

#### **ARTICLE ONE: Name**

1. The name of this society shall be "COLD LAKE MINOR SOCCER ASSOCIATION" (C.L.M.S.A.), hereinafter referred to as the "Association".

#### **ARTICLE TWO: Affiliation**

1. The Association shall be affiliated with, and under jurisdiction of, Lakeland District Soccer association (L.D.S.A.), and shall be subject to the rules and regulations of that body.

#### **ARTICLE THREE: Community Boundaries**

1. The boundaries in which the players can be recruited will be as determined from time to time by the L.D.S.A. Board of Directors. Coaches and referees may come from outside, as well as inside the boundary.
2. Player/Team registration dollars always accrues to the Community in which the player/team is domiciled (unless the community of domicile does not offer a program for that player/team) even if the player/team plays in another community league. It is the responsibility of the player/team who wishes to play outside the community of domicile to obtain permission from both communities involved.

#### **ARTICLE FOUR: Definitions**

1. Terms used in these by-laws are defined as follows:
  - A) Mini Soccer- shall refer to all soccer players between the ages of three (3) and nine (9) years of age inclusive.
  - B) Youth Soccer- shall refer to all players between the ages of ten (10) and eighteen (18) years of age inclusive.
  - C) Senior Soccer- shall refer to all players nineteen (19) years of age and older.
  - D) Birth Date- the age of the soccer player shall be determined as of December 31 of the current soccer season.
  - E) District- shall refer to the area governed by the Lakeland District Soccer Association (L.D.S.A.) whose membership consists of the Alberta Soccer Association (A.S.A) sanctioned Community Soccer Associations.
  - F) Community Soccer Association- shall refer to the local soccer associations that are formed by the local communities to promote the game of soccer.

## **ARTICLE FIVE: Membership**

1. Membership in the Association is open to all parents and guardians of registered players, to team coaches and managers, and to other adults who actively participate in programs of the Association.

## **ARTICLE SIX: Meetings**

1. The Association will hold an Annual General Meeting in September of each year, of which, due notice will be given to all members. At this meeting there will be elected all Officers and Directors of the Association. The Officers and Directors so elected shall form the Executive, and shall serve until their successors are elected and installed. Any member in good standing shall be eligible to any office in the Association. A quorum of at least fifty percent (50%) of the officers as well as fifty percent (50%) of members present is required. Any officer, director or member can be removed by Special Resolution for any cause that the Association may deem reasonable.
2. The President may call a meeting of the Association at any time by notice by phone, email or in writing to the last known address of each member, delivered at least eight days prior to such meeting.
3. A Special meeting may be called by the President of the Association upon receipt by him/her of a petition signed by one third of the members in good standing, setting forth the reasons for calling such a meeting. Notice of such a meeting shall be by phone, email or in writing to the last known address of each member, delivered at least eight days prior to the date of such a meeting. A quorum of at least fifty percent (50%) of the officers and fifty percent (50%) of members present is required.
4. An Executive meeting must be held at least once every six weeks. A meeting must be held in both April and September. A quorum of at least fifty percent (50%) of the Officers or four of the Officers, whichever is greater, is required.
5. If a quorum is not present at a duly called Executive meeting, the meeting shall be rescheduled fourteen (14) days later at the same time and place. Three (3) members, in good standing, and who are in attendance, shall constitute a proper quorum.

## **ARTICLE SEVEN: Voting**

- A) Annual General Meeting: all members of legal voting age in attendance shall have one vote.
- B) General meetings- Executive officers, committee appointees, and two representatives from each team shall have one vote each.
- C) Executive Meetings- only the Executive Officers shall have one vote each.
- D) Proxy votes are not permitted at any meeting.
- E) A simple majority vote will decide any motion.
- F) The President shall not normally vote, except when the vote is tied, the President shall cast the deciding vote.
- G) If an Officer holds more than one executive positions he /she will only have one vote at Executive meetings.

- H) If two individuals share the same office only one can vote at each Executive meeting.
- I) Executive appointments to paid positions within C.L.M.S.A. shall not make motions or vote.
- J) A vote on a motion may be carried out by email correspondence as long as a voting deadline is set by the President, and sub-paragraphs A-I above are complied with.

#### **ARTICLE EIGHT: Executive Officers**

1. The Association Officers will be known collectively as the Executive, which shall consist of the following officers:
  - A) President
  - B) Vice-President
  - C) Secretary
  - D) Treasurer
  - E) U4/U6 Director
  - F) U8 Director
  - G) U10 Director
  - H) U12 Director
  - I) Youth Soccer Director(U14-U18) Boys
  - J) Youth Soccer Director(U14-U18) Girls/Indoor
  - K) Director of Officials
  - L) Technical Director
  - M) Equipment Committee Chair
  - N) Facilities Committee Chair
2. Each Officer is to be elected at an appropriate Annual General Meeting (A.G.M.).
3. Terms of Office: the executive members will hold their elected positions for a term of two years from the date of the A.G.M. in which they were elected- President, Treasurer, U4/U6 Director, U10 Director, Youth

Soccer Director Boys, Director of Officials, Technical Director and Equipment Committee Chair will be elected in even years, while the remainder will be elected in odd years.

#### **ARTICLE NINE: Elections:**

1. Any member wishing to run for an executive office must declare their intentions to the President of the Association in writing or by email, at least 14 days in advance of the A.G.M.
2. Any member filling an executive office that intends to relinquish their position should notify the Association President as soon as possible, normally at least 30 days prior to the A.G.M.
3. An elections officer, appointed by the Executive, shall preside over that portion of the A.G.M. during which the election of Association Officers takes place.
4. An election is to be conducted as follows:
  - A) Any member in attendance may nominate any other member, present or absent, who has declared their intentions to run for any executive office open for election.
  - B) Nominees absent from the A.G.M. shall provide written consent to allow their name to stand. The elections officer is to have received any consent document, signed by the nominee, prior to or at the A.G.M.
  - C) A nomination shall have a seconder.
  - D) The elections officer is sole arbitrator in matters concerning the election at hand and shall ensure compliance with proper procedures. The elections officer shall make arrangements for tabulating the results of all ballots taken.
  - E) The Elections Officer, as chairman of the election committee, may appoint members to the committee, as required. Neither the Elections Officer nor any member of the election committee are eligible for nomination as a candidate for election.

#### **ARTICLE TEN: The Executive**

1. Responsibilities- the Executive shall be responsible for the day to day administration and affairs management of the Association and shall act in accordance with the policies established within the framework of this constitution. The Association has not adopted a Society Seal.
2. Powers:
  - A) The Executive shall have the power to make rules, regulations and arrangements in all matters of business, duties and management not already expressly provided.
  - B) The Executive shall have the power to appoint a member of this Association to fill any vacancy that may occur in its Offices. Such appointments shall be valid for the remainder of the "term of office" for each office vacated. If the President's office is vacated the Vice-President shall automatically become President and a new Vice-President shall be appointed.

C) The Executive shall have the power to appoint members of the Association to any non-executive utility position deemed necessary. Examples are Public Relation Representative, Tournament Coordinator.

D) Any member of the Executive wishing to resign must do so in writing or by email to the President and Secretary.

E) The elected officers of the Executive shall have the power to remove from any position or any office, any person previously appointed to that office. This requires, however, the unanimous approval of the remaining Officers. Expulsion will be considered for members who are acting in a manner that would be seen as detrimental to the objectives of the Association, as well as those who are found to be violating the Associations bylaws, rules or regulations.

F) The Executive shall have the power to expend funds for purchase of equipment, facilities and services required by the Association. At all times, the Executive shall be cognizant of all moneys available, actual and anticipated, and shall not approve a budget or make expenditures which will ultimately create a deficit. Any expenditure budgeted for a specific purpose, such as a tournament, may be controlled by the tournament coordinator.

G) The Executive shall have the power to, for the purpose of carrying out its objectives, raise borrow or secure moneys, in such a matter as it thinks fit, and may make advances of money or enter into any other financial agreement.

#### **ARTICLE ELEVEN: Duties of Officers**

1. President- the President shall preside over all meetings, decide all questions of order, and announce the results of voting (except as directed in Article Ten: Elections). The President shall neither move or second any motions or amendments thereto. The President shall also represent the Association whenever required. The President, in absence of the Treasurer, or if the Treasurer position is vacant, shall assume all duties of the Treasurer.
2. Vice-President- the Vice-President, in absence of the President, shall assume all duties of the President. The Vice-President shall also chair the Discipline Committee.
3. Secretary- the Secretary shall keep records of proceedings and decisions of all meetings of the Association. The Secretary shall also maintain a file a chronological order of all incoming and outgoing correspondence. The Secretary shall also be responsible for producing and distributing routine letters of a recurring nature or as directed by the President.
4. Treasurer- the treasurer shall be the custodian of all moneys belonging to the Association. He/she shall keep such moneys in a bank account and maintain a ledger showing all receipts and payments. The Treasurer shall prepare periodic reports as required and an annual financial statement for the A.G.M. Funds may be released only on the approval of the Executive and then only by cheques bearing the signature of at least one of the following Executive Officers: president, Vice-President, secretary or Treasurer. The Treasurer shall provide at all executive meetings, and to all in attendance a statement itemizing all expenditures made since the previous statement was issued.

Any member wishing to inspect the books during the year must make a request in writing or by email to the Association President. The books will be made available to such members at a time and place to be determined by the President.

A) In compliance with Alberta Gaming Commission regulations, moneys raised from Gaming activities will be kept in a separate banking account. The Treasurer will administer these funds and maintain a ledger showing all receipts and payments. Funds from the Gaming account can only be released for specific purposes, as defined in the Gaming License, on approval of the Executive and then only by cheque bearing the signatures of at least two of the following Executive Officers; President, Vice-President, Secretary or Treasurer.

NOTE: Audits- these accounts are to be audited prior to, but not earlier than three weeks before the date of the A.G.M. every year. This will be done by an auditor appointed by the Executive.

5. Mini and Youth Soccer Directors- The Directors of Mini and Youth Soccer shall be responsible for the following:

A) Liaison between parents, coaches and players in his/her division and the Executive. Attends all Association meetings.

B) Primary contact for coaches in his/her division. Distributes information to and holds meetings with coaches as required.

C) Solicits coaches from parents of players registered in the division. Makes coach selection for each team in division. Preference is given to coaches of previous years, qualifications and previous experience.

D) Forms teams in conjunction with coaches. Primary objective is to create balanced teams with respect to skill and experience.

E) Prepares schedules in conjunction with District Director.

F) Attends as many games as possible, as an on-site Association representative.

G) Follows through on situations requiring corrective actions, i.e. lack of referees, inadequate field conditions/lining, teams late or not showing up, need for additional uniforms/equipment.

H) Promotes fair play. Sportsmanship and respect for teammates. Opponents and officials.

6. Director of Officials – the Director of Officials shall be responsible for the following:

A) Development, assessment and monitoring of Officials within the Community.

B) Monitoring and evaluation of Officials to encourage a high level of officiating.

C) Ensuring that all officials are registered within the district.

D) Scheduling of officials for league, tournament and exhibition games.

## **ARTICLE TWELVE: Discipline Committee**

1. The membership of the Discipline Committee shall consist of the Vice-President, an official at large, the Director of the appropriate age division and the Director of Officials. The Vice-President shall call and chair all hearings of the Discipline Committee. If the Vice-President is unable to chair a discipline hearing, the President shall assume the chair responsibilities.
2. The discipline committee will be guided by the CLMSA Conflict Resolution Policy.
3. The Chair will keep an accurate record of the reasons for the game ejection, the disciplinary action taken, and the written notification to the players, coaches and or officials involved as well as to each of the District members.
4. The Discipline Committee may, at a hearing or appeal, receive and base its decision upon additional evidence introduced at the hearing or appeal, and considered by it to be credible or trustworthy in the circumstance of each case.
5. The Discipline Committee may hear an appeal by a player or coach who have had a discipline hearing at the community level and disagree with its decision.

## **ARTICLE THIRTEEN: Remuneration and /or Expenses**

1. Unless authorized at any Association meeting, no Officer, Director or member of the Association shall receive any remuneration for his/her services.
2. Reimbursement of expenses necessarily incurred on behalf of the Association may be paid to a member or Officer when approved at a general meeting on submission of receipts.

## **ARTICLE FOURTEEN: Amendments**

1. In the future these by-laws may be changed, rescinded, altered or added to only by Special Resolution. Special resolution is defined in section 1(d) of the Societies act. A minimum of seventy five percent (75%) of members present at an Annual General Meeting or Special General Meeting must vote in favor of the changes in order for the resolution to pass.
2. Proposed changes to these by-laws must be posted on the Association website at least twenty-one days prior to the general/special meeting.
3. Amendments or changes to these by-laws come into effect when registered with the Society's branch.

## **ARTICLE FIFTEEN: Dissolution of the Association**

1. In the event that the Association is no longer active, any moneys accumulated by the Association shall be held in trust by the L.D.S.A. for a period of five years. In the five-year period, the L.D.S.A. shall do all it can to reactivate this Association. If at the end of the five-year period, the Association is not reactivated, the moneys held in trust by L.D.S.A. shall be used by the L.D.S.A. to promote soccer in the Lakeland District.

## **ARTICLE SIXTEEN: Opportunity to play in House League Competition**

1. It is the aim of the Association to ensure the opportunity exists for each registered player to improve his or her soccer skills and participate in all house league competitions. Generally speaking all players will receive equal opportunity to play at practices. During game play, however, each coach will use equitable play to determine the amount of game time for his or her players. Equitable play means playing time is based on the player's attendance at practices, efforts expended at practices, sportsmanship, attitude and fitness level. Soccer is a competitive team sport and although each individual's player's interests must be considered the well being of the whole team is also a consideration.