

Wetaskiwin Soccer Club



Wetaskiwin Soccer Club Bylaws

1.0 Preamble

Wetaskiwin Soccer Club (henceforth known as The Club) is a self-reliant voluntary body dedicated to the promotion and improvement of the game of soccer for players of all ages. The main objective of the Club shall be as follows:

- 1.1 To provide for the recreation of the members and to promote affordable opportunities for friendly and social activities within its catchment areas.
- 1.2 To encourage and promote amateur and experience, soccer games and exercise.
- 1.3 To provide a meeting place for the consideration and discussion of questions affecting the interest of soccer for the community.
- 1.4 To provide all necessary equipment and safe soccer fields for carrying on its various soccer programs and objectives.
- 1.5 To maintain and protect the assets and properties of the Club.
- 1.6 These By-laws cancel all other prior By-laws of the Club.

2.0 Affiliation

Wetaskiwin Soccer Club is affirmed with the Alberta Soccer Association (ASA). In general, the Wetaskiwin Soccer Club concurs with the rules and regulations of the Alberta Soccer Association and its affiliates.

3.0 Definitions

Throughout this document a word used in either gender also applies to the other gender, and a word in the singular may also apply to the plural. These Bylaws stipulate how the Club is to be governed and how the powers of the Club are to be exercised.

4.0 Organization

The Club shall be composed of Executive Committee, Directors and members as set out hereafter under the terms of these by-laws. The Executive Committee as described under the terms of these by-laws shall govern Wetaskiwin Soccer Club.

- 4.1 These by-laws shall come into effect as voted on by the UNDERSIGNED and shall become the operating guidelines for the Annual General Meeting to be scheduled once per year and not later than November 30th and each year thereafter, on a day which shall be set by the current Executive Committee.
- 4.2 Any amendments to these by-laws shall be made at the Annual General Meeting as outlined in these by-laws.

5.0 Membership

The Club shall except for its Honorary Membership draw from within its catchment areas known to all as the City of Wetaskiwin and surrounding areas.

The Club shall be composed of the following categories of Membership:

- 5.1 Active Members: any parent or guardian of any youth with paid registration fees.

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5.2 Regular Members: those regularly acting as coaches, managers, or officials in the game of soccer representing Wetaskiwin Soccer Club (WSC)

5.3 Honorary Members: The Executive Committee may recognize and grant an Honorary Membership to any person(s) whom in their opinion has made or is making a significant contribution and promotion to the game of soccer or the Club.

6.0 Termination of Membership

6.1 Resignation: A member may resign from the Club by notifying the Board through the president in writing of their intention to resign by mail or email using only the official assigned club address or email address.

6.2 Expulsion: The Club may by special resolution at a Special General Meeting called for such a purpose, expel any member who has acted contrary to the objectives of the Club. This decision is final on passage of the Special Resolution, the name of the member is removed from the register of membership immediately.

6.3 The child or youth may continue to play for the rest of the season despite suspension of the parent(s) or guardian(s).

7.0 Annual General Meeting

The Annual General Meeting of the Club shall be held once per year and not later than November 30th, and each year thereafter, on a day which shall be set by the current Executive Committee.

7.1 Notice: At least fourteen (14) days' notice shall be given by public advertisement in a local newspaper including social media platforms identified by the Executive Committee to all members of the Club and the community to specify date, location and time of the Annual General Meeting.

7.2 Quorum: At the Annual General Meeting, a minimum of Five (5) members present shall constitute a quorum.

7.3 Voting: The members of the Club, except for the President, shall have both a voice and a vote at the Annual General Meeting. The President of the Club shall only vote after the vote has resulted in a tie vote. The President's vote shall then become the deciding vote.

7.4 To be elected to the Executive Committee, a candidate must have a majority of the valid votes cast. In any contested election; voting shall be by secret ballot.

7.5 All eligible members with current registration present are entitled to vote as per article 5.0.

7.6 If a person receives a majority of the valid votes cast; they are elected.

7.7 There shall be no Proxy votes.

8.0 Order of Business

Order of business at the Annual General Meeting shall be as follows:

1. Acceptance of the agenda.
2. Minutes of previous Annual General Meeting.
3. Business arising out of the Minutes.

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4. Executive Committee Reports.
5. Amendments to the By-laws.
6. Election of members to the Executive Committee.
7. Appointment of Directors and Honorary Members.
8. New Business.
9. Adjournment.

9.0 Special Meeting

A Special General Meeting may be called at any time:

- 9.1 By a resolution of the Executive Committee to that effect.
- 9.2 On a written request of at least three members of the Executive Committee. The request must state the reason for the Special General Meeting and the motion intended to be submitted at the Special General Meeting.
- 9.3 Notice of Special Meeting: At least fourteen (14) days' notice shall be given by public advertisement in a local newspaper including social media platforms identified by the Executive Committee to all members of the Club and the community to specify date, location and time of the Special General Meeting.
- 9.4 Agenda for the Special Meeting: Only the matters set out in the notice for the Special General Meeting are considered at the meeting.
- 9.5 Quorum: At the Special Meeting, a minimum of Five (5) members present shall constitute a quorum.
- 9.6 Proceedings at a Special Meeting: Any Special General Meeting has the same method of voting as the Annual General Meeting.

10.0 Rules of Order

All meetings of the Club shall be conducted in accordance with Robert's Rules of Order, in so far as they may apply.

11.0 Regular Meetings

Meetings of the Executive Committee shall be at the call of the President by email, other means of communication as agreed upon or by a circulated written notice signed by a majority of the members of the Executive Committee. The Executive Committee shall meet not less than quarterly.

- 11.1 Voting at Regular Meetings: Each Executive Committee Member and Directors shall be entitled to one vote. There shall be no vote by proxy.
- 11.2 Voting: At all meetings of the Club, voting shall be by a show of hands unless a vote by ballot is requested and approved by a majority of the Executive Committee Members present. A simple majority shall reach decisions unless otherwise required by the By-laws of the Club or Corporation Law.
- 11.3 Scrutineer(s): If a vote by ballot is required, the chair shall appoint scrutineer(s) who shall total the votes and report them to the Presiding Officer, who shall announce the results to the assembly for the record.

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11.4 The President: The President shall have a casting vote only.

11.5 The President shall preside at all meetings of the Club, and in his absence, the Vice President shall take the Chair. The absence of both Officers shall require the selection of a pro-tem President.

11.6 Quorum: A minimum of three (3) Executive Committee Members must be in attendance to form a quorum at the Regular Meetings.

11.7 Business of the Club: The Business of the Club shall be conducted by the Executive Committee, which shall consist of the elected Executive Committee, Directors / Officers, along with the Past President. Other members appointed by the Executive Committee shall also constitute the committee.

12.0 Elected Officers

The elected Executive Committee shall be the President, Vice President, Treasurer, Secretary, Registrar, Referee Manager and Operations Manager.

13.0 Election

The election of Executive Committee members shall be by ballot at the Annual General Meeting. In the event that only one member is nominated to run for a position, that member shall be elected to the position by acclamation.

14.0 Term of Office

All Executive Committee positions shall be for a two-year term and shall be voted on in even/odd years.

14.1 President, Secretary and Referee Manager Positions shall be voted on in odd years.

14.2 Vice President, Treasurer, Registrar and Operation Manager Positions shall be voted on in even years.

14.3 Past President: The Past President shall sit as a full member of the Executive Committee with a one - year term subject to annual extension by the Club.

14.4 Executive Committee shall appoint the following Directors. These Directors will sit on the Executive Committee as voting members.

- i. Equipment Director
- ii. Tournament Director
- iii. Technical Director
- iv. Coaching Director U3/4years – U9years.
- v. Coaching Director U11/13years – U19years.
- vi. Fundraising Director

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15.0 Duties

15.0 President: The president shall preside at all meetings of the Club and shall have a casting deciding vote only. The President shall be an ex-officio member of all committees. The President shall assist, as necessary in the preparation of the Budget for the following year. The President shall also be tasked with preparation of an agenda for any regular scheduled meetings of the Executive Committee. The President is further responsible to attend meetings of the Central Alberta Soccer Association – CASA. In the event the president cannot attend a meeting, they are to confirm the attendance of the Vice President or other member(s) of the Executive Committee to its affiliates.

15.1 Vice-President: The Vice-President shall be the senior officer of the Club next to the President and shall preside at all meetings of the Executive Committee and shall attend any meetings of the Central Alberta Soccer Association – CASA. In the absence of the President, the Vice-President shall have such other duties as prescribed.

15.2 The Vice-President shall be the chair of the disciplinary committee.

15.3 The Vice-President shall be responsible for all written complaints to the Board. The Vice-President shall follow ASA and CASA policies to address the submitted complaint.

15.4 Secretary: The Secretary shall be responsible for the preparation and custody of the minutes of proceedings of all meetings of the Club. Such minute shall be maintained at all times and may be inspected after they (the minutes) have been accepted at the following meeting.

15.5 Treasurer: The Treasurer shall receive all monies to the credit of the Club and shall give receipts for the same. The Treasurer shall deposit all monies received in a chartered bank in the name of the Club. No money shall be withdrawn from the bank without the sanction of the Board. The Treasurer shall sign all the cheques drawn by the Club together with the President or Secretary and any other authorized Executive Committee member. All accounts shall be paid by official cheque and or electronic transfer. The deposit hand receipts book shall be produced at all meetings and shall be properly balanced, and up to date in accordance with the bank books/statements. The treasurer shall prepare the budget, an annual report and financial statement for the Annual General Meeting of the Club. The Treasurer shall prepare a financial statement for any regular Executive Committee meeting, or as required, file the Annual Alberta Corporate returns and file the appropriate Canada Revenue Authority tax returns.

15.6 Registrar: The Registrar shall be responsible for the advertisement of forthcoming events; including but not limited to Registration dates, meetings, and the Annual General Meeting. The Registrar shall distribute registration information and forms in a timely manner, considering the season of play. The Registrar shall receive all incoming registrations, forwarding any funds to the Treasurer for deposit to the credit of the Club. This information is to be tabulated and added to the Club database as needed and complete necessary lists of registered players, coaches and teams as required by the Central Alberta Soccer Association - CASA and Alberta Soccer Association - ASA.

15.7 Referees Manager: The Referees Manager shall be responsible for all matters pertaining to referees, including but not limited to; recruiting, training with the assistance

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of CASA and ASA affiliates, equipping and primarily scheduling of referees. The Referees manager shall be notified with all matters regarding referee conducts both at home and away games.

The referee manager shall assign WSC tournament games in conjunction with the tournament coordinator.

15.8 Operations Manager: The Operations Manager shall be responsible for these directors in their areas of operations for the Club. The Equipment Director, Tournament Coordinator, Technical Director, Referee Manager, Webmaster and oversee the day-to-day operations of the club.

15.9 Equipment Director: The Equipment Director shall be responsible for all properties owned by the Club. The Equipment Director shall maintain an inventory for all uniforms, equipment, and properties; and determine what equipment may be unfit for its continued use or needed to be acquired for the following season to assist the Treasurer in preparation of the budget for the following year. The equipment director will oversee the cleaning and storage of all equipment and property of the Club at the end of the season.

15.10 Tournament Director: The Tournament Director shall be responsible for the overall planning and organizing of any tournament and the yearend activities for the Club. The coordinator in consultation with the Operations Manager and shall present a budget for such an event as planned.

15.11 Technical Director: The Technical shall be responsible for all matters pertaining to coaching and player development including clinics and trainings with the assistance of CASA and ASA affiliates. The Technical Director shall be notified with all matters regarding coaches' conducts both at home and away games. The Technical Director in consultation with the Operations Manager shall present an annual budget for coaches and player development to the Executive Committee.

Coaches and player development program shall be in two age categories;

- i. Coach Director: U3/4 years – U9/10 years.
- ii. Coach Director: U11/12 years – U19 years.

15.12 Webmaster: The Webmaster shall be responsible for WSC online data content and the update for WSC digital platforms and information management.

16.0 Other Duties

The Executive Committee shall be responsible to the members of the Club.

16.1 Discharging of Responsibility: The Executive committee shall implement and control the policies, finances, and general affairs of the Club in discharging its responsibilities to the members.

16.2 Powers: The Executive Committee has the power to make rules, regulations, and arrangements as to all matters of business, duties, management, regulations, or otherwise, so far as it is not already herein expressly provided for. In keeping with their duty to enforce all the laws all the time, and without waiting for official protest or appeal,

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the Executive Committee shall immediately inquire into circumstances of any alleged irregularity which may be brought to their attention by a duly responsible officer or any member and take appropriate action without delay.

16.3 Responsibility for Expenditures: The Executive Committee shall not be responsible for any expenditure made or any obligations assumed in the name of the Club by any members unless consent thereto has previously been given by the Executive Committee.

16.4 Protests, Appeals, and Disputes: The Executive Committee shall have the power to deal with all protests, appeals, and all cases of discipline of any nature whatsoever arising out of games played under its jurisdiction and is empowered to use, if necessary, its authority in the preservation and enforcement of good order in accordance with the By-Laws of Alberta Soccer Association (ASA) and its affiliates.

The vice-president shall be the chair to oversee the protest, appeals, and disputes committee.

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

16.6 The Executive Committee, or its delegates, may at a hearing or appeal, receive and base its decisions upon evidence presented at the hearing or appeal, and considered by it to be credible or trustworthy in the circumstances of each case.

16.7 Disputes of any nature relating to matters of the Club shall be dealt with by the Executive Committee.

16.8 Compensation: Members of the Executive Committee shall be compensated for expenses and mileage to and from out-of-town meetings. Mileage shall be at the current Government of Alberta Employer Requested Rate.

17.0 Other Officers

The Executive Committee shall be empowered from time to time to, by resolution, to appoint officers who may act on behalf of the Club for the duties he/she was appointed for. At no time shall there be no more than three (3) appointed officers, in addition to those identified in article 14.4.

18.0 Vacancies

18.1 Vacating a Position: The office of any member of the Executive Committee may be vacated upon resignation in writing.

18.2 Filling a Vacancy: Should a vacancy on the Executive Committee, the remaining Executive Committee members may appoint a member in good standing to fill that vacancy for the remainder of the term until the next Annual General Meeting.

18.3 Resignation, Death or Removal of Executive Committee Member: An Executive Committee member may resign from office by giving one month's notice in writing. The resignation takes effect either at the end of the months' notice or on the date the Club accepts the resignation.

18.4 Voting members may remove any Executive Committee member before the end of their term. There must be a majority vote at a Special General Meeting, called for this purpose.

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18.5 If there is a vacancy on the Executive Committee, the remaining Executive Committee members may appoint a member in good standing to fill that vacancy for the remainder of the term.

18.6 Removal shall be based upon non-performance of duties which may be evidenced by failure to attend three (3) consecutive meetings without Executive Committee approval, or a conduct deemed prejudicial to the well-being of the Club.

18.7 Code of Conduct and Conflict of Interest: Executive Committee Members, Directors and officers must demonstrate ethical and professional conduct, and must conduct themselves to avoid any conflict of interest.

18.8 Couples on the Executive Committee shall have only one vote on the Board.

19.0 Audit and Borrowing

The fiscal year of the Club shall be from the first day of January 1 to the thirty-first day of October December 31 of the same year, both dates inclusive. A copy of the Annual Financial Statement, together with the Auditor's report herein, must be presented to each member of the Executive Committee, at least Fourteen (14) days before the date fixed for the Annual General Meeting. This same report must be presented to each member of the Club when they attend the Annual General Meeting.

19.1 Appointment of Auditors: Auditors shall be appointed annually to audit the accounts of the Club.

19.2 Borrowing Powers: In accordance with its objectives and for the purpose of carrying out its operations, the Club may borrow or raise or secure the payment of money in such manner as it thinks fit.

19.3 Any two of the executives President, Vice President, Secretary, Treasurer, Registrar, Referee Manager and Operations Manager shall have signing authority on behalf of the Club.

20.0 Seal of the Club

The Club shall not use a seal.

21.0 Indemnity

Every member of the Executive Committee or other servant of the Club shall be indemnified by the Club against all costs, losses, and expenses incurred by them respectively in or about the discharge of their respective duties, except as happen from their own respective willful neglects or defaults.

22.0 Amending the By-Laws

These By-Laws may be canceled, altered, or added to by a special resolution passed by a (¾) three-fourths majority voted at any Annual or Special General Meeting of the Club.

22.1 Notice: The required notice of the Annual General Meeting or Special General Meeting of the Club must include details of the proposed resolutions to change the By-Laws.

22.2 Amended By-Laws: The amended By-Laws take effect after approval of the special resolution at the Annual General Meeting or Special General Meeting and filing with the Corporate Registry for acceptance. by Corporate Registry of Alberta.

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22.3 Inspection of Books and Records: All members of this Club shall have the opportunity to inspect books and records at the Annual General Meeting or upon request in writing to the Board.

23.0 Dissolution

All assets of the Wetaskiwin Soccer Club shall be entrusted to the City of Wetaskiwin, Alberta, Recreation Department, for safe keeping without disposal for at least five (5) years if Wetaskiwin Soccer Club should dissolve.

DATED THIS DAY OF A.D.....20.....
AT THE CITY OF WETASKIWIN, IN THE PROVINCE OF ALBERTA.

Print Name: _____

Address: _____

Signature:

Print Name: _____

Address: _____

Signature:

Print Name: _____

Address: _____

Signature:

