

FERNIE YOUTH SOCCER ASSOCIATION BYLAWS

PART 1 – INTERPRETATIONS

- a) Association shall mean the Fernie Youth Soccer Association;
- b) BCSA shall mean the British Columbia Soccer Association;
- c) Special Resolution shall mean a resolution passed in a General Meeting or Annual General Meeting by a majority of not less than 75% of the votes cast as allowed under these Bylaws; and
- d) Ordinary Resolution shall mean a resolution passed in a General Meeting or Annual General Meeting by a simple majority of the votes cast as allowed under these Bylaws.

PART 2 – MEMBERSHIP

- a) The following shall upon application to the Directors, and acceptance by the Directors become members of the Association.
 - i. any parent or guardian of any player; and
 - ii. any person nineteen (19) years of age or older who is actively involved in the general work of the Association.
 - b) Every member shall uphold the Constitution and comply with these By-Laws, rules and regulations.
 - c) An Annual Membership fee of \$2.00 shall be paid at the time of player registration. This fee is compulsory for one member of the family. If a second membership is requested an additional \$2.00 fee shall be paid.
 - d) Membership shall expire on January 30 following the date of admittance. Thereafter, membership will expire on January 30 of each year.
 - e) A person shall also cease to be a member of the Association:
 - i) by delivering his/her resignation in writing to the secretary of the Association; or
 - ii) on his/her death; or
 - iii) on being expelled; or
 - iv) on having been a member not in good standing for 12 consecutive months.
 - f) All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society and he is not in good standing so long as the debt remains unpaid.
 - g) A member may be expelled from membership upon the Executive Committee voting by a 75% majority to expel the members for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association or who willfully commits a breach of the Constitution or By-Laws of the Association.
 - h) As an honour, the highest that may be bestowed by the Association, any member who has served the Association for at least ten years and rendered outstanding and meritorious service in accordance with Article 2 of the Constitution may be elected an Honorary Life Member at any regular Executive Committee Meeting of the current season, and confirmed at the Annual General Meeting. Life members shall have the privilege of acting in an advisory capacity to the Executive Committee and shall be accorded all rights and privileges of other members. Nominations for Life Membership must be submitted in writing to the Executive Committee, signed by a member in good standing, detailing the service for which the honour is bestowed.
- Rights of Active Members:
- a) To be governed in accordance with the Associations published Constitution, Bylaws and rules;

- b) To participate in competitions and tournaments sanctioned by the Association;
- c) To participate in programs sanctioned by the Association;
- d) To attend and vote, in accordance with the Bylaws, at all General Meetings;
- e) To participate in the insurance sanctioned by the Association; and
- f) To participate in the player, coach and referee development programs sanctioned by the Association.

Discipline of a Member:

- a) A member may be fined, placed on probation or performance bond, censured, suspended or expelled from Membership for cause after lodgment of a formal complaint that is substantiated at a hearing held in accordance with Association rules;
- b) The Board may, with cause, immediately suspend a Member prior to a hearing for extraordinary circumstances; and
- c) A Member that is suspended loses all rights of Membership until the suspension has been completed.

PART 3 – AFFILIATIONS

Fernie Youth Soccer Association has no current affiliations. References to BCSA policy and documents are solely for the purpose of expediency and consistency with other associations in British Columbia.

The affiliation of the association shall be determined by a two-thirds (2/3) majority of the Executive Committee.

PART 4 – MEETINGS

- a) The Annual General Meeting of the Association for each fiscal year of the Association shall be held on or before January 30. Notice of the Annual General Meeting shall be advertised in the local media at least 14 days prior to the date of the Annual General Meeting, in lieu of the written notice to members pursuant to the provisions of the Society Act.
- b) All meetings of the Executive Officers and the Executive Committee shall be at the call of the President, except as outlined under item (c) below.
- c) At the request of three Executive Committee Members, the President shall call a special meeting. No subject shall be discussed or considered at any special meeting, except that specified in the notice.
- d) A quorum for the Executive Committee meeting shall consist of a majority of members of the Executive Committee and only Executive Committee members shall be entitled to vote.
- e) The President shall set up a meeting of the Executive Committee once per month during the soccer season and otherwise when necessary.
- f) The Secretary shall notify all concerned of an Executive Committee meeting change at least two days in advance.
- g) All meetings of the Association and its Executive Committee shall be conducted in accordance with Roberts Rules of Order.

PART 5 – NOMINATIONS

- a) Nominations for positions on the Executive Committee may be made from the floor at the Annual General Meeting. No member may be nominated who has not consented to stand for election.
- b) Any members attending the Annual General Meeting shall have the privilege of nominating a

representative for the Executive Committee of the Association.

c) The term of office is two years.

PART 6 – VOTING

a) At the Annual General Meeting and all General Meetings of the Association, every member present is entitled to one vote. Proxy votes shall not be permitted.

b) One parent or guardian of each player is entitled to cast one vote as a Member of the Society at the meeting. In the event that a family has two or more children registered with Fernie Youth Soccer Association each parent or guardian of such player is entitled to one vote as a Member of the Society. In order to cast a vote the Member must be in attendance.

c) At all meetings of the Association, voting shall be decided by a show of hands by those present at the meeting unless the meeting decides on a ballot for those present at the meeting.

d) Decisions shall be by majority of votes cast, except as otherwise provided in the By-Laws and the Societies Act.

e) Only those persons holding memberships two weeks prior to the General Meeting shall have voting privileges at the General Meetings or may hold offices.

PART 7 – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following: the President, the Past President, the Vice President, the Secretary, the Treasurer, and not more than 13 Directors.

a) The office of President may not be filled by an Executive Officer in his/her first year of his/her term.

b) The members may by special resolution remove a director before the expiration of his/her term of office, and may elect a successor to complete the term of office.

c) No Member of the Executive Committee shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the society.

d) Any Member of the Executive Committee absenting him/herself without cause from three consecutive Executive Committee meetings, or willfully neglecting his/her duties to the board, will be determined to have forfeited his/her position on the Board. Such determination shall be made by a majority vote of the Board.

e) No Member of the Executive Committee shall vote on any matter that may result in a conflict of interest with family, business or team affiliation.

PART 8 – EXECUTIVE COMMITTEE

Duties of the Executive Committee:

a) Shall constitute the governing body of the Society and shall be responsible for governing its affairs.

b) To fill vacancies that occur on the Executive Committee.

c) To suspend and/or take such disciplinary action that may be deemed necessary against any team, player or team official, referee, or Association Member refusing to accept or obey the ruling of the Executive Committee, or whose conduct is not consistent with the goals and objectives of the Association.

d) By a two-thirds vote to forthwith remove from office any member of the Executive Committee who by being remiss or neglectful of duty or by conduct tending to impair his/her usefulness as a member of the Executive.

Executive Committee Vacancy:

- a) An Executive Committee Member has the right to resign their position by submitting a signed letter of resignation to the Association
- b) A vacancy on the Executive Committee, caused by removal, resignation, incapacity or death, may be filled by majority vote of the Board. The successor Executive Committee Member shall hold their incumbent's position for the remainder of the term being filled or until the next AGM, whichever comes first.

PART 9 – DUTIES OF OFFICERS

PRESIDENT:

The President within the jurisdiction of the Association, shall have the power to:

- a) perform the duties usual to the office of President,
- b) interpret the Constitution and By-Laws as required,
- c) sign as a signing officer for the Association,
- d) call all meetings as set forth in Part 2,
- e) preside at all meetings,
- f) exercise the powers of the Executive in case of emergency,
- g) suspend clubs, players or team officials, subject to ratification at the next Executive meeting,
- h) sit on all Committees as an ex-officio member.

PAST PRESIDENT:

The Past President shall;

- a) be a full voting member of the Executive and shall act in an advisory capacity at all meetings of the Executive,
- b) shall be specifically responsible for arrangement of coaches and players clinics,
- c) and may also accept appointments as required.

VICE-PRESIDENT:

The Vice President shall:

- a) In the absence of the President or in the event of the President's inability to act, have and exercise all the powers of the Association,
- b) be the legal holder of all trophies and cups in the trust of the Association,
- c) be an authorized signing officer of the Association in the absence of the President.

TREASURER:

The Treasurer shall:

- a) keep a record of all monies received and disbursed, shall deposit all monies in the bank, shall make all disbursements by cheque,
- b) prepare financial statements for Executive Committee review with frequency thereof to be determined by the Executive Committee,
- c) present at each Annual Meeting a report of the year's operations and a Financial Statement,
- d) serve on the Finance Committee,
- e) be one of the signing officers for the Association.

SECRETARY:

The Secretary shall:

- a) keep an accurate record of the proceedings of the Association,
- b) notify the Executive Committee members of the time and place of meetings,
- c) issue the notice of the Annual General Meeting at least two weeks before the meeting,
- d) have custody of all records and documents of the society except those required to be kept by

the treasurer,

e) perform such other duties as shall be necessary for the good and welfare of the Association,

f) file an Annual Report with the Registrar of Companies within 30 days after each Annual General Meeting,

g) shall make available for regular meetings, the minutes of the last meeting.

DIRECTORS:

The Directors shall perform such duties and chair such committees as directed by the Executive Committee.

PART 10 – APPOINTMENTS

REGISTRAR:

The Registrar shall:

a) receive and certify all certificates submitted on behalf of the players and teams applying for registration in the Association,

b) keep a register of all players in the Association,

c) handle all insurance claims,

d) present at each Annual General Meeting a report of the year's operations,

e) co-ordinate all phases of player registration,

f) at the end of each soccer season, provide a breakdown of the number of players to be expected in each division the following year.

FIELD COORDINATOR:

The Field Coordinator shall:

a) be responsible for obtaining and booking field time,

b) disperse field time to the teams on a time-table for the year, upon approval of the Executive Committee. Major changes to the time-table throughout the year must be approved before such changes are put into effect.

c) be responsible for scheduling field time, re-scheduling of field time, exchange of field time and cancellation of field time.

EQUIPMENT MANAGER:

The Equipment Manager shall

a) obtain a list of equipment requirements from the Division Coordinators.

b) be authorized to purchase equipment, considering the quality and the safety factor. (local supplier preference set at 5% level).

c) advise the Association of facility equipment, arrange for handling, storage, repairing, cleaning and necessary insurance coverage of all equipment.

COACHING COORDINATOR:

The Coaching Coordinator shall.

a) maintain an effective line of communication between the coaches, the association and the National Coaches Certification Program,

b) recommend to the Executive Committee the appointment of team coaches and team officials,

c) co-ordinate training programs for all coaches and team officials,

d) oversee that coaches are evaluated.

HOUSE COORDINATORS

The House Coordinator shall:

a) be responsible for ensuring that there is a division Coordinator for each age division in the

House soccer program;

b) be responsible for ensuring that the Field Coordinator has allocated enough field time for the House soccer program; and

c) in conjunction with the Executive Committee arrange the year end House jamboree.

DIVISION COORDINATORS:

The Division Coordinators shall:

a) to handle the affairs of each age group within the jurisdiction of the Association. They will be a liaison between all parties within that division and will mediate solutions between two or more parties. (They should preferably not be a coach within the Division);

b) be in coordinate and liaison of local Representative and House League teams playing in their Division;

c) inform the Equipment Manager of equipment requirements to operate their division;

d) have the authority to enforce and or make the appropriate executive committee aware of any breach in the Rules. Regulations and Procedures established by the Association;

e) convene a meeting with the coaches and managers in his/her Division at the beginning of the season to establish guidelines regarding practices, games use of equipment, and to discuss the level of skills which that Division is striving to achieve for that season;

f) convene regular meetings with the Division coaches and managers during the season to discuss any problems or suggestions that they may have; and

SELECT/DEVELOPMENT COORDINATOR

The Rep/Development Coordinator shall:

a) be in coordinator and liaison of local Representative and Development Teams;

b) convene a meeting with the coaches and managers in his/her Division at the beginning of the season to establish guidelines regarding practices, games use of equipment, and to discuss the level of skills which that Division is striving to achieve for that season; and

c) convene regular meetings with the coaches and managers during the season to discuss any problems or suggestions that they may have.

REFEREE-IN-CHIEF:

The Referee-In-Chief shall:

a) post a list of available referees for all House-league and local Representative team games and may schedule on field officials;

b) be advised immediately by team coaches , when an on-field official does not put in an appearance;

c) co-ordinate clinics to aid in the supply of a sufficient number of referees and assistant referees to satisfy the demands of the Association;

d) have the authority to dismiss an on-field official for incompetence or inappropriate behavior; and

e) post a fee schedule for on-field officials upon executive committee approval.

RISK MANAGER:

The Risk Manager shall:

a) become knowledgeable in the BC Soccer Risk Management program;

b) create and maintain a risk management file for the Association in order to promote effective risk management within the Association;

c) work with the executive to help identify major risks and make recommendations to reduce or manage those risks;

d) identify the risks of bodily injury or financial loss arising from the activities of the

organization; and

e) measure the risks that have been identified and sort those that are significant from those that are not.

PART 11 – COMMITTEES

DISCIPLINE COMMITTEE:

Shall consist of the President of the Association who shall be Chairman, the Vice-President, and three members appointed by the Executive Committee at the first Executive meeting. One of these shall be the Referee-In-Chief. The Discipline Committee shall review all red cards assessed to players and team officials of the Association and to suspend and/or take disciplinary action that may be deemed necessary against such individuals.

APPEALS COMMITTEE:

Shall consist of the Past President who shall be Chairman, the Referee-in-Chief and two Executive Members not on the Discipline Committee. The duties of the Appeals Committee shall be to hear appeals from decisions made by the Discipline Committee. The Appeals Committee may re-admit any team, player, team official, or referee or uphold, or modify any decision made by the Discipline Committee based on an Executive Committee approval, which will be dealt with at the next regular meeting of the Executive Committee. Any appeal to the Executive Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of being notified of the decision of the Discipline Committee.

The appeal shall be dealt with by the Appeals Committee within seven (7) days of receiving the written appeal.

OTHER COMMITTEES:

The Members at a General Meeting, or the Executive Committee at any meeting of the Executive Committee, may establish a standing committee or special committee to carry out specific business or programs of the Association.

PART 12 – TEAM OFFICIALS

Applications will be accepted for coaching positions for both House and Representative Teams. The Executive Committee will set a deadline during the month of February for the acceptance of Representative Team coaching positions and during the month of March for the House team coaching positions.

The method of application will be submitted on forms supplied by the Association.

Coaching clinics will be provided for all coaches. Where possible, coaches are encouraged to attend these clinics to attain certification at the various coaching levels. Such certification will be a factor in the appointment of coaches for the various teams.

PART 13 – REGISTRATION

A Fernie Youth Soccer Association Player shall be a member of and play for only one Soccer Association at any one time. The Executive may grant permission to waive this regulation in the event that a player wishes to play with another Association at a higher level of play than that offered by the Fernie Youth Soccer Association.

PART 14 – FORMATION OF TEAMS:

House Soccer:

This shall be the recreational division of the Association intended to provide physical conditioning and to teach the basics of the game and good sportsmanship. House Soccer should be kept free from the demands and pressures normally associated with Select soccer.

a) House teams shall be formed under the direction of the Division Coordinator. The House Coordinator may appoint others to assist in forming the teams. The overriding goal is to form teams that will be comparatively equal in the caliber of players.

b) If equal house teams are not implemented, to achieve equality between the teams, the Division Coordinator will review the comparative ability and make changes, in consultation with the division coaches,

Select Teams:

a) Shall be representative of the Association and shall abide by the rules and regulations set forth by the Association and BC Soccer. Select Teams shall be made up from the available players in a division who demonstrate the highest qualities of skill and attitude.

b) All Select Team players and team officials are expected to conform to the guidelines set by BC Soccer. Select Teams may be formed in all Divisions U13 and older, unless, in the opinion of the Executive Committee, the quality or number of players in a division does not justify the formation of a Select team in that Division. In Divisions U12 and below Development Teams may be formed applying the same criteria as used for Select teams.

c) The Select team for each division shall be chosen at open try-out sessions by a Committee made up of the Team Coach and two other impartial persons appointed by the Executive Committee. Those players chosen for the Select Team shall play on House as well.

Team League Affiliation

FYSA affiliation of teams will be decided on an annual basis by the Executive Committee.

Player Movement

No player shall be permitted to play above or below his age group unless a special request is made. Any such request shall be considered by the Risk Manager, which shall make a recommendation to the Executive Committee, and any such recommendation shall only be approved by the Executive Committee if, the recommendation received the approval of 51% of the Executive Committee present at the meeting.

PART 15 – BORROWING

a) In order to carry out the purposes of the society the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.

b) Subject to the Society Act, the Executive Committee, in conducting the business of the Association, may borrow up to \$1000 annually upon credit of the Association without seeking prior approval of the Membership. Any further amounts borrowed by the Association must be approved by prior special resolution of the Membership

c) The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

PART 16 – FINANCE

Financial Statements shall be defined as an annual statement of financial position (balance sheet), statement of operations and statement of changes in net assets.

A budget for the following fiscal year shall be prepared by the Executive Committee and presented for approval at the Annual General Meeting. The budget shall include all proposed

fees.

PART 17 – AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Amendments to the Constitution and By-Laws may be proposed by the Executive Committee, or submitted by a Member of the Association in writing at least forty-five (45) days prior to a General Meeting of the Association. Amendments to the Constitution and By-Laws are to be made by a Special Resolution and shall require a majority of not less than seventy-five percent (75%) of the Members voting in person at the meeting duly called for that purpose.

PART 18 – HARASSMENT AND PRIVACY POLICIES

The Association shall maintain Harassment and Privacy Policies that are consistent with the published and approved policies of BCSA.

The policies of the BCSA are available on line. If assistance is required in accessing these documents, the Association will provide necessary assistance.

PART 19 – DISSOLUTION

Upon dissolution of the Association, the assets which remain after the payment of all charges and expenses which are properly incurred in the winding up, shall be assigned and distributed to such organizations as may be involved in the game of soccer, or to such charitable organization or organization as may be determined by the Members of the Association at the time of dissolution. Any assets that are a result of Gaming within the Province of British Columbia shall be returned to the Minister of Finance of the Province of British Columbia,

- a) the dissolution of the Association will take place by special resolution at the Annual General Meeting
- b) the board will dissolve the Association when a

PART 20 – RULES AND REGULATIONS

The Association shall have Rules and Regulation for the operation and administration of the game of soccer within the Association.

The Amendments to the Rules and Regulation may be made by a majority vote of the Executive Committee or the Members at a General Meeting. If the Rules and Regulation are amended by the Executive Committee, the amendment shall be presented for ratification at the next Annual General Meeting or Special General Meeting called for that purpose. If the amendment is not passed, the previous Rules and Regulations are then in effect.