





Governance (GOV)

By-Laws

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Originator	Duncan Hawkins, President CFC <i>Name</i>	 <i>Signature</i>
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Errors or Omissions

Crossfield Soccer Association has provided this manual to the membership as a guide for the operation of the organization and all sports. Any errors or omissions contained herein shall not supersede the by-laws, policies, procedures, or guidelines of the Association. All changes must be passed by majority vote at a duly constituted meeting of the Association. Any changes to the manual shall be included in the next edition. The by-laws of the association supersede any guideline or policy should a conflict occur.

Document Revision History

Rev	Date	Description	Originator	Checker	Approver
0	20-Nov-2024	Official Issue.	Duncan Hawkins	Brittany Maciuk	Duncan Hawkins
A	2-Jun-2023	This is the initial DRAFT of this Governance document.	Duncan Hawkins	Brittany Maciuk	Chelsie Hiebert

Current Revision Description

Section	Description
GENERAL	Updated the By-Laws and removed the term “Constitution” as well as updated the Crossfield Logo and signing. Duncan Hawkins is now President for Crossfield Soccer.
Section 7	7.1- Updated the annual fiscal year to align better with Annual General Meeting schedule.



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A By-law Pre-Face

- a.1 The name of the Association is Crossfield Soccer Association (hereinafter called the “Association”) operating in Crossfield, Alberta, Canada.
- a.2 The purposes of the Association are to:
- a) Foster, promote and increase the knowledge, skills, and enjoyment of soccer.
 - b) Stimulate public opinion in favour of providing proper accommodation, adequate facilities, and sufficient opportunities for acquiring, practicing, and developing the highest standard of the sport of soccer in the community of Crossfield while also a member of Big Country Soccer Association and Alberta Soccer Association.
 - c) Prevent methods and practices which might jeopardize the integrity of soccer development, matches, and competitions.
 - d) Promote fair play, inclusion, and equity and prevent any form of discrimination from affecting the game.
 - e) Practice financial responsibility of the Association to foster Association stability and growth in the community of Crossfield.

1 Article I- General

- 1.1 Name- The name of the Association is “Crossfield Soccer Association” (hereinafter called “Association”).
- 1.2 Purpose- These By-Laws relate to the general conduct of the affairs of Crossfield Soccer Association.
- 1.3 Definitions- The following terms have these meanings in these By-Laws:
- a) *Act-* means the Canada Not-For-Profit-Corporations Act including the Regulations made pursuant to the Act, and any statute or regulations that may be sustained, as amended from time to time.
 - b) *Association-* Crossfield Soccer Association
 - c) *Auditor-* an individual appointed by the Board at the Annual General Meeting to review or audit the books, accounts, and records of the Association for a report to the Board at the next Annual General Meeting in accordance with the Act.
 - d) *Board-* The voted and/ or assigned members, including Board Members, who are managing the Association.



- e) *Days*- Days including weekends and holidays.
- f) *Executive*- an individual elected or appointed to serve the Board pursuant to these By-Laws.
- g) *Member*- Those entities meeting the definition of Member that are admitted as Members of the Association under these By-Laws.
- h) *Member Proposal*- A Member Proposal, submitted to the Association at least seven (7) days before a meeting of the Members, must include the proposal itself, the names, and signatures of at least 5% of the voting Members, and, optionally, a statement of support for the propose (consisting of fewer than 200-words). A Member Proposal may not be substantially similar to a Member Proposal that was proposed at a meeting of the Members in the past two calendar years.
- i) *Officer*- an individual elected or appointed to serve as an Officer of the Association pursuant to these By-Laws.
- j) *Ordinary Resolution*- A resolution passed by a simple majority of the votes cast on that resolution and as described in the Act.
- k) *Special Resolution*- A resolution passed by a simple majority of not less than 2/3rds of the votes cast on that resolution and as described in the Act.

1.4 Registered Office- The registered office will be located within the Province of Alberta, Canada.

1.5 Affiliations- The Association is a Member of the Big Country Soccer Association, which is a member of the Alberta Soccer Association and shall be subject to the published By-Laws, Rules, and Regulations in declining order of authority of the following governing organizations:

- a) Fédération Internationale de Football Association hereinafter referred to as “FIFA”.
- b) The Canada Soccer Association hereinafter referred to as “CSA”.
- c) Alberta Soccer Association hereinafter referred to as “ASA”.
- d) Big Country Soccer Association hereinafter referred to as “BCSA”.

1.6 No Gains for Members- The Association will be carried on without the purpose of gain for its members and any profit or other accretions to the Association will be used in promoting its purposes.

1.7 Ruling on By-Laws- Except as provided in the Act, the Board will have the authority to interpret any provisions of these By-Laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the purposes of the Association.

1.8 Conduct of Meetings- Unless otherwise specified by the Board, meetings of Members and meetings of the Board will be conducted according to “*Roberts Rules of Order*” (current edition).



1.9 Interpretation – Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate.

2 Article II- Membership

2.1 Categories- The Association has the following category of Member:

- a) Individual Member- Individuals who have agreed to abide by and adhere to the Association’s By-Laws, policies, governances, guidelines, and rules (or, if the individual is under the age of 18, who have had a parent or guardian agree to abide by the Association’s By-Laws, policies, governances, guidelines, and rules on behalf of the individual) including:
 - i. Participants,
 - ii. Executives of the Association,
 - iii. Board Members of the Association,
 - iv. Coordinators of the Association,
 - v. Coaches of the Association,
 - vi. Other individuals approved by the Board.

Admission of Members

2.2 Admission of Members- No individual will be admitted as a Member of the Association unless:

- a) The candidate member has made an application for membership in a manner prescribed by the Association.
- b) The candidate member has paid dues as prescribed by the Board.
- c) The candidate member agrees to uphold and comply with the Association’s governing documents.
- d) The candidate member meets any other condition of membership determined by the Board; and
- e) The candidate member has been approved by majority vote as a Member by the Board or by any committee or individual delegated this authority by the Board.

Membership Dues and Duration

2.3 Year- Unless otherwise determined by the Board, the membership year of the Association will be April 1st to March 31st the following year.



- 2.4** Dues- Membership dues will be determined by the Board, as applicable.
- 2.5** Duration- Membership duration is accorded on an annual basis and Members will re-apply for membership annually in a manner prescribed by the Board.

Transfers, Suspension, and Termination of Membership

- 2.6** Transfer- Membership in the Association is non-transferable.
- 2.7** Suspension- Membership in the Association may be suspended if:
- a) Disciplinary sanction has been imposed; or
 - b) A disciplinary investigation or action is ongoing.
- 2.8** Effects of Suspension- A suspended Member is not in good standing, may not vote at meetings of the Members, is not permitted to have any sport-related involvement with the Association, and may be subject to a probationary period before being reinstated to good standing.
- 2.9** Termination- Membership in the Association will terminate immediately upon:
- a) The expiration of the Member's annual membership, unless renewed in accordance with these By- Laws.
 - b) Resignation by the Member.
 - c) Dissolution of the Association.
 - d) The Member's death; or
 - e) By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days' notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the Member receiving the notice will be entitled to submit a written submission and make representations opposing the termination.
- 2.10** May Not Resign- A Member may not resign from the Association when the Member is subject to disciplinary investigation or action by the Association.
- 2.11** Arrears – A Member will be expelled from the Association for failing to pay membership dues or monies owed to the Association by the deadline dates prescribed by the Board. Any dues, subscriptions, or other monies owed to the Association by suspended or expelled Members will remain due.



Good Standing

2.12 Definition – A Member will be in good standing provided that the Member:

- a) Has not ceased to be a Member.
- b) Has not been suspended or expelled from membership or had other membership restrictions or sanctions imposed.
- c) Has completed and remitted all documents as required by the Association.
- d) Has complied with the By-Laws, policies, governances, guidelines, and rules of the Association.
- e) Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required membership dues, as applicable.

2.13 Cease to be in Good Standing – Members that cease to be in good standing, as determined by the Board, will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

3 Article III- Meetings of Members

3.1 Annual General Meeting – The Association will hold meetings of Members at such date, time, and place as determined by the Board within the Province of Alberta. An Annual General Meeting must be held once every calendar year. Members will be provided, at the Annual General Meeting, with a copy of the approved financial statements and auditor’s report (if any).

3.2 General Meeting – A General Meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of ten percent (10%) or more of the Members, in the form described in the Act, for any purpose connected with the affairs of the Association that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act.

3.3 Called by Requisition – If a written requisition meeting the requirements of Section 3.2 is deposited, a General Meeting must be called within twenty-one (21) days from the date of the deposit of the requisition and held within sixty (60) days of the calling of the meeting. If the General Meeting is not called within twenty-one (21) days, a majority of the “requisitionists” may call the General Meeting.



- 3.4** Participation/ Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting if the Association makes such means available. A person participating in a meeting is deemed to be present at the meeting.
- 3.5** Notice – Written or electronic notice of the date of the Annual General Meeting of the Members will be given to all Members in good standing, the Board, and the Auditor (if any) at least seven (7) days and not more than sixty (60) days prior to the date of the meeting. Notice will contain a reminder of the right to vote by proxy or by absentee ballot, a proposed agenda, any Member Proposals, reasonable information to permit Members to make informed decisions, nominations of the Board, and the text of any resolutions or amendments to be decided.
- 3.6** Notice by Other Means – If the Association has more than 250 Members, it may deliver, at least seven (7) days and not more than sixty (60) days prior to the date of the meeting, notice to Members who have provided an email address to the Association. Notice will also be considered to have been given to Members if it is published, throughout the period commencing at least twenty-one (21) days before the meeting, on the Association’s website.
- 3.7** Waiver of Notice – Any person who is entitled to notice of a meeting of the Members may waive notice, and attendance of the person at the meeting is a waiver of notice of the meeting, unless the person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called in accordance with these By-Laws.
- 3.8** Error or Omission in Giving Notice – No error or omission in giving notice of any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.
- 3.9** Special Business – Special business is:
- a) All business conducted at a General Meeting except the adoption of the rules of order, and
 - b) All business conducted at an Annual General Meeting, except:
 - i. The adoption of the rules of order,
 - ii. The consideration of the financial statements,
 - iii. The report of the Board,
 - iv. The report of the auditor (if any),
 - v. The election of the Board,
 - vi. The appointment of the auditor (if any), and



vii. Such other business as, under these By-Laws or required by the Act, ought to be conducted at an Annual General Meeting, or business which is brought under consideration by the report of the Board issued with the notice convening the meeting.

3.10 New Business – No other item of business will be included in the notice of the meeting of the Members unless a Member Proposal, as defined in the Act, has been submitted to the Board seven (7) days prior to the meeting of the Members in accordance with procedures as approved by the Board and the Act. Copies of all such Member Proposals together with copies of any amendments thereto then proposed by the Board and copies of all resolutions put forward by the Board shall be sent to all Members with the notice calling a meeting of the Members and an updated agenda (if notice has already been sent to the Members).

3.11 Quorum – A minimum of three (3) Members present or by proxy will constitute a quorum. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

3.12 Chair – The President, or designate as determined by the Board, will chair all meetings of the Members.

3.13 Agenda – The agenda for the Annual General Meeting will at least include:

- a) Call to order
- b) Establishment of quorum
- c) President’s welcome address
- d) Approval of the agenda
- e) Approval of minutes of the previous Annual General Meeting
- f) Presentation of reports (if any)
- g) Appointment of Auditors (if any)
- h) Business as specified in the meeting notice (including By-Laws amendments and considerations of Member Proposals (if any))
- i) Approval of the budget
- j) Election of new Board Members
- k) Adjournment



- 3.14** Scrutineers – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.
- 3.15** Adjournments – With the majority consent of the Members present and after quorum is ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting if the meeting is held within thirty (30) days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.
- 3.16** Attendance – The only persons entitled to attend a meeting of the Members are the Members, the parents or guardians of a Member if the Member is younger than 18 years old, the Board, the auditor (if any), and others who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only if invited by the Chair or with the majority consent of the Members present.

Voting at Meetings of Members

- 3.17** Voting Rights – Members will have the following voting rights at all meetings of the Members:
- a) Individual Members who are 18 years old or older may exercise one vote at a minimum of two consecutive meetings of the Members; and
 - b) Individual Members who are younger than 18 years old may have one vote exercised at meetings of Members by a parent or guardian. For clarity, a parent or guardian with three children registered with the Association who are younger than 18 years old may exercise three votes. However, two parents of the same child who is registered with the Association and who is younger than 18 years old may both attend a meeting of the Members but may only exercise one vote between them.
- 3.18** Eligibility of Votes – The date determined by the Board will determine the list of Members that are eligible to vote at a meeting of the Members. The date will be no more than thirty (30) days prior to the meeting.
- 3.19** Determination of Votes – Votes will be determined by a show of hands, orally, or electronic ballot, except in the case of elections which require a secret ballot, unless a secret or recorded ballot is requested by a Member.



4 Article IV- Governance

Composition of the Board

- 4.1** Board Members – The Board will consist of at least five (5) Board Members and no more than eight (8) Board Members.
- 4.2** Composition of the Board – The following positions on the Board are required:
- a) President
 - b) Vice President
 - c) Treasurer/ Registrar
 - d) Secretary
 - e) Coordinators (s) at Large (maximum 4)
- 4.3** Positions – The Board may determine, at least (30) days prior to the Annual General Meeting, the positions that will be elected at the Annual General Meeting.

Election of Board

- 4.4** Eligibility – To be eligible for election as a Board Member, an individual must:
- a) Be eighteen (18) years of age or older.
 - b) Have the power under law to contract.
 - c) Have not been convicted of an offense involving fraud in the past five years.
 - d) Have not been declared incapable by a court in Canada or in another country; and
 - e) Not have the status of an undischarged bankrupt.
- 4.5** Call for Nominations – At least thirty (30) days prior to the Annual General Meeting, the Association will issue a ‘Call for Nominations’ using any means of communication. The ‘Call of Nominations’ will state the method which the nominations are to be made, the requirements for the position, and the deadline for submission which will be no later than seven (7) days prior to the Annual General Meeting.
- 4.6** Nominations from the Floor – Nominations from the floor are permitted so long as the person being nominated is present at the time of the nomination to give consent to the nomination.
- 4.7** Nomination – Any nomination of an individual for election as a Board Member must:
- a) Include the written consent of the nominee by signed or electronic signature.



- b) Be in the form required by the Association; and
- c) Be submitted to the Registered Office of the Association seven (7) days prior to the Annual General Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.8 Election – Board Members will be elected at each Annual General Meeting as follows:

- a) The President and Secretary will be elected to the Board at alternate Annual General Meetings to those listed in subsection b); and
- b) The Vice President, and Treasurer/ Registrar will be elected to the Board at alternate Annual General Meetings to those listed in subsection a).

4.9 Election of Other Positions – The Board may determine Coordinator position(s) at each Annual General Meeting.

4.10 Terms – The President, Vice President, Treasurer and Secretary will serve terms of two (2) years and Coordinators(s) will serve one (1) year terms. Both will hold office until they or their successors have been duly elected in accordance with these By-Laws, unless they resign, or are removed from or vacate their office. At the discretion of the Board, the term can be extended through majority vote before the end of the term.

Appointed Coordinators

4.11 Appointment - The Board may appoint additional Coordinators at the first meeting of the Board after the Association’s Annual General Meeting.

4.12 Terms – Appointed Coordinators will serve a term of one (1) year and will hold office until the conclusion of the Association’s first Annual General Meeting following their appointment unless they resign or are removed from or vacate their office.

Resignation and Removal of Board Members

4.13 Resignation – A Board Member may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the Secretary/ Treasurer or at the time specified in the notice, whichever is later. When a Board Member who is subject to a disciplinary investigation or action of the Association resigns, that Board Member will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.14 Vacate Office – The office of any Board Member will be vacated automatically if:

- a) The Board Member’s term in office expires.
- b) The Board Member resigns.



- c) At the discretion of the Board and without reasonable excuse, the Board Member is absent from three (3) consecutive meetings of the Board.
- d) The Board Member is found to be incapable of managing property by a court or under Alberta law.
- e) The Board Member is found by a court to be of unsound mind.
- f) The Board Member becomes bankrupt or suspends payment of debts or compounds with creditors or makes an authorized assignment in bankruptcy or is declared insolvent; or
- g) The Board Member dies.

4.15 Removal of Board Member – a Board Member shall automatically be removed from their position if:

- a) They cease to be qualified as set out in the Act or these bylaws; or
- b) They become, or are discovered to be, an undischarged bankrupt.

A Board Member may be removed from their position by resolution of the Board if:

- a. They become incapable of performing the business of the Association.
- b. They are absent from two (2) or more regularly scheduled meetings of the Board in a year without satisfactory reason.
- c. They are no longer domiciled in Alberta.
- d. They have failed to properly account for monies or other property belonging to the Association.
- e. They have been found guilty of a criminal offence regardless of whether the offence directly affected the Association; or
- f. They have been found guilty by Alberta Soccer of failing to act in accordance with the Conflict-of-Interest Policy and Conduct, Ethics and Discipline Standards and Policy of Alberta Soccer.

Such removal shall require the Board to give to all Board members, including the subject Board Member, of a minimum of 14 days' notice of a hearing to consider the removal of a Board Member. The subject Board Member shall be given an opportunity to present evidence at the hearing. The decision to remove a Board Member must be passed by a minimum two-thirds (2/3) majority vote of the Board Members present at the meeting.



A Board Member may be removed by the membership provided:

- a) The Board Member is given the opportunity to present evidence in their defense at the next duly constituted meeting of the members.
- b) All members will be given a minimum of thirty (30) days' notice of this agenda item prior to the members' meeting; and
- c) The decision to remove a Board Member must be passed by a minimum two-thirds majority vote of the members present at the meeting.

Meetings of the Board

- 4.17** Call of Meeting – A meeting of the Board will be held at any time and place as determined by the President, or by written requisition of at least two (2) Board Members.
- 4.18** Chair – The President will be the Chair of all meetings of the Board. In the absence of the President, or if the meeting of the Board was not called by the President, a designate will be the Chair of the meeting.
- 4.19** Notice – Written notice, served by email, of meetings of the Board will be given to all Board Members at least seven (7) days prior to the scheduled meeting. No notice of a meeting of the Board is required if all Board Members waive notice, or if those absent consent to the meeting being held in their absence.
- 4.20** Board Meeting with New Board Members – For a first meeting of the Board held immediately following the election of Board Members at a meeting of the Members, or for a meeting of the Board at which a Board Member is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Board Member(s).
- 4.21** Number of Meetings – The Board will hold at least six (6) meetings per year.
- 4.22** Quorum – At any meeting of the Board, quorum will be a majority of Board Members.
- 4.23** Voting – Each Board Member is entitled to one vote. Voting will be by a show of hands, written, or orally unless a majority of Board Members present request a secret ballot. Resolutions will be passed upon a majority of the votes being in favour of the resolution. In the event of a tie, the President shall vote a second time to decide the issue.
- 4.24** No Alternate Board Members – No person shall act for an absent Board Member at a meeting of the Board.
- 4.25** Written Resolutions – A resolution in writing and signed, including electronically, by all the Board Members is as valid as if it had been passed at a meeting of the Board.
- 4.26** In-Camera Meetings – The Board may, by Ordinary Resolution, consider business in-camera if the business deals with, but not limited to:



- a) Discipline of any Board Member or Member.
- b) Expulsion or suspension of any person from any office of the Association, or of any Member of the Association.
- c) Recruitment and employment of personnel.
- d) Acquisition of property or other contractual arrangements; or
- e) Preparation or planning for the presentation of a competitive bid, quote, or similar activity.

4.27 Closed Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.

4.28 Meetings by Telecommunications – A meeting of the Board may be held by telephone conference call or by means of another telecommunications technology. Board Members who participate in a meeting by telecommunications technology are considered to have attended the meeting.

Duties of Board Members

4.29 Duties – The duties of Board Member positions shall be determined by the Board.

4.30 Standard of Care – Every Board Member will:

- a) Act honestly and in good faith with a view to the best interests of the Association; and
- b) Exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

Powers of the Board

4.31 Powers of the Association – Except as otherwise provided in the Act or these By-Laws, the Board has the powers of the Association and may delegate any of its powers, duties, and functions to any staff or committee of the Association.

4.32 Empowered – The Board is empowered, including but not limited to:

- a) Make policies, governances, guidelines, or manage the affairs of the Association in accordance with the Act and these By-Laws.
- b) Make policies and procedures relating to the discipline of Members and parents/ guardians of Members (if the Member is younger than 18 years old) and have the authority to discipline these individuals in accordance with such policies and procedures.
- c) Make policies and procedures relating to the management of disputes within the Association and deal with disputes in accordance with such policies and procedures.



- d) Employ or engage under contract such persons, as it deems necessary to carry out the work of the Association.
- e) Determine registration procedures, recommend membership dues, and determine other registration requirements.
- f) Enable the Association to receive donations and benefits for the purpose of furthering the objects and purposes of the Association.
- g) Make expenditures for the purpose of furthering the purposes of the Association.
- h) Borrow money upon the credit of the Association as it deems necessary in accordance with these By-Laws; and
- i) Perform any other duties from time to time as may be in the best interests of the Association.

5 Article V- Officers

5.1 Composition – The Officers will be comprised of the President, Vice President, Treasurer, and Secretary.

5.2 Duties – The duties of Officers are as follows:

- a) The President will be responsible for the general supervision of the affairs and operations of the Association, will Chair meetings of the Members and meetings of the Board, will be the official spokesperson of the Association and may delegate this function as required, and will perform such other duties as may from time to time be established by the Board.
- b) The Vice President will, in the absence or disability of the President, perform the duties and exercise the powers of the President, and will perform such other duties as may from time to time be established by the Board.
- c) The Treasurer will, subject to the powers and duties of the Board, keep proper accounting records as required by the Act, will cause to be deposited all monies received by the Association in the Association’s bank account, will supervise the management and the disbursement of funds of the Association, when required will provide the Board with an account of financial transactions and the financial position of the Association, will prepare annual budgets, will oversee and supervise office staff, and will perform such other duties as may from time to time be established by the Board.
- d) The Secretary will be responsible for the documentation of all amendments to the Association’s By-Laws, will ensure that all official documents and records of the Association are properly kept, cause to be recorded the minutes of all meetings, will prepare and submit to each Meeting of the Members and other meetings a report of all activities since the previous Meeting of the Members or other meetings, will give due notice to all Members of



the Meeting of the Members of the Association, and will perform such other duties as may from time to time be established by the Board.

- 5.3** Delegation of Duties – At the discretion of the Officer and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Association.
- 5.4** Other Officers – The Board may determine other Officer positions and appoint individuals to fill those positions. Other Officers need not be Board Members.
- 5.5** Other Positions – The Board is required to maintain the following positions, although not necessarily as Board Members.
- a) Registrar
 - b) Risk Management Officer

6 Article VI- Committees

- 6.1** Appointment of Committees – The Board may appoint such committees as it deems necessary for managing the affairs of the Association and may appoint members of committees or provide for the election of members of committees, may prescribe the duties and terms of reference of committees, may determine the reporting requirements for committees, and may delegate to any Committee any of its powers, duties, and functions.
- 6.2** Standing Committees – The Board may have the following standing committees:
- a) Picture Day and Parade Committee – consisting of the principal volunteers of the Association and chaired by the Vice President
- 6.3** Vacancy – When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee’s term.
- 6.4** Ex-officio – The President will be ex-officio and non- voting members of all committees of the Association.
- 6.5** Removal – The Board may remove any member of any Committee.
- 6.6** Debts – No Committee will have the authority to incur debts in the name of the Association.

7 Articles VII- Financial Management

- 7.1** Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Association will be September 01 to August 31st.



- 7.2** Bank – The banking business of the Association will be conducted at such financial institution as the Board may determine.
- 7.3** Auditors – At each Annual General Meeting the Members may appoint an auditor to conduct an audit of the books, accounts, and records of the Association in accordance with the Act. If appointed, the auditor will hold office until the next Annual General Meeting. The auditor will not be an employee, Officer, or Board Member of the Association and meet the qualifications as described in the Act.
- 7.4** Notice to Reader – The Association shall provide, at a minimum, Notice to Reader financial statements, which have been prepared by a licensed CPA, to their District Association within thirty (30) days of the club’s Annual General Meeting.
- 7.5** Annual Financial Statements – The Board will approve financial statements (evidenced by signature of two or more Board Members) of the Association of the last fiscal year of the Association. The statements must be for the period ending not more than six (6) months before the Annual General Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Financial Statements at the Annual General Meeting. The Financial Statements will include:
- a) The financial statements.
 - b) The auditor’s report (if any); and
 - c) Any further information respecting the financial position of the Association.
- 7.6** Books and Records – The necessary books and records of the Association required by these By-Laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:
- a) The Association’s certificate of incorporation.
 - b) The Association’s By-Laws.
 - c) A register of Board Members (including contact information).
 - d) Written consent of each Board Member to act as a Board Member.
 - e) Written resignation(s) of any Board Member(s).
 - f) Disclosure of any conflict of interest by any Board Member.
 - g) A register of Members (including contact information).
 - h) The minutes of meetings of the Members.
 - i) The resolutions of the Members from any meeting of the Members.
 - j) Annual Financial Statements, with the applicable auditor’s report (if any).



- k) The minutes of meetings of the Board Members (including attendance).
- l) The resolutions of the Board Members.
- m) The in-camera minutes of meetings of the Board Members; and
- n) Adequate accounting records for each of the Association's financial years, including a record of each transaction materially affected the financial position of the Association.

7.7 Access to Books and Records – Access to books and records for Members and Board Members is allowed as follows:

- a) Board Members have access to records described in 7.6a) to 7.6n), and
- b) Members have access to records described in 7.6a) to 7.6j), though the Board Members may restrict access to the record described in 7.6g) if the Board Members are of the opinion that the access would be harmful to the Association or to the interests of one or more Members.

7.8 Record Keeping – The Association may discard a record is if the record is no longer relevant to the activities or internal affairs of the Association, after ten (10) years have passed since the record was created or, if the record has been altered, since the record was last altered.

7.9 Signing Authority – Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Association will be executed by at least two (2) of the Officers or other individuals, as designated by the Board. In addition, the Board may direct a way the person or persons by whom any particular instrument or class of instruments may or will be signed.

7.10 Property – The Association may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

7.11 Borrowing – The Board may from time to time:

- a) Borrow money on the credit of the Association.
- b) Issue, reissue, sell or pledge debt obligations including bonds, debentures, debenture stock, notes, or other like liabilities (whether secured or unsecured) of the Association.
- c) Give a guarantee on behalf of the Association to secure performance of an obligation of any person; and



- d) Charge, mortgage, or pledge all or any currently owned or subsequently acquired real or personal, moveable, or immovable property of the Association, including book debts, rights, powers, franchises, and undertakings, to secure any debt or liability of the Association.

7.12 Borrowing Restriction – The Members may, by Special Resolution, restrict the borrowing powers of the Board but a restriction so imposed expires at the next Annual General Meeting.

7.13 Filing Resolutions – The Association must file with the registrar an original and one copy of each special resolution, which special resolutions must be in the form established by the registrar.

Remuneration

7.14 No Remuneration – All Board Members and members of Committees will serve their term of office without remuneration (unless approved at a meeting of Members) except for reimbursement of expenses as approved by the Board. This section does not preclude a Board Member or member of a Committee from providing goods or services to the Association under contract or for purchase. Any Board Member or member of a committee will disclose the conflict/potential conflict in accordance with these By-Laws.

Conflict of Interest

7.15 Conflict of Interest – A Board Member, Officer, or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Association will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction, will leave the meeting at which the issue is being discussed, will refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest.

8 Article VIII- Amendment of By-Laws

8.1 Voting – These By-Laws may be amended, revised, repealed, or added to:

- a) By Ordinary Resolution of the Board. Any By-Laws amendments will be submitted to the Members at the next meeting of Members and the voting Members may confirm or reject the By-Laws amendment by Special Resolution; or
- b) By a Member in the form of a Member Proposal. Member Proposals that amend the By-Laws will be submitted to the Members at the next meeting of Members and the voting Members may confirm or reject the By-Laws amendment by Special Resolution.

8.2 Effective Date – By-Law amendments take effect when the By-Law alteration application is filed with Alberta Registry Services.



9 Article IX- Notice

- 9.1 Written Notice – In these By-Laws, written notice will mean notice which is hand-delivered or provided by mail, fax, email, website download or courier to the address of record of the individual, Board Member, Officer, or Member, as applicable.
- 9.2 Date of Notice – Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked.
- 9.3 Error in Notice – The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Board Member or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the Meeting.

10 Article X- Dissolution

- 10.1 Dissolution – The Association may be dissolved in accordance with the Act.

11 Article XI- Indemnification

- 11.1 Will Indemnify – The Association will indemnify and hold harmless out of the funds of the Association each Board Member, and any individual who acts at the Association's request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Board Member or and any individual who acts at the Association's request in a similar capacity.
- 11.2 Will Not Indemnify – The Association will not indemnify a Board Member or any individual who acts at the Association's request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon him or her under the Act. For further clarity, the Association will not indemnify an individual unless:
- a) The individual acted honestly and in good faith with a view to the best interests of the Association; and
 - b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.
- 11.3 Insurance – The Association will, at all times, maintain in force such Board Members and Officers liability insurance.



12 Article XII- Discipline and Appeals

- 12.1** Discipline Board Member - The Board will appoint a Discipline Board Member or other committee to whom all complaints by Members, parents of Members (if the Member is younger than 18 years old), or by Board Members, about Members, parents of Members (if the Member is younger than 18 years old), or Board Members, may be directed. If this individual or committee is a conflict of interest for a particular complaint, another individual or committee will be appointed to handle that complaint.
- 12.2** Complaint Format – Complaints must be submitted in writing and within thirty (30) days of the alleged incident occurring. Complaints submitted outside of the timeline may be permitted at the Discipline Board Member’s discretion.
- 12.3** Complaint Nature – Complaints may be submitted about the violation of any of the Association’s rules, regulations, standards of conduct, or of these By-Laws.
- 12.4** Complaint Management – Provided that the Discipline Board Member follows the rules of natural justice and procedural fairness, and acts in an unbiased and non-conflicted manner, the Discipline Board Member may decide the format for hearing the complaint, collect evidence (if applicable), accept submissions from interested and affected parties, and render a decision.
- 12.5** Complaint Decision – Provided the individual or group against whom the complaint has been filed has been made aware of the nature of the complaint and identity of the complainant and has been given the opportunity to be heard and respond to the complaint, the Discipline Board Member may render a decision. A member may be fined, placed on probation or performance bond, censured, suspended, or expelled from membership for cause after lodgement of a formal complaint that is substantiated at a hearing held in accordance with the Respective Governing Body and in the case that the rules of the Respective Governing Body are silent, Alberta Soccer’s published rules.
- 12.6** Appeal – Decisions by the Discipline Board Member may be appealed.
- 12.7** Alternate Process – At the discretion of the Discipline Board Member and with approval from the Board, the complaint process outlined in these By-Laws may be substituted by an alternate process approved by the parties to the complaint. The Board may suspend a member without a formal complaint and hearing in extraordinary circumstances, as determined by the Board. The Board shall provide reasons for the proposed suspension and request submissions be provided by the member at issue in writing or verbally within seven days from the date of the notice. Such submissions, if any, shall be considered and a final decision made by the Board.
- 12.8** Rights – A member that is suspended loses all rights of membership until the suspension has been completed.



Appeals

- 12.9** Appeal Panel – The Board will appoint a three-person Appeal Panel to whom all appeals by Members or by Board Members, about the decisions of Board Members or the Association, may be directed. If an individual on this Panel is a conflict of interest for a particular appeal, or was involved in the original decision, another individual will be appointed to be a part of the Appeal Panel for that appeal.
- 12.10** Appeal Format – Appeals must be submitted in writing and within seven (7) days of the decision. Appeals submitted outside of the timeline may be permitted at the Appeal Panel’s discretion.
- 12.11** Appeal Nature – Not all decisions by the Board Members or by the Association may be appealed. Some decisions that may not be appealed include but are not limited to: employment, the rules of the sport, volunteer/ coach appointments, budgeting and budget implementation, the Association’s structure and committee appointments, and decisions made by the Appeal Panel.
- 12.12** Appeal Management – Provided that the Appeal Panel follows the rules of natural justice and procedural fairness, and acts in an unbiased and non-conflicted manner, the Appeal Panel may decide the format for hearing the complaint, collect evidence (if applicable), accept submissions from interested and affected parties, and render a decision.
- 12.13** Appeal Decision – Provided the individual or group against whose decision the appeal has been filed has been made aware of the nature of the appeal and the identity of the appellant, and has been given the opportunity to be heard and respond to the appeal, the Appeal Panel may decide to accept the appeal and issue a new decision, accept the appeal and refer the decision back to the original decision-maker with new instructions or information to consider while making a new decision, or deny the appeal.
- 12.14** Alternate Process – At the discretion of the Appeal Panel, and with approval from the Board, the appeal process outlined in these By-Laws may be substituted by an alternate process approved by the parties to the appeal.

13 Article XIII- Adoption of These By-Laws

- 13.1** Ratification – These By-Laws were ratified by a Special Resolution vote of the Members of the Association at a meeting of Members duly called and held on October 31, 2023.
- 13.2** Repeal of Prior By-Laws – In ratifying these By-Laws, the Members of the Association repeal all prior By-Laws of the Association provided that such repeal does not impair the validity of any action done pursuant to the repealed By-Laws.