

# Langley United Soccer Association



## Constitution and Bylaws

Last Amended: June 1, 2017



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## REVISION HISTORY

<b>Revision Date</b>	<b>Amendment</b>
March 6, 2009	Incorporated old documents into new format and made proposed amendments
April 20, 2009	Approved at the Annual General Meeting
April 26, 2010	Updated Operating Policy
April 12, 2011	Proposed amendments to the Constitution & Bylaws
April 27, 2011	Approved at the Annual General Meeting
May 1, 2017	Proposed Amendments to the Constitution & Bylaws
June 1, 2017	Approved at the Annual General Meeting



## 1 CONSTITUTION

### ARTICLE 1 - NEW NAME

The name of the club will be “LANGLEY UNITED SOCCER ASSOCIATION” and will hereinafter be referred to as “LUSA”.

### ARTICLE 2 – PURPOSE

1. To foster, promote and develop the skills, knowledge and enjoyment of the game of soccer.
2. To teach sportsmanship and emphasize fair play at all times.

### ARTICLE 3 – LOCATION

The operations of the club shall be chiefly carried on in the city and municipality of Langley. 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 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.



## **BYLAWS**

### **1.1 BYLAW 1 - INTERPRETATION**

1. In the Bylaws, unless the context otherwise requires:
  - a. BOARD OF DIRECTORS means the Directors of the Club for the time being.
  - b. EXECUTIVE COMMITTEE means President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President and Treasurer.
  - c. BOARD shall mean the Board of Directors
  - d. LUSA shall mean the Langley United Soccer Association
2. SPECIAL RESOLUTION OF THE BOARD means a resolution passed by a majority of not less than three-fourths of all directors at the meeting of the Board duly convened in accordance with these Bylaws at which a quorum is present.
3. ORDINARY RESOLUTION OF THE BOARD shall mean a resolution passed by a simple majority of the elected members of the Board present and voting at the meeting of the Board duly convened in accordance with these Bylaws at which a quorum is present.
4. The Constitution and interpretation of the Constitution and Bylaws by the Board shall be final and binding unless such construction and interpretation by the Board is amended at the Annual General Meeting of the members.

### **1.2 BYLAW 2 - MEMBERSHIP**

1. A player or his/her parents or guardians if the player is under the age of 18 years old at the time of registration shall become members at such time as the yearly registration fee has been paid to the registrar
2. Any person, other than a person who is already a member, must apply annually directly to the Board of Directors for membership and on acceptance passed by a majority of not less than three-fourths of all directors at the meeting of the Board duly convened in accordance with these Bylaws at which a quorum is present, and upon payment of an annual membership fee, set annually by the directors, shall be a voting member; provided that, the directors shall have an unfettered discretion to decide if an applicant may become a member
3. All members in good standing shall be allowed to vote at the Annual General Meeting. There will be no voting by proxy. There will be one vote per family or member, in the case of a person who applied for membership.
4. Any member in good standing shall be eligible to run for any Board of Directors position if he/she is duly nominated from the floor by a mover and a seconder at the Annual General Meeting. Any member who has been a member in good standing of the club for a minimum of 1 calendar year shall be eligible to run for any Executive Committee position if he/she is duly nominated from the floor by a mover and a seconder at the Annual General Meeting. Any person standing for an elected position must be in



attendance at a general meeting or have declared his/her intention in writing to the present executive seven (7) days prior to such meeting

5. A member shall cease to become a member in good standing when he/she has become two months in arrears of his/her annual registration fees and/or financial obligations, and shall at the direction of (75%) seventy-five percent majority vote of the Board of Directors, (quorum required) stand suspended and shall be so notified in writing by the Secretary. In case such member is not so re-instated within (30) thirty days of aforesaid written suspension notice from the Secretary, he/she shall be dropped from the membership.
6. Any member charged with unbecoming conduct, and against who such charges are sustained, after due and proper hearing before the Board of Directors, may be expelled from the membership by a (75%) seventy-five percent majority vote of the Board of Directors (quorum required). All complaints shall be referred to a special committee appointed for purpose of making an investigation and this committee shall make a report and recommendation on such charges before any action is taken by the Board.

### **1.3 BYLAW 3 – BOARD OF DIRECTORS**

1. The Board of Directors shall consist of at least (10) ten members, elected at the Annual General Meeting and it will be their responsibility to run the day-to-day business of the club. The elected Board of Directors has the right to co-opt additional personnel as they see fit. The Board of Directors and co-opted members will be called the Board.
2. The Board of Directors shall be as follows: The Executive Committee plus a minimum of 5 (maximum of 15) directors with positions assigned by the President as deemed necessary.
3. Duties of the Directors are contained in the club operating policy.
4. All directors of the club shall be appointed or elected at the Annual general meeting and shall take up their duties on the day after the Annual General Meeting. The Board of Directors shall, by majority vote, be empowered to fill any Board positions, caused by resignation or removal, for the remainder of the soccer year. Such appointee shall have full Board status and voting privileges as accorded the position of their appointment.
5. Should any Director resign or be removed from the Board, he/she shall be entitled to any remuneration, for expenses only, owed to said Director by the Club upon presentation of same to the Board. Such remuneration, for expenses only, must have the approval of a (75%) seventy-five percent majority of the Board of Directors (quorum required).
6. Members of the Board shall hold office for one or two year terms.
  - a. The term of office for an Executive Committee position shall be for two years:
    - i) In odd calendar years, the President, Second Vice President and Treasurer shall be elected.
    - ii) In even calendar years, the First Vice President and the Third Vice President shall be elected.



b. The term of office for a non-Executive Committee position shall be for one year.

The Directors may stand for the same or another Board position in the year(s) following their term of office.

7. Every director of the association shall be deemed to have assumed office on the express understanding and agreement and condition that themselves, their family, their heirs and executors/administrators and estate and effects shall be saved harmless and at all times be indemnified at the expense of the association against all costs, charges, such directors incur in any action, suit or proceedings which is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted in connection with the execution of the duties of their office or occasioned by their neglect or default.
8. **REMOVAL OF DIRECTORS, COACHES AND CLUB PERSONNEL**  
By Special Resolution of the Board, the Board may remove any director from the Board or coach from coaching, and the President may appoint another person in good standing in his stead. In the event such director is the President, the Vice-President may by ordinary resolution appoint another person in his stead.
9. Every director of the Board shall sign an agreement covering compliance with association policies, position responsibilities, confidential information and return of property to the association.

#### **1.4 BYLAW 4 - MEETING OF MEMBERS**

1. The first Annual General Meeting (AGM) of the members of the Langley United Youth Soccer Association shall be held not more than (15) fifteen months after the date of incorporation and after that, an Annual General Meeting of the club shall be held at least once every calendar year and not more than (15) fifteen months after the adjournment of the previous Annual General Meeting.
2. A quorum at the AGM will be a minimum of (50%) fifty percent of the elected Board of Directors plus ten (10) of the remaining members. Business will not be conducted at a time when a quorum is not present.
3. All meetings shall be conducted according to the most recent edition of Roberts Rules of Order unless otherwise specified in the constitution or bylaws of the Association.
4. A Special General Meeting of club members can be called on the written application of (10%) ten percent of the active members to the Board of Directors. The Special General Meeting must be held within (21) twenty-one days of receipt of written application.
5. Annual General Meetings and Special General Meetings are open to all members with voting on the basis of one vote per family. Annual General Meetings and Special General Meetings are open to all members with voting on the basis of one vote per



family or member, in the case of a person who became a member by application for membership.

6. LUSA Board meetings will be called for by the club president when required. All Directors and Coordinators may attend but only those with voting privileges under the by-laws shall vote.
7. A quorum for a Board meeting shall consist of (50%) fifty percent of the elected Board of Directors.
8. Simple majority rules the vote at the Annual General Meeting or Board Meetings with the exception of changes in bylaws.
9. The President shall cast a vote in the event of a tie.
10. The President must call a meeting of the Board if at least (2) two board members request such a meeting.

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

- Call to Order
- Minutes of the last Annual General Meeting
- President's Report
- Treasurer's Report
- Vice President's Reports
- Amendments to the Constitution and Bylaws
- Elections
- New Business
- Open Forum
- Adjournment.

### **1.5 BYLAW 5 – FINANCE AND ACCOUNTS**

1. The Board of Directors will approve and direct the handling of the finances of the Association under the responsibility of the Treasurer, who will be responsible for maintaining full and proper accounting records.
2. A current operating account will be maintained in any Canadian chartered bank, credit union or trust company as designated by the Board of Directors. All current operating receipts received by the Association will be deposited in this account out of which normal operating expenses will be paid.
3. Special accounts may be created for specific purposes at the discretion of the Board of Directors.
4. The Treasurer, with approval of the Board of Directors, will maintain savings and trust accounts as may be required by the Association. The Board of Directors will ensure that all conditions of the deposit are adhered to, and shall approve all expenditures or withdrawals related to savings and trust accounts. The Treasurer, with approval of the Board of Directors, will be empowered to invest any excess funds of the Association in securities designated by the Trustee Act.
5. The President and/or Treasurer, or any one of the following required for a second signature, the 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President or the 3<sup>rd</sup> Vice President will be the signing authorities for any bank accounts or financial papers.
6. The President, Treasurer, and the Vice Presidents will not commit to any expenditure in excess of \$2,000 without prior approval of the Board of Directors.





7. At each Board of Directors Meeting, the Treasurer will present details of all revenues and expenditures to the Directors for their approval.
8. The financial records and/or other records of the Association may be inspected by a member of the Association upon giving reasonable notice to the Treasurer.
9. The Board of Directors, in conducting the business of the Association, may from time to time borrow up to \$10,000 upon the credit of the Association without seeking prior approval of the membership. Any further amount must be approved at a General Meeting of the membership.
10. No debenture will be issued without the authorization of a special resolution at a general meeting.
11. A three-member committee shall be appointed annually by the Board to review the accounts of the club and submit their findings to the Annual General Meeting.
12. The Board at their discretion may call for an external audit by a firm of accountants.

### **1.6 BYLAW 6 - DISTRIBUTION OF CLUB OPERATING MANUAL**

It will be the responsibility of the Board to make available a copy of the Club's operating manual prior to the start of the season.

### **1.7 BYLAW 7 – COMMUNICATION**

1. The club will communicate to its members on matters of importance via the appropriate medium.
2. No actions on any public questions or proposed legislation shall be taken by this club until the same shall first have been submitted to and approved by the Board.

### **1.8 BYLAW 8 - CONTRACTURAL OBLIGATIONS**

1. Unless specifically authorized by the Board, no Director or member of the club shall have the power or authority to bind the club to any contract or engagement or to pledge its credit, or to render it liable financially for any purpose or for any amount.
2. The Board shall determine the official depository or depositories (bank).
3. In order to carry out the purpose of the club the Directors may, on behalf of and in the name of the Club, raise or secure the payment or repayment of money in such manner as they decide and in particular but without limiting the generality of the foregoing, by the issue of debenture. No debenture shall be issued without the sanction of a special resolution. The members may by special resolution restrict the borrowing powers of the Directors but a restriction so imposed expires at the next Annual General Meeting.

### **1.9 BYLAW 9 - REGISTRATION FEES**

1. All players must be registered and fees paid before they are eligible to play.



2. Photocopy of Proof of Age (i.e. Birth Certificate, passport, baptismal certificate, written confirmation from school -- Care Cards are not acceptable) must be submitted at time of registration.
3. For the fall season: players registered before October 31 will be charged full registration fees; players registered from November 1 to December 31 will be charged three quarters (3/4) of full registration fees; and players registered from January 1 to the end of the current soccer season will be charged one half (1/2) of the full registration fees.
4. For all other soccer programming, players will be charged the full registration fees at the time of registration, regardless of when they are registered.
5. Refunds will not be given for the fall season after August 31. Refunds for all additional programming throughout the year will not be given after the program registered for has started. The Board of Directors reserves the right to refuse or revoke player registration.
6. It will be the responsibility of the Board of Directors to set an appropriate Fee Schedule for each playing season in the coming year to permit it to carry out its functions. The Board of Directors will determine fees prior to registration of each new soccer season, but may amend fees for developmental or special programs at any time.

### **1.10 BYLAW 10 - CONSTITUTIONAL AMENDMENTS**

1. No change or amendment will be made to the Constitution or Bylaws except at an annual general meeting of the Association.
2. Proposed amendments or additions to the Constitution or Bylaws will only be considered if submitted, in writing, to the Board of Directors at least thirty (30) days prior to any annual general meeting.
3. Passage of any amendment or addition requires the assent of seventy-five (75%) majority of votes at an annual general meeting.
4. Association members must be notified that proposed amendments will be discussed at a general meeting fourteen (14) days in advance of that meeting and be given the opportunity to receive a copy of the proposed amendments.

### **1.11 BYLAW 11 – RISK MANAGEMENT**

As per the British Columbia Soccer Association (BCSA) Rule 22;

Every volunteer or employee of the Association or affiliated organization who at any time could be expected in the performance of their duties to:

- a. be with any minor aged person and or have access to any minor aged persons information;
- b. be entrusted with performing financial duties;
- c. be responsible for book keeping or bank account(s);
- d. and further to (BCSA) rule 22 all board members, all coaches, all assistant coaches (all age divisions) and all team managers (U11-U18) and all age group coordinators;



must have on file the results of a Criminal Record Check after being submitted no later than Sept 30 of the current registration year from an agency approved by the Association, namely the RCMP. Any and all discrepancies will be subject to approval by the Risk Management Officer and if necessary a judiciary committee.