

Nanaimo Youth Soccer Club Constitution

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Article #1

Name

This society shall be known as the Nanaimo Youth Soccer Club.

Article #2

The objectives of the society shall be:

- a. To foster, promote and govern the game of soccer within the Nanaimo area.
- b. To promote sportsmanship and emphasize fair play at all times.
- c. To promote respect for officials, coaches, players and administrators.
- d. To develop players, coaches, teams and promote the sport within the area.

Affiliation

The Society is a club of the British Columbia Soccer Association.

Article #3

Dissolution

Upon dissolution of the society, the assets which remain after payment of all charges and expenses which are properly incurred in winding up, shall be assigned and distributed to such organizations as may be involved in the game of soccer, or to such charitable organization or organizations in British Columbia as may be determined by the members of the society at the time of dissolution. This provision is unalterable.

Bylaw 1 – Interpretation

In these bylaws, unless the context otherwise requires:

“BCSA”	shall mean the British Columbia Soccer Association;
“Board”	shall mean the Board of Directors of the society;
“club”	shall mean Nanaimo Youth Soccer Club;
“current playing season”	shall mean the year in which play terminates as defined by the BCSA Rules and Regulations;
“directors”	means the directors of the society at the present time;
“executive”	shall mean the officers of the society;
“district”	shall mean Upper Island Soccer Association;
“member”	shall mean member as defined in Bylaw 2.10
“registered address”	of a member means his address as recorded on membership file;
“society”	shall mean the Nanaimo Youth Soccer Club;
“Society Act”	means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
“year of operation”	shall mean a year from the date of the most recent AGM until the date of the next AGM;

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“registered coach”	shall mean a coach in good standing who has registered by submitting a risk management form for the current playing season;
“registered manager”	shall mean a manager who has registered by submitting a risk management form for the current playing season;
“registered player”	shall mean a player registered with the district registrar for the current playing season:
“team”	shall mean a minimum of eleven (11) and a maximum of eighteen (18) players, duly registered with the district registrar for the current playing season.

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

Words importing the singular include the plural and vice versa: and words importing a male person include a female person, a corporation, and any member association or society under the society umbrella.

Interpretation of the society Constitution, Bylaws and Rules of Competition or any other society matter not provided for herein, shall be referred to the Board whose decision shall be binding on all parties, subject to the appeal provisions of the BCSCA Constitution, Bylaws and Rules and Regulations.

Bylaw 2 – Active Ordinary Membership

1. The active ordinary members of the society – generally known as the members – are the applicants for incorporation of the society, and those persons who subsequently have become members, in accordance with these bylaws and, in either case, have not ceased to be members. The membership of the society consists of, but are not limited to:
 - a. The society board members
 - b. Players, coaches managers, parents and other club participants and volunteers interacting and voting with the society may apply to the directors for membership in the society and on acceptance by the directors shall be a member. The status of such membership to be decided based on the society’s rules and regulations.
2. Every member shall uphold the constitution and comply with these bylaws.
3. The directors determine the amount of the first annual membership dues: after that, the annual membership dues shall be determined at the annual general meeting of the society.

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4. A person shall cease to be a member of the society:
 - a. by delivering his resignation in writing to secretary of the society or by mailing or delivering it to the address of the society
 - b. on his death or in the case of corporation on dissolution
 - c. on being expelled, or
 - d. on having been a member not in good standing for 12 consecutive months.
5. A member may be expelled by a special resolution of the members passed at an extraordinary general meeting.
6. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
7. The person who is the subject of the proposed resolution for expulsion shall be given
An opportunity to be heard at the general meeting before the special resolution is put to a vote.
8. All members are in good standing except a member who has failed to pay his current
annual membership fee or any other subscription or debt due and owing by him to
the society and he is not in good standing so long as the debt remains unpaid.
9. The following members are eligible to vote directly at all general meetings:
 - a. Any person elected or appointed to the executive, in accordance with these
Bylaws, in the current year of operation
 - b. Additional club members including adult players and parents of youth players (1 vote), registered coach of each team (1 vote), registered manager of each team (1 vote) shall have a voice at all general meeting of the society.
 - c. A person or organization paid by the society, including sponsors, administrators, coaches and referees who are paid a salary or bonus by the society, shall have a voice but no vote at the society meetings.
Payment for travel expenses or for other soccer related expenses shall not be considered grounds for voting disqualification. At the present time, the society does not employ an administrator. Coaches and referees are not paid professional nor full time or part time employees. They are only remunerated for travel and for such items as gasoline, association fees paid by the individual or other personal expenses encountered.
Remuneration is limited to a specific per diem format, or in the form of an average flat fee per event or match or separate reimbursement for each specific item of expense paid by the volunteer for the association – or as a result of association related activity. Such category does not – under the present application – disqualify referees and coaches from voting rights. Such disqualification shall apply when the coach or official becomes an employee of the society or otherwise receives payment

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directly and solely for acting as such and not as reimbursement of related expenses.

Bylaw 3 – Meeting of Members

1. General meetings of the society shall be held at the time and place within the district, in accordance with the Society Act, as decided by the directors.
2. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
3. The President of the Society, having received a written request by three (3) or more directors or 10% or more of the members as defined under article 2-10-1 must convene an extraordinary general meeting within fourteen (14) days of receipt of such written notice.
4. Notice of an extraordinary general meeting shall specify the place, day and hour of meeting, and in case of special business, the general nature of the business.
5. The accidental omission to give notice of such 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.
6. The first annual general meeting of the society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall 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. The annual general meeting will usually be held within forty-five days of the end of the society's fiscal year.
7. Robert's Rules of Order shall be followed at all duly constituted meetings of members as well as at the annual general meeting with practical adoption as deemed suitable.
8. Notice of the annual general meeting will be given in terms of Bylaw 11, items 1 and 2.

Bylaw 4 – Proceedings at Meetings

1. Quorum:
 - a. General meetings: 5 directors or 10% of the board.
 - b. Board meetings: 7 directors or 50% of the board members.
2. Special business is:
 - a. all business at an extraordinary general meeting except the adoption of rules of order; and
 - b. all business transacted at an annual general meeting except,
 - i. the adoption of rules of order;
 - ii. the consideration of the financial statements;
 - iii. the report of the directors;
 - iv. the report of the auditor, if any;
 - v. the election of directors;
 - vi. the appointment of the auditor, if required; and

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- vii. 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 report of the directors issued with the notice convening the meeting.
3. No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at an extraordinary general meeting at a time when a quorum is not present.
4. If at any time during an extraordinary general meeting there ceases to be quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
5. If within 30 minutes from the time appointed for an extraordinary general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting a quorum is not present within 30 minutes from the time appointed for the meeting the members present constitute a quorum.
6. The president of the society, the vice president or in the absence of both, one of the other directors present, shall preside as chairman of an executive board meeting, annual or extraordinary general meeting.
7. If at an extraordinary general meeting;
 - a. there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting: or
 - b. the president and all the other directors present are unwilling to act as chairman, the members present shall choose one of their number to be chairman.
8. An extraordinary general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
9. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
10. Except as provided in this bylaw, it is not necessary to give notice of an adjournment to be transacted at an adjourned general meeting.
11. Any resolution proposed at a meeting must be tabled in accordance with Robert's Rules of Order. The chairman of a meeting may move or propose a resolution.
12. The chairman shall not move or second a motion. Furthermore, he shall only case a vote when there is a tie between votes "for" and "against" and a decision for or

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- against must be made – otherwise he may accept a tie as motion defeated.
The chairman-president shall also cast his vote when by doing so he would change the outcome of the motion – e.g. cases when a two-thirds vote is needed.
13. Voting is by a show of hands, unless a member requests a secret ballot.
Voting by proxy is not permitted.
14. The board shall meet monthly or as decided by the executive, and the general membership shall meet at least once a year.
15. No member who is in arrears with his fees or indebted to the society in any way shall be eligible to vote or participate in the business of the club at any general meeting.
16. All elections and ordinary resolutions shall be considered passed by an affirmative vote of a simple majority of those members eligible to vote, in attendance at the meeting.
17. All those present at the annual general meeting or an extraordinary general meeting of the society shall be required to sign the attendance register. A Scrutinizer will be appointed by the Board, in advance of the meeting to serve and monitor the meeting.
18. The order of business at an annual general meeting shall be as follows;
- Roll Call
 - Credentials
 - Minutes
 - Business arising
 - Correspondence
 - Officer's reports
 - Constitutional amendments
 - Election of directors
 - New Business
 - Adjourn
19. Any member may introduce a bylaw, or propose an amendment to existing bylaws or rules of competition. Notice of motion of the proposed changes or amendments shall be made in writing, and shall be delivered to secretary no later than 45 days prior to the AGM. The secretary shall give all voting members notice, in writing, of the proposed changes 30 days prior to the AGM.

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20. Changes or amendments to the constitution or bylaws may be effected at the annual general meeting upon the affirmative vote of three-quarters (3/4) of the voting members in attendance at the meeting.
21. Changes or amendments to the constitution and bylaws may also be made at any time at a special general meeting of the society upon an affirmative vote of three-quarters (3/4) of the voting members in attendance at the meeting. Thirty (30) days notice of any proposed changes or amendments must be given in writing to the secretary of the society who shall give the voting members fourteen (14) days written notice of such extraordinary general meeting, together with a copy of the proposed changes or amendments.

Bylaw 5 –

Directors & Officers and general membership regulation, Playing rules and policies;

1. The directors may exercise all the powers and perform all the acts and things that the society may exercise and do, and which are not by these bylaws or by stature or otherwise lawfully directed or required to be exercised or done by the society in general meeting, but subject, nevertheless, to;
 - a. all laws affecting the society;
 - b. these bylaws: and
 - c. rules, consistent with the spirit, nature and structure of these bylaws, which are made from time to time by the society at general meetings.
2. No rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
3. The president, vice president, secretary, treasurer and other elected and appointed directors shall be the directors of the society as defined by these bylaws.
4. The number of directors shall be 14 or as otherwise determined from time to time at an extraordinary general meeting. All 14 directors on the board elected shall have an equal voice and vote.
5. The directors shall be elected at the annual general meeting of the association and will serve a term of one year.
6. Separate elections shall be held for each office to be filled.
7. An election may be by acclamation, otherwise it shall be by ballot.
8. If no successor is elected at the AGM, the person previously elected or appointed continues hold office unless he refuses to do so – at which case the position becomes vacant.

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9. The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors. Such appointment shall be for a one-year term and terminates at the following AGM “Annual General Meeting”.
10. All appointments will be made at a board meeting.
11. A director so appointed holding office until the conclusion of the next following annual general meeting of the society shall be eligible for election at the general meeting.
12. If a director resigns his office or otherwise ceased to hold office, the board “remaining directors” shall appoint a member to take the place of the former director.
13. The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.
14. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.
15. Any director who is absent without cause from three consecutive meetings of the directors or willfully neglecting their duties to the society, may be determined to have forfeited their directorship with the society. Such determination shall be made by majority vote of the directors.
16. Competitions governed by NYSC shall be subject to the board right to amendment of rules and to BCSA regulations and FIFA laws of the game.
17. A member of the board, or a paid assistant-administrator, shall keep records of the scores of the various competitions, U11 to U18. Teams shall be obligated to report the score by telephone on match day. The board shall establish the mechanics and guidelines for such exercise.
18. Teams wishing to play an exhibition match, outside the province, a 30-day notification is required.
19. Player registration within the club shall be based on the geographical residence of the player. However, should a player move to a different city/area within the district during the season, the player shall have the option to continue to complete the season with the team he is registered with.
20. Out of club players may be assigned to teams by the board.
21. While players’ right to transfer to another team is to be viewed as acceptable request, the club shall not allow a transferred player to displace one of its players. If a transfer is denied, it may be appealed to the district board within 7 days, accompanied by a \$25 appeal fee. The deadline for player transfer is decided by BCSA.
22. Registration days shall be determined by the board
23. The registration fee shall be determined each year by the board and must be paid at by the last day of June. No one shall be eligible to play for the club or practice with a team in the club unless fees have been paid.
24. One parent or legal guardian shall be required to sign the consent portion of the registration form.

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Bylaw 6 – Proceedings of Directors

1. The directors may meet together at the places – within the district – where they deem it suitable to dispatch business and otherwise regulate the meeting.
2. The directors may from time to time fix the quorum necessary to transact business, and may introduce policies, regulations and rules which shall be binding and in effect until the following annual general meeting when it would be confirmed and adopted temporary or permanently or denied by the membership.
3. The president shall be chairman of all meetings of the directors, but if at a meeting the president is not present within 10 minutes after the time scheduled for commencing the meeting, the vice president shall act as chairman. Should neither be present, the directors present may choose one of their member to be the chairman at that meeting.
4. The directors may delegate any, but not all, of their powers to sub-committees. Such committees should be chaired by or consist of one of the board directors.
5. A sub-committee so formed to which certain power or responsibility has been delegated shall conform to any rules imposed on it by the directors, and shall report to the board.
6. No director shall vote on any matter directly affecting them or any team on which they hold office.

Bylaw 7 – Duties of Officers

1. The president shall preside at all meeting of the society and of the directors.
2. The president is the chief executive officer of the society and shall supervise the other officers in the execution of their duties and shall act as a signing officer of the society.
3. The vice president shall carry out the duties of the president during his absence and shall act as a signing officer of the society.
4. The secretary shall:
 - a. conduct the correspondence of the society;
 - b. issue notices of meetings of the society and directors;
 - c. keep minutes of all meetings of the society and directors;
 - d. have custody of all records and documents of the society except those required to be kept by the treasurer;
 - e. have custody of the common seal of the society;
 - f. maintain the register of members.
5. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting
6. The treasure shall;
 - a. keep accurate financial records, including books of account(s), necessary to

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- comply with the Society Act: and supported by receipts, bank statements, board decisions “minutes of meetings”, and other documents needed for a favourable audit; and
- b. Render financial statements to the directors, members and others at the board meetings and general meetings.
- c. Act as a signing officer for the society.
- 7. The equipment manager shall,
 - a. organize, purchase, record, distribute and collect the equipment, uniforms, soccer balls and other equipment owned by the club.
 - b. Ensure that all purchases are approved by the board prior to purchase.
- 8. Representative to NDYSA.
- 9. The Registrar shall,
 - a. be responsible for team and player registration to completion.
 - b. Ensure that all team registrations be complete to coincide with UISA as directed by the board
 - c. To record all late registrations and to bring them to the attention of the divisional co-ordinators
- 10. Referee-in-Chief
 - a. Shall organize, allocate and assign all referees.
 - b. Shall handle all disciplinary reports and report to the board as necessary.
- 11. Pony Coordinator
 - a. shall organize Under 10 soccer including, but not limited to player assignment and game scheduling.
- 12. Field Coordinator/Liaison
 - a. shall maintain communications with the recreation commission and school board
 - b. shall make representations on behalf of youth soccer when necessary.
 - c. Shall attend meetings at such times as topics of discussion are pertinent to youth soccer or upon invitation.
 - d. Shall assign all practice times as requested for field use
- 13. Technical Director
 - a. responsible for all coach and player development
 - b. responsible for running and organizing certification programs, over see all in-house development programs
 - c. responsible for assessing players and coaches and is required to sit on coach selection panels
 - d. required to sit on inter-club tech panels
 - e. responsible for BCSA camps, clinics and high performance sessions
 - f. responsible for standard of training within the club
- 14. Sponsorship Coordinator
- 15. Volunteer Coordinator
- 16. Publicity Coordinator
- 17. Subcommittees shall include:
 - a. Discipline committee: responsible for all matters of discipline of all soccer players, team and game officials and other members – subject to special applications of leagues and BCSA regulations. The discipline chairman shall

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- form a committee and shall report to the board.
 - b. Ethics committee
 - c. Risk management committee
 - d. Finances committee
 - e. Fundraising committee
 - f. Coaches development committee with an appointed club head coach.
 - g. PR and social committee
- And other subcommittees as decided by the board.

Bylaw 8 – Coaches and Managers

1. Shall be persons approved by the Board, responsible to the board and the club for the proper conduct and functioning of their teams in accordance with the objectives of the club set out above and these bylaws

Bylaw 9 – Seal

1. The directors may provide a common seal for the society and destroy a seal and substitute it with a new seal.
2. The common seal shall be affixed only when authorized by a resolution of the directors, and then only in the presence of the members prescribed in the resolution, or if no members are prescribed, in the presence of the president and secretary.

Bylaw 10 – Borrowing and other financial issues

1. In order to carry out the objectives of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of funds in the manner they decide, and in particular but without limiting the foregoing, by the issue of debentures.
2. No debenture shall be issued without the sanction of a special resolution.
3. The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.
4. All funds of the society shall be deposited in the society's name in a recognized financial institution approved by the board and shall not be transferred without the board's approval.
5. A club cheque shall pay all club payments and each cheque shall require the signature of two of three directors: president, treasurer, vice- president.
6. The fundraising of the society must be pre-approved by the board and shall be raised in the name of the society. This includes club teams and teams travelling outside the society's boundaries.
7. The society's fiscal year shall be April 1st to March 31st.
8. There shall be a monthly written treasurer's report submitted to the board each month showing itemized entries of all transactions of expenditures and revenues.

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Bylaw 11 – Auditor

1. An auditor shall be appointed by the board. The auditor may be a member or the board and their job shall be to monitor and assist with the financial records throughout the year in order to detect and correct or prevent errors early enough to be repaired without damage to the society's ability to have books in place at the end of the year.
2. The financial books, upon recommendation of the auditor, may – if required by regulation – be submitted to a chartered accountant for an official audit.

Bylaw 12 – Notices to & from Members

1. A notice may be given to a member, either personally or by mail to him at his registered address.
2. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
3. A public announcement will be made thirty (30) days prior to the annual general meeting for the benefit of non-voting members.
4. Notice of an extraordinary general meeting shall be given to;
 - a. every member shown on the register of members on the day notice is given: and
 - b. the auditor, if Bylaw 10 applies.
5. No other person is entitled to receive a notice of an extraordinary general meeting.
6. Notice of amendments to this document of constitutional bylaws and other regulations submitted by a member or by the board must be posted in writing no later than March 25th and submitted to the membership. A motion to accept must pass by a three-quarters majority vote at the annual general meeting.