


CAROL PREST

Boundary Youth Soccer Association Constitution

1) NAME

The name of the Club is Boundary Youth Soccer Association.

2) PURPOSES

(a) To administer develop and encourage youth participation in the game of soccer.

(b) To develop and promote enjoyment and competition in all aspects of the game.

(c) To provide the opportunity to learn and develop the fundamental and advanced skills of the game.

(d) To encourage and foster among all players, coaches and Club members the highest level of sportsmanship, self-discipline and the spirit of good fellowship through playing soccer.

(e) To teach “all Club members” respect for the laws of the game, officials and players.

3) The Club shall be carried on without purpose of gain for its members, and any profits or other accretions to the Club shall be used in promoting its stated purposes.

4) In the event of winding up or dissolution of the Club, any funds and assets of the Club remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organization or organizations promoting the same purposes of this Club, as may be determined by the members of the Club at the time of winding up or dissolution.

5) Paragraphs 3, 4, and 5 of the Constitution are unalterable in accordance with the Society Act.

6) OPERATIONS

i) The Boundary Youth Soccer Association will operate as a Club and a District.

ii) The activities of the Club shall be chiefly carried on in the general locality of the Boundary Region which includes all communities that lie between Big White and Christina Lake or the Regional District Electoral Areas E, D and C and the towns or cities within that area.

This provision is unalterable.

Bylaws

SCHEDULE A BOUNDARY YOUTH SOCCER ASSOCIATION

BYLAWS

1. ARTICLE 1: INTERPRETATION

(a) In these bylaws, unless the context otherwise requires:

- (i) "Adult Member" means a Member who is over 18 years of age.
- (ii) "Board" means the Board of Directors, from time to time, of the Club;
- (iii) "Club" means the Boundary Youth Soccer Association.
- (iv) "Directors" mean the directors of the Club for the time being;
- (v) "General Meeting" means an Annual General Meeting or an Extraordinary General Meeting of the Club;
- (vi) "Member" means a member of the Club;
- (vii) "Registered player" means a player who has registered to play soccer with the Club; and
- (viii) "Society Act" means the Society Act of British Columbia from time to time in force and all amendments to it.

(b) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

(c) Words importing the singular include the plural and vice versa, and words importing a female person include a male person and a corporation.

2. ARTICLE 2: AFFILIATION

(a) The Boundary Youth Soccer Association is affiliated through member teams, with the British Columbia Soccer Association, and the Canadian Soccer Association.

3. ARTICLE 3: MEMBERSHIP

(a) The memberships of the Club are:

- (i) a player under the age of 18 years who has registered, or has been registered by a parent or guardian as a player in accordance with the registration rules and procedures implemented from time to time by the Society and whose registration has been accepted by the directors of the Society, is a member of the club.

(ii) Right to Vote: Only of age Participants, members of the Board, volunteers and honorary members in good standing and physically present at meetings shall have the right to vote. There shall be no proxy voting. Each member is entitled to only one vote, regardless of the number of capacities in which they qualify as members.

(b) Voting by parents or guardians: A parent or guardian of a member under the age of 18 shall exercise one vote and no member, or parent or guardian representing a member under the age of 18 is entitled to more than one vote although he or she may belong to more than one class of member or although more than one player in the family may be registered with the Society. The parent or guardian who registered the member with the club during the calendar year shall be the designated voter, and if this criterion fails to resolve the issue, the voting entitlement shall be allocated evenly or resolved by a coin flipped by the presiding official of the member meeting. A parent or guardian of a member shall not otherwise have their own right to vote unless they qualify as a Member of the Board or Volunteer member.

(iii) a person who is a member of the Board;

(iv) a person who has been appointed or assigned by the Board to act voluntarily as a coach, assistant coach, manager, or to perform other such duties as determined by the Board; or

(v) a person who, by resolution carried by at least 75% of the members of the Board attending a meeting of the Board, is deemed to be worthy of recognition for their contribution to the Club and is therefore invited to be an honorary member of the Club. An honorary member shall be a lifetime member of the Club.

(b) A person ceases to be a member when:

(i) a person no longer qualifies for membership under this Article;

(ii) a person is expelled, removed, or suspended for just and reasonable cause by a resolution carried by the Board and shall be determined by a majority of votes cast.

(iii) a person is expelled by a Special Resolution carried by the Members attending a general meeting of the Club; and

(iv) a person resigns by written notice to the Board.

(c) Every member must uphold the Constitution, comply with these bylaws and adhere to the policies and guidelines of the Club as approved by the Board.

(d) A member shall cease to be a member in good standing if:

(i) she has become two months in arrears of her annual registration fees and/or other financial obligation to the Club; or if failure to pay membership fees by the dates prescribed by the Board and while those fees remain unpaid. If fees remain unpaid for 30 days past the

prescribed due date the person may be expelled from the Club, in which case the procedure for expulsion set out below must be followed. A person also ceases to be a member if they have not held the status of member during the calendar year.

(ii) conduct is displayed which is contrary to the best interests of the Club including, without limitation, violations of Club decisions, philosophy, the Constitution, By-laws, Policies, Rules or Regulations. Although the following procedure must be followed for expulsion, the Board may suspend without notice a member's participation entitlement, and official or operational responsibilities until such time as the matter is finally decided upon in accordance with approved procedures. The expulsion of a sitting Board member shall not be effective until it is approved by special resolution at a general meeting.

(i) The member who is subject to the proposed expulsion shall be given 15 days prior written notice of the proposed expulsion and the reasons for it.

(ii) The member shall have until 5 days before the effective date of the proposed expulsion to submit a written and signed response.

(iii) Prior to the effective date of the expulsion, the Board or person(s) it designates to decide if the expulsion should not take place, shall review any written response submitted and shall determine the mitigating effect, if any, of the response information.

(iv) A member who has been expelled under this provision is not eligible for membership but may apply for re-admission by filing written application to the Club no sooner than 45 and no later than 30 days before the next scheduled Annual General Meeting supported by no less than the signatures of 10 voting members.

(v) The Board, by a majority, may re-admit the member no later than 15 days before the Annual General Meeting.

(vi) If the Board does not so re-admit the member, then the application for re-admission shall be subject to a vote at the Annual General Meeting, which shall be determined by a majority of votes cast.

4. ARTICLE 4: MEETINGS OF MEMBERS

(a) The Annual General Meeting of the Club will be held each year within fifteen (15) months of the previous Annual General Meeting. It will be the duty of the President to establish the date.

(b) It will be the duty of the Director of Communications to notify members of the Club of the place, day and hour of the meeting fourteen (14) days prior to the date of the Annual General Meeting. Subject to the requirements of the Society

Act, the Director of Communications may give notice of the meeting by posting the notice in a major local newspaper, through email notifications and shall be posted on the club website. The non-receipt of a notice by, any of the members entitled to receive a notice does not invalidate proceedings at that meeting.

(c) Robert Rules of Order will apply to all meetings of the Members except where they are in conflict with these bylaws.

(d) The order of business at the Annual General Meeting will be:

- Call to Order
- Introduction of the Board
- Minutes of the last Annual General Meeting
- Unfinished Business
- President's Report
- Treasurer's Report
- Nominating Committee Report
- Nominations from the floor, if any
- Election of the Board
- New Business
- Open Forum
- Adjournment

(e) A quorum for an Annual General Meeting will be ten (10) Members. Business will not be conducted at a time when a quorum is not present. The quorum for all Meetings of the Board will be three (3) members of the Board; except that the quorum for the AGM shall be five (5) members of the Board.

(f) A member in good standing present at an Annual General Meeting is entitled to one (1) vote per registered member. No proxy voting shall be permitted. A parent or guardian of a member under the age of 18 shall exercise one vote and no member, or parent or guardian representing a member under the age of 18 is entitled to more than one vote although he or she may belong to more than one class of member or although more than one player in the family may be registered with the Society.

(g) Voting is by a show of hands unless by vote the meeting requires a poll or secret ballot for any matter or matters.

(h) Voting by proxy is not permitted.

(i) Every general meeting of the Members other than the Annual General Meeting is an Extraordinary General Meeting.

(j) The Board, through a majority vote, may cause an Extraordinary General Meeting of the Club.

(k) The membership, through a petition signed by a minimum of 10% of the Members entitled to vote a meeting of the Members and delivered to the President, may cause an Extraordinary General Meeting of the Club.

(l) If an Extraordinary General Meeting is caused, the President will call the meeting within twenty-one (21) days of receiving notice that an Extraordinary General Meeting has been caused. The Director of Communications will notify members of the Club of the place, day, hour and special business of the meeting fourteen (14) days prior to the date of the Extraordinary General Meeting. Subject to the requirements of the Society Act, the Director of Communications, whose responsibility is to provide notice of meetings, may give notice of the meeting by posting a notice of the meeting in a major local newspaper. The non-receipt of a notice by any of the members entitled to receive a notice does not invalidate proceedings at that meeting.

(m) The voting and quorum at an Extraordinary General Meeting will be the same as at the Annual General Meeting.

5. ARTICLE 5: BOARD COMPOSITION

(a) The business of the Club shall be conducted by a Board consisting of a maximum of twelve (12) members who shall be elected for a term of two years. three of the Board members shall be elected in even numbered calendar years and the remaining Board members shall be elected in odd numbered calendar years.

(b) There shall be no more than three (3) directors affiliated with a single team.

(c) Removal of Directors: Provided that the Director is given notice and the opportunity to be present at a meeting at which their removal will be voted upon, Directors may be removed:

i) By a two thirds majority of the full Board, if the Director has failed to attend three consecutive Board meetings without reasonable excuse or if their attendance for any ten consecutive meetings is below 60%.

ii) By special resolution of the members at a general meeting with cause.

(d) Any vacancy on the Board created before the end of the Board member's term, whether by a member resigning or being removed, suspended, or expelled or otherwise may be filled for the balance of the term by resolution of the remaining Directors.

6. ARTICLE 6: MEETINGS OF THE BOARD

(a) The Board will meet at least six (6) times per year.

(b) The Board shall meet at the call of the president or upon written request of 60% of the Board members.

(c) The Meetings of the Board will be open to the membership. Members who volunteer to help the Executive in performing the duties required will be entitled to a voice at the Meetings of the Board but will have no voting rights. Members may attend but will have no voice and no voting rights. A person invited by the President, with the approval of at least 2 other members of the Board, shall be

entitled to attend the meeting of the Board to which she is invited and have a voice.

(d) The Director of Communications will notify Directors of the place, date, and time of the meeting and, in the case of special business, the general nature of the business. The length of such notice will be stipulated by the Society Act of the Board fourteen (14) days in advance unless an urgent meeting.

(e) The quorum for all Meetings of the Board will be three (3) members of the Board; except that the quorum for the AGM shall be five (5) members of the Board

(f) Voting will be by simple majority on a show of hands or by ballot as the meeting may decide. In the case of a tie vote, the Chair does not have a casting or second vote in addition to the vote to which they may be entitled to as a Director and the proposed resolution does not pass.

(g) Each Director will have one (1) vote and must be present to vote. The Chair shall not cast her vote until all of the other members of the Board have cast their votes.

(h) The order of business at a Meeting of the Board will be:

- Call to Order
- Minutes of the Previous Meeting
- Business Arising
- Report from the President
- Report from the Treasurer
- Committee reports, if any
- New Business
- Adjournment

(i) New business items for the Meeting of the Board must be submitted to the Director of Communications at least four (4) days prior to the Meeting of the Board. New business items may also be placed on the agenda upon a majority vote at the Meeting of the Board.

(j) In the absence of the Director of Communications from a meeting, the Directors will appoint another person to act as a secretary at the meeting.

(k) Every Director who has personal interest in a matter before the Board shall before a vote on the matter declare her interest and shall not be entitled to vote on the matter in which the Director has a personal interest. The Board may by resolution disqualify a director from voting if the Board is of the opinion that the director has a personal interest in the matter.

(l) Article 6, subsections a through k, are alterable at any general meeting through a majority vote.

7. ARTICLE 7: COMMITTEE MEETINGS

(a) The Board may establish Committees the purpose of which is to assist the Board in the operation of the Club. The Board shall appoint Members to the Committees, the majority of which shall be Directors of the Club.

(b) Committees shall regulate their meetings in the manner directed by the Board and if not directed by the Board then in any manner the Committee thinks fit.

(c) Committees will not pass resolutions effecting the operation of the Club without approval of the Board and will report every act or thing done in the exercise of its power to the Board at the next Meeting of the Board.

8. ARTICLE 8: NOMINATIONS

(a) The Board will appoint a Nominating Committee in February of each year. The Nominating Committee will seek out qualified candidates for offices for the coming year and ascertain from each nominee in writing that if elected they will be willing to serve on the Board. The Nominating Committee will submit their report to the Board for approval at a Meeting of the Board prior to the Annual General Meeting. The Nominating Committee will present the nominee list at the Annual General Meeting where elections will be held, if required.

(b) Nominations from the floor may be made during the election held at the Annual General Meeting with the provision that persons nominated from the floor are present and affirm their willingness to serve if elected, or, such person will have stated this intention in writing and this intention is presented to the Chair at the time the nomination is made.

9. ARTICLE 9: OFFICES AND DUTIES

(a) The offices of the Club shall be as follows:

- (i) President
- (ii) Vice President
- (iii) Treasurer
- (iv) Secretary
- (v) Director of Communications
- (vi) Coach Coordinator
- (vii) Referee Coordinator
- (viii) Special Projects
- (ix) Director, General

Such other offices as may be determined by the Board from time to time as set out in the Club's policies and procedures manual.

(b) A member of the Board shall fill each office and every member of the Board shall hold at least one office. Immediately following the Annual General Meeting, the Board shall elect Board members to hold each of the offices of the Club. A Board member shall cease to be a Board member if or when the Board member does not hold an office.

(c) The Board will assign duties to the Members which may include, but are not limited to:

- 9 regional coordinators
- Divisional equipment manager and assistants
- Field coordinator
- Gym coordinator
- Referee scheduler
- Scorekeeper
- Recruiting director
- Newsletter editor and media relations
- Tournament director
- Coaches
- Managers

(d) The duties assigned to the offices of the Club shall be as follows:

A. President

(i) The President will preside at all meetings of the Club and of the Board.

(ii) The President is the chief executive officer of the Club and will supervise the other members of the Board in the execution of their duties

(iii) The President will be a member ex-officio of all committees of the Club.

(iv) The President is the official representative of the Club.

(v) The President will supervise all staff employed by the Club.

B. Vice President

(i) Reporting to the President, the Vice President shall assist the President in the execution of his or her duties.

(ii) The Vice President shall assume the duties of the President in the President's absence.

C. Treasurer

(i) Reporting to the President or Vice President, the Treasurer will review the financial records, including books of account of the Club necessary to comply with the Society Act and serve as the chief financial officer.

(ii) The Treasurer will provide financial statements to the Meeting of the Board and the Annual General Meeting as required.

(iii) The Treasurer will provided annual budget to the board for review and approval prior to the beginning of each fiscal year. This budget will be executed as part of the operations of the Club.

iv) The Treasurer will share signing authority with two other directors and will have at least two signatures where signatures are required and ensure that all invoices are paid in a timely manner. The 2 other members shall be voted upon by the Board and hold such authority until changed at a later meeting.

D. Director of Communications

(i) Reporting to the President or Vice president, the Director of Communications will conduct the correspondence of the Club.

(ii) The Director of Communications will issue notices of meetings and keep the minutes for the meetings.

(iii) The Director of Communications will be responsible for the maintenance of the Club's policy and procedures manual and have general custody of the records of the Club.

(iv) The Director of Communications will maintain the register of members.

E. Secretary

(i) Reporting to the President, the Secretary shall keep all minutes of the Society.

(iii) Shall perform the annual return as per the Society Act.

(iv) Ensure that the minute book of the association is kept up to date at all times.

F. Coach Coordinator

(i) Reporting to the President or Vice President, the Coach Coordinator shall manage the selection and development of all coaches.

G. Special Projects

(i) Reporting to the President or Vice President, the Special Projects Director develops and coordinates projects approved by the Board.

H. Referee Coordinator

(i) Reporting to the President or Vice President, the Referee Coordinator manages and coordinates the training and development of referees and the scheduling of referees and assistants during the season.

I. Director, General

(i) Reporting to the President or Vice President, the Director shall assist in the operations of the Club.

(e) Other Offices.

(i) The duties of the other offices shall be determined by the Board and set out in the club's policies and procedures manual

(ii) By resolution carried by at least 75% of the members of the Board attending a meeting of the Board, the Board may remove any member of the Board from an office or a person from a position described in section 9.3 or any other person from a position appointed by the Board.

10. ARTICLE 10: REMUNERATION

(a) A Director will not be remunerated for being or acting as a Director but a Director will be reimbursed for all expenses necessarily and reasonably incurred by the Director while engaged in the affairs of the Club.

11. ARTICLE 11: FINANCE

(a) The Board will approve and direct the handling of the finances of the Club under the responsibility of the Treasurer, who will be responsible for maintaining full and proper accounting records.

(i) Accounts

A current operating account will be maintained in any Canadian chartered bank, credit union or trust company as designated by the Board. All current operating receipts received by the Club will be deposited in this account out of which normal operating expenses will be paid.

Special accounts may be created for specific purposes at the discretion of the Board.

The Treasurer, with approval of the Board, will maintain savings and trust accounts as may be required by the Club.

The Board will ensure that all conditions of the deposit are adhered to, and shall approve all expenditures or withdrawals related to savings and trust accounts.

The Treasurer, with approval of the Board, will be empowered to invest any excess funds of the Club in securities designated by the Trustee Act.

Any two of the President, Treasurer or another member of the Board will be the signing authorities for any bank accounts or financial papers.

No person other than the President or Treasurer or the Board will commit the

Club to any expenditure and the President and the Treasurer shall not commit to any expenditure in excess of \$500 without prior approval of the Board.

(ii) Reporting

At each Meeting of the Board, the Treasurer will present details of all revenues and expenditures to the Directors for their approval.

The financial records and/or other records of the Club may be inspected by a member of the Club upon giving reasonable notice to the Treasurer.

(iii) Borrowing

The Board, in conducting the business of the Club, may from time to time borrow up to \$500.00 upon the credit of the Club without seeking prior approval of the membership. Any further amount must be approved at a General Meeting of the membership unless it is an approved budgeted item.

No debenture will be issued without the authorization of a special resolution at a general meeting.

(iv) Fees

It will be the responsibility of the Board to prescribe the Fee Schedule for each playing season in the coming year to permit the Club to carry out its functions. The Board will determine fees prior to registration for each new soccer season.

(v) Auditor

At their discretion the Board and/or the membership during the an AGM, may elect to through majority vote, appoint a 3rd party auditor or audit committee to review the clubs financial records and /or other records of the club..

12. ARTICLE 12: COMPLAINTS

(a) Any protest or complaint against Club members, volunteers, employees, players, or referees will be reported in writing to the Board as soon as reasonably possible.

(b) The Board or a Committee established by the Board pursuant to Article 7 or a person who has been given by the Board responsibility for club discipline shall deal with the matter at the earliest reasonable date and levy appropriate discipline, if any.

13. ARTICLE 13: CONSTITUTIONAL AMENDMENTS

(a) No change or amendment will be made to the Constitution or bylaws of the Club except at a general meeting of the Club.

(b) Proposed amendments or additions to the Constitution or bylaws of the Club will only be considered if submitted, in writing, to the Board at least forty-five (45) days prior to any general meeting.

(c) Amendment of or addition to the Constitution or bylaws requires a Special Resolution of the Members at a general meeting.

(d) Members must be notified that proposed amendments will be discussed at a general meeting fourteen (14) days in advance of that meeting and be given the opportunity to receive a copy of the proposed amendments.

14. ARTICLE 14: SEAL

(a) The Directors may approve a common seal for the Club and may destroy the seal and substitute a new seal in its place.

15. ARTICLE 15: SPONSORSHIP

a) The Club retains the sole rights to the league logo and its use or placement on any or all representations of league soccer in the Boundary.

b) The Board will issue rules and guidelines covering sponsorship participation of any team, division or individual.

c) The Board has the sole responsibility to ensure sponsorship participation of any team division or individual is consistent with the stated intention of the Club.

d) The Board has the sole responsibility to collect and disburse funds intended for sponsorship to any team, division or individual

Revised and accepted at Special meeting held March 3 2015