

Stony Plain Football Association Bylaws

(Hereafter SPFA represents Stony Plain Football Association)

Membership

1. Membership consists of registered members with a fulfilled registration; each parent will receive one vote as a member of SPFA per registered players. In the case of multi – registration family there will be a maximum of 2 votes.
2. Membership also will consist of Associate members, whom provide support to the SPFA and who have been approved by the current Executive. These Associate members will be granted one vote at any General Meeting.
3. Any member wishing to withdraw may do so upon a notice in writing to the executive through its Secretary. Any member of SPFA may be expelled from SPFA upon majority vote of the executive, due to in a breach as per any policies, as raise through the grievance process.

Elected Executive

1. The elected executive shall consist of the President, Vice – President, Secretary, Bingo/Fundraising Coordinator, Equipment Manager, Facilities Coordinator, General Manager, Volunteer Coordinator, Non-Contact Director, Communications, Field Liaison and Director at Large.
2. The executive shall, subject to the bylaws or policies given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the organization, and meetings of the executive shall be held as often as may be required.
3. A member elected to the executive becomes an executive if they were present at the meeting when being elected and did not refuse the appointment. They shall serve a maximum of 2 year term, which shall expire on November 30th of any calendar year. This may be extended if voted upon and approved at a General meeting. If there are no candidates nominated for a position, a former member of the Executive may be nominated and voted in by acclamation at a General meeting. Head coaches are not eligible to be elected to any position due to a potential conflict of interest situations.
4. Any executive member, upon majority vote of the executive, may be removed from the executive or any cause, which the society may deem reasonable.
5. All elected officers must provide an RCMP criminal record check before assuming duties.
6. Any and all business conducted during Executive meetings is to be treated with the utmost confidentiality and only business decided upon by the Executive to be shared with the membership at large shall be communicated to the membership.

7. No board member can profit directly or indirectly as a result of his or her position on the board. The club may solicit services, but individuals may not use the club to advertise for his or her businesses.
8. All members must be above reproach

President

The president shall be the ex – officio a member of all committees and shall be charged with the general supervision of all the activities of the SPFA. His/her presence is required at the monthly CDFMA meeting and any committee in the interest of SPFA. He/she shall, when present, preside all meetings of the society and the executive. In his/her absence, the Vice – President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside. The President shall have co-signing authority along with the Treasurer and the Vice President. A Head Coach shall not hold the position of President, nor shall the President be on any level team staff/coaching to avoid potential conflicts of interest. The President shall only be allowed to vote in Executive Meetings or Special Meetings to break a tie.

Vice - President

The vice – president shall preside at all the general and special meetings of SPFA and the executive of SPFA in the absence of the president. In the event of the temporary absence or resignation of the president the vice – president shall assume the duties of the president. In the event of another position of the board becoming vacant, and prior to the election of a successor, or as may otherwise be directed by the President and/or Board, the Vice- President shall assume the duties. It is the Vice – President's responsibility to educate new executive members as to the responsibilities of their role on the executive. The Vice president shall have co-signing authority along with the Treasurer and the President.

Secretary

It shall be the duty of the Secretary to attend all meetings of the SPFA and the Executive of the SPFA, and all other committees as requested by the President. He/she shall keep accurate minutes of the same and ensure proper distribution of those minutes in a timely manner. In the case of the absence of the Secretary, the duties shall be delegated by the President. He/she is also in charge of maintaining the SPFA archives, and to bring forward any by law changes appropriate sources.

Treasurer

The treasurer shall receive all moneys collected or otherwise received on behalf of or in the name of SPFA, shall pay all accounts of the Association for properly approved expenses and issue receipts. Cheques are to be cashed in a timely manner to avoid placing our family in finance strain. He/she shall keep proper books of account, receipts and vouchers for the same and shall deposit funds of SPFA in the bank account for the elected term. The Treasurer shall be responsible for the pick-up and delivery of mail, preparation of all correspondence on behalf of the SPFA and the executive of the SPFA, under the direction of the President of the Executive. The Treasurer shall be responsible

for the presentation to the Annual General Meeting of SPFA of an audited statement of the financial affairs of the SPFA for the preceding year. The treasurer shall be responsible for any documents pertaining to Revenue Canada and prepare all reports as required by AGLC by the required deadlines; failure to do so results in the loss of the clubs bingos and casinos and the club will be fined. The Treasurer shall have co-signing authority along with the President and the Vice President.

Bingo/Fundraising Coordinator

The Bingo/Fundraising Coordinator shall coordinate and facilitate the operations of all bingos, casinos and fundraisers for SPFA and be in attendance per the AGLC requirements. Specifically, he/she/they shall keep accurate records of all in attendance to members, and all money received, to turn all money over to the Treasurer with appropriate documentation. Acting on the direction of the Executive, he/she/they will report on the allocation of the Bingo/Casino funds. All monies received shall be turned in to the Treasurer for deposit to the SPFA account. The Bingo/Fundraising Coordinator is required to sit on the Parkland Bingo Board, attend all meetings and vote as a representative of SPFA. A Junior Bingo Coordinator may be appointed to assist the Bingo Coordinator as needed and will be a non-voting position.

Registrar

The Registrar shall be responsible for registering and insuring all players, coaches, teams and executive to appropriate league affiliations. He/she shall submit all full team lists to Football Alberta and Team Managers and must attend a pre – registration meeting at the CDMFA. All monies received shall be turned in to the Treasurer for deposit to the SPFA account. The Registrar shall also keep a record of the members of SPFA along with their addresses. The registrar is responsible for collecting criminal record checks, NCCP numbers, and coaches' certifications to ensure compliance with the CDFMA rules and regulations.

Equipment Manager

The Equipment Manager shall order, organize, catalogue each piece of equipment, and supply equipment to all registered players of SPFA, on the approval of the Executive. He/she maintains equipment and ensures safety certifications as required and shall issue a fitted set of equipment to every inventory-registered player. The Equipment Manager shall maintain a current of all equipment in cooperation with the Team Managers and also keep a copy of all the signed out equipment.

Facilities Coordinator

The Facilities Coordinator shall be responsible for the field/facility management and booking practice and game fields He/she shall be responsible to book meeting rooms for any and all Executive Meetings, Special Meetings and General Meetings. This includes ensuring preparation and take-down of game day fields, washroom facilities and coordination of field/facility upgrades. He/she shall be responsible for booking all facilities and preparing all permits as directed by the President and/or the Executive.

Communications

The Communications Director shall be responsible for all communications, promotion and advertising of the SPFA with direction from the President and/or the Executive within the community and SPFA membership. These duties shall include being a part of select committees, ensuring website is up to date, keeping an active and positive social media profile and assisting other roles in the running of the SPFA.

Volunteer Coordinator

The Volunteer Coordinator shall be responsible for all member volunteer commitments. He/she/they will keep a list of all membership per team, with the amount of commitments needed per team, as well as the running of the concession as directed by the President and/or the Executive. They will keep accurate records of member attendance and to turn all money over to the Treasurer with the appropriate documentation.

General Manager

The General Manager will oversee the daily operations of the club in regards to the Tackle teams with the direction of the President and/or Executive. He/she will be in charge to initiate/schedule the meetings of the Head Coaches, Team staff and Parents as is needed. He/she with the direction of the President and/or Executive will be on select committees, ensure all communication is handled in a timely manner and be the initial contact point for all Head Coaches.

Non-Contact Director

The Non-Contact Director will oversee the daily operations of the club in regards to the Flag League with the direction of the President and/or Executive. He/she will be in charge of coordinating all teams, ensure proper communication is being given and handling all Flag team related matters.

Field Liaison

The Field Liaison will oversee and assign staff to every team, tackle and flag. Will work with direction from the President and/or the Executive in the daily running of each team. Will attend all meetings with Managers/Staff and ensure timely communication is being handled in all matters. The Field liaison will be the initial contact point for all Managers and staff.

Director at Large

The Director at Large will keep accurate and up to date Executive Descriptions, RPP's and ensuring the SPFA Bylaws/RPP's are being followed. He/she will suggest any necessary changes to the Executive in regards to Bylaws and RPP's. He/she will monitor all complaints/grievances and ensure all matters being handled in regards to RPP's, Code of Conduct. The Director at Large will be the initial contact point for all Members in regards to complaints.

Auditing

The books and records of the SPFA's General Account and Bingo/Casino Accounts shall be audited once each year by two members of SPFA, elected for that purpose at the Annual General Meeting. November 30th shall be the end of the fiscal year. The books and records may be inspected by any member of SPFA, at the Annual General Meeting provided for herein, or at any time upon giving reasonable notice and arranging a time satisfactory to the President and/or Treasurer. Each registered member of the SPFA shall at all reasonable times have access to such books and records.

Meetings

The Annual General Meeting of SPFA shall be on or before November 30th of each year. Any items for New Business at an AGM must be sent to the Secretary a minimum of 5 business days in advance of the AGM to be put on the Agenda. General and Special Meetings may be called at any time by the President. A Special Meeting may be called upon receipt by the Secretary of SPFA of a written request signed by 10 registered members of SPFA, with regard to a team concern for consideration. At least 14 day notice of every General Meeting shall be given. A quorum for a General Meeting shall consist of at least 20% of the voting members. A quorum for a Special Meeting shall consist of at least 13 voting members. At least 3 day notice of every Special meeting shall be given. All General Meetings, including the Annual General Meeting shall be open to the public, but only members in good standing of SPFA shall be entitled to vote. All Executive Meetings shall be open to the registered members who must give 14 days' notice to their Manager prior to attendance at an Executive meeting. All meetings shall be convened promptly at the appointed time or with fifteen (15) minutes of that time. In the event that a quorum is not present, the Annual General Meeting shall be adjusted to the first Tuesday of the following month. Special Meetings or Executive Meetings that don't have a quorum shall be rescheduled at the earliest agreed convenience of the attendees.

Voting

Voting at Annual General Meetings, Special Meetings and Executive Meetings shall be done by way of show of hands. E-Voting will take place at times when the Executive deems it necessary. Any member who has not withdrawn from membership nor has been suspended or expelled shall have the right to vote at an annual general meeting. Quorum for Executive Meetings is 50% of the executive members, plus 1 if number is even.

Grievances

Shall be dealt with by the appointed grievance committee in accordance to the SPFA policies and procedures.

Amendments to the Bylaws

Subject to the compliance with the requirements of the Societies Act, the bylaws may be altered, added or rescinded by way of a special resolution. Or they may be rescinded, altered, or added to upon review by the Executive. Upon Executive review and approval, they shall be presented to the membership for approval at a General Meeting and then registered with the local registries office.

Confidentiality of Information

All information gathered through the course of regular activities shall be considered and kept confidential. All past Board members and new Board members are required to keep this information confidential. As such it is understood that complete information must be passed from outgoing Board members to new Board members and shall not be destroyed for no less than 7 years in accordance with standard business practice.

DATED is _____ day of _____, 2018

Signature	Printed Name	Complete Mailing Address
X _____ President	_____	_____
X _____ Vice – President	_____	_____
X _____ Secretary	_____	_____
X _____ Treasurer	_____	_____

Witness	Printed Name	Complete Mailing Address
X _____	_____	_____
X _____	_____	_____
X _____	_____	_____