

Kinsmen Football League Constitution 2010

(Updated January 2012 – italics)

1. Objectives

The objectives of the league are:

- 1.1 To Promote amateur tackle football in the City of Saskatoon and surrounding area and the development of the fundamental skills of the sport of football.
- 1.2 To build character and promote sportsmanship among the individuals associated with the sport of football.
- 1.3 To operate the league in a businesslike manner.
- 1.4 To work closely with the *Saskatoon Football Inc. effective January 2012 and the Saskatoon Kinsmen Club* who are the primary financial supporters of the league. *(Jan 2012)*

2. Interpretation

In this constitution the following definitions apply:

- 2.1 “Bylaws” refer to the rules and regulations of the league.
- 2.2 “Constitution” refers to the organizational set up, executive make up and procedural make up of the “Kinsmen Football League”.
- 2.3 “Executive Council” refers to the elected individuals who serve to organize, legislate and uphold the constitution and bylaws of the league – as described in section 6 of the constitution.
- 2.4 “Members” refer to the Players, Parents or Guardians of players, League Executive, Coaches and Team Officials, as described in section 3.1 of the constitution.
- 2.5 “League” refers to the make up of the executive council and all members of the Saskatoon Kinsmen League.

Paragraph 2.6 – removed. The league no longer has zones within the city as boundaries for teams will change from year to year due to registration numbers. (Jan 2012)

- 2.6 “Team” refers to a football team organized to participate in the league during the season, as designated by the executive.

2.7 “Team Voting Group” refers to the four representatives of each team who will vote at the Annual General Meeting. The voting group consists of two team officials, one being the head coach and the other an assistant coach or manager, and two parent members.

2.8 “Coaches Council” refers to the head coaches of each team who will advise and give recommendations to the Executive Council concerning the management of the league.

2.9 The Executive Council is the sole authority for the interpretation of the constitution and bylaws and the decisions of the executive upon any question of interpretation or upon matters affecting the league shall be binding on all the members of the league.

3. Membership:

3.1 The membership of the league shall consist of: Players, Parents or Guardians of Players, Coaches, Team Officials, and volunteers elected or appointed to the Executive Council.

3.2 Player members will be players deemed eligible by the Registration Coordinator.

3.3 The Registration Coordinator is responsible for the application of the bylaws regarding determination of eligibility for player membership in the league.

3.4 Once a player is deemed an eligible member his/her parents or guardians also become members.

3.5 Player and parent membership in the league will terminate annually at the end of the Annual General Meeting.

3.6 Coaches and Team Official members will be registered by the team with the Executive Council, and includes head coaches, assistant coaches and managers.

3.7 The Executive Council maintains the right to refuse proposed individuals for positions of coach or team official, if in the opinion of the executive it is in the best interest of the league to do so.

4. Membership Fees:

4.1 The Executive Council shall determine registration fees for the league.

4.2 Registration fees, or a portion thereof, shall be payable prior to participating in any activity associated with the league.

5. Members Meetings:

5.1 An Annual General Meeting of the members will be held yearly. The Executive Council shall determine the time and place of the meeting. Written notice of the meeting,

shall be provided to the members of the League at least 15 days prior to the Annual General Meeting.

5.2 Special meetings of the Coaches Council and or league members may be held as called by Executive Council or in accordance with section 5.3.

5.3 Special meetings of the Coaches Council and or league members may be called when a majority of the coaches in the Coaches Council request such a meeting of the Executive Council.

5.4 A quorum for any meeting of the league members is not required.

5.5 Annual General Meeting – each team shall have four voting members at the Annual General Meeting. The voting group shall consist of the Head Coach or a designate if the Head Coach cannot attend, two parent members and one other coach or team official. It is the responsibility of the Head Coach to recruit and assign the parents and the coach or team official. Each representative will have one vote and votes are counted individually. The four voting representatives do not have to vote as a block. Proxy votes will not be allowed.

5.6 The purpose the Annual General Meeting is to approve Executive Council reports and to elect Executive Council Members *and make amendments to the constitution (Jan – 2012)*.

6. Executive Council:

6.1 An executive member must be at least 19 years of age.

6.2 Executive Council members shall be elected at the annual general meeting by simple majority. Executive members will seek to recruit new volunteers who will help to provide continuity to the executive council. The Kinsmen Club of Saskatoon will appoint the Kinsmen Club Representative to the Executive Council.

6.3 The term of an elected executive council member shall commence following the Annual General Meeting *and will be for a two year period. (Jan 2012)*

6.4 The executive council may appoint executive members to vacant positions not filled at the annual general meeting. The term of an appointed executive member shall be only one year.

6.5 The office of an executive member shall be automatically vacated if:

- The person resigns by delivering a written letter of resignation to the executive council.

- The person is removed by a motion of the executive council supported by 75% of the executive council.
- On the death of an Executive Council member.

6.6 If the vacancy occurs as a result of one of the events in 6.5 the executive council may appoint a new or other executive member to fill the vacancy until the next Annual General Meeting.

6.7 The Executive Council or committee thereof will decide the number of teams and the team boundaries which will exist for any given season and age division. (Jan 2012)

6.8 The Executive Council will appoint Head Coaches for each team in each age division on annual basis. *Head coaches will be required to submit an application to head coach a team each year. (Jan 2012)*

6.9 Two members of the Executive Council shall be appointed directors of Saskatoon Football Inc. (Jan 2012)

7. Executive Meetings:

7.1 Sixty percent of the Executive Council must be present to constitute a quorum to conduct league business. In the event of motions that end in a tie vote, the motion shall be defeated.

7.2 Meetings of the Executive Council may be held at any place the executive determines.

7.3 A meeting of the Executive Council shall be held at least four times each fiscal year and more frequently if required.

7.4 The Executive Council shall manage the affairs of the league in accordance with these bylaws and may exercise all such powers of the league as required by these bylaws except those powers to be exercised by members at annual or special meetings.

8. Officers:

8.1 The Executive Council shall consist of the following Officers:

- President
- Vice-President
- Secretary/Treasurer
- Equipment coordinator
- Field/game day coordinator
- Registration/Memberships coordinator
- Kinsmen Club representative

Coordinator of Team Managers
Members at Large

8.2 The executive may appoint other such officers, and define their duties and length of terms as required.

8.3 The position of President will be open to existing Executive Council members who have served on the Executive Council for a period of at least 1 year. In the case that an existing member of the Executive Council is not willing to let their name stand for the vacated President position, then the nominations will be open to a non-member of the Executive Council. (Jan 2012)

8.4 The executive may add to or limit the powers of any officer in accordance of these bylaws. The executive may remove any officer from their duties upon resolution.

8.5 Any Officer of the executive council may engage additional volunteers to assist in their duties upon approval of the executive council.

9. Coaches Council:

9.1 The Coaches Council is made up of the head coach of each team or the head coaches' representative. The council represents the interest of the team and the league. In the Coaches Council each coach can cast one vote. No team can have two votes and therefore, if a coach, or an assistant coach, is also a member of the Executive Council then that member cannot vote, and only one vote will be cast by that team if the Executive Council and Coaches Council are voting on the same issue.

9.2 The Executive Council usually seeks the input of teams and coaches but does reserve the right to make rulings without first checking with coaches.

9.3 On most issues the Executive Council will consult with the teams to get their insights and opinions on important league matters and changes. The Executive Council may ask the Coaches Council to vote on those matters and if they do each team can casts one vote. It is up to the head coach to determine how his team reaches that decision and if he is not available to attend any meetings to designate a representative.

9.4 By majority vote the Coaches Council may request that the Executive Council review any decision, and, or call a special meeting to discuss or debate decision made without their input. These meetings may also involve other members of the league who are not in either council. i.e. parent members.

10. Indemnification:

10.1 Each Executive member, Officer or committee member or former Executive member, former Officer or former committee member of the League, shall be indemnified and saved harmless against all liabilities, costs, charges and expenses whatsoever, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him / her in respect of any civil, criminal or administrative action or proceeding to which he / she is made a party by reason of having been a Executive member or Officer of the league save and except any liabilities, costs, charges or expenses incurred by such person's own wilful default or neglect.

11. Committees:

11.1 The Executive Council may constitute any committee deemed necessary for the effective management of its operations and affairs. The Executive Council shall also prescribe the duties of these committees.

11.2 The Executive Council shall appoint members and the Chair of each committee. Committee members are not required to be executive council members.

11.3 Each committee will regulate their particular meetings. A majority of the committee must be present to constitute a quorum. A majority of votes is required to pass resolutions. In case of equal votes the motion or resolution is defeated.

12. Liquidation and Dissolution:

12.1 In the event of liquidation or dissolution of the league *prior to December 31, 2016* remaining property shall, in the course of the liquidation or dissolution, be given to the Kinsmen Club of Saskatoon. *Subsequent to January 1, 2017, the KFL property will be given to Football Saskatchewan. (Jan 2012)*

13. Manner of Execution of Contracts:

13.1 Contracts, documents or instruments in writing requiring execution by the league must be signed by at least two Executive members or Officers of the league, one of whom being the President. All contracts, documents or instruments so signed shall be binding upon the league.

14. Fiscal Year:

14.1 The fiscal year of the league shall terminate on the 31st day of December in each year.

15. Banking:

15.1 The bank accounts of the league shall be kept in such bank or banks, trust companies or other depositories as determined by the executive. Cheques on the bank accounts of

the league shall be drawn by such Officers as designated by the executive council but by at least two separate Officers one of whom being the Treasurer.

16. Auditors:

16.1 The Members shall, at each annual general meeting, appoint an auditor to audit the accounts and annual financial statements of the League for a report to the Members of the next annual general meeting. The auditor shall hold office until the next annual general meeting provided that the Executive council may fill any casual vacancy in the office of auditor. The Executive council shall fix the remuneration of the auditor.

16.2 Each executive council, officer and committee member must provide full financial disclosures including all invoices, receipts and other documents including, but not limited to cash flow into and out of Kinsmen Tackle Football league to the auditor.

17. Notices:

17.1 Any notice to be given to any Member, executive member or auditor shall be served either personally, by fax mail, or email to the last known address recorded by the league.

17.2 Notification of Executive Council Members will not be considered to have been given via email, unless an acknowledgement has been received that the email has been seen.

18. Amendment to Bylaws:

18.1 The Executive Council may, by a majority vote of Executive Council members present, at a properly constituted executive meeting, repeal, amend or re-enact By-Laws. By-law changes may be done in conjunction with the Coaches Council.

19. Amendments to the Constitution:

19.1 Only members of the league can propose changes to the constitution. *The proposed changes to the constitution will be forwarded to members at least 21 days prior to the Annual General Meeting to be discussed and voted on by the voting members of the KFL. (Jan 2012)*

19.2 Any proposed change to the constitution must be forwarded to The Executive Council through a Team Voting Group. The Proposed Change will then be forwarded to the members prior to the Annual General Meeting and be discussed and voted upon by the members at the Annual General Meeting. If passed at the Annual General Meeting the change will need ratification by the Kinsmen Club of Saskatoon.