

**CONSTITUTION
OF THE
MANITOBA MINOR FOOTBALL ASSOCIATION INC.
Revised January 12, 2009**

WHEREAS the parties hereto want and agree to promote, provide, conduct and regulate a football program for players who have not reached their fifteenth birthday,

The following provisions are hereby enacted as the Articles of Incorporation and Constitution of The MANITOBA MINOR FOOTBALL ASSOCIATION INC.

ARTICLE 1- NAME

1.01

The Corporation shall be known as the "MANITOBA MINOR FOOTBALL ASSOCIATION INC." and shall be called the "ASSOCIATION."

ARTICLE 2 - OBJECTS

2.01

The ASSOCIATION shall engage in such activities, as it deems appropriate to promote football for eligible youths in the province of Manitoba.

2.02

The ASSOCIATION will strive to provide an equal opportunity for all registered players to:

- a) PARTICIPATE actively in games and practices;
- b) DEVELOP football and general athletic SKILLS;
- c) IMPROVE their physical and mental FITNESS;
- d) LEARN, appreciate and apply the concepts of FAIR PLAY, SPORTSMANSHIP, TEAM PLAY and COMPETITION;
- e) Treat others, and be treated, with RESPECT and DIGNITY;
- f) ENJOY the SPORT of football under the SAFEST possible conditions.

2.03

No registered player shall be prevented or discouraged from participating as an active team member except for disciplinary, safety or other reason reported to and approved by the ASSOCIATION.

ARTICLE 3 - AUTHORITY

3.01

In pursuit of these objects, and without limiting the generality of the foregoing, the ASSOCIATION may:

- a) acquire, rent, lease, own, operate or contract for the operation of; manage or contract for the management of; mortgage, pledge, assign or sell, real estate and/or other real property;
- b) engage, employ, retain, direct, discipline, suspend or terminate - and determine rates of compensation for - volunteers, employees, consultants, contractors or any other means of providing services;
- c) raise funds by borrowing, levying membership and/or participation fees; obtaining grants, donations or bequests; conducting bingos, raffles and/or lotteries, or by any other lawful means, and administer or disburse such funds as it sees fit, subject only to the terms hereof and to the conditions under which the funds are acquired.
- d) Enter into contracts or otherwise commit the ASSOCIATION to binding obligations or voluntary relationships

**CONSTITUTION
OF THE
MANITOBA MINOR FOOTBALL ASSOCIATION INC.
Revised January 12, 2009**

ARTICLE 4 - GOVERNMENT OF THE ASSOCIATION

4.01

Elected Executive Officials and Official Member Organization delegates shall govern the ASSOCIATION.

4.02

Member Organizations delegates shall be those appointed by Member Organizations.

4.03

Each Member Organization in good standing shall be represented by at least one (1) official delegate at all ASSOCIATION meetings.

4.04

The Executive shall consist of a:

- Past President
- President
- 1 st Vice President
- 2 nd Vice President
- 3 rd Vice President
- Secretary
- Treasurer
- Commissioner
- Referee in Chief
- Arbitrator

ARTICLE 5 - MEMBERSHIP

5.01

Membership shall be open to any individual who is currently participating in ASSOCIATION activities, participated in ASSOCIATION activities during the preceding year, except that players will be represented for membership purposes by a parent or legal guardian.

5.02

Membership is open to any recognized Football organization, Community Center or single organized football teams, having a responsible, duly elected executive and individuals and is non-transferable. Members of the ASSOCIATION will agree to recognize and abide by the Constitution and By-Laws of the ASSOCIATION.

5.03

Members of the ASSOCIATION, who are suspended from another football organization, may be subject to suspension from the ASSOCIATION. Such suspensions will be confirmed by Football Manitoba.

5.04

All members will abide by the N.C.C.P. Code of Ethics.

5.05

Membership in the ASSOCIATION may be required as a condition of participation in any ASSOCIATION activity.

**CONSTITUTION
OF THE
MANITOBA MINOR FOOTBALL ASSOCIATION INC.
Revised January 12, 2009**

5.06

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 an opportunity to appear to argue such action.

5.07

Teams must be registered with the ASSOCIATION on or prior to the Team Registration date. Date to be set annually by the Executive.

5.08

The ASSOCIATION, on a yearly basis, shall set the individual player registration fee and the TEAM registration fee.

5.09

Application for membership in the ASSOCIATION shall require the consent of seventy-five percent (75%) of the ASSOCIATION Member Organizations in good standing at an ASSOCIATION meeting.

5.10

The Good-Faith bond shall be determined by the ASSOCIATION upon the budget presentation of the ASSOCIATION Treasurer and will be due at the regular scheduled February meeting, along with the Official Member Organization Delegate and alternate.

5.11

The Good-Faith bond shall be returned in full to the Member Organizations at the end of each fiscal year, subject to deductions for ASSOCIATION fines as prescribed in the ASSOCIATION Constitution and By-Laws and other monies owed.

5.12

- a. Failure to have a Official Member Organization Delegate at any General Meeting shall result in a \$ 20.00 fine to the offending Member Organization.
- b. Failure to have an Official Member Organization Delegate at the next Annual General Meeting shall result in a \$ 30.00 fine to the offending Member Organization.

ARTICLE 6 - DUTIES OF THE EXECUTIVE OFFICERS

It shall be the duties of the Board of Directors to enforce and abide by the Constitution and Bylaws of the ASSOCIATION.

6.01

President:

- i. Call and preside over all meetings of the ASSOCIATION,
- ii. be a signing officer, together with the Treasurer in all financial matters,
- iii. Preside on the Arbitration Committee
- iv. Preside over all Sub-committees
- v. Be the official Representative of the ASSOCIATION to Manitoba Amateur Football ASSOCIATION Inc, and to other agencies, ASSOCIATIONS, or organizations; and,
- vi. Conduct initial queries into all disciplinary suspensions, game misconducts, game forfeitures and activities of immediate nature.

**CONSTITUTION
OF THE
MANITOBA MINOR FOOTBALL ASSOCIATION INC.
Revised January 12, 2009**

6.02

First Vice-President:

- i. Perform the duties of the President in his/her absence,
- ii. Registrar for Terminator and Atom Divisions and other duties as required
- iii. The main responsibility of the First Vice-President shall be the ASSOCIATION Registrar with the following duties;
 - a) be responsible for maintaining a current file of players and coaching staffs registered by each team,
 - b) Accept registrations only in accordance with the Constitution and By-Laws of the ASSOCIATION, and is not to be held responsible for any improper registrations presented,
 - c) Submit Final Registrations to the Manitoba Amateur Football ASSOCIATION Inc, as requested,
 - d) Layout all other duties for the 2nd and 3rd Vice-Presidents.
- iv. To chair or assign a designate to chair all disciplinary, informational or appeal committees at the Terminator and Atom Divisions.

6.03

Second Vice-President:

- i. shall assume the responsibility of the President in the absence of the President and First Vice-President and the responsibilities of the First Vice-President; and,
- ii. The main responsibility of the Second Vice-President will be for the PeeWee Division and other duties as required as follows;
 - a) be responsible for maintaining a current file of players and coaching staffs registered by each team,
 - b) Accept registrations only in accordance with the Constitution and By-Laws of the ASSOCIATION, and is not to be held responsible for any improper registrations presented,
 - c) Submit Final Registrations to the Manitoba Amateur Football ASSOCIATION Inc, as requested,
- iii. To chair or assign a designate to chair all disciplinary, informational or appeal committees at the Peewee Division.

6.04

Third Vice-President:

- i. The main responsibility of the Third Vice-President will be for the Minor Bantam and Bantam Divisions and other duties as required as follows;
 - a) be responsible for maintaining a current file of players and coaching staffs registered by each team,
 - b) Accept registrations only in accordance with the Constitution and By-Laws of the ASSOCIATION, and is not to be held responsible for any improper registrations presented,
 - c) Submit Final Registrations to the Manitoba Amateur Football ASSOCIATION Inc, as requested,
- ii. To chair or assign a designate to chair all disciplinary, informational or appeal committees at the Minor Bantam and Bantam Divisions.

6.05

Secretary;

- i. Record proceedings at all ASSOCIATION Meetings
- ii. Prepare and distribute meeting minutes and all pertinent correspondence to Member Organizations and other relative agencies,
- ii. Maintain the Constitution and By-Laws and other ASSOCIATION documents on a current basis, and ensure that such are and/or have been properly distributed including legal council and,
- iv. Maintain a current list of all Executive Officers and Member Organization members including mailing addresses and telephone numbers.
- v. Maintain a record of attendance for all Monthly and Annual General Meetings. This record will be given

**CONSTITUTION
OF THE
MANITOBA MINOR FOOTBALL ASSOCIATION INC.
Revised January 12, 2009**

- to the Treasurer, prior to the return of the Good Faith Bonds.
- vi. To be an alternate signing officer with the President and Treasurer.

6.06

Treasurer:

- i. Maintain an accurate account of all monies and matters of a financial nature.
- ii Present a Financial Report at the Annual General Meeting,
- iii. be a signing Officer with the President,
- iv. Submit a budget, at earliest ASSOCIATION convenience but not later than sixty (60) days after spring registration.
- v. Obtain the attendance records from the Secretary for determining fines, prior to the return of the Good Faith Bonds.

6.07

Past President:

- i. to conduct an annual review of the ASSOCIATION's Constitution and By-Laws, and to recommend amendments; and
- ii. To provide advice and guidance to the ASSOCIATION Executive in order to maintain continuity.
- iii. To serve as nomination chair and returning officer for election of Executives.

6.08

Commissioner

- i. This is an executive position to be hired annually by a selection committee comprised of: The President of the MMFA (or designate if the President is unavailable), a member of Football Manitoba (employee or board member) and a member at large from the MMFA. Applications will be accepted each year and a decision rendered by the committee prior to March 31.
- ii. Remuneration of \$6,000 of which \$3,000 will be paid by Football Manitoba and \$3,000 will be paid by the MMFA for the 2009 Season. Remuneration to be set each year by the Board of Football Manitoba and the MMFA.
- iii. To construct the schedules for the Terminator, Atom, Pee Wee, Minor Bantam, and Bantam Divisions while working cooperatively with the Midget and Major Football Leagues as well as the Referee in Chief to ensure the scheduling conflicts are kept to a minimum.
- iv. Maintain a concise and up-to-date record of all game activities, results, and standings, including misconduct and/or suspension occurrences and ensure that information is submitted to the appropriate committees/organizations
- v. The timely collection and maintenance and dissemination of the Association Official Game Sheets and the accumulation of game data
- vi. To act as liaison with the MFRA
- vii. To act as liaison with the Parents and participating MMFA Clubs
- viii. Other duties assigned by the board of the MMFA
- ix. The commissioner will also act as the Arbitrator and will convene a committee of experts or other resources, to review all protests, disciplinary actions noted by officials and him/herself, and/or other complaints or concerns between member clubs and/or the league. The commissioner is unable to chair or sit on any disciplinary committees as this position will be the means of appeal when all other avenues have been pursued.
- x. During season play, the commissioner must communicate, a minimum of once a week, to the Referee-in-Chief in order to properly and timely review all incidents in question
- xi. All Decisions by the Arbitrator are binding for the remainder of the year

**CONSTITUTION
OF THE
MANITOBA MINOR FOOTBALL ASSOCIATION INC.
Revised January 12, 2009**

- xii. The position of Commissioner cannot be affiliated with any MMFA participating club or organization. The intent of this position is to have an impartial participant sit in this role.

The Commissioner has no voting rights at Annual or Regular Monthly meetings

6:09

Referee in Chief

- i) This is an executive position to be hired annually by a selection committee comprised of: The President of the MMFA (or designate if the President is unavailable), a member of Football Manitoba (employee or board member) and a member at large from the MMFA. Applications will be accepted each year and a decision rendered by the committee prior to March 31
- ii) Remuneration of \$4,000 of which \$2,000 will be paid by Football Manitoba and \$2,000 will be paid by the MMFA for the 2009 Season. Remuneration to be set each year by the Board of Football Manitoba and the MMFA.
- iii) Actively recruit new officials
- iv) Ensure all new officials are certified before start of season including level 1 clinics
- v) Keep an updated database on all MFRA officials
- vi) Coordinate an appropriate amount of officials for all games for the MMFA
- vii) Handle all disputes arising from officiating of MMFA games including recommending suspension and or dismissal of officials in question.
- viii) Be responsible for ensuring the payment of officials at end of season is completed by the MFRA
- ix) Referee-in-chief and the board of the MMFA will negotiate and set game fees at least 4 weeks prior to start of season.
- x) Act as liaison between the MMFA and MFRA/MFOA to maintain the highest level of officiating possible
- xi) The position of Referee in Chief can not be an official for the MMFA or affiliated with any MMFA participating club or organization. The intent of this position is to have an impartial participant sit in this role.

The Referee-in-Chief has no voting rights at Annual or Regular Monthly meetings

Article 7 - Voting

7.01

- a. Voting privileges at the Annual General Meeting will be limited to the current voting member from each participating club in 'good standing'. Executive Members will not have voting privileges at Annual General Meetings.
- b. Those mentioned in 7.01a will be entitled to one (1) vote each.

7.02

Each Member Organization shall have full voting privileges at all Association meetings, subject to a fully paid-up Entry Fee and Good Faith Bond. Each Association Member shall be entitled to one (1) vote per motion. The Club's Official Delegate shall be the only Delegate allowed to vote on Association matters. When more than one delegate from any Member Club is present at any meeting, then such Club Member as its Official Delegate shall appoint one and this Delegate shall cast the Club's Official vote.

7.03

The quorum requirement for any Association Regular, and Annual General Meeting must consist of a minimum 50% of the voting Members in Good Standing plus one, (simple majority). In addition, there must be a minimum 3 Executive officers present.

**CONSTITUTION
OF THE
MANITOBA MINOR FOOTBALL ASSOCIATION INC.
Revised January 12, 2009**

7.04

Each Member Organization delegate shall be entitled to one (1) vote per motion. The Member Organization delegate shall be the only delegate allowed to vote on ASSOCIATION matters. When more than one delegate from any Member Organization is present at any meeting, then one shall be appointed by such Member Organization as its official delegate and this delegate shall cast the Member Organization's official vote.

7.05

- a. Each Executive Member shall be entitled to one (1) vote on any ASSOCIATION business matter, and, an Executive Member shall be, for the purposes of standard business voting, not considered as a Member Organization delegate during any such voting procedure.
- b. The president will only vote in the case of a tie.

7.06 PROXY VOTING IS SPECIFICALLY PROHIBITED.

7.07

The term of office for the outgoing Board of Directors will expire upon the adjournment of the Annual General Meeting

ARTICLE 8- CONDUCT OF BUSINESS

8.01

The affairs of the ASSOCIATION will be administered by an Executive Committee (Officers) and Board of Directors elected and/or appointed in accordance with the Bylaws hereto.

8.02 No executive officer may sign in as an official member organization delegate.

8.03

An Executive officer or Member Organization delegate shall be deemed to have vacated his/her office when:

- a) He/she resigns
- b) He/she misses 3 or more meetings without providing sufficient cause
- c) He/she is removed by a majority vote, if he/she acts in a way contrary to the articles or by-laws of the ASSOCIATION; namely
 - i) Acts in a manner detrimental to the ASSOCIATION, its members, or its interests
 - ii) Acts inconsistently in any way with his/her duties as an executive
- d) He/she be given the opportunity to appeal such decision with the executive and the board.

ARTICLE 9 - ORDER OF BUSINESS - ANNUAL AND GENERAL MEETINGS

- i. Registration and Identification of delegates
- ii. Minutes of the preceding meeting
- iii. Business arising from the minutes
- iv. Reports
 - (a) Financial
 - (b) Special
- v. Correspondence
- vi. Old Business

**CONSTITUTION
OF THE
MANITOBA MINOR FOOTBALL ASSOCIATION INC.
Revised January 12, 2009**

- vii. New Business (a) Amendments to the Constitution only at AGM
- (b) Amendments to the By-Laws
- (c) Other New Business
- viii. Election of Officers - Annual Meeting only
- ix. Business for the Good of the ASSOCIATION
- x. Adjournment

ARTICLE 10- MEETINGS

10.01

The ASSOCIATION not later than January 31st each year, for the purpose of electing Officers and reporting to the membership, shall hold an Annual General Meeting.

10.02

Notice of any General Meeting shall be either:

- a) Mailed, and/or e-mailed to the last known address of each member, or
- b) Through advertising and notification on MMFA and Football Manitoba websites.
- c) Inform the elected officers and the official organization delegates at the prior general meeting

10.03

All meetings of the ASSOCIATION shall be conducted in general accordance with Roberts' Revised Rules of Order.

ARTICLE 11 - AMENDMENTS

11.01

The constitution may be amended at the Annual General Meeting of the Association only and provided that the notice of such meeting gave information as to the general nature or effect of the proposed amendments, which information shall serve as notice of motion. Amendments to the constitution require a 2/3 majority vote of the Association Member Organizations in good standing.

11.02

The By-Laws may be amended by a simple 50% plus one majority vote at any monthly or General Meeting of the Association of the elected Executive Officers and the Official Member Organization delegates provided that 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.

ARTICLE 12- REGISTRATION

12.01

Registration shall take place at locations and on dates set out by the ASSOCIATION on a yearly basis and in accordance with the by - laws.

**CONSTITUTION
OF THE
MANITOBA MINOR FOOTBALL ASSOCIATION INC.
Revised January 12, 2009**

12.02

All teams must register players, on the TEAM ROSTER Form, in the order of registration, with the REGISTRAR, date to be determined by the ASSOCIATION. This registration is to be accompanied by the required Football Manitoba registration forms and Waivers. All players and team staff shall SIGN the TEAM ROSTER Form.

12.03

The Team Registration fee must go to the Treasurer no later than a date to be set by the ASSOCIATION.

12.04

Coaches and team staff shall complete the Football Manitoba Registration and Waiver forms and team official roster form as supplied by the ASSOCIATION.

12.05

Players can be added or deleted from the TEAM ROSTER until the CUT - OFF Date (as established by the ASSOCIATION). Additions or deletions, on the forms provided, from the TEAM ROSTER shall be communicated in writing (registration form and all accompanying documents) to the appropriate Vice-President by 8:00 p.m., the Thursday prior to the first game the new- player will participate in. At no time shall the additions or deletions cause the TEAM ROSTER to rise above the maximum roster or fall below the minimum Roster size.

12.06

A FINAL TEAM ROSTER (players) shall be submitted to the appropriate Vice-President, one (1) day after the CUT -OFF date No further additions can be made after the submission of the FINAL TEAM ROSTER.

12.07

No refund will be issued, if request is not accompanied, by an ASSOCIATION refund form, on or before registration cut-off which has the reason why the player quit and the signature of a Parent and/or legal guardian.

12.08

All players must provide proof of current residence at time of registration, before their registration will be processed by the ASSOCIATION (i.e. Manitoba Medical or other appropriate documentation)

12.09

Team Officials can be added or deleted from the TEAM ROSTER. Additions or deletions, on the forms provided, from the TEAM RGSTER shall be communicated in writing (registration form and all accompanying documents) to the appropriate Vice-President by 8:00 p.m., the Thursday prior to the first game the Team Official will participate in.

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Revised January 12, 2009**

This Constitution adopted this 8th day of January, 2002, at a duly constituted meeting of the ASSOCIATION in the City' of Winnipeg, in the Province of Manitoba.

January 12, 2009 Revisions adopted January 26, 2009

- President _____
- Past President _____
- 1 st Vice President _____
- 2 nd Vice President _____
- 3 rd Vice President _____
- Secretary _____
- Treasurer _____
- Commissioner _____
- Referee in Chief _____
- Charleswood Broncos _____
- Crescentwood Grizzlies _____
- Eastman Raiders _____
- Eastside Eagles _____
- Fort Garry Lions _____
- Greendell Falcons _____
- LaSalle Lightning _____
- North Winnipeg Nomads _____
- Portage Pitbulls _____
- St. James Rods _____
- St. Vital Mustangs _____
- Transcona Nationals _____