



Charleswood Bronco Football Club

By-Laws to the Constitution

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Definitions:

AGM- Annual General Meeting which is held once per year

Club – From henceforth will stand to mean Charleswood Bronco Football Club

FM – Refers to Football Manitoba

MMFA – Manitoba Minor Football Association

Board of Directors – Shall mean all elected or acclaimed board members and will include Members at Large

BY-LAW 1: AMENDMENTS

- 1.1 The By-laws may be amended by a two-thirds majority vote of Board Members in attendance at any General Meeting of the "CLUB", provided a quorum has been met and the notice of such meeting gave information as to the general nature or effect of proposed amendments, which information shall serve as notice of motion.

BY-LAW 2: EXECUTIVE RULES

REIMBURSEMENT

- 2.1 The "CLUB" shall be managed by the Executive and the Directors, each of which shall serve without any monetary gain or honorariums, but nothing herein prohibits an Executive or Member from being reimbursed for reasonable or previous Executive approved expenses incurred by him/her serving as an Executive.
- 2.2 Receipts must be submitted within 90 days of purchase unless arrangements are made with the treasurer

BY-LAW 3: OFFICERS OF THE CLUB

- 3.1 The following positions of the CLUB shall be elected for a one(1) year term and shall serve as the Board of Directors
 - 2 Vice-presidents
 - Secretary
 - Treasurer
 - Director of Fund Raising
 - Director of Coaches
 - Director of Operations
 - Director of Canteens
 - Director of Special Events
 - Director of Volunteers (should be added but can't until AGM)
 - Registrar(should be added but can't until AGM) and constitutional change at AGM
 - Up to 6 or more DIRECTOR AT LARGE (the final number to be determined at the Annual Meeting).
- 3.2 The office of the President can only be held by someone who has served at least 1 year on the Executive.
- 3.3 The office of the President shall be for a two (2) year period.
- 3.4 The Past President position shall be a member of the Executive and shall be an acclaimed position.

By-Law 4: DUTIES OF THE BOARD MEMBERS

4.1 PAST PRESIDENT SHALL:

- Be an advisor to the Executive and the President
- Be the chairperson of the nominating committee
- Have full access to any/all books and records of the "CLUB"

4.2 PRESIDENT SHALL:

- Call and preside over all meetings of the "CLUB"
- Ex-official member of all committees of the "CLUB"
- Prepare a report of the previous year's activities and present it at the Annual Meeting
- Be a signing officer, together with the Treasurer and a third elected Board member as voted upon by the Board, in all financial matters
- Attend or designate a delegate to attend any function or event that requests or requires a representative of the "CLUB"
- While presiding at meeting, shall only vote to break a tie.

4.3 FIRST VICE-PRESIDENT SHALL:

- Perform the duties of the President in his/her absence
- Responsible for the collection of outstanding player registration fees
- Responsible to receive all Team Manager and Trainer applications for review and presentation to the Executive and act as liaison between these parties and the Board
- Perform other duties as may be determined by the Executive

4.4 SECOND VICE-PRESIDENT SHALL:

- Perform the duties of the President and/or the First Vice-President
- Responsible to represent, attend or designate a delegate relative to the Manitoba Minor Football Association
- Be responsible for the "CLUB'S" public relations and publicity
- Perform other duties as may be determined by the Executive

4.5 TREASURER SHALL:

- Ensure that the financial activities of the "CLUB" are properly recorded and that all funds and securities of the "CLUB" are secured with a banking institution in the "CLUB'S" name
- Be a signing officer, together with the President and a third elected Board member as voted upon by the Board, in all financial matters
- Present a Financial Report at all regular General Meetings

- Present a Financial Statement at the Annual Meeting
- Present a Budget to the Executive, 60 days prior to the start of the football registration
- Work in conjunction with the Director of Fundraising to establish proper financial responsibility for fund raising activities

4.6 SECRETARY SHALL:

- Record proceedings at all General, Special and Annual Meetings
- Ensure distribution of the minutes of all meetings to all Board Members
- Be responsible to give notice of all such meetings
- Assist with the maintenance of the Constitution and By-laws and other "CLUB" documents on a current basis
- Maintain a current list of all Executive and Directors including mailing addresses and phone numbers
- Maintain an accurate record of attendance at meetings

4.7 DIRECTOR OF FUND-RAISING SHALL:

- Be responsible to the Executive for all Fund Raising activities of the "CLUB" including, but not limited to pools, raffles, lotteries, bingo's, etc.
- Work with the Treasurer to set up proper financial responsibility for each activity
- Work with Director of Volunteers to ensure adequate volunteers

4.8 DIRECTOR OF COACHES:

- Responsible to receive all Coaching applications for review
- Make Head Coach recommendations to the Executive for Board approval
- Ensure coaching certifications are complete and current
- To be a liaison between Executive, Coaches and Outside Parties
- To ensure all coaching staff have appropriate background checks completed as per Football Manitoba.

4.9 DIRECTOR OF OPERATIONS:

- Responsible for field safety/maintenance
- Year round monitoring of the Club facilities in compliance with insurance and city lease agreements
- Ensure that all players are uniformly dressed and properly equipped

4.10 DIRECTOR OF CANTEEN

In consultation with the board

- Order all supplies
- Responsible for renting any equipment required for the season
- Ensure all food operations permits are up to date
- Work closely with Director of Volunteers to ensure adequate volunteers

4.11 DIRECTOR OF SPECIAL EVENTS

In consultation with the board

- Schedule events dates
- Plan and schedule all specials events
- Work closely with Director of Volunteers to ensure adequate volunteers

4.12 DIRECTOR OF VOLUNTEERS

- In conjunction with other board positions, supply volunteers as required
- Provide an event schedule for people to volunteer
- Follow up with people not volunteering
- Communicate volunteer opportunities to CLUB members
- Track volunteer hours
- Create, maintain and communicate volunteer schedules

4.13 REGISTRAR

- Track registrations through FM
- Follow up on registrations of players
- Be available or ensure volunteers are available for registration weekend, usually the first weekend in May

BY-LAW 5: THE PLAYER

- 5.1 All players must be of participation age in accordance with Football Manitoba
- 5.2 Proof of age will be required in the form of a government issued ID
- 5.3 Each player will wear proper protective equipment; shoulder pads, helmet, thigh, knee, hip pads, tail bone pad and mouth guard.
- 5.4 Each player must provide proof of paid registration with Football Manitoba before registering with the Charleswood Bronco Football Club

BY-LAW 6: COACHING STAFF

- 6.1 Must be the legal age of 18 or older, or have the consent of their parent/guardian in accordance with FM rules
- 6.2 Individuals applying for Coaching positions must meet the minimum certification and requirements set out by FM.
- 6.3 Coaches are encouraged to take any approved courses available to obtain or up-grade certified coaching levels. Associated costs may be reimbursed upon Board approval.

BY-LAW 7: MEMBERSHIP

- 7.1 Membership shall be open to any individual who is currently participating in "CLUB" activities, participated in "CLUB" activities during the preceding year, other than fulfilling volunteer hours.
- 7.2 Each player will be represented for membership purposes by a parent or legal guardian.
- 7.3 Membership in the "CLUB" may be required as a condition of participation in any "CLUB" activity
- 7.4 Membership may be suspended or revoked for cause by a majority vote of the Board of Directors at any meeting, provided that the individual affected has been given the opportunity to appear to argue such action. Individuals suspended from club activities may re-establish a good standing by applying to the board no sooner than six months after removal. Approval must be by a majority vote.
- 7.5 The individual player registration fee shall be set by the "CLUB" on a yearly basis.

BY-LAW 8: MONTHLY BOARD MEETINGS

- 8.1 The Board meetings will be held once a month in the common area, at the football clubhouse located at 555 Oakdale Drive.
- 8.2 All members in good standing may attend Board meetings and are entitled to voice but no vote.
- 8.3 Each Board member shall have one (1) vote at all Board meetings regardless of number of positions held.
- 8.4 Special meetings may be called by the President with a consensus of at least two (2) other Board members.
- 8.5 The Executive Secretary shall notify all Board members of any special meetings. Such notice to be given at least twenty-four (24) hours prior to the meeting.
- 8.6 Proposed amendments to the Constitution may be presented at any Board meeting, but cannot be voted on until the Annual General Meeting and must have two-thirds majority vote to be adopted. Said proposed amendments must be provided in writing, a copy available to each Board member and must be tabled at least one (1) month prior to the Annual General Meeting.
- 8.7 The Annual budget shall be approved by the Board of Directors in June of each year. All Directors shall be responsible for purchases made within their scope and all expenditures must be approved by the Executive prior to purchasing anything on his/her behalf.
- 8.8 The Executive Members, as outlined above, shall be empowered to conduct the business of the Club between regular monthly Board meetings in the event a Special Meeting cannot be convened. Communication must go out to all Board members notifying of decisions that have taken place and will be included in the next meeting's minutes.
- 8.9 PROXY VOTING IS SPECIFICALLY PROHIBITED at any meeting
- 8.10 Quorum is minimum of 50% of elected Board Members, in the event of vacancies on the Board, a quorum at all meetings shall consist of no less than half of all elected and filled positions
- 8.11 All decisions made on duly approved motions, properly seconded, shall be deemed passed by a simple majority, provided a quorum is present
- 8.12 No decisions may be made at a meeting unless a quorum is present
- 8.13 In the event of unforeseen circumstance, an email vote may be motioned, seconded and noted in the next meeting's minutes, this does not include regular Club business
- 8.14 All meetings of the Club shall be conducted in general accordance with Roberts' Revised Rules of Order.

BY-LAW 9: ANNUAL GENERAL MEETING

- 9.1 Notification sent to the last known address of each member within 10 days of the set meeting.
- 9.2 Advertised via social media and club website within those communities where "CLUB teams are based, not less than 10 days prior to the meeting.
- 9.3 The Annual General Meeting of the club will be held the third week of November each year. Term of office will be from AGM election to AGM Election; this will be considered a one (1) year term.
- 9.4 The meeting will consist of the following Order of Business:
 - Minutes of the preceding Annual General Meeting
 - Business arising from the Minutes
 - Unfinished Business
 - Financial Report to October 31 of the current year
 - Appointment of Auditor
 - Directors' Reports
 - Presidents' Report
 - Amendments to the Constitution
 - Election of Board Members
 - Adjournment
- 9.5 Voting delegates at the Annual General meeting are Board members, adult players, parents of registered players and any person who is registered with Football Manitoba as a member of the Club (i.e. Trainers, Managers, Equipment Managers, Advisers, etc.) and who are members in good standing of the Club.
- 9.6 All eligible voting delegates shall only be entitled to one (1) vote.
- 9.7 To run for a Board member position other than President, the nominee must be a member in good standing.
- 9.8 To run for the position of President the nominee must have been an active member of the Board in the previous year and have served on the executive committee for at least one year.
- 9.9 Nominations will be received by a Nominations chairperson appointed by the Board of Directors.
- 9.10 Nominations will be received prior to the Annual General Meeting and may be accepted from the floor at the AGM.
- 9.11 The AGM shall be conducted in general accordance with Roberts' Rules of Order.
- 9.12 The Chairperson shall vote only in the case of a tie.

BY-LAW 10: REGISTRATION & FEES

- 10.1 The Executive Committee and Board of Directors will establish registration fees annually for the upcoming season and such fees shall not require the ratification of the general membership. These fees will be established at the lowest practical level, considering the Annual Budget requirements.
- 10.2 All members must register online with Football Manitoba.
- 10.3 A player shall be considered registered if he/she completes all "CLUB" registration form, pays the required registration fee and has confirmed registration with Football Manitoba.
- 10.4 Payment in full shall be made prior to receiving equipment. If the payment is not received, the player shall be considered to quit unless there are other arrangements made.
- 10.5 All returned cheques will be assessed a \$25.00 NSF fee. Repayment of cheques (face value plus the \$25.00 surcharge) must be in cash or certified cheque.
- 10.6 No player shall play/practice until his registration is paid and all necessary consents, waivers and registration forms have been received by the "CLUB" unless arrangements are made with the registrar and treasurer.

BY-LAW 11: REFUNDS

- 11.1 Full Club fee refund less administration fee of \$25.00 for all withdrawals prior to June 15 of current year.
- 11.2 After June 15, prior to 2nd league game will receive a refund less the following:
 - Administrative fee \$25.00
 - Insurance premiums, mandatory by Football Manitoba
 - League Fees, mandatory by Manitoba Minor Football Association
 - Athletic User fee, mandatory by the City of Winnipeg
- 11.3 After 2nd weekend of league play, no refund will be issued.
- 11.4 Unusual circumstances will be reviewed by the Board of Directors, upon written request for review. Review will take place at the next scheduled board meeting after withdrawal request.
- 11.5 Coaching staff will be refunded their approved training fees upon presentation of a receipt and the season has completed.

BY-LAW 12: EQUIPMENT

12.1 Equipment shall be issued in accordance with By-law 10.4.

12.2 The CLUB will provide the following equipment:

- Helmet
- Shoulder Pads
- Practice pants
- Pads: pair of knee pads, pair of hip pads, pair of thigh pads and a tailbone pad
- One standard mouth guard
- One belt
- Game Pants and one pair of socks (not to be worn at practices)
- Game Jersey (not to be worn at practices)

12.3 All other equipment such as mouth guard or specialty equipment must meet the requirements of the MMFA and FM and is the responsibility of the player.

By-Law 13: TEAM STAFF REQUIREMENTS

13.1 The following numbers are minimum recommendations and may be up-graded up to the maximum numbers.

6 Player level(s)

- Minimum 4: Head Coach, Assistant Coach, Manager/assistant, Trainer
- Maximum 8 coaches/managers plus two (2) sports-aiders

9 Player level(s)

- Minimum 4: Head Coach, Assistant Coach, Manager/assistant, Trainer
- Maximum 8 coaches/managers plus two (2) sports-aiders

12 Player level(s)

- Minimum 5: Head Coach, 1 Offensive Coach, 1 Defensive Coach, Manager/assistant, Trainer
- Maximum 8 coaches/managers plus two (2) sports-aiders

13.2 Head Coach

- Applications for Head Coach will be accepted from January of current year until June of current year.
- Director of Coaching will be responsible for reviewing Head Coach applications and certifications as well as past performance and reviews.
- Director of coach's recommendations are then presented to the Executive Committee and Board of Directors for final approval.
- Director of coaches will then notify all applicants, via email.

13.3 Support Staff

- ALL support staff, including but not limited to Assistant coaches, trainer and managers will be chosen by Head coaches, with Director of Coaches assistance to verify certifications and qualifications.
- ALL support staff must have obtained required certification and requirements prior to the start of practices.

13.4 Coaching Staff requirements,

The following is a MANDATORY requirement for all coaching staff (including Trainer and Manager) regardless of experience:

- All coaching staff will follow all recommendations set out by Football Canada, Football Manitoba, Manitoba Minor Football Association and the "CLUB"

By-Law 14 Media and Communications

- 14.1 All communications/correspondence shall be directed at the person involved and a copy sent to the entire board including Directors at large unless of a highly sensitive or personal nature.
- 14.2 Members are encouraged to use the Club provided email addresses for all correspondence.
- 14.3 Personal posting on social media with remarks detrimental to the club's well-being or negatively affecting a club member, will be asked to be removed or risk being removed from club activities. Members removed from club activities will not be considered members in good standing with the club.
- 14.4 All minutes of the meetings shall be retained for no less than 7 years, copies of the minutes and agendas will be kept at the club to be available upon request.
- 14.5 All electronic material developed for and used by the Club shall be considered Club property and will be turned over upon request or with the departure of the author.