

**Strathcona  
County  
Minor  
Football  
Association  
(SCMFA)**

**By-Laws**

# Strathcona County Minor Football Association

## PREAMBLE

FOR THE PURPOSE of providing the youth of Strathcona County and the County of Strathcona with the ways and means to play the game of Canadian Football at the minor level, the **STRATHCONA COUNTY MINOR FOOTBALL ASSOCIATION** has been duly organized; having as its main goal the fostering of the qualities of fair play, sportsmanship, teamwork, and friendly competition on the gridiron in our youth.

FULLY REALIZING THE pressures and demands upon the youth of our community, we therefore recognize it to be our solemn duty and responsibility to ensure that we, as the mentors of these young people, impart upon them through both our words and our deeds the highest standards of ideals, ethics, and morals.

IT IS, THEREFORE, with the above statements and objectives in mind that we hereby commit ourselves, to the fullest extent of our abilities, to the honourable concepts, guidelines, and operating principles set forth in this solemn Document; and so we adopt as our cardinal operating principle and as our motto:

**“TEAMWORK, SPORTSMANSHIP AND FAIR PLAY”**

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**By-Laws of the  
Strathcona County Minor Football Association**

**Article I -- General Provisions**

**Section 1: Name**

The name of the Association shall be the **Strathcona County Minor Football Association, also referred to as SCMFA.**

The Society does not use or keep a Society Seal.

**Section 2: Definitions**

- a) The word "Association" shall mean the Strathcona County Minor Football Association.
- b) The initials "SCMFA" shall mean the Strathcona County Minor Football Association.
- c) The initials "CDMFA" shall mean the Capital District Minor Football Association.
- d) The words "Board of Directors" shall mean the executive of the SCMFA.
- e) The word "Executive" shall mean those positions as identified in Part II Policies & Procedures **Section I Subsection A -- General Administration 1. Executive Positions**
- f) The word "family" shall mean one parent who is the legal guardian of one or more players participating in the SCMFA 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 SCMFA program.
- g) The word "football" shall mean the game of Canadian football, played under the rules of Football Alberta as modified by the CDMFA.
- h) The word "By-laws" shall mean the rules, regulations, guidelines and objectives as set forth in this document.
- i) The word "member" shall mean a member of the Association as defined within these By-Laws.
- j) The word "policy" shall mean an objective that the Association is resolved to carry out to the maximum of its ability.
- k) The third person masculine gender, when used throughout this document, shall be understood to mean the third person masculine or feminine genders.

## **Article II -- Participation**

### **Section 1: Eligibility**

- a) Any child, who has reached the age of 8 years as of December 31<sup>st</sup> of the year of registration, shall be deemed eligible.
- b) Any child who has reached the age of 8 years, but not more than 10 years, as of December 31<sup>st</sup> of the year of registration, shall be classified as an "Atom" player and will play in the Atom Division.
- c) Any child who has reached the age of 11 years, but not more than 12 years, as of December 31<sup>st</sup> of the year of registration, shall be classified as a "PeeWee" player and will play in the PeeWee Division.

### **Section 2: Fees**

- a) Fees shall be levied upon each player as a condition of participation.
- b) The fee structure for the Atom and PeeWee 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 his team's practices or games until such time as the fees are paid in full, and including any penalties levied.
- 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) Should a family request assistance with fees it is the at the Registrar's discretion that funding (partial or full) be made available to them.
- f) No child shall be turned away from SCMFA due to an inability to fund their participation.

## **Article III -- Organizational Structure**

### **Section 1: General**

- a) The Executive, or Board of Directors, shall be the governing body of the Association.
- b) The President, Vice-President, Secretary, Treasurer, and Equipment Director, shall fulfill the function of an Executive Committee to administer the affairs of the Association in accordance with and for the furtherance of SCMFA policies, subject to the approval of the Executive. The minimum balance of the Executive positions shall be set by the Executive Committee annually.
- c) The members of the Executive 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, an election by secret ballot will decide which candidate is awarded the position.
- d) Executive positions shall be for a term of not less than one year.
- e) The Equipment Director and the Treasurer shall preferably serve a term of two years, with a right to accept a third year. This is due to the specific requirements of these positions, i.e. ensuring an orderly season-to-season transition of equipment inventory and ensuring the orderly financial and fiscal health of the Association from year to year.
- f) The term of office for members of the Executive shall be from December 1<sup>st</sup> to November 30<sup>th</sup>.
- g) Where, due to unforeseen circumstances, a member of the Executive must be replaced at some point after the Annual General Meeting, the other members of the Executive, with the approval of the President, may appoint a person to this position by consensus.
- h) Any member of the Executive may resign for any reason at any time by submitting his written resignation to the President or to the Vice-President.
- i) No person shall occupy more than one position on the Executive.
- j) New executive positions may be created by either of the following two methods:
  1. By a vote of a two-thirds majority at any executive meeting.
  2. By a simple majority of those present and eligible to vote at the Annual General Meeting.
- k) An executive position that has become redundant may be either eliminated or consolidated with another executive position by either of the following two methods:

1. By a vote of a two-thirds majority at any executive meeting.
  2. By a simple majority of those present and eligible to vote at the Annual General Meeting.
- l) An executive position that is eliminated or consolidated with another executive position as in Paragraph (j) or (k) above may only be eliminated or consolidated if it is vacant.
- m) Unless authorized at any meeting and after notice of the same shall have been given, no officer or member of the association shall receive any remuneration for his/her services.

**Section 2: Meetings of the Society**

Except as provided for in this document, all Meetings of the Strathcona County Minor Football Association are governed by *Roberts Rules of Order*.

The President chairs every Meeting of the Society. In absence of the President, the Vice President will act as Chair for the meeting.

If neither the President nor Vice President is present within one half (1/2) hour after the start time set for the meeting, the Members present may choose one (1) of the other Members to Chair.

The President may adjourn any meeting with the consent of those Members present.

- a. The Annual General Meeting: shall be held once per season, on or before November 30<sup>th</sup> of the current year. This meeting shall take place in Strathcona County and is open to the public. All parents having children who participated in the season or are contemplating participation in the upcoming season will be actively encouraged to attend. Additional guests may be invited at the Board's discretion, where warranted. The Board sets the place, day and time of the meeting.
- a.1) Notice - The Secretary mails, emails, or delivers a notice to each Member at least 21-days before the Annual General Meeting. The notice is also posted on the Association website. This Notice states the place, date and time of the Annual General Meeting and any business requiring a Special resolution.
- a.2) Nominations for Executive positions shall be submitted to the Secretary at least fifteen (15) days prior to the date of the Annual General Meeting. Nominations from the floor may be accepted.
- a.3) Proxy votes are allowed when electing members of the Executive.
- a.4) Agenda - 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. The Annual General Meeting deals with the following matters:
- i. Adopting the Agenda
  - ii. Adopting the minutes of the last Annual General Meeting
  - iii. Considering matters specified in the meeting Notice
  - iv. Considering the President's Report
  - v. Reviewing the Financial Statements setting out the Society's income, disbursements, assets,, liabilities and the Auditor's Report.
  - vi. Appointing the Auditors
  - vii. New and returning members of the Executive shall be elected by the members of the Association at the Annual General Meeting. The President shall be elected from within the current serving Executive at the Annual General Meeting, and shall be elected by that Executive, if no one from the current Executive is willing to accept the role of President, then nominations from the membership at large will be accepted.
  - viii. Other specific motions that any Member has given notice of before the meeting is called to order. Only members in good standing who have players who are returning shall vote at the Annual General Meeting.
- a.5) Only members in good standing may run for office at the Annual General Meeting.
- a.6) 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 he signs in.
- a.7) Voting privileges at the Annual General Meeting shall be allocated in the following manner:

- One vote per player shall be allowed, regardless of the number of parents attending the meeting.
  - A minimum number of members from each team in the Association must be present at the Annual General Meeting for voting purposes (quorum). The minimum number of members from each team will be set by the Executive annually. To ensure this happens, a performance bond will be levied against each team to be chased if they do not fulfill the minimum number of representatives.
  - Votes at the Annual General Meeting can be by secret ballot.
- a.8) Persons attending who are not eligible to vote at the Annual General Meeting shall be seated in the areas provided for guests.
- b. Special Meetings: Special meetings can be called by the President, his designate, or the Vice-President, at his discretion, should he feel that a given situation warrants this.
- i. The request must state the reason for the Special Meeting and the motion(s) intended to be submitted at such Special meeting; or
  - ii. Notice – The Secretary emails, mails or delivers a notice to each Member at least 21 days before the Special General meeting: Only the matters set out in the notice for the Special General meeting are considered at the Special general meeting.
  - iii. Procedure at Special General meeting: Any Special General Meeting has the same method of voting and the same quorum requirements as at the Annual General meeting.
- c. Board of Directors Meetings
- i. Notice – The SCMFA Board of Directors typically meets the third Sunday of each month with the exception of July and December. The Secretary mails, emails, or delivers a notice to each Board Member a minimum of 5 days before the regular Board Meeting. The notice will include the Agenda and Minutes from the previous Board Meeting. This Notice states the place, date and time of the Meeting. A Director may waive formal notice of a meeting.
  - ii. Executive meetings are restricted to members of the Executive, and are not open to the general public; however the President, or his designate, may at his discretion invite any person to the meeting if it is in the best interests of the Association.
  - iii. A quorum is required before any vote may be taken at an Executive meeting. This quorum is set as 50% + 1 members of the Executive, not including the President or his designate. Should a quorum not be in attendance, a meeting may take place; however no votes may be taken.
  - iv. Each member of the Executive shall have one vote, except for the President who shall have none. The President shall however have the power to vote in the event of a tie, whereupon his vote shall break the tie.
  - v. Except where otherwise provided for in these By-laws, all votes shall be decided by a simple majority.

### **Section 3- Finance**

- a) The registered office of the Society is Sherwood Park, Alberta
- a) The fiscal year end for the Society is December 31 of each year.
- b) There must be an audit of the books, accounts and financial records of the Society
- c) Signing officers of the Society are: President, Vice President, Secretary and Treasurer.
- d) Two authorized signatures are required on all cheques written on Society accounts.
- e) The Society may borrow or raise funds to meet its objectives and operations. The Board of Directions is sanctioned to decide the amounts and manners in which funds will be raised, including giving or granting security. This action taken shall only be exercised under the authority of the Association through a “Special Resolution”.
- f) The Society may issue debentures to borrow only by resolution of the Board confirmed by a Special Resolution of the Society.

### **Section 4 – Inspection of Books and Records of the Society**

- a) The Secretary keeps the Minute Book and records minutes of all meetings of the Members and Board.
- b) The Board keeps and files all necessary books or records of the Society as required by the Bylaws, the Societies Act, or any other statute or laws that pertain.
- c) A Member wishing to inspect the books or records of the Society must give reasonable notice to the President or the Secretary of their intent.
- d) Such inspection will take place at a location and time that is during normal business hours.
- e) All financial records of the Society are open for such inspection by the Members, during normal business hours and with reasonable notice.
- f) Other records of the Society are also open for inspection, given reasonable notice, except for records that the Board designates as confidential.

#### **Section 5: Responsibilities and Functions of the Executive - General**

- a) All Executive 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 Executive members are expected to cooperate fully with the President.
- b) The purpose of the Executive is to represent the parents in making and in executing the decisions and in conducting the affairs of the Association. By volunteering, an Executive member is eligible for subsidized player registration fee and team preference.
- c) It is recognized that members of the Executive are parents who have duties towards their children. However, when a member of the Executive is acting in his capacity, the interests of the Association shall be first and foremost in his mind, and in all cases shall take precedence over any consideration for his child.
- d) In conducting business the preferred method is issue resolution rather than conflict, defense of position or shift of responsibility, all driven by good will. The Association recognizes an implicit code of ethics in the conduct of its members while representing the Association, and expects good sportsmanship to be the conduct demonstrated by the Executive while in their meetings, attending events or at the playing field, and in their relationships with others.
- e) The primary responsibility of an area is with the Executive member in charge of that area. All issues regarding a particular area must be first forwarded to the Executive member in charge of that area.
- f) All Executive members are expected to attend regular Executive meetings in order to conduct the business of the Association. Without this attendance the Executive cannot be effective. Some key members of the Executive have more effect on the business of the Association and should be present at all meetings wherever possible. The President may request at his discretion from a member of the Executive to attend or to submit a written report. The President may request at his discretion the resignation of a non-attending member of the Executive. This request shall be submitted as a motion at a regular meeting. Such a motion shall not be considered unless at least two consecutive meetings have not been attended by the Executive 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.
- g) Should a vote taken in Paragraph (f) above be passed, the Executive Member in question shall be notified of his rights under **Article IV - Section 3** of this Document.

#### **Section 6: Duties of the President**

The President shall:

- a) Chair the Executive Committee.
- 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 members have read, understand, and agree upon their job descriptions, duties, and responsibilities as herein contained.
- d) Represent Association policy and direction to the Executive.
- e) Delegate responsibility at his 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.
- k) Ensure that all members of the Executive follow Association by-laws and observe ethical and moral conduct.
- l) Chair regular meetings of the Executive and the Annual General Meeting.
- m) Ensure that actions resulting from motions are assigned, executed and reported to the Executive in a timely manner.
- n) Receive reports from all Executive members in their areas of responsibility.
- o) Be a member of the Player Allocations Committee, unless deemed a conflict of interest by the Executive.

#### **Section 7: Duties of the Vice-President**

The Vice-President shall:

- a) Serve as Vice-Chairman of the Executive Committee.
- b) Assist the President in his duties, and act as the President in his absence.
- c) Work diligently with the President in executing Association policy and directives.
- d) Work with all members of the Executive 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 and activities and monitors their progress.
- g) Report to the President and to the Executive.

#### **Section 8: Duties of the Secretary**

The Secretary shall:

- a) Serve as a member of the Executive Committee.
- b) Have the primary responsibility for administrative support of the Association.
- c) Record and distribute Executive meeting minutes.
- d) Work with the President in preparing meeting agendas.
- e) Receive and file correspondence.
- f) Coordinate meeting facilities, dates, and ensure that all Executive members are aware of meetings in order to ensure their attendance.
- g) Maintain records of Corporate Registries.
- h) Maintain a "Discipline Precedents Log". This confidential log shall contain a detailed record of all cases where disciplinary actions under **Article IV** of this Document have been enacted. The purpose of the "Discipline Precedents Log" shall be to assist in determining appropriate disciplinary actions, based on previous decisions.

#### **Section 9: Duties of the Treasurer**

The Treasurer shall:

- a) Serve as a member of the Executive Committee.
- b) Have the responsibility for managing the financial, accounting, and other monetary affairs of the Association, with the direction and guidance of the Executive.
- c) Provide written summary of balances of all Association accounts at regular Executive meetings and on demand of the President; ensures the General Ledger Binder is available for review at all Executive Meetings.
- d) Administrate all Association bank accounts.
- e) Reconcile bank statements from all Association accounts monthly.
- f) Collect individual budgets and consolidates into the Association budget.
- g) Project revenue (monthly forecast to year-end).
- h) Ensure the books, accounts and records of the Association are audited at least once each year by a duly qualified accountant or by two members of the Society elected for that purpose at the Annual Meeting.

A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the Association.

- i) Sign cheques in conjunction with the other signing officers of the Association.
- j) Recommend a suitable registration fee structure to the Executive.
- k) Collect all monies realized from registration and approve registrations based on the payment of the appropriate fees.
- l) Ensure that all players have paid for the services they receive.
- m) Receive current player lists from the Registrar.
- n) Submit insurance and subsequent updates to insurance as required.
- o) Submit the Associations annual return to Corporate Registries.
- p) Apply for fundraising licenses.
- q) Ensure that monies collected from fundraising activities are spent for the purposes specified in the licenses.
- r) Issue refunds based on Executive directive.
- s) Receive annual assets report from the Equipment Director.
- t) Hold equipment deposit cheques until equipment is returned at the end of the season.
- u) Return equipment deposit cheques as authorized by the Equipment Director.

#### **Section 10: Duties of the Equipment Director**

The Equipment Director shall:

- a) Serve as a member of the Executive Committee.
- b) Have the primary responsibility for managing the player's and on-field equipment of the Association.
- c) Determine the schedule of equipment handout and hand-in with the Coaches Director.
- d) Inspect equipment regularly and recommend repair and/or recertification to the Executive.
- e) Upon approval of repair and/or recertification, conduct the activities related to completion.
- f) Verify that invoiced equipment has been received at the price and condition expected.
- g) Ensure that all equipment suppliers have up-to-date billing information so that equipment is shipped to an address he deems expedient, and is then invoiced to the Association within a reasonable time.
- h) 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.
- i) Propose and represents the equipment budget to the Executive and forwards this budget to the Treasurer upon approval.
- j) Provide a general plan and guidelines for equipment replacement.
- k) Purchase new equipment in accordance with the approved budget.
- l) Ensure that equipment is returned at the end of the season in good condition, and authorize the return of equipment deposit cheques.
- m) Organize and maintain the equipment room.
- n) Record or cause to be recorded all equipment given out or issued, and ensure that all players receiving equipment are registered players with the SCMFA.
- o) Provide an assets report annually to the Treasurer.
- p) Ensure that adequate equipment insurance coverage is in place at all times.

#### **Section 11: Duties of Other Executive Members**

The Association shall maintain a document that clearly delineates the duties and responsibilities of all other members of the Executive. This document shall be maintained by the Secretary as changed, amended, and adapted as necessary by the Executive, as positions on the executive are created, deleted, or consolidated, as provided for in these By-laws. The Executive will sign a Confidentiality Agreement at the beginning of each season and will be bound by this Agreement.

### **Article IV -- Disciplinary Actions**

#### **Section 1: Disciplinary Actions -- General**

- a) The Executive shall appoint a panel of not less than 3 (three) members of the Board of the SCMFA to serve on a Disciplinary Committee if the need arises.

- b) The Executive requires any and all complaints presented through a written submission. When complaints are received the following steps will apply:
- Complaints are reviewed by the Disciplinary Committee.
  - The Disciplinary Committee will ensure Executive members are aware of the complaint received – confidentiality and anonymity will be considered to protect the integrity of information presented until the Disciplinary Committee has reviewed the complaint.
  - Meetings of this Disciplinary Committee shall not take place concurrently with a regularly scheduled meeting of the Executive, 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 review and committee consensus on findings and decision(s).
- c) If the complaint requires interviews, the selected members of 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.
- d) The Disciplinary Committee will report back its findings to the Executive
- e) The Association may take disciplinary actions against any coach, player, member of the Executive, or parent for just cause.
- f) 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.
- g) 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.
- h) In the case of a suspension under Subsection (d) above, the Coach is required to notify the player's parents in writing of the reason for the suspension within two (2) calendar days.
- i) If a coach feels that a more severe penalty than a one-game suspension may be warranted, he may enact this suspension with the concurrence of the Coaching Director.
- j) A coach may request that the Executive 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 within five days of the incident.
- k) A member of the Executive may request that the Executive require a parent to appear before them, where the member of the Executive feels that the parent has demonstrated conduct requiring disciplinary action. This request shall be made in writing, and shall be delivered to the Executive within five days of the incident.
- l) Where, after a parent has been requested to appear before the Executive 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 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.***
- m) Only player suspensions of more than a single game shall be subject to the Appeal process in ***Section 3: Appeals to Suspensions and Expulsions.***
- n) 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.***
- o) Records, reports and/or transcripts resulting from the Board review of disciplinary matters are considered confidential. Findings and outcomes may be communicated however documentation collected in the course of reviewing or investigating the matter is designated as Confidential.

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

- a) Any member of the Executive or any team coach may be expelled or suspended from his position or office 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, unless the President is the person considered for expulsion; in this case the meeting shall be called by the Vice-President. A seventy-five per cent (75%) majority vote of all members of the Executive who are present is required

to suspend or expel a member of the Executive or a coach. The Executive member or coach in question may be present. However, in the case of a member of the Executive, he shall not be permitted to vote.

- c) For the purposes of (b) above, 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 shall be appointed by consensus of the balance of the Executive Committee to take his place.
- d) For the purposes of the majority vote, a quorum of seventy-five per cent (75%) of the members of the Executive must be present in order for the vote to take place.
- e) It is recognized that the expulsion of a member of the Executive or of a coach is a grave matter, and shall be undertaken with only the greatest of consideration and solemnity.

### **Section 3: Appeals to Suspensions and Expulsions**

- a) Except where otherwise provided for in this document, any player, parent, member of the Executive, 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 President 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 President shall convene an Appellate Board of three members of the Association.
- e) The members of the Appellate Board shall consist of one member chosen by the President, one member chosen by the Appellate, and one member mutually agreed to by the President and the Appellate.
- f) The decision of the Appellate Board 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 President shall lift the suspension or expulsion for a further seven days.
- h) In the interests of fairness to all, the President shall in all cases attempt to convene the Appellate Board, and shall attempt to cause the Appellate Board 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 his appeal heard within the minimum reasonable amount of time.

## **Article V -- Membership**

### **Section 1: General**

- a) Any parent or guardian of a player(s) registered to participate in the current football season at the Atom or PeeWee, levels shall automatically become a 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 may apply for and be granted membership in the Association. He shall be assessed a nominal fee of \$1.00 (one dollar) upon acceptance of his registration. The Membership Association Application Form is available online.
- 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.
- d) Upon acceptance of his 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. In the case of a non-voting member as described in (d) above, membership shall cease November 30<sup>th</sup> of the season of participation, unless renewed.
- f) Membership in the Association can be cancelled at any time through written notice to the Executive.

## **Article VI -- Amendment To The By-Laws By Special Resolution**

**Section 1: General**

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

- a) At the Annual General Meeting, by a minimum of 75% (3/4) of the members present at the meeting, or their written proxies, provided that the proposed addition, amendment, or notice of repeal or re-enactment is given to the Executive at least 30 (thirty) days before the Annual General Meeting in writing, and provided that a quorum is present at the Annual General Meeting.
- b) At any Board of Directors Meeting, by a majority vote of all members present, or their written proxies, provided that the proposed addition, amendment, or notice of repeal or re-enactment is given to the Executive at least 30 (thirty) days before the Board of Directors Meeting in writing, and provided that a quorum is present at the Executive Meeting.
- c) In the future the bylaws can only be changed by a special resolution of the members.

**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 and By-Laws, wherever the meaning of a particular section is unclear, effect should be given to the intent of the words.
- c) Where the By-Laws are silent, reference shall be made to *Roberts Rules of Order*.

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 conduct the dissolution vote provided in (a) above, by a mail ballot on the request by 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 in no case take place later than fifteen (15) days from the receipt of the above-mentioned petition or request.
- c) The mail ballot in (b) above shall be secret, with an impartial scrutineer to ensure the integrity of the vote.
- d) A ballot, a stamped envelope, and a ballot envelope shall be mailed to each member of the Association, with the member's name clearly indicated on the outside of the stamped envelope so that the scrutineer may record the member's vote, which shall be referenced to the list of members provided by the Registrar.
- e) The ballot envelope containing the secret ballot will then be placed in a sealed ballot box to be counted in accordance with accepted electoral practices. The scrutineer will ensure the integrity of the ballot box.
- f) The result of the vote will be announced within forty-eight (48) hours of the counting of the ballots.
- g) In the event of dissolution of the Association, all its remaining assets after payment of liabilities, shall be distributed to one or more recognized charitable organizations in Alberta.
- h) In the event of the dissolution of the Association, all remaining gaming funds will be disbursed to another charitable or religious organization; or be transferred in trust to our local municipality until such time as the remaining assets can be transferred from said municipality to a charitable or religious group or purpose as approved by the Board.