



MANITOBA MAJOR SOCCER LEAGUE



MANITOBA MAJOR SOCCER LEAGUE (MMSL) Committee Policy Updated September 2016

The purpose of this document is to outline the procedures and regulations governing Committees of the MMSL, their terms of reference, structure, and operations. If there is any conflict between this policy and the By-Laws, the By-Laws shall prevail.

1.1 The terms of reference of the Standing Committees shall be set out in this Policy as supplemented by specific terms of reference created by each Committee, consistent with this Policy and approved by the Board. Each Standing Committee may propose changes to its terms of reference to the Board. The basic terms of reference for each Standing Committee is as follows:

1.1.1 The Audit and Finance Committee shall:

- 1.1.1.1 Monitor the financial management of the League and advise the Board on financial matters and asset management. It shall analyze the budget and the financial reports and statements and submit them to the Board for approval.
- 1.1.1.2 At the time of the annual audit, provide access to the League financial records, review the auditor's report, and submit that report to the Board.
- 1.1.1.3 Any supplemental terms of reference of the Audit and Finance Committee must be approved by the Board and must be consistent with these By-Laws. The Committee may propose changes to the terms of reference to the Board.

1.1.2 The Nominations Committee shall:

- 1.1.2.1 Actively recruit and recommend to the Voting Members candidates for Directors and the President;
- 1.1.2.2 Receive and review all other nominations for Directors and the President;
- 1.1.2.3 Prepare a slate of candidates for election as provided in the By-Laws and the Nominations Policy;
- 1.1.2.4 Assist the Board and its committees in recruiting suitable members for Board committees, and;
- 1.1.2.5 Consist of not less than three (3) members except where that quota cannot be filled and nominations are required for a coming Annual General Meeting, including the chair, but the President shall not be a member.



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- 1.1.3** The Governance Committee shall:
 - 1.1.3.1** Recommend policies to the Board pertaining to governance issues and procedures, including:
 - 1.1.3.1.1 The orientation and training of new Board members,
 - 1.1.3.1.2 Ongoing training of existing Board members,
 - 1.1.3.1.3 Evaluation of the Board,
 - 1.1.3.1.4 Consideration and preparation of amendments to the Articles of Incorporation of the League for recommendation to the Members,
 - 1.1.3.1.5 Consideration and preparation of amendments to these By-Laws for recommendation to the Board, and
 - 1.1.3.1.6 Consideration and advise to the Board on amendments to the Articles of Incorporation and these By-Laws by Voting Members as provided in Article 9 and working with such Voting Members on their proposal for refinement and coordination where necessary or directed by the Board or requested by the Voting Member.
- 1.2** The chair of each Standing Committee shall be as appointed by the Board but, unless the President is specifically appointed by the Board as such, the Treasurer is chair of the Audit and Finance Committee and the Secretary is the chair of the Governance Committee.
- 1.3** The Board shall approve the members of each Standing Committee but the members of the Committees need not be Directors. The committee chair, in consultation with the Nominations Committee, shall recommend the members of the Audit and Finance Committee to the Board.
- 1.4** The Board may appoint such other Committees as it deems necessary for managing the affairs of the League and may appoint members of Committees or provide for the election of members of Committees, may establish the terms of reference and operating procedures, may prescribe the duties of committees, and may delegate to any Committee any of its powers, duties, and functions except where prohibited by the Act or these By-Laws.
- 1.5** Any individual may be appointed to any Committee by the Board, and once appointed will be a voting member of the Committee, except where expressly prohibited by the Board or where the individual appointed to the Committee is a staff person and thus a non-voting member of the Committee.
- 1.6** A quorum for any Committee will be the majority of its voting members.



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- 1.7 When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.
- 1.8 The President will be an ex-officio member of all Committees of the League excluding the Nominations Committee.
- 1.9 The Board may remove any member of any Committee.
- 1.10 No Committee will have the authority to incur debts in the name of the League.
- 1.11 As per Section 7.28 of the By-Laws, the responsibilities of the Judicial Bodies of the League are as follows:
 - 1.11.1 The Disciplinary Committee shall consist of a Chair, Deputy Chair, and a number of members deemed necessary by the Chair, none of whom can be a Director of the League. The function of this body shall be governed by the Rules and Regulations of the League. These provisions are subject to the disciplinary powers of General Meetings and of the Board with regard to the suspension and expulsion of Members.
 - 1.11.2 The Appeals Committee shall consist of a Chair (who shall whenever possible have legal qualifications), Deputy Chair and a number of members deemed necessary by the Chair, none of whom can be a Director of the League. The function of this body shall be governed by the Rules and Regulations of the League. The provisions are subject to the disciplinary powers of General Meetings and the Board of Directors with regard to the suspension and expulsion of Members.