

BY-LAWS  
OF  
THE  
MANITOBA  
FOOTBALL  
REFEREES'  
ASSOCIATION

# MANITOBA FOOTBALL REFEREES' ASSOCIATION

## BYLAWS OF THE MANITOBA FOOTBALL REFEREES' ASSOCIATION

### ARTICLE 1: PURPOSE

- 1.01 Conduct any business with leagues to which the Association supplies its services.
- 1.02 Recruit, train and develop football officials (include timekeepers, on and off field officials).
- 1.03 Assign all officials for game conducted by leagues to which the Association supplies its services.

### ARTICLE 2: MEMBERSHIP

#### 2.01 MEMBERSHIP

##### 1) Active Members

- A) On and off field officials who are assigned to officiate amateur football conducted
- B) Officials appointed to recruit, train and/or evaluate officials
- C) Timekeepers

##### 2) Associate Members

On and off field officials who are assigned to officiate amateur football conducted by leagues for which the Association supplies its services and are under 18 years of age.

##### 3) Life Members

Persons granted membership for their lifetime. A life membership shall be granted, by a majority decision of the voting members to a person who has made a particularly contribution the Association.

##### 4) Honorary Members

Persons granted membership to honor their interest in football officiating. An honorary membership shall be granted by a majority decision of the voting members to a person whose interest in amateur football and its rules.

#### 2.02 MEMBERSHIP FEES

All active and associated members of the Association shall pay an annual member fee. The amount of this fee shall be determined each year by the Executive.

## ARTICLE 3: MEETING OF THE MEMBERS

### 3.01 1) Annual General Meeting

- A) An Annual General Meeting of the Association shall take place within 60 days after the end of the Associations' financial year as prescribed in Article 5.01.1.
- B) A quorum shall be one third of the Active/Associate members.
- C) Members of the Executive Committee except the Past President shall be elected by a majority of the members at the Annual General Meeting. Positions elected shall be as described in Article 4.02.1. Exception Article 4.01.1.

### 2) Business Meeting

- A) Business meeting of the Association shall be call by the President at least seven days notice of a business meeting shall be given to all Active/Associate members in the manner provided in section 3.02. The notice shall include the purpose of the meeting.
- B) To conduct a business meeting of the Association, a quorum of 20% of Active/Associate members must be present.

### 3) Executive Meetings

Executive Meetings of the Association shall be called by the President at least seven days notice of the executive meeting shall be given to all Executive Committee in the manner provided in section 3.02.

### 4) Special General Meetings

## 3.02 NOTICE OF MEETING

Phone, mail or electronic mail to the last known will notify any meetings call phone number, address or email of the members.

## 3.03 VOTING PRIVILEGES

- A) A simple majority vote is all that is required to pass any motion before the members, with the exception of a motion to remove a member of the executive or dissolution Article 7.01.
- B) All Active, Associate, Life members can vote on all matters
- C) Associate may not hold any elected office.
- D) Honorary Members may not vote or hold any elected office.
- E) All members in good standing, not restricted in Article 3.03 C, and D may vote on all matters and/or hold elected office.
- F) The Chairman, at all meetings, shall only vote on a motion in order to break a tie vote.

### 3.04 VOTING BY PROXY

Voting by proxy will not be allowed at any meeting of the Association.

### 3.05 QUORUMS

- A) A quorum for all meetings of the Association, with the exception of the Executive Meetings, shall be 20% of the Active/Associate Members.
- B) A quorum at an Executive Meeting shall be 50% of the Executive Members.

## ARTICLE 4: STRUCTURE

### 4.01 EXECUTIVE COMMITTEE

- 1) The Executive Committee shall consist of a Past President (non-elected), President, Vice President, Treasurer, Recording Secretary, Appointment Secretary (non-elected), Referee in Chief (non-elected), Equipment Manager (non-elected), M.M.F.A. Representative (elected by the M.M.F.A.) and Members at Large. All non-elected positions except the Past President and M.M.F.A. Representative will be filled by appointment by the Executive Committee.

### 4.02 ELECTION OF EXECUTIVE MEMBER

- 1) The term of office for each elected member of the executive shall be two years. The elected members of the Executive shall be split into two groups; group one being elected in years ending in odd numbers and group two being elected in years ending with even numbers.

Group One: Odd numbers years

The President, Recording Secretary and One Member at Large.

Group Two: Even numbers years

1<sup>st</sup> Vice President, Treasurer and One Member at Large.

- 2) If a member resigns their position or a position is vacated, the vacated position can be filled by the executive for the balance of that year and the fill at the next AGM for the balance of the original term.

### 4.03 DUTIES OF THE EXECUTIVE

- 1) Conduct the business of the Association with the best interests of the Association and its members as the guiding principal.
- 2) Set a Schedule of fees that will be charged for services supplied by the Association.
- 3) Will constitute the Finance Committee, which shall review all proposed expenses and incomes.
- 4) Will review each members pay prior to issuing the year end cheques.
- 5) Award any honoraria necessary.
- 6) Fill any positions on committees not filled at the Annual General Meeting or that become vacant during the year.

#### 4.04 COMPOSITION OF THE EXECUTIVE

- 1) Past President
  - A) Shall chair the Nomination Committee.
  - B) Shall chair the Constitution Committee.
- 2) President
  - A) Shall act as the Chief Operating Officer of the Association.
  - B) Shall administer and direct the policies of the Association.
  - C) Shall preside over the meetings of the Association.
  - D) Shall be non-voting ex-officio members of all committees.
- 3) Vice President
  - A) Is next in rank to the President
  - B) Will assume the President's duties if absent or incapacitated.
  - C) Shall be responsible for the recruiting, training and development of officials.
  - D) Will be responsible for the review of the game reports.
- 4) Treasurer
  - A) Shall act as the Chief Financial Officer of the Association.
  - B) Shall administer the finances of the Association.
  - C) Shall chair the Finance Committee.
- 5) Recording Secretary
  - A) Shall create and maintain the documents of the Association.
  - B) Shall be responsible for the recording and distribution of minutes of all meetings of the Association.
- 6) Assignment Secretary
  - A) Shall assign officiating appointments with guidance from the Referee-In-Chief.
  - B) Shall be responsible for communicating with officials regarding their assignments.
  - C) Shall be responsible for communicating with the various leagues with regards to scheduling conflicts.
- 7) Members at Large
  - A) Shall perform various duties as assigned by the Executive
- 8) Referee in Chief
  - A) To enhance the rules and field mechanics knowledge of the Associations members.
  - B) To interpret and explain any questions about rules and field mechanics.
  - C) To supervise the performance of Association members
  - D) Will be responsible for communicating with the various leagues any major infractions, including any Rough Play penalties and any other incident the game referee feels should be passed on to the league in question.

- 9) Equipment Manager
  - A) Will be responsible for the ordering and storage of all uniforms and equipment.
  - B) Will be responsible for the distribution of all equipment.
- 10) M.M.F.A. Representative
  - A) To represent M.M.F.A.

#### 4.07 COMMITTEES

Committees (standing or ad hoc) may be formed when the need arises to carry out specific tasks assigned by the Executive Committee. These committees can be dissolved immediately following the completion of the assigned tasks.

### ARTICLE 5: FINANCES

#### 5.01 FINANCES YEAR

The finance year of the Association shall be from November 1 to October 31.

#### 5.02 GENERAL FINANCES

- 1) A proposed budget for the Association will be presented at each AGM, in the form of a motion for approval by a majority of Association Members voting at the AGM
- 2) All disbursements' shall be made by cheque.
- 3) Cheques must bear the signature of any two of the following officers: Treasurer and when possible President; if not then the Vice President.
- 4) All officials fees paid by a league shall be received by the Treasure and deposited to the Association account.
- 5) A share of all fees received from the league shall be retained in the funds of the Association. The amount of each share shall be decided upon annually by the Executive Committee.
- 6) Payment of officials will be by cheque after the season is completed. The amount will be verified by at least two members of the Executive prior to disbursement.
- 7) Exhibition games that are worked as cash games will not be included in an official's game fee income.

### ARTICLE 6: GENERAL OPERATING PROCEDURES

#### 6.02 ASSIGNMENTS

- 1) All officiating assignments shall be made by the Assignment Secretary or their designate with the guidance from the Referee in Chief.
- 2) No member of the Association may seek, or negotiate in any way, officiating appointments except through the Association

### 6.03 RELATIONS WITH LEAGUES AND TEAMS

- 1) The Executive shall carry out all negotiations with leagues and teams about officiating fees and all other working conditions. Cooperation for the good of the game shall be the keynote of all relationships. All arrangements with leagues and teams so negotiated must be ratified at the AGM.
- 2) No individual member or group of members of the Association, except the Executive, shall carry out any negotiations with any leagues or team.
- 3) All disagreements between teams and officials shall be handled by the Executive and the league or teams concerned. Officials shall not enter into arguments or discussions with players, coaches, executives, media or spectators. They should report the circumstances of any incidents to the President or Referee in Chief in writing.

### 6.04 AMENDMENTS TO THE POLICIES

Amendments of the policies of the Association shall be at the discretion of the Executive Committee.

## ARTICLE 7: DISSOLUTION

- 7.01 The Association can be dissolved at any time in accordance with the terms and provisions of the Societies Act of Manitoba or by a 75% majority vote of the members at any meeting called in accordance with Article 3.01.4
- 7.02 Upon dissolution of the Association and after retirement of all debts and liabilities of the Association, any remaining Assets of the Association shall be distributed or dispersed to a charitable or deserving organization or organizations as selected by the Executive of the Association in power at the time of dissolution.

## ARTICLE 8: GENERAL PROVISIONS

- 8.01 The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provision of this by-law.
- 8.02 All prior by-law of the Association therefore enacted or made are repealed in full provided that the repeal of prior by-laws of the Association shall not impair in any way the validity of any act or thing done pursuant to such repealed by-law.
- 8.03 Made by special resolution of the members of the Association on this Sixteenth (16) day of May, Two Thousand and Three.