

Manitoba Soccer Association Inc.

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To: MSA Voting Members (Region / Leagues)

From: Héctor O. Vergara
Executive Director

cc: MSA Board of Directors

Date: September 28th, 2023

Re: MSA By-Laws Proposed Amendments

Dear MSA Voting Members,

As per the MSA By-Laws, any submitted amendments must be addressed by the Members at the Annual General Meeting (AGM).

The MSA did not receive any amendments from the Members for consideration at the AGM.

Governance Committee Recommendations

The MSA Governance Committee reviewed the current MSA By-Laws. The major review of the MSA By-Laws was to compare it to the standard Canada Soccer By-Laws as recommended by the Canada Soccer Governance Committee.

The MSA Governance Committee has recommended revisions to 3.5, 3.6, 3.17, 4.6 and 4.18 of the MSA By-Laws for the approval of the Members. The attached marked document reflects the Articles that are affected by the recommendations.

The MSA Board fully agreed with the committee's recommendation for consideration by the Members.

The Governance Committee would be pleased to have a meeting with any Member Organization to review the proposed amendments prior to the AGM to expedite the discussion during the AGM.

Please let us know by October 13th, 2023 at hvergara@manitobasoccer.ca if you would like to coordinate a meeting.

Thank you for your attention to this matter.

**MANITOBA SOCCER ASSOCIATION
BY-LAWS**

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General Principles

Whereas:

The Manitoba Soccer Association ("the Association") and its Members believe:

- a) That good organizational documents lead to good governance which in turn leads to good policy and good future development.
- b) Higher organizational structures provide better regional management and development of the sport.
- c) The By-Laws of the Association are the first level of organization and the manner in which the Association govern its conduct; and the roles and responsibilities of its Board of Directors

These By-Laws are therefore created.

ARTICLE 1: GENERAL

1. These By-Laws govern the general conduct of the affairs of Manitoba Soccer Association, a corporation incorporated under the Manitoba Corporations Act.
- 1.2 The following terms have these meanings in these By-Laws:
 - 1.2.1 Act - means The Manitoba Corporations Act (C.C.S.M. c. C225) as from time to time amended or succeeded,
 - 1.2.2 Applicant - means an applicant for membership in the Association under these By-Laws,
 - 1.2.3 Association – means the Manitoba Soccer Association,
 - 1.2.4 Auditor - means an individual appointed by the Members at the Annual General Meeting to audit the books, accounts and records of the Association for a report to the Members at the next Annual General Meeting. The auditor shall not be an employee or a director of the Association,

- 1.2.5 Board - means the Board of Directors of the Association,
- 1.2.6 Coach – means an individual registered with the Association as a coach participant in any sanctioned activity offered by a Member,
- 1.2.7 Club - means an organization operating one or more teams under a common executive,
- 1.2.8 Delegate – means an individual, or their alternate, appointed by a Voting Member to exercise a vote on behalf of the Voting Member,
- 1.2.9 Director - means an individual elected or appointed to serve on the Board of Directors under these By-Laws, and includes the President,
- 1.2.10 League - means an organization operating under a common executive to provide sanctioned competition for teams,
- 1.2.11 Officer - means an individual elected or appointed to serve as an officer of the Association under these By-Laws,
- 1.2.12 Ordinary resolution - means a resolution passed by a majority of the eligible votes cast,
- 1.2.13 Player - means an individual registered with the Association as a player participant in any sanctioned activity offered by a Member,
- 1.2.14 Referee - means an individual registered with the Association as a referee participant in any sanctioned activity offered by a Member,
- 1.2.15 Special resolution - means a resolution passed by a majority of not less than two-thirds of the eligible votes cast,
- 1.2.16 Soccer Region - means a geographic area as defined by the Manitoba Soccer Association in its Rules & Regulations, and

1.2.17 Team – is a group of players and officials formed by a club for the purpose of participation in sanctioned competition.

1.3 Words stating the singular shall include the plural and vice-versa, and words stating the male gender shall include the female gender as well as corporate bodies. Terms not defined herein are as defined under The Interpretation Act (C.C.S.M. c.180) (the “Interpretation Act”), as from time to time amended or succeeded.

1.4 Except as provided in the Act and in the Interpretation Act, the Board may interpret any provision of these By-Laws that is contradictory, ambiguous, or unclear.

1.5 The registered office of the Association will be located in the province of Manitoba at such address as the Board may determine.

1.6 The Association may have a corporate seal which may be adopted and changed by resolution of the Directors and that will be in the custody of the Executive Director.

1.7 The Association will be carried on without the purpose of gain for its Members and any profits or other accretions to the Association will be used in promoting its objectives. All directors, officers, and committee members, excluding association staff, will serve their office without remuneration.

1.8 A director, officer, or committee member who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Association or a conflict of loyalty between the interests of the Association and another will comply with the Act and the Association’s then current conflict of interest and related policies.

1.9 Unless otherwise specified in the Act or these By-Laws, meetings of Members and meetings of the Board will be conducted according to the then current edition of Robert’s Rules of Order.

ARTICLE 2: MEMBERSHIP

2.1 Voting Members are those Members having votes assigned to them by the Association in accordance with Article 3. Voting Members must meet the registration requirements as set out in the Rules & Regulations and any criteria set by the Board:

2.1.1 Soccer Region – As defined in 1.2.16, or

2.1.2 League Member – a league operating within the province of Manitoba and meeting the registration requirements as set out in the Rules & Regulations and any criteria set by the Board. Leagues are ineligible to become League Members when that league falls within a Soccer Region. Where a Soccer Region exists, leagues must become members of that region; they may not become a League Member of the Association.

2.2 Non-Voting Members (Associate Members)

2.2.1 Teams and Clubs – Teams and clubs that are Members of a Member Soccer Region or League are Non-Voting Members of the Association.

2.2.2 Leagues – Leagues that are Members of a Member Soccer Region are Non-Voting Members of the Association.

2.2.3 Affiliates – Affiliates are entities operating within the province of Manitoba (or based in a bordering community where there is agreement from both provincial associations) that are neither registered as a member nor participating in programs of a Member Soccer Region or a League (therefore, ineligible to combine their registered players into the calculation of votes for the Member Soccer Region or League). This membership is gained by approval from the Board.

2.2.4 Academies – Academies are organizations that operate soccer programs within the province of Manitoba (or based in a bordering community where there is agreement from both provincial associations) and may or may not participate in League Member organizations. This membership is gained by approval from the Board.

2.2.5 Professional, semi-professional, or United Soccer Leagues (USL) League Two clubs. This membership is gained by approval from the Board.

2.2.6 Registered Referee Associations – A Registered Referee Association is an organization of referees. This membership is gained by approval from the Board.

2.2.7 Life Members – Life Members are individuals who have contributed greatly to the development or promotion of soccer in Manitoba. This membership is gained by approval from the Board.

2.3 Registration requirements are found in the Association's Rules & Regulations.

2.4 Membership in the Association is not transferable in whole or in part without the consent of the Board.

2.5 The membership year of the Association will be as determined by the Board.

2.6 Membership dues and fees for all categories of membership will be as determined by the Board.

2.7 The Board may discipline Members or terminate their membership in the Association at their discretion. Reasons may include, but are not limited to, the following:

2.7.1 The Member, in the case of a member that is a corporation, dissolves or, in the case of an individual, dies,

2.7.2 The Member failing to maintain any of the qualifications or conditions of membership described in these By-Laws and the Rules & Regulations,

2.7.3 The Member failing to comply with the Association By-Laws, Rules & Regulations, policies and procedures in place from time to time as established by the Association,

2.7.4 Resignation by the Member by giving written notice to the Association, and

2.7.5 Dissolution of the Association.

ARTICLE 3: MEETINGS OF MEMBERS

3.1 Meetings of Members will include Annual General Meetings and Special Meetings.

- 3.2 The Association will hold an Annual General Meeting on such a date and at such time and place as may be determined by the Board, provided the Annual General Meeting is held within 15 months of the last Annual General Meeting and not later than November 30th.
- 3.3 A Special Meeting of the Members may be called at any time by the Board, the President, or upon the written requisition of five percent or more of the Voting Members (i.e., regions and leagues) of the Association. A Special Meeting will be called within 21 calendar days of receiving the written requisition. The agenda of Special Meetings will be limited to the subject matter for which the meeting was duly called.
- 3.4 Notice will include the time and place of a meeting, the proposed agenda, reasonable information to permit Members to make informed decisions, and will be given to each Member entitled to vote at the meeting, the auditor, and the Board, by the following means:
- 3.4.1 By mail, courier or personal delivery to each Member during a period of 21 - 50 calendar days before the day on which the meeting is to be held; or
- 3.4.2 By telephone, electronic or other communication facility to each Member during a period of 21 - 50 calendar days before the day on which the meeting is to be held.
- 3.5 A meeting of Members may be held by means of telephone, electronic, or other communication facility that permits all participants to communicate adequately with each other during the meeting, ~~if the Association makes available such a communication facility.~~
- 3.6 Any delegate entitled to vote on behalf of a Voting Member at a meeting of Members may participate in the meeting by means of telephone, an electronic, or other communication facility that permits all participants to communicate adequately with each other during the meeting, ~~if the Association makes available such a communication facility.~~ A person so participating in a meeting is deemed to be present at the meeting.
- 3.7 Delegates, individuals registered with the Association through Members, the Directors and the auditor of the Association, and such other persons required under any provision of the Act or the By-Laws of the Association are entitled to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by ordinary resolution of the Members.

3.8 Any Member who wishes to have new business placed on the agenda of a meeting will give written notice to the Association at least 10 calendar days prior to the meeting date or upon the sole discretion of the President or designate.

3.9 Quorum at a General Meeting will be 50% plus one of the eligible delegates.

3.10 Voting Members will have the following voting rights at all meetings of Members:

3.10.1 Each Soccer Region has two votes represented by two delegates in addition to the votes and membership delegates determined by the total number of registered players in the Region as prescribed in the table below,

3.10.2 League Members, if not in the geographic limits of a Soccer Region, have votes and membership delegates as determined by the total number as registered players as prescribed in the table below, and

3.10.3 A delegate or alternate may only carry and exercise one vote on behalf of a Voting Member.

<u>Registered Players</u>	<u>Votes</u>	<u>Delegates</u>
Less than 1,000	5 Votes	Represented by 5 delegates
1,001 to 3,000	Plus 5 votes	Represented by 5 additional delegates
3,001 to 5,000	Plus 5 votes	Represented by 5 additional delegates
5,001 to 7,000	Plus 5 votes	Represented by 5 additional delegates
7,001 to 9,000	Plus 5 votes	Represented by 5 additional delegates
9,000+	Plus 2 votes	Represented by 2 additional delegates

3.11 Delegates must be 18 years of age and older as of the date of the meeting at which they will be a delegate.

3.12 Voting Members will advise the Association in writing from time to time but not less than 14 calendar days prior to any meeting of Members, unless determined otherwise by the Board, who are the Delegate(s) to exercise a vote on behalf of the Voting Member. The notice must

be signed by an officer of the Member registered with the Association as a signing officers on behalf and must contain:

3.12.1 the names and addresses of the Delegate(s), and

3.12.2 a certification by one of its officers in the form attached hereto as Schedule A that the Voting Member has complied with its delegate appointment process in its selection of delegates for the particular meeting.

3.13 Failure to provide the delegate notice and certification will invalidate the Voting Member's entitlement to vote at the corresponding meeting of Members for which such notice and declaration is required.

3.14 The Board may appoint one or more scrutineer(s) to ensure that votes are properly cast and counted. A delegate may object to the appointment of one or more of the scrutineer(s) on stated grounds and the Chair shall rule on the objection and may disqualify the applicable scrutineer(s) in which case the Delegates shall select a replacement scrutineer(s) from individuals present at the meeting.

3.15 Votes will be determined by a show of hands, by poll, or a secret ballot if requested by at least 10% of the Delegates present at the meeting.

3.16 Except as otherwise provided in the Act or these By-Laws, an ordinary resolution of eligible delegates will decide each issue.

~~3.16~~3.17 The President, or the person they designate, will chair meetings of Members.

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ARTICLE 4: GOVERNANCE

4.1 The Board will be composed of a maximum nine directors, one of whom is the President of the Association but not less than three of the directors shall be of opposite gender to the other six directors. This gender requirement shall be achieved through the process identified in Article 4.11.3.

4.2 Except as otherwise provided in the Act or these By-Laws, the Board has the powers of the Association and may delegate any of its powers, duties and functions. The Board shall be

vested with the charge and control of Association and of its affairs, funds, and properties.
The Board may:

- 4.2.1 Make rules, regulations, policies, and procedures, as well as manage the affairs of the Association in accordance with the Act and these By-Laws,
 - 4.2.2 Make policies and procedures relating to discipline of Members, and will have the authority to discipline Members in accordance with such policies and procedures,
 - 4.2.3 Make policies and procedures relating to management of disputes within the Association and all disputes will be dealt with in accordance with such policies and procedures,
 - 4.2.4 Employ or engage under contract such persons as it deems necessary to carry out the work of the Association,
 - 4.2.5 Determine registration procedures and membership fees, dues, assessments, charges, and other registration requirements,
 - 4.2.6 Borrow money upon the credit of the Association as it deems necessary in accordance with these By-Laws, and
 - 4.2.7 Perform any other duties from time to time as may be in the best interests of the Association.
- 4.3 The election of the President and other directors shall be the last agenda item before the conclusion of the Annual General Meeting. The elected directors take office immediately following the end of the Annual General Meeting.
- 4.4 The President shall be elected by the Members to office separately by secret ballot at the Annual General Meeting. The President shall require a majority (50% + one) of the votes cast to be declared elected. If no candidate receives a majority on any ballot, the candidate who obtains the lowest number of votes is eliminated from subsequent ballots until one candidate receives a majority.

4.5 Directors will serve terms of three years and may serve three consecutive terms unless they resign, are removed from, or vacate their office. Directors are ineligible for reelection for two years after the end of their third consecutive term.

4.6 Any individual may stand for election as president or director who;

4.6.1 is 18 years of age or older,

4.6.2 has the power under law to contract, ~~and~~

~~4.6.3~~ has not been declared legally incompetent by a court in Canada or in another country, and who does not have the status of bankrupt, ~~-~~

~~4.6.4~~ is not a member of a Judicial Body of Canada Soccer or of MSA or who has decision-making authority within the judicial processes of MSA, and

~~4.6.3~~ ~~4.6.5~~ is not a consultant or contractor for MSA or any of its Members, or any organization where a conflict of interest may exist.

4.7 Any person who is an employee, director, officer, or member of the Board of a Voting Member, if elected, must resign that existing position within 45 calendar days of their election.

4.8 All candidates must give approval in writing in order to have their name stand for election. A candidate may stand for election as president, director, or both. The candidate elected president will not be eligible to be elected to another director position. All candidates must indicate their willingness and ability to meet obligations of office and must provide a brief biographical description of themselves.

4.9 Any board member elected to the position of president shall be deemed to have resigned their position as director upon being elected president. The vacant director position will be filled as per Article 4.14.

4.10 The Nominations Committee shall provide the list of candidates for election as directors including when applicable, the position of president. Subject to Article 4.8, the list of candidates provided may include the individuals currently on the Board. The list of

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candidates shall be submitted in writing to the Members by electronic means no less than 30 calendar days before the date of the Annual General Meeting in which the election is to be held.

4.11 Directors will be elected at Annual General Meetings as follows:

4.11.1 Directors will be elected by secret ballot.

4.11.2 In the case where there is only one candidate for a position, a secret ballot must still be taken. The candidate must receive a majority (50% + one) of the votes cast to be declared elected. If the candidate does not receive the required majority, the position will be vacant and may be filled according Article 4.14.

4.11.3 In any election of directors, the candidates receiving the greatest number of votes shall be elected, except in the case where the three candidates receiving the greatest number of votes are of the same gender, then the third position will be filled by the person of the opposite gender who received the greatest number of votes.

4.11.4 In the case where candidates receive the same number of votes for the last position(s), there will be a run-off vote between the tied candidates. The candidate receiving the most votes is elected.

4.11.5 In the case where all candidates for Director are of the same gender, the two candidates receiving the greatest number of votes shall be elected. The third position will remain open until such time as the Board recruits and appoints a suitable candidate to fill the vacancy.

4.11.6 In the case where there are fewer than three candidates for Director, the open positions will remain open until such time as the Board recruits and appoints a suitable candidate(s) (following the gender requirement of Article 4.11.3) to ensure a nine-person Board.

4.12 A director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the resignation is accepted by the Board. Where a director who is subject to a disciplinary

investigation or action of the Association resigns, that director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

- 4.13 A director may be removed by ordinary resolution of the Voting Members at a Special Meeting. The Director, the Board, the auditor, and the Voting Members must be given notice, which shall state the purpose of the meeting and the text of any resolution to be submitted at the meeting. The Director in question is entitled to submit to the Members, via the Association, a written statement giving the reasons why the Director opposes any proposed action or resolution, and must be given the opportunity to be heard at the meeting in accordance with the principles of Natural Justice. If the Director is removed and holds a position as an officer, the Director will automatically and simultaneously be removed from his or her position as an officer.
- 4.14 The Board may appoint an individual to fill a vacancy on the Board. A director appointed to fill a vacancy holds office for the unexpired term of his or her predecessor.
- 4.15 The Board will meet at any time and place as determined by the Board or the President.
- 4.16 Written notice of board meetings will be given to all directors at least 48 hours prior to the scheduled meeting, except where a director or directors waive their right to notice.
- 4.17 At any meeting of the Board, quorum is a majority of Directors.
- 4.18 ~~The President, or the person they designate, will chair board meetings. The Chair of a Directors' meeting will be the President. If the President is absent from the meeting, the President will appoint another director to preside over the meeting.~~
- 4.19 Each Director, including the President, is entitled to one vote. Voting will be by a show of hands or a secret ballot if requested by any director. Resolutions will be passed upon a majority of the votes being in favour of the resolution. In the event of a tie, the President is entitled to a second vote to decide the issue.
- 4.20 There is no absentee or proxy voting by directors, except that a director who is participating by teleconference or other electronic means may vote by that means.

4.21 Meetings of the Board will be closed to Members and the public except by invitation of the Board.

4.22 Directors may attend board meetings by teleconference or other electronic means.

4.23 If all directors agree to and sign a resolution, it will be as valid as one passed at a meeting. The resolution shall be dated as of the date of the last signature.

4.24 The Board may create offices of the Association, in addition to that of president. It may appoint officers to, and remove officers from, any office. All officers shall have such powers and duties as specified by the Board. A director may be appointed to any office of the Association. Two or more offices may be held by the same person.

4.25 The President is a director who, when present, presides at all meetings of the Board and of the Members. The President shall have such other duties and powers as the Board may specify.

4.26 The standing committees of the Board assist the Board in carrying out its role and are:

4.27.1 The Audit and Finance Committee,

4.27.2 The Nominations Committee, and

4.27.3 The Governance Committee.

The Board may appoint such other committees as it deems necessary for managing the affairs of the Association.

4.27 The Chair of each committee shall be appointed by the Board.

4.28 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.

4.29 The Board may remove any member of any committee.

4.30 A quorum for any committee will be the majority of its voting members.

4.31 The Board will approve the terms of reference for all committees. The Board may delegate any of its powers, duties, or functions to any committee.

4.32 The President will be an ex-officio member of all committees of the Association.

4.33 The judicial committees of the Association are:

4.33.1 The Discipline Committee,

4.33.2 The Appeal Committee, and

4.33.3 The Conduct & Ethics Committee.

The responsibilities and functions of these committees shall be as stipulated in the Rules & Regulations.

4.34 The Discipline Committee, Appeal Committee, as well as the Conduct & Ethics Committee shall consist of a chair, deputy chair, and other members. The chair, deputy chair, and members are appointed by the Board. The Board may delegate the authority to appoint members of the committee to the chair of the committee.

ARTICLE 5: FINANCE AND MANAGEMENT

5.1 The fiscal year of the Association will be April 1st to March 31st, or such other period as the Board may from time to time determine.

5.2 The revenue and expenses of the Association shall be managed so that they balance over the financial period or as directed by the Board from time to time. Such management may accrue a financial reserve as determined by the Board from time to time.

5.3 The banking business of the Association will be conducted at such financial institution as designated by the Board.

- 5.4 All cheques will be made out to the Association and all securities, monies, and cheques of the Association will be deposited for safekeeping in one of the Association's bank accounts.
- 5.5 All written agreements and financial transactions entered into in the name of the Association will be signed by any two of: the President, Secretary, Treasurer, Executive Director, or Finance Manager. The Board may authorize other persons to sign on behalf of the Association.
- 5.6 The Board will produce an annual budget proposal for each fiscal year.
- 5.7 At each Annual General Meeting, the Members will appoint, by ordinary resolution, an auditor to audit the books, accounts, and records of the Association in accordance with the Act. The auditor will hold office until the next Annual General Meeting. The auditor will not be an employee or a director of the Association and will have remuneration fixed by the Directors.
- 5.8 The necessary books and records of the Association required by these By-Laws or by applicable law will be necessarily and properly kept. Minutes of meetings of the Board and records of the Association will not be available to the general membership of the Association but will be available to the Directors, each of whom will receive a copy of such minutes. All other books and records will be available for viewing at the registered office of the Association in accordance with the Act.
- 5.9 The Association may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.
- 5.10 The Association may borrow funds upon such terms and conditions as the Board may determine.

ARTICLE 6: AMENDMENTS

- 6.1 The Rules & Regulations and the policies and procedures of the Association may be amended by the Board.

- 6.2 Any director or Voting Member of the Association, in good standing, may propose an amendment to the By-Laws of the Association. This proposal must be submitted in writing to the Board at least 45 calendar days prior to the meeting of the Members at which it is to be considered, and delivered to the Members at least 30 calendar days before the meeting. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. No amendment to the By-Laws of the Association shall be accepted from the floor at any meeting. These By-Laws may only be amended, revised, repealed, or added to by an affirmative special resolution vote of the Delegates present at a meeting duly called to amend, revise or repeal these By-Laws. Upon affirmative vote, any amendments, revisions, addition or deletions will be effective immediately following the conclusion of the meeting.
- 6.3 In these By-Laws, written notice will mean notice which is hand-delivered or provided by mail, fax, electronic mail, or courier to the address of record of the Association, Director or Member, as the case may be.
- 6.4 Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or e-mailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five calendar days after the date the mail is post-marked.
- 6.5 The accidental omission to give notice of a meeting of the Board or the Members, the failure of any director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the meeting.
- 6.6 Upon dissolution of the Association and after payment of all debts and liabilities, its remaining property will be distributed, in accordance with the provisions of the Act, to organizations with similar objectives as the Association.
- 6.7 The Association will indemnify and hold harmless out of the funds of the Association each director and officer, their heirs, executors and administrators from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a director or officer.
- 6.8 Notwithstanding Article 6.7, the Association will not indemnify a director or officer or any other person for illegal acts, acts of fraud, dishonesty, or bad faith.

6.9 The Association may maintain in force such directors and officers liability insurance as may be approved by the Board.

These By-Laws are ratified by a special resolution of the Members present and entitled to vote at a meeting of the Members duly called and held on November ~~45th~~, 202~~32~~. In ratifying these By-Laws, the Members repeal all prior By-Laws of the Association. Such repeal does not impair the validity of any action done pursuant to the repealed By-Laws.

Schedule A to the By-Laws of the
Manitoba Soccer Association
("MSA")

Certification under Article 3.12.2 of Compliance with Voting Member Delegate Selection Process

I, _____, am the _____, of
(name) (office)

(name of Member)

a member of the Manitoba Soccer Association, (the "Member")

hereby certify to the MSA that the Voting Member has complied with its delegate appointment process in its selection of Delegates for the MSA Members meeting to be held on _____, 20____
(month/date)

Dated at _____ in Manitoba, on _____, 20____
(place) (month/date)

(officer's signature)