



CALGARY WOMEN'S SOCCER ASSOCIATION

GENERATIONS UNITING TOGETHER

BY-LAWS

ARTICLE I GENERAL

1.1 Purpose – These By-laws relate to the general conduct of the affairs of the Calgary Women's Soccer Association ("CWSA"), a Society incorporated under the *Societies Act*.

1.2 Definitions – The following terms have these meanings in these By-laws:

- a) *Act* – the Alberta *Societies Act*, as amended from time to time and any legislation that may be substituted therefore.
- b) *Auditor* – an individual appointed by the Members at the Annual General Meeting to audit the books, accounts, and records of the Society for a report to the Members at the next Annual General Meeting in accordance with the Act.
- c) *Board* – the Board of Directors of the Society.
- d) *Days* – days including weekdays, weekends and holidays.
- e) *Director* – an individual elected or appointed to serve on the Board pursuant to these By-laws.
- f) *Officer* – an individual elected or appointed to serve as an Officer of the Society pursuant to these By-laws.
- g) *Ordinary Resolution* – a resolution passed by a majority of the votes cast on that resolution.
- h) *Registrar* – means the Registrar of Corporations or a Deputy Registrar of Corporations appointed under section 263 of the *Alberta Business Corporations Act*.
- i) *Rules and Regulations* – the Rules and Regulations of the Society;
- j) *Society* – the Calgary Women's Soccer Association.
- k) *Special Resolution* –
 - i. A resolution passed by no less than three-fourths (3/4) of the votes cast at a meeting of Members for which at least twenty-one (21) days' notice has been given specifying the intention of the resolution; or
 - ii. A resolution proposed and passed as a special resolution at a meeting of Members of which less than twenty-one (21) days' notice has been given provided all the Members entitled to attend and vote at the meeting so agree; or
 - iii. A resolution consented to in writing by all Members who would have been entitled at a meeting of the Members to vote on that resolution.

1.3 Registered Office – The registered office of the Society will be located within the Province of Alberta. The Registrar shall be notified of any change in location of the head office in accordance with the Act.

1.4 Seal of the Society – The Society will have a seal, which may be adopted and may be changed by Ordinary Resolution of the Board, and will be kept in the custody of the Secretary.

1.5 Laws of the Game – The Society will support and maintain the principles of the Laws of the Game as established by the Federation Internationale de Football Association, except as those provided to accommodate regional differences in age or climatic conditions. Changes shall come into effect in the playing season immediately following their adoption.

1.6 No Gain for Members – The Society will be carried on without the purpose of gain for its Members and any profits or other accretions to the Society will be used in promoting its objects.

1.7 Ruling on By-laws – Except as provided in the Act, the Board will have the authority, by Ordinary Resolution, to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Society.

1.8 Conduct of Meetings – Unless otherwise specified in these By-laws, meetings of Members and meetings of the Board will be conducted according to Robert’s Rules of Order (current edition).

1.9 Interpretation – Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

ARTICLE II MEMBERSHIP

2.1 Categories – The Society has the following categories of Members:

- a) Individual Member – any individual, who is a player, coach, owner, or manager, who is registered with a Team Member.
- b) Team Member – a group of Individual Members that has registered as a team in the membership year preceding the Annual General Meeting and that has paid the required dues.
- c) Director Member – an individual who is elected or appointed as a Director of the Society in accordance with the By-laws.
- d) Life Member – an individual approved by Ordinary Resolution of the Board who has contributed greatly to the development or promotion of the Society.

2.2 Registration – Each category of Member must register with the Society and agree to abide by the Society’s By-laws, policies, procedures, rules and regulations (or, if the Member is under the age of 18, have a parent or guardian agree to abide by the Society’s By-laws, policies, procedures, rules and regulations on behalf of the Member).

Admission and Renewal of Members

2.3 Admission of Members – Any candidate will be admitted as a Member or renewed as a Member if:

- a) The candidate member makes an application for membership in a manner prescribed by the Society;
- b) The candidate member was previously a Member, the candidate member was a Member in good standing at the time of ceasing to be a Member;
- c) When the candidate member is a Director Member, the individual has been appointed or elected to the Board;
- d) The candidate member has paid dues as prescribed by the Board;
- e) The candidate member agrees to uphold and comply with the Society’s governing documents;
- f) The candidate member meets any other condition of membership determined by the Board;
- g) The candidate member has met the applicable definition listed in Section 2.1; and
- h) The candidate member has been approved by Ordinary Resolution by the Board or by any committee or individual delegated this authority by the Board.

Membership Dues and Duration

2.4 Year – Unless otherwise determined by the Board, the membership year of the Society will be April 1st to March 31st.

2.5 Duration – Unless otherwise determined by the Board, membership with the Society begins as described below and ends as described below or when the member resigns or is terminated from membership:

- a) Individual Member – begins on the date the Board accepts the member’s registration and terminates at the end of the membership year
- b) Team Member – begins on the date the Board accepts the member’s registration and terminates at the end of the membership year or on an earlier date determined by the Board (or designate)
- c) Director Member – begins on the date the Director assumes office in accordance with these By-laws and ends when the individual ceases to be a Director
- d) Life Member – begins on the date the Board accepts the member’s registration and continues indefinitely.

2.6 Dues – Membership dues will be determined semi-annually by the Board. Life Members will not be required to pay dues.

2.7 Deadline – Members will be notified in writing of monies payable by them to the Society, and if the monies are not paid in full (including late fees) within thirty (30) days of the notice of default, the Member in default will automatically cease to be a Member of the Society.

Transfer, Suspension, and Termination of Membership

2.8 Transfer – Membership in the Society is non-transferable.

2.9 Suspension – A Member may be suspended, pending the outcome of a discipline hearing in accordance with the Society’s policies related to discipline, or by Ordinary Resolution of the Board at a meeting of the Board provided the Member has been given notice of and the opportunity to be heard at such meeting.

2.10 Termination – Membership in the Society will terminate immediately upon:

- a) The expiration of the Member’s membership, unless renewed in accordance with these By-laws;
- b) The Member fails to maintain any of the qualifications or conditions of membership described in Section 2.1 of these By-laws;
- c) Resignation by the Member by giving written notice to the Society;
- d) Dissolution of the Society;
- e) For Director Members, the individual’s term as a Director has ended or the Director has been removed pursuant to these By-laws;
- f) The Member’s death or dissolution; or
- g) By Special Resolution of the Board at a duly called meeting, provided seven (7) days notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the Member receiving the notice will be entitled to submit a written submission opposing the termination.

2.11 May Not Resign – A Member may not resign from the Society when the Member is subject to disciplinary investigation or action by the Society.

2.12 Arrears – A Member will be expelled from the Society for failing to pay membership dues or monies owed to the Society by the deadline dates prescribed by the Board. Any dues, subscriptions, or other monies owed to the Society by suspended or expelled Members will remain due.

2.13 Discipline – A Member may be disciplined in accordance with the Society’s policies and procedures relating to the discipline of Members.

Good Standing

- 2.14 Definition – A Member will be in good standing provided that the Member:
- a) Has not ceased to be a Member;
 - b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
 - c) Has completed and remitted all documents as required by the Society;
 - d) Has complied with the By-laws, policies, and rules of the Society;
 - e) Is not subject to a disciplinary investigation or action by the Society, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
 - f) Has paid all required membership dues.

- 2.15 Privileges of Good Standing - Subject to these By-laws and other governing documents of the Society, Members in good standing may be entitled to the following privileges:
- a) To serve as a Director or Officer of the Society;
 - b) To be a member of a Committee of the Society;
 - c) To attend, participate, and vote at meetings of the Members if the Member is entitled to vote;
 - d) To participate in the Society's activities; and
 - e) To participate in other events associated with the Society.

2.16 Cease to be in Good Standing – Members that cease to be in good standing, as determined by the Board or a disciplinary panel, will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

ARTICLE III MEETINGS OF MEMBERS

3.1 Annual General Meeting – The Society will hold meetings of Members at such date, time and place as determined by the Board within the Province of Alberta. The Annual General Meeting will be held within fifteen (15) months of the last Annual General Meeting.

3.2 Special Meeting – A Special Meeting of the Members may be called at any time by the President, by Ordinary Resolution of the Board, or by thirty-three percent (33%) of the voting Members, for any purpose connected with the affairs of the Society that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within fourteen (14) days from the date of the deposit of the requisition. The agenda of a Special Meeting will be limited to the subject matter for which the meeting was called. Notice of a Special Meeting will be sent to the Members fourteen (14) days prior to the date of the Special Meeting by way of mail, fax, telephone or email.

3.3 Participation/Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting if the Society makes such means available. A person so participating in a meeting is deemed to be present at the meeting. The Board may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.

3.4 Notice – Written or electronic notice of the date of the Annual General Meeting of the Members will be given to all Members in good standing, Directors, and the Auditor at least twenty-one (21) days prior to the date of the meeting.

3.5 Waiver of Notice – Any person who is entitled to notice of a meeting of the Members may waive notice, and attendance of the person at the meeting is a waiver of notice of the meeting, unless the person attends the

meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called in accordance with these By-laws.

3.6 Error or Omission in Giving Notice – No error or omission in giving notice of any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.

3.7 New Business – No other item of business, including proposed amendments to the By-laws, will be included in the notice of the meeting of the Members unless notice in writing of such other item of business has been submitted to the Board twenty-one (21) days prior to the meeting of the Members in accordance with procedures as approved by the Board.

3.8 Quorum – Fifty percent (50%) plus one (1) of the voting Members present will constitute a quorum. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

3.9 Agenda – The agenda for the Annual General Meeting may include:

- a) Call to order
- b) Establishment of quorum
- c) Declaration of any conflicts of Interest
- d) Approval of the agenda
- e) Approval of minutes of the previous Annual General Meeting
- f) Presentation and approval of reports
- g) Report of Auditors and/or presentation of audited financial statements
- h) Appointment of Auditors
- i) Business as specified in the meeting notice
- j) Election of Directors
- k) Adjournment

3.10 Scrutineers – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.

3.11 Adjournments – With the majority consent of the Members present and after quorum is ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting if the meeting is held within thirty (30) days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

3.12 Attendance – The only persons entitled to attend a meeting of the Members are the Members (or parents/guardians of Individual Members who are younger than 18 years old), Delegates representing Members, the auditors of the Society, and others who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only if invited by the Chair or with the majority consent of the Members present.

Voting at Meetings of Members

3.13 Voting Rights – Members have the following voting rights at all meetings of the Members:

- a) Individual Member – not permitted to vote
- b) Team Member – one vote each, to be exercised by the Team Member’s delegate
- c) Director Member – not permitted to vote
- d) Life Member – not permitted to vote

- 3.14 Voting Powers – Each voting Member votes on every issue.
- 3.15 Delegates – Team Members will appoint in writing (inclusive of electronic notice) to the Society, ten (10) days prior to the meeting of Members, the name of the Delegate to represent the Team Member. Delegates must be at least eighteen years of age, be a registered Individual Member of the Team Member, be of sound mind, and be acting as the Team Member’s representative. A Director of the Society may not act as a Team Member’s Delegate.
- 3.16 Proxy Voting – Proxy voting is not permitted.
- 3.17 Absentee Voting – Absentee voting is not permitted.
- 3.18 Determination of Votes – Votes will be determined by a show of hands, orally, or electronic ballot, except in the case of elections which require a secret ballot, unless a secret or recorded ballot is requested by ten percent (10%) of the Team Members present.
- 3.19 Majority of Votes – Except as otherwise provided in these By-laws, an Ordinary Resolution will decide each issue.

ARTICLE IV GOVERNANCE

Composition of the Board

- 4.1 Directors – The Board will consist of twelve (12) Directors.
- 4.2 Composition of the Board – The Board will consist of the following:
- a) Twelve (12) Directors-at-Large

Eligibility of Directors

- 4.3 Eligibility – To be eligible for election as a Director, an individual must:
- a) Be eighteen (18) years of age or older;
 - b) Be an Individual Member in good standing;
 - c) Have the power under law to contract;
 - d) Have passed screening in accordance with the Society’s Screening Policy;
 - e) Not be a paid employee of the Society or any Team Member (other than as a referee);
 - f) Not have been removed from office within the previous two (2) calendar years;
 - g) Have not been declared incapable by a court in Canada or in another country; and
 - h) Not have the status of bankrupt.

Election of Directors

- 4.4 Nominations Committee – The Board may appoint a Nominations Committee. The Nominations Committee will be responsible to solicit and receive nominations; and screen nominees for eligibility, as described within these By-Laws.
- 4.5 Nominations – Any eligible individual may submit his or her name for election as a Director to Nominations Committee (if appointed) in accordance with the timelines set by the Nominations Committee.
- 4.6 Nomination – Any nomination of an individual for election as a Director will include the written consent of the nominee by signed or electronic signature.
- 4.7 Nominations from the Floor – Nominations will not be accepted from the floor of an Annual General Meeting.

4.8 Circulation of Nominations – Valid nominations will be circulated to Members at the Annual General Meeting prior to the elections.

4.9 Election – At each meeting of the Members at which elections are held, elections will be held for any Director position for which the incumbent Director's term is expiring and/or any Director position that is vacant.

4.10 Election Term – Four (4) Directors-at-Large will be elected at each Annual Meeting for a three (3) year term.

4.11 Director Elections – The election for Director positions will be decided in accordance with the following:

- a) Equal number of Nominations and Available Positions – Winners elected by Ordinary Resolution.
- b) More Nominations than Available Positions – The nominee(s) with the highest number of votes will fill the available positions until the all the available positions have been filled. In the case of a tie for the final available position, a second vote will be conducted between the tied nominees. If the second vote is also a tie, the Board will declare a winner by Ordinary Resolution.

4.12 Terms – Directors will serve terms of three (3) years and will hold office until they or their successors have been duly elected in accordance with these By-laws, unless they resign, or are removed from or vacate their office.

Resignation and Removal of Directors

4.13 Resignation – A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the Board or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of the Society resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.14 Vacate Office – The office of any Director will be vacated automatically if:

- a) The Director resigns;
- b) The Director is found to be incapable of managing property by a court or under Alberta law;
- c) At the Board's discretion, the Director is absent from three (3) consecutive meetings of the Board without a satisfactory reason;
- d) The Director is found by a court to be of unsound mind;
- e) The Director becomes bankrupt or suspends payment of debts or compounds with creditors or makes an authorized assignment in bankruptcy or is declared insolvent; or
- f) The Director dies.

4.15 Removal – An elected Director may be removed by Ordinary Resolution of the Members at a meeting of the Members, or by two-thirds (2/3) vote of the Directors at a meeting of the Board which quorum is ascertained, provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting.

Filling a Vacancy on the Board

4.16 Vacancy – Where the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint, by Ordinary Resolution, a qualified individual to fill the vacancy for the remainder of the unexpired term.

Meetings of the Board

4.17 Call of Meeting – A meeting of the Board will be held at any time and place as determined by the President, or by written requisition of at least two (2) Directors.

4.18 Chair – The President will be the Chair of all meetings of the Board unless designated by the President. In the absence of the President, or if the meeting of the Board was not called by the President, the Director - Administration (or designate) will be the Chair of the meeting.

4.19 Notice – Written notice, served other than by mail, of meetings of the Board will be given to all Directors at least three (3) days prior to the scheduled meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual General Meeting of the Society.

4.20 Board Meeting With New Directors – For a first meeting of the Board held immediately following the election of Directors at a meeting of the Members, or for a meeting of the Board at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).

4.21 Number of Meetings – The Board will hold at least four (4) meetings per year.

4.22 Quorum – At any meeting of the Board, quorum will be a majority of voting Directors holding office.

4.23 Voting – Each voting Director is entitled to one vote. Voting will be by a show of hands, written, or orally unless a majority of voting Directors present request a secret ballot. Resolutions will be passed upon a majority of the votes being in favour of the resolution. In the event of a tie, the issue is defeated.

4.24 No Alternate Directors – No person shall act for an absent Director at a meeting of the Board.

4.25 Written Resolutions – A resolution in writing signed (including electronic signatures via email) by all the Directors is as valid as if it had been passed at a meeting of the Board.

4.26 Closed Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.

4.27 Meetings by Telecommunications – A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.

Duties of Directors

4.28 Standard of Care – Every Director will:

- a) Act honestly and in good faith with a view to the best interests of the Society; and
- b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Powers of the Board

4.29 Powers of the Society – Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Society and may delegate any of its powers, duties, and functions.

4.30 Empowered – The Board is empowered, including but not limited to:

- a) Make policies and procedures or manage the affairs of the Society in accordance with the Act and these By-laws;
- b) Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;

- c) Make policies and procedures relating to the discipline, conduct and activities of individuals registered or affiliated with Members, such as athletes, coaches, volunteers, and officials;
- d) Make policies and procedures relating to the management of disputes within the Society and deal with disputes in accordance with such policies and procedures;
- e) Employ, delegate to staff or committees of the Society the power to manage or amend the Rules and Regulations and the policies and procedures of the Society as it deems necessary to carry out the work of the Society;
- f) Make expenditures for the purpose of furthering the objects and purposes of the Society;
- g) Borrow money upon the credit of the Society as it deems necessary in accordance with these By-laws; and
- h) Perform any other duties from time to time as may be in the best interests of the Society.

ARTICLE V OFFICERS

5.1 Composition – The Officers will be comprised of the President, Vice President, Secretary and Treasurer.

5.2 Term – The term of the Officers will be one (1) year or until they or their successors are elected or appointed.

5.3 Election – The Officers of the Society will be elected by the Board of Directors. At the first meeting of the Board of Directors held following the election of new Directors, the Directors will elect the Officers. They shall take office immediately.

5.4 Voting – Directors may nominate themselves for any Officer position. Elections will begin with the election for President. Once a Director is elected to an Officer position, he or she may not nominate themselves for another Officer position. Elections will be decided by majority vote of the Directors in accordance with the following:

- a) One Valid Nominee for an Office – Winner declared by acclamation.
- b) Two or More Valid Nominees for an Office – Winner is the nominee receiving the greatest number of votes. In the case of a tie, a runoff vote will be conducted. Only those nominees who were tied for the greatest number of votes will appear on the run-off ballot. The nominee receiving the greatest number of votes will be declared the winner. Additional runoff votes may occur if required.

5.5 Duties – The duties of Officers are as follows:

- a) The President will be the chair of the Board, will preside at the Annual General and Special Meetings of the Society and at meetings of the Board unless otherwise designated, will be the official spokesperson of the Society, and will perform such other duties as may from time to time be established by the Board.
- b) The Vice President will, in the absence or disability of the President, perform the duties and exercise the powers of the President, and will perform such other duties as may from time to time be established by the Board.
- c) The Treasurer will, subject to the powers and duties of the Board, keep proper accounting records as required by the Act, will cause to be deposited all monies received by the Society in the Society's bank account, will supervise the management and the disbursement of funds of the Society, when required will provide the Board with an account of financial transactions and the financial position of the Society, will prepare annual budgets, and will perform such other duties as may from time to time be established by the Board.

d) The Secretary will be responsible for the documentation of all amendments to the Society's By-laws, will ensure that all official documents and records of the Society are properly kept, cause to be recorded the minutes of all meetings, will prepare and submit to each meeting of the Members and other meetings a report of all activities since the previous meeting of the Members or other meetings, will give due notice to all Members of the meeting of the Members of the Society, and will perform such other duties as may from time to time be established by the Board.

5.6 Delegation of Duties – At the discretion of the Officer and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Society, or to another Director.

5.7 Removal – An Officer may be removed by two-third (2/3) vote of the Board of Directors at a meeting of the Board, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such resolution is put to a vote. An Officer removed by the Board remains a Director. The Officer who may be removed is not entitled to vote on the motion.

5.8 Vacancy – Where the position of an Officer, excluding the President, becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term of office. If the President position becomes vacant, the Vice President shall become President and the Board may appoint a replacement for the position of Vice President from among the Directors.

5.9 Other Officers – The Board may determine other Officer positions and appoint individuals to fill those positions. Other Officers need not be Directors.

ARTICLE VI COMMITTEES

6.1 Executive Committee – The Executive Committee will be composed of the Officers. The Board may delegate any of its powers and functions to the Executive Committee, which will have the authority to oversee the implementation of the Society's policies and procedures during intervals between meetings of the Board. Decisions of the Executive Committee will be ratified by the Board at the next meeting of the Board.

6.2 Appointment of Committees – The Board may appoint such committees as it deems necessary for managing the affairs of the Society and may appoint members of committees or provide for the election of members of committees, may prescribe the duties and terms of reference of committees, and may delegate to any Committee any of its powers, duties, and functions.

6.3 Vacancy – When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.

6.4 President Ex-officio – With the exception of the Executive Committee, on which the President is a voting member, the President will be an ex-officio non-voting member of all Committees of the Society.

6.5 Removal – The Board may remove any member of any Committee by Ordinary Resolution.

6.6 Debts – No Committee will have the authority to incur debts in the name of the Society.

ARTICLE VII FINANCE AND MANAGEMENT

7.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Society will be April 1st to March 31st.

7.2 Bank – The banking business of the Society will be conducted at such financial institution as the Board may determine.

7.3 Auditors – At each Annual General Meeting the Members will appoint an auditor to audit the books, accounts and records of the Society in accordance with the Act. At each Annual General Meeting, the auditor will submit a complete statement of the books to the Members for the previous year. The auditor will hold office until the next Annual General Meeting. At each Annual General Meeting, the auditor will submit a complete statement of the books to the Members for the previous fiscal year.

7.4 Books and Records – The necessary books and records of the Society required by these By-laws or by applicable law will be necessarily and properly kept at the registered office of the Society. The books and records of the Society may be inspected by any Member of the Society at any time upon giving reasonable notice and arranging a time and place satisfactory to the Board. Directors shall at all times have access to such books and records.

7.5 Signing Authority – Signing authority will be in accordance with the Board approved Financial Policy.

7.6 Property – The Society may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

7.7 Borrowing – The Board may from time to time:

- a) Borrow money on the credit of the Society;
- b) Upon confirmation of the Members by Special Resolution, issue, reissue, sell or pledge debt obligations including bonds, debentures, debenture stock, notes or other like liabilities (whether secured or unsecured) of the Society;
- c) Give a guarantee on behalf of the Society to secure performance of an obligation of any person; and
- d) Charge, mortgage, or pledge all or any currently owned or subsequently acquired real or personal, moveable or immovable property of the Society, including book debts, rights, powers, franchises and undertakings, to secure any debt or liability of the Society.

7.8 Borrowing Restriction – The Members may, by Special Resolution, restrict the borrowing powers of the Board but a restriction so imposed expires at the next Annual General Meeting.

Remuneration

7.9 No Remuneration – All Directors, Officers and members of Committees will serve their term of office without remuneration (unless approved by at a meeting of Members) except for reimbursement of expenses as approved by the Board. This section does not preclude a Director or member of a Committee from providing goods or services to the Society under contract or for purchase. Any Director or member of a Committee will disclose the conflict/potential conflict in accordance with these By-laws.

Conflict of Interest

7.10 Conflict of Interest – Conflict of interest will be managed in accordance with the Board approved Conflict of Interest Policy.

ARTICLE VIII AMENDMENT OF BY-LAWS

8.1 Voting – These By-laws may only be amended, revised, repealed or added to by Special Resolution of the Members.

8.2 Effective Date – By-laws amendments are effective from the date they are registered with the Registrar.

ARTICLE IX NOTICE

9.1 Written Notice – In these By-laws, written notice will mean notice which is hand-delivered or provided by mail, fax, electronic mail or courier to the address of record of the individual, Director, Officer, or Member, as applicable.

9.2 Date of Notice – Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked

9.3 Error in Notice – The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the Meeting.

ARTICLE X DISSOLUTION

10.1 Dissolution – The Society may be dissolved in accordance with the Act.

ARTICLE XI INDEMNIFICATION

11.1 Will Indemnify – The Society will indemnify and hold harmless out of the funds of the Society each Director and any individual who acts at the Society’s request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Society’s request in a similar capacity.

11.2 Will Not Indemnify – The Society will not indemnify a Director or any individual who acts at the Society’s request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon him or her under the Act. For further clarity, the Society will not indemnify an individual unless:

- a) The individual acted honestly and in good faith with a view to the best interests of the Society; and
- b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

11.3 Insurance – The Society will, at all times, maintain in force such Directors and Officers liability insurance.

ARTICLE XII ADOPTION OF THESE BY-LAWS

12.1 Ratification – These By-laws were ratified by a Special Resolution vote of the Members of the Society at a meeting of Members duly called and held on November 24, 2020.

12.2 Repeal of Prior By-laws – In ratifying these By-laws, the Members of the Society repeal all prior By-laws of the Society provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.

Phased Implementation Plan and Election of Directors

1. On November 24, 2020 at the Calgary Women's Soccer Association Annual Meeting, a motion for the approval of the new Bylaws and this Phased Implementation Plan will be placed before the voting Members.
2. Upon the approval of the motion to accept the new Bylaws and this Phased Implementation Plan, the new Bylaws will be implemented effective upon approval of the Register and this document describes the future composition and elections of directors which will be implemented in accordance with this Phased Implementation Plan.
3. The current Board of Directors will continue to hold office until the 2020 Members Meeting and elections will occur in accordance with the current Bylaws.
4. Thereafter, elections will occur as follows:
 - a) At the 2021 Annual Members Meeting:
 - i. Four (4) Directors-at- Large – (3-year term)
 - ii. Two (2) Directors-at- Large – (2-year term)
 - b) At the 2022 Annual Members Meeting:
 - i. Four (4) Directors-at- Large – (3-year term)
 - ii. Two (2) Directors-at-Large (1-year term)
 - c) At the 2023 Annual Members Meeting:
 - i. Three (3) Directors-at- Large – (3-year term)
5. All subsequent elections will proceed in accordance with the new Bylaws.