

Bylaws
of the
Westside Youth
Soccer Association

Ratified by Membership, November 25th, 2014

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Article 1 Definition and Interpretation of Terms

In these bylaws,

- A.G.M.** Annual General Meeting
- B.C.S.A** means the British Columbia Soccer Association
- Club** when used to describe a geographic area, the term will mean the geographic area within the boundaries of C.O.Y.S.A.
- C.S.A.** means the Canadian Soccer Association
- C.O.Y.S.A.** means the Central Okanagan Youth Soccer Association
- W.Y.S.A.** means the Westside Youth Soccer Association
- Director** notwithstanding the fact that the generic term “director” is used within the soccer community to describe virtually any office or capacity related to soccer, for purposes of the Societies Act, any other legislation to which the association may be subject, and for all legal and commercial purposes, the term Director shall mean those persons who are elected or appointed to the executive committee of the association.
- Gender** where the masculine is used, the term shall also mean the feminine unless otherwise stated.

Geographic Area and boundaries of the Association

The area of the Central Okanagan Valley referred to and known as the Westside. It is bounded by Lake Okanagan on the North and East and by the Peachland Municipal boundaries on the South and by the Regional District boundaries on the West.

- F.I.F.A.** means the Federation Internationale de Football Association

Article 2 Name

The name of the organization shall be the “Westside Youth Soccer Association”, hereinafter referred to as the Association.

Article 3 Object and Purpose of the Association

The object and purpose of the Association shall be to promote and develop the Sport of Soccer within the geographic boundaries of the Association for the benefit of its Members and Participants.

Article 4 Implementation

The Association may take such actions, raise and expend such funds, and make and enforce such rules and regulations for its members as may be required to achieve the object and purpose of the Association. To this end, the Association will

1. Endeavor to ensure that any person living within the geographic boundaries of the Association who wishes to play the Game of Soccer is afforded the opportunity to do so at a level most appropriate to that players abilities.
2. Perform the functions of a Club by coordinating, enabling, and facilitating the Youth Soccer Programs for all of its members.
3. Establish and operate such soccer teams as may from time to time be deemed appropriate.
4. Seek membership in and affiliation with C.O.Y.S.A. and by virtue of such membership and affiliation acquire affiliation with the B.C.S.A., C.S.A., and F.I.F.A.
5. Seek membership in or affiliation with any such other organizations and associations whose activities fall within the scope of this Association where such affiliation or membership is deemed beneficial to the Association.

Article 5 Membership

1. General Members
 - i) Is any person who wants to join the Association resides within the geographic boundaries of the Association, and has a child registered in WYSA.
 - ii) Should a person, who does not have a child registered in the Association, wish to join the Association, they may apply. The Executive Committee may vote to allow (grant) membership to that person.
 - iii) This person may purchase a General Membership in the Association for the sum of \$1.00
 - iv) The Association reserves the right to terminate any General Membership for just cause.
 - v) The General Membership entitles that person to attend and be heard at the A.G.M. of the Association. It also allows that person to vote on any motions at the A.G.M. including the election and expulsion of any of the Directors or Officers of the Association.

Article 6 Meetings of the Association

1. Meetings of the Association shall be held monthly, excepting only July and August, at such a date, time, and location as is determined by custom or by motion made at the prior meeting. Notification to the executive will be e-mailed to their last known e-mail address not less than ten (10) days prior to the meeting.
2. The Annual General Meeting of the Association must be called anytime after the October 31st year-end and before December 1st of the same calendar year. The A.G.M. shall be reserved for
 1. Election of Directors and Officers of the Association.
 2. Bylaw changes or amendments.
 3. Appointment of Auditors.
 4. Such other business as time may permit.
3. Special Meetings may be called at the discretion of the President (or in his absence the Vice-President). Any call for a special meeting shall be made by giving written notice to be mailed not less than ten (10) days prior to the meeting, and shall indicate the purpose to which the meeting is being called.
4. A quorum for any meeting of the association shall be 50% of the Executive Committee.

Article 7 Directors and Officers

1. The Directors of the Association shall be those persons holding the position of an Executive Officer, and together shall constitute the Executive Committee. The Executive Officers of the Association shall be the President, the Vice-President, the Treasurer, the Secretary, and the Director at Large - Executive. The Past President, while a member of the Executive Committee, shall not be a Director, nor be a voting member of that Committee.
2. Other Officers of the Association who are not part of the Executive Committee will include the following: Registrar, Sponsorship Director, Category Director(s), Director(s) at Large, Discipline Director, Equipment Director(s), and persons occupying such other offices as may from time to time be created. Where there are not sufficient persons to fill each position, and workload permits, two or more offices may be combined.

Article 8 Election of Officers and Director

1. All members of the Executive Committee shall be elected at the A.G.M. of the Association. Where any office other than that of the President becomes vacant during the year by reason of Article 10, a new Officer shall be elected at the time of the next meeting.

2. All other Officers except Category Directors shall be elected or appointed at the A.G.M. of the Association or on an "as needed" basis at any other meeting of the Association.
3. Category Directors will be appointed by the Executive Committee, subject to ratification by the Association.
4. The Past President holds that office by virtue of having been President in the previous term. If the immediate Past President is not available or does not wish to act in that capacity, the position may be filled by the most recent Past President available.
5. Only General Members may vote in an election of Directors and Officers.

Article 9 Eligibility for Office

1. The Presiding Officer shall accept no nomination for any position unless the person nominated has indicated consent. Where the person about to be nominated is not present, such consent must be provided in writing at the time the nomination is made.
2. Any General Member in good standing with the Association and having expressed or demonstrated interest in the Sport of Soccer may be nominated for any office.

Article 10 Resignation and Removal of Directors and Officers

1. Directors and Officers may resign at any time by delivering written notification to either the President or the Secretary, or may do so verbally at any meeting of the Association.
2. Where the Officer or Director dies, becomes of unsound mind or mentally incompetent, or becomes medically incapable of performing the duties of the office, his office shall be declared vacant.
3. A Director or Officer may be removed for cause or for abandonment of office at any regularly scheduled meeting of the Association upon the vote of 2/3 of the directors/officers present.
4. Prior to any such vote being called, the Officer or Director proposed to be removed shall be entitled to defend his actions. Where the Director or Officer fails to attend such meeting in person or by way of a personal representative, he is deemed to have waived his rights to a defense. If not in attendance at such meeting, the Director or Officer so removed shall where, possible, be notified in person or by telephone call, and in any event shall be notified by way of letter mailed to his last known address.
5. Where it is deemed that time is of the essence, a special meeting of the Executive Committee may be called for the purpose of suspending the Director or Officer until the next scheduled meeting of the Association, at which time the matter shall be determined. The Director or Officer so suspended shall, where possible, be notified in person or by telephone

call, and in any event be notified by way of a letter mailed to his last known address.

6. For greater certainty, abandonment (missing 3 consecutive monthly meetings of the Association) of office shall not include a temporary absence or illness where notification has been given and arrangements have been made to ensure continuity of the office and its duties.

Article 11 Term of Office

Persons elected or appointed at the A.G.M. shall commence their term of office at the next (December) scheduled meeting of the Association. The terms of office are as follows.

- President 2 Years (Elected on odd numbered years)
- Vice- President 2 Years (Elected on even numbered years)
- Treasurer 2 Years (Elected on odd numbered years)
- Director at Large - Executive 2 Years (Elected on even numbered years)
- Secretary 1 Year
- All other Directors/Officers 1 Year

Persons elected or appointed at any other time will commence their duties at the time of appointment and, subject to Article 10, will serve until the next A.G.M. of the Association.

Article 12 Duties and Powers of Directors and Officers

Executive Committee

1. **President** – The President shall act as official spokesman for the Association, and except as otherwise provided in these bylaws, shall represent the Association at all meetings of C.O.Y.S.A. and all such other meetings where representation from the Association is required, and shall liaise between the Association and other Soccer Organizations as required. The President shall have the right to be the Chairman at all meetings of the Association and its Executive Committee, and is ex-officio member of all committees of the Association. The President oversees the activities of the Executive Committee and all other Officers of the Association, ensuring that the duties of the various Officers and Directors are performed and that these bylaws and any other rules and regulations of the Association are adhered to. The President may assign such duties to the Vice-President as he from time to time deems appropriate.
2. **Vice –President** – The Vice-President shall perform the duties of the President in the event of his absence, resignation, or removal from office. In the event of the President's office falling vacant during the year, the Vice-President shall become the President for the remainder of the President's term of office and the Vice-President's office shall be declared vacant. The Vice-President shall assist the President as required, and will perform such of the President's duties as are delegated to him.

3. **Treasurer** – The Treasurer shall receive all funds due to the Association and shall pay from such funds all lawful obligations of the Association. He shall maintain appropriate books and records of funds received and dispersed, and shall report on the Association's financial status at meetings of the Association and its Executive Committee. The Treasurer shall provide the Annual Financial Statements for approval at the A.G.M. of the Association, and shall in conjunction with the Executive Committee prepare an Annual Operating Budget.
4. **Secretary** – The Secretary shall ensure that proper minutes are kept of all meetings of the Association and of the Executive Committee. A copy of such minutes shall be e-mailed 1 week (7 days) prior to each meeting of the Association to all members of the Executive Committee and all Officers.
5. **Director at Large Executive** – Responsible to understand all executive positions in order to stand in and help when and where needed.
6. **Past President** – The Past President, while entitled to a voice at all meetings of the Association and of the Executive, does not hold any vote. The function is advisory, and is intended to facilitate continuity for the benefit of the current President.

Other Officers of the Association

7. **Registrar** – Lead a group of volunteers in forming teams. Work in conjunction with head coaches to place coaches. Aid administrator in placing late registrants. Attend district registrar meeting when/if called.
8. **Director at Large** – The Director at Large shall be responsible for carrying out the duties of any office that becomes vacant by virtue of Article 10, and will carry out such duties until a new Officer is elected or appointed. The Director at Large will be responsible for such duties or special projects as may be assigned by the President. Where circumstance warrants, more than one Director at Large may be appointed or elected by the Association.
9. **Sponsorship Director**- The Sponsorship Director will be responsible for all fundraising activities of the Association. This includes soliciting Westside businesses and service groups for any donations to the Association.
10. **Director for Mini Soccer/Head Coach** – Is responsible for planning, organizing, and implementing the Associations mini soccer program (U-6 to U-10), and shall properly administer and regulate this program.
11. **Director for Divisional Soccer/Head Coach** - Is responsible for planning, organizing, and implementing the Associations Divisional Soccer Program (U-11 to U-18), and shall properly administer and regulate this program.
12. **Discipline Director** – The Discipline Director shall be responsible for the administration of the discipline procedures from time to time prescribed by C.O.Y.S.A. for such games as are within the jurisdiction of the Association.

13. **Equipment Director** – The Equipment Director is responsible for the purchase, dispersion, retrieval, and inventorying of the Association’s equipment (balls, flags, team kits etc.). The Association will provide proper insured storage for these items. He is also responsible for assessing the condition of the equipment from season to season and must report to the Executive Committee of its state and financial and equipment requirements to go forward to the next season.
14. **Uniform Director** – The Uniform Director is responsible for the purchase, dispersion, retrieval, and inventorying of the Association’s uniforms. He is also responsible for assembling the “Team Kits” (pinnies, cones, uniforms, and other items) handed out to coaches before the spring season starts. The Association will provide proper insured storage for these items. He is also responsible for assessing the condition of the equipment from season to season and must report to the Executive Committee of its state and financial and equipment requirements to go forward to the next season.
15. **District Representatives** (2 positions – non-voting at WYSA level) – District Reps attend and represent WYSA at the district (COYSA) meetings once a month. District Reps will bring a monthly COYSA report back to the WYSA board.

Article 13 Executive Committee

1. The Executive Committee shall meet at the call of the President, but in any event not less than once monthly.
2. The Executive Committee may invite such Officers to its meetings as it deems necessary for the business at hand, all Officers shall have the right to vote on motions.
3. The Executive Committee shall be responsible for the administration of the affairs of the Association.

Article 14 Financial

1. The Treasurer shall issue payments as are required for the regular operations of the Association pursuant to an annual budget approved by the Association. All expenditures not covered by such budget may be made only after a motion passed in any meeting of the Association. The Treasurer will also compile a financial statement of the Associations assets/liabilities and report to the Association monthly.
2. The Executive Committee may open one or more accounts, designate signing officers (not less than two) and generally execute all documents connected with the transaction of the Association’s business with its Chartered Bank, Trust Company, or Credit Union.
3. Where the Association receives monies in respect of Gaming, a separate account shall be established and a record will be maintained. The Treasurer shall ensure that gaming funds are accounted for and utilized in accordance with any limitations imposed by civil authorities.

4. The fiscal year of the Association shall run from November 1st to October 31st of the following year. The Annual Financial Statement will be presented at the A.G.M. in November.

Article 15 **Procedural**

1. Except as herein provided, meetings of the association shall be conducted in accordance with Robert's Rules of Order (Newly revised)
2. The President, while entitled to chair all meetings of the Association and the Executive Committee, may at his discretion appoint any other person to chair a particular meeting or any portion thereof.
3. At meetings of the Association, the Presiding Officer shall have the deciding ballot in the event of any tie vote, unless the Presiding Officer has a clear conflict of interest with the matter being voted on, then any tie vote shall mean the motion fails.
4. All matters voted upon at any meeting of the Association shall be determined by a simple majority of all members present.

Article 16 **Administration**

1. The Secretary (or the Treasurer in the case of financial records) shall keep all records of the Association in such a place or manner as may be designated by the Executive Committee and as may be required by the provisions of the Societies Act or any other legislation to which the Association is subject.
2. To ensure the security of such records as which may be retained by way of electronic media, a backup copy shall be made on a regular basis.
3. The records of the Association shall be open to inspection by any Director, Officer, or member of the Association.
4. Except as required within the context of their prescribed duties, no Director or Officer other than the President shall be authorized to speak on the behalf of the Association to the membership, the media, or the public unless specifically authorized by the Executive Committee.
5. An Administrator shall be hired by the Association on an annual basis. The Executive Committee shall review the job description and financial contract annually before the fiscal year end and decide on any changes. The President will have a job review with the Administrator and present the job description and new annual contract.

Article 17 **Expenses**

1. No Director or Officer of the Association shall be entitled to receive remuneration for the performance of his duties, however reasonable out of pocket expenses incurred will be reimbursed.

Article 18 Indemnity

1. Every Officer or Director of the Association shall be indemnified by the Association against all costs, losses, and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglects or defaults.

Article 19 Bylaws

1. The bylaws of the Association may only be amended at the A.G.M. in November with at least 30 days notice given.
2. The text of any proposed bylaw amendment (s) shall be provided in written form to the Secretary to be presented at the October regular meeting of the Association.
3. Adoption of any proposed bylaw amendment shall require a $\frac{3}{4}$ majority of the votes eligible to be cast by the members present.

Article 20 Dissolution

1. The Association may only be dissolved by a $\frac{3}{4}$ majority of votes cast by the General Members present at a special meeting called with at least 30 days notice given.
2. The General Members present must have been members in good standing with the Association when notice of the special meeting was given.
3. Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to the Central Okanagan Youth Soccer Association. This provision was previously unalterable.

We, the undersigned, declare that we desire to form a society under the Societies Act, in such manner and form as is described in the foregoing Constitution and Bylaws of the Association.

Dated this the 25th day of November, 2014

Member Name: _____ Address: _____
Signature: _____
Member Name: _____ Address: _____
Signature: _____
Member Name: _____ Address: _____
Signature: _____