

Tri-County Soccer Association

By-Laws

The object of this Society is to provide an atmosphere of comradeship and sportsmanship in the sport of soccer, to promote the growth and development of soccer players, game officials and volunteers and to uphold the honor of the game.

Tri-County Soccer Association
BYLAWS

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ARTICLE 1 – NAME AND DEFINITIONS

- 1.1 The name of this organization shall be the Tri-County Soccer Association herein after referred to as the “District” (Association).**
- 1.2 A.S.A. refers to the Alberta Soccer Association and C.S.A. refers to the Canadian Soccer Association.**
- 1.3 Community Association means a recognized incorporated Society, Club or Association which promotes the development of the sport of soccer within the District. By special resolution of the Board of Directors of the District an unincorporated Community Association may be recognized as a Community Association for an interim period to ultimately allow for the growth and development of that organization.**

ARTICLE 2 - RESPONSIBILITIES

The responsibilities of the Board of Directors of the District are to:

- 2.1 Organize leagues taking into account individual player concerns such as travel and balancing these concerns with the good of all soccer players of the District and soccer as a whole.**
- 2.2 Pursue the development of coaches, referees and players**
- 2.3 Review the registered players and make sure the registration complies with the A.S.A. guidelines.**
- 2.4 Organize and guide leagues.**
- 2.5 Schedule games when an interlocking schedule if applicable.**
- 2.6 Provide medals and maintain records.**
- 2.7 Govern matters pertaining to protests and grievances.**
- 2.8 Select representative teams with Certified Coaches for Play Down/ Provincial Competition.**
- 2.09 Liaison with other soccer associations.**
- 2.10 Encourage continuity at the District and Community Association levels by requesting others to volunteer, attend meetings and stand for elections.**
- 2.11 Promote fair play and good sportsmanship.**

ARTICLE 3 - AFFILIATION

- 3.1 The District shall be affiliated with, and under the jurisdiction of, the Alberta Soccer Association and shall follow the rules and regulations of that body.**
- 3.2 All players shall be registered with a member Community Association or affiliate or be registered with an out of district team if that team is participating in the District.**
- 3.3 Any out of district team, registered with a Community Association, wishing to join a the District league, for league play only, must first have permission from their home District before consideration of the request. All District fees payable will be assessed for that team.**

ARTICLE 4 - MEMBERSHIP

- 4.1 Membership shall be restricted to Community Associations recognized by the Board of Directors.**
- 4.2 Each recognized member Community Association shall have the right to send a voting representative of their choosing to sit as a Director on The Board of Directors.**
- 4.3 Any Community Association member can withdraw from membership of the District upon receiving a Two-Thirds (2/3) vote by the Board of Directors. Any Community Association member, upon a Two-Thirds (2/3) vote of all the Board of Directors of the District, may be expelled from membership for any reasonable cause after that Community Association has been given reasonable opportunity to address the Board on the allegations forming the basis for the reasons for expulsion.**

ARTICLE 5 - DEFINITION OF BOUNDARIES

- 5.1 The boundaries of the District are as set by the Alberta Soccer Association. All registered players within the District are eligible to participate on teams in leagues organized or sanctioned by the District.**
- 5.2 Any person residing within the District boundaries who wishes to register outside the District may do so.**
- 5.3 Any player from out of district wishing to play within the District may do so.**

ARTICLE 6 – EXECUTIVE COMMITTEE AND MEETINGS

- 6.1 The day to day affairs of the District Association shall be administered by an Executive Committee elected each year at the Annual General Meeting by the Board of Directors.**
- 6.2 The Executive Committee shall consist of the President, Vice President, Secretary/Treasurer, Discipline/Competitions Director and Past President. The executive, unless they are also a Director, shall have a vote at Executive Committee Meetings only. A person may occupy more than one Executive position.**
- 6.3 The President and Secretary/Treasurer shall hold office for a period of two years ending in (April) an even numbered year and the Vice President and Discipline/Competitions Director shall hold office for a period of two years ending in (April) an odd numbered year. The balance of the Executive shall hold office for a period of one year. The term of the office shall be determined from Annual General Meeting to Annual General Meeting.**
- 6.4 The President, Vice-President and Discipline/Competitions Director shall not be entitled to also occupy the position of a Director representing any member Community Association.**
- 6.5 Meetings of the executive shall be held as required when called for by the President or a majority of the Executive with a minimum notice of 7 days notice unless otherwise unanimously agreed.**
- 6.6 To constitute a quorum Two-Thirds (2/3) of the elected Executive is required.**
- 6.7 The Executive Committee shall have the ability to take action concerning a Community Association not meeting its responsibilities. Any action taken must be ratified at the next Board of Directors Meeting.**
- 6.8 All decisions regarding changes to District rules and procedures made by the Executive must be ratified by the Board of Directors at the next regular meeting.**

ARTICLE 7 – SPECIAL MEETINGS, BOARD OF DIRECTORS

- 7.1 Any Community Association member in good standing may request a Special Board of Directors Meeting with a minimum of 7 days notice.**
- 7.2 Two-Thirds (2/3) of the Board of Directors must be in agreement to hold a Special Meeting and the same numbers are required for a quorum.**
- 7.3 Members of the Board of Directors will be contacted by via email a minimum of seven (7) days before the Special Meeting. Voting will be by show of hands unless otherwise decided.**

ARTICLE 8 – BOARD OF DIRECTOR & MEETINGS

- 8.1 Each Community Association shall have the right to appoint one representative to the Board of Directors (usually the Community President). In the event of this Director’s absence any other designated representative of that Community Association may vote, by proxy, that Director’s vote.**
- 8.2 In the event of a tie in a vote of the Board of Directors the vote shall be considered a rejection of the resolution.**
- 8.3 The total number of votes eligible for a Board of Directors meeting will be the number of member Community Associations.**
- 8.4 Board of Director Meetings will be held a minimum of 6 times during the year. The quorum required shall be Two-Thirds (2/3) of the total number of eligible votes rounded down.**

ARTICLE 9 – STANDING COMMITTEES

- 9.1 The Executive shall have the power to set up standing committees to perform some function or business for the District if necessary. The chairperson of a standing committee will be appointed by, will receive direction from and be responsible to the Executive Committee.**

ARTICLE 10 - RESIGNATIONS

- 10.1 Any Executive wishing to resign may do so upon written notice (30 days) to the Board of Directors.**

ARTICLE 11 - EXECUTIVE COMMITTEE VACANCIES

- 11.1 Any Executive Committee position becoming vacant before the expiration of its term may be filled by the next ordinary meeting of the Board of Directors.**
- 11.2 If the President’s position becomes vacant the Vice President shall perform the duties of the President until a new president is elected.**

ARTICLE 12 - VOTING

- 12.1 All voting for any meeting shall be done by a show of hands, or by written ballot if requested by any member of the Board of Directors.**

ARTICLE 13 – ANNUAL GENERAL MEETING

- 13.1 This Association shall hold an Annual General Meeting in April on or before April 30th each year. All Annual General Meetings are posted on the Tri-County website at least 14 calendar days prior to the day of the meeting.
- 13.2 Each Director is required to fill during the year at least one of the following positions:
- a. As a Volunteer on the Executive
 - b. As a Member of the Discipline Committee
 - c. As a Member of the Competitions Committee
 - d. As a Member of Newly Appointed Standing Committees
- 13.3 A regular Board of Directors meeting may be run concurrently with the Annual General Meeting separate from the Elections.

ARTICLE 14 - REMUNERATION

- 14.1 No Executive or Director of the District shall receive remuneration for time from the District; expenses may be reimbursed for the President, Vice President and Discipline/Competitions Director for Expenses incurred while conducting District business as required.
- 14.2 The District Administrator will be compensated on a Contract basis as per the fees set out by the District.

ARTICLE 15 - AUDITING

- 15.1 The books, accounts and records of the District shall be audited at least once a year by an accountant or by (2) two members of the Society. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Society. The fiscal year of the Society in each year shall be April 1 to March 31.
- 15.2 The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall have at all times access to such books and records.

Article 16 Fees

- 16.1 Member Community Association registration fees of \$100.00 are payable to the District Association each year before the Annual General Meeting; nonpayment will result in loss of voting rights until fee is paid.**
- 16.2 Non payment of any outstanding fees after demand by the District will result in bad standing of the Community Association within the District and will result in suspension of voting privileges until fees are paid. Any accounts over 90 days in arrears will face a hearing for possible expulsion from the District until such time as the outstanding fees are paid.**
- 16.3 The player fee includes the District Association player fee, administration fees if applicable, and the A.S.A. fee which also includes accident and liability premiums, and are subject to change from time to time.**

ARTICLE 17 – DUTIES OF OFFICERS

- 17.1 The President shall preside over all meetings and shall be responsible for coordinating the organization of league objectives through delegation and leadership. He/She shall be the District's delegate at A.S.A. meetings unless otherwise appointed. He/She shall pursue a commitment stressing good conduct to all actively involved contributing to athletic progress in the game of soccer. He/She shall be the Executive contact for all standing committees except when He/She has exercised delegation.**
- 17.2 The Vice-President at the request of the President or in His/Her absence or disability shall perform any of the duties of the President and shall pursue the goals or objectives of the President as applicable. It shall be the duty of the Vice-President to attend all meetings of the District Association and keep accurate minutes of same.**
- 17.3 The Secretary/Treasurer or designate shall report to the District. He/she shall present an account of receipts and disbursements to the Board of Directors at District meetings. The Administrator through the President or Vice-President will furnish the Secretary/Treasurer with update banking Statement of Accounts/disbursements for each District meeting as required.**
- 17.4 The Discipline/Competitions Director shall be responsible for coordinating and investigating all hearings/appeals for the District. The Chairperson will Organize committee members for any upcoming hearing/appeals in accordance with the Rules and Regulations of the District.**
- 17.5 Signing Authority for cheques is given to the Secretary/Treasurer, President, Vice-President and Discipline/Competitions Director; all cheques shall be signed by two individuals.**

17.6 The Administrator (s) shall keep a record of the names of all Coaches, Community Association Executive, District Executive and the Board of Directors. The Administrator shall forward each year any altered, rescinded or new by-laws in the form of a special resolution to the President or Vice-President for submission to the Corporate Registry. The Administrator is also responsible to file an annual return each year that must be approved by the Audit Committee (usually the President, Vice-President or alternate Association member) that will be sent to the Corporate Registry in order to remain active for the Society Act.

ARTICLE 18 – CHANGES TO BY-LAWS

18.1 The by-laws may be rescinded, amended or added to by a special resolution passed by a vote of not less than two thirds (2/3) of the Board of Directors present at any meeting properly called and constituted. All by-laws must be registered by the Corporate Registry of Societies.

ARTICLE 19 – BORROWING POWERS

19.1 For the purpose of carrying out its' objectives, the District may borrow or raise or secure the payment of money in such manner as it thinks fit but this power shall be exercised only under the authority of the District, and in no case shall security be issued without the sanction of a special resolution of the District.

ARTICLE 20 – DISSOLUTION OF THE SOCIETY

20.1 Upon dissolution of this Society all assets will be divided among the active Community Associations pro-rated according to the previous year's player registration numbers.

ARTICLE 21 – MEETING PROTOCOL

21.1 Any procedure for running a meeting not covered in these by-laws will be governed by Roger's Rules of Order.

ARTICLE 22 - SIGNATURES

22.1 President: _____

Vice-President: _____

Secretary/Treasurer: _____

Discipline/Competitions Director: _____

Witness: _____

Dated: _____