**CHESTERMERE COMMUNITY FOOTBALL CLUB (CCFC)**

**BYLAWS**

**ARTICLE I – NAME**

1. The name of the Association shall be the Chestermere Community Football Club (CCFC) and shall be referred to hereafter as the “CCFC.”

**ARTICLE II- - MEMBERSHIP**

1. Members in good standing are:
2. The Coaches of the CCFC;
3. players who pay the CCFC membership fees;
4. volunteers who are members of the Board of Directors for the CCFC;
5. in the case of players who are under the age of eighteen (18) years, one of their parents or guardians; and
6. former Members of the CCFC who are in good standing with the CCFC and who wish to volunteer their time for the benefit of the CCFC.

1. Membership fees will be paid before the first practice of the current season, either by cheque, cash, or through PayPal. If annual membership fees are not paid by the first practice and arrangements have not be made and adhered to the registration will be considered void.
2. CCFC is a member of Football Alberta, the Calgary & Area Minor Football, Calgary Atom Football, Calgary Pee Wee Football Association (CPFA) and Calgary Bantam Football Association (CBFA) and as such is expect to follow their policy, procedures and bylaws. This in turn means all members of CCFC will be expected to follow said policy, procedures and bylaws. See CPFA website for more information <http://calgarypeeweefootball.ca> . See CBFA website for more information http://cbfa.ab.va

**Membership Privileges:**

1. A Member attending any Annual, General or Special Meeting may cast one vote.
2. All Members shall be entitled to such other privileges as are designated by the Board of Directors.
3. The Board of Directors may expel a Member, if expulsion is in the best interest of the CCFC or the Member, as determined by the Board of Directors. The Head Coach may expel a player, if expulsion is in the best interest of the CCFC or the Member, as determined by the Head Coach.
4. Any Member wishing to withdraw from the membership may do so upon delivering a notice in writing to the Board of Directors. There may, at the discretion of the Board of Directors, be a refund of fees paid by that Member.
5. No Member may play unless their membership is in good standing.

**Expectations of Members**:

1. Members should regularly attend and participate at all meetings.
2. Communication should be respectful.
3. Members should advocate for Chiefs programs and players.
4. Members should review materials provided prior to meetings and come prepared.
5. Adhere to CCFC policy and procedures.

**ARTICLE III – MEETINGS**

1. An Annual General Meeting (AGM) shall be held prior to March 31 in each calendar year. Such time and place as shall be determined by the Board of Directors, with twenty one (21) days’ notice by posting on CCFC website social media and print outlets where the general public can easily see the notice to generate renewed interest in the Board.
2. Special Meetings may be called:
	1. By the President of the CCFC as required.
	2. By the President of the CCFC when requested in writing by one-third (1/3) of the Members in good standing. Such request must state the objects or reasons for which the Meeting must be called.
	3. By resolution of the Board of Directors.
	4. In writing with at least fourteen (14) days notice of the time, place and purpose of the meeting having been given to each Member.
3. Only such business as is called for in the written notice of meeting shall be transacted at a Special Meeting.
4. Minutes of the proceedings of all Meetings shall be permanently kept in a minute book and shall be accessible for inspection upon three (3) days notice by all Members in good standing.
5. All Members shall be entitled to attend and vote at the AGM.
6. Except in the case of a Special Resolution, questions arising at any meeting shall be decided by simple majority of voting representatives.

**ARTICLE IV – QUORUM**

1. One tenth (1/10) of the Members who have been Members of the CCFC for at least ninety (90) days shall constitute a quorum at any Special or General Meeting. In the event that the CCFC has less than fifty (50) Members in any year, five (5) of those Members shall constitute a quorum.
2. In the case of the Annual General Meeting, if within thirty (30) minutes of the appointed time a quorum is not present, the meeting shall be adjourned to such a time and place as is determined by the majority of the voting Members present. At the re-scheduled meeting, the Members present shall constitute a quorum.
3. In the case of a Special Meeting, if within thirty (30) minutes of the appointed time a quorum is not present, the meeting shall be dissolved.
4. Two-thirds (2/3) of the Board members shall constitute a quorum at any Board Meeting.

**ARTICLE V – BOARD OF DIRECTORS**

1. The Board of Directors of the CCFC shall consist of at least five (5) members in good standing elected by a vote of the Members present and voting at the Annual General Meeting.
2. Any Member over the age of sixteen years in good standing may be elected to serve on the Board of Directors of the CCFC. Any Member over the age of eighteen years in good standing may be elected to serve on the executive of the Board of Directors.
3. All elected Board of Directors positions shall:
	1. Be for a two (2) year term in office;
	2. Executive positions shall be voted in on a rotational basis.
	3. Be volunteer positions. No Member of the Board of Directors shall be entitled to receive payment by the CCFC apart from reimbursement of reasonable expenses.
4. The Board of Directors with a two-thirds (2/3) majority vote may expel a board or committee Member, should removal be in the best interest of the CCFC. Each member of the Board of Directors, save for the President, shall have one vote. Except as stated herein, all decisions of the Board of Directors shall be decided by a simple majority of the votes cast. In the event of a tie vote, the President shall have one vote.
5. Meetings of the Board of Directors shall be called, at a minimum of four times per year and as needed by the President. Minutes of those meetings shall be prepared and sent to each Board Member no less than seven days prior to the next scheduled Board Meeting

**ARTICLE VI – ELECTIONS**

1. Only Members in good standing shall be elected for office.
2. Election shall be by majority vote or by secret ballot.
3. The Chairperson of the election meeting may appoint scrutinizers who shall have charge of preparing and counting ballots. No candidate for office may be a scrutinizer.
4. The Board of Directors shall have the power to appoint a Director in good standing to any vacancy on the Executive, except the office of President, which may occur during its term of office. Such appointee shall hold office until the next Annual General Meeting.
5. Should the office of the President become vacant during the term, it shall be filled by the Vice-President for the balance of the term.
6. The immediate past president, if in good standing, shall be an ex-officio member of the Board of Directors.
7. The position of any Board member missing three (3) consecutive Board Meetings without valid reasons shall be automatically terminated and such position shall be filled at the next Board Meeting.
8. The Board of Directors shall have full control and management of the affairs of the CCFC.

**ARTICLE VII – DUTIES OF CCFC BOARD MEMBERS**

The duties and responsibilities of the CCFC Board Members shall include, but not be limited to, the following:

# President

1. Is a non-voting Member of the Board of Directors; except in the case of a tie vote, in which case the President shall have the deciding vote.
2. Is a partner with the Vice-President in achieving the Society's Mission.
3. Chairs monthly meetings of the Board of Directors.
4. Appoints the chairpersons of committees in consultation with other Board members.
5. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
6. Monitors financial planning and financial reports.
7. Plays a leading role in fundraising activities.
8. Acts as signing authority in conjunction with the Treasurer.
9. Applies and submits all paperwork required for liability insurance for the CCFC.

# Vice-President

1. Is a voting member of the Board of Directors.
2. Attends Monthly Board Member meetings.
3. Performs Presidential responsibilities when the President cannot be available.
4. Reports directly to the Board’s President.
5. Works in tandem with the President and all other Board Members.
6. Participates closely with the President to develop and implement officer transition plans.

# Treasurer

1. Is a voting member of the Board of Directors.
2. Attends monthly Board Member meetings.
3. Manages finances of the organization.
4. Assists in the preparation of the budget.
5. Monitors the budget.
6. Prepares any required financial reporting forms.
7. Organizes registration of players
8. Prepares periodic financial statements for presentation at Board Meetings.
9. Acts as signing authority with the President.
10. Performs other duties as assigned or required by the Board.

# Secretary

1. Is a voting member of the Board of Directors.
2. Attends monthly Board member meetings.
3. Develops the agenda for the meetings.
4. Performs other duties as assigned or required by the Board.
5. Maintains records of the board and ensures effective management of Organization's records.
6. Manages minutes of board meetings.
7. Ensures minutes are distributed to members shortly after each meeting.
8. Maintains an active members list with contact details.

# Fundraising Coordinator/ CCFC Merchandise

1. Is a voting member of the Board of Directors.
2. Attends monthly Board Member meetings.
3. Meets with Fundraising Committee (if specified) to determine fundraisers for the year to cover costs not supported by registration funds.
4. Looks for, and applies for any Grant or Donation opportunities for the CCFC.
5. Presents fundraising updates and potential opportunities at the monthly Board meetings.
6. Performs other duties as assigned or required by the Board.

# Coordinator of Communication and Recruitment

1. Is a voting member of the Board of Directors.
2. Attends monthly Board Member meetings.
3. Responsible for editorial direction, design, production and distribution of all CCFC publications.
4. Acts as the CCFC’s representative with all media.
5. Responsible for creating a Social Media Committee of Ambassadors (if specified) to interact with the General Public.
6. Meets with the Fundraising Committee (if specified) or Fundraising Director to determine how social media and other advertising avenues can best help the needs of the CCFC.
7. Develop strategies to promote CCFC programs and recruit new players.
8. Engage with the public via Facebook, Twitter and other Social Media with the express purpose of growing the membership of the CCFC and celebrating the achievements of the sport by interacting with like-minded individuals, organizations and clubs worldwide.
9. Performs other duties as assigned

**Coordinator of Information Technology**

 a) Is a voting member of the Board of Directors.

b) Attends monthly Board Member meetings.

c) Responsible for design, creation and maintenance of all CCFA website.

d) Performs other duties as assigned

**Atom Head Coach**

1. Is a voting member of the Board of Directors
2. Shall be responsible for the day-to-day coaching needs of the CCFC ATOM TEAM. The Head Coach shall be directly responsible to the President and, through the President, to the Board.
3. Shall direct and oversee the assisting coaching staff.
4. Shall coordinate with and direct the team manager.
5. Performs other duties as assigned or required by the board.

**Pee Wee Head Coach**

1. Is a voting member of the Board of Directors
2. Shall be responsible for the day-to-day coaching needs of the CCFC PEE WEE TEAM. The Head Coach shall be directly responsible to the President and, through the President, to the Board.
3. Shall direct and oversee the assisting coaching staff.
4. Shall coordinate with and direct the team manager.
5. Performs other duties as assigned or required by the board.

**Bantam Head Coach**

1. Is a voting member of the Board of Directors

2. Shall be responsible for the day-to-day coaching needs of the CCFC BANTAM TEAM. The Head Coach shall be directly responsible to the President and, through the President, to the Board.

3. Shall direct and oversee the assisting coaching staff.

4. 4. Shall coordinate with and direct the team manager.

5. Performs other duties as assigned or required by the board.

**ARTICLE VIII – BANKING AND EXPENDITURES**

1. All funds shall be deposited by the Treasurer of the CCFC in the name of the CCFC, in a bank, Trust Company or other financial institution selected by the Board.

1. The signing officers shall be the Treasurer, and 2 other appointed members of the board that are not related to the treasurer.
2. Cheques must be signed by the Treasurer and one other signing officer. In the absence of the Treasurer, cheques must be signed by the2 other signing officers.
3. The fiscal year of the CCFC shall end the thirty-first (31st) day of December.
4. The CCFC will not at any time be able to borrow money.
5. **Auditing**: The books, accounts and records of the Treasurer shall be audited at least once each year by two Members of the CCFC, other than members of the Executive, elected for that purpose by the Board of Directors. A complete and proper statement of the standing of the books for the previous year, shall be submitted by such auditors at the AGM of the CCFC.

**ARTICLE IX – COMMITTEES**

1. The Board of Directors may create such committees from time to time as deemed necessary. The Chairpersons appointed to head such committees need not be Members of the Board, but shall be responsible to the Board. All such Committee Members shall be Members of the CCFC in good standing.

**ARTICLE X – RECORDS OF SOCIETY**

1. The books and records of the CCFC may be inspected by any Member of the CCFC at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of same. Each Member of the Executive shall at all times have access to such books and records.

2. Minutes of all Special Meetings and Annual General Meetings shall be kept by the Secretary. Committees shall be responsible for preparing and keeping the minutes of all committee meetings. A copy of all minutes of meetings and all books and records of the CCFC shall be retained at the CCFC’s office.

3. The CCFC will not be adopting a Society Seal

**ARTICLE XIII – ALTERATIONS OF OBJECTS AND BY-LAWS**

The CCFC, by Special Resolution, may rescind, alter or add to the by-laws. Such special resolution must be passed by a majority of 75% of the Members either in writing or by vote at an AGM or a Special Meeting.

**ARTICLE XI – GENERAL PROVISIONS AND DISSOLUTION**

1. Liability of Directors and Officers – No director or officer shall be liable for acts, neglect, or default to any other directors or officers or volunteer or for any loss or misfortune which may occur in the execution of the duties within the scope of his/her respective office, unless the same shall happen by or through his/her own wilful act.
2. Termination of the CCFC – Upon the dissolution of the CCFC and upon payment of all debts and liabilities, the remaining property of the CCFC shall be disbursed to Chestermere High School Football Club.
3. Any Notice required to be given to all members shall be deemed to have been given by the publication thereof on the CCFC’s website.