



## **Beaumont Soccer Association BYLAWS**

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### **Article 1 – Name**

The name of the organization shall be “Beaumont Soccer Association” hereinafter referred to as BSA.

### **Article 2 – Organization**

BSA shall be composed of members hereinafter set out and shall be governed by a Board of Directors as stated in these Bylaws.

### **Article 3 – Affiliation**

BSA shall be affiliated with Edmonton Minor Soccer Association (EMSA) also known as ASA Soccer District #8, and through them, the Alberta Soccer Association (ASA) and the Canada Soccer Association (CSA).

### **Article 4 – Membership**

BSA shall be composed of the following members:

- 4.1 Regular Members – shall comprise the parent/s or guardian/s of registered players.
- 4.2 Active Members – shall comprise those who regularly participate as coaches, managers, or game officials.
- 4.3 Honorary Members – the Board may recognize and appoint an Honorary Membership to any person(s) whom in their opinion has made, or is making, a significant contribution to the game of soccer or this association.
- 4.4 Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause that the society may deem reasonable.

### **Article 5 – Membership Fees**

Annual membership fees for each category of Membership shall be established by a majority of members present and entitled to vote at a General Meeting of BSA. They shall be based on the following criteria:



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- 5.1 Regular Member – a levy on each registered player, sufficient to recover the anticipated costs for the playing season.
- 5.2 Active Member – no fee shall apply at this time, other than they may apply as a Regular Member.
- 5.3 Honorary Member – no fee shall ever apply.

### **Article 6 – Annual General Meeting**

- 6.1 The Annual General Meeting of the Association shall normally be held on or before April 30th of each year, said date to be determined by the Board.
- 6.2 At least three weeks' notice shall be given to all members of the Board, regular members and active members of the date, time, and location of the Annual General Meeting. Such notice to take the form of a mass email, posting on the BSA Website and notice in the local newspaper.
- 6.3 The order of business at the Annual General Meeting will be as follows:

Roll Call

Minutes of the previous Annual General Meeting

Business Arising from the Minutes

Reports

Unfinished Business

Goals and Work Plans

Budget

Amendments to the Bylaws

Election of Officers

New Business

Adjournment

### **Article 7 – Special General Meeting**

- 7.1 A Special General Meeting may be called by the Board of Directors by its own motion.
- 7.2 A Special General Meeting shall be called within 30 days following the receipt of a written request signed by not less than 50 members of the association.
- 7.3 All members shall receive at least 14 days' notice of the date, time, and location of any Special General Meeting. Such notice to take the form of a mass email, posting on the BSA website and notice in the local newspaper.



7.4 Only the business for which a Special General Meeting has been called will be dealt with, except with the unanimous consent of the members present.

### **Article 8 – Rules of Order**

All meetings of BSA shall be conducted in accordance with Roberts Rules of Order (current edition) insofar as they may apply.

### **Article 9 – Voting**

#### 9.1 Qualifying

9.1.1 Regular members in good standing shall have one vote per registered player.

9.1.2 Active members shall have no votes other than as they may apply as regular members.

9.1.3 Honorary members shall have a voice but no votes.

9.2 Each regular member present shall be entitled to cast a vote, but not by any other member (i.e. no proxy votes).

9.3 At all meetings of BSA, voting shall be by a show of hands unless a vote by ballot is requested, and approved, by a majority of the Members. A simple majority shall reach decisions unless otherwise required by these Bylaws or Corporation Law.

9.4 If a vote by ballot is required, the chair shall appoint scrutinizers who shall total the votes and report them to the Presiding Officer, who shall announce the results to the assembly for the record.

### **Article 10 – Quorum**

51% of Elected Executive members in attendance shall form a quorum at any meeting.

### **Article 11 – Board of Directors**

11.1 The business of BSA shall be conducted by a Board of Directors that shall consist of the Executive Committee, Directors and Coordinators.

11.2 The election of officers shall take place at the Annual General Meeting, except as required to fill vacancies as they arise.

11.3 Tenure for all positions shall be for one year commencing March 1.

11.4 The Board of Directors shall meet no less than quarterly.

11.5 The Executive Committee shall meet no less than once per month.

11.6 Directors may be elected to the Board, or appointed by the Board. Directors are considered to be full members of the Board, with a voice and vote at Board Meetings, unless the Directorship in question is a paid appointment made by the Board.



11.7 Coordinators and paid Directors may be elected to the Board, or appointed by the Board. Coordinators and paid Directors are not considered full members of the Board; they have a voice but no vote.

11.8 The list of Directors and Coordinators may be altered or added to as necessary. Alterations or additions must be made by a duly approved motion at a Board meeting.

## **Article 12 – Duties of the Board of Directors**

12.1 The Board shall be responsible to the Members of BSA.

12.2 The Board shall implement and control the policies, finances, and general affairs of BSA in discharging its responsibilities to the Members.

12.3 The Board has the 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 circumstances of any alleged irregularity which may be brought to its attention by a duly responsible officer or any Member and take appropriate action without delay. This shall in no way enable the complainant to gain anything personally there from.

12.4 The Board shall have the 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 shall be empowered to use, if necessary, its authority in the preservation and enforcement of good order in accordance with the Bylaws of ASA and its affiliates.

12.4.1 The Board may make rules governing the practice and procedures in relation to appeals and hearings of any nature.

12.4.2 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.

12.5 The Board shall not be responsible for any expenditures made, or any obligations assumed in the name of BSA by any members unless consent thereto has previously been given by the Board.

12.6 No director shall receive any compensation for performing their duties as a Director of BSA, other than reimbursement for out-of-pocket expenses incurred in the performance of their duties except as approved by a vote at a BSA Executive meeting.

## **Article 13 – Duties of the Executive Committee**

13.1 President - The President shall preside at all meetings of BSA and shall be an ex-officio member of all committees.

13.2 Vice President - The Vice President shall be the senior officer of BSA next to the President and shall perform the duties of the President in the event of absence,



resignation, or inability to perform said duties. He/she shall have other duties as prescribed.

13.3 Secretary - It shall be the duty of the Secretary to attend all meetings of BSA and the Executive Committee and to keep accurate minutes of the same. Such minutes shall be maintained at all times and may be inspected after they have been accepted at the following meeting. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board. The Secretary shall also keep a record of all the members of the society and their addresses and send all notices of the various meetings as required.

13.4 Treasurer - The Treasurer shall receive all monies paid to BSA and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of BSA and keep such books as may be directed by the Board. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a statement of the financial position of BSA and shall submit a copy of same to the Secretary for the records of BSA.

13.5 Registrar - The Registrar shall have charge of, and maintain, the records of all player and team registrations in accordance with the rules and regulations.

13.6 Program Development & FC Manager – The Program Development & FC Manager shall be responsible for community and FC program development.

13.7 Past President - The Past President shall assure continuity in the running of BSA and shall provide assistance and resource to the Executive Committee as needed.

#### **Article 14 – Vacancies**

Should a vacancy occur on the Board of Directors, the Board may appoint a person to fill the vacancy until the next Annual General Meeting.

#### **Article 15 – Term Limits**

15.1 No person on the Board of Directors or Executive Committee shall hold any one office for more than four (4) consecutive terms unless approved by a two-thirds (2/3) majority vote of all eligible board members. No person shall be allowed to hold any one office for more than six (6) consecutive terms under any circumstances.

15.2 Any director or officer, upon a majority vote of the Board of Directors present at a duly convened meeting, may be removed from office for any cause that BSA may deem reasonable.

#### **Article 16 – Review of Financial Records**



The books, accounts, and records of the Secretary and Treasurer shall be reviewed at least once a year by a duly qualified accountant or by two members of BSA elected for that purpose. A complete financial statement package for the previous year shall be presented at the Annual General Meeting. The fiscal year of BSA shall be April 1st to March 31st of the following year.

### **Article 17 – Inspection of the Records**

The records of BSA may be inspected by any member of BSA upon giving 30 days' written notice for arranging a time and place satisfactory to the officer or officers having charge of the same. Such records shall not be removed from the custody of the officer without Board approval. Each member of the Board of Directors shall, at all responsible times, have access to these records.

### **Article 18 – Monies Owing**

18.1 All monies owing to BSA shall be due and payable on receipt of invoicing unless otherwise approved by the Board of Directors.

18.2 Penalties for late payment, or non-payment of monies due, shall be established by the Board of Directors.

### **Article 19 – Remuneration**

Unless authorized at a General Meeting and after notice for same shall be given, no officer or member of the association shall receive any remuneration for their services.

### **Article 20 - Borrowing**

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

### **Article 21 – Amendments to the Bylaws by Special Resolution**

21.1 All proposed amendments to the Bylaws shall be forwarded in writing to BSA no later than 30 days prior to the Annual General Meeting or Special General Meeting called for that purpose.

21.2 Copies of proposed amendments shall be published on the BSA web site and available to all members not less than 21 days prior to the General Meeting at which they will be considered.

21.3 Amendments to the Bylaws will require a three-quarters (3/4) majority vote of those present at the General Meeting unless otherwise required by Corporation Law.



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21.4 Only members of BSA in good standing shall be permitted to propose amendments to these Bylaws.

Approved on Date: Approved

### Change Control

Change Description	Approved on Date
Multiple changes made to the Bylaws in the following sections: 1, 3, 6.1, 6.2, 7.3, 10, 11.1, 11.3. 1, 21.23.6, 16 Sections added: 11.6, 11.7, 11.8, 15.2	January 21, 2013 at SGM