member of the board.
- d. Shall design and develop all print media required for community events (Parades, Camps, Jamborees, Awards Ceremony, etc.).
- e. Shall ensure promotion and appreciation of Association sponsors via website, other media, and communications channels, and offer email or written thank you notes.
- f. Shall design and develop all recruiting materials and coordinate posting & advertising of said recruiting materials
- g. Shall follow and enforce all branding standards and guidelines

11. Director, Events

- a. Shall organize all Association board planned events, jamborees, home games, camps, award ceremonies, and parades. Details may include ticket sales, arranging for location, food, concession, and other associated duties.
- b. Shall be a voting member of the board.
- c. Shall promote programs and events of the Association as directed by the board.
- d. May have an assistant to perform duties as requested by the Director, Events and/or the board.
- e. Shall attend functions as a representative of the Association.

12. Director, Fundraising

- a. Shall be responsible for initiating new fundraising ideas and providing support to enable their success.
- b. Shall enable the success of other fundraising initiatives as directed by the executive.
- c. Shall be a voting member of the board.
- d. Shall ensure all licenses are Alberta Gaming and Liquor Commission compliant (50/50, raffle, casino etc.)
- e. May have an assistant to perform duties as requested by the Director, Fundraising and/or the board.
- f. Shall write up all grant applications, as directed by the board.
- g. Shall complete and submit Casino applications, as directed by the board.
- h. Shall apply for the disbursement of Casino funds.

13. Director, Technology

- a. Shall be responsible for all information technology requirements of the Association
- b. Shall ensure the Association's website is maintained and up to current standards
- c. Shall act as system administrator for all software purchased or utilized by the Association
- d. Shall ensure the Associations IT systems, website, and social media accounts have been established with adequate security protocols
- e. Shall be responsible for the associations IT and Audiovisual hardware including electronics, computers, AV equipment, video cameras.
- f. Shall coordinate with Team managers to arrange adequate filming of games at the request of Team Head Coaches
- g. Shall be a voting member of the board.

14. Director, Volunteering

- a. Shall develop a list of volunteer duties needed to assist the programs of the Association and work with the board to determine the obligation expected from each player's families.
- b. Shall communicate with the Directors and/or manager on each team to advise members when volunteer opportunities are available.
- c. Shall keep a record of who has filled the volunteer obligations and inform the board of anyone who does not meet the obligations.
- d. Shall coordinate workers for Casinos.
- e. Shall be a voting member of the board.

15. Director(s), Team Level

- a. One representative shall be assigned to each team within the Association.
- b. Anyone who wishes to be a director must submit an application to the board within one week of the AGM. The board will then review the applications during the following board meeting and will appoint a director for each team level.
- c. Shall serve as a liaison between the board, and their team level coaches, and the player families.
- d. Shall perform duties as requested by the President and/or board.
- e. Shall be a voting member of the board
- f. The board may appoint an Executive Director as they see fit, to oversee and guide all team directors. It is recommended that the Executive Director have at least one-year experience as a team Director with the Association and may or may not, also hold the position of team Director within the same year.

- g. The executive director would have responsibilities such as, but not limited to, trophy purchases for year-end ceremony, team apparel decisions, team pictures, organizing joint team bottle drives, etc.

16. Past President (non-voting)

- a. The immediate Past-President may continue to be a member of the board for the first year of the new President's two (2) year term.
- b. Shall be a non-voting member of the board.

17. Member(s) at Large (non-voting)

- a. Shall serve as a member of the board without holding one of the positions listed above.
- b. Shall be able to provide continuity and/or advice that would better enable the work of the board
- c. Shall perform duties as requested by the President and/or the board.
- d. Shall be a non-voting member of the board.
- e. A maximum of two (2) members at large may serve at any one time

18. Director, Equipment (non-voting)

- a. Shall be responsible for purchasing and controlling inventory, at the approval of the board, including non-football equipment such as BBQs for concession, etc.
- b. Shall establish and maintain records of equipment.
- c. Shall instruct and oversee team equipment managers under the direction of the board
- d. Shall be non-voting
- e. Shall be responsible for maintenance of equipment facilities, including equipment trailer, garage, and locker rooms.
- f. Shall be responsible for all professional cleaning of all equipment.
- g. Shall ensure that blocking sled(s), goal post pads, first down sticks are at the field of play when needed.
- h. Shall provide treasurer with a list of equipment that is being removed from and added to inventory.
- i. Will report to the Vice-President.
- j. Will be responsible to oversee all athletic equipment distribution to and sizing for players.
- k. Anyone who wishes to be the Association Equipment Manager must submit an application to the board within one week of the AGM. The board will then review the applications during the following board meeting and will appoint an Association Equipment Manager.
- l. Will appoint and lead assistant equipment managers for each level (Bantam, Peewee, Atom)

19. Assistant Board Members (Non-voting)

- a. Shall serve as a non-voting member of the board in an assistant capacity to any of the Directors, as needed
- b. Shall perform duties as requested by their corresponding director or the board.
- c. Recommended assistant positions are Assistant Registrar, Assistant Treasurer, Events Assistant, Volunteering Assistant, Fundraising Assistant

20. Registration

- a. The board will set and advertise registration dates prior to each season.
- b. Player registration fees for each level are to be determined by the board prior to setting of any registration dates for that level.
- c. All players must be registered with the Association before being permitted to tryout, practice, or play in an exhibition, regular season, or playoff game for any team under the jurisdiction of the Association.
- d. No refunds shall be forthcoming to a player after July 31st for Atom, Peewee, and Bantam. Novice will receive no refund. Special consideration for exceptional circumstances (e.g. medical reasons or moving to another community) can be requested in writing to the board, who will deal with the request at the next board meeting.
- e. Winter camps are also operated under the Association with a separate fee schedule, registration date, and practice schedule/locations.

- f. Fall registration shall be closed based on Football Alberta and League requirements and will be advertised during registration.

21. Conflict of Interest

- a. No members of the coaching staff or board of the Association shall be a vendor of goods and/or services to the Association (e.g. equipment, merchandise, training, consulting, etc.)
- b. Notwithstanding the above, the board may submit a proposal if the following preconditions exist: A total of three bids or tenders are received, one of which may be from a coach or board member; and the coach or board member does not take part in any discussion or decision and; the coach or board member must leave the room when any discussion or decision is being made.

22. Remuneration

- a. Unless authorized at an AGM and after notice of the same shall be given, no board member or member of the Association shall receive remuneration for their service.

23. Selection of Head Coaches

- a. A subcommittee consisting of the Vice-President, Director, Coaching & Programming, and all team Directors, shall select a team head coach for each team level, at a special meeting after the applicant has submitted a letter in writing based on these guidelines: Role of the team head coach as defined by the Association, coaching experience, football background, and coaching qualifications.
- b. The board 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 team level coaches must have successfully completed the coaching requirements as defined by Football Canada, Football Alberta, and the League.

24. Meetings

- a. Annual General Meetings shall be open to any business from the floor, during the allotted time within the agenda. Special meetings shall only discuss the pre-determined business as noted in the notice of meeting.
- b. The AGM of the Association shall be held in the month of November each year, either in-person or virtually on-line. The board of directors shall be elected at the AGM and shall shadow their respective position for the remainder of the calendar year, taking office January 1st of the next year.
- c. At least eight (8) days' notice of the AGM 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 board shall present our Bylaws to the general membership for adoption at the AGM, for the forthcoming season.
- f. All meetings of the board 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) board 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. Quorum for a general or special meeting of the general membership of the Association shall be eighteen (18) voting members.
- i. A quorum for an board meeting shall consist of a minimum of fifty-one percent (51%) of voting members.
- j. All meetings shall be convened promptly at the appointed time or within fifteen (15) minutes of the time.
- k. Any member of the Association is eligible to attend board meetings and, at the discretion of the President, may take part in discussions. The President has the discretion to exclude non-voting members for any specific item of business.
- l. If quorum is not present the AGM shall be adjourned to the first Monday of the next month and all other meetings shall be adjourned to one week from that date.

25. Voting

- a. Only members of the Association may vote.
- b. Non-voting members of the board may vote at all general meetings or special meetings of the general membership.
- c. Only voting members of the board are entitled to vote at a board meeting.
- d. There shall be no proxy votes at the AGM or special meetings.
- e. No person shall have more than one vote.
- f. A maximum of two (2) votes per player's family.
- g. 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.
- h. All voting at elections, when an office or position is contested shall be by secret ballot.
- i. Except as per Bylaw 29(b), in all votes, majority shall be sufficient.

26. Nomination

- a. Any member in good standing (dues are paid and abides by the code of conduct), may nominate others for a board position, or sit on the board of the Association.
- b. Registered players of the Association shall not be eligible to be nominated for any board position.

27. Grievance Procedure

- a. A grievance is an appeal with-respect-to a decision or policy of the Association of the board.
- 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 board at a special meeting. The President shall then choose one (1) member of the board, one (1) non-partial member of the 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.

28. Complaint Procedure

- a. Any complaint pertaining to minor football (from members or non-members) must be initiated by filling out and signing the Association Complaint form and submitting the Association Complaint form to the President.
- b. The complaint will be discussed at the next board meeting or earliest convenience a quorum can be called.

29. Bylaws & Policies

- a. A Bylaw Committee shall be appointed by the board annually to review the Bylaws and bring forth amendments for board approval and presentation to the AGM. The Bylaw Committee shall consist of three (3) members appointed by the board.
- b. The Bylaws 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 an AGM of which membership has been duly notified.
- c. The board has the power to set policies for the practical management of the Association, if they are consistent with the current Bylaws.

30. Financial Operations

- a. The board 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 Association.

- c. The Association shall have three (3) signing officers on its bank accounts: the Treasurer, the President, and the Vice-President. Two signatures shall be needed on all cheque disbursements.
- d. All funds solicited by members in the name of the Association or member teams shall be controlled per bylaw # 7(a).
- e. The annual budget shall be approved by the board by March 31st.
- f. All spending outside of the budget must be approved by the board after a review is completed by the Treasurer. The review will include: the current budget amount, current budget balance, potential budget line to use, current account balance, current related revenue, requested amount.
- g. The fiscal year end of the Association shall be December 31st of each year.
- h. The Treasurer of the Association shall have the books and records professionally reviewed annually by an independent CPA, that is not associated with the Association's board.
- i. The books and records of the Association may be inspected by any member of the Association at the AGM or within one (1) week upon receiving written notice and arranging a satisfactory time to meet. Each member of the board shall at all reasonable times, have access to the books and records.

31. 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 Bylaw #28.
- b. A member accused with contravening the Bylaws or behavior that demeans the good name of the Association shall be compelled to appear before the board prior to disciplinary action being imposed.
- c. If after discussion and review the board determines that an Association member is guilty of contravening the Bylaws or exhibiting behaviors that demean the good name of the Association, the board shall be empowered to suspend or revoke a person's membership in the Association (expulsion).
- d. A simple majority vote by the board is necessary to suspend an Association member or expel him/her from the Association.
- e. A member may withdraw their membership by written request presented to the board.

32. Removal from the Board

- a. If a board member, for whatever reason, decides that they cannot fulfill the duties of their position, they 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 a board member is not fulfilling their position, the situation should be discussed and reviewed by the board. After this review, the board (by majority vote) can remove a person from an board position. (cf. 4(b)(ix).)
- c. If a board member has had their Association membership suspended or revoked from their position under Bylaw #21, they are also deemed to have been removed from their board position (cf. 4(b)(i).)
- d. If a board position is vacated between Annual General Meetings, the board can elect another member of the Association to complete the term.

33. 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.