



PORTUGAL COVE - ST. PHILIP'S MINOR SOCCER ASSOCIATION

Bylaws

**(Bylaws adopted September 23, 2009)
(Amended February 24, 2014)
(Amended September 2, 2015)
(Amended December 20, 2016)**

ARTICLE 1 NAME

The organization will be called the Portugal Cove -St. Philip's Minor Soccer Association, hereinafter referred to as the Association.

The Association is a member of the Newfoundland and Labrador Soccer Association (NLSA), which is under the jurisdiction of the Canadian Soccer Association (CSA).

The Portugal Cove - St. Philip's Minor Soccer Association is an incorporated company without share capital in the jurisdiction of Newfoundland and Labrador (company # 58991).

ARTICLE 2 PURPOSE

The Association is a not for profit community-based association organizing and promoting soccer for youths, and serves as the governing body of soccer programs provided in the town of Portugal Cove - St. Philip's.

The Association will receive, hold and use all money and other assets in a legal way and in a not-for-profit fashion in the promotion of the abovementioned purpose.

ARTICLE 3 MEMBERSHIP

Membership in the Association is voluntary, and acceptance of membership entails recognizing the authority of the Association as the governing body of soccer programs and activities in Portugal Cove – St. Philips. Membership is open to those persons that are in good standing with the Association and that are currently, or were within the twelve (12) month period immediately preceding the Annual General Meeting:

- 1) a registered player with the PCSP Soccer Association, 19 years of age or older,
- 2) the parent or legal guardian of a registered PCSP player under 19 years of age,
- 3) a PCSP coach, assistant coach, manager, or referee aged 19 or older, or

a member of the Association's executive.

Members are eligible to vote on any motion presented at the Annual General Meeting (AGM) or a Special General Meeting of the Association. All members shall have only **one vote**, including: 1) parents or legal guardians that have more than one child registered in the Association's soccer programs; and 2) coaches, executive members etc. who also have children registered in the Association's programs.

ARTICLE 4 EXECUTIVE MEMBERS

The Executive Members shall execute the governing of the Association in a fashion consistent with the purpose of the Association. The Executive shall consist of:

- the President
- the Treasurer
- the Secretary
- the Metro League/All Star Director
- the House League Director
- Sponsorship/Fundraising Director
- Equipment Director

Members are eligible to hold a position as an Executive Member if so elected or appointed.

The Executive may approve and amend written Bylaws, Policies and Procedures for the operation of the Association.

ARTICLE 5 ELECTION OF EXECUTIVE MEMBERS

Executive Members are elected at the Annual General Meeting (AGM) of the Association.

There shall be public notice of elections (along with notification of the AGM), with a call for nominations for expiring or vacant positions on the Executive thirty days in advance. A nominee must present their intention to run fifteen days in advance of the AGM.

Executive Members are elected and serve a term of two years, with the President, Treasurer, House League Director and Sponsorship/Fundraising Director elected in even years and the Equipment Director, Secretary and Metro League/All Star Director elected in odd years.

A candidate must have a majority of the votes cast to be elected as an Executive Member. If no person receives a majority of the 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 omitted. This process shall be repeated until a candidate receives a majority of the votes.

If elections are needed, they shall be by written ballot. Scrutineers, appointed by the President, shall total the votes and report them to the President, who shall announce the results to the members.

Newly elected Executive Members shall take office at the close of the Annual General Meeting.

Should any of these Executive Member positions remain or become vacant after the election, the Executive duly elected has the authority to appoint a member to fill the vacant position(s); the appointment(s) shall be effective until the next Annual General Meeting.

An Executive Member may be removed from their position for justifiable cause by a simple majority vote of the Executive.

ARTICLE 6 MEETINGS OF THE EXECUTIVE

There shall normally be fourteen days notice of a meeting of the Executive. However, notice may be waived by the Executive Members if there is a pressing need to deal with time sensitive or other issues. These meetings will normally occur once a month, at a mutually agreeable time.

A simple majority of the Executive shall constitute a quorum.

Decisions shall be by simple majority.

The approved minutes of the Executive Meeting will be posted on the PCSP soccer website within 14 days of the Executive Meeting at which they are approved.

ARTICLE 7 FINANCIAL

Signing Officers of the Association shall be any two of the Executive Members, one being the Treasurer whenever feasible.

The fiscal year shall run from October 1st to September 30th.

Executive members and coaches will not receive remuneration (i.e. will not be paid) for performing these roles. However, they will be entitled to submit receipts for gas and to claim up to \$125 per night for accommodation (to a maximum of 3 nights) when attending tournaments / events involving PCSP players that are held outside the Metro Area (i.e. not including PCSP, CBS, Paradise, St. John's, the Goulds, the Southern Shore, Torbay etc.). Such expenses will require pre-approval by the majority of Executive members.

ARTICLE 8 ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of the Association shall be held prior to December 31st, at such date, time and location as determined by the Executive.

There shall be public notice given of the Annual General Meeting at least 30 days prior to the meeting

Any resident of PCSP may attend the Annual General Meeting. In addition, the Executive may invite other individuals for a specific purpose or to enhance the productivity of the meeting. However, only members as defined in Article 3 will be eligible to make motions, to second motions, to vote on motions, or to vote for the election of Executive Members.

Ten valid voting members shall constitute a quorum.

The Association's Detailed Financial Statement (including revenues, expenditures, and assets / liabilities), shall be presented at the Annual General Meeting (AGM) for approval by the membership. The Executive will also present annual reports and convene elections for Executive positions if needed.

Decisions at the Annual General Meetings are by a simple majority unless otherwise indicated.

ARTICLE 9 SPECIAL GENERAL MEETINGS

A Special General Meeting may be called by the President, by request of the majority of the Executive Members, or by written request of 20 voting members.

There must be thirty days public notice given, with the purpose(s) of the General Meeting stated. There shall be no other business conducted at a Special General Meeting other than that for which the meeting was called.

Any member of the Association may attend a Special General Meeting. In addition, The Executive may invite other individuals for a specific purpose or to enhance the productivity of the meeting.

Ten valid voting members shall constitute a quorum.

Decisions at a Special General Meeting are by simple majority unless otherwise indicated.

ARTICLE 10 Committees

The Executive may appoint committees to help conduct the business of the Association as needed.

ARTICLE 11 Bylaw Amendments

Bylaws may be amended by a majority vote of the Executive, provided proposed amendments are given to each Executive Member at least seven days prior to the Executive meeting.