

CONSTITUTION
OF THE
TRANSCONA NATIONALS FOOTBALL CLUB INC.
(REVISED November 2015)

ARTICLE 1: NAME

The name of the association will be the Transcona National Football Club Inc. but for the purpose of this constitution, it will be referred to as the “Club”.

ARTICLE 2: PURPOSE

2.1 The purpose of the Club will be:

- 2.1.1 To organize, develop and promote amateur football in the community of Transcona and surrounding area. The operation of football teams and the categories of play shall be determined by the Board of Directors.
- 2.1.2 All football teams will be operated in accordance with the rules and regulations as outlined in the respective constitutions of the League in which the team plays (i.e. Manitoba Minor Football Association, Manitoba Bantam League, Manitoba Major Football League, Winnipeg Touch Football League). In the event that any Articles described in this Constitution contravene the intent of any article listed in the above League Constitutions or Football Manitoba, the Constitutions of the above named League and Associations will take precedence.
- 2.1.3 To effectively operate a football club which will enhance the sport in the Community and surrounding area, bearing in mind the safety and well being of the participants.

ARTICLE 3: BOARD MEETINGS

- 3.1 The Board meetings will be held once a month in the common area, at the football clubhouse located at 875 McMeans Avenue East. All members in good standing may attend Board meetings and are entitled to voice but no vote.
- 3.2 Each Board member shall have one (1) vote at all Board meetings regardless of number of positions held.
- 3.3 Only the President and two (2) Board members have authority to call Special Meetings.
- 3.4 The Executive Secretary shall notify all Board members of any special meetings. Such notice to be given at least 24 hours prior to the meeting.
- 3.5 Proposed amendments to the Constitution may be presented at any Board meeting, but cannot be voted on until the Annual General Meeting and must have two-thirds majority vote in order to be adopted. Said proposed amendments must be provided in writing, a copy available to each Board member and must be tabled one month prior to the Annual General Meeting.

- 3.6 The Executive Committee shall consist of:
- President
 - Vice President
 - Director of Football Operations
 - Executive Secretary
 - Treasurer
- 3.7 The President will only vote in the case of a tie.
- 3.8 The Annual budget shall be approved by the Board of Directors in February of each year. All Directors shall be responsible for purchases made within their departments and all expenditures must be approved by the director prior to purchasing anything on his/her behalf.
- 3.9 The Executive Committee shall be empowered to conduct the business of the Transcona Nationals Football Club between regular monthly Board meetings in the event that a Special Meeting cannot be convened.
- 3.10 PROXY VOTING IS SPECIFICALLY PROHIBITED.
- 3.11 All meetings of the Club shall be conducted in general accordance with Roberts' Revised Rules of Order.

ARTICLE 4: ANNUAL MEETINGS AND AMENDMENTS TO THE CONSTITUTION

- 4.1 The Annual General Meeting of the club will be held the third week of November each year. Term of office will be from January 1st to December 31st of each year. The meeting will consist of the following Order of Business.
- 4.1.1 Minutes of the preceding Annual General Meeting.
 - 4.1.2 Business arising from the Minutes.
 - 4.1.3 Unfinished Business.
 - 4.1.4 Financial Report to November of the current year.
 - 4.1.5 Appointment of Auditor.
 - 4.1.6 Directors' Reports.
 - 4.1.7 Presidents' Report.
 - 4.1.8 Amendments to the Constitution.
 - 4.1.9 Election of Board Members.
 - 4.1.10 Adjournment.
- 4.2 Voting delegates at the Annual General meeting are Board members, adult players, parents of registered players and any person who is registered with Football Manitoba as a member of the Transcona Nationals Football Club (i.e. Trainers, Managers, Equipment Managers, Advisers, etc.) and who is a member in good standing of the Transcona Nationals Football Club.
- 4.3 All voting delegates shall only be entitled to one (1) vote.
- 4.4 To run for a Board member position other than President and Director of Football Operations, the nominee must be a member in good standing of the Transcona Nationals Football Club catchment. To run for the position of President or Director of Football Operations, the nominee must have been a member of the board of in any position for at least one year.

- 4.5 Nominations will be received by a Nominations chairperson appointed by the Board of Directors. Nominations will be received prior to the Annual General Meeting and may be accepted from the floor at the AGM. All nominations will only be accepted from members in good standing with the Transcona Nationals Football Club.
- 4.6 The President shall vote only in the case of a tie.
- 4.7 The AGM shall be conducted in general accordance with Roberts' Revised Rules of Order.

ARTICLE 5: ELECTED OFFICERS

- 5.1 The Board Members of the Club will consist of the following positions and are to be elected for the following terms:
 - 5.1.1 President (2 years)
 - 5.1.2 Vice President (2 years)
 - 5.1.3 Director of Football Operations (2 years)
 - 5.1.4 Treasurer (2 years)
 - 5.1.5 Executive Secretary (2 years)
 - 5.1.6 Director – Team Administration – Major (2 years)
 - 5.1.7 Director – Team Administration – Midget (2 years)
 - 5.1.8 Director – Team Administration – MMFA (2 years)
 - 5.1.9 Director – Medical (2 years)
 - 5.1.10 Director – Facility (2 years)
 - 5.1.11 Director – Fundraising & Merchandising (2 year)
 - 5.1.12 Director – Public Relations & Alumni (2 years)
 - 5.1.13 Director – Canteen (2 years)
 - 5.1.14 Director – Cheerleading Operations (2 years)
 - 5.1.15 Director – Volunteers (2 years)
 - 5.1.16 Director – Equipment (2 years)
- 5.2 All Executive Officers will be elected at the Annual General Meeting. **Any vacant positions after the AGM can be filled by Executive appointment provided any appointee meets the qualifications set out in Article 4.4.**
- 5.3 The Past President shall be a member of the Board of Directors.
- 5.4 A building committee will be formed each year consisting of three (3) members of the Board. This committee is charged with maintaining a working relationship with all parties involved in the building lease and to oversee the financial commitments thereof.

- 5.5 The Director – Fundraising must establish a fundraising committee, member size to be determined, and said committee established within two (2) months of the AGM.

ARTICLE 6 - DUTIES OF THE BOARD OF DIRECTORS

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

6.01

President:

- i. Call and preside over all meetings of the CLUB,
- ii. Be a signing officer, together with the Treasurer in all financial matters,
- iii. Assist with Midget and Major registrations when required
- iv. Be the official Representative of the CLUB to the TRANSCONA NATIONALS FOOTBALL CLUB INCORPORATED, and to other agencies, associations, or organizations; and,
- v. Be a member of any disciplinary committee for any hearings to be held by the board
- vi. Other duties as asked upon or required by the Board of Directors

6.02

Vice-President:

- i. Perform the duties of the President in his/her absence,
- ii. Registrar for Terminator through Bantam and assist with the Midget and Major League Registrations and other duties as required
- iii. The main responsibility of the Vice-President shall be the CLUB Registrar with the following duties;
 - a) Be responsible for maintaining a current file of players registered by each team,
 - b) Accept registrations only in accordance with the Constitution and By-Laws of each of the leagues that the registered players are to be registered with
 - c) Submit Final Registrations (white and yellow copy) to each football league, as requested,
 - d) Submit Final Registrations (white copy only) of Cheer directly to Football Manitoba
- iv. Be an alternate signing officer, together with either the President or Treasurer in all financial matters
- v. Responsible for ordering all trophies for the year end wind ups for each team as well as working with the Director of Public Relations to select a gift for the players and coaching staff if the funds are available
- vi. Be a member of any disciplinary committee for any hearings to be held by the board
- vii. Other duties as asked upon or required by the Board of Directors

6.03

Director of Football Operations:

- i. Responsible for accepting applications for all coaches, equipment managers, team managers, and trainers for each season. Applications for all trainers will be forwarded onto the Director of Medical.

- ii. Responsible for the organization of the Preseason tournament, which includes but is not limited to: registration, scheduling, obtaining officials, etc
- iii. Assist with Midget and Major registrations when required
- iv. Responsible to be the contact for any comments, concerns, complaints, in regards to or from parents, players, coaching staffs, Board of Directors from the CLUB and outside members of the football community in direct relation to the actions of any member representing the CLUB.
- v. Be a member of any disciplinary committee for any hearings to be held by the board
- vi. Other duties as asked upon or required by the Board of Directors Other duties as asked upon or required by the Board of Directors

6.04

Treasurer:

- i. Maintain an accurate account of all monies and matters of a financial nature.
- ii. Present a Financial Report at Monthly Board Meetings and the Annual General Meeting,
- iii. Be a signing Officer with the President and/or Vice President on all CLUB accounts and a signing Officer with the Director of Volunteers and/or the President on the Volunteer Account
- iv. Ensure that the appropriate Director confirms receipt of goods or services for all invoices or bills received and ensure prompt payment of such invoices or bills
- v. Other duties as asked upon or required by the Board of Directors

6.05

Executive Secretary;

- i. Record proceedings at all CLUB Meetings
- ii. Prepare and distribute meeting minutes and all pertinent correspondence to all Board of Directors in a timely manner
- III. Maintain the Constitution and By-Laws and other CLUB 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 Board of Director members including mailing addresses, email addresses and telephone numbers.
- V. Maintain a record of attendance for all Monthly Board Meetings and the Annual General Meetings.
- vi. Maintain the Registration Booklet for each year's registration
- vii. Other duties as asked upon or required by the Board of Directors

6.06

Director – Team Administration - Major:

- i. Responsible for attending all Manitoba Major Football League (MMFL) monthly, special or annual general meetings as a representative of the CLUB,
- ii. Responsible for reporting back to the CLUB on all business discussed at the MMFL and voting at the MMFL based on the decisions reached as a Board of Directors
- iii. Responsible for registration to ensure that all players are registered in accordance with the current MMFL registration bylaws and constitution
- iv. Responsible for being the parent/player liaison for the CLUB to the MMFL executive and work with the Director of Football Operations.

- vi. Other duties as asked upon or required by the Board of Directors

6.07

Director of Team Administration – Midget:

- i. Responsible for attending all Midget Football League of Manitoba (MFLM) monthly, special or annual general meetings as a representative of the CLUB,
- ii. Responsible for reporting back to the CLUB on all business discussed at the MFLM and voting at the MFLM based on the decisions reached as a Board of Directors
- iii. Responsible for registration to ensure that all players are registered in accordance with the current MFLM registration bylaws and constitution
- iv. Responsible for being the parent liaison for the CLUB to the MFLM executive and work with the Director of Football Operations.
- vi. Other duties as asked upon or required by the Board of Directors

6.08

Director of Team Administration - MMFA:

- i. Responsible for attending all Manitoba Minor Football Association (MMFA) monthly, special or annual general meetings as a representative of the CLUB,
- ii. Responsible for reporting back to the CLUB on all business discussed at the MMFA and voting at the MMFA based on the decisions reached as a Board of Directors
- iii. Responsible for working with Vice President of the CLUB at registration to ensure that all players are registered in accordance with the current MMFA registration bylaws and constitution
- iv. Responsible for being the parent/coach liaison for the CLUB to the MMFA executive and work with the Director of Football Operations.
- vi. Other duties as asked upon or required by the Board of Directors

6.09

Director of Medical:

- i. Responsible for accepting applications for trainers for all teams associated with the CLUB. Applications may be submitted to the Director of Football Operations and forwarded onto the Director of Medical.
- ii. Responsible to work with the Head Coach of each team to select trainers that are compliant with training standards.
- iii. Responsible for ensuring that all trainers are certified by CLUB, league (MMFA, MFLM, & MMFL) and governing body (Football Manitoba) standards
- iv. Responsible for ensuring that each team has all supplies required in their team medical bag for home and away games
- v. Other duties as asked upon or required by the Board of Directors

6.10

Director of Facility:

- i. Responsible for the overall maintenance of the CLUB. This position may form a committee of a select number of members to be determined by the board each year. Overall maintenance includes but is not limited to the following:
 - Painting of the football fields
 - Opening and closing of the football club for practices and game days
 - General cleaning of the CLUB

- Changing of lights inside and outside of the building
- Set up and take down of the fields on game day
- ii. Responsible to work with the Canterbury Daycare in arranging for maintenance or trades people to repair items throughout the building
- iii. Other duties as asked upon or required by the Board of Directors

6.11

Director of Public Relations & Alumni:

- i. Responsible for deciding dates with the Board of the CLUB and arranging the advertising of Registration, Club Events (Open House, Registration (decided by MMFA), Preseason Tournament, Family Day, AGM, Christmas Sale, etc) with local media and newspaper, Transcona Biz, etc.
- ii. Responsible for creating/changing flyers for distribution to the schools in regards to Open House and Registration Dates
- iii. Responsible for scheduling and distributing of all team photos for the CLUB and Board of Directors
- iv. Work with the Vice President in selecting a gift for the players and coaching staff if the funds are available
- v. In the event of a team winning at Championship Weekend, arrange to have team photo enlarged with photographer and have framed for the common area.
- vi. Accept applications for the Domino/Galbraith Award and review prior to presenting to the Board for final approval.
- vii. Responsible for maintaining records of past players, coaching staff and Board of Directors
- viii. Work with the Board of Directors to work on events in accordance with special occasions in pertaining to the CLUB
- ix. Other duties as asked upon or required by the Board of Directors

6.12

Director of Canteen:

- i. Responsible for all aspects of the canteen including but not limited to the indoor canteen, the outdoor BBQ and any other special functions.
- ii. Responsible for purchasing all products to be sold within the canteen and the outdoor BBQ concession.
- iii. Responsible for setting prices for items that will be sold in the canteen/BBQ area.

- iv. Responsible for assisting the Director of Volunteers with a volunteer schedule for practice nights and game days for canteen/BBQ duties
- v. Other duties as asked upon or required by the Board of Directors

6.13

Director of Cheerleading:

- i. Responsible for working with the Vice President to ensuring that all Cheerleaders are registered correctly in accordance with the governing body (Football Manitoba)
- ii. Be responsible for maintaining a current file of players registered by each team
- iii. Responsible for accepting applications for all coaches, equipment managers, team managers, and trainers for each season for the Cheer Program. Applications for all trainers will be forwarded onto the Director of Medical.
- iv. Responsible to be the contact for any comments, concerns, complaints, in regards to or from parents, players, coaching staffs, Board of Directors from the CLUB and outside members of the cheer or football community in direct relation to the actions of any members of the cheer program representing the CLUB.
- v. Other duties as asked upon or required by the Board of Directors

6.14

Director of Volunteers:

- i. Responsible for working with the Director of Football Operations, MMFA, MFLM, MMFL and Canteen to organize volunteers for practices and game days.
- ii. Volunteers will be fill time slots which include but are not limited to:
 - Canteen
 - BBQ
 - Stick Crew for regular season home games
 - 50/50 Sellers for home games
 - Merchandise
 - Casino of Winnipeg Bingos
 - Bomber 50/50 Sellers
- iii. Coordinate with Treasurer to issue volunteer refund cheques as appropriate
- iv. Other duties as asked upon or required by the Board of Directors

6.15

Director of Merchandise & Fundraising:

- i. Responsible for all aspects of the branded "TN" or "Transcona Nationals" or "Generic Football/Cheer" Merchandise that is sold on behalf of the club, including but not limited to shirts, jackets, pants, accessories, special orders, etc.
- ii. Responsible for purchasing all products to be sold within the realm of the Merchandise Department
- iii. Responsible for setting prices for items that will be sold in the Merchandise Department.
- iv. Responsible for assisting the Director of Volunteers with a volunteer schedule for practice nights and game days for Merchandise store/department duties.
- v. Responsible for the overall fundraising activities for the CLUB for the current season. This position may form a committee of a select number of members to be determined by the board each year. All fundraising activities must be presented to the Board of Directors and obtain prior approval.
- vi. Responsible for assisting the Director of Volunteers with volunteers on game days for fundraising activities (i.e. 50/50, etc)
- vii. Other duties as asked upon or required by the Board of Directors

6.16

Director of Equipment:

- i. Responsible for arranging to fit all football players from terminator to major with a complete set of football equipment (Helmet, shoulder pads, hip/thigh/knee pads, mouth guard, practice pants and jersey) and keep accurate records of all equipment disbursed. This could be for those players that are attending football camps throughout the year.
- ii. Responsible for ordering all equipment that is required on a yearly basis that may include but is not limited to: mouth guards, game socks, miscellaneous repair parts for all equipment, etc.
- iii. Responsible for handing out game pants and jerseys to each team's coaching staff to hand out prior to the Preseason tournament
- iv. Responsible for the return and recording of all equipment at the end of the season
- v. Other duties as asked upon or required by the Board of Directors

ARTICLE 7: CONDUCT OF BUSINESS

- 7.1 The affairs of the Transcona Nationals Football club will be administered by an Executive Committee and a Board of Directors elected and/or appointed in accordance with this constitution.
- 7.2 A Board Member shall be deemed to have vacated his/her position when:
 - 7.2.1 He/She resigns
 - 7.2.2 He/She is misses 3 or more meetings without providing sufficient cause and/or failure to actively participate in the operation of the Club during regular season games and play-off games if applicable
 - 7.2.3 He/She is removed by a majority vote, if he/she acts in a manner detrimental to the Transcona Nationals Football Club, its members or its interests or acts inconsistently in any way with his/her duties as a Board member

ARTICLE 8: SIGNING OFFICERS

- 8.1 The signing officers of the Club shall be the President, Treasurer and Vice President.
- 8.2 Two (2) signatures are required on all cheques.
- 8.3 All correspondence prepared on behalf of the Club, must be approved by the Board prior to being sent to print or made public.
- 8.4 All correspondence prepared on behalf of the Club, must be signed by the President or his/her designate.

ARTICLE 9: DISCIPLINARY COMMITTEE

- 9.1 The Disciplinary Committee is made up of the following:
 - 9.1.1 President
 - 9.1.2 Vice President

- 9.1.3 Director of Football Operations
- 9.1.4 Two (2) other members appointed by the Board of Directors.
- 9.2 Shall be struck to determine disciplinary action to be taken against any member or player for conduct unbecoming a representative of the Club or its teams.
- 9.3 Any player, Coach, Board member or member who in any way acts in a manner unbecoming a member of the Club, or who knowingly violates established Club policy, will be subject to disciplinary action by the Club. This will be in addition to any disciplinary action taken by any applicable League.
- 9.4 This committee will meet within forty-eight (48) hours of the alleged infraction to determine if disciplinary action is justified. The meeting will be called by the President under the advisement of any member of the Disciplinary Committee.
- 9.5 The Disciplinary Committee has the authority to call any person(s) who may be deemed to have any relevant information regarding the specific incident.
- 9.6 All decisions regarding disciplinary action will be made in writing and a copy of this letter will be provided to the person(s) involved.
- 9.7 An appeal Committee will be established at the written request of the person(s) directly involved. This request must be made within three (3) weeks from the date that the meeting at which the Disciplinary Committee rendered its decision.
- 9.8 The Appeal Committee will consist of the same number of persons at the Disciplinary Committee and will be chosen by mutual consent.
- 9.9 All decisions rendered by the Appeals Committee will be binding on all parties involved.

ARTICLE 10: REGISTRATION FEES

- 10.1 All players registered with the Club will be assessed a registration fee, the amount of which will be determined by the Board prior to any registration taking place.
- 10.2 It is mandatory that all players pay this registration fee in accordance with the procedures laid down by the Club.
- 10.3 All registration fees must be paid in full or in accordance with payment fee schedules as determined by the Board prior to any equipment being issued to any player.
- 10.4 No registration will be refunded, unless for medical reasons, after participating in two (2) League games.
- 10.5 Refunds will be granted for Medical reasons after two (2) League games, but the amount will be pro-rated to the balance of the season.
- 10.6 An administration fee of twenty-five dollars (\$25.00) will be withheld from any and all refunds.

- 10.7 Insurance premiums, mandatory by Football Manitoba will not be included in any registration refund.
- 10.8 Late registrants will be assessed the registration fee with an additional late registration fee in the amount of twenty dollars (\$20.00) being applied.

ARTICLE 11: N.S.F. CHEQUES

- 11.1 Any person presenting an N.S.F. cheque will be assessed a twenty dollar (\$20.00) N.S.F. charge.

ARTICLE 12: QUORUM

- 12.1 All decisions made on duly approved motions, properly seconded, shall be deemed passed by a simple majority, provided a quorum is present.
- 12.2 No meeting can take place unless a quorum is present
- 12.3 Quorum for the monthly board meetings shall be 2 executive members plus 4 regular members of the Board of Directors.