

Abbotsford Soccer Association Constitution

NAME

The name of the society is "Abbotsford Soccer Association", and will hereinafter be referred to as "the Association."

PURPOSES

To promote the game of soccer.

To give players the opportunity to learn fundamental and advanced skills of soccer for their own enjoyment or to strive for higher levels of achievement in preparation for university, national and/or professional teams.

To offer a challenging soccer program in a safe environment that recognizes the rewards of fitness, fun, teamwork, and achievement through dedication and hard work.

To instill in players, parents, managers, coaches, and directors, the ideals of sportsmanship, honesty, integrity, loyalty, courage and to treat with respect all who are encountered during their involvement in Association activities whether on or off the field of play.

To operate as a non-profit organization, open to all members of the community within the Society Act of British Columbia.

OPERATIONS

The operations of the Association will be carried on without purpose of gain for its members, and any income, profits, or other accretions to the Association will be used in promoting the purposes of the Association. This clause will not be altered.

The Association's Board of Directors may frame rules, regulations, policies, or procedures, not inconsistent with the Constitution or bylaws, which may be necessary for the carrying out of the objectives of the Association.

DISSOLUTION

Upon dissolution of the Association, the assets, which remain after payment of all charges and expenses which are properly incurred, will be assigned and distributed to such organization as may be involved with the game of soccer, or to such other charitable organization or organizations as may be determined by the members of the Association. This clause will not be altered.

Abbotsford Soccer Association Bylaws

ARTICLE 1: INTERPRETATION

1.1 In these bylaws, unless the context otherwise requires:

1.1.1 "Directors" means the directors of the Association for the time being;

1.1.2 "Society Act" means the Society Act of British Columbia from time to time in force and all amendments to it;

1.1.3 "general meeting" means an Annual General Meeting or an Extraordinary General Meeting of the Association.

1.2 The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

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

ARTICLE 2: AFFILIATION

2.1 The Abbotsford Soccer Association is affiliated through member teams, with the Fraser Valley Youth Soccer Association, the Central Fraser Valley Girls Soccer Association, the British Columbia Soccer Association, the Canadian Soccer Association and the United Soccer Leagues.

ARTICLE 3: MEMBERSHIP

2.1 The memberships of the Association are:

2.1.1 parents or guardians of players registered to play soccer with the Association under the age of eighteen (18), and for whom the prescribed fees have been paid,

2.1.2 registered players eighteen (18) years of age or older who have paid the prescribed fees,

2.1.3 a person who is a member of the Board of Directors,

2.1.4 a person who has been appointed or assigned by the Board of Directors to act voluntarily as a coach, assistant coach, manager, or to perform other such duties as determined by the Board of Directors, or

2.1.5 a person who has been bestowed a Life Membership by the Board of Directors for distinctive service to the Association for a period of at least ten years.

2.1.6 players, parents and or guardians of players registered to play soccer with the Association agree to comply with the code of conduct, as set out by the Association, establish by the Board of Directors and advertised on the Association website.

2.2 A person ceases to be a member when:

2.2.1 a person no longer qualifies for membership under this Article,

2.2.2 a person is expelled, removed, or suspended for just and reasonable cause by the Discipline Committee or Board of Directors.

2.2.3 a person is expelled by a special resolution carried by 75% majority of the members attending a general meeting of the Association.

2.3 Every member must uphold the constitution and comply with these bylaws.

ARTICLE 3: MEETINGS OF MEMBERS

3.1 Roberts Rules of Order will apply to all meetings unless otherwise specified in the constitution or bylaws of the Association.

ANNUAL GENERAL MEETING

3.2 The Annual General Meeting of the Association 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.

3.3 It will be the duty of the Secretary to notify members of the Association of the place, day and hour of the meeting fourteen (14) days prior to the date of the Annual Meeting. Notice of the meeting will be considered given when it has been communicated through all major local newspapers.

3.3.1 The non-receipt of a notice by, any of the members entitled to receive a notice, does not invalidate proceedings at that meeting

3.4 The order of business at the Annual General Meeting will be:

Call to Order
Minutes of the last Annual General Meeting
Unfinished Business
President's Report
Treasurer's Report
Vice President's Reports
Nominating Committee Report
Elections
New Business
Open Forum
Adjournment

3.5 A quorum will be a minimum of six (6) Board of Directors plus ten (10) of the remaining members. Business will not be conducted at a time when a quorum is not present.

3.6 A member in good standing present at an Annual General Meeting is entitled to one (1) vote. 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 member, and the proposed resolution does not pass.

3.7 Voting will be by the show of hands except for the election of Directors, which will be done by secret ballot. Secret ballots may also be conducted at the discretion of the Chair. With the exception of changes to the constitution and the expulsion of members, a simple majority will resolve decisions put to a vote.

3.8 Voting by proxy is not permitted.

EXTRAORDINARY GENERAL MEETINGS

3.9 Every general meeting other than the Annual General Meeting is an Extraordinary General Meeting.

3.10 The Board of Directors, through a majority vote, may cause an Extraordinary General Meeting of the Association.

3.11 The membership, through a petition signed by a minimum of one hundred (100) members and delivered to the President, may cause an Extraordinary General Meeting of the Association.

3.12 If an Extraordinary General Meeting is caused, the President will call the meeting within forty-five (45) days of receiving notice that an Extraordinary General Meeting has been caused. The Secretary will notify members of the Association of the place, day, hour and special business of the meeting fourteen (14) days prior to the date of the Extraordinary General Meeting. Notice of the meeting will be considered given when it has been communicated through all major local newspapers.

3.12.1 The non-receipt of a notice by, any of the members entitled to receive a notice does not invalidate proceedings at that meeting

3.13 The voting and quorum at an Extraordinary General Meeting will be the same as at the Annual

General Meeting.

BOARD OF DIRECTORS MEETINGS

3.14 The Board of Directors will meet at least six (6) times per year.

3.15 The Board of Directors Meetings will be open to the membership to attend.

3.16 The Secretary will notify Directors of the place, date, and time of a Board of Directors Meeting fourteen (14) days in advance.

3.17 The quorum for a Board of Directors Meeting will be a minimum of five (5) Executive Directors and one (1) Member at Large.

3.18 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 member, and the proposed resolution does not pass.

3.19 Each Director will have one (1) vote and must be present to vote.

3.20 The order of business at a Board of Directors Meeting will be:

- Call to Order
- Approval of minutes of the Previous Meeting
- Report from the President
- Reports from the Vice Presidents
- Report from the Treasurer
- Old Business
- New Business
- Adjournment

3.21 New business items for the Board of Directors Meeting must be submitted to the Secretary at least fourteen (14) days prior to the Board of Directors Meeting. New business items may also be placed on the agenda upon a majority vote at the Board of Directors Meeting.

3.22 In the absence of the Secretary from a meeting, the Directors will appoint another person to act as a secretary at the meeting.

COMMITTEE MEETINGS

3.23 Members of Committees may meet together and regulate their meeting as they think fit or as directed by the Board of Directors.

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

ARTICLE 4: BOARD OF DIRECTORS

COMPOSITION

4.1 The Board of Directors will consist of a maximum of eight (8) Executive Directors comprised of the President, Secretary, Vice President of Administration, Vice President Technical, Vice President Competitive, Vice President Competitive Recreational, Vice President of Mini and Treasurer and a maximum of nine (9) Members at Large.

4.1.1 Every director of the association shall be deemed to have assumed office on the express understanding and agreement and condition that themselves, their family, their heirs and executors/administrators and estate and effects shall be saved harmless and at all times be indemnified at the expense of the association against all costs, charges, such directors incur in any action, suit or proceedings which is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted in connection with the execution of the duties of their office or occasioned by their neglect or default.

COMMITTEES

4.2 The Board of Directors will appoint committees required for the operation of the Association. A minimum of one (1) Executive Directors will sit on any committee. The standing committees of the Association are: Discipline, Fundraising, Coaching, Events, and Strategic Planning.

TERMS OF OFFICE

4.3 Members at a regularly scheduled Annual General Meeting will elect the Executive Board of Directors for a two (2) year term and members at large to a one (1) year term.

4.4 The President, Vice President Competitive Recreational, Vice President Technical, and the Secretary will serve two (2) year terms and be elected on even years.

4.5 The Vice President Administration, Vice President Competitive, Vice President Mini and Treasurer will serve two (2) year terms and be elected in odd years.

4.6 All other directors will serve a one (1) year term and will be elected every year.

4.7 Directors must retire from office at the Annual General Meeting when their successors are elected.

NOMINATIONS

4.8 The Board of Directors will appoint a Nominating Committee not less than sixty (60) days prior to the scheduled date of an Annual General Meeting. The Nominating Committee will seek out qualified candidate 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 of Directors. The Nominating Committee will submit their report to the Board of Directors for approval at a Board of Directors meeting 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.

4.9 Nominations will not be accepted from the floor. All those wishing to be nominated for a member at large position must make their intentions known to the nominations committee fifteen days prior to the Annual General Meeting. These nominations will be posted for public perusal 14 days prior to the AGM.

FILLING VACANCIES

4.10 Any vacancy on the Board of Directors, other than the position of President, created by a member resigning or being removed, suspended, or expelled may be filled for the balance of the term by appointment by a majority vote of the remaining Directors.

4.11 A Presidential vacancy will be filled from within the existing Board of Directors.

DUTIES

4.12 The Board of Directors will assign duties to Directors at Large which may include, but are not limited

to: Training Facilities, Skills Centre, Select Training Centre, School of Excellence, Adult Coordinator, Girls Registrar, Boys Micro and Mini Registrar, Boys House, Rep and Select Registrar, Director of Communications, Equipment Coordinator, Fields Coordinator, Girls Rep and Select Coordinator, Girls House Coordinator, Girls Mini Coordinator, two (2) Girls Fraser Valley Representatives, Boys Rep and Select Coordinator, Boys House Coordinator, Boys Mini Coordinator, Boys Micro Coordinator, two (2) Boys Fraser Valley Representatives, Director of Training, Referee Coordinator, and Tournament Director.

President

4.13 The President will preside at all meetings of the Association and of the Directors.

4.14 The President is the chief executive officer of the Association and will supervise the other Directors in the execution of their duties.

4.15 The President will be a member ex-officio of all committees of the Association.

4.16 The President is the official representative of the Association.

4.17 The President will supervise all paid staff employed by the Association.

Vice President of Administration

4.18 Reporting to the President, the Vice President Administration will carry out the duties of the President during the President's absence.

4.19 The Vice President Administration will manage and supervise the administrative activities of the Association including, but not limited to, fundraising, sponsorships, registration, statistics, uniforms, equipment, fields, and internal and external communications.

Vice President Competitive

4.20 Reporting to the President, the Vice President Competitive will manage and supervise the operation of the Silver, Silver A, Gold, Metro and Select soccer in the Association.

Vice President Competitive Recreational

4.21 Reporting to the President, the Vice President Competitive Recreational will manage and supervise the operation of Silver B, Bronze and House soccer in the Association.

Vice President Technical

4.22 Reporting to the President, the Vice President Technical will manage and supervise the operation of training, referees and tournaments in the Association. In cooperation with the Vice President Competitive and Vice President Competitive Recreational, the Vice President Technical will coordinate the House, Rep and Metro/Select team assembly process.

Vice President Mini

4.23 Reporting to the President, the Vice President Mini will manage and supervise the operation of the Academics, Wee Kickers, and Mini programs in cooperation with the Vice President Technical.

Treasurer

4.24 Reporting to the President, the Treasurer will keep the financial records, including books of account of the Association necessary to comply with the Society Act and serve as the chief financial officer.

4.25 The Treasurer will provide financial statements to the Board of Directors meeting and the Annual General Meeting as required.

4.26 The Treasurer will share signing authority and ensure that all invoices are paid in a timely manner.

Secretary

4.27 Reporting to the President, the Secretary will conduct the correspondence of the Association.

4.28 The Secretary will issue notices of meetings and keep the minutes for the meetings.

4.29 The Secretary will be responsible for the maintenance of the Association's policy and procedures manual and have general custody of the records of the Association.

4.30 The Secretary will maintain the register of members.

Directors at Large

4.31 Directors at Large are responsible for all activities as assigned by the Board of Directors.

REMUNERATION

4.32 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 Association.

ARTICLE 5: FINANCE

5.1 The Board of Directors will approve and direct the handling of the finances of the Association under the responsibility of the Treasurer, who will be responsible for maintaining full and proper accounting records.

ACCOUNTS

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

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

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

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

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

5.5 The President and/or Treasurer, or any one of the following required for a second signature, the Vice President Administration, Secretary or a paid employee voted by the Board of Directors will be the signing authorities for any bank accounts or financial papers.

5.6 The President, Treasurer, and the Vice President of Administration or Secretary will not commit to any expenditure in excess of \$2,000 without prior approval of the Board of Directors.

REPORTING

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

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

BORROWING

5.9 The Board of Directors, in conducting the business of the Association, may from time to time borrow up to \$10,000 upon the credit of the Association without seeking prior approval of the membership. Any further amount must be approved at a General Meeting of the membership.

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

FEES

5.11 It will be the responsibility of the Board of Directors to set an appropriate Fee Schedule for each playing season in the coming year to permit it to carry out its functions. The Board of Directors will determine fees prior to registration of each new soccer season, but may amend fees for developmental or special programs at any time.

AUDITOR

5.12 The Board of Directors or members at a general meeting may appoint an auditor to examine the Association's financial records and/or other records of the Association.

ARTICLE 6: COMPLAINTS

6.1 Any protest or complaint against Association members, volunteers, employees, players, or referees will be reported in writing to the Board of Directors within three (3) months of the incident occurring.

6.2 The Board of Directors or Discipline Committee will deal with the matter at the earliest reasonable date and levy appropriate discipline, if any.

ARTICLE 7: CONSTITUTIONAL AMENDMENTS

7.1 No change or amendment will be made to the Constitution except at a general meeting of the Association.

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

7.3 Passage of any amendment or addition requires the assent of seventy-five (75%) majority of votes at a general meeting.

7.4 Association 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.

ARTICLE 8: SEAL

8.1 The Directors will provide a common seal for the Association and may destroy the seal and substitute a new seal in its place.