

BY-LAWS of WESTLOCK FOOTBALL ASSOCIATION

Formed September 1, 2005

Revised August 5, 2025

DEFINITIONS:

1. Association shall mean, “ Westlock Football Association”. (W.F.A.)
2. The Board shall mean The Board of Directors of the Westlock Football Association.
3. Officers shall mean the elected executive of the Westlock Football Association.
4. Directors shall mean elected Directors at Large of the Westlock Football Association.

OBJECTIVES:

1. The object of the “ Westlock Football Association” is to administrate the Westlock Football Team.
2. The Team name for the Players of Westlock Football Association is Thunderbirds (T-Birds).

Further specific objectives include:

- Promote High School Football in the Westlock Community
- Work with local groups to provide football facilities in the Westlock Community

MEMBERSHIPS:

1. A member shall be any family registered with the Westlock Football Association. The membership fee shall be the registration fee for a football player; such fees shall be determined by The Westlock Football Association's board of directors prior to the beginning of the football season.

Or

2. Any parent, coach, assistant coach or manager officially registered with The Westlock Football Association.
3. Any member wishing to withdraw their membership may do so by writing a letter to the executive committee. Any member who does not conduct him or herself in accordance with the rules and regulations of the Canadian Football Association, The Football Alberta Association, The Wheatland Football Association, or the Westlock Football Association, may have their membership suspended. Upon a two thirds majority vote of the executive committee, a membership can be withdrawn.
4. Lifetime Memberships may be granted by the board of the Association. These memberships are not required to pay an annual membership fee and are given full voting privileges.

BOARD OF DIRECTORS:

(Executive Committee)

1. Board of Directors of the Society shall consist of up to 14 Members, 6-Voting Officers and up to 8-Directors at large.
2. The board/executive shall, subject to the bylaws or direction given it by a majority vote at any meeting properly called, have full control and management of the affairs of the association. The meetings of the board shall be held as required, but at least once per month during the regular football season and a minimum of five times per year. These meetings are at the call of the president.
3. Special Meetings will be called when requested in writing to the president by any three members.
4. A board meeting shall be held within one month of the annual meeting to provide an orientation for all directors.
5. The election may use secret ballot voting at the discretion of the nominating committee and the chair of the annual meeting.
6. Any four members shall constitute a quorum, and a meeting may be held without notice if a quorum of the board is present, provided that any business transacted at that meeting shall be ratified at the next regular meeting.
7. A person appointed or elected to become a director, becomes a director if they were present at the meeting when being appointed or elected and did not refuse the appointment. They may also become a director if they were not present but consented in writing to act as a director before the election or within ten days after the election.
8. Any director or officer, upon majority vote of all members in good standing, may be removed from office for any cause which the association may deem reasonable.

Term Of Office:

1. Each Officer of the Society will be elected for a term of two years with up to 8 directors at large elected at each annual meeting.
2. Additional directors to be elected at the annual meeting, if necessary to complete the un-expired term of any vacancies.
3. A director may serve up to three consecutive terms, maximum six years, and then must have at least one year absent from the board.

Executive Of Society:

1. The Officers of the Society shall consist of a President, Vice-President, Treasurer/CASINO Chair, Secretary, Registrar, and Equipment Manager. (If necessary, Secretary & Registrar maybe combined).
2. The Vice-President may be declared President for the balance of the term if the President resigns or is unable to complete his/her term.

3. The executive may call a meeting when an item requiring immediate attention needs a decision. If a meeting is unable to be formed, certain decisions may be presented in an Executive-chat or email and voted on accordingly. The majority of the Officers and/or directors should be given ample opportunity to respond and or request more information before proceeding with this type of vote.

MEETINGS OF THE SOCIETY:

Annual Meeting:

1. The Society shall hold an annual meeting on or before the 30th day of September each year and the date may be decided upon annually with 21 days notice through local social media and Team Communications.
2. The date of next regular meeting will be determined after the annual meeting for Orientation of the new elected executives.
3. The next Annual General Meeting (AGM) will be determined by the new elected Officers & Directors at large during their regular meetings.
4. Notice of the annual meeting (AGM) shall be published in any social media platforms and Team Communications for at least 2-weeks prior to the meeting. All members will review items for the agenda at the meeting one month prior to the annual meeting (AGM).
5. The order of business for AGM shall be as follows:
 1. Reading minutes of previous meeting
 2. Reports of Officers
 3. Reports of Directors/Committees
 4. Unfinished/Old Business
 5. New Business
 6. Election of Directors
 7. Adjournment

All reports of officers and committees will be provided in writing form to the secretary for the AGM and any New Projects to allow for accuracy

5. The treasurer will ensure that an independently reviewed financial statement is available for all members. Copies of this report will be available upon request.
6. The following Officers will be elected at the annual meeting (AGM): President, Vice-President, Secretary, Treasurer/CASINO Chair, Equipment Manager, Registrar and In the event where multiple positions may be combined, they may combine Secretary and Registrar.

7. Up to 8 Directors at large may be voted in and may form committees such as Fundraising /Grants Coordinator, Memorabilia Coordinator, Player- Volunteer Coordinator, Social Media Coordinator, Team Liaison, School Liaison, etc; and shall be voted on prior to, during or after the AGM.
8. Assistant Coaches, Trainers and Equipment assistants volunteer through separate committees & discussions with the President, Equipment Manager and Head Coaches shall be had and sent to the Executive as needed or required.

Special Meetings:

1. Special general meetings must be called by the Directors to receive authorization from the membership before selling, mortgaging, leasing for over one year or otherwise disposing of any real property owned by the Society.
2. A special meeting may be called to amend the bylaws.
3. The director may not borrow over \$3,000 without member approval at a special meeting or at the annual meeting.
4. A concern of 10 members of the Society may be brought to the consideration of all members through a request for a special meeting for that purpose.
5. Two weeks' notice of the meeting will be sent to the members in writing or email and will be published in any social media platforms and Team Communication/chat rooms with the starting time, place, and purpose of the meeting.

Meeting of the Directors and/or Officers:

1. Director committee meetings shall be held monthly at a convenient time determined at the annual meeting, when necessary.
2. These meetings shall be open to all members for their information and input. The directors however have the responsibility and authority to make motions and vote.
3. Any member of the board who shall be absent from three consecutive meetings of the Board shall (unless authorized by resolution of the Board entered upon the minutes) forfeit the office and another member of the society may be appointed in his/her place until the next annual meeting.
4. Directors may hold a closed meeting, in camera, for discussion of matters considered by the majority of directors as sensitive. Any discussion of personnel will be considered a closed meeting.
5. Roberts Rules of Order shall be used as a guideline to govern all meetings.
6. Officers and Directors may attend regular meetings either in person or via Google Meet, Microsoft Teams, or other approved platforms, provided they are present for the full duration of the meeting. A minimum of at least two meetings per year must be in person, not including Special meetings or AGM.
7. Attendance at the Annual General Meeting (AGM) and Special Meetings must be in person to be eligible to vote or participate officially in proceedings.

8. The Westlock Football Association shall use any social media platforms such as our website, Facebook, Instagram, and others for the purpose of official communication, promotion of events, advertising, and team updates. All communications must be consistent with the values and objectives of the Association and must be approved by the Board or its delegate.

Quorum:

1. One quarter of the members at a meeting of the Society and five Directors constitute a quorum for general meetings.

Responsibilities of Officers and Directors:

1. Directors shall serve on a voluntary basis without remuneration by the Society for their directorship. Expenses for board approved travel will be reimbursed after approval, and only on receipts.
2. The affairs of the association shall be administered by the Board as directed at an annual or general meeting by the membership and as required under the regulations of the Society Act of Alberta.
3. The board will develop a budget to present to the membership at the annual meeting (AGM) for approval.
4. Directors will receive a financial statement from the treasurer and approve payment of outstanding accounts. Signing authority will be designated after election of the directors.
5. The Board will appoint those standing committees required to meet the objectives of the Society. Special committees may take action as the Board may require. The Board will provide the committee with the necessary detailed direction as to its responsibility.
6. The Board will assure that all necessary records, whether of a financial or program nature, are kept, to be able to inform the membership of activities of the Society.
7. The Board shall be responsible for providing to see the duties of officers, directors, trainers, coaches, employees and volunteers are properly performed. A list of roles & responsibilities must be adhered to and held accountable. The Roles may be voted on and adjusted during monthly meetings.
8. The Board shall be responsible for providing and updating all necessary bodies of newly elected members to ensure no interruptions to the Society. (Ie) Banks, Alberta Registries, Canada Post, etc.

Discipline:

The Association through its elected or appointed officials have the authority to discipline any players, team officials, team follower, parent or member.

The President shall ensure that written policy or regulations exist with respect to the application of discipline which ensures that each incident is:

1. dealt with by a committee of not less than three people
2. fairness and consistency is maintained
3. that there is a right of appeal
4. that the integrity and stature of game officials is respected.

AUDITING:

1. The books of the association shall be audited at least once per year by a qualified accountant or by two elected non-signing members of the Association prior to the Society Annual Return deadline.
2. The books of the association may be inspected by any member of the association at the annual meeting Or sooner provided that reasonable notice has been given and a time has been arranged satisfactory to the treasurer.

SOCIETY FUNDS:

1. The funds of the Association, however derived, shall not be expended for any objects inconsistent with those of the Association.
2. The funds shall be deposited to the credit of the Association in a chartered bank or other institution as directed by the Board.
3. Cheques of the Association shall be signed by at least two Directors as designated by the Directors.
4. A Debit/Visa card may be issued to the Treasurer only, for Online access for balancing the books; and to authorize payments for annual subscriptions (Such as TeamSnap, Quickbooks.etc) mandatory for the Association to operate and specific transactions agreed upon annually, such as payments to referees. This limit shall not be greater than \$2500 per transaction. Receipts shall be provided for audit purposes prior to reimbursement. All receipts of purchases by executive, coaches and trainers must be provided to the treasurer. All accounts payable/receivables in regards to the association shall be addressed to The Westlock Football Association and mailed to the Postal Box belonging to the Association and/or the treasurer email. Two signing authorities (one being the Treasurer) designated after the AGM must be present to obtain said Debit/Visa card from the bank.

Borrowing by the Society:

1. The Association may for the purpose of capital expenditures, from time to time borrow sums of money and may issue notes, bonds, debentures and other securities.
2. The Board may not borrow more than \$3,000 without the authorization of the membership of the Association.

AMENDMENTS TO THE BY-LAWS:

1. At the annual meeting of the Society or at a special meeting called for that purpose, the members of the Society may make, alter and repeal by-laws and regulations for the general management of the Society.
2. A copy of the amended by-laws and regulations will be sent to Alberta Government services as part of the registration of the association.
3. Subject to the by-laws and regulations of the Association, the Directors may act for and on behalf of the Association and all grants and other funds of the Association shall be received and expended under their direction.

4. The by-laws and regulations shall be reviewed annually by the Board prior to the next annual meeting and any changes approved by the membership at the annual meeting.

FISCAL YEAR:

1. The fiscal year of the Society shall be a twelve month period commencing on the first day of January each year.

Dissolution of the Society:

1. When the Director is satisfied that the Society is no longer in operation.
2. When the Society chooses to dissolve on reasonable grounds, the Town of Westlock shall become the owner of the property of the Association and operate and control the property, services and programs as conditions permit.

ALL OTHER MATTERS:

1. In the event that these regulations do not adequately cover any situation or time of concern to the executive, directors or members, reference shall be made to the Societies Act of Alberta which shall be the supreme authority whereby the actions and activities of the Association are managed and controlled.

ACKNOWLEDGEMENT OF BY-LAWS AND REGULATIONS:

These by-laws and regulations were acknowledged before a general meeting (AGM) or special meeting called for the purpose of approval of these documents consisting of members of the Westlock Football Association.

Signed before the people at this meeting at Westlock in the province of Alberta at this

Date: _____

President: _____ Vice-President: _____

_____.

Treasurer: _____

_____.