

CONSTITUTION

NAME

1.1

The name of the Association is the **Shuswap Youth Soccer Association**.

PURPOSE

1.2

The purposes of the Association are:

- a) to advance and foster the game of soccer among youth players within the areas covered by the City of Salmon Arm, and the surrounding Shuswap area.
- b) to encourage the development of skill, participation and sportsmanship in the game of soccer.
- c) to organize local competition for members and disseminate the rules of play and membership in the Association.
- d) to organize qualified officials and training sessions for players, coaches and referees.
- e) to promote in members respect for players, officials and spectators at all times.
- f) to apply for grants in aid of the purposes of the Association.
- g) to accept donations and to apply such donations in a manner consistent with the purposes of the Association.
- h) to co-operate with other organizations which have objectives similar in whole or in part to the purposes of the Association.

PURPOSE OF GAIN

1.3

The Association shall be operated without purpose of pecuniary gain to any of its members and any surplus of the Association shall be used solely for the purposes of the Association and the promotion of its objectives. THIS PROVISION IS UNALTERABLE.

OPERATIONAL AREA

1.4.

The operations of the Association are to be chiefly carried on in the areas covered by the City of Salmon Arm, and the surrounding Shuswap area of the Province of British Columbia.

DISSOLUTION

1.5.

Upon dissolution of the Association, 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 organizations as may be determined by the members of the Association at the time of dissolution. THIS PROVISION IS UNALTERABLE.

ARTICLE 1 – AFFILIATION

The Association shall be affiliated with the British Columbia Soccer Association (BC Soccer). The “Laws of the Game” as authorized by British Columbia Soccer Association apply to all soccer games.

ARTICLE 2 – INTERPRETATION

1)

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

- i. The word “Association” shall mean Shuswap Youth Soccer Association;
- ii. S.Y.S.A shall mean Shuswap Youth Soccer Association;
- iii. B.C.S.A. shall mean British Columbia Soccer Association;
- iv. “Directors” shall mean the Board of Directors of S.Y.S.A as elected by the membership;
- v. “Registered Address” of a member shall mean the address as recorded in the register of members;
- vi. TOYSL shall mean Thompson Okanagan Youth Soccer League;
- vii. Youth Player means an individual who has not yet reached the age of 19 years of age before January 1st immediately before the start of a seasonal year;
- viii. Indoor season refers to all soccer related activity conducted at the indoor facility;
- ix. Club league refers to teams that play primarily in Salmon Arm and Shuswap area;
- x. Select league refers to teams that play both local and away games primarily but not limited to TOYSL;
- xi. Shuswap area refers to Salmon Arm, Sicamous, Chase, Squilax, Tappen, Sorrento and North to Seymour Arm and Adams Lake (as per B.C.S.A Article 11);
- xii. Special Resolution shall mean a resolution passed in a General Meeting or Annual General Meeting by a majority of not less than 75% of the votes cast by those present and entitled to do so;
- xiii. Ordinary Resolution shall mean a resolution passed in a General Meeting by a simple majority of votes cast by those present and entitled to do so;
- xiv. Notice in Writing shall mean an advertisement placed in a local paper and on the Associations website;

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- 2)
 - a) Words importing the singular include the plural and vice versa and words importing a male person include female person, corporation, organization or association as the context may require.
 - a) The **Fiscal Year** of the Association begins on September 1st of the calendar year and ends on August 31st of the following calendar year.
 - b) The **Seasonal Year** of the Association is defined by insurance coverage of the player and begins on April 1st and ends on March 31st. The date of start of play depends on field availability.
 - c) The **use of Name and Logo** of the Association are for the exclusive use of the Association except with the express written consent of the Board.

ARTICLE 3– MEMBERSHIP

- 1) Voting Members: As per the BC Society Act – A voting member of the Society has only one vote.
 - a) Any guardian or parent of a player.
 - b) Any coach, trainer or team manager with SYSA, who has completed the application form, been approved and is of legal age (19).
 - c) Other persons who express interest in supporting the Association may apply for membership by completing an application and submitting to the Board for approval.
- 2) Lifetime Members are persons who have rendered valuable service to the Association and are elected Life Members of the Association by the Board of Directors subject to review of the Membership at a General Meeting.
 - a) A life member shall have a voice but no vote at General Meetings of the Association.
 - b) A life member shall be entitled to receive all information as is received by any other member of the Association.

3) Eligibility

The directors shall allow a person to be a member of the Association upon payment of the membership fee as determined by the Board.

- a) The person is a parent or guardian of a child who is currently registered and whose application has been validated by the Association's Administrator for the current season and who is not indebted to the Association

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- b) The person occupies or fulfills a position appointed by the Board of Directors for the Association and the Board approves the application
 - c) The person is deemed a Lifetime Member as appointed by the Board
 - d) In the event a player becomes ineligible (other than for reasons of age) or is otherwise disqualified from participating in the Association, the membership of his or her parent/legal guardian in the Association shall be automatically terminated. Nevertheless, should a parent/legal guardian have another child who remains a player with the Association, the parent/legal guardian shall retain membership in the Association.
- 4) Every Member shall uphold the Constitution and Bylaws of the Association and those of the B.C.S.A. including Rules and Regulations governing play.
- 5) Fees
- a. Annual non-refundable registration fee for each player as determined by the Board
 - b. B.C.S.A. registration fee as determined by B.C.S.A.
 - c. Activity Fee as determined by the Board of Directors
- 6) Termination of Membership

A person will cease to be a member of the Association;

- a. By delivering his/her registration in writing to the Secretary of the Association or by mailing/delivering to the address of the Association.
- b. On having not been a member in good standing for 12 consecutive months
- c. On being suspended
- d. On being expelled
- e. A member may be suspended or expelled by an ordinary resolution of the Board at a meeting convened for that express purpose
- f. When suspending a member, the Board must specify the time and duration of the suspension in writing to the member
- g. All members are in good standing except those who have been placed under suspension by the Association or the B.C.S.A.

The Board may act only after a hearing, with reasonable notice to the member of the time and place of the hearing, providing the member with a reasonable opportunity to present evidence in support of the member's position.

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ARTICLE 4 – RESPONSIBILITY TO MEMBERSHIP

- 1) The Board of Directors shall report to its membership at least once each year at a meeting of the membership with notice of the purpose given at least 30 days in advance of the meeting.
- 2) The Association shall adopt policies prohibiting sexual, physical and verbal abuse that meet certain minimum criteria established by Federal and Provincial legislation.
- 3) The Association shall adopt policies to ensure the privacy of the membership.

ARTICLE 5 – BOARD OF DIRECTORS

- 1) The business of S.Y.S.A. shall be conducted by a Board of Directors consisting of no less than seven (7) members and no greater than (9), one of whom will be Past Chair, if available, and shall be elected for two year terms as follows:
 - a) In odd calendar years, The Chairperson, Secretary and three directors shall be elected.
 - b) In even calendar years, Vice Chairperson, Treasurer and three directors shall be elected.
 - c) Election into office shall be held at the Annual General Meeting each year.
 - d) All director terms will be two years and commence immediately following the Annual General Meeting.
 - e) Director terms will be offset to ensure consistency and succession planning.
 - f) The Directors shall elect from amongst their number, at the first Board meeting following the A.G.M. any table officer position expiring: Chairperson, V.P., Secretary or Treasurer.
 - g) A Director cannot serve more than three consecutive terms as Chairperson, Vice Chairperson, Secretary or Treasurer.
 - h) The Board shall meet whenever the Chairperson deems necessary or if instructed to do by a majority of the Board, but in any case shall meet a minimum of six (6) times per year.

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- i) At all meetings of the Board a majority of elected members shall constitute a quorum for the transaction of business, this includes directors in person, or by video or telephone conference.
- j) Any member of the Board absenting himself without cause, from three (3) successive meetings of the Board of Directors, or willfully neglecting duties to the Board, shall be deemed to have forfeited his position. Such determination shall be made by a majority vote of the Board.
- k) If the office of a director shall become vacant for any reason, the Board may appoint a new director to serve or leave the position vacant until the ensuing Annual General Meeting.
- l) If the position of Chairperson becomes vacant for any reason, the Vice Chairperson shall assume the duties of Chairperson until the ensuing Annual General Meeting.
- m) The Board may engage paid employees, as it deems necessary. Such persons shall have the authority and responsibility as determined by the Board.
- n) No Director shall be an employee or sub-contractor of S.Y.S.A.
- o) The remuneration of any agent or employee of the Association shall be fixed by the Board. In addition to any remuneration of any agent or employee, the Board may authorize the provision of such other benefits as pension, life insurance, sickness and accident insurance
- p) The Board shall assess the need for and fix the bond requirements of its officers, agents or employees who have control of the funds of the Association.
- q) The Board shall determine the title and responsibilities of its employees.
- r) No Director shall be remunerated for being or acting as a Director, but a Director may be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Association

2) Duties of the Board

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The Chairperson shall be the Board Chair and shall facilitate the overall execution of Board responsibilities. The Chair may cast a vote only in the event of a tie (thereby breaking deadlock) or to create a tie, thereby defeating the motion.

The Vice Chairperson shall carry out the duties of the Chairperson during his absence. If the Chairperson is unable to act as Chairperson for any reasons whatsoever, the Vice Chairperson shall be appointed Chairperson by the Board of directors to assume full responsibilities of the office.

The Secretary keeps an accurate record of all Board Meetings; gives notice of meetings; distributes minutes to all club representatives and maintain a list of club representatives.

The Treasurer gives an accurate accounting of all monies received or distributed by the Association and prepares an accurate annual financial statement.

It shall be the duty and responsibility of the Board of Directors to:

- a. Review and approve the Annual Budget as prepared by the Executive Director for presentation at the Annual General Meeting.
- b. Ensure the minutes of Board meetings are properly recorded and filed.
- c. Organize the Annual General Meeting, Special General Meeting or any other general meetings as called for by the members.
- d. Solicit funds at such time and in such manner as is deemed advisable and in context of the Associations Purpose and Mission.
- e. Recruit, hire, appoint and evaluate senior staff positions to ensure the day-to-day affairs of the Association are properly managed in accordance with Policy, Regulations and Law.
- f. Ensure compliance with all Rules and Regulations, which govern the game of soccer among members.
- g. Adoption of any proposed amendments to the Bylaws, duly submitted thirty (30) days prior to a General or Special Meeting, shall require only a simple majority of the vote eligible to be cast by members present.

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h. Notwithstanding anything herein contained, Policies and Procedures may be amended by the majority vote of the Directors at any properly constituted meeting of the Board and come into effect as determined by the Board.

ARTICLE 6 – GENERAL MEETINGS

1)

a) The Annual General Meeting of the Association shall be held 60 days following the fiscal year end, at a place, date and hour to be determined by the Board of Directors. Thirty (30) days notice in writing is to be given to the members.

b) Annual General Meetings of the Association shall be held at such times and place as determined by the Board of Directors.

c) Notice of the Annual General Meeting shall specify the place, date and hour of the meeting and be posted in a local newspaper and on the club website 30 days prior to the meeting.

d) The posted date of the notice shall be the official date of notice for the meeting. The non-receipt of such notice does not invalidate the proceedings of the meeting.

e) A quorum at the AGM shall be eleven (11) voting members in good standing, present in person

f) If at any time there ceases to be a quorum, business then in progress is suspended until there is a quorum present, or the meeting is adjourned or terminated.

g) A copy of the annual financial statement shall be made available for the Board of Directors at least 14 days prior to the Annual General Meeting.

2) Every general meeting other than an AGM is a Special General Meeting. The Chairperson shall have the authority to call a Special General Meeting at any time, upon request of the majority of the Board or upon a written request signed by ten percent (10%) of the membership.

a. Any such request shall specify the purpose of such a meeting and each member of the Board will be given thirty days written notice thereof.

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- b. Notice of Special General Meetings shall specify the place, date and hour of the meeting and be posted in a local newspaper and on the club website fourteen (14) days prior to the meeting.
- c. The posted date of the meeting shall be the official date of notice of the meeting. The non-receipt of such notice does not invalidate the proceedings at that meeting.
- d. Only business set out in the requisition calling for a Special General Meeting shall be dealt with at that meeting.
- e. A quorum at the Special General Meeting shall be eleven (11) voting members in good standing, present in person.

ARTICLE 7 – AMENDMENTS

No changes or amendments shall be made in any part of the Bylaws except at an Annual or Special General meeting of the Association.

- a. Proposed amendments to the Constitution and Bylaws will only be considered if submitted, in writing, to the Board.
- b. The Board must receive proposed changes or amendments at least thirty days prior to any general meeting.
- c. Written copies of all proposed amendments or changes will be made available for scrutiny at the Association office by any member in good standing.
- d. Adoption of any proposed amendment to the Bylaws duly submitted thirty days prior to a General Meeting shall require only a simple majority of the vote eligible to be cast by the members present.

ARTICLE 8 – COMMITTEES

- 1) The Board of Directors will appoint a Nominating Committee at least three months prior to the Annual General Meeting for the purpose of nominating candidates for each vacancy slated for election at the A.G.M. The Committee will attempt to present enough candidates to fill all available positions.
- 2) Additional nominations may be made from the floor of the Annual General Meeting with a seconder. Only persons present or who have given their written consent to the Board may be nominated.

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- 3) The Board will determine the number of Committees to be advisable for the efficient operating of the Association. The committees and the terms of reference will be found in the policy manual and published on the website.

ARTICLE 9 – BORROWING/FINANCIAL POWERS

- 1) The three signing officers of the Association shall be the Treasurer, Chairperson and/or Vice Chairperson or other member of the Board as agreed by the Board. Two (2) signatures will be required for all cheques.
- 2) Subject to approval of the membership at an Annual General Meeting or Special Meeting the Board may accept and/or raise funds to carry out the objectives of the Association.
- 3) The Board will assess all players an annual membership fee as part of the registration fee.
- 4) A Certified General Accountant shall review the Financial Statements not less than (21) days prior to the Annual General Meeting.
- 5) The Association's books and records shall be open to inspection by Directors and members provided the Treasurer is given two weeks written notice to gather the necessary paper work.

ARTICLE 10 – PLAYERS

- 1) Players shall register directly with S.Y.S.A.
- 2) All players are encouraged to register within their own age group but upon request may play up or down at the discretion of the Board and congruent with current policies and procedures as deemed by BCSA.

ARTICLE 11 – COACHES

- 1)
 - a. All coaches must complete SYSA application form prior to being appointed by the Association.
 - b. All Select coaches are required to complete BCSA Risk Management Form prior to being appointed to a coaching position by the Association.

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- c. The Board of Directors has the absolute discretion to restrict or suspend a person from coaching for criminal convictions or other just causes.

- d. All adult Directors and appointees of the Association inclusive of hourly or contract employees must complete an annual criminal record check at the cost of the Association.

- e. All coaches, trainers, managers, board members and staff are required to complete a criminal record background check at the expense of SYSA.

Summary of Bylaw Changes: October 28, 2019

Changed Bylaw 1:

The business of S.Y.S.A. shall be conducted by a Board of Directors consisting of no less than seven (7) members and no greater than (9), one of whom will be Past Chair, if available, and shall be elected for two year terms as follows:

Added:

- 1 n) No Director shall be an employee or sub-contractor of S.Y.S.A.

Changed Bylaw 4:

- 4) A Certified General Accountant shall review the Financial Statements not less than (21) days prior to the Annual General Meeting.