



## **Pitt Meadows Soccer Club**

### **CONSTITUTION**

#### **Article 1 – Name**

The Association shall be known as the Pitt Meadows Soccer Club.

#### **Article 2 – Purposes**

The Pitt Meadows Soccer Club is an association of individuals, each dedicated to the task of teaching, developing and fostering the skills, fitness, reason and logic evident in the game of soccer, for the benefit of the youth of the Pitt Meadows area.

#### **Article 3 – Affiliation**

The Pitt Meadows Soccer Club will be affiliated with the British Columbia Soccer Association, through the Alouette District (boys) and North District (girls) of that association. This position is unalterable.

#### **Article 4 – Registration**

The Pitt Meadows Soccer Club is registered as a charitable society under the Laws of British Columbia.

*Last updated and approved March, 2006*

## **Pitt Meadows Soccer Club**

### **BYLAWS**

#### **Bylaw #1 – Interpretation**

Whenever they appear in these laws:

1. The word “club” shall mean the Pitt Meadows Soccer Club.
2. The word “executive” shall mean the elected members of the Pitt Meadows Soccer Club.
3. “Resolution of the Executive” shall mean a resolution passed by a simple majority of the elected members of the Pitt Meadows Soccer Club.
4. Interpretation of the Club’s Bylaws, regulations or of any other club matter not provided herein shall be referred to the executive whose decision shall be binding on all parties.

#### **Bylaw #2 – Membership**

NON-VOTING:

1. All registered players are non-voting members. They will be assigned to a team and allowed to take part in any club activities in which their team is taking part. Each registered player shall be expected to conform to the principles of good conduct; good citizenship and good sportsmanship in participation of any activities sanctioned by the club or affiliated association. Any member not adhering to said principles may be expelled from the club.

VOTING:

1. Any individual, 18 years of age or older, who is not a registered player, may apply to the club and be admitted as a voting member of the club. On acceptance by the majority of the executive, and payment of annual dues of \$1.00, the person shall be considered a member in good standing.
2. Application for membership shall bind all such members to abide by the constitution, bylaws and policies and procedures of the club and its affiliate associations.
3. Any member may be expelled from the club for non-payment of fees within thirty (30) days of the due date or for any conduct that, in the opinion of the executive, is contrary to the constitution and bylaws of the club.
4. All voting members must conform to the principles of good conduct, good citizenship and good sportsmanship in participation of any activity sanctioned by the club or affiliated association. Any member not adhering to said principles may be expelled from the club.
5. All members are in good standing, except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing the club by the member. The majority of the executive shall make such determination.
6. A person ceases to be a member in good standing of the club if:
  - a. By delivering his or her resignation in writing to the secretary of the club or by mailing or delivering the letter of resignation to the address of the club.
  - b. On his or her death, or, in the case of a corporation, on dissolution.
  - c. On having been a member not in good standing for a period of thirty days.
  - d. The member has been expelled by a special resolution passed at a general meeting by the majority of the members.

#### **Bylaw #3 – Executive**

##### **ELECTION OF OFFICERS**

1. At the first annual general meeting, nine (9) directors shall be elected by the members; the five (5) receiving the highest number of votes shall hold office for two (2) years. The remaining four (4) directors will hold office for one (1) year. At each succeeding annual general meeting, the four (4) or five (5) persons receiving the highest number of votes will be elected for two (2) years.
2. The executive of the club shall consist of nine members: In odd calendar years, five (5) directors shall be elected; in even calendar years four (4) directors shall be elected.

3. The directors shall elect a president and a vice-president from their number and may appoint a secretary and/or treasurer, whether from their own body or otherwise, as they see fit, and may prescribe their duties and from time-to-time, dismiss them.
4. A person, who is not present at the annual general meeting, may be nominated for a position on the executive provided a written statement of intent is supplied to the Secretary at the time of nomination.

**DUTIES:**

1. President – Shall preside at all meetings of the club with the usual privileges of the office. He/She shall not have a vote in any matter, save in the case of an equality of votes, wherein he/she shall cast the deciding vote.
2. Vice-President – Shall exercise the authority of the president in his/her absence. Shall assist the president in all matters pertaining to the club, and in the absence of the secretary, shall take the minutes of all meetings and shall be responsible for circulating the minutes among the members.
3. Secretary – Shall take minutes of all executive meetings of the club and directors and shall be responsible for circulating the minutes among the members and retaining copies for the club. The Secretary shall also take minutes at the annual general meeting of the club. He/She shall handle the correspondence required for the club.
4. Treasurer – Shall be the custodian of all monies, or other property paid to or donated to the club, and shall disburse it upon authority from the executive. The Treasurer shall keep a true and accurate record of receipts and disbursements and shall tender a true account when required.

**TERMINATION:**

1. The club may, by special resolution of the membership, remove any director before the expiration of his/her term of office, and may appoint another person in his/her stead.
2. The office of a director shall be vacated if a director ceases to be a fully paid member, or, is absent from three (3) consecutive meetings of the executive without consent of the majority of the directors.
3. In the event of the President's resignation, unwillingness to perform any of his/her duties, or the removal of the President from his/her post, the executive may elect an interim President to serve until the next annual general meeting.

**Bylaw #4 – Registration**

1. Each person wishing to play soccer for the club must be registered with the club prior to participating in any activity sanctioned by the club.
2. Any person registering with the club after the start of the season shall be subject to the following fee structure:
  - a. 100% of the annual registration fee (to and including October 15th)
  - b. 75% of the annual registration fee (October 16th to December 31st)
  - c. 50% of the annual registration fee (After December 31st)
3. Any person wishing to withdraw membership with the club will be entitled to a refund under the following conditions:
  - a. 100% refund – upon request within seven (7) days after the completion of that age group's tryouts.
  - b. \$15 service charge applied to all requests prior to July 31st
  - c. \$25 service charge applied to all requests from August 1st to October 1st with no games played
  - d. 30% refund from season opening to December 31st
4. The club reserves the right to deny membership to any person except for reasons of racial origin, gender, or religious beliefs.

**Bylaw #5 – Player/Team Placement**

1. Players will be placed on teams each season according to their birth year, in accordance with B.C. Soccer Association regulations, except under the following conditions:
  - a. There is no team in the appropriate age group for the player to join.

- b. There is no space on a team in the appropriate age group.
  - c. There is no appropriate skill level team in the appropriate age group.
  - d. Permission is given by the executive to a written request to play in another age group.
2. Players entering the Under-11 Division will be assessed and skill tested for placement in either the "Select/ Development" or "Non-Select" divisions.
  3. Players entering the Under-12 Division and any other older division that has an increase in the number of teams will undergo an assessment for placement to the appropriate skill level team, where and when determined by the executive.
  4. The executive will make the final decision of the skill level placement of all club teams.

**Bylaw #6 – Appointment of Officials**

1. The appointment of a Head Referee, Head Coach, Equipment Manager, Team Coaches, or any other position deemed necessary to carry out the club's objectives, shall be determined by the executive of the club for a maximum period of one playing season only.
2. The executive of the club shall have the authority to suspend any appointed official for conduct, which, in the opinion of the executive, contravenes the constitution, bylaws, or operating rules and regulations of the club, or brings the club or the game into disrepute, after a hearing is conducted into any allegations of misconduct or wrongdoing.

**Bylaw #7 – Annual General Meeting**

1. The club shall hold an annual general meeting within thirteen (13) months of the previous annual general meeting.
2. Notice of the time, date and place of the annual general meeting and any amendments to the constitution and/or bylaws shall be mailed or delivered to each voting member of the club, at least thirty (30) days prior to the meeting date. Non-receipt by a member of the club of such notice does not constitute reason to cancel or postpone the meeting, set another date, or declare the meeting invalid.
3. The agenda of the annual general meeting shall be as follows:
  - a. Call to order
  - b. Attendance
  - c. Approval of Agenda
  - d. Approval of minutes of the last annual general meeting
  - e. Officer's Reports
  - f. Constitution or Bylaw Amendments
  - g. Election of Officers
  - h. Adjournment
4. Amendments to the Constitution or Bylaws must be presented to the Secretary at least forty-five (45) days prior to the annual general meeting or extra-ordinary meeting.
5. All amendments proposed will require a seventy-five percent (75%) majority of the members present at the meeting, to be approved.

**Bylaw #8 – General Meetings**

1. General meetings of the membership of the club shall take place at such times and locations as determined by the executive at the first executive meeting or by petition of not less than one-tenth (1/10th) of the membership of the club, to the president. This meeting shall be open to all members of the club.
2. The executive shall hold regular meetings, a minimum of once in every sixty-day (60) period from the date of each annual general meeting. These meetings are open to all members upon written request from the member, or by invitation from the executive.
3. Five (5) elected members of the executive, one of whom shall be the President or Vice-President, shall constitute a quorum for the transaction of business.

4. Voting procedures and regulations:
  - a. A member in good standing present at the annual general meeting is entitled to one (1) vote.
  - b. Voting is by show of hands, with the exception of the election of officers, which shall be conducted by secret ballot, and in any other circumstance warranted by the executive, with the acquiescence of the majority of members present.
  - c. Voting by proxy is not permitted.

**Bylaw #9 – Affiliations**

1. The club will ensure the proper affiliation of players and teams with the following organizations:
  - a. Alouette District (boys)
  - b. North District (girls)
  - b. British Columbia Soccer Association
  - c. Any other BCSCA-approved districts