

Castlegar Minor Soccer Association Constitution and Bylaws

CONSTITUTION

Article 1: Name

The name of the society shall be the Castlegar Minor Soccer Association or "CMSA".

Article 2: Purpose

The purpose of the Castlegar Minor Soccer Association is as follows:

- To organize and promote soccer in West Kootenay, primarily in Castlegar,
- To provide a soccer league and training in the sport of soccer and futsal,
- To strive for the highest standards in skill, fair play, and sportsmanship,
- To develop and train referees and coaches to assist in the delivery of a quality soccer program.

Article 3: Affiliation

The Castlegar Minor soccer association is affiliated with the British Columbia Soccer Association (BCSA) and the Kootenay South Youth Soccer Association (KSYSA) and is subject to the rules and regulations of those associations and with the Federation Internationale de Football Association (FIFA). This provision is alterable.

Article 4: Operations

The society shall be carried on without purpose of gain for its members and any profits or other accretions shall be used for promoting the society's purpose.

Article 5: Dissolution

In the event of the dissolution of the society, any assets remaining after payment of all debts and obligations shall be distributed to a recognized charitable organization in the Province of British Columbia with similar objectives or to a suitable level of government.

Article 6: Membership

No voting member of the Board may receive remuneration or other financial benefits for their services to the organization, regardless of the type of services performed.

Article 7

Articles 4, 5 and 6 and this clause are unalterable.

BYLAWS

Here set out, in numbered clauses, the bylaws providing for the matters referred to in section 6(1) of the Society Act, and any other bylaws.

Part 1 - Interpretation

1. In these bylaws, unless the context otherwise requires:

“Board” shall mean the directors of the Castlegar Minor Soccer Association and the appointed coordinators.

“Ordinary Resolution of the Board” shall mean a resolution passed by a simple majority of the Members of the Board, in attendance at a meeting.

2. Words importing the singular include the plural and vice versa, and words importing a male person include a female person, a corporation, and any other organization or association as the context may require.

Part 2 - Membership

3. Membership of CMSA is comprised of:

- a) Parents or Guardians of Registered Players, and
- b) Active Coaches or recognized Volunteers for the current year.

4. Individuals defined above are entitled to one vote at the Annual General Meeting. In the event of dispute, voting eligibility will be decided by an ordinary resolution of the outgoing Board.

5. Membership shall be an annual membership and shall commence with registration of the player and shall cease on March 1st of the next year following the playing season in respect of which the player is registered.

Part 3 - Board of Directors

6. The business of the CMSA shall be conducted by the elected Directors. They shall be elected for two year terms at the Annual General Meeting.

7. At the Annual General Meeting, Members will elect from within themselves, a President, a Vice-President, Secretary, Treasurer, and Registrar as directors of the society. No person shall hold more than one Director position.

8. A Director can be re-elected to the same position for a total of 2 terms.

9. In addition to the elected Directors, the Directors may appoint additional Coordinators to carry out specific duties as directed by the Board.

10. The Directors and the appointed Coordinators are the “Board” and both the Directors and the appointed coordinators have voting privileges at meetings.

11. Should a Director resign, the Board is empowered to appoint a new Director to fill the vacancy until the next Annual General Meeting. This Appointee will have full Board status and voting privileges.

12. Any Board Member absenting himself without cause from three consecutive Board Meetings or willfully neglecting his duties to the Board will be determined to have forfeited his position on the Board. Such determination shall be made by a two-thirds vote of the Board.

13. It is the Board’s sole responsibility to approve the disbursement of all funds. The Board shall have the duty to ensure that expenditure is maintained at a level that does not exceed reasonably foreseeable income.

14. The Board may appoint sub-committees as deemed necessary and the sub-committee must contain at least two Board members to supervise the duties. In the case of a discipline sub-committee as per Part 9 the President or Vice president must be present to oversee the discipline sub-committee.

15. The Board may engage paid employees, firms, or societies, as it deems necessary. Such persons, firms, or societies shall have authority and responsibilities as determined by the Board.

16. The Board may construct, repair, equip, store, purchase, lease, hire, or otherwise inquire for the purposes of the Association and real or personal property, lands, buildings, furniture, household effects, gardening equipment, apparatus, appliances, conveniences, and accommodations and may sell, devise, let, mortgage, or dispose of the same.

17. The Board may enter into any arrangements with any government or authority, federal, provincial, municipal, or otherwise and obtain, carry out, exercise or comply with any rights, privileges, franchises, or concessions which may seem conducive to the Association’s objectives.

18. The Board may undertake, manage, control, or otherwise deal with the business and undertakings of any person, firm, society, or corporation when it may be necessary for purposes of protecting the Association or carrying out the transactions or obligations which the Association has entered upon.

Part 4 – Meetings of Members

19. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.

20. The directors may, when they think fit, convene an extraordinary general meeting provided that at least 6 meetings are conducted during the calendar year.

21. General meetings must be held at the time and place, in accordance with the Society Act, that the directors decide.
22. (1) Notice of a general meeting must specify the place, day and hour of the meeting, and, in the case of special business, the general nature of that business.

(2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

23. The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

24. Notices of the time, date, and venue for the Annual General Meeting must be published in a local newspaper two weeks in advance.

Part 5 – Proceedings at meetings

25. (1) A member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by a show of hands.
- (3) Voting by proxy is not permitted.

26. At the annual general meeting the Members will elect and appoint the Board.

27. The order of business at the annual general meeting shall be:

- roll call;
- minutes;
- business arising;
- correspondence;
- the consideration of the financial statements;
- the report of the directors;
- the report of the auditor, if any;
- constitutional amendments;
- new business;
- the election of directors;
- the appointment of coordinators which may include the following:
 - Equipment coordinator
 - Photo coordinator
 - Risk management coordinator
 - Field coordinator
 - Youth coordinators (2)
 - Mini coordinators (6)

Referee scheduler and small sided referee coordinator (2)
Grant writer
Fundraising coordinator

- the appointment of the auditor, if required

28. No member of the Board shall vote on any matter that may result in a Conflict of Interest with family, business, or team affiliation.

29. A quorum of the Board is required at all meetings to conduct business. A quorum is defined as three or more directors and at least two of the appointed coordinators.

30. Business at the meetings will be accepted as per “Ordinary Resolution”

31. The President of the Board shall have the authority to call a Special Meeting upon the request of a majority attending a Board Meeting or upon the written request of 10 Members of the Association.

32. Notice of the Special General Meeting shall be published the same bylaw 23 and such notice shall summarize the purpose of the meeting

33. Only such business as described in the published notice shall be dealt with at that meeting.

Part 6 – Duties of directors

34. The president presides at all meetings of the society and of the directors.

35. The vice-president must carry out the duties of the president during the president’s absence.

36. The secretary must

- (a) conduct the correspondence of the society;
- (b) issue notices of meetings of the society and directors;
- (c) keep minutes of all meetings of the society and directors;
- (d) have custody of all records and documents of the society except those required to be kept by the treasurer;
- (e) maintain the register of member.

37. The treasurer must

- (a) keep the financial records, including books of account, necessary to comply with the Society Act, and
- (b) render financial statements to the directors, members and others when required.

38. In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

Part 7 - Constitutional Amendments

39. Amendments to the Constitution or Bylaws of the society must be effected at a meeting of the members and upon an affirmative vote of two thirds of the Board Members present.

40. Notice of Motion of proposed Amendments to the Constitution or Bylaws must be made in writing to the Secretary. Such Notice must be received at least fifteen days before a meeting of the members.

Part 8 - Volunteers

41. Members of the association or members of the public may volunteer in any capacity within the CMSA.

42. All volunteers working with children or youth (U4 to 18 age groups) must submit a criminal record check to the Board on a yearly basis.

43. The President and the Risk Management Coordinator have the authority to dismiss a volunteer or restrict their contact. All decisions under Part 8 must be made jointly by the President and the Risk Management Coordinator. Dismissal or Restriction Orders must be based on the results of the criminal record check or if the volunteer has been suspended as per Part 11.

44. A Dismissal or Restriction Order must be in writing and kept on record for 10 years.

Part 9 - Player Registration

45. All young persons within the specified age limits and living in Castlegar or within the District of Central Kootenay are eligible to register with the CMSA unless under suspension.

46. All Players must be registered annually under the direction of the Registrar and using the forms provided for the purpose by the KSYSA. Proof of age must be provided upon request.

47. All young persons who register before the pre-season deadline (as decided by the Board), must be placed upon an appropriate team subject to adequate registration and availability of coaches.

48. A registrant who wishes to withdraw from soccer prior to the season's start may apply to the Board for a refund. The Board has the authority to grant such a request if in the Board's opinion the request is reasonable.

49. Late registration shall be accepted only with the specific consent of the Registrar and applicable mini or youth coordinator who may attempt to find a vacant position on a team.

50. All Players cannot play for more than one team in scheduled games. Players on Select and School teams are an exception to this rule. Players may “guest” on teams subject to the consent of their regular coaches and the Board.

51. Registration Fees shall be set by the Board. The Board shall attempt to balance cost to value for each category or registrant.

Part 10 - Leagues

52. Soon after registration or as is reasonably practicable, the mini and youth coordinators, in consultation with Directors, shall determine the number of Teams and the number of Players on each Team together with the method for determining which Players shall be on which Team.

53. Mini Soccer shall be played by all registrants U-4 through U-10 age groups.

54. Mini Soccer teams shall be selected as per BCSA guidelines.

55. The Mini Soccer Program must emphasize fun, activity, learning, and respect for each other by Players, Coaches, Referees, Parents, and Administrators.

56. Rules of Play for the Mini Soccer Program shall be in accordance with BCSA recommendations modified to fit local conditions. Such modified rules to be decided by the Board.

57. No statistics to be recorded during the regular Mini Soccer season.

58. CMSA Youth coordinators and the Board of KSYSA manage Youth League composition, scheduling and communications.

59. Youth League Soccer shall be played by all registrants U11 through U18 age groups

Part 11- Discipline

60. The Board is empowered to deal with reported cases of misconduct, violations of FIFA Laws of the Game, and Rules or Violations of CMSA or BCSA Regulations.

61. Misconduct is construed to include any action tending to jeopardize this Association or deemed not to be in the best interest of soccer in general.

62. Disciplinary action may be taken against Player, Team Official, Parent, Volunteer or Supporter.

63. The Team Coach shall attempt to control the actions of their Players, Parents and Supporters.

64. The jurisdiction of the Board in matters of discipline includes all activities connected with the CMSA in Castlegar or elsewhere.

65. The Board will normally delegate disciplinary action to a sub-committee formed for the purpose. It is the responsibility of the President or Vice President to convene the sub-committee within seven days of receipt of complaint.

Part 12 - Appeals

66. A person or Team penalized under Part 11 shall have the right of appeal. A request for a hearing shall be in writing and directed to the President. The hearing will take the form of a personal appearance at the next scheduled general meeting. The applicant or any Board Member may call Witnesses. The Board has the authority to set aside or vary any penalty previously imposed by the Disciplinary Committee whilst endeavoring to abide by BCSA Guidelines.

67. A Registered Player or Team may appeal a CMSA Board decision to the BCSA in accordance with the BCSA Constitution.

Part 13 – Borrowing

68. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.

69. A debenture must not be issued without the authorization of a special resolution.

70. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.