

CAMROSE BUFFALOES FOOTBALL ASSOCIATION

BY-LAWS (Nov 2019)

1. Society

- 1.1. The Association shall be registered under the Societies Act of Alberta.

2. Seal

- 2.1. The Society shall not have a seal.

3. Team Colours

- 3.1. Camrose Buffaloes Football Association's main colours shall be navy blue and red whenever possible.

4. Membership

- 4.1. A Member of the Camrose Buffaloes Football Association ("Association") is defined as:
- 4.1.1. A parent with a child registered in the Association;
 - 4.1.2. A person who has legal guardianship of a player registered with the Association;
 - 4.1.3. A coaching staff member;
 - 4.1.4. Any player a maximum of fifteen (15) years of age, not entering high school in the calendar year;
 - 4.1.5. An honorary member:
 - 4.1.5.1. The general membership or Board of Directors shall have the discretion to name honorary members (not otherwise a member as per above).
 - 4.1.5.2. Honorary members only have that designation for one (1) calendar year. Honorary membership may be renewed at the discretion of the Board of Directors or general membership.
 - 4.1.5.3. Honorary members are eligible to be elected to a Board position.
 - 4.1.5.4. If an honorary member serves on the Board she/he shall be a voting member of the Board.

5. Nominations

- 5.1. Nominations for a Board of Directors position may be made by any two eligible voters on the floor at the Annual General Meeting.
- 5.2. Active head coaches, assistant coaches and registered players of the CBFA shall not be eligible to be an Executive member.
- 5.3. An Executive member may ask the President, if they are subsequently named to a coaching position, to resign from or to take a leave of absence from their position on the Executive

for the duration of the football season. The Executive may choose to name a person to fill the Executive position on an interim basis.

6. Board of Directors

- 6.1. The Board of Directors shall, subject to the by-laws, have full control and management of the Affairs, Operations, Directives, Rules, Polices and Procedures of the Camrose Buffaloes Football Association.
- 6.2. Composition: The Board of Directors shall consist of:
The Executive Directors of the CBFA (President, Vice President, Treasurer, Secretary, Registrar), Field Operations Director, Fundraising Director, Equipment Director, Media and Communications Director, Special Events Director, Coaching Director. Board members are expected to attend all meetings,

7. Executive

- 7.1. Executive members must be members of the Association.
- 7.2. The executive shall consist of: President, Vice-President, Treasurer, Secretary, Registrar.
- 7.3. Any position not filled at the Annual General Meeting shall be voted upon at a subsequent Board of Directors meeting.
- 7.4. No one can be elected to serve two Executive positions at the same time.

8. Specific Duties of the Elected Board of Directors

8.1. President

- 8.1.1. The President shall preside at all general membership meetings and Board of Directors meetings of the Association.
- 8.1.2. Shall sit as a voting member of all Association committees.
- 8.1.3. Shall be a voting member of the Board. However, while presiding, shall only vote on the Board or at meetings of the Association in the case of a tie.

8.2. Vice President

- 8.2.1. In the absence of the President, the Vice-President shall have and exercise all powers of the President.
- 8.2.2. Shall perform duties as requested by the President.
- 8.2.3. Shall be a voting member of the Board of Directors and Executive.

8.3. Treasurer

- 8.3.1. The Treasurer shall keep record of all monies received and disbursed; deposit all monies in the Association bank; and ensure individual disbursements over \$50 are made by cheque.
- 8.3.2. Shall present at each Annual General Meeting a report of the year's operations and a financial statement setting out the receipts and disbursements of the Association.

- 8.3.3. Shall, in collaboration with the Secretary, replenish petty cash funds and submit the Annual Return by March 15th on behalf of the Association in accordance to the Societies Act of Alberta.
- 8.3.4. Shall ensure all equipment and property of the Association is adequately insured on a yearly basis.
- 8.3.5. Shall be a voting member of the Board of Directors and Executive.

8.4. Secretary

- 8.4.1. Shall prepare and keep the minutes, action item listing and decision ledger of all executive, annual general and special meetings of the Association and distribute the minutes of all meetings as directed by the President and the Board Directors. Decisions made via e-mail shall be printed and recorded within the Association files and decision ledger.
- 8.4.2. Shall conduct correspondence on behalf of the Association as directed.
- 8.4.3. Shall, in collaboration with the Treasurer, submit the Annual Return by March 15th on behalf of the Association in accordance to the Societies Act of Alberta and administer the petty cash fund in a responsible manner.
 - 8.4.3.1. To facilitate small purchases or reimbursements needed in the day-to-day operations of the Association, the Secretary will administer a \$200 petty cash fund to facilitate cash reimbursements with accompanying receipts for items \$50 or less. Any advances from the petty cash fund must be authorized by one Board member and one volunteer and recorded and signed off in the petty cash ledger.
- 8.4.4. Shall be responsible for all books, reports and filing of the Association.
- 8.4.5. Shall be a voting member of the Board of Directors and Executive.

8.5. Registrar

- 8.5.1. Shall be responsible for coordinating registration of all players participating under the jurisdiction of the Association.
- 8.5.2. Shall establish the rules of registration in concert with the Board of Directors.
- 8.5.3. Shall keep records of all the Association's registrants.
- 8.5.4. Shall make available a complete list of all registered players, coaches, managers, trainers and team representatives.
- 8.5.5. Shall liaise with respective team managers and/or representatives for the collection of all documentation required for registration and shall ensure that all players, coaches, assistants, team managers and any other staff, are insured with Football Alberta.
- 8.5.6. Shall provide a detailed statement of all financial transactions (money/cheques) submitted to the Treasurer.
- 8.5.7. Shall be a voting member of the Board of Directors and Executive.

8.6. Field Operations Director

- 8.6.1. Shall ensure that the teams of the Camrose Buffaloes Football Association have adequate practice and home game fields on which to play.
- 8.6.2. Shall liaise with the City of Camrose, Battle River School Division, and any other group responsible for sports fields.
- 8.6.3. Shall arrange for garbage cans and portable toilets at the home and practice fields as needed.
- 8.6.4. Shall ensure that proper game and scorekeeping equipment are present at the field of play when needed.
- 8.6.5. Shall ensure proper certified officials are scheduled for all games.
- 8.6.6. Shall arrange change rooms for teams and officials as needed, when available.
- 8.6.7. Shall be a voting member of the Board of Directors.

8.7. **Fundraising Director**

- 8.7.1. Shall be responsible for initiating new fundraising ideas and providing support to enable their success.
- 8.7.2. Shall enable the success of other fundraising initiatives as directed by the Executive.
- 8.7.3. Shall submit applications for casinos/raffles as directed by the Executive.
- 8.7.4. Shall keep records of all casino/raffle transactions.
- 8.7.5. Shall ensure casino regulations are followed in accordance with AGLC.
- 8.7.6. Shall provide a detailed statement of all financial transactions (money/cheques) submitted to the Treasurer.
- 8.7.7. Shall be a voting member of the Board of Directors.

8.8. **Equipment Director**

- 8.8.1. Shall be responsible for purchasing, reconditioning, repairing and controlling inventory as directed by the Executive.
- 8.8.2. Shall establish and maintain records of equipment.
- 8.8.3. Shall liaise with team manager(s) under the jurisdiction of the Association.
- 8.8.4. Shall be a voting member of the Board of Directors.

8.9. **Media & Communications Director**

- 8.9.1. Shall be responsible for updating and maintaining the website and pages of www.camrosebuffaloes.com and other social media accounts, in a timely manner.
- 8.9.2. Shall collaborate with the Registrar to ensure the registration web portal is up to date and relevant. As well as to provide the Registrar with access to team rosters.
- 8.9.3. Shall be responsible for the Association's email account, responding to and/or forwarding messages in a timely manner.
- 8.9.4. Shall be responsible for sending information to members as requested by the Board.
- 8.9.5. Shall cultivate a relationship with media outlets (radio, print) in order to raise the profile of minor football in the community.
- 8.9.6. Shall be responsible for media releases throughout the year.
- 8.9.7. Shall collaborate with the Fundraising Coordinator and sponsorship committee as required for media or advertising.
- 8.9.8. Shall be a voting member of the Board of Directors.

8.10. **Special Events Director**

- 8.10.1. Shall organize, under the direction of the Executive, all special events of the Camrose Buffaloes Football Association. These include, but are not limited to, the annual Minor Football Day; year end banquet and awards, and attending events as a group.
- 8.10.2. Shall be present to coordinate and assist all special events. If unable to attend due to extenuating circumstances, shall appoint a member to fulfill the duties.
- 8.10.3. Shall collaborate with the Team Managers to organize volunteers and communicate with members.
- 8.10.4. Shall be a voting member of the Board of Directors.

8.11. Coaching Director

- 8.11.1. Shall communicate with and attend all coaching related meetings with the CDMFA.
- 8.11.2. Shall keep records of all coaching requirements for each coach.
- 8.11.3. Shall keep records of all trainers' requirements for each trainer.
- 8.11.4. Shall provide the Registrar all required information for coaches and trainers to be registered and insured with the CDMFA and Football Alberta as needed.
- 8.11.5. Shall ensure that all coaches are aware of and following all Football Canada, Football Alberta and CDMFA rules and mandates.
- 8.11.6. Shall host a coach meeting annually prior to Spring Camp and/or Season start-up.
- 8.11.7. Shall oversee and mentor Junior Coaches volunteering with Camrose Buffaloes Football Association.
- 8.11.8. Shall be a voting member of the Board of Directors.

9. Revoking or Withdrawing of Association Membership

- 9.1. Any complaints pertaining to conduct of members must be submitted to the President in writing and signed by the complainant.
- 9.2. A member accused with contravening the By-Laws or behavior that demeans the good name of the Camrose Buffaloes Football Association shall be compelled to appear before the Executive prior to disciplinary action being imposed.
- 9.3. If, after discussion and review, the Executive determines that an Association member is guilty of contravening the By-Laws or exhibiting behaviors that demean the good name of the Camrose Buffaloes Football Association, the Executive shall be empowered to suspend or revoke a person's membership in the Association (expulsion).
- 9.4. A simple majority vote by the Executive is necessary to suspend an Association member or expel him/her from the Association.
- 9.5. A member may withdraw her/his membership by written request presented to the executive.

10. Removal from the Board of Directors/Officers

- 10.1. If an executive member, for whatever reason, decides that he/she cannot fulfill the duties of his/her position, he/she should submit a written letter of resignation to the Executive.
- 10.2. If it is alleged that a Board member is not adequately fulfilling his/her position, the situation should be discussed and reviewed by the Executive. After this review, the Executive (by majority vote) can remove a person from the Board position.

- 10.3. If a Board Member is absent from three consecutive meetings without acceptable reason, they are deemed as not adequately fulfilling their position.
- 10.4. If a Board member has had their Association membership suspended or revoked, he/she is also deemed to have been removed from his/her Board position.
- 10.5. If a Board of Directors position is vacated between Annual General Meetings the Executive can appoint another member of the Association to complete the term.

11. Financial Operations

- 11.1. The Executive shall set dues and fees.
- 11.2. The new Executive, following the Annual General Meeting, shall be empowered to make adjustments to the budget, as necessary.
- 11.3. All fundraising shall be coordinated and approved through the Camrose Buffaloes Football Association.
- 11.4. For the purposes of carrying out its objectives, the Association may borrow, or raise, or secure the payment of money in such a manner as it sees fit, and in particular by the issue of debentures or notes, but this power shall be exercised only under the authority of the Association, and in no case, shall debenture or notes be issued without the sanction of a special resolution of the Association.
- 11.5. The Association shall have three (3) Signing Officers on its bank accounts. The Treasurer and two (2) Board members duly-appointed by the Executive (the President is eligible to be named as a signing officer). Two signatures shall be needed on all cheque disbursements.

12. Auditing

- 12.1. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society, not of the Board, elected for that purpose at the Annual Meeting.
- 12.2. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the society. The fiscal year end of the society shall be March 31.
- 12.3. Books and records of the society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

13. Meetings

- 13.1. The President or Vice President must be in attendance in person, or by phone, to chair all meetings.
- 13.2. General Meetings shall be open to any business from the floor. Special Meetings shall only discuss the pre-determined business as noted in the notice of meeting.
- 13.3. The Annual General Meeting of the Association shall be held during the month of November each year. The Board of Directors shall be elected at the Annual General Meeting. The members of the CBFA shall be notified a minimum of 21 days on advance of the AGM via email, with the date, time and location.

- 13.4. The Annual General Meeting shall be open to the public; non-members shall not be entitled to vote, take part in debates or address the meeting without the permission of the President.
- 13.5. All meetings of the Board of Directors, Executive or general membership shall be at the call of the President or Vice President except as outlined below.
- 13.6. At the request of ten (10) members or four (4) Board members the President shall call a general or special meeting with forty-eight (48) hours' notice through email upon receipt of the written request.
- 13.7. Quorum for a general or special meeting of the general membership of the Association shall be ten (10) voting members.
- 13.8. A quorum for a Board of Directors or Executive meeting shall consist of a majority of elected officers.
- 13.9. All meetings shall be convened promptly at the appointed time or within ten (10) minutes of the time.
- 13.10. Any member of the Association is eligible to attend Board of Directors meetings and may take part in discussions, although the Executive has the discretion to exclude non-Board members for any specific item of business.
- 13.11. In the event that a quorum is not present, the Annual General Meeting shall be adjourned with a date set within the first week of the following month providing notice through general media (email).

14. Voting

- 14.1. Only members of the Association may vote.
- 14.2. Non-voting members of the Board may vote at all general or special meetings of the general membership.
- 14.3. Only duly-elected members of the Board of Directors are entitled to vote at a Board meeting.
- 14.4. Only duly-elected members of the Executive are entitled to vote at an Executive meeting.
- 14.5. There shall be no proxy votes.
- 14.6. Voting on a motion via e-mail between regularly scheduled meetings shall be permitted with a majority vote. Decisions made via e-mail shall be printed and recorded within the Association files and decision ledger.
- 14.7. No person shall have more than one vote.
- 14.8. Maximum of two votes per player's family.
- 14.9. At the discretion of the President, voting at all meetings shall be by show of hands or by standing vote, or by secret ballot, but only those persons present and entitled to vote may demand a vote by secret ballot.
- 14.10. All voting at elections, when an office or position is contested shall be by secret ballot.

15. Remuneration

- 15.1. Unless authorized at a general meeting and after notice of the same shall have been given, no Board Member/Officer or member of the Association shall receive remuneration for his/her service.

16. By-Laws and Policies

- 16.1. A By-Law Committee shall be appointed by the Executive annually to review the By-Laws and bring forth possible amendments for executive approval and presentation to the annual meeting. The By-Law Committee shall consist of three (3) Board members appointed by the Executive.
- 16.2. The By-Laws may be rescinded, altered or added to by a “special resolution” passed by a majority of not less than 10 members present and voting at a general meeting of which the membership has been duly noted.
- 16.3. The Board of Directors has the power to set Rules, Policies and Procedures for the practical management of the CBFA, provided that they are not inconsistent with the current By-Laws.
- 16.4. A Rules, Policy and Procedure (RPP) Committee shall be appointed by the Executive annually to review the RPP’s and bring forth possible amendments for Board approval and presentation at the Annual General Meeting. The RPP Committee shall consist of three (3) Board members.