

# **Camrose and District Soccer Association By-Laws**

## **1.0 THE ASSOCIATION**

Camrose and District Soccer Association, hereinafter referred to as CDSA, or as the Association, is a self-reliant voluntary body dedicated to the promotion and improvement of the game of soccer for players of all ages. The main objective of CDSA shall be as follows:

- A. To provide for the recreation of the members and to promote and afford opportunity for friendly and social activities;
- B. To encourage and promote amateur games and exercises.
- C. To provide a meeting place for the consideration and discussion of questions affecting the interests of the community;
- D. To provide all necessary equipment and furniture for carrying on its various objects.
- E. To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the Association.

## **2.0 AFFILIATION**

CDSA is affiliated with the Central Alberta Soccer Association (CASA) and the Alberta Soccer Association (ASA). In general, the CDSA concurs with the rules and regulations of CASA and the ASA and their affiliates.

## **3.0 DEFINITIONS**

Throughout this document a word used in either gender applies also to the other gender, and a word used in the singular may also apply to the plural.

## **4.0 ORGANIZATION**

The Association shall be composed of Members and an Executive Committee as set out hereafter under the terms of these by-laws. The Executive Committee as described under the terms of these by-laws shall govern CDSA. These by-laws shall come into effect on the fifth (5<sup>th</sup>) day of February 2000, as voted on by the **UNDERSIGNED** and shall become the operating guidelines for the Annual General Meeting to be scheduled between the thirtieth (30<sup>th</sup>) day of September 2000 and the thirtieth (30<sup>th</sup>) day of November 2000, and each year thereafter, a day for which shall be set by the current administration. Any amendments to these by-laws may be made at a Special General Meeting (as outlined in 20.0) or the Annual General Meeting as outlined in these by-laws.

## **5.0 MEMBERSHIP**

### **5.1 CATEGORIES OF MEMBERS**

The Association shall, with the exception of its Honorary Membership draw its members from within the territorial limits known to all as the City and County of Camrose. The Association shall be composed of the following categories of Membership:

- A. General Members: any parent or guardian of any youth with paid registration fees.
- B. Regular Members: those regularly acting as executive committee members, coaches, managers or officials in the game of soccer.

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C. Honorary Members: the Executive may recognize and grant an Honorary Membership to any person(s) whom in their opinion has made, or is making, a significant contribution to the game of soccer or this association.

### **5.2 TERMINATION OF MEMBERSHIP**

- A. **Resignation:** A member may resign from the Association by notifying the Secretary in writing or by telephone of his or her intention to resign.
- B. **Expulsion:** The Association may by special resolution at a Special General Meeting called for such a purpose, expel any member who has acted contrary to the objectives of the Association.
  - (i) This decision is final.
  - (ii) On passage of the Special Resolution, the name of the member is removed from the register of members. The member is considered to have ceased to have been a member on the date the member's name is removed from the register of members.
- C. **Suspension:** (i) Any member who has been disciplined by suspension shall have his (or her) membership revoked until such time as the Discipline Committee rescinds the suspension.
- D. **Members in Bad Standing with CDSA** are those members who are suspended, or, who are deemed by the Association to be acting contrary to the objectives of the Association, or, are in arrears to the Association.

### **6.0 ANNUAL GENERAL MEETING**

#### **6.1 DATES**

The Annual General Meeting of the Association shall be held each year on a date not prior to the 30th day of September, and no later than the 30th day of November, said date to be determined by the Executive Committee.

#### **6.2 NOTICE**

At least one (1) month's notice shall be given by public advertisement to all members of the Association of the date, location and time of the Annual General Meeting.

#### **6.3 QUORUM**

At the Annual General Meeting, the members present shall constitute a quorum. Also, there shall be no less than three (3) Executive Committee members (as well as the President, or Vice-President or both of) in attendance.

#### **6.4 VOTING**

The members of the Association, with the exception of the President, shall have both a voice and vote at the Annual Meeting. The President of the Association shall only vote after the vote has resulted in a draw. The President's vote shall then become the deciding vote.

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## **6.5 ORDER OF BUSINESS**

Order of business at the Annual General Meeting shall be as follows:

- A. Acceptance of the agenda.
- B. Minutes of previous Annual General Meeting
- C. Business arising out of the Minutes
- D. Unfinished business
- E. Treasurer's Report / Budget
- F. Amendments to the Bylaws / By-Laws
- G. Election of officers to the Executive Committee
- H. New Business
- I. Adjournment

## **7.0 SPECIAL GENERAL MEETINGS**

A Special General Meeting may be called at any time:

- A. By a resolution of the Executive Committee to that effect;
- B. On the written request of at least three members of the Executive Committee (including either of the President or Vice-President or both of). The request must state the reason for the Special General Meeting and the motion intended to be submitted at the Special General Meeting;

## **7.1 NOTICE OF SPECIAL GENERAL MEETINGS**

The Secretary mails or delivers a notice to each member at least 21 days before the Special General Meeting. This notice shall state the place, date, time and purpose of the Special General Meeting.

## **7.2 AGENDA FOR THE SPECIAL GENERAL MEETING**

Only the matters set out in the notice for the Special General Meeting are considered at the Special General Meeting.

## **7.3 PROCEEDINGS AT A SPECIAL GENERAL MEETING**

Any Special General Meeting has the same method of voting as the Annual General Meeting. A quorum at the special meeting will be those present plus three Executive Committee members (as well as either of the President or the Vice-President or both of).

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## **8.0 RULES OF ORDER**

All meetings of the Association shall be conducted in accordance with Robert's Rules of Order, insofar as they may apply.

## **9.0 VOTING for REGULAR MEETINGS**

### **9.1 VOTE ENTITLEMENT**

Each Executive Committee Member shall be entitled to one vote.

### **9.2 VOTING**

At all meetings of the Association, voting shall be by a show of hands unless a vote by ballot is requested, and approved by a majority of the Members of the Executive Committee. A simple majority shall reach decisions unless otherwise required by the Bylaws of the Association or Corporation Law.

### **9.3 SCRUTINEERS**

If a vote by ballot is required, the chair shall appoint scrutineers who shall total the votes and report them to the Presiding Officer, who shall announce the results to the assembly for the record.

### **9.4 THE PRESIDENT**

The President shall have a casting vote only.

## **10.0 PRESIDING OFFICER**

The President shall preside at all General Meetings of the Association, and in his absence, the Vice-President shall take the chair. The absence of both of these Officers shall require the selection of a pro-tem President.

## **11.0 QUORUM**

A minimum of four Executive Committee Members must be in attendance to form a quorum at the Regular Monthly Meetings.

## **12.0 THE EXECUTIVE COMMITTEE**

### **12.1 BUSINESS OF THE ASSOCIATION**

The Business of the Association shall be conducted by the Executive Committee, which shall constitute the elected Directors/Officers, along with the Past President. Other members appointed by the Executive Committee shall also constitute the committee.

### **12.2 ELECTED OFFICERS**

The elected officers of the Executive Committee shall be the President, Vice-President, Treasurer, Secretary and Property-Facilities Director.

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## **12.3 ELECTION**

The election of Officers shall be by secret ballot at the Association's Annual Meeting. In the event that only one member is nominated to run for a position, then that member shall be elected to the position by acclamation.

## **12.4 PAST PRESIDENT**

The Past President shall sit as a full member of the Executive Committee with a two-year term subject to annual extension by the Association.

## **12.5 MEETINGS**

The Executive Committee shall meet not less than quarterly.

## **12.6 DUTIES**

Duties of the Members of the Executive Committee shall be as defined in paragraph 14.

## **12.7 CALLING MEETINGS**

Meetings of the Executive Committee shall be at the call of the President or by a circulated written notice signed by a majority of the members of the Executive Committee.

## **13.0 TENURE AND ELECTION**

### **13.1 EVEN-NUMBERED YEARS**

The following shall be elected for a two (2) year term at the Annual General Meeting, held in even-numbered years:

President  
Property-Facilities Director

### **13.2 ODD-NUMBERED YEARS**

The following shall be elected for a two (2) year term at the Annual General Meeting, held in odd-numbered years:

Vice-President  
Secretary  
Treasurer

### **13.3 REFEREE DIRECTOR AND TECHNICAL DIRECTOR**

These Directors will be appointed by the Executive Committee to these positions, and shall sit on the Executive Committee as a voting Member.

### **13.4 ELECTED**

To be elected to the Executive Committee, a candidate must be a person or member in good standing with the Association and must have served as an appointed director for the past two years. To be elected to the President's or Vice President's position(s), the candidate(s) must also have served in one of the other elected positions for one (1) year.

A. In any contested election, voting shall be by secret ballot.

B. If a person receives a majority of the valid votes cast, he/she is elected.

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- C. If no person received a majority of the ballot votes cast, there shall be another ballot, from which the name of the person receiving the least number of votes in the previous ballot shall be deleted;
- D. where more than three (3) persons have contested an office, this process may be repeated, with the candidate receiving the least number of votes in any ballot being omitted from the next ballot.
- E. Where two or more candidates have the fewest (least) number of votes, the members at the meeting shall determine, by ballot, which of them shall be included in the next ballot.
- E. There shall be no proxy votes.

### **14.0 DUTIES OF THE OFFICERS**

#### **14.1 PRESIDENT**

The President shall preside at all meetings of the Association and shall have a casting vote only. The President shall be an ex-officio member of all committees. The President shall assist, as necessary, in the preparation of the Budget for the following year.

#### **14.2 VICE-PRESIDENT**

The Vice-President shall be the senior officer of the Association next to the President, and he shall preside at all meetings in the President's absence. The Vice-President shall have such other duties as prescribed.

#### **14.3 TREASURER**

The Treasurer shall receive all monies to the credit of the Association and shall give receipt for the same. the Treasurer shall deposit all monies received in a chartered bank in the name of the Association. No money shall be withdrawn from the bank without the sanction of the ~~Board~~ Executive Committee. The Treasurer shall sign all cheques drawn by the Association together with either the President or Vice-President. All accounts shall be paid by official cheque. The deposit hand receipt book shall be produced at all meetings and shall be properly balanced, up to-date in accordance with the bankbooks. The Treasurer shall prepare the budget, an annual report and financial statement for the Annual General Meeting of the Association. The Treasurer shall prepare a financial statement for the regular Executive Committee Meeting, or as required.

#### **14.4 SECRETARY**

The Secretary shall be responsible for the preparation and custody of the minutes of proceedings of all meetings of the Association. Such minutes shall be maintained at all times and may be inspected after they(the minutes) have been accepted at the following meeting. The Secretary shall also complete and file the Annual Return to Corporate Registry yearly.

#### **14.5 PROPERTY-FACILITIES DIRECTOR**

The Property-Facilities Director shall be responsible for all equipment and properties owned or managed by the Association. The Property-Facilities Director shall determine what equipment may be required for the following year so as to assist the Treasurer in the preparation of the budget for the following year.

#### **14.6 REFEREE DIRECTOR**

The Referee Director shall be responsible for all matters pertaining to referees.

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## **14.7 TECHNICAL DIRECTOR**

The Technical Director shall be responsible for all matters pertaining to the technical development of the athletes and the coaches.

## **14.8 OTHER APPOINTED OFFICERS**

The Executive Committee shall be empowered from time to time, by resolution, to appoint officers who may act on behalf of the Association for the duties he was appointed for. At no time shall there be no more than five(5) appointed officers (three[3] other officers besides those appointed in para.14.6, and 14.7).

## **15.0 DUTIES OF THE EXECUTIVE COMMITTEE**

### **15.1 RESPONSIBILITY**

The Executive Committee shall be responsible to the Members of the Association.

### **15.2 DISCHARGING OF RESPONSIBILITY**

The Executive Committee shall implement and control the policies, finances, and general affairs of the Association in discharging its responsibilities to the Members.

### **15.3 POWERS**

The Executive Committee has the power to make rules, regulations, and arrangements as to all matters of business, duties, management, regulations, or otherwise, so far as it is not already herein expressly provided for. In keeping with their duty to enforce all the laws all the time, and without waiting for an official protest, or appeal, the Executive Committee shall immediately inquire into circumstances of any alleged irregularity which may be brought to their attention by a duly responsible officer or any Member and take appropriate action without delay.

### **15.4 RESPONSIBILITY FOR EXPENDITURES**

The Executive Committee shall not be responsible for any expenditures made or any obligations assumed in the name of the Association by any members unless consent thereto has previously been given by the Executive Committee.

### **15.5 PROTESTS, APPEALS and DISPUTES**

The Executive Committee shall have power to deal with all protests, appeals and all cases of discipline of any nature whatsoever arising out of games played under its jurisdiction and empowered to use if necessary, its authority in the preservation and enforcement of good order in accordance with the By-Laws of the ASA and its affiliates.

- A. The Executive Committee may make rules governing the practice and procedures in relation to appeals and hearings of any nature.
- B. The Executive Committee, or its delegates, may at a hearing or appeal, receive and base its decision upon evidence adduced at the hearing or appeal, and considered by it to be credible or trustworthy in the circumstances of each case.
- C. Disputes of any nature relating to matters of the Association shall be dealt with by the Executive Committee.



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## **15.6 COMPENSATION**

Executive Committee members may receive Honorariums for performing their duties as Executive Committee members of the Association; the monetary amount(s) to be determined by the Executive Committee.

## **16.0 VACANCIES**

### **16.1 VACATING A POSITION**

The office of any member of the Executive Committee may be vacated upon resignation in writing.

### **16.2 FILLING A VACANCY**

Should a vacancy occur in the Executive Committee, the other members of the Executive Committee may appoint a person to fill the vacancy until the next Annual General Meeting.

### **16.3 RESIGNATION, DEATH OR REMOVAL OF EXECUTIVE COMMITTEE MEMBER**

- A. An Executive Committee member may resign from office by giving one month's notice in writing. The resignation takes effect either at the end of the month's notice or on the date the Association accepts the resignation.
- B. The Executive Committee may remove any Executive Committee member before the end of his term. There must be a majority vote at a Special General Meeting called for this purpose.
- C. If there is a vacancy on the Executive Committee, the remaining Executive Committee members may appoint a member in good standing to fill that vacancy for the remainder of the term.
- D. Removal shall be based upon non-performance of duties which may be evidenced by failure to attend three consecutive meetings without Executive Committee approval, or conduct deemed prejudicial to the well-being of the Association.

## **17.0 AUDIT AND BORROWING**

### **17.1 REPORTING PERIOD**

The fiscal year of the Association shall be from the first day of October to the thirtieth day of September following, both inclusive. A copy of the Annual Financial Statement, together with the Auditor's report herein, must be presented to each member of the Executive Committee, at least fourteen days before the date fixed for the Annual General Meeting. This same report must be presented to each member of the Association if/when they attend the annual general meeting.

### **17.2 APPOINTMENT OF AUDITORS**

Auditors shall be appointed annually to audit the accounts of the Association.

### **17.3 BORROWING POWERS**

In accordance with its objectives and for the purposes of carrying out its operations, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit. Any two of the president, vice-president, secretary or treasurer shall have signing authority on behalf of the Association to exercise the foregoing borrowing powers.



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## **18.4 SEAL OF THE ASSOCIATION**

The Association shall not use a seal.

## **19.0 INDEMNITY**

Every member of the Executive Committee or other servant of the Association shall be indemnified by the Association against all costs, losses, and expenses incurred by them respectively in or about the discharge of their respective duties, except as happen from their own respective willful neglects or defaults. Members of the Executive Committee shall be compensated for expenses and mileage to out-of-town meetings. Mileage compensation shall be at the rate of 30 cents per kilometer, round-trip.

## **20.0 AMENDING THE BY-LAWS**

These By-Laws may be cancelled, altered or added to by a special resolution passed by a three-fourths majority voted at any Annual or Special General Meeting of the Association.

### **20.1 NOTICE**

The required notice of the Annual General Meeting or Special General Meeting of the Association must include details of the proposed resolutions to change the By-Laws.

### **20.2 AMENDED BY-LAWS**

The amended By-Laws take effect after approval of the special resolution at the Annual General Meeting or Special General Meeting and filing with Corporate Registry for acceptance by Corporate Registry of Alberta.

## **21.0 INSPECTION OF BOOKS AND RECORDS**

All members of this Association shall have the opportunity to inspect books and records at the Annual General Meeting(s).

## **22.0 DISSOLUTION**

All Assets of the Association shall be entrusted to Camrose Minor Sports Association, without disposal for at least five ( 5 ) years, in the event that Camrose and District Soccer Association should dissolve.