

1. Introduction / Bylaws

BE IT ENACTED AND IT IS HEREBY ENACTED as bylaws of the Innisfail Minor Football Association (herein after called "IMFA") as follows:

2. Interpretation

2.1 In these Bylaws and other Bylaws of the corporation, unless the context otherwise specifies or requires:

- "IMFA" means the Innisfail Minor Football Association
- "Bylaw" means any bylaw of the association, including any special bylaw, from time to time in force and effect
- The singular shall include the plural and the plural shall include the singular; the masculine shall include the feminine
- "member" means an individual who has been duly admitted into the membership of the Innisfail Minor Football Association
- "Board" means the Executive Board of the Innisfail Minor Football Association
- "Executive" means a member of the Executive Board of the Innisfail Minor Football Association

3. Purpose of the Organization

3.1 The purpose of the IMFA is to provide recreational football programs for the benefit of Innisfail and surrounding communities. The following programs are within the mandate of the organization:

- flag or tackle rule formats
- house league and travelling representative teams
- age categories from six (flag football) - adult (Senior Men's / Women's Tackle)

3.2 The elected Executive Board has the power to decide upon league affiliations. The organization will be governed within the overall direction of Football Canada and its designate in Football Alberta. The organization will operate with the following trademarks: Innisfail Minor Football Association, and the Innisfail Cyclones.

4. Members of the Corporation

4.1 The following shall be members:

- parents or guardians of any player who have registered as players for the year by paying player registration fees in full as prescribed annually to the Innisfail Minor Football Association
- Current executives of the IMFA
- All Head Coaches and Assistant Coaches as approved by the Executive Board
- Lifetime member(s) of the IMFA as designated by the IMFA
- Individuals who do not meet the above criteria, but have a desire to become a member, and who's qualifications and/or skills would benefit IMFA.

4.2 All members must abide by and act consistent with the policies and procedures and the bylaws of the corporation and the membership privileges of any member who fails to do so may be revoked.

4.3 Copies of the Bylaws are on file with the league secretary and the IMFA website and are available for viewing by any member in good standing of the corporation.

5. Terms of Membership

5.1 The Term shall be for twelve (12) months or less (depending on the dates of application and acceptance) and ends automatically at March 31st of any given year.

5.2 Memberships are not transferable and there shall be no refund or pro-rating of membership fees or dues.

6. Application for membership

6.1 All members shall apply for membership in writing on forms or by methods designated by the Board, and by policy or regulations as exist from time to time, and the forms may contain requirements, restrictions, stipulations, undertakings or any conditions as the Board may require. All membership applications are subject to Board approval and the Board may refuse to accept any application. Such refusal shall not be required to show cause, although adherence to regulations, policies, and principles of natural justice is presumed.

7. Fees, Dues, and Assessments

7.1 Fees, dues and assessments of any type shall be fixed by majority vote of the Board from time to time, The requirements for payment of fees, dues or assessment shall be determined by the Board policy.

8. Resignation, Suspension/Termination of Membership

Resignation

Any member may resign in writing to the IMFA at any time and such resignation shall be effective upon acceptance by the Board.

Suspension/Termination

The Board may, by resolution, carried by two thirds ($\frac{2}{3}$) majority of legal votes cast, resolve to suspend or terminate any membership (except those of elected Executives) and shall give notice of suspension or termination in writing. Suspension or termination of membership may be imposed upon a member for:

- Failing to govern conduct in accordance with the IMFA membership requirements, Bylaws of the IMFA or any policies or regulations as may exist from time to time; or
- Failing to pay any fee, due, or assessment, or any other monetary obligation to IMFA; or
- Any other reason as determined by resolution of the Board.

Suspension of Membership

Shall mean a temporary condition that could be extended to the end of the current membership year. Privileges of membership are suspended for whatever period prescribed by the Board but may be reinstated at any time during the same membership year with such probationary requirements as the Board sees fit.

Termination of Membership

Shall mean the cessation of all membership privileges for the balance of the current membership year, without possibility of reinstatement in the same year. Any application for membership in future years may contain probationary conditions or other requirements.

9. Appeals

9.1 Any member or registrant of the IMFA directly affected by a decision of the Club may appeal such decision. The denial or termination of Membership in the Club may be appealed by a non-member.

9.2 An individual shall not appeal a decision made by the Executive Board regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the Club's operations, except where the selection, appointment and revocation process outlined in the Club's published rules has not been followed.

10. Membership Meetings

10.1 There shall be two (2) types of member meetings:

- Annual General Meeting of members
- Other General or Special meetings

10.2 The annual General Meeting of the Corporation shall be held at a date, time and place established by the Executive Board but the Board shall always attempt to schedule the Annual General Meeting after year end and after League games have finished.

10.3 Notice of the Annual meeting of the Members of the Corporation shall be given by publication at least Twenty One (21) days prior to the meeting on IMFA website and in at least one newspaper.

10.4 Where notice of a meeting is published in a local newspaper it will be deemed to be received generally by the members of the Corporation. The accidental omission to notify any member or the non-receipt of notice by any member shall not invalidate any resolution passed or any proceedings taken at the meeting.

10.5 The business transacted at the Annual General Meetings of the Corporation shall include the following:

- Roll call or checking of membership registration
- Adoption of the minutes of the previous Annual meeting and of any special membership meeting held since the last Annual General Meeting
- Report of the unfinished business from any previous membership meeting or any business arising out of the minutes
- Report of the President on behalf of the Executive Board
- Report of the Treasurer
- Any amendments to the Bylaws
- Report of the nominations and election of Executives
- The handing over of the Chair to the newly elected President
- New Business
- Adjournment

10.6 At all meetings of the membership of the IMFA, 10 members shall constitute a quorum. If no quorum is present, the presiding officer of the meeting shall adjourn the meeting to a date not less than seven (7) or more than fifteen (15) days thereafter, and the decision(s) of the adjourned meeting shall be binding on the IMFA regardless of the number of members then present, provided that notice of the adjourned meeting shall be given as prescribed above at least seven days prior to the date of the adjourned meeting.

10.7 The fiscal year end of the IMFA shall be the 28th of February.

10.8 An independent review performed by a 3rd party qualified accounting firm to audit financial statements of the IMFA.

10.9 Each member of IMFA may be provided with an Agenda and Treasurer report the day of the Annual General Meeting and it is decided by a majority of the Board prior to.

10.10 Non members of the IMFA who wish to attend the IMFA General Meeting must submit in writing to the Secretary their intentions and seek approval by the Board.

10.11 Upon the written request of 2/3rd or more members of IMFA, stating the general nature of the business to be transacted at the meeting, the Executive Board shall within 21 days from the date the written request was delivered to the President or Secretary call a General or Special Meeting of the members, for the membership, for the transaction of such business as may rightfully be bought before the membership, and such meeting shall be held within 42 days from the date of delivery of the requisition.

10.12 Notice of a Special Meeting shall be given by publication in a locally distributed newspaper or by written (electronic or post mail) notice to all members of record.

11. Bylaws of the IMFA

11.1 Any proposed amendments to the bylaws made from the Executive Board for consideration at the AGM must be published on the IMFA website with the announcement of the AGM at least Twenty One (21) days prior to the AGM.

11.2 Comments regarding amended Bylaws must be submitted to the Secretary Fourteen (14) days prior to the Annual General Meeting.

11.3 Any proposed changes to the bylaws made from members for consideration at the AGM must be submitted in writing to the President of the corporation at least Fourteen (14) days prior to the AGM.

11.4 A Bylaw of the Corporation may be amended only by no less than two-thirds majority vote of all eligible members in attendance at an Annual or Special Membership Meeting. Adoption of general motions requires a simple majority vote.

12. Voting Procedures / Rights

12.1 At all meetings of the members every question shall be decided by a majority of votes of the voting members present in person unless otherwise required by the Bylaws, the Act or by statute.

12.2 Any member in good standing who is eighteen (18) years of age is eligible to vote at any Annual meeting or any other meeting of the members called.

12.3 Each player member shall be entitled to one (1) vote. If a family has more than one player registered with the IMFA, their voting entitlement will be equal to the number of members registered. Player members who are registered for more than one program will only have one (1) vote entitlement.

12.4 Other member groups as denoted in section 4. shall be entitled to one (1) vote in his own right, in addition to those votes he represents on behalf of a player member.

12.5 At the start of a meeting, the Secretary will record the attendance of members and will allocate them a voting card with the appropriate number of entitled votes shown upon it. Before the meeting commences, the registrar will also confirm the total number of votes contained within the meeting to establish the required two thirds ($\frac{2}{3}$) and absolute majority thresholds.

12.6 Every question shall be decided in the first instance by a show of votes that shall be counted either by the secretary or by scrutineers appointed by the Board. Upon a show of votes, every member having voting rights shall have votes, as scheduled in case of an equity of votes at any general meeting, the Chairperson of the meeting will be entitled to cast a deciding vote.

12.7 For Executive Board Meetings only, email votes will be accepted on time sensitive matters provided a quorum of $\frac{2}{3}$ of voting members reply. All votes and correspondence must be sent "reply all" for email votes.

13. Executive Board

13.1 The Executive Board shall consist of approximately nine (9) members in positions to conduct business of the IMFA. The Executive Board members are elected by ballot or show of eligible member votes as well as the past president. The term of office of Executives shall be one year, excepting the position of president which will be two (2) years. Executives shall be elected at the Annual General meeting of the IMFA, or may be appointed by resolution of the Executive Board to fill vacancies as required until the next Annual General meeting.

13.2 The President and Treasurer may be elected to serve as President and Treasurer for a maximum four (4) consecutive years however, may stand for re-election for the position they previously held after being away from the position for at least one year.

13.3 No member of the Executive Board shall be paid in money or kind for services rendered in his or her capacity as an Executive of IMFA. Any party, including Executives, can and shall be reimbursed for legitimate and approved expenses (including gas mileage) incurred in the course of carrying out his or her duties on behalf of the IMFA and or Corporation business affairs determined by the Board, upon submitting appropriate receipts. Expenses must be pre-approved either through the annual budget, by a majority vote at an executive meeting, or by a majority vote of the executives through email.

13.4 Members of the Board and their families shall not enter into any business arrangement with the IMFA in which they are interested directly or indirectly except with a majority vote of the Executive Board, or in the case of referees. No member of the IMFA may hold more than one (1) elected office in the IMFA at any one time (unless approved at the AGM by a majority vote); however, an Executive or a member may fill a position if vacated mid-term if approved by a majority of the Executive Board.

13.5 An Executive may not hold any position (Executive, Coach, etc.) in a competing minor football organization unless approved by a majority vote of the Executive Board.

14. Meetings

14.1 Regular monthly meetings of the Executive Board shall be held in the town of Innisfail at such date, time, and place as the Board may from time to time determine, provided that other meetings may be called by the President, or upon petition of at least four (4) members thereof.

14.2 A quorum for a meeting of the Executive Board shall consist of a simple majority of all members of the Board. No error or omission in giving notice for a meeting of Executives shall serve to invalidate such meeting or make void any proceedings taken or had at such

meeting and any Executive may, at any time, waive notice of any such meeting and may ratify and approve of any and all proceedings taken or had threat.

14.3 When a member of the Executive Board fails to attend three (3) consecutive meetings without, in the opinion of the Board, having reasonable cause thereof or fails to perform any of the duties allotted to him as an Executive, his position on the Board may be declared vacant until the next annual general meeting of the corporation.

14.4 All meetings shall follow Robert's Rules of Order.

15. Executive Board Obligations

15.1 The Executive Board shall have the general direction and control the affairs of the corporation. In addition to the duties customarily performed by the Executive Board, the board shall::

- Subject to the express provisions of these Bylaws, determine from time to time the terms, conditions and limitations under which players may be registered and assigned to teams and rosters, and the terms, conditions and limitations governing the cancellation or withdrawal of players;

- Accept applications from and appoint coaches through process of the IMFA Board for any IMFA sponsored teams;

- Fix the amount of and obtain insurance for property loss or damage and player and public liability;

- Determine from time to time registration fees, sponsor fees and other fees;

- Designate the bank(s), trust company(s), or credit union(s) in which the funds of the corporation shall be deposited;

- Employ, fix the compensation and prescribe the duties (role description) of any such employees as may, in the discretion of the Executive Board, be necessary, and have the power, by vote of two-thirds of the Board to remove such employees;

- During the absence or disability of any officer, appoint a qualified member to act temporarily in his or her stead;

- Appoint an independent accountant one (1) year term to audit the books and records of the corporation;

- Accept any league into the playing schedule or schedules of the IMFA, and prescribe the conditions for such participation.

16. Executive Nominations / Eligibility

16.1 To be eligible for election to a position on the Board, the candidate must be nominated by a member of IMFA, either from the floor of the Annual General Meeting or prior by communication of the nomination to the secretary. To be eligible for election, a nominee must consent to his or her nomination either in person at the Annual General meeting or by means of a written acceptance of nomination filed with the secretary during or prior to the annual General Meeting.

16.2 Any person(s) who has resigned and/or has been removed (by Board vote) from the IMFA Executive Board, will NOT be eligible to run and/or be appointed by the IMFA Executive Board to any IMFA position whether permanent or temporary for a minimum of one year.

16.3 To be elected to the Executive Board of the IMFA, the following qualifications must be met:

- An Executive must be a member of the IMFA
- An Executive must be eighteen (18) or more years of age
- No undischarged bankrupt shall be an Executive. If an Executive becomes bankrupt, he/she shall automatically cease to be an Executive
- An Executive may not hold any paid staff position of the IMFA. nor may an Executive be an immediate family member (as defined as Father, Mother, Son, Daughter, Grandfather / mother, Grandson / daughter, Step-son / daughter / mother / father, Mother / Father-in-law) of any paid employee of IMFA.

16.4 No member is eligible to be elected to the office of President unless the member has previously served at least one term as an Executive of IMFA. The Executive Board may, by resolution of two-thirds of the Executives present, appoint an Executive who has or has not previously served as an Executive of the IMFA including the immediate Past President, to any position including the position of President, Secretary, or Treasurer until the next Annual general meeting or special membership meeting convened for that purpose.

16.5 Following election to the Executive Board, all Executives will produce an updated Police Clearance Certificate to the Secretary of the IMFA within six (6) weeks of their election. The ultimate decision to accept a potential Executive onto the Board who has a police record will remain with the Board.

17. Executive Board Role Descriptions

The **President** of the Corporation shall:

- Preside as Chairman at all meetings of members
- Maintain the agenda and preside as Chairman of all meetings of the Executive Board and in concert with the Executive Board, set the meeting dates.

- Be responsible for appointing people to count and scrutinize any balloting at any meeting of the Executive Board or members
- Be a voting member of the executive and the association. The Presiding officer votes along with other members whenever the vote is by ballot; otherwise, the President only votes when their vote will affect the result.
- Ensure that the organization completes an orderly process to establish an annual strategic plan and budget.
- Review and establish as required necessary organizational arrangements and responsibilities to carry out the affairs of the organization.
- Resolve conflicts within the club
- Be the chief spokesperson and representative for the corporation at any public or official functions (including league affiliations) where IMFA is represented or appoint a designate to act as chief spokesperson as appropriate
- Communicate IMFA, CPFL/CFL, Football Alberta, and Football Canada goals and program to the club members
- Be ex-officio member of all committees, sub-committees and Task Forces of the board
- Report to each annual meeting of members of the corporation concerning the operations of the IMFA
- Be a co-signer on the bank account with the treasurer and secretary

The **Vice-President** of the Corporation shall

- Be a voting member of the Executive Board
- Perform all the duties of the President in the absence or disability of the President
- Perform other duties, including special projects, as may be determined from time to time by the Executive Board
- In the event a Registrar is not elected at the Annual General Meeting, the Vice-President will assume the Registrar's duties.

The **Past President** shall

- Act as an advisor of the Executive Board and may attend any and all meetings of the Executive Board and the members whether elected as a current Executive or not
- Remain a member in good standing, and as such, have the ability to vote at all member meetings. Past President shall also have the power to vote at Executive meetings only if duly elected as a current Executive of IMFA
- Have the privilege of standing for re-election to the Executive Board as outlined in these bylaws.
- Perform such other duties as may be determined from time to time by the Executive Board

The **Secretary** shall

- Have custody of the official records of the corporation, including the letters patent or articles of incorporation, the seal, the insurance documents, and all official correspondence,

etc

- Establish and maintain the organization's Safety policy, Privacy policy, as well as the necessary discipline committee structures and process
- Keep an official record of all meetings of the Executive Board and members, and ensure records are available to members, in accordance with the bylaws
- Ensure that elected and appointed volunteers are given description of roles and responsibilities and any necessary paperwork
- Give notice of all meetings of members in the manner prescribed by these bylaws, and serve as correspondence secretary
- Prepare the order of business for the presiding officer, showing everything known to be up for consideration at the meeting
- Preside over the election of a temporary chairman if the president and vice president are absent.
- Serve as an active and voting member of the Executive Board
- Ensure the bylaws, special rules of order, standing rules, and current minutes book are available for reference at all meetings.
- Issue copies of all minutes of all meetings to all Executives and maintain a League file for membership as well as a file for legal purposes
- Be the official correspondent and contact officer of the corporation (including sending thank you notes)
- Keep the official member roll
- Manage and coordinate website functions and updates
- Perform such other duties as may be determined from time to time by the Executive Board

The **Treasurer** shall

- Be the custodian of the books of account and accounting records of the corporation required to be kept by the provisions of the Societies Act of the province of Alberta in a manner that is acceptable to the independent accountant which books and records shall at all times be open to the inspection of the Executive Board
- Obtain the financial records of the past treasurer and make certain all records are in order
- Manage the process of budget preparation by operating division
- Prepare and submit a monthly financial statement to the Executive Board showing the receipts and disbursements and accounts receivable and accounts payable and the financial position of the IMFA and each operating division within it; maintain a schedule of variance of a budget
- Keep a record of all monies received and disbursed, shall deposit all monies in the Association bank account within one week (7 days) of receiving, shall maintain a general journal to show the chronological flow of funds, and shall ensure all disbursements are made by cheque.
- Assist the independent accountant in the preparation of the annual auditor's report and financial statements

- Oversee the financial aspects of the activities performed by any other Executives charged with accepting and or depositing funds on behalf of the IMFA
- Provide a Treasurer's report to the members at the annual general meeting
- Prepare any financial reports as may be required from time to time by government departments
- Follow up on any returned cheque received by the corporation
- Act as a liaison between the Executive Board and any accounting service retained by IMFA
- Be a voting member of the executive
- Perform such other duties as may be determined from time to time by the Executive Board. Some of these specifics are...
 - Be responsible for establishing purchasing programs with all external suppliers including uniforms and game apparel, equipment, fields, transportation, trophies, photography and referees
 - Create and publish refund policy for distribution at each registration
 - Pay out refunds
 - Bring refund requests to Board for approval
 - Receive invoices
 - Obtain confirmation of validity of invoices
 - Pay bills
 - Attend registrations, collect money
 - Attend major fundraising events, collect money
 - Prepare budget from previous year's data and with input from Executives
 - Ensure all equipment and property of the Association is adequately insured on a yearly basis
 - Pay association fees by December 31 deadline

The **Registrar** shall

- Be responsible for coordinating registration of all players, coaches, and volunteers participating under the jurisdiction of the Association
- Establish the rules of registration in concert with the executive
- Keep records of all the Association's registrations (electronic and paper records)
- Make available a complete list of all registered players, coaches, managers, trainers and team representatives
- Liaise with respective team managers and/or representatives for the collection of all documentation required for registration including medical releases or information required for the purposes of approving the registration application
- Be responsible for organizing registration table at Innisfail Registration Nights (March and September), and IMFA registration nights (May and August)
- Actively seek to promote IMFA and to increase registrations for it's teams
- Be an active and voting member of the Executive
- Perform such other duties as may be determined from time to time by the Executive Board. Some of these specifics are...

- choose registration dates
- input registration data into both IMFA records (RAMP website), and Football Alberta registration site
- canvas for volunteers, sponsors, etc. on registration day
- respond to parent queries
- mail out registration if elected by the IMFA Executive Board

The **Field Coordinator** shall

- Ensure that teams of the Innisfail Minor Football Association have adequate practice and home game fields on which to play.
- Liaise with the Town of Innisfail, Chinook's Edge School Division, and other parties as required to secure other sports fields.
- Ensure that the proper football lines (as required by the Alberta Minor Football Association) are painted on all home game fields.
- Arrange for change rooms, garbage cans, and portable toilets or bathroom access at the home fields as needed.
- Direct someone to be responsible to insure the field is properly dressed prior to games and the field be properly stripped and equipment be properly stored.
- Be responsible for coordinating and preparing a master schedule for all IMFA games, in cooperation with the President and Team Managers
- Arrange gameday personnel including officials and trainers
- Arrange for field and officials for exhibition games
- Be an active and voting member of the executive

The **Club Manager** shall

- Obtain all licences and permits required for regular operations, fundraising, and special events
- Coordinate advertising as required for each division i.e local newspapers, flyers in schools, etc.
- Assist other directors with outreach/communication to parents
- Communicate information to parents during each season (team specific communications are managed by team managers)
- Provide feedback mechanism for parents to evaluate the league at the end of the season
- Schedule volunteers necessary to work home games including 50/50 ticket sales, concession, school monitor, stick crew, timekeeper and score clock person.
- Sit on fundraising and events committees
- Establish a relationship with local sports media, provide game results and 5-6 game photos to local media outlets
- Ensure results of all games are publicized via website
- Arrange and schedule picture day for Innisfail Minor Football
- Obtain volunteers to fill the role of Team Managers
- Order and distribute IMFA merchandise as directed by the Executive (Team T-shirts,

fan gear, coaches' gear, etc.)

- Be an active and voting member of the executive

The **Equipment Manager** shall

- Be responsible for the care, maintenance, storage and repair of all equipment owned by the IMFA

- Be responsible for the distribution and collection of equipment to the players and coaches and specifically to coordinate efforts with the Registrar to ensure that equipment is only distributed to players who have completed their registration form and paid their registration fee

- Maintain accurate records of the location and custody of all equipment

- Maintain a purchase order system for the occasional purchase of equipment

- Maintain an adequate supply of equipment, attending to the occasional purchasing of additional equipment, within Board approved purchasing programs, when necessary

- Be responsible for the preparation of an annual replacement equipment budget to be submitted to the Executive Board by February 1st of each year

- Be an active and voting member of the executive

- Perform such other duties as may be determined from time to time by the Executive.

Some of these specifics include:

- Order new equipment as required (player, coach, field, etc.) with approved suppliers and within the terms of approved purchasing programs

- Order jerseys/pants, etc. all leagues, with approved suppliers and within the terms of approved purchasing programs as designated by the Executive board

- Order helmet stickers, decals, etc. with approved suppliers and within the terms of approved purchasing programs

- Equipment refurbishing, as required

- Coordinate equipment assembly

- Coordinate distribution and supply of coaches' equipment (balls, first aid kits, etc.) at the beginning of the season. After coaches' equipment has been distributed, it becomes the responsibility of the head coach until IMFA Equipment Return night.

- Be present at both IMFA equipment distribution nights, and IMFA equipment return nights.

The **Director of Coaching** shall

- Be a representative elected by the coaching staff

- Provide general liaison with coaches re: coaching related instruction, mentorship, education, discipline, etc.

- Assist in the identification and recruitment of coaches, assistants, and conveners

- Provide and/or organize coaching education/instruction/certification to coaches

- Provide advice to the board re: club coaching policies and procedures

- Work with the board to communicate club standards and policy related to coaching

- Facilitate meetings with the coaching staff

- Work closely with officials to ensure IMFA policies.rules are being implemented
- Ensure teams have proper staff in place and compliment staff with additional support if warranted
- Attend executive and membership meetings as a representative of the coaching staff
- Be an active and voting member of the executive

An **Executive Member At Large** shall

- Serve as a member of the executive without holding one of the positions listed above
- Be able to provide continuity and/or advice that would better enable the work of the executive
- Perform other duties as requested by the President and/or the executive
- Be a non-voting member of the executive

18. Chief Executive Officers

18.1 The Chief Executive officers of IMFA are:

President
Vice President
Secretary
Treasurer

18.2 The Treasurer, President, and Secretary will have signing authority

18.3 In the event of an emergency or if a board meeting is not possible, the Chief Executive Officers may hold meetings to resolve the emergency or problems to maintain the day to day operations of IMFA. The proceedings of these meetings must be presented to the board at the next meeting

19. Volunteer Committees

19.1 The Executive Board may from time to time establish various committees of the Executive in order to assist the Board in carrying out their administrative functions.

19.2 The Board shall specify duties and powers of each committee appointed.

19.3 Any recommendations of any committee must be approved by a majority vote of the Executive Board before implementation

19.4 Any and all standing committees may be responsible as well for other duties assigned to it by a majority vote of the Executive Board

19.5 Every standing committee will be chaired by a member of the Executive Board or a delegate thereof.

20. Organization and Administration

AFFILIATION

The corporation considers itself to be affiliated with and will at all times act in accordance with the regulations and Bylaws of CFL (Central Football League) / CPWFL (Central Pee Wee Football League / Football Alberta / Football Canada. Should a conflict exist between the Bylaws of this organization and any of the regulations or Bylaws of the aforesaid organization, the matter will be referred to a league documentation committee for study and resolution.

SIGNING AUTHORITY

All cheques of the corporation must be signed by any two signing officers of the corporation. Signing officers shall be the President, Secretary, and Treasurer. Cheques issued shall be recorded in the books of the corporation by the Treasurer. No cheques are to be signed in blank. The Treasurer shall issue a receipt to evidence any monies received by the corporation and a duplicate of each receipt shall be kept and recorded by the Treasurer. Any cheque made payable to the treasurer must be signed by two other signing officers.

BORROWING AND PLEDGING

Executives of the corporation from time to time: (a) borrow money upon the credit of the Corporation by obtaining loans or advances by way of overdraft or otherwise; (b) issue, sell or pledge securities of the Corporation including bonds, debentures, debenture stock, for such sums on such terms and at such prices as they may deem expedient; (c) assign, transfer, convey, hypothecate, mortgage, pledge, charge, or give security in a manner upon all or any of the real or personal, moveable, or immovable property, rights, powers, choices in action, or other assets, present or future, of the Corporation to secure any such securities or other securities of the Corporation or any money borrowed or to be borrowed or any obligations or liabilities as aforesaid or otherwise of the Corporation heretofore, now or hereafter made or incurred directly or indirectly or otherwise; and (d) without in any way limited the powers herein conferred upon the Executives, give security or promises to give security, agreements, documents and instruments in any manner or form under the Bank Act or otherwise to secure any money borrowed or to be borrowed or any obligations or liabilities as aforesaid or otherwise of the corporation heretofore, now or hereafter made or incurred directly or indirectly or otherwise. That any or all of the foregoing powers may from time to time be delegated by the Executive to any one or more of the Executives or Officers of the Corporation. That this Bylaw shall remain in force and be binding upon the Corporation as regards any person acting on the faith thereof until such person has received written notification from the Corporation that this by-law has been repealed or replaced.

LIABILITY

Any damage or injury or loss suffered by any person or organization as a result of any Executive or indirect actions of the Corporation or anyone acting on the corporation's behalf, shall be the sole liability of the corporation and no member of the corporation shall be held personally liable. No members of the corporation are authorized to act on behalf of the corporation without formal consent of the corporation, granted by a majority vote of the Executive Board. Any member or person purportedly acting on behalf of the corporation without the necessary authorization does so strictly at his own risk and liability. Should the

corporation contribute or loan any property or equipment to individuals or organizations, such is done with the understanding that the receiver will utilize the property at his own risk and agrees not to hold the corporation or any member thereof liable for any damages that may result from any defect or shortcoming in the aforesaid property.

SAFE MANAGEMENT POLICY

All membership including the Executive Board must comply with the IMFA Safe Management Policy. Safe Management Policy is retained as a “living document”.

CONFIDENTIALITY / NON-DISCLOSURE

All Executives of the Corporation must sign a Confidentiality / Non-Disclosure agreement Form while acting as Officers of the IMFA.

PERFORMANCE ENHANCING DRUGS AND SUBSTANCE ABUSE

It is contrary to the policy of IMFA for any player to use performance enhancing drugs. The IMFA as a whole will conduct its affairs within the guidelines of the Canadian Center for Ethics in Sport. The use of any drug to enhance the performance of any player is prohibited. Any coach, Executive, or member of the corporation found to be participating in or encouraging this type of activity will be suspended indefinitely by the Executive Board.

REGISTRATION

No player shall be given equipment unless he has completed a registration form, filed proof of age with IMFA and paid any fees due. No player shall be accepted for registration on a team which as already played its first league game unless such registration is consented to by resolution of the Executive Board.

WEIGHT LOSS / WEIGHT GAIN

It is contrary to the policy for any player to attempt to alter their physical appearance by promoting extended unnatural loss of body fluids or the use of any drug or product to enhance their performance or mass naturally. Any coach, Executive, or member of the corporation found to be participating in or encouraging this type of activity will be suspended indefinitely by the Executive Board.

IMFA PLAYING RULES

The playing rules of the IMFA shall contain all restrictions concerning the eligibility of participants and can be changed only by the Executive Board. The Board shall attempt to obtain input from coaches prior to making changes; however, are not under any obligation to do so. Changes to playing rules shall not be made after September 1st in the case of Tackle football unless a safety factor is involved. Changes require a $\frac{2}{3}$ majority vote at an IMFA Executive meeting where a quorum exists. IMFA teams shall play all games under those rules provided by the Canadian Amateur Football Association Rulebook for Tackle Football. Except where outline in the house league constitution and bylaws.

OTHER LEAGUES

The Executive Board may accept other leagues or teams into the IMFA which teams or leagues may participate in the playing schedules. The Executive Board shall set and prescribe any fees, terms and conditions of such participation. Parents and guardians of players, Executives, coaches, managers and trainers of other leagues shall not be eligible to vote at Annual meetings unless they have satisfied the conditions of membership as indicated in these Bylaws.

TEAM EVENTS OUTSIDE OF REGULAR SEASON SCHEDULE

All teams who wish to participate in football activities outside of the regular schedule must obtain approval from the IMFA Executive Board. These activities include controlled scrimmages, tournaments, any travel. Teams must provide documentation such as budget, safe management procedures and business model when requesting Board approval.