



Bonnyville Soccer Association  
Constitution and Bylaws  
2011

**Article One: Name**

The name of this society shall be: Bonnyville Soccer Association, hereinafter referred to as the “Association”. The Association has not adopted a society seal but the logo above that represents the Association.

**Article Two: Affiliation**

The Association shall be affiliated with, and under the jurisdiction of, the Lakeland District Soccer Association (LDSA) and the Alberta Soccer Association (ASA), and shall be subject to the Bylaws of those bodies.

**Article Three: Association Boundaries**

The boundaries in which the players can be recruited will be as determined from time to time by the LDSA Board of Directors. Coaches and referees may come from outside as well as inside the boundary.

**Article Four: Definitions**

- 1) Mini Soccer – shall refer to all soccer players from two (2) years of age up to the age of seven (7) years of age inclusive.  
(7) years of age inclusive.
- 2) Developmental Soccer – shall refer to all soccer players between the ages of eight (8) and eleven (11) years of age inclusive.
- 3) Youth Soccer – shall refer to all soccer players between the ages of twelve (12) and seventeen (17) years of age inclusive.
- 4) Adult Soccer – shall refer to all soccer players eighteen (18) years of age and over.
- 5) Birth date – the age of a soccer player shall be determined as of December 31 of the current year.

- 6) District – shall refer to the area governed by the LDSA and sanctioned community soccer associations.

### **Article Five: Membership**

Membership fee in the Association shall be determined annually by the Association Board and voted upon by the members at a General meeting. Any person residing in Alberta and being of the full age of 18 years may become a member of the Association upon payment of the fee.

All Executive members, Board members, coaches and other volunteers will be required to undergo a Criminal Records check.

Any member wishing to withdraw from membership may do so upon notice in writing to the Association through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the Association until reinstated. In order to be eligible for election to any position, or to be appointed to a position, a member must be in good standing with the Association.

Active Membership shall be continuous unless to member, who, by personal or business conduct violates any part of the Bylaws or regulations of this Association, or takes part in any conduct which does, or may, in the opinion of the Board bring the game into disrepute, may be expelled from membership by a two-third (2/3) majority vote of the Board after an investigation has first been made at which the member concerned has been given a proper hearing with a full opportunity to explain its action. When such a hearing is being initiated by this Association, notice of such hearing shall be given to all concerned, in writing, not less than seven (7) days before such hearing.

### **Article Six: Meetings**

#### Annual General Meetings

This Association shall hold an Annual General Meeting (AGM) on or before September 30<sup>th</sup> in each year, of which notice shall be given to all members on the Association website and by newspaper 28 days in advance and repeated weekly until the evening of the AGM.

At this meeting there shall be election of all officers and directors of the Association by a majority vote of attending members. The officers and directors so elected shall form a Board and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next AGM. The Board (defined in Article Ten) shall appoint a member to temporarily fill the vacant position until the next AGM. Any member in good standing shall be eligible to any office in the Association.

A quorum for the AGM will consist of 2/3 of the executive, 2/3 of the “filled” Director positions and 5 members at large. See Article Seven for voting procedure.

An Annual Financial Report will be given at the AGM. A general explanation of the Association’s planned expenditures for the next year should be presented at that time.

Minutes of all AGM shall be recorded by the Secretary. Minutes shall be maintained at all times in the designated office of the Association and may be inspected by members following proper acceptance of the minutes at any time during normal business hours.

### Special Meetings

A Special Meeting (SM) shall be called by the Secretary upon instructions from the President or any two Board Members of the association at any time. Notice is given to the members by public notification and will set forth the reasons for calling such a meeting. Members shall be notified through the Association website and through notice in the local newspaper 21 days in advance and repeated weekly in the local newspaper until the evening of the SM.

A quorum for the SM will consist of 2/3 of the Executive, 2/3 of the “filled” Director positions and 5 members at large. See Article Seven for voting procedure.

Any resolutions made at a SM shall be brought forward and voted upon by the members at the next AGM.

The Secretary shall attend all SM and record minutes of such meetings. Minutes shall be maintained at all times in the designated office of the

Association and may be inspected by members following proper acceptance of the minutes at any time during normal business hours.

### Board Meetings

Regular meetings of the Board (BDM) shall be held as often as may be required but at least once every three months or four times per year and shall be called by the President.

A BDM may also be called upon the instructions of any three members of the Board provided they request the President in writing to call such a meeting and state the full business to be brought before the meeting. BDM's shall be called with ten (10) days notice either by e-mail, fax, or phone. A quorum will consist of a minimum of three Executive members and three Directors.

If a quorum is not present at a duly called BDM, the meeting shall be rescheduled seven (7) days later at the same time and place. The attending Board members in good standing shall constitute a proper quorum.

### Emergency Board Meetings

Emergency Board Meetings (EBDM) may be held without proper notice if a quorum of the Board is present provided that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.

### Association Meetings

Association Meetings (AM) shall include the Annual General Meeting, any Special Meetings, Board Meetings and Emergency Board Meetings.

A Special Resolution:

- a) Is a resolution proposed and passed at a special or general meeting called for that purpose, by at least 75% of the attending members who are allowed to vote in person PROVIDED at least twenty-one (21) days notice was given of both the meeting and the intent to propose the resolution
- b) If at least twenty-one (21) days notice was not given, a resolution proposed and passed by at least 75% of the attending members,

PROVIDED all the members allowed to attend and vote agree to waive the 21 days notice

- c) A resolution agreed in writing by all members who would have been allowed to vote in person at an AGM or SGM

### **Article Seven: Voting**

Any member who has not withdrawn from membership nor has been neither suspended nor expelled as herein provided shall have the right to vote at any AGM. Such votes must be made in person and not by proxy. Voting shall be done by show of hands or secret ballot if requested by majority of members present.

### **Article Eight: Association Executive Members**

The Association Executive Members shall consist of the following officers:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Past President

The executive shall be responsible for daily operations and any directions given by the Board of Directors. The executive, in its daily operations may not make a decision either individually or collectively that will cause a budget overrun or deficit. The officers of the Association Executive shall be elected at the Association's AGM.

### **Article Nine: Signing Authority**

Signing authority shall be given to the President, Vice-President, and the Treasurer. All budgetary items that exceed three hundred dollars (\$300) require two signatures on behalf of the Association.

### **Article Ten: The Association Board of Directors**

The Association Board of Directors shall hereinafter be referred to as the "Board". The Association Board shall consist of the following voting members:

- a) The Association Executive Members

And may consist of the following members:

- b) Director of Officials
- c) Director of Tournaments
- d) Director of Coaches
- e) Director of Equipment
- f) Director of Adult Soccer
- g) Director of Registration
- h) Director of Technical Soccer
- i) Director of Media

If an area outside the general Bonnyville Area joins this Association, it shall have a director on the Board to represent that area. In such a case, it must comply with the following conditions:

- a) The outside area shall collect and pay all ASA and District levies to the Association by the deadline dates set by the District. In return, the outside area will be eligible, provided all levies are paid to the District sanctioned activities under the Association umbrella.
- b) A written agreement between the Association and the outside area must be entered into regarding all other budgetary items prior to March 15<sup>th</sup> of the fiscal year.

The Board shall be subject to the Bylaws or directions given it by majority vote at any meeting properly called and constituted and has full control and management of the affairs of the Association.

The Board may establish such policies and procedures as are necessary for the effective everyday operation of the Association and governing the practices and procedures used in relation to appeals and hearing of any nature.

## **Article Eleven: Duties of the Association Executive Members**

### President

The President shall attend all AM. The President shall when present and not in conflict with the purpose of the meeting, preside at all AM. The

president shall only chair committee meetings when a committee chairman is not present or been selected. The President will be responsible for the overall operation and coordination of the Association.

The President shall host all Provincial Tournaments as the Tournament Director in conjunction with the ASA/LDSA representative and the LDSA Referee Assistant.

The President shall present a general picture of the Association's planned expenditures for the next year at the AGM.

The President shall in conjunction with the other Community Presidents with the District plan the outdoor League Schedule.

The President shall attend all LDSA Meetings as the representative of the Association.

The President shall have charge of all the correspondence of the Association. He/she shall distribute all appropriate correspondence and information to the appropriate Director as promptly as possible.

The President shall also file any changes to the Association's Bylaws with the Society's Branch, LDSA and the ASA. Voting Rights of the President would be only a deciding factor for a tie within any meeting.

President is also responsible for the hiring of a registrar, if utilized, for each registration season.

The President shall be an ex-officio member of all Committees.

### Vice-President

The Vice-President shall attend all AM. The Vice-President shall preside over Association meetings if the President is unable to chair the meeting and the Vice-President is not in conflict with the general purpose of the meeting. The Vice-President may attend LDSA Meetings as an additional representative of the Association as permitted by the LDSA. This duty may be required if the President is unable to attend. The Vice-President will also chair the Discipline Committee.

### Secretary

It shall be the duty of the Secretary to attend all AM and to keep accurate minutes of the same. Such minutes shall be maintained at all times in the designated office of the Association and may be inspected by members following proper acceptance of the minutes at any time during normal business hours. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. In the case

of the Secretary's position becoming vacant, the Board shall appoint an officer to fill the position temporarily until a new Secretary can be elected at the next AGM.

The Secretary shall keep an up-to-date listing of all rules and operating policies that result from ordinary resolutions passed from time to time at meetings of the Association. Each resolution shall have a number (consisting of the month, date, year it was passed) attached to it and be kept in a separate resolutions file for easy access.

The Secretary shall also file the names and addresses of the newly elected board to LDSA and a copy of the audited financial statement by December 31<sup>st</sup> of each year to be held with the minutes and a copy to the Treasurer.

### Treasurer

The Treasurer shall attend all AM. The treasurer shall receive all monies paid to the Association and shall be responsible for the deposit of the same in whatever Bank, Credit Union or Treasury Branch the Executive may order. He/she shall keep a proper set of accounting records that properly account for all funds of the Association. He/she shall present a full detailed account of receipts and disbursements to the Association whenever requested, and shall prepare for submission to the AGM a duly audited statement hereinafter set forth as the financial position of the Association. The Treasurer shall submit a copy of the same to the Secretary for the records of the Association. The Treasurer will file an annual return with the Society's Branch once a year after the AGM.

The Treasurer shall prepare a financial budget outlining registration fees and other revenues and itemized projected expenses and fees for officials for the Association and present it to an AGM for approval by September 30<sup>th</sup> of every year. The Association shall not approve a deficit budget.

The Treasurer shall be responsible for ensuring the proper auditing of the books, accounts and records of the Association by a duly qualified accountant appointed at a BDM. The fiscal year end of the Association shall be August 31<sup>st</sup> of the current season and the audit will be completed by December 31<sup>st</sup>, in order to be ready for AGM.



The books and records of the Association may be inspected by any member of the Association at the AGM or at any time following the acceptance of the books by the Board, upon giving reason and arranging a time (during normal business hours) satisfactory to the officer or officers having charge of the same. Each member of the Board shall, at all times, have access to such books or records.

He/she shall also keep a record of all the members of the board members and their addresses, send all notices of the various meetings as required and may collect and receive the annual dues or assessments levied by the Association such monies are to be promptly deposited in the bank.

### Past-President

The Past President shall attend all AM. The Past-President shall ensure that a copy of the Roberts Rules of Order is present at any Association AGM, EBDM, BDM, and /or SGM and shall rule on any disputes over Rules of Order at a meeting.

The Past-President shall preside over Association meetings if the President and Vice-President are unable to chair the meeting.

The Past-President shall advise and guide the presiding President during the newly elected President's first year of office and he/she may continue in that role as is mutually agreeable to both parties.

The Past-President has no voting rights.

## **Article Twelve: Duties of the Directors**

### Director of Officials

The Director of Officials is responsible for:

- a) Attending all AM.
- b) Maintaining a list of all locally qualified refs and their years of experience (a copy of this list is distributed to the President and Tournament Director)
- c) Hosting and arranging for the referees courses

- d) Scheduling the referees for league games
- e) Scheduling and directing the referees for all Wetlands Tournament
- f) Liaising between the LDSA Referee Assistant and the Association regarding referee matters and evaluations
- g) Tabulating referee expenses (i.e. games officiated) and submits to the Treasurer for payment

### Director of Tournaments

The Director of Tournaments shall be responsible for:

- a) Attending all AM.
- b) Coordinating all aspects of running a tournament
- c) Overseeing in conjunction with the President, Tournament Assistant and Wetlands Committee Members if utilized
- d) Ensuring that the following are taken care of for the Tournaments:
  - Tournament Packages
  - Referee Schedule
  - Player/Team Schedule
  - Toilets (placement and maintenance)
  - Field Preparation
  - Nets and Flags
  - Fundraising Opportunities i.e. Radar kicking, 50/50 raffles
  - Concession needs
  - Sponsorship
  - Advertising

### Wetlands Tournament Assistant

The Wetlands Tournament Assistant shall be responsible for:

- a) Attending the AGM
- b) Assisting with coordinating all aspects of running a tournament
- c) overseeing in conjunction with the President, Director of Tournaments, and Wetlands Committee Members if utilized
- d) Ensuring that the following are taken care of for the Mini Wetlands Tournaments:
  - Tournament Packages
  - Referee Schedules
  - Player/Team Schedule
  - Toilets (placement and maintenance)

- Field Preparation
- Nets and Flags
- Fundraising Opportunities i.e. Radar kicking, 50/50 raffles
- Concession needs
- Sponsorship
- Advertising

### Director of Equipment

The Director of Equipment shall be responsible for:

- a) Attending all AM.
- b) Collecting and giving of equipment to the appropriate directors and /or members.
- c) Keeping inventory of all equipment
- d) Collecting and giving of uniforms
- e) Ordering equipment as needed and as approved by the executive and directors.
- f) Classifying the condition of the equipment
- g) Ensuring all first aid kits are filled for the start of the seasons.
- h) Ensuring cleanliness and proper storage of equipment in Equipment area.

### Equipment Assistant

The Equipment Assistant, if utilized, is responsible for the following:

- a) Attending the AGM
- b) Any duties and responsibilities assigned by the Director of Equipment or the Board.

### Fields/Facilities Coordinator

The Fields/Facilities Coordinator shall be responsible for:

- a) Attending the AGM
- b) Liaising with the town and contractor regarding the administration of the town's contract for field maintenance
- c) Identifying problems that need correction
- d) Contacting services as required for special events and/or correction of problems such as toilets, garbage bins etc.
- e) Coordination the laying out of fields in the spring and for special events i.e. flags, nets, lines, etc.

- f) Maintaining cleanliness and proper storage of equipment in Equipment Area

### Fields/Facilities Assistant

The Fields/Facilities Assistant, if utilized, shall be responsible for:

- a) Attending the AGM
- b) Any duties and responsibilities assigned by the Fields/Facilities Coordinator and or the Board.

### Soccer Coaches Assistant

The Soccer Coaches Assistant shall be responsible for:

- a) Attending the AGM
- b) Maintaining a list of all local coaches and the level of certification obtained with a copy of the list distributed to the President and Director of Technical Soccer
- c) Ensuring and emphasizing the coach's clinics in spring
- d) Ascertaining the need for coach development. Hosts and arranges for a coaching symposium in the spring, which emphasizes player drills and coaching techniques as well as basic player strategies
- e) In consortium with the Director of Technical Soccer, Director of Coaches and President, allocates coaches to the various positions available at each age level.
- f) Recruiting of coaches as needed
- g) Observing individual coaches and practices
- h) Mediating disputes with President and Director of Technical Soccer that may involve player assignment, unfair team formation, player/coach incompatibility etc.
- i) Assisting a coach if requested to supply suggestions or observe a team to lend expertise
- j) Encouraging a coach to advance their expertise
- k) Preparing and distributing coach packages at season's start up Coach's meeting
- l) Finding coaches and assistant coaches for each of the Mini teams
- m) Ensuring that general concerns of members, coaches, players, and parents be brought forward to the board and/or the President
- n) Promoting good sportsmanship and disciplining players and coaches when necessary

- o) Ensuring that all teams have sufficient playing equipment (such as several balls etc.) and basic uniforms
- p) Distributing any information that is relative to the coaches and parents of mini soccer players
- q) Distributing the ASA team registration to all mini soccer coaches

### Director of Soccer Coaches

The Director of Soccer Coaches shall be responsible for:

- a) Attending all AM.
- b) Maintaining a list of all local coaches and the level of certification obtained with a copy of the list distributed to the President and Director of Technical Soccer
- c) Ensuring and emphasizing the coach's clinics in spring
- d) Ascertaining the need for coach development. Hosts and arranges for a coaching symposium in the spring, which emphasizes player drills and coaching techniques as well as basic player strategies
- e) In consortium with the Director of Technical Soccer and President, allocates coaches to the various positions available at each age level.
- f) Recruiting of coaches as needed
- g) Observing individual coaches and practices
- h) Mediating disputes with President and Director of Technical Soccer that may involve player assignation, unfair team formation, player/coach incompatibility etc.
- i) Assisting a coach if requested to supply suggestions or observe a team to lend expertise
- j) Encouraging a coach to advance their expertise
- k) Preparing and distributing coach packages at season's start up Coach's meeting
- l) Finding coaches and assistant coaches for each of the Youth and Developmental teams
- m) Ensuring that general concerns of members, coaches, players, and parents be brought forward to the board and/or the President
- n) Promoting good sportsmanship and disciplining players and coaches when necessary
- o) Ensuring that all teams have sufficient playing equipment (such as several balls etc.) and basic uniforms
- p) Distributing any information that is relative to the coaches and parents of youth and Developmental soccer players

- q) Distributing the ASA team registration to all mini soccer coaches

### Director of Adult Soccer

The Director of Adult Soccer shall be responsible for:

- a) Attending all AM.
  - a) Maintaining a list of all local coaches and the level of certification obtained with a copy of the list distributed to the President and Director of Technical Soccer
  - b) Ensuring and emphasizing the coach's clinics in spring
  - c) Ascertaining the need for coach development. Hosts and arranges for a coaching symposium in the spring, which emphasizes player drills and coaching techniques as well as basic player strategies
  - d) In consortium with the Director of Technical Soccer and President, allocates coaches to the various positions available at each age level.
  - e) Recruiting of coaches as needed
  - f) Observing individual coaches and practices
  - g) Mediating disputes with President and Director of Technical Soccer that may involve player assignment, unfair team formation, player/coach incompatibility etc.
  - h) Assisting a coach if requested to supply suggestions or observe a team to lend expertise
  - i) Encouraging a coach to advance their expertise
  - j) Preparing and distributing coach packages at season's start up Coach's meeting
  - k) Finding coaches and assistant coaches for each of the Adult teams
  - l) Ensuring that general concerns of members, coaches, players, and parents be brought forward to the board and/or the President
  - m) Promoting good sportsmanship and disciplining players and coaches when necessary
  - n) Ensuring that all teams have sufficient playing equipment (such as several balls etc.) and basic uniforms
  - o) Distributing any information that is relative to the coaches and adult players
  - p) Distributing the ASA team registration to all adult soccer coaches

### Fundraising Coordinator

The Fundraising Coordinator shall be responsible for:

- a) Attending the AGM
- b) Coordinating any fund raising activities that the Association deems necessary
- c) Overseeing, in conjunction with the President any Fundraising Committee Members, if utilized
- d) Submitting necessary reports as requested by the board

### Registrar

The Registrar shall be responsible for:

- a) Attending the AGM
- b) Manning the registration booth with recruited volunteers
- c) Accepting the registrations and inputs the data into our club's data bank, and then organizes that data for the Directors involved and the President. Lists are maintained alphabetically with playing age and sex groupings as well as in an alphabetical master list.
- d) Collecting fees and giving them to the Treasurer as soon as possible
- e) Ensuring that all players and coaches have signed the liability waiver form
- f) Determining vacancies for all teams and handles post-deadline registration inquiries as per policy
- g) Compiling volunteer information and forwarding to Director of Volunteers and Treasurer
- h) Submitting requested reports

### Concessions Coordinator

The Concessions Coordinator shall be responsible for:

- a) Attending the AGM
- b) Ensuring the clubhouse is cleaned thoroughly
- c) Purchasing food for the concession during days of operation
- d) Ensuring all janitorial work throughout the outdoor season is done (April – September)
- e) Must be available to open concession weeknights and non-tournament weekends as approved by the Executive
- f) Providing Concessions financial statements to Treasurer
- g) Taking of periodic inventory of food/beverage supplies

- h) Ensuring yard maintenance and garbage clean up is done weekly.  
Ensure fall clean up and winter shut down is performed
- i) Ensuring arrangements for garbage disposal are taken care of.

### Concession Assistant

The Concession Assistant, if utilized, shall be responsible for:

- a) Attending the AGM
- b) Any duties and responsibilities assigned by the Concession Coordinator or the Board.

### Volunteers Coordinator

The Volunteers Coordinator shall be responsible for:

- a) Attending the AGM
- b) Monitoring the credits needed from people owing credit
- c) Giving the names of people who need to work their hours and what it is they signed up for i.e. executive, concession, fields, etc. to whichever coordinator the duty corresponds to
- d) Recording all hours and makes sure people get their chance to do their hours
- e) Collecting volunteer information from registrar – relative to volunteer commitment – compiles into system and forwards to treasurer
- f) Retrieving all information from the registrar and records it all and then passes on to the Treasurer at the end of the season
- g) Phoning volunteers to schedule their volunteer commitment and forward plan to whichever Director the duty corresponds to
- h) Overseeing in conjunction with the President and a Volunteer Committee if utilized

### Director of Technical Soccer

The Director of Technical Soccer shall be responsible for:

- a) Attending all AM.
- b) Arranging and hosting the Elite camps, junior soccer camps and accommodating the Association's needs as directed by the directors and executive members



- c) Ensuring all material is in the association library at the start of the season
- d) Making videos and copies of drills available to coaches at the first coaches meeting
- e) Traveling to various fields and visits with coaches to ensure material is being circulated
- f) All library material must be received and returned and left at the clubhouse by mid-season (Mid-May)
- g) Recommending if the money is available in the clubs general account, the continued purchasing of soccer periodicals
- h) Maintaining a list of local qualified (trained) coaches and the level of certification obtained with a copy of the list distributed to the President, Director of Soccer Coaches, and Soccer Coaches Assistant.
- i) Ensuring and emphasizing the coach's clinics in spring.
- j) Ascertaining the need for coach development. Assists with coaching symposium in spring, which emphasizes player drills and coaching techniques as well as basic player strategies.
- k) In consortium with the Director of Soccer Coaches, Soccer Coaches Assistant and President, allocates coaches to the various positions available at each age level.
- l) Recruiting of coaches as needed.
- m) Observing individual coaches and practices.
- n) Mediating disputes with President and either Director of Soccer Coaches, or Soccer Coaches Assistant that may involve player assignment, unfair team formation, player/coach incompatibility, etc.
- o) Assisting a coach if requested to supply suggestions or observe a team to lend expertise.
- p) Encouraging coaches to advance their expertise.
- q) Emphasizing the development of soccer players through soccer skills clinics.
- r) Promoting the highest level of soccer within this association.
- s) Encouraging skilled players to enhance their abilities to higher soccer within the district if available.

### Technical Soccer Assistant

The Technical Soccer Assistant shall be responsible for:

- a) Attend the AGM

- b) to assist in hosting camps and activities as directed by Director of Technical Soccer and/or board

### Director of Media

The Director of Media shall be responsible for:

- a) Attending all AM.
- b) Keep the BSA website updated regularly of upcoming events and tournaments and registrations
- c) To Advertising upcoming events and/or meetings with posters, radio, newspapers and other avenues possible
- d) Organize the Photo taking schedules for both seasons

### **Article Thirteen: Discipline Committees**

The membership of the Discipline Committee shall consist of the Vice-President, and two other board members not directly affected. The Vice-President shall call and chair all meetings of the Discipline Committee and utilize the LDSA Disciplinary Directive. If the Vice-President cannot participate, the board shall appoint another member.

Any officer, director or member can be removed by special resolution for any cause, which the Association deems reasonable.

The Board shall have power to deal with all protests and appeals and all cases of discipline of any nature whatsoever arising out of games played under its jurisdiction and empowerment to use if necessary, its authority in the preservation and enforcement of good order in accordance with the Constitution of the Canadian Soccer Association.

The Chairman will keep an accurate record of the reason(s) for the game ejection, the disciplinary action taken and the written notification to the player(s), coach(s) and /or Official(s) involved.

The Board shall make rules governing the practices and procedures in relation to appeals and hearings of any nature.

The Board or its delegates may, at a hearing or appeal, receive and base its decision upon evidence adduced at the hearing or appeal and considered by it to be credible or trustworthy in the circumstances of each case.

An appeal process would be considered for all cases, which would include the President, and two new board members as members of the Appeal Board. The appeal process that would be adopted is the LDSA Disciplinary Directive.

#### **Article Fourteen: Remuneration and /or Expenses**

Unless authorized at any Association meeting, no officer, Director or member of the Association shall receive any remuneration for his/her services. Reimbursement of expenses necessarily incurred on behalf of the Association may be paid to a member or officer upon submission of receipts.

#### **Article Fifteen: Association Borrowing Powers**

For the purpose of carrying out its objective, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit and in particular by the issue of debentures. This power shall be exercised only under the authority of the Association and in no case shall any borrowing of monies or debentures be issued without the sanction of a special resolution of the Association.

A special resolution authorizing the borrowing of money by the Association shall have to have the written consent of seventy-five (75%) of the members in good standing. The written consents shall be kept on file until the Association has paid the borrowed monies.

#### **Article Sixteen: Changing the Bylaws and Regulations**

The association bylaws may be rescinded, altered or added to by a “Special Resolution” passed at a duly called AM and come into effect when the special resolution is registered with the Association’s branch.

#### **Article Seventeen: Liability**

All players, coaches, and officials shall sign, before participating as a player, coach or official a waiver of liability form supplied by the Association. This

form shall be similar to the one used by the Alberta Sports Council, the LDSA and/or the ASA.

### **Article Eighteen: Fee Structure**

All players and team officials in competition sanctioned by or conducted by the Association shall be registered each year on forms supplied by the Association.

Player/team registrations will always accrue to the LDSA Community in which the player/team is domiciled unless the community of domicile does not offer a program for that player/team who wishes to play outside the community of domicile to obtain permission from both communities involved.

For each of the soccer levels defined in Article Five, the Board must bring forward to a general meeting prior to the start of each season a proposed fee structure. The fee structure must take into account all cost the Association will face such as affiliate memberships, insurance, district and provincial playoffs, fees for officiating, equipment, transportation, and other costs that may apply. Family fees, if any, may only cover Mini, Developmental and Youth soccer levels.

The fee structure is to be based on a user pay principle and must be within a balanced or surplus budget. It is not intended that the fees of one level would subsidize the fees in another.

### **Article Nineteen: Dissolution of the Association**

In the event that the Association is no longer active, any monies accumulated by the Association shall be held in trust by the LDSA for a period of five (5) years. In this five-year period, the LDSA shall do all it can to reactivate the Association. If at the end of the five-year period, the Association is not reactivated, the monies held in trust to the LDSA shall be used by the LDSA to promote soccer within the Lakeland District.

Gaming Funds: (ONLY)

Any Gaming Fund assets remaining after paying debts and liabilities to be:

- dispersed to eligible, charitable or religious group or purposes:
- transfer in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the board

## **Article Twenty: Code of Conduct/Expulsion of Members**

Active Membership shall be continuous unless a member, who, by personal or business conduct, violates any part of the By-laws of this Association, or takes part in any conduct which does, or may, in the opinion of the Board bring the Game or the Association into disrepute in which case they may be expelled from membership in the Association.

The Board shall make rules governing the practices and procedures in relation to appeals and hearings of any nature.

The Board shall have power to make rules, regulations, and arrangements as to all matters of business, duties, management, regulations or otherwise, so far as it is not already herein expressly provided for. In keeping with their duty to enforce all the laws all the time and without waiting for an official protest or appeal, the Board shall immediately inquire into the circumstances of any alleged irregularity which may be brought to their attention by a duly responsible officer of any Member and take appropriate action without delay. This in no way shall enable the complainant to gain anything personally there from.

### Code of Conduct

- 1) Members have an obligation not only to abide by the By-Laws of the Association but also to act in a manner that evidences their commitment to the principles and intent of the By-Laws.
- 2) All members should expect to be treated equitably and fairly in all matters. Members shall not discriminate against other members by means of different, unequal or inconsistent treatment applied to individuals or segments of the members.
- 3) Private interests shall not provide the potential for, or the appearance of, an opportunity for benefit, wrongdoing or unethical conduct. It is important to emphasize that conflict of interest relates to the potential for wrongdoing as well as to actual or intended wrongdoing.

- 4) Information of data entrusted to members for use in their capacity or position shall not be disclosed or disseminated in a manner that may cause embarrassment to the Association, or that betrays a trust or confidence.
- 5) Members shall at all times exhibit deportment that maintains the Association's reputation and shall at no time harm or hinder the Association or its ability to represent the sport.
- 6) No member shall harass another member by actions that include, but are not limited to, unwelcome remarks, invitations, requests, gestures or physical contact that whether indirect or explicit, has the purpose or effect of humiliating, interfering with or creating an intimidating situation for that other member. Harassment shall be considered inappropriate behavior, be it ethnic, religious or sexual in nature.
- 7) The interaction or involvement of members under the jurisdiction of the Association shall not result in threats, intimidation, or inflicted physical distress between such members, whether implied or explicit.
- 8) Articles 5 (4) b); 20 (3), 13 (3), 5) and 6); of the By-laws and General Rules and Regulations will apply in the application of this Code of Conduct, as follows: 5(4) b) Active Membership shall be continuous unless to member, who, by personal or business conduct violates any part of the Bylaws or regulations of this Association, or takes part in any conduct which does, or may, in the opinion of the Board bring the game into disrepute, may be expelled from membership by a two-third (2/3) majority vote of the Board after an investigation has first been made at which the member concerned has been given a proper hearing with a full opportunity to explain its action. When such a hearing is being initiated by this Association, notice of such hearing shall be given to all concerned, in writing, not less than seven (7) days before such hearing: 20 (3) The Board shall have power to make rules, regulations, and arrangements as to all matters of business, duties, management, regulations or otherwise, so far as it is not already herein expressly provided for. In keeping with their duty to enforce all the laws all the time and without waiting for an official protest or appeal, the Board shall immediately inquire into the circumstances of any alleged irregularity which may be brought to their attention by a duly responsible officer of any Member and take appropriate action without delay. This in no way shall enable the complainant to gain anything personally there from. 13 (3) The Board shall have power to deal with all protests and appeals and all cases of discipline of any nature whatsoever arising out of games played under its jurisdiction and

empowerment to use if necessary, its authority in the preservation and enforcement of good order in accordance with the Constitution of the Canadian Soccer Association. 13 (5) The Board shall make rules governing the practices and procedures in relation to appeals and hearings of any nature. 13 (6) The Board or its delegates may, at a hearing or appeal, receive and base its decision upon evidence adduced at the hearing or appeal and considered by it to be credible or trustworthy in the circumstances of each case.

### Expulsion of Members

In keeping with their duty to enforce all the laws all the time and without waiting for an official protest or appeal, the Board shall immediately inquire into the circumstances of any alleged irregularity which may be brought to their attention by a duly responsible officer and take appropriate action without delay. This will prevent the complainant from gaining anything personally there from.

Upon a seventy-five percent (75%) vote of Association Board Members, any board member may be removed from his/her Board position/responsibilities and membership for any cause which the Board deems good and sufficient.

Any Member may be expelled from membership by a two-third (2/3) majority vote of the Board after an investigation has first been made at which the member concerned has been given a proper hearing with a full opportunity to explain his/her action. When such a hearing is initiated by this Association, notice of such hearing shall be given to all concerned, in writing, not less than seven (7) days before such hearing.

### Appeals Process

Any Board Member, who has been removed from his/her position, may appeal to the Association at a General Meeting for a Special Resolution to reinstate his/her former Board position.

The Board or its delegates may, at a hearing or appeal, receive and base its decision upon evidence adduced at the hearing or appeal and considered by it to be credible or trustworthy in the circumstances of each case.