

Ponoka Soccer Association Society Bylaws (as amended & filed May 22, 2018)

Membership

1. Membership fee in the society shall be determined, from time to time, by the members at a general meeting. Any person residing in Alberta, and being of the full age of 18 years, may become a member by a favorable vote passed by a majority of the members at a regular general meeting of the society, and upon payment of the \$5.00 membership fee. Such voting shall be by ballot, unless the meeting by resolution otherwise decides.
2. Any member wishing to withdraw from membership may do so upon notice in writing to Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

President

3. The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-President shall preside at any such meeting. In the absence of both, a chairperson may be elected at the meeting to preside.

Board of Directors

4. Board of Director, Executive Committee or Board, shall mean the Board of Directors of the society.
5. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice in writing mailed (or emailed) to each member or by three days notice by fax or telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise that shall be null and void.
6. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as a director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

7. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable.

Secretary

8. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary or the President, or, in the case of death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President of the Board.
9. The Secretary shall also keep record of all the members of the society and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

Treasurer

10. The Treasurer shall receive all monies paid to the society and be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the society and a submit a copy to the Secretary for the records of the society. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

Auditing

11. The books, accounts and records of the Secretary and Treasurer shall be audited at least once per year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year of the society in each year shall be December 31.
12. The books and record of the society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers have charge of the same. Each member of the Board shall at times have access to such book and records.

Meetings

13. The Society shall hold an annual meeting on or before March 15 in each year, of which notice to the last known email address and by advertisement in the local paper at least 15 days prior to the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer and 3 directors. The officer and directors so elected shall for a Board, and

shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to the offices of Vice-President, Secretary, or director. Any member in good standing with 2 years of experience as a director, President, Vice-President, Treasurer, or Secretary on a recognized soccer board in the Alberta Soccer Association shall be eligible to the office of President. Any member in good standing who is bondable shall be eligible to the office of Treasurer.

14. General meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice to the last known email address and advertisement in the local paper eight days prior to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such a meeting, which will be sent to the last known email address and advertisement in the local paper eight days prior to the date of such meeting.

15. Five members in good standing shall constitute a quorum at any meeting.

Voting

16. Any member who has not withdrawn from membership nor has been suspended nor expelled shall have right to vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise.

Remuneration

17. Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the association shall receive any remuneration for his/her services.

Borrowing Powers

18. For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

Bylaws

19. The Bylaws may be rescinded, altered or added to by a "Special Resolution".