



**BYLAWS**  
of the  
**Lacombe & Area Minor Football Society**

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## 1. NAME

The name of the registered Society is **Lacombe & Area Minor Football Society** (the “Society” or LMF).

## 2. DEFINITIONS

In these Bylaws:

- **“Act”** means the *Societies Act* of Alberta, as amended.
- **“Board”** means the Board of Directors of the Society.
- **“Director”** means a member of the Board.
- **“Member”** means a member in good standing of the Society.
- **“Participant”** means a registered athlete.
- **“Coach”** means any volunteer coach, assistant coach, or on-field instructor.
- **“Manager”** means any volunteer team manager
- **“Parent/Guardian”** means a parent or legal guardian of a Participant.
- **“Special Resolution”** has the meaning set out in the *Societies Act*.

## 3. OBJECTS OF THE SOCIETY

To promote and administer amateur minor football in Lacombe and surrounding areas.

### 3.1 Vision Statement

Lacombe and Area Minor Football:

- Coaching youth
- Cultivating character
- Building community

### 3.2 Mission Statement

Lacombe and Area Minor Football exists to provide each registered player a positive athletic experience. A positive athletic experience is one in which every player:

- is coached by a qualified team of coaches;
- has the opportunity to grow in character, responsibility and empathy, while learning the skills necessary to play the game;
- is shown the value of hard work, teamwork and fair play; and is encouraged to have fun.



## **4. MEMBERSHIP**

### **4.1 Classes of Membership**

Classes of membership include:

- Active Members: includes current families registered with LMF, coaches and managers, other staff and committee members
- Young Members: registered players
- Voting Members: includes active members in good standing, 18+ years of age
- Non-Voting Members: includes active members not in good standing and young members

### **4.2 Membership Obligations**

All Members shall:

- Pay annual registration fees, as set out in the Fees Policy;
- Abide by these Bylaws and Society policies;
- Support a respectful and safe sport environment;
- Comply with governing-body rules and codes of conduct.

### **4.3 Member Acceptance**

- Once annual registration fees are paid, the person can become a member.
- Participants who are registered become Young Members.

### **4.4 Member Withdrawal**

- Six months after the conclusion of the fall season, or non-payment of annual registration fees for the following season, membership is considered withdrawn.
- A former member has no rights or privileges effective the day following withdrawal, suspension or termination.

### **4.3 Termination or Suspension**

Membership may be suspended or terminated for conduct detrimental to the Society, as determined by the Board, subject to the discipline process in Section 14.

## **5. MEETINGS OF THE SOCIETY**

### **5.1 Meetings**

- General Meetings may be held at the request of the Board of Directors, either in-person or remote. The President shall chair and organize the meetings, at a mutually agreed time. The Vice-President will act as chair in their absence.
- The only persons entitled to attend a Board meeting are Directors and guests at the invitation of the Board and Chair, all guests have non-voting status.
- A quarterly meeting of the Board should be held in the offseason, with more frequent meetings scheduled during April to November. At minimum, a planning meeting shall be



held prior to the AGM to set fees and the season schedule, including registration opening date.

- In order to transact business at a meeting, a quorum of 50% of the Directors eligible to vote will be required. The vote of the majority of Directors present at the meeting at which quorum is present will be the act of the Board.
- A remote meeting that has quorum will proceed regardless of whether a Director or member can participate, can hear or be heard during the meeting.
- Special Meetings may be held at the request of the Board of Directors, or at the request of 50% of the membership.

### **5.2 Annual General Meeting**

- An Annual General Meeting (AGM) will be held in May or June of each year.
- A minimum of 14 days' notice with date, time and location, will be provided in writing to members via the website and/or social media and/or email to registered members.
- Members present, on a majority vote can close the meeting or part of the meeting to the public, or anyone who is not a member.
- A motion will be passed by a majority vote of the voting members present at the meeting.
- Voting for Director positions will be by ballot, either in person by members in attendance, or by proxy. A maximum of one proxy vote is allowed per voting member.

### **5.3 General Meeting Agenda**

The order of business at general meetings shall be as follows:

- Call to Order
- Approval of Minutes
- Review of Last Meeting Minutes and Actions
- Notices of Motion
- Reports of Directors and Committees
- Financial Report
- Discussion of Topics
- New Business
- Election of Board Members (Annual General Meeting)
- Adjournment

## **6. BOARD OF DIRECTORS**

### **6.1 Authority**

The Board has full control and management of the affairs of the Society, including football operations, subject to the Act and these Bylaws. Every Director and Officer of the Society shall act honestly and in good faith in the execution of their duties of their respective office, with the view of the best interests of LMF, utilizing the care and skill that a reasonably prudent person would exercise in comparable circumstances.



## **6.2 Composition**

The Board of Directors shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Registrar
- Communications Director
- Equipment Director
- Director of Fundraising, Sponsors and Apparel
- Coaches (one head coach per team, multiple assistant coaches)
- Team Managers (one manager per team)

## **6.4 Eligibility**

- To become eligible for nomination to the Board of Directors, an active voting member must be nominated from the floor of the AGM.
- The President should be nominated as a current Board Member, after serving a previous term of not less than one year.

## **6.5 Vacancy**

- The Board with a majority vote, may temporarily fill a Director vacancy in any office because of death, resignation, removal or disqualification. The role will be filled permanently at the next AGM election.
- If the Society has no Directors in office, or less than a quorum, a sole Director or Nomination Committee may be chosen to appoint Directors to hold office until the next AGM election.
- The Board reserves the authority to delegate the powers of any Director to any other Director to ensure duties are carried out.

## **6.6 Remuneration**

- The Board of Directors are volunteers and are not entitled to be remunerated. Should they incur expenses for the Society they must be approved by the Board.

## **7. BOARD RESPONSIBILITIES**

The Board shall:

- Oversee coaching selection and removal;
- Approve football operations policies;
- Ensure compliance with governing-body requirements, with the President, Vice-President and Treasurer acting in the capacity of Officers of the Society;



- Specific duties of each Director include, but are not limited to the below:

### **7.1 President**

- Presides at all meetings of the Society, the Board of Directors, etc.
- Calls meetings and responsible for overall direction of the board
- Assists with audits and other financial transactions
- Spokesperson for the Society
- Delegates responsibility and authority to Board and Committees
- Ensures teams are registered and fees are paid with Football Alberta
- Ensures the Society is following Acts and Regulations as required, including annual audit and annual return
- Votes on motions only in the case of a tie
- The position is retained for a period of three years, with a two term maximum

### **7.2 Vice-President**

- Fulfills the role of Chair at meetings when the President is absent
- Assists the President when needed
- Acts as Coaching liaison and provides junior coaches with opportunities to learn and advance
- Provides support where required to vacant or demanding board seats
- The position is retained for a period of three years, with a two term maximum, the term should alternate with the President

### **7.3 Treasurer**

- Receives all payments, manages accounts and issues receipts
- Prepares financial summary to Board (monthly statements and annual reports)
- Reports and makes available the annual financial statement to the Board, managers, coaches, and parents at the AGM
- Assists with audit and other financial transactions
- Collects and pays bills and invoices for LMF and all three teams in a timely matter
- The position is retained for a period of three years, with a two term maximum

### **7.4 Secretary**

- Prepares agenda, records, distributes, keeps a record of meeting minutes, and has them approved at the next meeting
- Provides the Communication Director with complete information for upcoming Board, Special, or AGM meetings
- The position is retained for a period of one year, with a three term maximum



### **7.5 Registrar**

- Coordinates registration for LMF, per the guidance and timelines from the Board after planning meeting
- Ensures all players provide proper documentation (ie: birth certificates) as required, and online registration is completed prior to entering the field for practice
- Ensures team staff and coaches have up-to-date criminal record checks in place, appropriate training is completed, and they are registered prior to the season
- Works closely with Treasurer and Equipment Director to ensure payments for registration and equipment fees have been collected before participation
- Maintains the [ldmf.registration@gmail.com](mailto:ldmf.registration@gmail.com) (as amended) email account, and tracks e-transfer payments
- Supports other Club directors and volunteers as needed during the season
- The position is retained for a period of two years, with a three term maximum

### **7.6 Communications Director**

- Notifies team managers and coaches of any upcoming board meeting times, dates and locations
- Maintains website with current information including, but not limited to, AGM date and location, training camps, registration information, and or upcoming events and fundraising campaigns
- Acts as the main contact for the website provider, maintains payments and domain
- Manages and provides local media or partners with training camp and registration information
- Collects “Incident Reports”, provides to the President for input, who will present it to the Board
- Maintains the [footballacombe@gmail.com](mailto:footballacombe@gmail.com) (as amended) email account, responding to or delegating responses
- Updates LMF events and activities of the Society, and responds to social media requests, i.e Facebook, Instagram
- Acts as liaison with coaches and managers for sharing and posting information
- The position is retained for a period of two years, with a three term maximum

### **7.7 Equipment Director**

- Develops plans and budgets for equipment replacement/refurbishment schedule



- Maintains equipment inventory and tracking of uniforms to teams, coaches, and individual players; maintains accurate records and files regarding equipment check-out and equipment rental fees (per equipment fee policy)
- Monitors maintenance of equipment, repair, and general upkeep of equipment rooms
- Purchases equipment and checks equipment into inventory upon delivery, to verify receipt
- Orders and maintains record of each team's jersey inventory. NO team may change team jersey colour or logo without the approval of the Board
- Prepares and inspects equipment prior to distribution
- Attends and facilitates equipment sign-outs and returns assists with fitting athletic equipment to individual players
- Supplies equipment sign-out forms, and establishes equipment fees through direction of the Board, per the equipment fee policy
- Ensures equipment is stored securely and organized appropriately when not in use
- The position is retained for a period of two years, with a three term maximum

#### **7.8 Director of Fundraising, Sponsors and Apparel**

- Identifies and pursues sponsorship opportunities for LMF including in kind donations, special events fundraising, corporate donations, etc.
- Organizes the volunteers and resources necessary to participate in the identified LMF fundraising campaign or event, establishing a committee if necessary
- Secures required gaming licenses for 50/50 cash draws, raffles, etc. Completes required tracking for the campaign, and completes the reporting and closing of the licenses
- Assists team managers with team-specific fundraising events
- Provides the Communication Director with all information regarding LMF fundraising campaigns or events
- Secures local apparel supplier with cost efficient and quality product, provides logo files, and coordinates apparel store
- Communicates product offerings with coaches and managers and coordinates product delivery to teams
- Collects invoices for apparel, provides to the Treasurer for payment
- Acts as main contact for team manager, coaches and parents with regards to apparel
- Provides the Communication Director with all information regarding apparel offering, timelines, etc. to update website and social media
- The position is retained for a period of two years, with a three term maximum



### **7.9 Team Manager (3 positions)**

- Represents their team and attends board meetings when possible
- Prepares roster from the list provided by Registrar, ensures all participants on the field are eligible, takes attendance if required by coaching staff
- Arranges team volunteers- time keeper, scorekeeper, stick crew, concession, 50/50 ticket sellers, gate attendants, as required
- Tracks team expenses and fundraising, submits invoices for payments by treasurer
- Coordinates post-game meals or snacks; prepares game day programs
- Plans and coordinates year-end banquet, awards, gifts, fundraisers, and may establish a committee for this purpose
- Coordinates team fundraising with assistance from the Fundraising Director

## **8. COACHES**

### **8.1 Coach Appointment**

All Coaches shall:

- Be approved by the Board or its designate;
- Meet minimum certification and screening requirements;
- Agree in writing to abide by Society policies and codes of conduct.

### **8.2 Coach Responsibilities**

Coaches shall:

- Act in the best interests of athletes;
- Promote respectful behavior and sportsmanship;
- Follow safety, concussion, and return-to-play protocols;
- Refrain from abusive, discriminatory, or inappropriate language and conduct.

### **8.3 Coach Discipline**

If Coaches fail to comply with the Coach Code of Conduct, the Bylaws or the Policies, they may be suspended or removed for misconduct in accordance with Section 14.

## **9. SIDELINE AND BENCH CONDUCT**

### **9.1 Sideline Responsibilities**

- Any person that is listed on a game sheet OR the Football Alberta registration and insurance form as being a member of the team OR is acting as a representative for LMF must refrain from the use of any form of tobacco, narcotics and alcohol while in the presence of the players of LMF. Using or consuming such items before, during or immediately after an Association event in the presence of the LMF players is strictly prohibited.



- The use of foul or vulgar language while acting in the responsibility of a coach or minor official and in the presence of the players will not be tolerated.
- All volunteers acting in the capacity as a minor official, including sticks, down counter, score sheet and time clock shall remain impartial and refrain from cheering from the sidelines.
- Parents are not permitted in the players dressing room, bench area, on the sidelines or field, at any time during game play. Parents are to have no contact with coaches during or after game time except for cases of emergency.
- Violations of the Bench Conduct Policy will be addressed immediately by the Board with the result of the violation in accordance with Section 14. The Association is not obligated to issue any warnings to coaches or team personnel.
- Should a parent have a concern with regards to a coach, that concern must be brought to the attention to the Team Manager or Director of the Board. If the concern is valid, the President will bring the matter before the coach directly. Parents will not bring concerns directly to the coach unless permission has been granted in writing (email) by the President.

## **10. PARENTS AND GUARDIANS**

### **10.1 Parent Code of Conduct**

Parents/Guardians shall abide by the Parent Code of Conduct and:

- Support participants positively;
- Respect coaches, officials, volunteers, and other families;
- Refrain from sideline interference, harassment, or abusive behavior;
- Use appropriate channels to raise concerns.

### **10.2 Failure to Comply**

Failure to comply with the Parent Code of Conduct may result in:

- Warnings;
- Removal from events or facilities;
- Suspension or termination of membership privileges, resulting in bad standing.

## **11. ATHLETE CONDUCT**

Participants are expected to abide by the Player Code of Conduct, and:

- Demonstrate sportsmanship and respect;
- Follow team, league, and Society rules;
- Treat teammates, coaches, officials, and opponents respectfully.

Discipline shall be development-focused and age-appropriate, per the Player Code of Conduct.

## **12. SAFETY AND SAFE SPORT**

### **12.1 Commitment**



The Society is committed to providing a safe, inclusive, and harassment-free environment.

### **12.2 Screening**

All individuals in positions of authority and/or working with athletes will be subject to:

- Criminal record checks;
- Vulnerable sector screening;
- Registration in RAMP (or equivalent).

### **12.3 Mandatory Reporting**

Any concerns regarding abuse, harassment, bullying, or safety and any injuries sustained during LMF activities or games must be reported in accordance with Society policy. An Incident Report will be submitted to the President or Director of Communications by the Team Manager, Coach or other designate and communicated to the President.

## **13. COMPLAINTS**

### **13.1 Complaint Submission**

Complaints must:

- Be submitted in writing;
- Identify relevant facts;
- Be submitted within a reasonable time, however respect a 24-hr cooling off period.

### **13.2 Informal Resolution**

Where appropriate, informal resolution may be attempted before formal discipline.

## **14. DISCIPLINE**

### **14.1 Authority**

The Board, or a Discipline Committee appointed by the Board in cases of a conflict of interest, shall have authority over discipline. Decisions will be made by a majority vote. There is no mechanism for appeal.

### **14.2 Disciplinary Measures**

Discipline may include:

- Verbal or written warnings;
- Suspensions;
- Removal from office, position or membership, resulting in bad standing.

### **14.3 Procedural Fairness**

The discipline process shall include:

- Notice of the complaint in writing to the subject of the complaint;



- Opportunity to respond;
- Impartial decision-making by the Board or Discipline Committee in cases of a conflict of interest.

#### **14.4 Membership Re-instatement**

- A member who is not in good standing may be reinstated at the discretion of the Board, provided that the member has remedied, to the satisfaction of the Board, the conduct or circumstance that resulted in the loss of good standing and has submitted a written apology and request for re-instatement within one (1) year of the date on which the member was deemed not to be in good standing.

### **15. COMMITTEES**

The Board may establish committees as-needed with participants selected from active members for either a short-term or long-term basis, including the following:

- Coaching & Development
- Nomination
- Discipline
- Fundraising
- Banquets/year end celebrations

### **16. FINANCES**

#### **16.1 Limitation of Liability**

- No member shall be liable for a debt or liability of the society.

#### **16.2 Loans**

- No loans shall be taken or accepted in the name of the Society without authorization of the board.

#### **16.3 Deposits**

- All funds of the Society not otherwise used, will be placed in appropriate accounts designated by the Board.
- Account balances will be reported by the Treasurer at General Meetings.
- All payments, by cheque, EFT, or otherwise, shall be made by the Chair or Treasurer, and approved by the Board.

#### **16.4 Books and Records**

- All books must be submitted annually to an auditor appointed by the Board and not serving on the Committee. The Treasurer shall prepare an audited financial statement for annual filing and to be presented to members at the AGM.



- The financial statements of the Association may be inspected by any member of the Association, with reasonable notice and arranging a satisfactory time to the Treasurer.
- The fiscal year of the Association shall be March 1 - February 28 (29).

#### 17. AMENDMENT OF BYLAWS AND POLICIES

- These Bylaws may be amended or rescinded only by Special Resolution. A minimum of 21 days' notice will be provided to propose the resolution, and passed with approval of at least 75% of the voting members present.
- All items under Policy may be motioned and amended by a majority vote of the Board.
- Proposed amendments by members must be submitted, in writing, to the Board a minimum of six weeks prior to the AGM. The amendments to be considered will be posted on the LMF website and available to all Board members, coaches, and parents at least **three weeks** prior to the AGM.
- Notices of motion to amend a Policy may be waived where such an amendment is clearly of a housekeeping nature and does not change the intent.

#### 18. DISSOLUTION

- The Society may be dissolved only with authorization by the Board of Directors and Coaches and will include any and all coaching staff to vote for this purpose only, given at a Special Resolution meeting called for that purpose, and with subsequent approval by a 75% vote of the Voting Members.
- Upon dissolution or other termination of LMF, all remaining assets, after payment in full of all its debts, obligations, and necessary final expenses, shall be distributed to a non-profit organization with similar objectives, voted by a majority vote of Members.

#### 19. EFFECTIVE DATE

These Bylaws come into force upon approval by Special Resolution.

#### Approval & Adoption

These Bylaws were reviewed and approved by the Board of Directors of the **Lacombe & Area Minor Football Society** and is effective as of the date signed below.

Effective Date: \_\_\_\_\_

Board Signatures



**President**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Vice-President**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Registrar**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Director of Communications**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Director of Fundraising and Apparel**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_