

**BYLAWS OF THE
SOUTHERN ALBERTA
MINOR FOOTBALL
ASSOCIATION**

1.0 NAME

The name of the Association shall be "Southern Alberta Minor Football Association", hereinafter referred to as S.A.M.F.A. or the Association.

2.0 PURPOSE AND OBJECTIVES

The purpose and objectives of the S.A.M.F.A. shall be to develop, promote, coordinate, regulate and foster the growth, sportsmanship, fellowship and the game of Canadian Amateur Football in Southern Alberta.

3.0 MEMBERSHIP

3.1 Any person residing in the area south of Calgary in the province of Alberta shall be eligible for membership in the Association. Members must have attained the age of eighteen years. All Head Coaches and parents or guardian of players who have been registered for play during the season and team is in good standing. If all fees and assessments are paid by the third week of September of the calendar year, are considered members of the Association.

3.2 Individual Members shall only be allowed to vote if they have been elected as an Executive Member or as a Director at large. Individual members shall be entitled to one vote.

3.3 Each member team in the S.A.M.F.A. is allowed one vote at meetings.

3.4 Voting by proxy will not be allowed.

3.5 Individual members shall be entitled to vote for Executive members, vote on bylaws, vote on borrowing money, or make changes to bylaws, sit on advisory committees, organize a booster club and be elected to the Executive. This is based on the paragraph 3.2 above.

3.6 Any member at any time may resign their membership by notice in writing to the Executive.

3.7 Any member may be suspended or expelled from the Association for failure to comply with the Associations bylaws and rules and regulations, for misconduct or for any other cause which, in the opinion of the Executive, is not in the best interest of the Association. Any such suspension or expulsion shall be by a 2/3 vote of the Executive. Any appeal of a suspension must be addressed in writing to the Executive within 30 days of the suspension and may be revoked by a similar 2/3 vote of the Executive.

4.0 GENERAL MEETING

4.1 The Association shall hold an Annual General Meeting before the 15th day in February in each year. Notice shall be given verbally or in writing to all Executive members and coaches. Public notice shall also be given by notifying the membership. At this meeting there shall be elected by a majority vote of the members in good standing, positions in the Executive as required based on Paragraphs 5.0 to 5.10.

4.2 The Executive shall have the power to fill any vacancy occurring between annual meetings. This appointment shall be ratified at the next general meeting. The person so appointed shall hold office until the next annual general meeting. The Executive may appoint committees and define the duties thereof.

4.3 A General Meeting of the Association may be called at any time by the Secretary upon instruction of the President or the Executive. A notice of such meeting shall be given verbally or in writing to all current members and coaches eight days prior to the date of the meeting.

4.4 Any member in good standing shall have the right to vote at any General Meeting of the Association based on the voting privileges as outlined in Section 3.0. In the event of a tie, the presiding officer will cast a deciding ballot. Seven members in good standing shall constitute a quorum at any General Meeting.

5.0 EXECUTIVE

The Executive is responsible for the daily affairs of the Association. Meetings of the Executive shall be held as often as the business of the Association requires and shall be called by the President.

A special meeting of the Executive shall be called upon the request of any three members. The request must be in writing stating the purpose of the meeting and must be submitted to the President.

Four members shall constitute a quorum at an Executive meeting. The presiding officer shall have an additional vote in the event of a tie. An elected member of the Executive missing three consecutive meetings without reasonable cause will be automatically suspended from the Executive pending a review from the Executive. The following process will be followed in notifying the Executive member: phone call, followed by a letter requesting that an explanation be presented to the Executive prior to the review.

The following will be considered the Executive of the Association from article 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7 and 5.9

5.1 PRESIDENT (Minimum 2 year term – election in odd years)

The president shall, when present, preside at all meetings of the Association and of the Executive. He shall sign the minutes of all such meetings upon their adoption and shall be an ex-officio member of all committees. The president or his designate shall also act in a liaison capacity between S.A.M.F.A. and Football Alberta.

5.2 VICE-PRESIDENT (Minimum 2 year term – election in even years)

The Vice-President shall perform the duties of the President in the latter's absence and any other duties as assigned by the President.

5.3 PAST PRESIDENT

The Past President shall be responsible for forming a nomination committee and conducting the annual election. Past President will chair the constitution committee and shall perform other duties as assigned by the president.

5.4 SECRETARY (Minimum 2 year term – election in even years)

The Secretary shall attend all S.A.M.F.A. meetings and commit to writing the "minutes" of each meeting. The Secretary shall also be responsible for maintaining and updating the records of meeting agenda's and their minutes. The Secretary shall maintain an updated contact list representing team contacts and members of the Executive. The Secretary shall distribute any document of record requested by a present member or as directed by the President.

5.5 TREASURER (Minimum 2 year term – election in odd years)

The Treasurer shall be responsible for the maintenance of all records related to the finances of S.A.M.F.A. The Treasurer shall report to the membership the status of the league's finances at all General Meetings or as directed by the President. The Treasurer shall allow viewing of any financial documentation requested by a member of the league.

5.6 BANTAM COMMISSIONER (Minimum 2 year term – election in even years)

The Commissioner shall be responsible for approval of team coaches, their supervision and instructions as directed by the Executive. The Commissioner shall also act in a liaison capacity

between the Executive and all team coaches, managers, and game officials. The Commissioner is responsible to schedule games and to book fields. Scheduling should be in place by June 30th of each year. The Commissioner or his designate shall also act in a liaison capacity between S.A.M.F.A. and the High School Football Coaches Association. The Commissioner is responsible for chairing the protest committee and receives all protests.

Any complaints of a coaches` conduct must be submitted in detail in writing to the Commissioner who will investigate and report to the Executive. The Executive may dismiss the complaint, reprimand the coach verbally or in writing or suspend the coach.

5.6.1 COMMISSIONER`S ASSISTANTS

The Commissioner`s Assistants shall only be appointed as required by the Commissioner. At no time shall the Commissioner`s Assistants be part of the Associations Executive but shall be to represent the Commissioner as directed.

The Commissioner`s Assistants (2) shall perform all of the game day duties assigned by the Commissioner and shall report to the Commissioner any issues that fall within the Commissioners responsibilities. The final decision on resolution of such matters shall remain the responsibility of the Commissioner.

5.7 PEE WEE Vice President (Minimum 2 year term – election in odd years)

The Vice President shall be responsible for approval of team coaches, their supervision and instructions as directed by the Executive. The Vice President shall also act in a liaison capacity between the Executive and all team coaches, managers, and game officials. The Vice President with the aide from the Director and Scheduler our responsible to schedule games and to book fields. Scheduling should be in place right after the jamboree of each year. The Vice President or his designate shall also act in a liaison capacity between S.A.M.F.A. and the Bantam Commissioner.

Any complaints of a coaches` conduct must be submitted in detail in writing to the Vice President who will investigate and report to the Executive. The Executive may dismiss the complaint, reprimand the coach verbally or in writing or suspend the coach.

5.7.1 PEE WEE DIRECTOR (Minimum 2 year term – election in even years)

The Director with the aide from the Vice President and Scheduler our responsible to schedule games and to book fields. Scheduling should be in place right after the jamboree of each year. At no time shall the Director be part of the Associations Executive but shall be to represent the Vice President as directed.

The 5.7.1 Pee Wee Scheduler and Director shall perform all of the game day duties assigned by the Vice President and shall report to the Vice President any issues that fall within the Vice President responsibilities. The final decision on resolution of such matters shall remain the responsibility of the President.

5.7.2 PEE WEE SCHEDULER (Minimum 2 year term – election in odd years)

The Scheduler with the aide from the Vice President and Director our responsible to schedule games and to book fields. Scheduling should be in place right of the jamboree of each year. At no time shall the Scheduler be part of the Associations Executive but shall be to represent the Vice President as directed.

The 5.7.2 Pee Wee Scheduler and Director shall perform all of the game day duties assigned by the Vice President and shall report to the Vice President any issues that fall within the Vice President responsibilities. The final decision on resolution of such matters shall remain the responsibility of the President.

5.8 DIRECTORS (Minimum 2 year term – election every year or as required)

Directors shall be elected by the members. There shall be a minimum of five (5) Directors and not more than Ten (10)

The Directors will accept duties as assigned by the Executive or President.

Have monthly meetings with the Executive on the second Tuesday of every month with the exceptions of January, February and December.

5.9 FOOTBALL ALBERTA BOARD REPRESENTATIVE

Unless holding another title on the Associations Executive, the Southern Alberta Football Alberta Representative on the Board of Directors for Football Alberta shall also be included as a member of the Associations Executive with all rights to vote pertaining to any issue brought to the Executive as well as at the AGM.

6.0 BORROWING POWER

For the purpose of carrying out the objectives of the Association, the Executive, with the approval at the General Meeting of the Association, may borrow money upon security of the assets of the Association and may draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments on behalf of the Association. The Executive may borrow up to \$500.00 without the approval at a General Meeting.

7.0 AUDIT

The Executive shall appoint two members of the Executive to review the books and records of the Treasurer at the end of every year prior to the annual general meeting and to report to the Association at the annual general meeting their findings.

8.0 EXAMINATION OF FINANCIAL RECORDS

The books and records of the Association may be examined by any member in good standing upon giving reasonable notice to, and arranging a time and place for such examination with the Treasurer.

9.0 BOOKS AND RECORDS

Members may, upon notice to the Secretary or to the Treasurer, inspect the books and records of the Association at any time during business hours at the usual meeting place as may be decided upon from time to time by the Association.

9.1 Signing Authority

A minimum of 3 members of the Executive will be required to have signing authority for cheques. The authorized members are to be noted in the meeting minutes at each Annual General Meeting and approved by the Executive. The Treasurer cannot have signing authority.

9.2 Payment approval

It is mandatory for cheques to have dual signatures. For a member of the Executive to sign a cheque, the member must agree the amount on the cheque as well as the recipient of the cheque to supporting documentation. Reimbursements to the Executive Members must be formally agreed on and documented prior to cheques being written. The recipient of the reimbursement can not sign their own cheque.

9.3 Deposit review

Cheque deposits: Deposit slip is prepared by the treasurer and initialed. The deposit slips are agreed to invoices sent to teams by members of the Executive and initialed by a member that is not the Treasurer to show verification.

Cash Deposits: Cash must be counted by the Executive member providing the cash and the Treasurer at the same time. A cash count form is signed by both members and a deposit slip is prepared and signed by the Treasurer. The cash count sheet is agreed to the deposit slip by a third member of the Executive after the deposit has been made.

10.0 SEAL

The Association shall have an official seal and when attached to any document to be executed by the Association shall be authenticated by the signature of the President or Vice-President and the Secretary. The seal at all times shall be in the custody of the Secretary.

11.0 BYLAWS

The Bylaws of the Association may not be rescinded, altered or added to except by extraordinary resolution of the Association. The extraordinary resolution must be passed by a majority of not less the 3/4 of such members entitled to vote at a General Meeting. Notice specifying the intention to propose the resolution as an extraordinary resolution must have been duly given.