

Creston Valley Youth Soccer Association

Constitution and By-Laws

1. The name of the Society is: Creston Valley Youth Soccer Association
2. The purposes of the Society are:
 - a. to foster, develop, and govern the game of soccer in a safe, fun and encouraging environment among all youth within the Creston Valley, in British Columbia, Canada.
 - b. to provide training and leadership for soccer coaches and youth referees;
 - c. to raise funds to enable the Society to carry out its stated purposes by charging, soliciting, receiving money and property, both real and personal, by gift, contribution, bequest, devise, or otherwise, and including, but not limited to the obtaining of funds from both the Government of Canada and the Government of British Columbia;
 - d. to enter into affiliation or reciprocal arrangements with any other Society, Club or Organization with which it considered advisable, that may in any way assist in achieving any or all of the above objectives of the Society;
 - e. to do all such acts, matters and things as may be incidental or conducive to the attainment of the above objectives.
3. It is an unalterable provision of this Constitution that members of this Society shall have no interest in the property and assets of the Society; and that, upon dissolution of the Society; funds and assets of the Society remaining after satisfaction of its debts and liabilities, shall be distributed to non-profit organizations in the Creston Valley, in British Columbia, Canada, as determined by its members at the time of dissolution.
4. It is an unalterable provision of this Constitution that the purposes of the Society shall be carried out without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes.

BYLAWS

PART I - Interpretation

1. In these bylaws, unless the context otherwise requires:
 - a. "Society Act" means the *Society Act of British Columbia* from time to time in force and all amendments to it;

- a. "Society Act" means the *Society Act of British Columbia* from time to time in force and all amendments to it;
 - b. "District" means the *Creston Valley Youth Soccer Association*;
 - c. "Board" means the Board of Directors of *Creston Valley Youth Soccer Association*;
 - d. "Director" means a member of the Board of Directors of *Creston Valley Youth Soccer Association*;
 - e. "BCSA" means *British Columbia Soccer Association*;
 - f. "Provincial Board" means the board of BCSA;
 - g. "Resolution" means a formal proposal made in writing and received by the secretary of the District;
 - h. interpretation of the District bylaws, regulations, or of any other District matters not provided herein shall be referred to the Board whose decision shall be binding on all parties;
 - i. a "quorum" shall be a number equal to a simple majority of the number of directors on the Board at all meetings of the society, including Board meetings;
 - j. applicable rules of order shall be "Roberts Rules of Order."
2. Words importing the singular include the plural and vice versa and words importing a male person include a female person and a corporation.

PART II – Affiliation

3. The Creston Valley Youth Soccer Association is affiliated with the British Columbia Soccer Association and is subject to the rules and regulations of that body.

PART II - Membership

4. Membership of the District shall be as follows:
 - a. The applicants for incorporation of the society and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members;
 - b. A person who is subsequently elected or appointed to the Board;

- b. A person who is subsequently elected or appointed to the Board;
 - c. A person who verbally agrees to act as a coach, or an assistant coach of a District team, or is a parent or guardian of a player registered with the District and resides within the District;
 - d. Honorary members - those individuals who in the opinion of the directors have made a worthy contribution to the District, or may make a worthy contribution to the District, and are therefore elected to Honorary Membersh3 a simple majority of the directors.
5. Each member is entitled to one vote at each general or special meeting.
6. Every member shall uphold the constitution and comply with these bylaws. Members failing to uphold the Constitution and Bylaws, or engaging in conduct deemed to bring the game of soccer or the District into disrepute may be expelled by a simple majority decision of the board of directors at a meeting convened for that purpose.
7. A member shall cease to be a member and a member in good standing upon ceasing his/her association with the District, except for Honorary members.

PART III - Meetings of Members

8. General meetings must be held at the time and place, in accordance with the Society Act, that the directors decide.
9. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
10. The directors may, when they think fit, convene an extraordinary general meeting.
11. Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of the business.
12. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
13. An extraordinary general meeting shall be called within 30 days when written notice is received by the Chair from a simple majority of directors.
14. The first annual general meeting must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of

the last preceding annual general meeting.

PART IV - Proceedings at General Meetings

15. If a quorum is not present within thirty minutes of the specified time for a meeting, the meeting stands adjourned. No business shall be conducted without a quorum. The meeting shall be reconvened by the Board.

16. Business:

a. The following business shall be conducted at an extraordinary general meeting of the District:

i. recognition of voting entitlement;

ii. consideration of the purpose or purposes for calling the meeting as specified in writing by the directors requesting the meeting.

b. The following business shall be conducted at an *annual general meeting* of the District:

i. roll call;

ii. recognition of voting entitlement;

iii. the reading of the minutes of the last annual general meeting of the District;

iv. correspondence;

v. officers' reports including that of the Chair and Secretary/treasurer;

vi. unfinished business from the last annual general meeting;

vii. the election of directors;

viii. amendments to the District constitution in the form of a resolution;

ix. the other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the notice convening the meeting.

17. The President of the District, or in the absence of the President, the Vice president, shall preside over the general meeting

17. The President of the District, or in the absence of the President, the Vice president, shall preside over the general meeting of the District. If at a general meeting of the District there is no President, or other directors present, or none of these are willing to chair the meeting, then the members shall elect a person to chair the meeting.
18. Each member is entitled to one vote. Voting entitlement shall be recognized when a member presents himself or herself to the secretary.
19. No member of the Board shall vote on any matter directly affecting him or herself, or any team in which they are holding office.
20. The President is not entitled to vote unless there is an equality of votes in which case the President shall vote.
21. At the discretion of the Board voting shall be by a show of hands or by ballot.
22. Voting by proxy is not permitted.
23. Changes to this constitution and bylaws may be made at an annual general meeting of the District, upon an affirmative vote of 75% of those members present. Notice of resolution of changes to the constitution and bylaws must be made in writing to the association not later than 30 days prior to the Annual General Meeting and the association shall give notice of the proposed changes when notice of the annual general meeting is given.

PART V - Directors and Officers

24. The directors may exercise all the powers and do all the acts and things that the District may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the District in a meeting of the District, but subject, nevertheless to:
 - a. all laws affecting the District;
 - b. these bylaws; and
 - c. rules, not being inconsistent with these bylaws, which are made from time to time by the District in a meeting of the District.
25. The directors of the society are:
 - a. President

- b. Vice President
- c. Secretary
- d. Treasurer
- e. Registrar
- f. Head Coach
- h. Head Referee
- i. Equipment Manager
- j. Scheduler
- k. Member-at-large

The society may choose to operate with fewer directors than there are positions available due to availability of directors. In this circumstance, the directors will appoint and assume multiple roles.

- 26. Upon election of a new President, the previous President will assume the position of Member-at-large. In the event the previous President is not willing or able to assume the Member-at-large position, the Board may appoint someone to that position.
- 27. The term of office for directors is one year or until their successors shall be elected or appointed.
- 28. Procedures for election of the directors shall be specified by the Board.
- 29. An election of a director may be made by acclamation.
- 30. The Board may at any time and from time to time appoint a member as a director to fill a vacancy in the directors. A director so appointed holds office only until the conclusion of the next annual general meeting of the District but is eligible for re-election at that meeting for the remainder of the director's term.
- 31. The members may by resolution remove a director before the expiration of his term of office, and may elect a successor to

complete the term of office. The resolution must be accompanied with a statement of the reason for removal.

PART VI - Proceedings of Directors and Officers

32. The Board may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
33. A simple majority of the directors may at any time request a meeting of the Board of directors of the District, and the Secretary, on request of the directors, shall convene a meeting of the Board of directors of the District.
34. The President shall chair all meetings of the Board, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the directors present may choose firstly the Vice President, or, if the Vice President is not present either, one of their number to chair at that meeting.
35. Questions arising at a meeting of the Board shall be decided by a simple majority of votes. The President shall only vote in the case of an equality of votes.
36. The directors may delegate any, but not all of their powers to committees consisting of a director, directors, or members as they think fit.

PART VII - Duties of Directors and Officers

37. The President shall preside at all meetings of the District and of the Board. The President is the chief executive officer of the District and shall supervise the other officers in the execution of their duties.
38. The Board may appoint firstly the Vice-President, or, if not available or able to take on that role, another director to carry out the duties of the President during the President's absence.
39. The Secretary shall:
 - a. keep and distribute the minutes of all meetings of the District and Board;
 - b. maintain the register of voting members;
 - c. issue notice of meetings of the District and Board;
 - d. have custody of all records and documents of the District except those required to be kept by the treasurer, equipment managers, and secretaries of appointed committees.
40. The Treasurer shall:

40. The Treasurer shall:

- a. present a budget for approval by the board prior to the start of each soccer season;
- b. keep the financial records, including books of accounts;
- c. render financial statements to the members and Board;

41. The Registrar shall:

- a. maintain registration records.

42. All directors must accept an area of responsibility as required. Directors are expected to attend all meetings. Any member of the Board absenting himself from three consecutive meetings of the Board without just cause, or willfully neglecting his duties to the District may be determined to have forfeited his position on the Board. Such determination shall be made by a majority vote of the Board.

43. The President, Secretary and the Treasurer shall be the signing authorities. Signatures of any two of these three signing authorities are required to authorize a contract or expenditure.

PART VIII - Fees, Funds, and Borrowing

44. In order to carry out the purposes of the District:

- a. The directors may, once each playing season, set the fees to be paid by District players. Once set, those fees shall remain at the rate set for the remainder of that playing season.
- b. The directors may specify the fund-raising means, to raise additional funds required over and above those raised by playing fees.

PART IX - Notices to Members

45. Notice of an extraordinary general meeting shall be given to each member of the Board and be advertised in the local paper 14 days prior to the meeting. Notice of an extraordinary general meeting shall specify the place, day and hour of the meeting and the general purpose of the meeting.

PART X – Books and Records

46. The books and records of the association shall be open to inspection by the Provincial Board on demand.
47. Seven (7) days prior to the association's Annual General Meeting, a financial statement certified by the auditors(s) appointed by the association, shall be issued to members of the board and shall be submitted to the Provincial Board.

PART XI- Bylaw

48. These bylaws shall not be altered or added to except by special resolution.