

## VERMILION SOCCER ASSOCIATION

### Constitutional ByLaws and Regulations

#### ARTICLE ONE: Name

The name of this society shall be: "THE VERMILION SOCCER ASSOCIATION" (V.S.A.), herein-after referred to as the "Association".

#### ARTICLE TWO: Objectives

- A) To encourage and promote recreational and competitive soccer in the town of Vermilion and surrounding areas.
- B) To organize appropriate inter-locking league schedules and tournaments in liaison with the soccer communities in the district.
- C) To select representative teams to compete in Provincial Playoffs.
- D) To promote the Alberta Soccer Association (A.S.A.) development programs for referees, players, coaches and parents.
- E) To act as a liaison between the Vermilion Soccer Association, the Lakeland Soccer Association(L.S.A), the A.S.A., and the Canadian Soccer Association (C.S.A.).
- F) To register in accordance with A.S.A guidelines, all soccer players, coaches and officials in the Vermilion area.
- G) To promote an attitude of sportsmanship and good conduct from all who participate in soccer.

#### ARTICLE THREE: Affiliation

The Association shall be affiliated with, and under the jurisdiction of, the A.S.A. and shall be subject to the rules and regulations of that body.

#### ARTICLE FOUR: Association Boundaries

The boundaries in which the players can be recruited will be as determined from time to time by the A.S.A. Board of Directors. Coaches and referees may come from outside, as well as inside the boundary.

ARTICLE FIVE: Definitions

- 1) Mini Soccer -- shall refer to all soccer players between the ages of five (5) and ten (10) years of age inclusive.
- 2) Youth Soccer -- shall refer to all soccer players between the ages of eleven (11) and eighteen (18) years of age inclusive.
- 3) Senior Soccer -- shall refer to all soccer players between ages of nineteen (19) years of age and over.
- 4) Birth date -- the age of a soccer player shall be determined as of December 31st of the current soccer season.
- 5) District -- shall refer to the area governed by the Lakeland Soccer Association, and whose membership consists of the A.S.A. sanctioned community soccer associations.

ARTICLE SIX: Membership

The annual membership fee, in the Association shall be determined, from time to time, by the members at a Annual General Meeting. Any person residing in Alberta, and being of the full age of 18 years, may become a member of the Association upon payment of the fee. The original membership fee shall be \$1.00.

Any member wishing to withdraw from membership may do so upon a notice in writing to the Association through its Secretary.

If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended, and shall thereafter be entitled to no membership privileges or powers in the Association until reinstated.

In order to be eligible for election to any position, or to be appointed to a position, a member must be in good standing with the Association.

ARTICLE SEVEN: Meetings

This society shall hold an Annual General Meeting in the first week in November of each year, of which meeting, due notice shall be given to all members. At this meeting there shall be elected all officers and directors of the Association. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next



general meeting, provided it is so stated in the notice calling such a meeting. The Board (defined in Article Ten) shall appoint a member to temporarily fill the vacant position until the next general meeting. Any member in good standing shall be eligible to any office in the Association.

Any officer, director or member can be removed by special resolution for any cause which the Association may deem reasonable.

Meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, delivered in the mail eight days previous to the date of such a meeting.

A special meeting shall be called by the President or Secretary upon receipt by him or her of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such a meeting, which shall be by letter to the last known address of each member, delivered in the mail eight days previous to the meeting.

Twenty-five percent (25%) of the members in good standing shall constitute a quorum at any general meeting. Fifty-one percent (51%) of the members in good standing shall constitute a quorum at any special meeting. Roberts Rules of Order shall apply at all Association general, special and committee meetings.

#### ARTICLE EIGHT: Voting

Any representative who has not withdrawn from membership nor has been suspended nor expelled as herein provided shall have the right to vote at any meeting of the Association. Such votes must be made in person and not by proxy or otherwise. Voting shall be done by show of hands, or secret ballot if requested by majority of representatives present.

#### A SPECIAL RESOLUTION:

- A) Is a resolution proposed and passed at a special or general meeting called for that purpose, by at least 75% of the attending members who are allowed to vote in person, PROVIDED at least twenty-one (21) days notice was given of both the meeting and the intent to propose the resolution.
- B) If at least twenty-one (21) days notice was NOT given, a resolution proposed and passed by at least 75% of the attending members, PROVIDED all the members, allowed to attend and vote, agree to waive the 21 days notice.
- C) Is a resolution agreed to in writing by all members who

would have been allowed to vote in person at a general or special meeting.

Changes to the Association ByLaws and Regulations will require a special resolution passed at a duly called general meeting.

#### ARTICLE NINE: Association Executive

The Association Executive shall consist of the following officers:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Past-President

The executive shall be responsible for daily operations and any directions given by the Board of Directors. The executive, in its daily operations, may not make a decision either individually or collectively that will affect a cost to the Association of \$100.00 or more, or cause a budget overrun or deficit. The officers of the Association Executive shall be elected at the Association's Annual General Meeting.

#### ARTICLE TEN: Signing Authority

Signing authority shall be given to the President, Secretary, and the Treasurer. Two signatures are required on all cheques issued on behalf of the Association, one of which must be the Treasurer's signature.

#### ARTICLE ELEVEN: The Association Board of Directors

The Association Board of Directors shall herein-after be referred to as the "Board". The Association Board of Directors shall consist of the following members:

- a) The Association Executive
- b) Director of Officials
- c) Director of Tournaments
- d) Director of Equipment and Fields
- e) Director at Large
- f) Director of Fund Raising
- g) Director of Mini Soccer
- h) Director of Youth Soccer
- i) Director of Senior Soccer

If an area, outside the general Vermilion Area, joins this Association, they shall have a director on the Board to represent that area.



The Board of Directors shall, subject to the By-Laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association, and meetings of the Board shall be held as often as may be required, but at least once every two months, and shall be called by the President.

A special meeting of the Board may be called on the instructions of any three members of the Board of Directors provided they request the President in writing to call such a meeting, and state the full business to be brought before the meeting. Meetings of the Board shall be called by ten (10) days notice in writing mailed to each member or by three days notice by telegram or telephone. A quorum of 51% of the Board members must be present in order to conduct the business of the meeting.

If a quorum is not present at a duly called general meeting, the meeting shall be rescheduled seven (7) days later at the same time and place. The attending members in good standing shall constitute a proper quorum.

Emergency Board Meetings may be held without proper notice if a quorum of the Board is present, provided, however; that any business transactions at such a meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.

The Board shall be bound by the financial budget set at a general meeting prior to March 15.

Any member of the Board who, by personal or business conduct violates any part of the Association Bylaws or Regulations, or takes part in any conduct which does, or may, in the opinion of the Board, bring the game or the Association into disrepute, may be expelled from membership in the Association.

Upon a seventy-five percent vote of the Association Board Members, any Board Member may be removed from his/her Board position/responsibilities and membership for any cause which the Board may deem good and sufficient.

A Board Member, who has been removed from his/her position, may appeal to the Association at a general meeting for a special resolution to reinstate him/her to his/her membership in the Association and possibly to his/her former Board position.

The Board may make rules governing the practice and procedures in relation to appeals and hearings of any nature.

The members of the Board shall be elected yearly at the Association's Annual General Meeting and shall assume the duties of their respective positions at the end of the Annual General Meeting. A member maybe elected yearly to the same board

position for maximum of three consecutive terms.

#### ARTICLE TWELVE: Duties of the Association Officers

##### President

The President shall be an ex-officio member of all Committees. He/she shall, when present and not in conflict with the purpose of the meeting, preside at all general/special meetings of the Association and of the Board of Directors. The president shall only chair committee meeting when a committee chairman is not present or been selected. The President will be responsible for the overall coordination of the Association.

##### Vice-President

The Vice-President shall preside over Association meeting if the President is unable to chair the meeting, and the Vice-President is not in conflict with the general purpose of the meeting.

The Vice-President will chair the Discipline Committee.

The Vice-President shall be responsible for setting up a Coaches and/or Players Clinic(s) with the assistance of the Directors of Mini, Youth, and Senior.

##### Secretary

It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes of the same. Such minutes shall be maintained at all times in the registered office of the Association, and may be inspected by members, following proper acceptance of the minutes, at any time during normal business hours.

He/she shall have charge of the Seal of the Association which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the 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. In the case of the Secretary's position becoming vacant, the Board shall appoint an officer to fill the position temporarily until a new Secretary can be elected at the next Association general meeting.

The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board. He/she shall distribute all appropriate



correspondence and information to the appropriate Director as promptly as possible.

He/she shall also keep a record of all the members of the Association and their addresses, send all notices of the various meetings as required, and may collect and receive the annual dues or assessments levied by the Association, such monies are to be promptly turned over to the Treasurer for deposit in the bank.

The Secretary shall also file an annual return with the Society's Branch before the end of January each year.

The Secretary shall keep an up-to-date listing of all rules and operating policies that result from ordinary resolutions passed from time to time at meetings of the Association. Each resolution shall have a number (consisting of the month, date, year it was passed) attached to it and be kept in a separate resolutions file for easy access.

The Secretary shall also file the names and addresses of the newly elected board, and a copy of the audited financial statement by December 31st of each year with the A.S.A..

The Secretary shall also file any changes to the by-laws with the Society's Branch and the A.S.A..

#### Treasurer

The Treasurer shall receive all monies paid to the Association and shall be responsible for the deposit of the same in whatever Bank, Credit Union or Treasury Branch the Board may order. He/she shall keep a proper set of accounting records that properly account for all funds of the Association. He/she shall present a full detailed account of receipts and disbursements to the Association whenever requested, and shall prepare for submission to the Annual General Meeting a duly audited statement, hereinafter set forth as the financial position of the Association, and submit a copy of the same to the Secretary for the records of the Association.

The books and records of the Association may be inspected by any member of the Association at the Annual General Meeting, or at any time, following the acceptance of the books by the Board, upon giving reasonable notice and arranging a time (during normal business hours) satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

The Treasurer shall prepare a financial budget outlining registration fees and other revenues, and itemized projected

expenses and fees for officials for the Association and present it to an Association General Meeting for approval by March 15 of each year. The Association shall not approve a deficit budget.

The Treasurer shall be responsible for ensuring the proper auditing of the books, accounts, and records of the Association by a duly qualified accountant appointed at the Annual General Meeting, or by two members of the Association elected for that purpose at the Annual General Meeting. The fiscal year end of the Association shall be September 30th of the current season, and the audit will be completed by October 31st in order to be ready for the Annual General Meeting.

#### Past-President

The Past-President shall ensure that a copy of Roberts Rules of Order is present at any Association General or Special meeting. He shall rule on any disputes over rules of order at a meeting.

The Past-President shall preside over Association meetings if the President and Vice-president are unable to chair the meeting.

The Past-President shall be responsible for publicizing any Association events.

### ARTICLE THIRTEEN: Duties of the Directors

#### Director of Officials

The Director of Officials shall be responsible for the following:

- a) setting up of referee clinics.
- b) setting up of referee schedules for league and tournament play.
- c) monitoring officials to encourage a high standard of officiating.
- d) disciplining officials who fail to perform their duties satisfactorily.
- e) shall ensure that all officials have registered with the Association, and have signed the liability waiver form.

The Director of Officials shall endeavor to set a good example of proper officiating and dress at all times.



Director of Tournaments

The Director of Tournaments shall be responsible for setting up of and coordinating special competitions at home, away, and any provincial playoffs.

The Director of Tournaments shall also be responsible for collecting and disseminating tournament or playoff information to the appropriate teams promptly as possible.

Director of Equipment and Fields

The Director of Equipment and Fields shall be responsible for the following:

- a) coordinating the setting up of the nets, laying out and lining the fields, and setting up the corner and middle field markers at the beginning of the season.
- b) ensuring that fields and equipment are kept in proper playing condition throughout the season.
- c) coordinate the removal and proper storage of nets, and field markers for temporary situations , and at the end of the current season.

Director at Large

The Director at Large shall be responsible for setting up for the transportation of teams involved in league play and any other duties and responsibilities assigned by the Board.

Director of Fund Raising

The Director of Fund Raising shall be responsible for coordinating any fund raising activities that the Association deems necessary.

Director of Mini Soccer

The Director of Mini Soccer shall be responsible for the following:

- a) working with the Director of Youth in the registering of players.
- b) finding coaches and assistant coaches for each of the Mini teams.
- c) setting up the league schedule for Mini Soccer while keeping in mind the necessary coordination with the Directors of Youth, Senior, and Officials.

- d) promoting good sportsmanship and disciplining players and coaches when necessary.
- e) ensure that all teams have sufficient playing equipment(such as several balls etc.) and basic uniforms.
- f) shall keep an accurate inventory of all playing equipment and uniforms used by the Mini teams, and ensure that all equipment and uniforms are returned at the end of the season. An up-to-date copy of the inventory shall be filed with the Secretary of the Association.
- g) shall ensure that all players and coaches have signed the liability waiver form.

#### Director of Youth Soccer

The Director of Youth Soccer shall be responsible for the following:

- a) working with the Director of Mini in the registering of players.
- b) finding coaches and assistant coaches for each of the Youth teams.
- c) setting up the league schedule for Youth Soccer while keeping in mind the necessary coordination with the Directors of Mini, Senior, and Officials.
- d) promoting good sportsmanship and disciplining players and coaches when necessary.
- e) ensure that all teams have sufficient playing equipment(such as several balls etc.) and basic uniforms.
- f) shall keep an accurate inventory of all playing equipment and uniforms used by the Youth teams, and ensure that all equipment and uniforms are returned at the end of the season. An up-to-date copy of the inventory shall be filed with the Secretary of the Association.
- g) shall ensure that all players and coaches have signed the liability waiver form.

#### Director of Senior Soccer

The Director of Senior Soccer shall be responsible for the following:

- a) set up the registering of players.
- b) finding coaches and assistant coaches for each of the Senior teams.



- c) setting up the league schedule for Senior Soccer while keeping in mind the necessary coordination with the Directors of Mini, Youth, and Officials.
- d) promoting good sportsmanship and disciplining players and coaches when necessary.
- e) ensure that all teams have sufficient playing equipment (such as several balls etc.) and basic uniforms.
- f) shall keep an accurate inventory of all playing equipment and uniforms used by the Senior teams, and ensure that all equipment and uniforms are returned at the end of the season. An up-to-date copy of the inventory shall be filed with the Secretary of the Association.
- g) shall ensure that all players and coaches have signed the liability waiver form.

#### ARTICLE FOURTEEN: Discipline Committee

The membership of the Discipline Committee shall consist of the Vice-President, the Director of Officials, and the Director of the appropriate age level. 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.

The Discipline committee shall develop and maintain an up-to-date Association Disciplinary Manual. This manual shall follow the A.S.A. guidelines on disciplinary actions for players, coaches, and officials and be approved by the board. The committee shall ensure that all coaches and officials have an up-to-date copy of the Association Disciplinary Manual. Written notice of any change to the manual will be forwarded immediately to all coaches and officials.

The Chairman will keep an accurate record of the reason(s) for the game ejection, the disciplinary action taken, and the written notification to the player(s), coach(s), and/or Official(s) involved.

The chairman will convene a discipline hearing for each and every appeal of game ejection within forty-eight (48) hours of receiving notice of the game ejection of a player or coach, or the failure of an Official to perform his/her duties in a proper manner. The Discipline Committee will make a final binding decision regarding the appeal.

The Discipline Committee may, at a hearing or appeal, receive and base its decision upon additional evidence adduced at the hearing or appeal, and considered by it to be credible or trustworthy in the circumstances of each case.

ARTICLE FIFTEEN: Remuneration and/or Expenses

Unless authorized at any Association meeting, no officer, director, or member of the Association shall receive any remuneration for his/her services.

Re-imbusement 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 SIXTEEN: Association Borrowing Powers

For the purpose of carrying out its objective, the Association may borrow, 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 Association, and in no case shall any borrowing of monies or debentures be issued without the sanction of a special resolution of the Association.

A special resolution authorizing the borrowing of money by the Association shall have to have the written consent of seventy-five (75%) of the members in good standing. The written consents shall be kept on file until the borrowed monies have been paid back by the Association.

ARTICLE SEVENTEEN: Changing the By-Laws and Regulations

The Association Constitutional By-Laws and Regulations may be rescinded, altered, or added to by a "Special Resolution" and come into effect when the special resolution is registered with the Society's Branch.

ARTICLE EIGHTEEN: Liability

All players, coaches, and officials shall sign, before participating as a player, coach or official, a waiver of liability form supplied by the Association. This form shall be similar to the one used by the Alberta Sports Council and/or the A.S.A..

ARTICLE NINETEEN: Fee Structure

All players and team officials in competition sanctioned by or conducted by the Association shall be registered each year on forms supplied by the Association.



Player/team registration dollars will always accrue to the A.S.A. District in which the player/team is domiciled(unless the district of domicile does not offer a program for that player/team) even if the player/team plays in another district's league. It is the responsibility of the player/team who wishes to play outside the district of domicile to obtain permission from both districts involved.

For each of the soccer levels defined in Article Five, the Board must bring forward to a general meeting prior to March 15 a proposed fee structure. The fee structure must take into account all costs the Association will face such as affiliate memberships, insurance, district and provincial playoffs, fees for officiating, equipment, transportation, and any other costs that may apply. Family fees, if any, may only cover Mini and Youth soccer levels.

The fee structure is to be based on a user pay principle, and must be within a balanced or surplus budget. It is not intended that fees of one level would subsidize the fees in another.

**ARTICLE TWENTY: Dissolution of the Association**

In the event that the Association is no longer active, any monies accumulated by the Association shall be held in trust by the Lakeland Soccer Association(District) for a period of five years. In the five year period, the district shall do all it can to reactivate the Association. If at the end of the five year period the Association is not reactivated, the monies held in trust by the district shall be used by the district to promote soccer in the area covered by the district.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 19\_\_\_\_\_

NAME(SIGNATURE)	ADDRESS	OCCUPATION
_____ (President)	_____	_____
_____ (Vice-President)	_____	_____
_____ (Secretary)	_____	_____
_____ (Treasurer)	_____	_____

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(Past-President)

WITNESS:

NAME (SIGNATURE) ADDRESS OCCUPATION  
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10-17