

Kamloops Women's Soccer League Bylaws



SOCIETY ACT

"KAMLOOPS WOMEN'S SOCCER LEAGUE SOCIETY"

BY-LAWS

PART 1 – MEMBERSHIP

1. A member shall be any woman who is a registered player on a Kamloops Women's Soccer League ("KWSL") team who remains in good standing effective as at the beginning of the current soccer season, or if not in a soccer season, at the beginning of the most recent soccer season.
2. A member in good standing means: paid-up annual league fees, no unpaid fines or other fees, not having been expelled from KWSL.
3. Membership shall be open to any woman, without regard to race, ethnic origin, age, nationality, sexual orientation, or religious conviction who qualifies as a player under the By-laws of this Society.
4. Each member shall follow the By-Laws and Rules & Regulations of the KWSL without fail to ensure continued eligibility for the team and its players.

PART 2 – TENURE OF MEMBERSHIP

5. A member ceases to be a member in good standing when they have failed to pay the current annual league registration fee by the due date or have failed to pay any other debt incurred and owing to KWSL. The member is not in good standing while the amount owing remains unpaid.

PART 3 – BOARD OF DIRECTORS

6. The Board of Directors shall consist of no more than ten (10) directors who must be in good standing.
7. The Board of Directors shall elect from amongst themselves the following:

President, Vice-President, Secretary, Treasurer, Division Liaisons, Scheduler, and
Stats/Website Manager

PART 4 – POWERS OF THE KWSL BOARD OF DIRECTORS ("BOARD")

8. The Board shall decide the size and membership of each division as they see suitable.
9. The Board shall have the power to suspend or expel any active member or team who neglect to pay their fees at the due date, or any member or team who will not respect the By-Laws and General Rules of the KWSL. The decision of the Board shall be final.

10. The Board may, from time to time, frame temporary rules or regulations covering specific cases not contained herein but which may be necessary for the carrying out of the objectives of the KWSL. Such rules will be subject to ratification at the next annual general meeting.

11. The Board may create ad-hoc committees from time to time to deal with matters as the Board determines. Such ad-hoc committees may make recommendations to the Board.

PART 5 – BOARD OF DIRECTOR ELECTIONS

12. Nominations for Directors may be taken by written notice (if person of interest is not planning to be present as the AGM meeting) signifying that they are willing to stand for election if nominated and/or from the floor at the time of the elections.

13. The Directors shall be elected by majority vote of those members in good standing and in attendance at the Annual General Meeting.

14. All newly-elected Directors shall assume office at the close of the Annual General Meeting following their election.

15. The term of a Director is two (2) years.

16. Any vacancies which may occur on the Board of Directors by reason of resignation or other reason shall remain vacant until the next appropriate KWSL Annual General Meeting or Special General Meeting. The membership shall be notified of any vacancies on the Board.

17. No Director of the Board can act as a team representative for KWSL required business (ie. drafting/attendance at meetings/voting) for the duration of their term.

PART 6 – LEAGUE GOVERNANCE AND INSURANCE

18. The KWSL shall adhere to all F.I.F.A. rules and regulations.

19. The KWSL will affiliate with the BC Soccer Association (“B.C.S.A.”) and follow B.C.S.A. principles when not in contravention with the Society’s Constitution, By-laws, rules, policies and procedures.

20. The KWSL will register all members with the B.C.S.A. and participate in the players’ insurance coverage as provided by the B.C.S.A.

21. The Society may, in the absolute and unfettered discretion of the Directors, purchase separate Director Errors & Omissions Insurance.

PART 7 - MEETINGS

22. In order to safeguard the interests of the KWSL, the Directors shall convene the following meetings: Annual General Meeting, Board of Director Meetings, Team Representative Meetings and Special Meetings as requested.

a) Annual General Meetings

- i. The Annual General Meeting of the KWSL shall be held before the end of the first week of November of each year, at a place and date to be determined by the Board.
- ii. A minimum of fourteen (14) days written notice of the Annual General Meeting shall be given via any of: a) KWSL website (www.kwsl.net) b) email to each member at her last known address c) any other means deemed appropriate by the Board.
- iii. Upon request, the Treasurer shall forward to each Team Representative a copy of an interim financial report at least fourteen (14) days prior to the Annual General Meeting.
- iv. Every member in good standing shall be entitled to one (1) vote at the AGM. The President shall not vote unless a deciding vote is necessary.
- v. As a result of reviewing the Team Representative Attendance Sign-in sheet, any team failing to provide a Team Representative at any mandatory KWSL Meeting will be fined twenty-five dollars (\$25). Once a team's bond drops below one hundred and fifty dollars (\$150), then the team will be declared a team not in good standing and must top their bond to three hundred dollars (\$300), payable within thirty (30) days. Any member on a team not in good standing will be deemed to be a member not in good standing.

b) Special General Meetings

- i. Special Meetings may be held at the discretion of the Board, on a minimum of fourteen (14) days written notice in the manner set out in paragraph 23(a)(ii).
- ii. Special Meetings shall be convened by the Board at the written request of a majority of the teams in good standing within KWSL. Within seven (7) days after receipt of such written request (which will include any proposed amendments to the Constitution), the KWSL Secretary shall give fourteen (14) days' notice of such meeting to each member in good standing.
- iii. Every member in good standing (which includes the Board) shall be entitled to one (1) vote at the Special Meeting. The President shall not vote unless a deciding vote is necessary.
- iv. As a result of reviewing the Team Representative Attendance Sign-in sheet, any team failing to provide a Team Representative at a Special Meeting will be fined twenty-five dollars (\$25).

c) Team Representative Meetings

- i. Team Representatives shall be appointed on an individual basis by each team. The attendance of two (2) Team Representatives per team is encouraged at all Team Rep meetings as they are the voice of their team, but only one (1) Team Representative is

required to attend such meetings. Each team in good standing shall be entitled to one (1) vote at Team Representative Meetings.

- ii. The Board shall have a voice, but no vote at Team Representative Meetings.
- iii. In case of a tie vote, the President shall cast the deciding vote.
- iv. On a matter concerning only one division, and where no other division is affected, only the teams of that division may vote.
- v. Team Rep Meetings are scheduled by the Board on an as-needed basis. All teams will be duly notified at least fourteen (14) days in advance.
- vi. As a result of reviewing the Team Rep Attendance Sign-in sheet, any team failing to provide a Team Representative at a Team Rep Meeting will be fined twenty-five dollars (\$25).

d) Board of Director Meetings

- i. The Board shall meet at least once per month at a regular date and time to be determined by the current Board, meet whenever the President deems it necessary, or meet if directed to do so by a majority vote of the Board.
- ii. For the purpose of transacting business, a simple majority of the Board shall constitute a quorum.
- iii. In case of a tie vote, the President shall cast the deciding vote.

e) Voting

- i. Changes to the By-laws of the KWSL will require a 75% majority vote. Changes to the Rules & Regulations will require a simple majority vote.
- ii. Voting shall be by a show of hands except by the specific request of one (1) of the members and with the approval of the President.
- iii. There shall be no voting by proxy at any meetings of the members or of the Directors.

23. Roberts Rule of Order shall be used as the standard reference for all procedural purposes by the Society.

24. The order of business at an AGM and/or Special KWSL meeting shall be:

- a) Roll Call
- b) Acceptance of Previous Minutes
- c) Report(s) of the Board of Directors
- d) Treasurer's Report
- e) Other Reports

- f) Correspondence
- g) Old Business
- h) Amendment Consideration
- i) Elections
- j) New Business
- k) Adjournment

25. All decisions and reports of the KWSL, or any business transacted at any meeting, may be published at the discretion of the KWSL Board. The decision to release/publish information will always be guided by the intent to respect the privacy and character reputation of the individual(s)/team(s).

PART 8 – LEAGUE STRUCTURE

26. The Board shall decide the size and membership of each division as they see suitable.

27. The League shall consist of two fixed divisions (Open & Recreational). The structure and placement of teams within those divisions is based on skill level and pace of play.

Open - A division meant for players who

- a) have a good knowledge of the game with a moderate to high skill level; and
- b) plays at a moderate to high pace.

Slide tackling is allowed. Carded PCL, Rep, University/College, All-Star Players & Premier players CAN ONLY play in this division.

Recreational - A division meant for players who

- a) have no or very little experience playing soccer; or
- b) plays at a relaxed to moderate pace.

No slide tackling allowed. A 5 year period must pass before a Carded/All-Star/Premier/Rep player is deemed as eligible to play in this division.

28. A division can be, and will only be, divided into tiers if team registration supports the minimum number of teams per tier. The minimum number of teams, as selected by the membership, is six (6) per tier. Each tier will represent teams of similar level of play and teams may be moved between tiers for the upcoming season based on the previous season's standings.

29. Based on the final standings of the previous season, teams may be moved up or down between divisions. Composition of such divisions for the upcoming season will be presented at the Annual General Meeting.

PART 9 – FINANCIALS/CAPITAL ACCOUNT

30. Those funds not required for the day-to-day operation of the KWSL shall be deposited in an interest bearing account in the KWSL Bank known as the KWSL Capital Account.

31. The KWSL Capital Account shall be shown separately on any interim or annual statement of accounts.

32. From year-to-year, signing authority shall be granted to the Treasurer, President, and the Vice President, and two signatures are required at all times.

PART 10 – BURSARY

33. The KWSL will award one annual Bursary in the minimum amount of \$600.00, which award will be covered by the annual league registration fees.

34. The Bursary will only be awarded to active KWSL members who:

- a) are currently registered at an accredited College, University or other Trade School,
- b) demonstrate a need for financial assistance to support their studies, and
- c) remain in good standing within the KWSL.

35. Members interested in applying for the Bursary may do so by following the application process/guidelines outlined on the www.kwsl.net website. Any incomplete information during the application process, or deviations from the process outlined on the website, may result in disqualification.

36. If a recipient cannot accept the awarded Bursary from KWSL, the Bursary goes to the next candidate.

37. In the event that the Bursary is not used in any given year, consideration may be given to selecting two (2) eligible members the following year.

PART 11 – BY-LAW AMENDMENTS

38. Amendment to the Constitution or By-laws may be made by Special Resolution at the Annual General Meeting or at a Special General Meeting called for this purpose. The passing of said amendment requires a 75% vote of the Membership.

39. The proposed amendment(s) shall be submitted to the KWSL Secretary in writing twenty-one (21) days prior to such a meeting. A copy of the proposed amendment(s) shall be sent to members fourteen (14) days before such a meeting.

40. Only members in good standing or the KWSL Board shall be permitted to propose amendment(s) to the Constitution or By-laws. All such motions must be seconded before advancing to be voted upon.

Dated this _____ day of _____, 2015.

Witnessed by:

(signature)

(print full name & address)

Applicants for Incorporation

(signature)

(print full name & address)

Witnessed by:

(signature)

(print full name & address)

Applicants for Incorporation

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