

Chilliwack Youth Soccer Association Constitution

ARTICLE 1 - NAME

The name of the society is "Chilliwack Youth Soccer Association" and will hereinafter be referred to as "the Society."

ARTICLE 2 - PURPOSES

The Purposes of the Society shall be:

- a. To offer a safe, progressive learning environment, in which all players and stakeholders can participate and benefit from the sport of soccer while developing positive, lifelong experiences;
- b. 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 Society activities whether on or off the field of play.
- c. To operate as a non-profit organization, open to all members of the community within the Society Act of British Columbia.

ARTICLE 3 – LOCATION

The operations of the club shall be chiefly carried on in the city of Chilliwack. This provision is unalterable.

ARTICLE 4 – DISSOLUTION

In the event of winding up of the club any surplus funds remaining after payment of debts owing by the club shall either:

- Be divided equally among other sports or recreational clubs within the Fraser Valley or;
- Be paid to other clubs in British Columbia with similar objects as the club. This provision is unalterable.

ARTICLE 5 – AFFILIATIONS

The club shall be affiliated with and under the jurisdiction of the FIFA, Canadian Soccer Association, B.C. Soccer Association, Fraser Valley Youth Soccer Association, Vancouver Men's Soccer League, Metro Woman's Soccer League and the Pacific Coast Soccer League. This position is alterable.

**Chilliwack Youth Soccer Association
BYLAWS**

PART 1: INTERPRETATIONS

1) Definitions.

In these Bylaws, unless the context otherwise requires:

- a) "Youth District" shall mean the Fraser Valley Youth Soccer Association (FVYSA);
- b) "Adult League" shall mean Fraser Valley Soccer League, Metro Women's Soccer League, and Vancouver Metro Soccer League;
- c) "BC Soccer" shall mean the British Columbia Soccer Association;
- d) "Club" shall mean Chilliwack Youth Soccer Association;
- e) "Directors" shall mean the directors of the Club;
- f) "Executive Committee" shall mean the Chairperson, Vice Chairperson, and Treasurer
- g) "Act" shall mean the Societies Act of the Province of British Columbia and regulations thereto, as amended from time to time;
- h) "Registered Address" of a member shall mean the address as recorded in the register of members;
- i) "Active Member" shall mean an individual which becomes and remains an Active Member in good standing in accordance with these Bylaws. An Active Member shall have the right to vote as set out in these Bylaws;
- j) "Club - Youth Club" shall mean an organization operating a minimum of four affiliated youth soccer teams having not less than 44 players and, under the jurisdiction of the Youth District;
- k) "Club – Adult Club" shall mean an organization operating a minimum of one affiliated Adult soccer team having not less than 11 players and, under the jurisdiction of the Adult League;
- l) "Team" shall mean a soccer team with not less than eleven registered players, (except for small sided teams that may not have less than 6 players) plus team officials, whose application for affiliation has been validated by the Registrar or designate for the current playing season;
- m) "Registered Player" shall mean a person whose application for registration with the Club has been validated by the Registrar for the current playing season;
- n) "Board Executive" shall mean the Board of Directors of the Club;
- o) "Special Resolution of the Executive" means a resolution passed by a majority of not less than three-fourths of all directors at the meeting of the Executive duly convened in accordance with these Bylaws at which a quorum is present.

- p) "Ordinary Resolution of the Executive" shall mean a resolution passed by a simple majority of the elected members of the Executive present and voting at the meeting of the Executive duly convened in accordance with these Bylaws at which a quorum is present.
 - q) "Special Resolution" shall mean a resolution passed in a meeting of the members by a majority of not less than two-thirds of the votes cast as allowed under these Bylaws;
 - r) "Ordinary Resolution" shall mean a resolution passed in a meeting of the members by a simple majority of the votes cast as allowed under these Bylaws; and
 - s) "Respective Governing Body" shall mean Fraser Valley Youth Soccer Association (FVYSA) and Fraser Valley Soccer League (FVSL), Metro Women's Soccer League (MWSL), and Vancouver Metro Soccer League (VMSL), which is a member of BC Soccer.
- 2) Words importing the singular include the plural and vice versa, and words importing a male person include a female person, a corporation, and any other organization or association, whether incorporated or unincorporated, as the context may require.

PART 2: MEMBERSHIP

- 1) The members of the Club are the applicants for incorporation of the Club, and those individuals who subsequently become members, in accordance with these Bylaws and, in either case, have not ceased to be members in good standing.
- 2) An individual may apply for membership in the Club and upon acceptance by the Club pursuant to the terms of this Part 3, becomes a member.
- 3) Every member must uphold the Constitution and comply with these Bylaws.
- 4) There is one (1) class of Membership (Active):

ACTIVE MEMBERSHIP

Active Membership shall be open to the following individuals, as approved by the Executive at its discretion:

- a) An adult player, as defined by the age of majority in the Province of British Columbia, duly registered with this Club.
- b) One parent or legal guardian of a minor aged player(s) duly registered with this Club.

Each Active Member shall be entitled to receive notice of, to attend and to vote at all meetings of the members of the Club.

5) Membership Fees

The membership fees shall be set by the Executive. All members are subject to the membership fees.

6) Approval of New Members

An individual may be accepted into Active Membership upon:

- a) submitting an application to the Executive showing good and sufficient need for such an application and other documentation as required by the Executive, and
- b) obtaining the approval of the Executive.

7) Membership Renewal

- a) Membership shall cease at the end of each playing season (as defined by BC Soccer).
- b) Membership shall only be renewed by completing the required registration documentation and the payment of any fees on an annual basis.

8) Rights of Active Members

Active Members shall be accorded the following rights where applicable based on membership type:

- a) To be governed in accordance with BC Soccer, the Respective Governing Body and the Club's published Constitution, bylaws and rules,
- b) To participate in BC Soccer sanctioned competitions and tournaments,
- c) To participate in BC Soccer sanctioned programs such as player, coach and referee development,
- d) To participate in BC Soccer, the Respective Governing Body and Club sanctioned programs,
- e) To attend and vote, in accordance with the Bylaws, at all meetings of the members called by the Club, and
- f) To participate in BC Soccer Insurance Plan.

9) Discipline of a Member

- a) A member may be fined, placed on probation or performance bond, censured, suspended or expelled from membership for cause after lodgement of a formal complaint that is substantiated at a hearing held in accordance with the Respective Governing Body and in the case that the rules of the Respective Governing Body are silent, BC Soccer's published rules.
- b) The Executive may suspend a member without a formal complaint and hearing in extraordinary circumstances, as determined by the Executive. The Executive shall provide reasons for the proposed suspension and request submissions be provided by the member at issue in writing or verbally within seven days from the date of the notice. Such submissions, if any, shall be considered and a final decision made by the Executive
- c) The Members may discipline or remove a member by special resolution at a meeting of the members, provided the meeting notice states the proposed reasons for the discipline or removal, and the member is provided with an opportunity to be heard at the meeting either orally or in writing.
- d) A member that is suspended loses all rights of membership until the suspension has been completed.

10) Termination of Membership

Membership in the Club shall be deemed to have been terminated:

- a) If the member submits a signed letter of withdrawal to the Club,
- b) If the member is expelled by the Club,
- c) If the member dies, or in the case of a corporation or society, is dissolved,
- d) If the member is not in good standing for a period of six months; or
- e) If the member fails to renew annual membership in accordance with the Bylaws.

11) Members Not in Good Standing

The Executive may declare a member to be not in good standing who has failed to pay the current annual membership fee, if any, or any other subscription or debt due and owing by the member to the Club or fails to comply with the requirements of these Bylaws. As long as the debt remains unpaid and/or non-compliance remains, the member is not in good standing and loses all rights of membership.

PART 3: EXECUTIVE

The business of this Society shall be conducted by an Executive of not less than eight (8), no more than thirteen (13) members who shall be elected by the voting Members at an Annual General Meeting.

3.1 TERMS OF OFFICE

- a) Members at a regularly scheduled Annual General Meeting will elect the Executive for a three (3) year term and members at large to a one (1) year term. The Executive will consist of: Chairperson, Secretary, Developmental Coordinator U10 – U18, Recreational Coordinator U10 – U18, Mini- Ball Coordinator U4 – U6, Mini-Ball Coordinator U7 – U9, Spring League Coordinator U4 - U8, Spring League Coordinator U9-U16, Vice Chairperson, Club Charter/Risk Management Coordinator, Director at Large, and Treasurer.
- b) Each Director shall be elected for a three (3) year term in odd years. Chairperson, Secretary, Developmental Coordinator U10 – U18, Mini- Ball U4 – U6, and Spring League Coordinator U4-U8.
- c) Vice Chair, Treasurer, Recreational Coordinator U10 – U18, Mini-ball U7–U9, and Spring League Coordinator U9-U16 will be elected to a three (3) year term in even number years.
- d) All other directors will serve a one (1) year term and will be elected every year.
- e) Directors must retire from office at the Annual General Meeting when their successors are elected.
- f) In the event of any vacancies occurring on the Executive during the year, the remaining Directors shall appoint such vacancies.
- g) The Executive shall be empowered to create such committees and subcommittees as it sees fit from time to time. These committees and subcommittees may consist of Executive Members and non-Executive Members.
- h) No Executive Member shall vote on any matter directly affecting themselves or any team of which they are either a Coach, manager, trainer, or on which their child is a player.
- i) Elected officers of the Society shall receive no remuneration for the performance of duties required in their official capacity.
- j) The Executive shall have the power to contract out and pay for services that will help the Association function in a more efficient manner.

3.2 Removal of Director

- a) a director shall automatically be removed from their position if:

- i) they cease to be qualified as set out in the Act or these bylaws; or
 - ii) they become, or are discovered to be, an undischarged bankrupt.
- b) A director may be removed from their position by resolution of the Executive if:
- i) they become incapable of performing the business of the Club;
 - ii) they are absent from two (2) or more regularly scheduled meetings of the Board in a year without satisfactory reason;
 - iii) they are no longer domiciled in British Columbia;
 - iv) they have failed to properly account for monies or other property belonging to the Club;
 - v) they have been found guilty of a criminal offence regardless of whether or not the offence directly affected the Club; or
 - vi) they have been found guilty by BC Soccer of failing to act in accordance with the Conflict of Interest Policy and Conduct, Ethics and Discipline Standards and Policy of BC Soccer.

Such removal shall require the Executive to give to all Executive members, including the subject director, of a minimum of 14 days' notice of a hearing to consider the removal of a director. The subject director shall be given an opportunity to present evidence at the hearing. The decision to remove a director must be passed by a minimum two-thirds (2/3) majority vote of the directors present at the meeting.

- c) A director may be removed by the membership provided:
- i) the director is given the opportunity to present evidence in their defense at the next duly constituted meeting of the members;
 - ii) all members will be given a minimum of thirty (30) days' notice of this agenda item prior to the members' meeting; and
 - iii) the decision to remove a director must be passed by a minimum two-thirds majority vote of the members present at the meeting.

3.3 Conflict of Interest and Standards of Conduct

The directors and senior managers of the Club shall adhere to BC Soccer's Conflict of Interest Policy and Conduct, Ethics and Discipline Standards and Policy as amended from time to time and the procedure for disclosure and recordation of conflicts as set out in the Act.

3.4 Duties of the Executive

- i) The Executive shall conduct the business of the Club during the periods between meetings of the members of the Club and in accordance with the authority granted to it in the Bylaws of the Club.
- ii) The Executive shall be responsible for the appointment and removal of appointments of all positions within the Club except for those positions elected by the membership of the Club. This shall include the appointment of volunteer and paid positions within the Club's operations.
- iii) The Executive may also revoke, for good and sufficient cause, any volunteer appointment providing that it has provided that volunteer the opportunity to give cause why such revocation should not take place.

PART 4: MEETINGS

- a) The Annual General Meeting shall be held prior to the end of February of each year.
- b) Notice of the Annual General Meeting shall be delivered to the membership a minimum of thirty (30) days before the date set for that meeting.
- c) The non-receipt of a notice by any member shall not invalidate the proceedings or any resolution passed at any meeting of the Society.
- d) No member in arrears with fees or suspended or in any way indebted to the Society, shall be entitled to vote on any business of the Society.
- e) The Society's financial year shall end on the thirty-first (31) day of December in each calendar year.
- f) A Financial Statement prepared in accordance with the generally accepted accounting principles shall be presented at the Annual General Meeting.
- g) Proposed Constitutional or Bylaw amendments must be submitted in writing to the Chairperson not less than thirty (30) days prior to the Annual General Meeting.
- h) Constitutional or bylaw amendments shall be adopted only if approved by Special Resolution.
- i) A Special General Meeting of the Association may be called by the Secretary on the instructions of the Chairperson or at the written request of not less than thirty (30) members. The reason for the Special General meeting shall be included with the request. A Special General Meeting shall be convened within forty-five (45) days of that request.
- j) The Voting Members may, by Special Resolution at a duly constituted extra-ordinary general meeting, remove a Director before the expiration of his term of office and may elect a successor to complete the term of office. The Board may remove a Director if such Director misses three (3) or more Board meetings during any year.
- k) Three (3) members shall form a quorum at any General Meeting of the Association.
- l) There is no voting by proxy.
- m) The Executive will appoint a Nominating Committee not less than forty-five (45) 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 Executive. The Nominating Committee will present the nominee list at the Annual General Meeting where elections will be held, if required. Nominations will not be accepted from the floor. All those wishing to be nominated for office must make their intentions known to the nominations committee fifteen days prior to the Annual General Meeting.
- n) Except as otherwise provided for herein and in the Society Act, motions shall be decided by a simple majority.

Voting at General Meetings of the Association

- a) One (1) Parent or legal guardian of properly registered players are entitled to one (1) vote per family at any General Meeting of the Society.
- b) All properly registered non-parent coaches, non-parent assistant coaches, and non-parent managers shall have one (1) vote at any General Meeting of the Society.
- c) All properly registered Senior Teams (U21 and up) are entitled to one vote.
- d) The Chairperson shall preside over all meetings of the Members of the Society. Robert's Rules of Order shall in so far as practicably, apply to all meetings of the Society unless so directed by a majority of the Members present at that meeting.
- e) All votes must be cast in person.
- f) Any person receiving remuneration from Chilliwack Youth Soccer Association is not eligible to vote.
- g) No proxies will be accepted.

PART 5: COMMITTEES

The membership at any meeting of the members, or the Executive at any meeting of the Executive, may establish a standing committee or special committee to carry out specific business or programs of the Club.

PART 6: PROCEDURES GOVERNING MEETINGS

All meetings of the Club shall be conducted in person or via video/teleconferencing and in accordance with the most recently published Robert's Rules of Order except as may be otherwise stipulated in these Bylaws or other Rules and Regulations of the Club.

PART 7: BY-LAWS AND AMENDMENTS

- 1) Bylaw amendments may be proposed by the Board, or submitted by a member to the Club in writing at least forty-five (45) days prior to a meeting of the members, and approved by Special Resolution at a meeting of the members where notice of the proposed amendments has been given.
- 2) All members shall be notified of the proposed Bylaw amendments referred to in subparagraph (1). Such notification shall be made a minimum of seven (7) days prior to the meeting called for that purpose.

PART 8: RULES AND REGULATIONS

- 1) The Club shall have Rules and Regulations for the operation and administration of the game of soccer within the Club.
- 2) Amendments to the Rules and Regulations may be made by a majority vote of the Board or the voting members at a meeting of the members. If the Rules and Regulations are amended by the Board, the amendment shall be presented for ratification at the next meeting of the members. If the amendment is not ratified, it is of no effect and the previous Rules and Regulations are then in effect.

PART 9: INDEMNITY

- 1) In this Part, “eligible party” has the same meaning as in the Act.
- 2) Indemnification. Subject to the provisions of the Act, the Club will indemnify an eligible party against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connection with any legal proceeding or investigative action, whether current, threatened, pending or completed, to which that eligible party, by reason of his or her holding or having held authority within the Club:
 - a) is or may be joined as a party to such legal proceeding or investigative action; or
 - b) is or may be liable for or in respect of a judgment, penalty or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.
- 3) Advancement of Expenses. To the extent permitted by the Act and these bylaws, all costs, charges and expenses incurred by an eligible party with respect to any legal proceeding or investigative action may be advanced by the Club prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the eligible party to repay such amount unless it is ultimately determined that the eligible party is entitled to indemnification hereunder.
- 4) Indemnification Prohibited. Notwithstanding the above, the Club shall not indemnify an eligible party against any costs, charges and expenses, including legal and other fees, incurred in connection with any legal proceeding or investigative action, if such eligible party:
 - a) has already been reimbursed for such expenses;
 - b) has been judged by a court, in Canada or elsewhere, or by another competent authority to have committed any fault or to have omitted to do anything that he or she ought to have done;
 - c) in relation to the subject matter of the legal proceeding or investigative action, did not act honestly and in good faith with a view to the best interests of the Club or subsidiary; or
 - d) in the case of a legal proceeding other than a civil proceeding, did not have reasonable grounds for believing that his or her conduct, in respect of which the legal proceeding or investigative action was brought, was lawful.
- 5) Non-compliance. The failure of an eligible party to comply with the provisions of the Act, of the constitution, or these bylaws will not invalidate any indemnity to which he or she is entitled to under this Part.
- 6) Deemed Contract. Every eligible party on being elected or appointed will be deemed to have contracted with the Club upon the terms of the foregoing indemnities.

PART 10: FINANCE

- 10.1 In order to carry out the objectives of the Society, the directors may, on behalf of and in the name of the Society, borrow money and secure the payment or repayment of such money in such a manner as they decide.
- 10.2 No debenture or mortgage of real property shall be issued unless first approved by Special Resolution.
- 10.3 The funds of the Society not required for immediate use may be kept on deposit in a bank, or may be invested in a manner the directors see fit.

10.4 The Directors shall cause accounts to be kept of:

- a) All sums of money received and expended and the matters in respect of which the receipts and expenditures took place;
- b) Assets and liabilities;
- c) All other transactions affecting the financial position of the Society. The Directors shall lay before the Members at each Annual General Meeting, a financial statement showing income and expenditures of the Society during the preceding fiscal year. The annual financial statement of the Society is to be available to the Members at least seven (7) days prior to the Annual General Meeting.

10.5 The fiscal year end will be as determined by the Executive.

PART 11: DISPUTE RESOLUTION

- 1) Any person or organization will not take disputes to ordinary courts of law without first exhausting all available remedies as provided for by independent and duly constituted tribunals recognized under the rules of the Respective Governing Body, BC Soccer, Canada Soccer, CONCACAF, or FIFA, as applicable.
- 2) The Club shall adhere to any dispute resolution process as published and approved by the Respective Governing Body and in the case that the rules of the Respective Governing Body are silent, BC Soccer, from time to time (the "Dispute Resolution" process).
- 3) Any member of the Club may initiate the Dispute Resolution process by communicating in writing to the Respective Governing Body, with a copy to the Club, the nature and facts of the dispute. The Respective Governing Body, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.
- 4) The Dispute Resolution process shall not to be used for game discipline, which follows the normal discipline, protests, and appeals process of the Club, any applicable Adult League or Youth District Association, and BC Soccer.
- 5) The Club shall make available to any member a copy of the Dispute Resolution process when requested.
- 6) The member shall utilize all appeal and dispute resolution mechanisms prior to civil litigation. BC Soccer and the Club support the principles of Alternative Dispute Resolution and are committed to the techniques of mediation and arbitration as effective ways to resolve disputes and to avoid the uncertainty and cost associated with litigation.

PART 12: POLICIES

- 1) The Club shall maintain policies that are consistent with the published and approved policies of the BC Soccer. The Club may set such additional policies as determined from time to time by the Executive.
- 2) The policies shall apply to all employees, directors, officers, volunteers, team officials, game officials, administrators, players, members and registrants of the Club.
- 3) The Club shall make available to any member a copy of the Club's policies when requested.

PART 13: APPEALS

- 1) Any registrant or registered organization directly affected by a decision of the Club may appeal such decision.
- 2) The denial or termination of membership in the Club may be appealed by a non-registered individual or organization.
- 3) A decision of the Club may be appealed to the Respective Governing Body, to be conducted in accordance with the Respective Governing Body's published rules. A decision of the Respective Governing Body may be further appealed to BC Soccer, to be conducted in accordance with BC Soccer's published rules. A decision of BC Soccer may be further appealed to the Canadian Soccer Association, to be conducted in accordance with the Canadian Soccer Association's published rules.
- 4) An individual shall not appeal a decision made by the Executive regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the Club's operations, except where the selection, appointment and revocation process outlined in the Rules and Regulations has not been followed.
- 5) An individual shall not be entitled to appeal a decision made by the Club regarding a player's team assignment on any Club, District, or Regional team.

PART 14: DEFINITIONS/TERMINOLOGY

Terminology used in these Bylaws shall have the same meaning as used by the Respective Governing Body and BC Soccer in its constitution, bylaws and published rules. In the case of a conflict between definitions, the definition used by BC Soccer shall govern.