



SHUSWAP WOMEN'S RECREATIONAL SOCCER ASSOCIATION

CONSTITUTION as modified at Fifth AGM, October 24, 2011

NAME

The name of this League shall be called "Shuswap Women's Recreational Soccer Association" (herein called the "SWRSA" or the "League").

PURPOSE

To promote, teach, and perpetuate the game of soccer amongst women of all ages and skill level in the Shuswap.

AFFILIATION

The SWRSA shall be affiliated as an Associate Member with the British Columbia Soccer Association and subject to the Bylaws Rules and Regulations of that body.

DISSOLUTION

Upon dissolution of the SWRSA, the assets which remain after payment of all charges and expenses which are properly incurred in winding up, shall be assigned and distributed to such organizations as may be involved in the game of soccer, or to such charitable organization or organizations as may be determined by the members of the SWRSA at the time of dissolution.

BYLAWS

1. BYLAW 1: MEMBERSHIP

- 1.1. To be eligible to register in the League, a woman must be a minimum of nineteen (19) years of age or become nineteen (19) years of age during the calendar year in which she is first registered.
- 1.2. All women joining the League must be residents of the Shuswap and surrounding areas (Sorrento, Blind Bay, Sicamous, Enderby, Armstrong) to register and to be placed on a team.
- 1.3. The Registrar of the League shall keep a register of members which shall contain for each member her full name, birth date, signature, and address.

2. BYLAW 2: BOARD OF DIRECTORS

- 2.1. The business of the League shall be conducted by a Board of Directors consisting of the following:
 - 2.1.1. President,

- 2.1.2. Vice-President,
- 2.1.3. Secretary,
- 2.1.4. Treasurer,
- 2.1.5. Registrar,
- 2.1.6. Field and Referee Assignor,
- 2.1.7. Equipment Manager,
- 2.1.8. Members-at-Large (number of members to be determined at each AGM)
 - 2.1.8.1. collectively hereinafter called the “Board.”
- 2.2. Other volunteer positions may include a Website Manager, Concession Coordinator, and a Fundraising Manager.
- 2.3. Board vacancies due to a resignation will be filled by a member appointed and approved by the Board.
- 2.4. Five (5) shall constitute a quorum for the purpose of transacting any Board business.
- 2.5. All Board members may be reimbursed from League funds for any expense incurred for League business. Receipts must be supplied to the Treasurer.
- 2.6. The members may, by special resolution, remove a director before the expiration of her or his term of office and may elect a successor to complete the term of office.
- 2.7. The Board may appoint additional non-voting directors to fulfill special projects for a term ending at the end of the current playing season.
- 2.8. The Board may implement new additional policies and procedures or modify existing ones for the administration of the League.

3. BYLAW 3: DUTIES OF THE BOARD MEMBERS

3.1. PRESIDENT:

- 3.1.1. The President shall be the Chief Executive Officer of the League and shall exercise supervision over the affairs of the League. The President schedules and chairs all meetings and ensures the proper attendance of all Board and League members. The president advises and guides the Board throughout the season and ensures the democratic process.
- 3.1.2. The President shall represent the League to any other organizations, etc. The President shall represent the interests of the League over any affiliated team interest.

3.2. VICE PRESIDENT:

- 3.2.1. The Vice President shall assist the President to carry out his/her duties, and in the event of the President's absence shall perform all the functions of the President.**
- 3.2.2. The Vice President shall be allowed the right to vote on all Executive business. The Vice President shall not vote on League matters unless a deciding vote is necessary in the absence of the President. The Vice President shall represent the interests of the League over any affiliated team interest.**
- 3.2.3. The Vice-President may be acclaimed to President at the AGM.**

3.3. SECRETARY:

- 3.3.1. The Secretary shall give notice of all meetings to persons entitled thereto. The Secretary shall keep minutes of such meetings, shall handle all general correspondence and prepare annual reports if required. The Secretary shall review past minutes if requested by any persons present at the following meeting. The Secretary shall ensure minutes get approved at the following meeting and be kept in a Minute Book. The minutes of the Board meetings are to be e-mailed to all Board members immediately following the meeting.**
- 3.3.2. The Secretary shall be allowed the right to vote on all Board and League business. The Secretary shall represent the interests of the League over any affiliated team interest.**

3.4. TREASURER:

- 3.4.1. The Treasurer shall keep a full and accurate account of receipts and disbursements in books belonging to the League; shall deposit all monies and other valuables in the League account registered with a Chartered Bank. All monies withdrawn from the account must include the signature of any two (2) of the Treasurer, President, Vice President or Registrar.**
- 3.4.2. The Treasurer must be familiar with and follow General Accepted Accounting Principles to provide financial statements suitable for audit purposes. Such statements will consist of a minimum of a Balance Sheet, Income Statement and Bank Reconciliation prepared monthly for the approval of the Board. The Treasurer will also prepare a year-end Financial Statement and report for approval at the AGM.**
- 3.4.3. The Treasurer shall be allowed the right to vote on all Board and League business. The Treasurer shall represent the interests of the League over any affiliated team interest.**

3.4.4. The Treasurer prepares the League Annual Operating Budget for approval by the Board. This budget serves as the basis for determining the Registration Fees payable by players each year.

3.5. REGISTRAR:

3.5.1. The Registrar shall be responsible for collecting all game rosters and recording statistical information. The Registrar shall collect play registration forms, maintain a database of players and ensure that players on game rosters were eligible to play. Registration, red cards, yellow cards, goals scored by each player and team standings are recorded on a regular basis and passed on accordingly.

3.5.2. The Registrar shall be allowed the right to vote on all Board and League business. The Registrar shall represent the interests of the League over any affiliate team interest.

3.6. FIELD AND REFEREE ASSIGNOR

3.6.1. The Field and Referee assignor shall be responsible for booking practice and game fields for all teams.

3.6.2. The Field and Referee Assignor shall be responsible for booking referees for all scheduled games.

3.6.3. The Field and Referee Assignor will collect game reports and submit scores and game information to the Registrar.

3.6.4. The Field and Referee Assignor will confirm referee payments with the Treasurer and reconcile referees to games.

3.6.5. The Field and Referee Assignor will coordinate and track field lining to ensure proper field coverage and payment to field lining provider.

3.6.6. The Field and Referee Assignor will attend all City of Salmon Arm Parks & Recreation field-related meetings.

3.6.7. The Field and Referee Assignor shall be allowed the right to vote on all Board and League business. The Field and Referee Assignor shall represent the interests of the League over any affiliate team interest.

3.7. EQUIPMENT MANAGER

3.7.1. The Equipment Manager will be responsible for purchasing new or replacement jerseys on behalf of the League.

3.7.2. The Equipment Manager will be responsible for the rental, lease, or purchase of necessary game and practice equipment and supplies. Equipment may include goal nets, corner flags, soccer balls, saucers, pinnies, etc.

- 3.7.3. The Equipment Manager will be responsible for pre- and post-season inventory of all equipment.
- 3.7.4. The Equipment Manager will be responsible for arranging storage of purchased equipment and return of leased or rented equipment for the off-season.
- 3.7.5. The Equipment Manager shall be allowed the right to vote on all Board and League business. The Equipment Manager shall represent the interests of the League over any affiliate team interest.

3.8. MEMBERS-AT-LARGE

- 3.8.1. The members-at-large may volunteer for a variety of tasks and/or projects on behalf of the League and the Board.
- 3.8.2. The Members-at-Large shall be allowed the right to vote on all Board and League business. The Members-at-Large shall represent the interests of the League over any affiliate team interest.

3.9. TEAM REPRESENTATIVES

- 3.9.1. The Team Representative is responsible to attend all League meetings or appoint a substitute during the playing season.
- 3.9.2. The Team Representative is responsible for turning in the individual player registrations to the Registrar by the deadline set by the Board.
- 3.9.3. The Team Representative is responsible for collecting and storing cheque deposits for jerseys from each player.
- 3.9.4. The Team Representative and the Equipment Manager will coordinate the inventory of jerseys, including making sure jerseys are returned and/or replaced.
- 3.9.5. The home Team Representative is responsible for completing a game report at the completion of the game. She will make sure that the game report and scores are correct and accurate, with the name of the team, field, date and time.
- 3.9.6. The Team Representatives are to submit the game reports/scores to the web administrator by 6 p.m. the day following a game by email or phone.

4. BYLAW 4: GENERAL MEETINGS

- 4.1. Notice of a general meeting must specify the place, day and hour of the meeting and, in case of special business, the general nature of that business.

- 4.2. 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.
- 4.3. The first annual general meeting of the League 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 within 30 days from the end of the fiscal year just ended.
- 4.4. All League members are encouraged to attend general meetings. Constitutional changes will be decided on at the AGM. All League members are encouraged to seek Board positions to ensure continuing growth and success of the League. All members in good standing and present at the AGM will be allowed the right to vote.
- 4.5. Board meetings will be scheduled as required by the President and attended by all Board members. These meetings will usually take place prior to any League meeting.
- 4.6. All attendees shall be given a voice and a chance to be heard. All motions must be seconded to advance to a vote.
- 4.7. Procedure at the meetings will be governed by Roberts Rules of Order.

5. BYLAW 5: ANNUAL GENERAL MEETING

- 5.1. The League shall hold regular meetings on dates and at such locations as determined by the Board. The Annual General Meeting of the League shall be held if possible, during the month of September and, in any event, at least once every calendar year and not more than fifteen months after the holding of the last preceding Annual General Meeting.
- 5.2. Notice of Meeting: Fourteen (14) days written notice of each General Meeting shall be given by the secretary to all players of the League entitled to attend such meetings and shall specify the place, day, and hour of the meeting, and, in the case of special business, the general nature of that business. Such notice shall include the Agenda, which shall be as detailed as possible.
- 5.3. A quorum must be present.
- 5.4. A quorum is 7 members present.
- 5.5. If at any time during an AGM there ceases to be a quorum present, business then in progress shall be suspended, until a quorum is present or until the meeting is adjourned.

- 5.6. If within 30 minutes from the time appointed for an AGM a quorum is not present, the meeting will stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present will constitute a quorum.
- 5.7. Active members will be entitled to have a voice and a vote.
- 5.8. Each Director, except the President, shall be entitled to one vote on all matters of business. President shall have a casting vote only.
- 5.9. The order of business at the Annual General Meeting shall be:
 - 5.9.1. Adopt the rules of order
 - 5.9.2. Adopt the agenda
 - 5.9.3. President's report
 - 5.9.4. Secretary's report
 - 5.9.5. Treasurer's report
 - 5.9.6. Registrar's report
 - 5.9.7. Field & Referee Coordinator's report
 - 5.9.8. Equipment Manager's report
 - 5.9.9. Reports of Committees
 - 5.9.10. Correspondence
 - 5.9.11. Consideration of Amendments to the Bylaws
 - 5.9.12. Elections
 - 5.9.13. General Business
 - 5.9.14. Adjournment
- 5.10. Agenda of AGM shall include:
 - 5.10.1. The minutes of the most recent General Meeting of the League and minutes of the last AGM;
 - 5.10.2. The reports of the Directors, officers and president;
 - 5.10.3. The financial statements, including an operating budget for upcoming year, and an audited report of the last fiscal year;
 - 5.10.4. Proposed amendments, if any, to the Constitution, Bylaws, Rules and Regulations;
 - 5.10.5. Election of Directors; and
 - 5.10.6. Any other business.
- 5.11. Voting at Annual General Meetings:
 - 5.11.1. Full members shall be entitled to voice and to vote.

- 5.11.2. Each Director of the League except the President shall be entitled to one vote on all matters of business.
- 5.11.3. No member shall exercise more than one vote.
- 5.11.4. The President may cast a vote only in the event of a tie vote.
- 5.11.5. Voting by proxy shall not be permitted.

6. BYLAW 6: ELECTION OF OFFICERS

- 6.1. Elections shall be by voting unless the position is filled by acclamation.
- 6.2. Elections shall be held in this order:
 - 6.2.1. President,
 - 6.2.2. Vice-President,
 - 6.2.3. Secretary,
 - 6.2.4. Treasurer,
 - 6.2.5. Registrar,
 - 6.2.6. Field and Referee Assignor,
 - 6.2.7. Equipment Manager,
 - 6.2.8. Members-at-Large, to be determined by the Board
- 6.3. The entire Board shall be elected at each Annual General Meeting.
- 6.4. The Board shall appoint an individual as a Director to fill any vacancy created. A Director so appointed fills the vacancy until the next General Meeting of the League.

7. BYLAW 7: FINANCES

- 7.1. The fiscal year for the League will be September 1 to August 31.
- 7.2. All funds shall be deposited in a bank or financial institution approved by the Board.
- 7.3. All disbursements of the League funds shall be supported by auditable document(s).
- 7.4. All disbursements in excess of fifty dollars (\$50) shall be made by cheque whenever practicable.
- 7.5. Cash disbursements shall only be made when a cheque is impractical and with the full advance knowledge of the League President and Treasurer, and must be supported by an auditable document in all cases.

- 7.6. No member of the Board except a designated signing officer shall disburse any funds or monies in her/his keeping belonging to the League without authorization by the Board.
- 7.7. All cheques, spending authorizations, and legal documents shall be signed by any two of: the President, the Treasurer, and one other Board member so designated. These three (3) people are the League signing officers.

8. BYLAW 8: CONSTITUTION AND BYLAWS

- 8.1. A 60 percent majority vote is required for any change of the Bylaws or Constitution. No change or amendments shall be made in any part of the Bylaws or Constitution except at the Annual General Meeting and after proper notice of motion circulated (as per the Society Act) with 14 days' notice.
- 8.2. Persons in direct membership with the League and members of the Board may propose changes or amendments to the Constitution. All such motions must be seconded before advancing to be voted upon.

9. BYLAW 9: PROTECTION OF OFFICERS AND DIRECTORS

- 9.1. Information provided to the League is collected as part of our player, coaching, and team management process. The information will be used solely for the purposes related to the daily operation of our soccer programs, and is subject to the rules contained in the British Columbia Personal Information Privacy Act (PIPA).
- 9.2. The privacy officer of the SWRSA shall be the Registrar, and s/he will be responsible for any privacy issues and shall handle them accordingly.
- 9.3. Except as otherwise provided in the Act no Director or Officer for the time being of the League shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for any loss, damage or expense happening to the League through the insufficiency or deficiency of title to any property acquired by the League or for or on behalf of the League or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the League shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person including any person with whom any moneys, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or assets belonging to the League or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of the director's or officer's respective office or trust or in relation thereto unless the same

shall happen by or through the director's or officer's own willful neglect or default.

10. BYLAW 10: AUDITORS

10.1. The financial records shall be audited annually by a director, other than the Treasurer, before the AGM.

11. BYLAW 11: PLAYER REGISTRATION

11.1. A player may only be registered with one SWRSA team at a time.

11.2. All registration fees are non-refundable.

11.3. The outdoor season registration period will be from January through April each year.

11.4. The indoor season registration period will be from September 1 through October 15 each year.

11.5. A player must be registered, on a proper league registration form, with the league, 24 hours before the start of a league game.

11.6. Players added during the season must fill in the SWRSA registration form and pay the SWRSA registration fee.

11.7. A player is officially registered only when the following conditions have been met

11.7.1. She has completed the registration form.

11.7.2. The registration fee has been paid in full.

11.7.3. The registration has been accepted by the League Office or an authorized place of registration.

11.7.4. She has provided a post-dated cheque (Sept 1st of each year) for \$50 for her jersey. This cheque will be returned to the player when the jersey has been returned to the League.

11.8. Proof of age is required for all players. At time of registration proof of age may be required. This can be a photocopy of your drivers licence, BC ID card etc.

11.9. Any team who plays a non-registered player will be subject to discipline at the discretion of the Board.

11.10. Any players who are pregnant before or during the outdoor or indoor seasons will not be permitted to play. The issue of playing and the player's registration needs to be discussed with a board member as soon as the pregnancy is confirmed.

12. BYLAW 12: TEAM STRUCTURE

- 12.1. Players will be broken into groups of skill and age – Beginner, amateur, competitive, and Under 30, Under 40, etc.
- 12.2. The teams will be created using a “draft” model.
- 12.3. The drafting committee will evenly distribute players on teams based on skill, age, and availability.

13. BYLAW 13: PLAYING RULES

- 13.1. Substitutions are unlimited and shall be made at the discretion of the referee.
- 13.2. All games will be played under FIFA rules.
- 13.3. League standing will be determined by 3 points for a win; 1 point for a tie.
- 13.4. Games terminated by the referee or lack of referee, before half time will be rescheduled by SWRSA.
- 13.5. Fields can only be closed by the City of Salmon Arm Parks and Recreation, if unsure of a field closure please call Parks and Recreation or listen to local radio - notification will be given by them. Rained out games will be rescheduled when possible.
- 13.6. Remember the decision of the referee is final. If a team has a grievance put it in writing addressed to the SWRSA Board
- 13.7. Verbal abuse of the referee will not be tolerated.
- 13.8. If there are no Assistant Referees at the game and the referee requests each team to do the lining, each team must comply.

14. BYLAW 14: PLAYING SEASON

- 14.1. The outdoor playing season will be in the spring and summer season in one calendar year.
- 14.2. Fields will be open under normal conditions of any given year the first week in April. Salmon Arm Parks and Recreation opens fields; therefore, teams must refrain from practicing on any soccer field before they are officially opened.
- 14.3. The indoor playing season will be from October to December in one calendar year and January to March in one calendar year.

15. BYLAW 15: DISCIPLINE

- 15.1. Any red or 2 yellow cards to any one player in a game, is an ejection offense plus a (1) one game suspension, to be served by the player the following league game.
- 15.2. A team rep and/or coach is responsible for the conduct of his/her players, and supporters. Inappropriate behavior will not be tolerated. A team may be suspended and or fined, which will be determined by the disciplinary committee.
- 15.3. Any three yellow cards or two red cards by any one player in a season will have a disciplinary hearing.
- 15.4. All disciplinary problems will go before the leagues disciplinary committee.

16. BYLAW 16: TIE BREAKING RULE

- 16.1. If, at the end of the season, ties exist in the league standings, the following tie breaker will be used:
- 16.2. Head to Head
- 16.3. Goals against
- 16.4. If two (2) teams are tied, as per FIFA Laws of the Game penalty kicks shall be taken at a time and place decided by a SWRSA Representative.

17. BYLAW 17: PLAYOFFS

- 17.1. The League shall decide the venue of all games for year-end playoffs.
- 17.2. Year-end playoff games will take place on the last game of the regular season.
- 17.3. SWRSA playoff games shall go into overtime if tied after regulation time. Overtime will consist of an extra two halves of fifteen (15) minutes each for a total of thirty (30) minutes. If the game is still tied after the overtime, then a winner shall be decided by penalty kicks in accordance with FIFA Laws of the Game.

18. BYLAW 18: REFEREES AND ASSISTANTS

- 18.1. The League reserves the right to decide which referees and assistant referees to contract for its games.

- 18.2. The League will approve an annual budget for referees and assistant referees.**
- 18.3. The referees are responsible for providing the Registrar with the game report the following day.**
- 18.4. Referees and Assistant Referees will officiate League games in accordance with provision of these Bylaws and the FIFA Laws of the Game.**
- 18.5. The Board will approve from time to time a fee schedule for referee services.**
- 18.6. Referees and Assistant Referees will not be reimbursed when failed to show-up at a scheduled assignment and to perform their service.**