



Constitution

1) NAME

The name of the Club is Sunshine Coast Youth Soccer Association.

2) PURPOSES

(a) To administer develop and encourage youth participation in the game of soccer.

(b) To develop and promote enjoyment and competition in all aspects of the game.

(c) To provide the opportunity to learn and develop the fundamental and advanced skills of the game.

(d) To encourage and foster among all players, coaches and Club members the highest level of sportsmanship, self-discipline and the spirit of good fellowship through playing soccer.

(e) To teach all Club members respect for the laws of the game, officials and players.



Bylaws

SUNSHINE COAST YOUTH SOCCER ASSOCIATION

Mission Statement: The goal of the Sunshine Coast Youth Soccer Association is to provide an opportunity for all children aged 6-17 to play recreational soccer in a safe, supportive, sporting environment and at an affordable price.

OPERATIONS

The activities of the Club shall be chiefly carried on in the general locality of the Sunshine Coast Regional District.

BYLAWS

Previously "unalterable provisions" from pre-*Societies Act 2016* constitution

- 3) The Club shall be carried on without purpose of gain for its members, and any profits or other accretions to the Club shall be used in promoting its stated purposes.
- 4) In the event of winding up or dissolution of the Club, any funds and assets of the Club remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organization or organizations promoting the same purposes of this Club, as may be determined by the members of the Club at the time of winding up or dissolution.
- 5) Paragraphs 3, 4, and 5 of the Constitution are unalterable in accordance with the Societies Act.

1. ARTICLE 1: INTERPRETATION

(a) In these bylaws, unless the context otherwise requires:

(i) "Bylaws" means these bylaws of the SCYSA, as amended from time to time

(ii) "Board" means the Board of Directors, from time to time, of the Club;

(iii) "Club" means the Sunshine Coast Youth Soccer Association;

(iv) "Directors" mean the directors of the Club for the time being;

(v) "General Meeting" means an Annual General Meeting or an Extraordinary General Meeting of the Club;

(vi) "Member" means a member of the Club;

(vii) "Registered player" means a player who has registered to play soccer with the Club; and

(viii) "Societies Act" and "the Act" mean the Societies Act of British Columbia from time to time in force and all amendments to it.

(ix) "Youth" means a person who, at the beginning of the regular season, is under 18 years of age.

(b) The definitions in the Societies Act on the date these bylaws become effective apply to these bylaws.

(c) Words importing the singular include the plural and vice versa, and words importing a female person include a male person and a corporation.

2. ARTICLE 2: AFFILIATION

(a) The Board of Directors shall be empowered to affiliate the Club with senior soccer associations in pursuit of SCYSA purposes and in order to further the best interests of the Club its Members

(b) The Board of the Sunshine Coast Youth Soccer Association shall annually determine the Club's affiliation with senior soccer associations, such as the North Shore Youth Soccer Association, the British Columbia Soccer Association, and the Canadian Soccer Association.

(c) Affiliations will be confirmed through Board resolution or through payment of dues to existing affiliated associations.

3. ARTICLE 3: MEMBERSHIP

(a) The voting members of the Club are:

- (i) One parent or guardian of a youth player, or players, registered to play soccer with the Club and for whom the prescribed fees have been paid or for whom alternate arrangement have been made and approved by the Board;
- (ii) A person who is a member of the Board;
- (iii) A person who has been appointed or assigned by the Board to act voluntarily as a coach, assistant coach, or manager; or
- (iv) A person who, by resolution carried by at least 75% of the members of the Board attending a meeting of the Board, is deemed to be worthy of recognition for their contribution to the Club and is therefore invited to be an honorary member of the Club. An honorary member shall be a lifetime member of the Club.

(b) The non-voting members of the Club are:

- (i) Registered youth players and other family members of registered players or
- (ii) People who act voluntarily for the Club, other than those in 3(a)iii.

(c) A person ceases to be a member when:

- (i) A person no longer qualifies for membership under Article 3(a) or (b);
- (ii) A person is expelled, removed, or suspended for just and reasonable cause by a resolution carried by the Board;
- (iii) A person is expelled by a Special Resolution carried by 2/3 of the voting Members attending a general meeting of the Club; and
- (iv) A person resigns by written notice to the Board.
- (v) A person has been a "member not in good standing"

(c) Every member must uphold the Constitution, comply with these bylaws and adhere to the policies and guidelines of the Club as approved by the Board.

(d) A member shall cease to be a member in good standing and may not vote at a General Meeting if:

- (i) She has become two months in arrears of her annual registration fees and/or other financial obligation to the Club; or

(ii) She has been suspended by resolution of the Board. A member suspended by the Board and not reinstated by resolution of the Board with forty-five (45) days of suspension shall cease to be a member of the Club.

(e) A member being disciplined or expelled under these bylaws shall be given notice and opportunity to respond as described in the Act.

4. ARTICLE 4: MEETINGS OF MEMBERS

(a) The Annual General Meeting of the Club will be once per calendar year. It will be the duty of the President to establish the date.

(b) It will be the duty of the Secretary, or designated officer, to notify members of the Club of the place, day and hour of the meeting fourteen (14) days prior to the date of the Annual General Meeting. Subject to the requirements of the Societies Act, the Secretary, or designated officer, may give notice of the meeting by posting the notice in a major local newspaper, through email to club members and by posting on Club web or social media. The non-receipt of a notice by, any of the members entitled to receive a notice does not invalidate proceedings at that meeting.

(c) Robert's Rules of Order will apply to all meetings of the Members.

(d) The order of business at the Annual General Meeting will be:

- Call to Order
- Introduction of the Board
- Minutes of the last Annual General Meeting
- Unfinished Business
- President's Report
- Treasurer's Report and Finance review
- Nominating Committee Report
- Nominations from the floor, if any
- Election of the Board
- New Business
- Open Forum
- Adjournment

(e) A quorum for an Annual General Meeting will be ten (10) Members. Business will not be conducted at a time when a quorum is not present.

(f) A voting member in good standing present at an Annual General Meeting is entitled to one (1) vote. In the case of a tie vote, the Chair does not have a casting or second vote in addition to the vote to which they may be entitled to as a member, and the proposed resolution does not pass. Each member may cast that number of votes which equals the number of vacancies on the Board for which elections are taking place.

(g) Voting will be by the show of hands except for the election of Directors, which will be done by secret ballot. Secret ballots may also be conducted at the discretion of the Chair. With the exception of changes to the constitution, bylaws, or other Special Resolution as required by these bylaws or the Act, a simple majority will resolve decisions put to a vote.

(h) Voting by proxy is not permitted.

(i) Every general meeting of the Members other than the Annual General Meeting is an Extraordinary General Meeting.

(j) The Board, through a majority vote, may cause an Extraordinary General Meeting of the Club.

(k) The membership, through a petition signed by a minimum of 10% of the voting Members and delivered to the President, may cause an Extraordinary General Meeting of the Club.

(l) If an Extraordinary General Meeting is caused, the President will call the meeting within twenty-one (21) days of receiving notice that an Extraordinary General Meeting has been caused. The Secretary, or designate, will notify members of the Club of the place, day, hour and special business of the meeting fourteen (14) days prior to the date of the Extraordinary General Meeting. Subject to the requirements of the Societies Act, the Secretary, or designate, may give notice of the meeting by posting a notice of the meeting in a major local newspaper, through email to club members and by posting on Club web or social media. The non-receipt of a notice by any of the members entitled to receive a notice does not invalidate proceedings at that meeting.

(n) The voting and quorum at an Extraordinary General Meeting will be the same as at the Annual General Meeting.

5. ARTICLE 5: BOARD COMPOSITION

(a) The business of the Club shall be conducted by a Board consisting of a maximum of twelve (12) members who shall be elected for a term of two years. Six of the Board members shall be elected in even numbered calendar years and the remaining Board members shall be elected in odd numbered calendar years.

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

(c) By resolution carried by at least 2/3 of the members of the Board attending a meeting of the Board, the Board may remove any member of the Board from the Board.

(d) The members at a general meeting may, by special resolution of 2/3 of voting members, remove a director.

(e) Any vacancy on the Board created before the end of the Board member's term, whether by a member resigning or being removed, suspended, or expelled

or otherwise may be filled for the balance of the term by resolution of the remaining Directors.

6. ARTICLE 6: MEETINGS OF THE BOARD

- (a) The Board will meet at least six (6) times per year.
- (b) The Board shall meet at the call of the president or upon written request of 50% + 1 of the Board members.
- (c) The Meetings of the Board will be open to the membership. Members who volunteer to help the Executive in performing the duties required will be entitled to be recognized by the chair at the Meetings of the Board but will have no voting rights. Members in good standing may attend meetings but are not entitled to participate or vote in the meeting. A person invited by the President, with the approval of at least 2 other members of the Board, shall be entitled to attend the meeting of the Board to which she is invited and be recognized by the Chair or granted a spot on the agenda. The board may invite members, staff or external parties to meetings of the Board to assist in scheduled agenda items or provide information to the Board.
- (d) The Secretary, or designated officer, will notify Directors of the place, date, and time of a Meeting of the Board seven (7) days in advance.
- (e) The quorum for a Meeting of the Board will be six (6) members of the Board.
- (f) Voting will be by simple majority, unless a Special Resolution is required by these bylaws or the Act, and will be on a show of hands or by ballot as the meeting may decide. In the case of a tie vote, the Chair does not have a casting or second vote in addition to the vote to which they may be entitled to as a Director, and the proposed resolution does not pass.
- (g) Each Director will have one (1) vote and must be present to vote. The Chair shall not cast her vote until all of the other members of the Board have cast their votes.
- (h) The order of business at a Meeting of the Board will be:
 - Call to Order
 - Minutes of the Previous Meeting
 - Business Arising
 - Report from the President
 - Report from the Treasurer
 - Director or Committee reports, if any
 - New Business
 - Adjournment

(i) New business items for the Meeting of the Board must be submitted to the Secretary, or designate, at least four (4) days prior to the Meeting of the Board. New business items may also be placed on the agenda upon a majority vote at the Meeting of the Board.

(j) In the absence of the Secretary from a meeting, the Directors will appoint another person to act as a secretary at the meeting.

(k) Every Director who has personal interest in a matter before the Board shall before a vote on the matter declare her interest and shall not be entitled to vote on the matter in which the Director has a personal interest. The Board may by resolution disqualify a director from voting if the Board is of the opinion that the director has a personal interest in the matter.

(j) The Directors may take decisions by written or electronic means if the President approves, if the vote can be accurately recorded and tracked and if at least 75% of eligible Board members participate in the vote. Any such decisions shall be formally recorded in the minutes of the next regular Board meeting.

7. ARTICLE 7: COMMITTEE MEETINGS

(a) The Board may establish Committees the purpose of which is to assist the Board in the operation of the Club. The Board shall appoint Members to the Committees, the majority of which shall be Directors of the Club.

(b) Committees shall regulate their meetings in the manner directed by the Board and if not directed by the Board then in any manner the Committee thinks fit.

(c) Committees will not pass resolutions effecting the operation of the Club without approval of the Board and will report every act or thing done in the exercise of its power to the Board at the next Meeting of the Board.

8. ARTICLE 8: NOMINATIONS

(a) The Board will appoint a Nominating Committee. The Nominating Committee will seek out qualified candidates for offices for the coming year and ascertain from each nominee in writing that if elected they will be willing to serve on the Board. The Nominating Committee will submit their report to the Board for approval at a Meeting of the Board prior to the Annual General Meeting. The Nominating Committee will present the nominee list at the Annual General Meeting where elections will be held, if required.

(b) Nominations from the floor may be made during the election held at the Annual General Meeting with the provision that persons nominated from the floor are present and affirm their willingness, to serve if elected, or, such person will have stated this intention in writing and this intention is presented to the Chair at the time the nomination is made.

9. ARTICLE 9: OFFICES AND DUTIES

- (a) The Board, after each AGM, shall meet and appoint the following Board positions of the Club:
- (i) President
 - (ii) Vice President
 - (iii) Treasurer
 - (iv) Secretary
 - (v) Such other offices as may be determined by the President and Board from time to time to assist in the effective functioning of the Club; in particular the running of the various divisions and leagues, the training and selection of coaches, oversight of field use and equipment and the training and use of qualified referees.
 - (vi) Directors at large
- (b) Every office created by the board must be filled by a Board member. If the Board is at full capacity and an office is unfilled, any board member with no office who will not fill an office, ceases to be a board member
- (c) The Board will assign duties to the Board Members, staff or other Members which may include, but are not limited to:
- Equipment management
 - Age division management
 - Field coordination
 - Gym coordination
 - Referee scheduling
 - Communications and media relations
 - Tournament management
 - Coaches
 - Managers
- (d) The duties assigned to the offices of the Club shall be as follows:
- A. President
- (i) The President will preside at all meetings of the Club and of the Board.
 - (ii) The President is the chief executive officer of the Club and will supervise the other members of the Board in the execution of their duties
 - (iii) The President will be a member ex-officio of all committees of the Club.
 - (iv) The President is the official representative of the Club.
 - (v) The President will supervise all staff employed by the Club.
- B. Vice President
- (i) Reporting to the President, the Vice President shall assist the President in the execution of her duties.

(ii) The Vice President shall assume the duties of the President during the President's absence.

C. Treasurer

(i) Reporting to the President, the Treasurer is responsible for doing, or making the necessary arrangements, for the following

(a) Keeping the financial records, including books of account of the Club necessary to comply with the Societies Act and serve as the chief financial officer.

(b) Receiving and banking monies collected from the members or other sources.

(c) Preparing the Society's financial statement as required by the Act or other affiliation

(d) Making the Society's filings respecting taxes.

(ii) The Treasurer will provide financial statements to the Meeting of the Board and the Annual General Meeting as required.

(iii) The Treasurer will share signing authority and ensure that all invoices are paid in a timely manner.

C. Secretary: Reporting to the President, the Secretary is responsible for doing, or making the necessary arrangements for, the following:

(i) Conducting the correspondence of the Club.

(ii) Issuing notices of meetings and keep the minutes for the meetings.

(iii) Keeping the records of the Club, in accordance with the Act, these by-laws or Board directive.

(iv) Maintaining the register of members.

(v) Filling the annual report of the Society under the Act and making any other filings with the registrar under the Act.

(vi) The Secretary shall be responsible for registration of all players, ID cards and risk management.

D. Director, General

(i) Reporting to the President, the Director shall assist in the operations of the Club.

E. Other Offices.

(i) The duties of the other offices shall be determined by the President with the Board, and set out in the Club's website, with portfolio responsibilities and contact information for the use of Members

(ii) By resolution carried by at least 2/3 of the members of the Board attending a meeting of the Board, the Board may remove any member of the Board from an office or a person from a position described in section 9(c) or any other person from a position appointed by the Board.

10. ARTICLE 10: REMUNERATION

(a) A Director will not be remunerated for being or acting as a Director but a Director will be reimbursed for all expenses necessarily and reasonably incurred by the Director while engaged in the affairs of the Club.

(b) A Director may be remunerated by the Club for services other than those performed as a Director. This shall be declared, approved each time by the Board and shall not occur for more than 25% of Directors at any given time.

11. ARTICLE 11: FINANCE

(a) The Board will approve and direct the handling of the finances of the Club under the responsibility of the Treasurer, who will be responsible for maintaining full and proper accounting records.

(i) Accounts

A current operating account will be maintained in any Canadian chartered bank, credit union or trust company as designated by the Board. All current operating receipts received by the Club will be deposited in this account out of which normal operating expenses will be paid.

Special accounts may be created for specific purposes at the discretion of the Board.

The Treasurer, with approval of the Board, will maintain savings and trust accounts as may be required by the Club.

The Board will ensure that all conditions of the deposit are adhered to, and shall approve all expenditures or withdrawals related to savings and trust accounts.

The Treasurer, with approval of the Board, will be empowered to invest any excess funds of the Club in investments allowed under the Act.

The President, Treasurer and two other Board members will be the signing authorities for any bank accounts or financial papers, unless a greater number is required by law or financial institution.

No person other than the President or Treasurer or the Board will commit the Club to any expenditure and the President and the Treasurer shall not commit to any expenditure in excess of \$2,000 without prior approval of the Board.

(ii) Reporting

At each Meeting of the Board, the Treasurer will present details of all revenues and expenditures to the Directors for their approval.

The financial records and/or other records of the Club may be inspected by a member of the Club upon giving reasonable notice to the Treasurer.

(iii) Borrowing

The Board, in conducting the business of the Club, may from time to time borrow up to \$10,000 upon the credit of the Club without seeking prior approval of the membership. Any further amount must be approved at a General Meeting of the membership.

No debenture will be issued without the authorization of a special resolution at a general meeting.

(iv) Fees

It will be the responsibility of the Board to prescribe the Fee Schedule for each playing season in the coming year to permit the Club to carry out its functions. The Board will determine fees prior to registration for each new soccer season.

(v) Auditor

The Board or members at a general meeting may appoint an auditor to examine the Club's financial records and/or other records of the Club.

12. ARTICLE 12: COMPLAINTS

(a) Any protest or complaint against Club members, volunteers, employees, players, or referees will be reported in writing to the Board as soon as reasonably possible.

(b) The Board or a Committee established by the Board pursuant to Article 7 or a person who has been given by the Board responsibility for club discipline shall deal with the matter at the earliest reasonable date and levy appropriate discipline, if any.

13. ARTICLE 13: CONSTITUTIONAL AMENDMENTS

(a) No change or amendment will be made to the Constitution or bylaws of the Club except at a general meeting of the Club.

(b) Proposed amendments or additions to the Constitution or bylaws of the Club will only be considered if submitted, in writing, to the Board at least forty-five (45) days prior to any general meeting.

(c) Amendment of or addition to the Constitution or bylaws requires a Special Resolution of 75% of the voting Members in attendance at a general meeting.

(d) Members must be notified that proposed amendments will be discussed at a general meeting fourteen (14) days in advance of that meeting and be given the opportunity to receive a copy of the proposed amendments.

14. ARTICLE 14: SEAL

(a) The Directors may approve a common seal for the Club and may destroy the seal and substitute a new seal in its place.

15: ARTICLE: SPONSORSHIP

(a) The Club retains the sole rights to the league logo and its use or placement on any or all representations of league soccer on the Sunshine coast.

(b) The Board will issue rules and guidelines covering sponsorship participation of any team, division or individual.

(c) The Board has the sole responsibility to ensure sponsorship participation of any team division or individual is consistent with the stated intention of the Club.

(d) The Board has the sole responsibility to collect and disburse funds intended for sponsorship to any team, division or individual