

West Vancouver Soccer Club

CONSTITUTION

ARTICLE 1: NAME

The name of the Society is "West Vancouver Soccer Club", and shall hereinafter be referred to as "the Club".

ARTICLE 2: PURPOSES

- (a) To administer, promote and encourage participation and interest in soccer for youth and adult players, to facilitate the transition from youth to adult soccer under the auspices of the Club, and to develop the highest possible standard of sportsmanship, self-discipline, courage, perseverance and citizenship of this community.
- (b) To encourage competition, good-sportsmanship and fellowship for participants at all times.
- (c) To develop and promote enjoyment and competition for its members in all aspects of the game of soccer.
- (d) To operate as a non-profit organization open to all members of the community.
- (e) To raise funds by charging fees, and soliciting and receiving money and property, as may seem conducive to the Club's objectives.

ARTICLE 3: OPERATIONS

- (a) The operations of the Club shall be carried on without purposes of gain for its members or directors, and any income, profits or accretions of the Club shall be used to promote the purposes of the Club. This provision is unalterable.
- (b) The activities of the Club shall be chiefly carried in the general locality of the District of West Vancouver and neighboring communities. This provision is alterable.

- (c) Upon the dissolution or winding up of the Club, any assets remaining after payment of any debts of the Club shall be given or transferred to another soccer club with similar purposes and approved by the Directors, or to a West Vancouver Charitable Foundation registered as charitable with the Department of National Revenue of Canada. If the transfer is made to a West Vancouver Charitable Foundation, the executive of the Club at time of dissolution shall, by majority vote, designate the most appropriate Foundation to receive such assets. This provision is alterable.
- (d) Under no conditions are the above-mentioned assets available for distribution to the members of the Club established by this constitution.

West Vancouver Soccer Club

BYLAWS

PART 1: INTERPRETATION

- 1. In these bylaws, unless the context otherwise requires:
 - (a) "Directors" shall mean the directors of the Club;
 - (b) "Society Act" means the Society Act of the Province of British Columbia and to all amendments to it;
 - (c) "term of office" means the term, the length as stated in the by-laws, beginning on the 1st day following the Annual General Meeting of the same year.
 - (d) "Club" means the West Vancouver Soccer Club.
 - (e) "player" means a person whose registration form has been accepted by the Club.
 - (f) "Youth" means a youth player who has not attained their 18th birthday before the first day of January in the soccer-playing season.
 - (g) "Adult" means a player who has attained the age of 19 years by the first day of January in the soccer-playing season.
 - (h) "Pee Wee" means a youth player who has attained the age of 5 but has not attained their 10th birthday before the 1st day of January in the soccer-playing season.

- (i) “Team” means a Club sponsored number of players who are registered as a team with the Club, North Shore Youth Soccer Association, and/or the British Columbia Youth Soccer Association.
2. Words importing the singular include the plural and vice-versa, and words importing a male person shall also include a female person.

PART 2: AFFILIATION

As a provision of these bylaws, this Club shall be affiliated with the North Shore Youth Soccer Association, which is, in turn, affiliated with the British Columbia Soccer Association, which is, in turn, affiliated with the Canadian Soccer Association, and shall abide by the rules and regulations set down by those bodies. Dismissal of this affiliation shall be commenced only on orders of these Associations or upon a clear majority decision of the Board of Directors and a majority of the membership at large.

PART 3: MEMBERSHIP

1. Ordinary Membership
 - (a) A person shall become an ordinary member of the Club in the manners described as follows:
 - The parents or guardians of youth players registered to play soccer with the Club, and for whom the prescribed fees have been paid;
 - The registered youth players (the players shall be considered non voting members);
 - Registered adult players;
 - A duly elected director of the Club in the director’s current term; or
 - Coaches, assistant coaches, team managers, and any person appointed by the Board of Directors to perform duties on behalf of the Club

- (b) Membership in the Club ceases when persons who are ordinary members by virtue of the fact that they are a player, parent or guardian of a player enrolled to play soccer with the Club no longer qualify under this category. Persons who are members by virtue of their volunteer services cease to be members upon completion of or withdrawal from their assigned duties and responsibilities. Any person who has delivered or mailed his resignation to the secretary of the Club ceases to be a member.
- (c) The Board of Directors may, by a 75% majority, remove, suspend, or expel a member of the Club for just and reasonable cause.
- (d) An ordinary member may also be expelled from the Club by a Special Resolution that is carried by a 75% majority of members attending an Annual General Meeting or an Extraordinary General Meeting of the Club.

2. Life Membership

Life Membership may be bestowed on any members of the Club for distinctive service to the Club for a period of at least ten years. Nominations for a Life Membership must be made by a member of the Directors and may be approved at the last meeting of the Directors of the current season. A life member shall receive a suitable plaque to honor his achievement, and shall enjoy full voting privileges in the Club.

PART 4: BOARD OF DIRECTORS

1. Composition

The business of the Club shall be conducted by a Board composed of a maximum of 24 members, including 2 representing adult teams within the Club, who shall be elected for a term of two (2) years. Half of these members shall be elected in even numbered calendar years, while the remaining half shall be elected in odd numbered calendar years.

There shall be no more than three (3) directors affiliated with a single team.

The Board of Directors shall elect from among their members an Executive Committee, comprising the President, Vice President, Secretary, Treasurer, Chief Divisional Boys and Girls Coordinators, and Registrar.

The Executive Committee shall have the powers of the Board of Directors between meetings of the Board and shall carry on the affairs of the Club subject always to review by the Board of Directors to which it shall report regularly.

Any Director failing for any reason to attend four consecutive meetings of the Board shall cease to be a Board member.

If a director, other than the President or immediate past president, resigns his or her office, or otherwise ceases to hold office, the remaining directors may appoint a member to take the place of the former director.

A director shall abstain from voting on any matter directly affecting himself, any team with which he is affiliated, or any matter in which he has, or appears to have, in the opinion of the Board, a conflict of interest.

At all meetings of the Board a majority of elected Directors shall constitute a quorum.

The Board may engage paid employees as it shall deem necessary. Such person (s) shall have such authority and responsibility as the Board shall determine.

2. Election of Executive Committee Members

Members of the Executive Committee shall be elected by the directors at a Board of Directors meeting immediately following the Annual General Meeting of the members.

3. Duties

(a) President

Shall preside at all meetings and shall act as the official representative of the Club. He shall co-ordinate all Club activities including setting of the Annual General Meeting, Board meetings, emergency meetings and any disciplinary meetings. He shall co-sign cheques, and will act as the official liaison for the Club.

(b) Immediate Past President

Shall act as the official Ombudsman for the Club and its members and will act in an advisory capacity to the incoming Board.

(c) Vice President

Shall assist the President in carrying out the operations of the Club, and act in his absence. He shall assist the Co-ordinators and other Directors as required.

(d) Registrar

Shall maintain a permanent record of all players and members of the Club, and shall report to all Board meetings. He shall be responsible for registration of all playing members, ID cards and insurance.

(e) Treasurer

Shall be responsible for all moneys handled by the Club, maintain permanent financial records and report to all Board meetings. He shall prepare and present a financial statement at the Annual General Meeting and any interim statements as may be required by the President or the Board of Directors. Assisted by the Registrar and other committees' chairpersons, he shall draw up the annual budget, recommend fees for members and teams, approve any expenses above budget, co-sign all cheques and pay all bills in a timely manner. He shall be the Club contact for banking institutions.

(f) Secretary

Shall attend Board meetings, keep a complete record of all minutes, business transacted, and correspondence. He will assist the President or other Directors in the performance of their duties as may be assigned by the President.

4. Committees

(a) The Board of Directors may, at its discretion, appoint special committees from the Board of Directors members and from the membership to handle various affairs of the Club. A Board appointed Director of the Club shall chair each committee. These committees shall meet as required. If requested by the Directors, committees shall be required to maintain formal records of their meetings.

(b) A Disciplinary Committee, as may be required, shall be formed at the call of the President. Such committee will consist of any 3 members in good standing who in the opinion of the Board do not having specific connection to the individual or team subject to disciplinary action.

5. Removals and Vacancies
 - (a) Any Director failing to attend four consecutive meetings of the Board without just cause shall cease to be a Board member and may be removed from their position.
 - (b) Any vacancy on the Board of Directors, other than the positions of President and Immediate Past President, created by a member resigning or being removed, suspended or expelled may be filled for the balance of the term by appointment by a majority vote of the remaining Board of Directors.
 - (c) A Presidential vacancy shall be filled from within the existing Board of Directors.
 - (d) The Board of Directors may, by a 75% majority, remove suspend or expel a member of the Club for just and reasonable cause from any position of responsibility within the Club.

PART 5: MEETINGS

1. Annual Meetings
 - (a) The Annual General Meeting of the Club shall be held each year within 13 months of the previous Annual General Meeting. It shall be the duty of the President to establish the date and to notify all members of the Club 21 days prior to the date of the Annual General Meeting. Notice of such meeting shall be considered given when it has been communicated in "Sidelines" to all members of the Club.
 - (b) The order of business at the Annual General Meeting shall be:
 - Call to order
 - Introductions
 - Minutes of the last Annual General Meeting
 - President's Report
 - Treasurer's Report
 - Directors Reports
 - Unfinished Business
 - New Business
 - Nominating Committee Report
 - Elections
 - Adjournment

- (c) A quorum shall be a clear majority of the Board of Directors plus at least 1 of the remaining members.

2. Board of Directors

The Directors shall hold board meetings not less than ten times during the year. The President or a majority of Board members may call additional Board meetings when the business of the Club so requires.

A quorum for Board meetings shall be a clear majority of the Board of Directors.

3. Extraordinary General meetings

Every general meeting other than the annual general meeting is an extraordinary general meeting. If, at the discretion of the Directors, there is cause to hold an extraordinary general meeting of the Club, it shall be the duty of the President to notify all voting members 21 days prior to the meeting as to the date, time and place as well as the reason for the meeting. Notice of such meeting shall be considered given when it has been communicated in writing to all the members.

If, at the discretion of the membership, there is cause to hold an extraordinary general meeting, a petition requesting such signed by a minimum of 10% of the membership and giving reason for the meeting, must be delivered to the President of the Club at least 28 days prior to the date proposed for the meeting. It shall then be the duty of the President to notify the membership at large 21 days prior to the meeting date as to the time, place and reason for such extraordinary general meeting. Notice of such meeting shall be considered given when it has been communicated in writing to all the members.

PART 6: VOTING

- 1. At the Annual General Meeting all members present shall be entitled to have one vote on all resolutions proposed. Youth members shall not vote on Adult specific matters and Adult members shall not vote on youth specific matters. No proxies shall be allowed.

2. A Nominations Committee shall be formed not less than 60 days prior to the scheduled date of an Annual General Meeting, The committee shall submit a list at the Annual General Meeting of those members wishing to stand for a position on the Board of Directors. Elections will be held at the Annual General Meeting if so required.. The list of nominees shall be given to the current Board of Directors a minimum of 14 days prior to the date of Annual General Meeting.
3. At all meetings of the Board of Directors, each Director, excepting the President, shall be entitled to a single vote. In event of a tie, the President shall cast the deciding vote.
4. No Director shall vote on any matter that the Board determines may be construed as a conflict of interest.
5. Decisions shall be made by the majority of votes cast, either by a show of hands or by secret ballot if so requested by the President.
6. At any Annual General Meeting, members present may nominate additional candidates for Board positions and may introduce additional resolutions or new business to be considered by the Board at a future date.
7. Members may propose Constitutional Amendments to the Annual General Meeting providing the current Board has been notified in writing 30 days prior to the date of the Annual General Meeting.

PART 7: GENERAL

Roberts Rules of Order shall govern the conduct of all meetings.

PART 8: FINANCES

1. The Board of Directors shall approve and direct the handling of the finances of the Club under the responsibility of the Treasurer, who shall be responsible for maintaining full and proper accounting records.
2. Current Operating Account
 - (a) A current operating account shall be maintained in any Canadian chartered bank, credit union or trust company as designated by the Directors. All current operating receipts received by the Club shall be deposited in this account out of which normal operating expenses shall be paid.
 - (b) Special accounts may be created for specific purposes at the discretion of the Board of Directors.

- (c) At each Board meeting, the Treasurer shall present details of all revenues and expenditures to the Directors for their approval.
 - (d) The President or Treasurer shall not make or commit any expenditure in excess of an amount of \$1000.00 without prior approval of the Board..
3. Savings and Trust Account
- (a) The Treasurer, with approval of the Directors, shall maintain savings and trust accounts as may be required by the Club.
 - (b) The Directors shall ensure that all conditions of deposit are adhered to, and shall approve all expenditures or withdrawals related to savings and trust accounts.
 - (c) The Treasurer, with approval of the Directors, shall be empowered to invest any excess funds of the Club in securities designated by the "Trustee Act".
4. The Directors shall not have the power to borrow moneys without sanction of a special resolution at an Annual General Meeting.
5. The signing authorities of any bank accounts or financial papers shall be the President and the Treasurer, and any one of two Directors designated annually by the Board as signing officers of the Club.
6. The fiscal year end for the Club shall be March 31.

PART 9: INSPECTION OF BOOKS AND RECORDS

The books and records of the Club may be inspected by a member of the Club at each Annual General Meeting, and at the Club's office at any reasonable time.

PART 10: AUDITOR

Members may appoint or elect an auditor for a term of one year by special resolution at any general meeting of the members. No Director or employee of the Club shall be auditor.

PART 11: REGISTRATION, FEES, SUSPENSIONS, and APPEAL PROCEDURES

1. Registration

The regulations covering registration of players shall be those adopted by the British Columbia Soccer Association. Any players residing within the District of West Vancouver and other communities within the boundaries of the North Shore Youth Soccer Association District, and being a member of this Club only, will be given preference for registration by way of pre-registration procedures. Open registrations will be accepted for each playing season to a total as previously set by the Board of Directors or as restricted by availability of field facilities.

2. Team Forming

- (a) The Board of Directors will be responsible for ensuring that there is a reasonable balance in the competitive levels of teams participating in the Club.
- (b) Each team registered by the Club shall have players with appropriate level of abilities for all playing positions required in the game of soccer. A formal tryout process will be held annually for all Adult teams, and for Gold and Silver Youth teams, as required.
- (c) Each team registered with the Club shall have a manager, and a coach. The Board of Directors shall appoint and/or approve all coaches and other team officials.
- (d) Existing teams may register with the Club subject to clause 11.1, and provided that they agree to comply with club standards for competitive balance and players level of abilities for playing positions.
- (e) Individual players registering with the Club will be assigned to teams on the basis of clauses 11.2(a) and 11.2(b) with consideration of player preference.
- (f) Consideration of player transfers between teams shall be based primarily on (a) and (b) of this section, and such transfers to be approved by the Board of Directors with prior agreement of the player involved, subject to the overriding rules of the British Columbia Soccer Association and/or the leagues in which the affected teams play, such agreement not to be unreasonably withheld.

3. Player Fees

It shall be the responsibility of the Board of Directors to set the Fee Schedule for each playing season in the coming year.

4. Complaints

Any protest or complaint against Club personnel such as directors, managers, coaches, officials, other officers of the Club, or against players shall be reported in writing to the President of the Club within 7 days of the incident occurring.

4. Suspensions and Appeals

The Board of Directors, upon the recommendation of the Disciplinary Committee of the Club, may suspend a member or player. The Board of Directors shall deal with the matter at the earliest reasonable date and, in the case of individual players, report their decision to British Columbia Soccer Association as appropriate. A member may appeal the suspension to the full membership at the next General Meeting.