

WESTMINSTER DISTRICT

YOUTH

SOCCER ASSOCIATION

CONSTITUTION & BYLAWS

NOVEMBER, 2009

Constitution

1) The name of the Society is the:

Westminster District Youth Soccer Association

2) The purposes of the Society are:

- a) To foster, develop and promote the game of soccer amongst all boys within the boundaries of the District, as determined by the British Columbia Soccer Association.
- b) To govern the rules of play of the game of soccer amongst all boys within the boundaries of the District, as determined by the British Columbia Soccer Association.
- c) To generally provide whatsoever assistance is available to the British Columbia Soccer Association to support and encourage participation in the game of soccer amongst all youths in the province of British Columbia

3) Dissolution of the Society:

Upon winding up or dissolution of the Society, the assets remaining after payment of all costs, charges and expenses properly incurred in the winding up, including the remuneration of a liquidator, and after payment of any other debts of the Society, shall be distributed to an amateur athletic organization or organizations in Canada, registered under the provisions of the Income Tax Act of Canada, which shall be designated by the Board of Directors of the Society. Any of such assets which had originally been provided for specific purposes, shall, wherever possible, be distributed to an amateur athletic association, registered under the provisions of the Income Tax Act of Canada, carrying on work of a similar nature of such specific purposes.

This clause shall not be altered.

4) Activities and Purposes of the Society:

The activities and purposes of this Society shall be carried on without purpose or gain for its members, and any income, profits or other accretions to the Society shall be used in promoting the purposes of the Society.

This clause shall not be altered.

5) Affiliations of the Society:

The Westminster District Youth Soccer Association is affiliated with the British Columbia Soccer Association and is subject to the rules and regulations of that body.

This clause may be subject to changes.

BYLAWS

Here set forth, in numbered clauses, the bylaws providing for matters referred to in Section 6 (1) of the Society Act and any other bylaws.

Part 1 - Interpretation

- 1) In these bylaws, unless the context otherwise requires:
 - i. The word Society shall mean the Westminster District Youth Soccer Association
 - ii “directors” shall mean the directors of the Westminster District Youth Soccer Association.
 - iii “Society Act” shall mean the Society Act of the Province of British Columbia from time to time in force and all amendments to it.
 - iv “registered address” of a member means his address as recorded in the register of members.
 - v “member” shall mean an applicant for incorporation of the society who has not ceased to be a member, and every other corporation organization (Club Association) who becomes and remains a member in accordance to the bylaws.
 - vi ”Club Association” shall mean an organization operating a minimum of four soccer teams, consisting of male players and officials, and volunteers affiliated with the B.C. Soccer Association, under the jurisdiction of the Westminster District Youth Soccer Association.
 - vii “district affiliated team” shall mean any boys soccer team with not less than eleven and not more than eighteen registered players, plus appointed team officials, who have complied with the Competition Rules and Regulations as set by the B.C. Soccer Association.
 - viii “registered player” shall mean a boy whose application has been validated, by both the registrar for the Westminster District Youth Soccer Association and the registrar with the B.C. Soccer Association, for the current season.
 - ix ”District” shall mean the Westminster District Youth Soccer Association.
 - x “board” shall mean the Board of Directors of the Westminster District Youth Soccer Association.
 - xi “special resolution” shall mean a resolution passed in a general meeting or Annual General Meeting by a majority of not less than majority of the votes of those Club Association delegates, being entitled to do so, present or represented by proxy provided that notice specifying the intention to propose the resolution as a special resolution has been duly provided herein.
 - xii “ordinary resolution” shall mean a resolution passed in a general meeting or Annual General Meeting by a simple majority of the votes of those Club Association delegates, being entitled to do so, present or represented by proxy provided that notice specifying the intention to propose the resolution as a ordinary resolution has been duly provided herein.
- 2) The definitions of the Society Act on the date these bylaws become effective apply to those bylaws, save and except for the definition of “member” which shall be as herein before set out.
- 3) Words importing the singular include the plural and vice versa, and words importing a male person include a female person and vice versa, a corporation, and any other organization or association, whether incorporated, or un-incorporated, as the context may require except as noted in 1(viii) Interpretation of a “registered player”, being male only, as set out in the Constitution and definitions of the British Columbia Soccer Associations regarding boundaries and jurisdiction of the District.

Part 2 – Membership

- 4) The members of the Westminster District Youth Soccer Association are those organizations that have the following criteria:
- [a] Members are the Club Associations, as defined in 1(vi) who are primarily organized for the purpose of youth soccer, operating within the boundaries of the District, as set out by bylaw 9 of the British Columbia Soccer Association. "Westminster District: Consists of the cities of New Westminster, Port Moody and the City of Coquitlam and up to the Coquitlam River on the east."
 - [b] It is recognized that those Club Associations that register both male and female youth players may be members of two recognized Districts under British Columbia Soccer Association guidelines.
 - [c] Have been approved for membership by the membership committee of the District or by the Board of Directors upon an appeal, and have paid any membership fees or fines that might be assessable from time to time: and have not ceased to be members, in accordance with these bylaws. It is the general intent that the members of Society shall be the Club Associations governing soccer within the boundaries of the District, as established by the British Columbia Soccer Association.
- 5) Honorary members may be appointed by resolution of the directors, on the basis of outstanding contribution to youth soccer in the district. Honorary members shall not be entitled to exercise any vote at a meeting of the members or directors.
- 6) The membership committee of the District, as appointed by the board, shall be responsible for receiving and processing of applications for membership where such application is made for the purpose of an applicant becoming a member of the District. The membership committee shall review such applications to ensure the applicant qualifies for membership, and in addition the membership committee may refuse any application on the grounds that it is not in the best interest of the District or its members. Any rejection of an application may be appealed to the directors.
- Upon acceptance of the application by either the membership committee or the board, the board shall advise all members of such a decision, and provide notice that a special resolution to accept the application will be proposed as specified herein.
- 7) Every member shall uphold the constitution and comply with these bylaws.
- 8) The directors shall determine the amount of the first annual membership dues. After that annual membership dues shall be determined at the annual general meetings of the Westminster District Youth Soccer Association.
- 9) **Expulsion:**
- [a] A member, or Club Association, may be expelled by a special resolution of members passed at a general meeting.
 - [b] The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - [c] The member, or Club Association, 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.
- 10) **Fine or Bond:**
- [a] A Member, or Club Association, may be Fined or required to post a Performance Bond, or both, of not more than \$500 by a 2/3 majority of voting Directors.

- [b] The notice of resolution to Fine or Require Bond shall be accompanied by a brief statement of the reason or reasons for the proposed fine or bond.
- [c] The member, or Club Association, who is the subject of the proposed resolution for Fine or Bond shall be given an opportunity to be heard at the monthly meeting at which it is put to a vote.

- 11)** A member, or Club Association, is in good standing, except a member or Club Association who has failed to pay any annual membership fees, including current District membership dues and BCSCA affiliation fees, or any other fees, fines or special levies is not in good standing so long as these fees remain unpaid.

PART 3 - MEETINGS OF MEMBERS

- 12)** The annual general meeting of the Society shall be held on or before the first Monday of April each year at a location determined by the directors and on a day fixed by the directors and fourteen (14) days notice of such a meeting in the local newspapers.
- 13)** Meeting minutes shall be given to the members and directors after each meeting and prior the next scheduled meeting. General meetings of the district shall be held at such times and places, in accordance with the Society Act, that the directors may decide. Generally, these meeting shall be held the first Monday of every month.
 - [a] Notice of a general meeting shall specify the place, day and hour of meeting, and be given in writing to each member and advertised in the local newspapers.
 - [b] The accidental omission to give notice of a meeting to, or the non-receipt of a notice does not invalidate proceedings at that meeting. and any meeting where there is a quorum present shall be valid notwithstanding that one or more members shall not have received notice of such a meeting.

PART 4 - PROCEEDINGS AT GENERAL MEETINGS

- 14)** A quorum at any general meeting shall be a majority of the accredited delegates, but never less than three members, of members in good standing, present in person or by proxy.
- 15) Delegates:**
 - [a] Accredited delegates to the annual general meeting shall be those members so designated by the Club Associations with one vote to each member. This provide that Club Association that is in good standing with the District and thereby entitled to cast their vote at the annual general meeting
 - [b] Each Club Association meeting the requirements of the District Association shall be eligible to cast one vote at the annual general meeting.
 - [c] Accredited delegates to the annual general meeting shall furnish the District with their credentials prior to the start of the meeting. Those credentials shall comprise written authorization of the Club Association to attend the meeting as an accredited delegate of that Club Association.
 - [d] Each Club Association shall receive no less than fourteen (14) days notice of the date, time and venue of the annual general meeting.
 - [e] No Club Association in arrears with its annual membership dues or indebted to the District or British Columbia Soccer Association, in any way, shall be eligible to vote or participate in the business of the District at the annual general meeting.
 - [f] No Club Association who is under suspension from the District or British Columbia Soccer

Association will be eligible to vote or participate in the business of the District at the annual general meeting.

- [g] The order of business at the annual general meeting shall be as follows: Roll Call; Credentials; Minutes; Business Arising; Correspondence; Officers Reports; Constitution Amendments; Bylaws; Election of Officers; Appointment of Auditors; New Business; Adjournment.
- [h] The meetings of the District shall be governed by Roberts Rules of Order.

16) Special Meetings:

- [a] The Chairman of the Board shall have the authority to call a Special General Meeting at any time upon written request of a majority of the Board, or upon written request signed by ten (10%) percent of the voting members.
- [b] Any such request shall specify the purposes of such a meeting and each member of the Board and each affiliated Club Association shall receive no less than fourteen (14) days notice thereof.
- [c] Only the business set out in the requisition for a Special General Meeting shall be dealt with at that meeting.

17) Chairperson at Meetings:

- [a] The chairperson of the Board, or in his absence the vice-chairperson of the Board or in the absence of both, the next senior director, shall preside as chairperson of a meeting of the Society.

PART 5 - DIRECTORS and OFFICERS

18) Directors:

- [a] The business of the Society shall be conducted by a Board consisting of ten (10) members who shall be elected for a term of one year, as follows;
 - i] Each Club Association shall elect a member to the board as a Member at Large
 - ii] Each year the Club Associations will elect the following directors
 - 1) **Chairman**
 - 2) **Vice-Chairman**
 - 3) **Treasurer**
 - 4) **Registrar**
 - 5) **Discipline Chairman**
 - 6) **Referee in Chief**
 - 7) **5 District Representative (Gold & Silver)**
 - 8) **5 District Representative (Bronze & Red)**
 - 9) **U11/U12 Interlock Representative**

10)

BCYSSL Representative

Election into office as Director of the Society under these terms shall be held at the annual general meeting of the Society.

- [b] The term of office for a director of the Society shall commence on the second (2nd) Monday of May after the annual general meeting and shall continue for a period of one year from that date.
- [c] The Board shall notify all member Club Associations of any vacancy that may occur on the Board; and such vacancy shall be filled by a mail vote, or at a special General meeting of the Society, but

within a period of sixty (60) days after the vacancy occurs. Such a vacancy will be filled for the balance of the term.

- [d] The Board shall meet whenever the Chairman deems it necessary, or if instructed to do so by the majority of the Board, but in any case shall meet at least once every two months.
- [e] At all meetings of the Board, a majority of elected members shall constitute a quorum for the transaction of business.
- [f] Any member of the board absenting him/herself from three consecutive meetings of the Board without just cause, or wilfully neglecting his/her duties to the Society, may be determined to have forfeited his position on the Board. Such determination shall be made by a majority vote of the Board.
- [g] No member of the Board shall vote on any matter directly affecting himself or any team in which he is holding office.
- [h] Once elected Chairman of the Board, no director may continue to hold office in a Club Association under the jurisdiction of the Society. A newly elected Chairman must relinquish all elected positions with any Club Association within a period of thirty (30) days.
- [i] A Director may be removed from office by special resolution and another may be elected as stipulated in 18[c], for the balance of the term.
- [j] In the event, that a Director holds more than one position on the Board, he shall only be entitled to cast one vote. Voting is by show of hands. Voting by proxy is not permitted.

19) Employees:

- [a] The Board may engage paid employees, as it deems necessary. Such persons shall have such authority and responsibility, as the Board shall determine.
- [b] 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 Society.

20) No Director or Officer shall be remunerated for being or acting, as a Director, but a Director shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Society.

PART 6 - DUTIES of DIRECTORS and OFFICERS

21) The Chairperson shall be the chief executive officer of the Society and shall supervise the other directors in the execution of their duties. He shall be responsible for calling meetings of the board of directors and of all general meetings of the Society.

22) Duties of Selected Directors:

- [a] The vice-chairperson shall carry out the duties of the chairperson during his absence. The vice-chairperson may also have other responsibilities as may, from time to time, be delegated to him by the chairperson. If the chairperson shall be unable to act as a chairperson for any reason whatsoever, the vice-chairperson shall be appointed by the chairperson or by the Board of Directors to assume the full responsibilities of the office of chairperson.
- [b] The District Secretary shall keep a record of all meetings. The District Secretary shall give fourteen (14) days notice of all meetings, in writing to member Club Associations and Directors.

- [c] The District Treasurer shall be responsible for a complete yearly record of all financial transactions of the Society and shall produce, when deemed necessary by the District or the British Columbia Soccer Association, a properly balanced accounting of the Association's receipts and expenditures, according to the bankbook or current bank statement.
- [d] The District Registrar shall be responsible for accumulating and recording the list of all registered players and team officials within the District, and submitting said records to the Registrar for British Columbia Soccer Association in the manner and time frame as set out by British Columbia Soccer Association. The District Registrar shall also be responsible for providing such information as is required by the District Treasurer to allow for proper collection and remittance of affiliation fees as set out by British Columbia Soccer Association
- [e] All other Directors shall complete the duties that fall within the scope of their specific area of responsibility and any other duties that from time to time may be assigned to them as required.

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

- [a] Prepare, after appropriate consultation, an annual budget for the Society.
- [b] Prepare and implement a program and activities during its period in office.
- [c] Organize an annual general meeting
- [d] Solicit funds at such time and in such manner as it may be deemed advisable.
- [e] Generally be responsible to handle day to day affairs of the Society and perform such other duties, responsibilities and obligations as may be required by law
- [f] Maintain the Competition Rules and Regulations, which govern the game of soccer amongst the members of the Society, as amended from time to time by the British Columbia Soccer Association.
 - i] A copy of every change or alteration in the Competition Rules and Regulations shall be forwarded by the Chairman of the Society to each Club Association in membership, within ten (10) days of receipt of any change or alteration from British Columbia Soccer Association.

PART 7 - SEAL and AUTHORIZED SIGNATURES

- 24) The signing officers of the Society shall be the Chairperson, the Secretary/Treasurer, and one other authorized director appointed by the directors. All cheques will require two of the three signing officers' signatures
- 25) The directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
- 26) The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the person prescribed, in the presence of the chairperson and one other authorized director appointed by the directors.

PART 8 - CONSTITUTIONAL and BYLAW AMENDMENTS

27) Amendments to the Constitution and Bylaws:

- [a] Amendments and additions to the Society Constitution and Bylaws may be affected at the annual

general meeting of the Association upon an affirmative vote of a special resolution to change the Constitution and Bylaws.

- [b] Notice of motion of the proposed changes or amendments must be made in writing by the first day of April of each year preceding the annual general meeting. Member Club Associations shall be circulated with copies of all proposed amendments or changes at least thirty (30) days prior to the annual general meeting,
- [c] Proposed amendments will only be considered if submitted by a member Club Association or by the Board of Directors of the Society.
- [d] Amendments may also be made at any time at a Special General Meeting of the Society, upon an affirmative vote of a special resolution to change the Constitution and Bylaws. Thirty (30) days written notice of any proposed changes or amendments must be given in writing to the Secretary of the Society who shall give each member Club Association thirty (30) days notice of such Special General Meeting together with copies of the proposed changes or amendments.
- [e] Approved amendments shall be effective on the date of acceptance by the Registrar of Companies for British Columbia, or at a later date specified in the special resolution.

Part 9 – Finances

- [a] The clubs financial year runs from January 1st to December 31th (or July 1st to June 30th).
- [b] The Treasurer maintains detailed records of monies received and spent. The Directors must approve all expenditures before being made. No member or executive may make a financial commitment on behalf of the society without the prior written approval of the directors.
- [c] The Treasurer at each Annual General Meeting gives expenditures and revenues for the next year, and an accounting of the monies received and disbursed to the members. Monthly reports are given to the Directors at each executive meeting.
- [d] Except at the specific direction of the Directors, no cash advancements will be issued.
- [e] Costs incurred by members of the Executive and Directors while on WDYSA business may be reimbursed by the society at the discretion of the Directors.

Agreed to and passed by the Board of the Westminster District Youth Soccer Association on the _____ of November, 2009.

Chairman: _____

Vice-Chairman: _____

Treasurer: _____

Registrar: _____

Discipline Chairman: _____

Secretary: _____

Referee in Chief: _____

9 District Representative: _____

5 District Representative: _____

U11/U12 Interlock Representative: _____

Coquitlam Metro Ford Soccer Club: _____

North Coquitlam United Soccer Club: _____

Royal City Youth Soccer: _____

Port Moody Soccer Club: _____